



Board of Directors Meeting #5/23
Thursday, July 27, 2023
1:00 p.m.
Kawartha Conservation, Boardroom
277 Kenrei Road, Lindsay, ON K9V 4R1

AGENDA

We would like to acknowledge that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which we are located.

Today, this area is home to many indigenous peoples from across Turtle Island. We acknowledge that our watershed forms a part of the treaty and traditional territory of the south-eastern Anishinaabeg.

It is on these ancestral and treaty lands that we live and work. To honour this legacy, we commit to being stewards of the natural environment and undertake to have a relationship of respect with our Treaty partners.

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8. Action Items

8.1 CA Act Transition Report

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8.2 Land acquisition and disposition policy

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9. New Business

10. Reports and Updates from Board Members

11. Closed Session – None

12. Adjournment



Agenda Item #3

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

From: Mark Majchrowski, CAO

Re: Approval of Minutes

KEY ISSUE:

To approve the minutes of Meeting #4/23 held on Thursday, May 25, 2023.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Board of Directors Minutes of Meeting #4/23 be adopted as circulated.

BACKGROUND

Minutes are attached for your review and approval.



Board of Directors Minutes of Meeting #4/23

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Meeting #4/23 was held on Thursday, May 25, 2023, in person at the Kawartha Conservation Administration Centre. The Chair called the meeting to order at 1:07 p.m.

Present: Robert Rock, Chair
Pat Warren, Vice-Chair
Tracy Richardson, Director
Eric Smeaton, Director
Harold Wright, Director
Peter Franzen, Director
Gerry Byrne, Director
Cria Pettingill, Director

Regrets: Lloyd Rang, Director
Jeff Forbes, Director, Mississaugas of Scugog Island First Nations (virtual)

Staff: Mark Majchrowski, CAO
Kristie Virgoe, Director, Stewardship and Conservation Lands
Matthew Mantle, Director, Planning and Development Services
Jonathan Lucas, Acting Director, Corporate Services
Nancy Aspden, Acting Manager, Integrated Watershed Management
Melanie Dolamore, Corporate Services Assistant
John Chambers, Marketing and Communications Specialist

Guests: Adam Delle Cese, CPA, Partner, BDO Canada
Nick Corsi, Senior Manager, CPA, BDO Canada

FIRST NATIONS ACKNOWLEDGEMENT

The Vice Chair began meeting #4/23 with a First Nations Acknowledgement:

We would like to acknowledge that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which we are located.

Today, this area is home to many indigenous peoples from across Turtle Island. We acknowledge that our watershed forms a part of the treaty and traditional territory of the south-eastern Anishinaabeg.

It is on these ancestral and treaty lands that we live and work. To honour this legacy, we commit to being stewards of the natural environment and undertake to have a relationship of respect with our Treaty partners.

#1 - ADOPTION OF AGENDA

RESOLUTION #53/23

MOVED BY: GERRY BYRNE

SECONDED BY: HAROLD WRIGHT

RESOLVED THAT, the Agenda for Meeting #4/23 be adopted.

CARRIED

#2 – Declaration of Pecuniary Interest

None.

#3 – Approval of Minutes

RESOLUTION #54/23

MOVED BY: PETER FRANZEN

SECONDED BY: PAT WARREN

RESOLVED, THAT, the Board of Directors Minutes of Meeting #3/23 be adopted as circulated.

CARRIED

#4 – Business Arising from the Minutes

None.

#5 – Deputation

None.

#6 – Presentations and Applicable Action Items

RESOLUTION #55/23

MOVED BY: PETER FRANZEN

SECONDED BY: HAROLD WRIGHT

RESOLVED, THAT, the presentation on the 2022 Audited Financial Statement by Mr. Adam Delle Cese, CPA and Mr. Nick Corsi, CPA representing the firm BDO Canada Lt. be received.

CARRIED

BDO Canada Ltd. attended and presented the 2022 audited financial statements and addressed questions of the Board members.

RESOLUTION #56/23

MOVED BY: PETER FRANZEN

SECONDED BY: HAROLD WRIGHT

RESOLVED, THAT, the 2022 draft financial statements as audited by the firm BOD Canada Ltd., be approved AND,

THAT, the reserves be adjusted in the amount of:

\$151,304 addition to Unrestricted Net Assets,
\$138,233 addition to Capital Asset Acquisitions,
\$29,761 addition to Conservation Initiatives,
\$1,298 reduction in Windy Ridge Conservation Area, and
\$20,413 reduction in the net investment in Tangible Capital Assets,

Representing a total increase in net assets of \$297,587 in 2022.

CARRIED

RESOLUTION #57/23

MOVED BY: CRIA PETTINGILL

SECONDED BY: ERIC SMEATON

RESOLVED, THAT, the presentation on Section 28 Hearing Procedures be received.

CARRIED

Mr. Mantle presented the Board with the process of the Kawartha Conservation Hearing Procedures. Questions were raised on timing, adjournment, tribunal panel and applicant representation, with responses provided by Mr. Mantle and Mr. Majchrowski. A recommendation was provided from the Board for staff consideration of implementing a process on when legal or other representation would be implemented by Kawartha Conservation based on the corresponding representation of the permit applicant.

#7 – Staff Reports**7.1 – Permits Issued by Designated Staff (April)****RESOLUTION #58/23**

MOVED BY: HAROLD WRIGHT

SECONDED BY: CRIA PETTINGILL

RESOLVED, THAT, the following Section 28 Permits issued by staff be received.

Permits	2022-418 (REVISED), 2023-041, 2023-054, 2023-082, 2023-095, 2023-096, 2023-100, 2023-101, 2023-104 to 2023-118, 2023-121 to 2023-124
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AND THAT, the Permitting performance report be received.

CARRIED

7.2 – Lake Dalrymple Update

RESOLUTION #59/23

MOVED BY: TRACY RICHARDSON

SECONDED BY: PETER FRANZEN

RESOLVED, THAT, the update on the development of the Lake Dalrymple Management Plan be received.

CARRIED

Ms. Aspden provided clarification on the unnamed tributary to Lake Dalrymple and its current phosphorus levels, as well as details surrounding the Lake Dalrymple Dashboard.

7.3 – CAO Report

RESOLUTION #60/23

MOVED BY: PAT WARREN

SECONDED BY: HAROLD WRIGHT

RESOLVED, THAT, the CAO Monthly Report for meeting #4/23 be received.

CARRIED

7.4 – Correspondence

RESOLUTION #61/23

MOVED BY: ERIC SMEATON

SECONDED BY: PETER FRANZEN

RESOLVED, THAT, the attached correspondence be received.

CARRIED

Mr. Majchrowski fielded a question on site plan control as part of Conservation Ontario's comments to the Ministry on ERO #019-6822 and provided clarification on the responses submitted.

#8 – Action Items**8.1 – 2023 Municipal Levy Weighted Vote****RESOLUTION #62/23**

MOVED BY: GERRY BYRNE

SECONDED BY: PETER FRANZEN

RESOLVED, THAT, the General Operating municipal levy in support of the Operating Budget be set at \$1,715,325 with the Operating Levy being apportioned between watershed municipalities as follows:

City of Kawartha Lakes	59.3214%	\$ 1,017,555
Region of Durham	35.0564%	\$ 618,484
Municipality of Trent Lakes	4.2372%	\$ 72,682
Township of Cavan Monaghan	0.3850%	\$ 6,604

AND;

THAT, the 2023 General Benefiting Projects Budget be set at \$40,000 and the levy be approved at \$40,000 and apportioned between watershed municipalities as follows:

City of Kawartha Lakes	59.3214%	\$ 23,729
Region of Durham	35.0564%	\$ 14,423
Municipality of Trent Lakes	4.2372%	\$ 1,695
Township of Cavan Monaghan	0.3850%	\$ 154

AND;

THAT, the special benefiting projects proceed as the required funding is approved by the benefiting municipalities.

CARRIED

2023 Budget Vote

A weighted vote for operating levy is required under Ontario Regulation 139/96 made under the Conservation Authorities Act.

The recorded vote is taken in alphabetical order by surname, with the Chair voting last. A weighted majority of 51% of those present carries the vote.



2023 Apportionment				
Municipality	Levy Apportionment	Budget Vote Apportionment	Number of Members	Vote % Per Member
City of Kawartha Lakes	59.3214%	50.0000%	3	16.6667%
Region of Durham	36.0564%	44.3186%	4	11.0797%
Municipality of Trent Lakes	4.2372%	5.2081%	1	5.2081%
Township of Cavan Monaghan	0.3850%	0.4732%	1	0.4732%
	100.0000%	100.00%	9	

2023 Vote Recording

Municipality	Last Name, First Name	Title	Present (Yes/No)	Vote Decision (Yes, No or Abstain)
Township of Cavan Monaghan	Byrne, Gerry	Director	Yes	Yes
Municipality of Trent Lakes	Franzen, Peter	Director	Yes	Yes
Region of Durham	Pettingill, Cria	Director	Yes	Yes
Region of Durham	Rang, Lloyd	Director	No	
City of Kawartha Lakes	Richardson, Tracy	Director	Yes	Yes
City of Kawartha Lakes	Smeaton, Eric	Director	Yes	Yes
City of Kawartha Lakes	Warren, Pat	Vice-Chair	Yes	Yes
Region of Durham	Wright, Harold	Director	Yes	Yes
Region of Durham	Rock, Robert	Chair	Yes	Yes

2023 Results

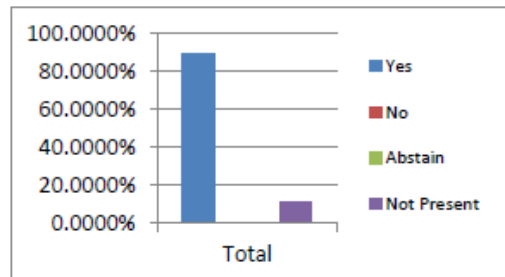
	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Not Present</u>
City of Kawartha Lakes	50.0000%	0.0000%	0.0000%	0.0000%
Region of Durham	33.2390%	0.0000%	0.0000%	11.0797%
Municipality of Trent Lakes	5.2081%	0.0000%	0.0000%	0.0000%
Township of Cavan Monaghan	0.4732%	0.0000%	0.0000%	0.0000%
Total	88.9203%	0.0000%	0.0000%	11.0797%

Running Vote

(Total Yes / Available Vote)

100.0000%**Abstainment not considered as available vote***Results**

The 2023 budget is approved by the Board of Directors.



Staff fielded questions on donations, and the special project for Trent Lakes.

8.2 – Draft Municipal Apportioning Agreement**RESOLUTION #63/23**

MOVED BY: PAT WARREN

SECONDED BY: PETER FRANZEN

RESOLVED, THAT, an amendment be made to clause 5 of the draft Municipal Apportioning Agreement to include mediation as an additional dispute resolution method.

CARRIED

RESOLUTION #64/23

MOVED BY: CRIA PETTINGILL

SECONDED BY: HAROLD WRIGHT

RESOLVED, THAT, the draft apportioning agreement be endorsed as the framework for discussions with participating municipalities.

CARRIED

Mr. Majchrowski provided clarification on the dispute resolution clause and after Board discussion it was suggested that an amendment be made to Clause 5, and that the wording be changed to include mediation as an additional dispute resolution method.

8.3 – Lake Management Implementation Action Plan 2024-2028

RESOLUTION #65/23

MOVED BY: PAT WARREN

SECONDED BY: ERIC SMEATON

RESOLVED, THAT, the 2024-2028 Lake Management Implementation Action Plan be endorsed.

CARRIED

#9 – New Business

None.

#10 – Reports and Updates from Board Members

Chair Rock invited the Board to attend the Lake Scugog Enhancement Project Open House.

#11 – Closed Session

None.

#12 – Adjournment

There being no further business, the meeting adjourned at 3:17 p.m.

RESOLUTION #66/23

MOVED BY: TRACY RICHARDSON

SECONDED BY: PETER FRANZEN

RESOLVED THAT, the Board of Directors Meeting #4/23 be adjourned.

CARRIED

Robert Rock
Chair

Mark Majchrowski
CAO



Agenda Item #5

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

From: Mark Majchrowski, CAO

Re: Deputation

KEY ISSUE:

Presentation by the Haliburton, Kawartha, Pine Ridge District Health Unit on their Climate Change Health Vulnerability and Adaptation Assessment.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the deputation by the Haliburton, Kawartha, Pine Ridge District Health Unit on their Climate Change Health Vulnerability and Adaptation report be received.

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

Haliburton, Kawartha, Pine Ridge District Health Unit: Climate Change Health Vulnerability and Adaptation report

Sue Shikaze, Health Promoter, Environmental Health for the Haliburton, Kawartha, Pine Ridge District Health Unit (HKPRDHU) will be presenting an overview of the recently released Climate Change Health Vulnerability and Adaptation Assessment report. Sue's work on the comprehensive report began in 2018 and was completed earlier this year. The report examines climate hazards and their health impacts focused on areas including extreme temperatures, extreme weather, vector-borne diseases, air quality, safe food and water, and exposure to solar ultraviolet radiation. The assessment identifies how HKPRDHU programs and services currently contribute to climate change adaptation and examines opportunities to incorporate a climate change lens into our work to continue to build the adaptive capacity of our residents and communities. The assessment also looks at how municipalities and community organizations contribute to health adaptation to climate change.



Agenda Item #6

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

From: Mark Majchrowski, CAO

Re: Presentations

KEY ISSUE:

Presentation on the development of the Climate Change Strategy and 2024 Budget.

RECOMMENDED RESOLUTION:

- 1) RESOLVED, THAT, the presentation on the Climate Change Strategy update be received.
 - 2) RESOLVED, THAT, the presentation on the 2024 Budget overview be received.
-

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

Climate Change Strategy Update

A presentation on our progress on the development of a new 10-year Climate Change Strategy will be presented by John Chambers, Marketing and Communications Specialist.

Discussion on staff report (Item #6.1.1) associated with this presentation will follow.

2024 Budget Overview:

This presentation will provide an overview of our 2024 budget development and overview of key points in the process for budget development as outlined in the provincial regulations which came into effect July 1, 2023, for the upcoming and future budget cycles. The presentation will be delivered by Jonathan Lucas, Acting Director, Corporate Services.

Discussion on staff report (Item #6.2.1) associated with this presentation will follow.



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

From: Mark Majchrowski, CAO
John Chambers, Marketing & Communications Specialist
Nathan Rajevski, Assistant Watershed Resource Technician

Re: Climate Change Strategy Update

KEY ISSUE:

To provide the Board of Directors with a progress update on the development of the Climate Change Strategy.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the update on the development of the Climate Change Strategy be received.

BACKGROUND

In 2016, the Board of Directors endorsed a 5-Year Climate Change Strategy for Kawartha Conservation. That document has directed Kawartha Conservation's response to the challenges of protecting, managing, and enhancing the watershed's natural resources in changing climate conditions.

Starting in 2023, Kawartha Conservation staff began the work of developing a new 10-Year Climate Change Strategy. The goal of this updated Climate Change Strategy is to capitalize on the work previously done, recognizing the lessons learned, and opportunities for greater collaboration and synergy among member municipalities and Kawartha Conservation programming.

Our primary focus is on supporting our partner municipalities, emphasizing our strengths in science, data collection, precipitation monitoring, and understanding the impacts of our changing climate, while complementing the goals and strategic actions of our municipalities where the strategies align. It also seeks to identify gaps in our collective efforts, striving to address and bridge those gaps to develop a more comprehensive narrative surrounding climate change.

For more information, please contact Nancy Aspden, at extension 218.



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TIMELINE

The intended timeline for the new 10-year climate change strategy is to be completed by end of 2023, the timeline below summarizes the main milestones we intend to achieve.

10-Year Climate Change Strategy Timeline



DEVELOPING A BASELINE

In March, our first internal working session was held to solicit input and feedback from staff across all departments at Kawartha Conservation. The results of that session were incorporated into an internal survey soliciting and solidifying further input from staff.

The results of the staff survey and feedback were used to generate a public-facing survey that resulted in approximately 170 responses from across the watershed, with approximately one quarter of responses from people living in an urban area and three quarters of responses from people living in rural areas from across the watershed.

The survey yielded insightful results, capturing a wide and diverse range of demographics. The survey included participants from various educational backgrounds, spanning different age groups, genders, and occupations. This comprehensive approach ensured a holistic representation of the community's perspectives and concerns regarding climate change.

The survey results provide a comprehensive understanding of the challenges faced by

For more information, please contact Nancy Aspden, at extension 218.



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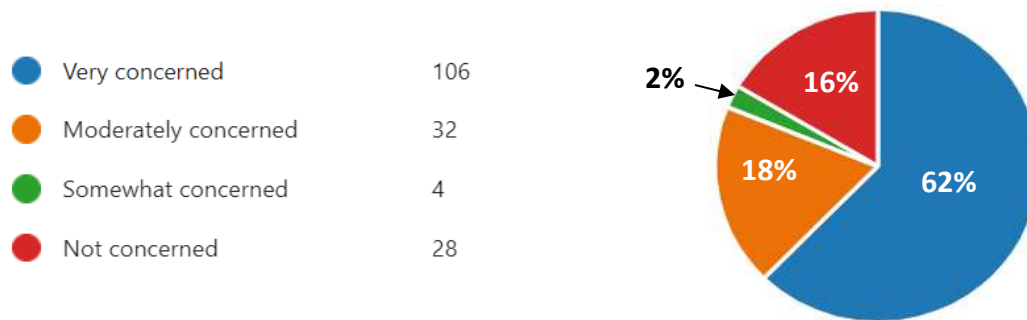
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the region and offer valuable insights to guide the development of effective climate change strategies. We asked survey respondents about their level of concern for climate change impacts, their existing knowledge of causes and drivers and whether they have seen or experienced impacts of climate change at hand.

Based on our results, 80% of the survey respondents were either very or moderately concerned for Climate Change with only 18% somewhat or not concerned at all. The graphic below provides a visual of how survey respondents rated their understanding of the causes and drivers of climate change.



A total of 89% of survey respondents felt they had an excellent or good understanding of the causes and drivers of climate change. When asked the question about whether survey respondents had witnessed climate change related changes in the Kawartha Region, the following responses were summarized.

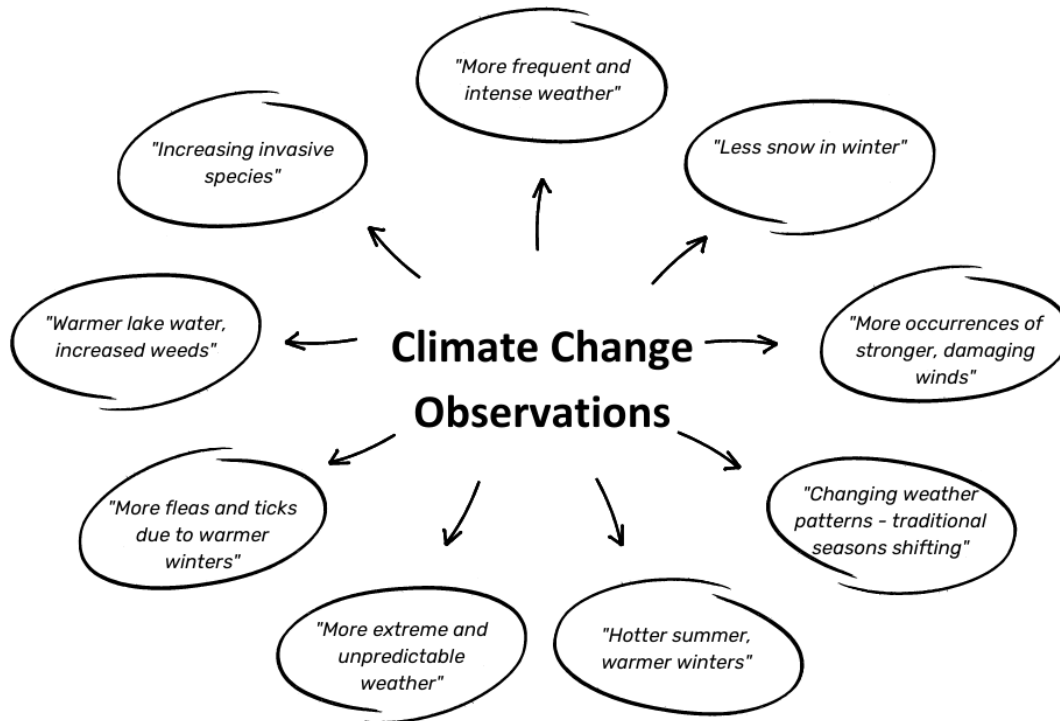


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Throughout our internal consultation, external survey and in reviewing our member municipalities climate and healthy environment strategies, there were consistent themes that continued to surface.

PROTECTING water sources, including lakes, rivers and streams was an overwhelming area of concern for respondents, followed by enhancing tree planting programs across the watershed, and protecting and enhancing natural spaces and natural features for future generations.

EDUCATION on both the causes of climate change as well as the local efforts individuals and families can take to help address climate change impacts and incorporate solutions. Respondents were equally interested in becoming educated on the role of wetlands in climate change adaptation and mitigation, the impacts of people's activities on lake and lake health and learning the importance of Source Water Protection. How people are currently impacted, and how they will be impacted in the future was an area of common concern.

ECONOMIC impacts on people, tourism and businesses were also highlighted as a



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concern by survey respondents. Respondents identified three primary areas of concern and opportunity.

1. Promoting and educating about LID (Low Impact Developments) to support sustainable communities.
2. Monitoring how changing lakes and water resources could impact the Kawartha watershed economy.
3. Increasing data collection (precipitation, temperature, wind) to understand Kawartha watershed micro-climates.

INFORMING and **INFLUENCING** positive change was the final common theme. It was identified that reporting data and information is a key requirement for the success of any strategy moving forward. Survey respondents identified that they would like to see annual reporting on tree planting in both urban and rural areas, as well as annual reporting on tree planting within each municipality. Precipitation totals, including visualizing trends over time was another key interest in reporting amongst survey respondents.

We concluded our survey with a final thoughts section where survey respondents were asked to provide their feedback and suggestions. Education was highlighted as the single biggest influencer amongst survey respondents for how we can better address climate change in our watershed.

Involving the community through local schools, events, initiatives, and activities were some of the key highlights when asking survey respondents how best to engage the community in climate changes initiatives moving forward.



NEXT STEPS

Over the next couple of months, the survey responses will be reviewed in detail, along with the existing member municipality climate change strategies to look at main areas of focus. A draft strategy will then be developed and brought before the Board prior to broader consultation on the strategy, currently projected for the September Board meeting.

For more information, please contact Nancy Aspden, at extension 218.



Agenda Item #6.2.1

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

From: Mark Majchrowski, CAO
Jonathan Lucas, Acting Director, Corporate Services

Re: 2024 Budget Overview

KEY ISSUE:

To provide a budget overview and identify direction for the 2024 Municipal Levy guideline.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, staff bring forward a draft budget considering a 2.5% municipal operating levy increase based on the current operating levels, economic climate, and municipal guidelines.

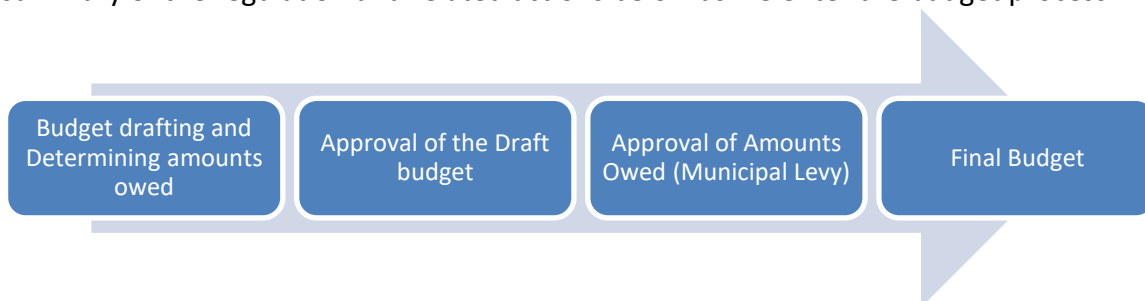
AND, THAT, staff align the budget process with Ontario Regulation 402/22 in accordance with the actions and timetable presented.

BACKGROUND

Staff are in the process of transitioning current budgets and processes to prepare for the 2024 budget. There are several factors impacting the budget discussed below for Board consideration.

Budget Governance and Legislation

The Conservation Authorities Act and supporting Ontario Regulation 402/22: Budget and Apportionment came into effect on July 1, 2023, updating the budget process for conservation authorities. This budget process defines four distinct phases that are to be completed and these may be accomplished consecutively or concurrently. We provide a summary of the regulation and related actions below as we enter the budget process.



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



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Budget Drafting and Determining Amounts Owed

In the first phase of the budget process, we are to determine all anticipated revenues and expenditures, and what portion of the expenses are to be paid by municipalities. Depending on the type of expense, the cost will be split across all participating municipalities, or between only those municipalities who benefit. Operating and capital expenditures are to be categorized as category 1, 2, 3 or general.

Proposed Actions: A draft budget will be provided in October that includes the information required in the legislation for the board to review and provide any additional direction. Staff will make revisions, as necessary, and provide an updated draft at the subsequent meeting.

Approval of the Draft Budget

Once a budget has been drafted, we are to have a meeting where board members review and vote on the draft budget, approving it for consultation purposes. The draft budget is approved using the 'one-member-one-vote' voting method. Once approved for consultation, municipalities will be provided with a copy of the draft budget and all financial information used to determine the amounts owed. This information must also be posted on the website.

Proposed Actions: We will bring forward an updated draft budget for Board consideration in November. Upon approval, staff will complete the consultation requirements as required.

Approval of Amounts Owed

A minimum 30-day notice to municipalities is required to provide an opportunity for municipalities to review the draft budget and consult with us as may be required prior to approval of the budget. Notice of the meeting to approve the budget requires a copy of the most recent draft budget and the expenditures the municipality is required to pay for the year. Following the consultation period, an authority meeting will take place where board members review and approve the amounts owed by municipalities using a 'weighted' majority vote of members present. Once approved, the CA will send notice of the amounts owed to municipalities.

Proposed Actions: Following the meeting where the draft budget is approved for consultation and a minimum of 30 days has lapsed upon providing notice to our participating municipalities, any items from consultation will be brought forward



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and the Board will conduct the weighted vote.

Final Budget

Board members will vote to approve the final CA budget, using a 'one-member-one vote' method unless the CAs by-laws require that a 'weighted vote' be used. The final budget must meet the same budget requirements as the draft budget and reflect matters agreed to during the consultation process. Promptly afterwards, CAs will circulate a copy of the final approved CA budget to the Minister and municipalities and will make the final budget publicly available on the authority's website.

Proposed Actions: It is proposed that Phases 3 and 4 occur at the same board meeting where a weighted vote will occur (Phase 3), and a separate vote (one-member one-vote) occurs for the final CA budget approval. Staff will then circulate the budget, as required.

Budget Timetable

We propose the following schedule for the Board of Directors budget review and approvals in accordance with the four phases identified within the Budget and Apportionment regulation:

DATE	O. REG. 402/22 PHASE	BOARD OF DIRECTORS
July 27 th , 2023	N/A	<ul style="list-style-type: none"> Board direction for budget 2024 guidelines and timelines
October 26 th , 2023	Phase 1: Budget Drafting, Determining Amounts owed	<ul style="list-style-type: none"> 1st review of 2023 Draft Budget to determine all anticipated revenues and expenditures, and what portion of the expenses are to be paid by municipalities.
November 24 th , 2023	Phase 2: Approval of Draft Budget	<ul style="list-style-type: none"> 2nd review of 2023 Draft Budget; Approval of draft budget for consultation sought
January 25 th , 2024 <i>*Proposed AGM Date</i>	Phase 3 & 4: Approval of Amounts Owed; Final Budget	<ul style="list-style-type: none"> Approval of Amounts Owed via Weighted Vote (<i>Minimum 30 days notice of meeting provided to municipalities prior to this</i>) Final Budget Approval via one-member one-vote

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



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Promptly following January 25 th , 2024, Board Meeting	Phase 4: Final Budget	<ul style="list-style-type: none"> Circulate a copy of the final approved CA budget to the Minister and municipalities and make the final budget publicly available on the website.
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Municipal Guidelines

As of July 20th, 2023, we have only received budget guidelines from the City of Kawartha Lakes. The Region of Durham Council is scheduled to approve the 2024 budget guidelines at their September meeting. It is anticipated that guidelines will be similar to 2023 guidelines at 2.5% for operating programs and 1.5% for special benefiting programs. Trent Lakes and Cavan-Monaghan historically have not provided targets, and we liaise with their treasurers throughout the budget process.

The City of Kawartha Lakes has commenced their 2024 budget process and will be seeking budget approval from Council in the fourth quarter of this year. All City budgets are being prepared with a maximum target increase of 3% from the previous year. The City is requesting formal 2024 budget requests by September 15, 2023.

Based on these guidelines, we recommend that the budget is developed with a 2.5% operating levy increase.

Apportionment

Participating Municipalities

On June 22nd, 2023, the Ministry of Natural Resources and Forestry supplied the Modified Current Value Assessment (MCVA) based apportionments that are to be used for the 2024 budget levy. The apportionment by participating municipality is provided below with a comparison to 2023:

Participating Municipalities	2024 Apportionment	2023 Apportionment	Apportionment Increase (Decrease)
City of Kawartha Lakes	59.1160	59.3214	(0.2054)
Region of Durham	36.3071	36.0564	0.2507
Municipality of Trent Lakes	4.1908	4.2372	(0.0464)
Township of Cavan Monaghan	0.3861	0.3850	0.0011
Total	100.0000	100.0000	0.0000

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



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Participating and Specified Municipalities (Clean Water Act)

Currently, the duties, functions, and responsibility under section 21.1 of the Act are fully funded by the Province, therefore, it is not necessary to levy the specified municipalities. However, should this change into the future, the Ministry has shared applicable levy apportionment values for all participating and specified municipalities within our source protection watershed.

Budget Guidelines

The preliminary draft 2024 budget will be developed using the following assumptions:

- The municipal operating levy is increased by 2.5%, plus or minus any current value assessment adjustments impacting apportionment percentages that can alter each municipalities share.
- The municipal operating levy will support Category 1 (Mandatory Programs and Services), Category 3 (Other Programs and Services) and General Operating Expenditures, apportioned by the Modified Current Value Assessment.
- Category 2 (Municipal programs and services) will be funded by benefiting municipalities.
- MOU's will be completed for the 2023 budget year with implementation in 2024, allowing for municipal levy apportionments to be received for Category 3 programs.
- The labour market is showing signs of softening but remains competitive continuing into 2024 placing pressure on hiring and recruitment costs.
- Inflation in Canada remains high but should come down quickly to around 3% in the middle of this year because of lower energy prices, improved supply chains and restrictive monetary policy. It is projected that inflation will reach the 2% target by the end of 2024 (*Monetary Policy Report – April 2023, Bank of Canada*).
- Interest rates will remain elevated as the Bank of Canada continues to combat inflation with this monetary policy. We anticipate more progressive adjustments compared to 2022/2023 where we saw a sharp increase from 0.25 percent to 4.75 percent.
- The funding from MNRF (Ministry of Natural Resources and Forestry) transfer payments will remain at \$24,600.
- Planning and permitting revenues will remain consistent with 2023 activity levels. With uncertainty as to whether the province will lift fee freezes, we do not have a strong indication that we will be able to update recovery costs.
- Employment programs and grant opportunities will be accessible.
- General and special benefiting projects will incorporate deferred revenues accordingly to offset levy increases and attain deliverables.
- Our Asset Management Plan will be presented in September 2023 and

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



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recommendations for a capital budget will be considered separately.

Currently under evaluation for integration into the budget are:

- Salary adjustments for cost of living and review of merit increases.
- Consideration of converting three recurring contract positions into permanent roles.
- Inflationary adjustments for goods and services.
- Implementation of the MOUs and revised reporting of financials and budgets in accordance with legislation.
- Implementation of Conservation Authority Act requirements including a watershed-based resource management Strategy (related to natural hazards, and other areas as agreed to through apportionment agreements), Land Inventory for CA owned or controlled lands and a Conservation Area strategy.

Conclusion

Staff will develop a budget in accordance with the guidelines established in this report and new legislation. We will bring forward a draft budget and information to the Board of Directors at the October board meeting. In the interim, if there is any further guidance received from partnering municipalities, we will notify the Board of any impacts that would impact our approach.



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

From: Mark Majchrowski, Chief Administrative Officer
Matthew Mantle, Director, Planning and Development Services

Re: Permits Issued by Designated Staff (May, June)

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 be received:

Permits Issued:

2023-050, 2023-081, 2023-102, 2023-103, 2023-125 to 2023-128, 2023-130 to 2023-138, 2023-140 to 2023-161, 2023-163 to 2023-195, 2023-197 to 2023-213, and 2023-226

Permits Revised:

2023-098, 2023-122, 2023-141

AND, THAT, the permitting performance report be received.

The following information identifies the permitting performance associated with the processing of permits since the previous staff report to the Board aggregated on a monthly basis. Most of our permits fall within the minor permits category and are associated with a 14-day timeframe for determination of a complete application, and a decision on issuance of a permit is tied to a 21-day timeframe. Major (complex) applications and streamlined applications also have timeframes associated with approvals as shown below.

Generalized Permit Processing Timeframe Guide for Client Service Standards

Type of Permit	Complete App. Review	Permit Issuance
Streamlined	10	14
Minor	14	21
Major	21	28

For more information, please contact Matthew Mantle at extension 213.



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As displayed in Table 1, during the month of May, our team met approximately 46% of the metric for application review timelines and met 81% of issuing permits within the Client Service Standard timeframes. During the month of June, our team met approximately 47% of the metric for application review timelines and met 68% of issuing permits within the Client Service Standard timeframes.

With respect to the previous reporting period (April), we issued 27 permits and achieved 48% of applications reviewed within standard timeframes and 67% of permits issued within standard timeframes.

Table 1: Number of applications meeting Client Service Standards for Permit Review and Issuance

Month	Application Review		Permit Issuance	
	No.	%	No.	%
May	18/42	43%	34/42	81%
June	25/53	47%	36/53	68%

Table 2, below, illustrates permits that did not meet the revised Client Service Standard for determination of a complete application and permit issuance during this reporting period.

A chart indicating monthly permitting activity and a related graph indicating performance relative to guidelines are provided in the attachments following this report.

Table 2: Permits Exceeding Client Service Standards for Permit Review and Issuance

Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
May					
2023-081	Application Review	14	22	8	Delays due to resourcing challenges and workload
	Permit Issuance	21	53	32	Delays due to resourcing challenges and workload
2023-102	Permit Issuance	21	31	10	Delays due to resourcing challenges and workload
2023-103	Application Review	14	20	6	Delays due to resourcing challenges and workload

For more information, please contact Matthew Mantle at extension 213.

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Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
	Permit Issuance	21	27	6	Delays due to resourcing challenges and workload
2023-125	Application Review	14	21	7	Delays due to resourcing challenges and workload
	Permit Issuance	14	27	13	Delays due to resourcing challenges and workload
2023-126	Application Review	10	102	92	Delays due to resourcing challenges and workload
2023-127	Application Review	14	18	4	Delays due to resourcing challenges and workload
2023-128	Application Review	14	109	95	Delays due to resourcing challenges and workload
2023-130	Application Review	14	98	84	Delays due to resourcing challenges and workload
2023-131	Application Review	14	94	80	Delays due to resourcing challenges and workload
2023-133	Application Review	14	23	9	Delays due to resourcing challenges and workload
2023-135	Application Review	14	58	44	Delays due to resourcing challenges and workload
2023-136	Application Review	14	50	36	Delays due to resourcing challenges and workload
2023-137	Application Review	14	42	28	Delays due to resourcing challenges and workload
2023-140	Application Review	14	165	151	Delays due to resourcing challenges and workload

For more information, please contact Matthew Mantle at extension 213.



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Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
2023-141	Application Review	14	61	47	Delays due to resourcing challenges and workload
2023-142	Permit Issuance	21	41	20	Delays due to resourcing challenges and workload
2023-143	Permit Issuance	21	26	5	Delays due to resourcing challenges and workload
2023-144	Application Review	10	159	149	Delays due to resourcing challenges and workload
2023-145	Permit Issuance	14	37	23	Delays due to resourcing challenges and workload
2023-146	Application Review	14	68	54	Delays due to resourcing challenges and workload
2023-147	Application Review	14	73	59	Delays due to resourcing challenges and workload
2023-148	Application Review	14	28	14	Delays due to resourcing challenges and workload
2023-149	Application Review	14	90	76	Delays due to resourcing challenges and workload
2023-150	Application Review	14	27	13	Needed to confirm regulated features on site
2023-151	Application Review	14	22	8	Delays due to resourcing challenges and workload
2023-154	Permit Issuance	14	44	30	Delays due to resourcing challenges and workload
2023-157	Application Review	14	109	95	Delays due to resourcing challenges and workload
2023-160	Application Review	10	25	15	Delays due to resourcing challenges and workload

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Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
2023-163	Application Review	10	20	10	Delays due to resourcing challenges and workload
June					
2023-050	Application Review	14	107	93	Delays due to resourcing challenges and workload
2023-161	Application Review	14	102	88	Delays due to resourcing challenges and workload
2023-166	Application Review	14	71	57	Delays due to resourcing challenges and workload
2023-168	Application Review	14	67	53	Delays due to resourcing challenges and workload
2023-169	Application Review	14	105	91	Delays due to resourcing challenges and workload
2023-170	Permit Issuance	21	22	1	Delays due to resourcing challenges and workload
2023-173	Application Review	14	111	97	Delays due to resourcing challenges and workload
2023-174	Permit Issuance	21	24	3	Delays due to resourcing challenges and workload
2023-176	Application Review	14	34	20	Delays due to resourcing challenges and workload.
2023-177	Application Review	14	31	17	Delays due to resourcing challenges and workload
2023-179	Application Review	14	30	16	Delays due to resourcing challenges and workload
2023-180	Application Review	10	89	79	Delays due to resourcing challenges and workload

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Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
2023-182	Application Review	14	98	84	Delays due to resourcing challenges and workload
2023-183	Application Review	14	33	19	Delays due to resourcing challenges and workload
2023-184	Application Review	10	63	53	Delays due to resourcing challenges and workload
2023-185	Permit Issuance	14	30	16	Delays due to resourcing challenges and workload
2023-186	Permit Issuance	21	29	8	Delays due to resourcing challenges and workload
2023-187	Application Review	14	46	32	Delays due to resourcing challenges and workload
2023-189	Application Review	14	69	55	Delays due to resourcing challenges and workload
2023-190	Application Review	14	69	55	Delays due to resourcing challenges and workload
2023-191	Permit Issuance	21	29	8	Delays due to resourcing challenges and workload
2023-192	Application Review	14	19	5	Delays due to resourcing challenges and workload
2023-192	Permit Issuance	14	31	17	Delays due to resourcing challenges and workload
2023-193	Permit Issuance	21	26	5	Delays due to resourcing challenges and workload
2023-194	Application Review	14	137	123	Delays due to resourcing challenges and workload
2023-195	Permit Issuance	21	37	16	Delays due to resourcing challenges and workload

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Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
2023-197	Application Review	14	97	83	Delays due to resourcing challenges and workload
	Permit Issuance	21	34	13	Delays due to resourcing challenges and workload
2023-198	Application Review	14	110	96	Delays due to resourcing challenges and workload
	Permit Issuance	21	34	13	Delays due to resourcing challenges and workload
2023-199	Application Review	14	71	57	Delays due to resourcing challenges and workload
2023-200	Application Review	14	48	34	Delays due to resourcing challenges and workload
2023-201	Application Review	14	21	7	Delays due to resourcing challenges and workload
	Permit Issuance	21	42	21	Delays due to resourcing challenges and workload
2023-202	Application Review	14	41	27	Delays due to resourcing challenges and workload
2023-204	Permit Issuance	14	40	26	Delays due to resourcing challenges and workload
2023-205	Application Review	10	103	93	Delays due to resourcing challenges and workload
	Permit Issuance	21	22	1	Delays due to resourcing challenges and workload
2023-206	Permit Issuance	14	26	12	Delays due to resourcing challenges and workload
2023-207	Permit Issuance	14	25	11	Delays due to resourcing challenges and workload

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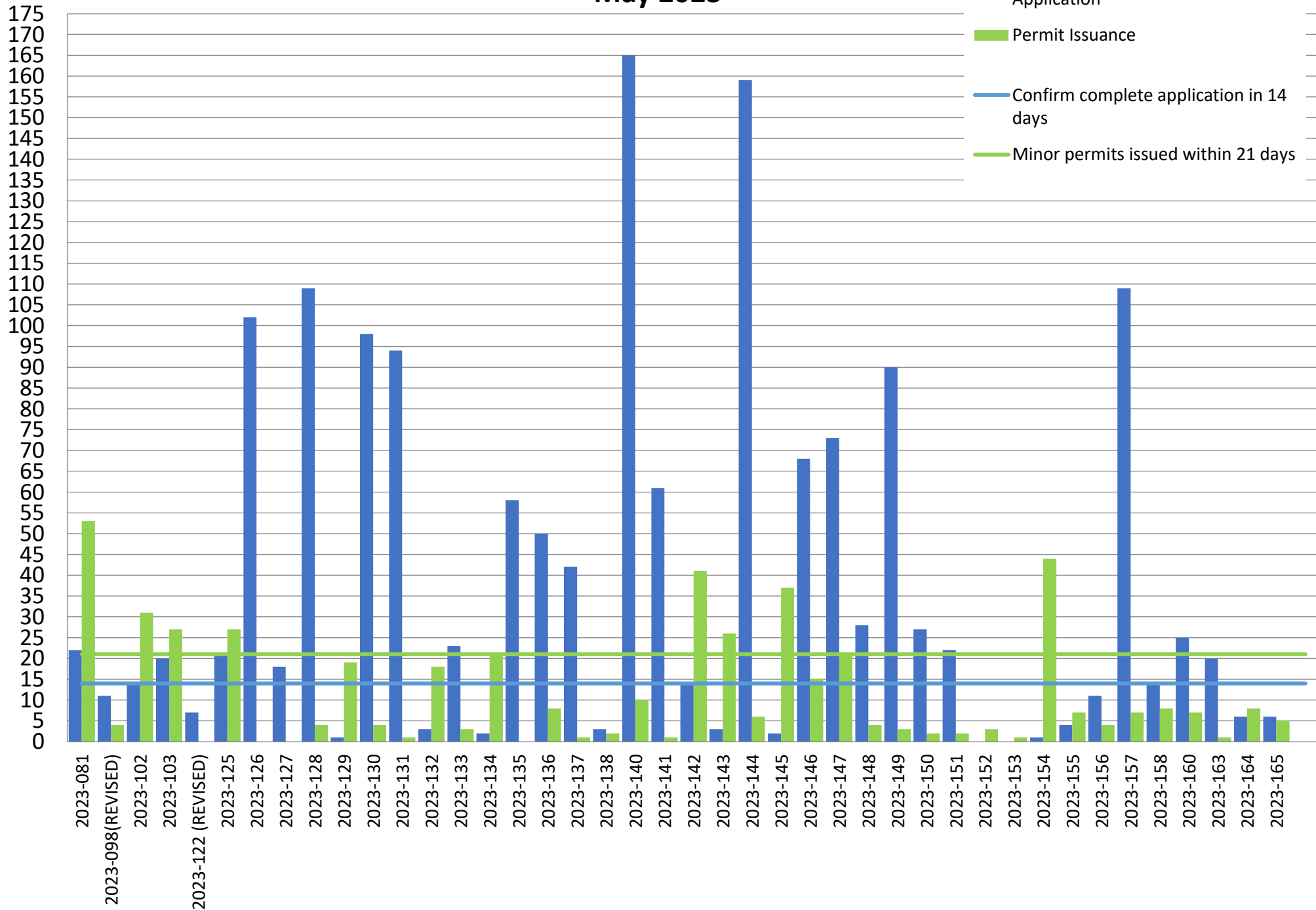
Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
2023-208	Permit Issuance	14	18	4	Delays due to resourcing challenges and workload
2023-209	Permit Issuance	14	21	7	Delays due to resourcing challenges and workload
2023-210	Application Review	14	134	120	Delays due to resourcing challenges and workload
2023-211	Application Review	14	141	127	Delays due to resourcing challenges and workload
2023-212	Application Review	10	154	144	Delays due to resourcing challenges and workload

Please see attached reports for additional details.

Acknowledgements/Contributions from:

Amanda Brazeau, Administration and Client Services

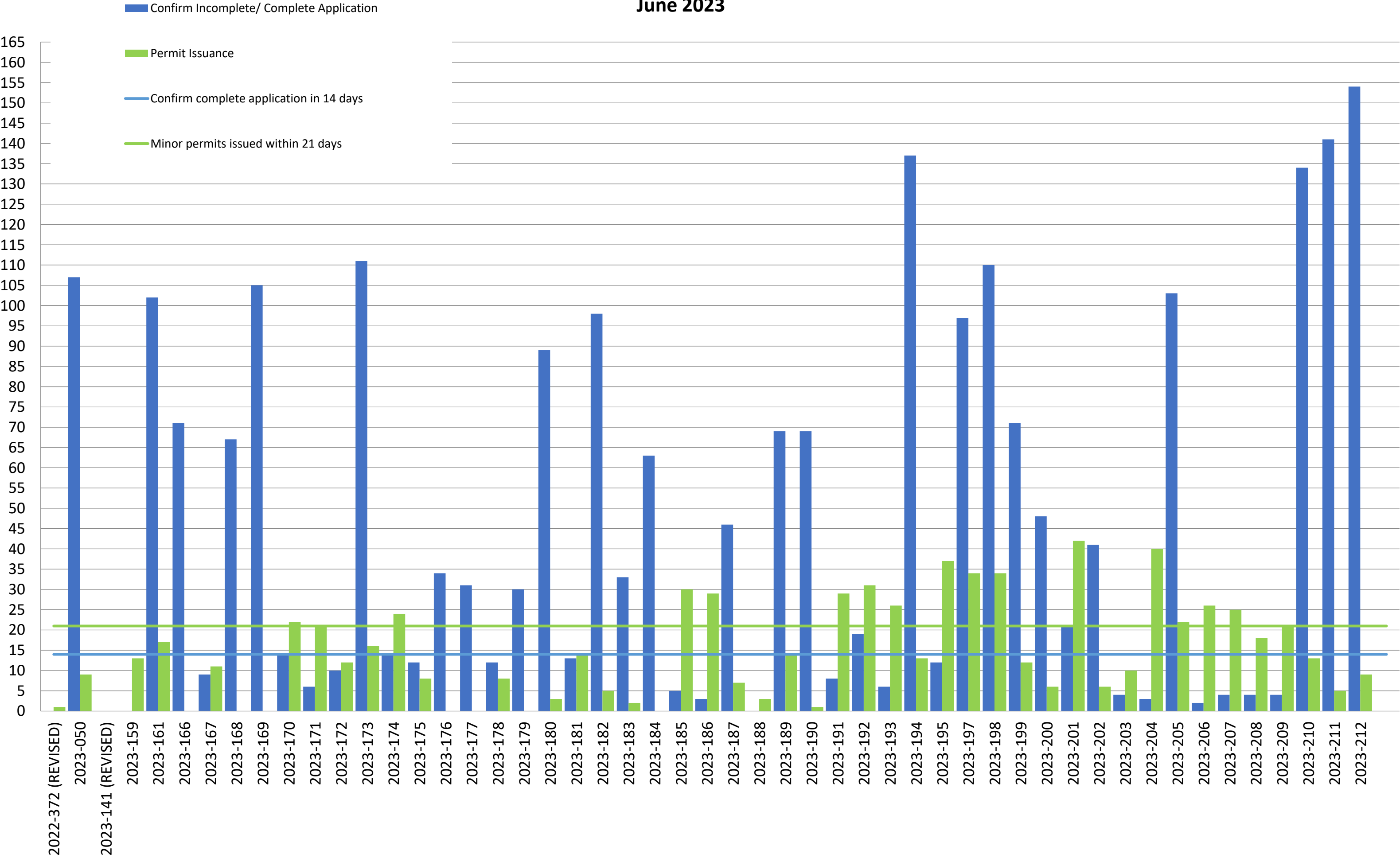
CALC Performance Reporting
May 2023



PERMITS ISSUED - May 2023					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2023-081	Standard	210 Front St W	Bobcaygeon	May 23, 2023	Construction of a 52 sq m open sided car port
2023-098 (REVISED)	Standard	N/W King Street & Simcoe Street	Scugog	May 30, 2023	Updated issued Permit to include Watermain
2023-102	Standard	505 Shamrock Rd	City of Kawartha Lakes	May 5, 2023	Construction of single family dwelling with garage and driveway extension
2023-103	Standard	521 Ranch Road	City of Kawartha Lakes	May 1, 2023	Construction of a ~53.1 square m detached accessory structure
2023-122 (REVISED)	Other	94 Jasper Dr	City of Kawartha Lakes	May 19, 2023	Standard Type 1
2023-125	Streamlined	523 Ramsey Road	City of Kawartha Lakes	May 1, 2023	Proposed new swimming pool with Excavation/grading/fill placement up to 20 cubic metres
2023-126	Standard	226 tullys road	Trent Lakes	May 1, 2023	Proposed demolition of dwelling and rebuild on the existing foundation in the same footprint.
2023-127	Streamlined	11300 Simcoe St	Scugog	May 1, 2023	Installation of inground pool and patio
2023-128	Standard	65 Druan Dr.	City of Kawartha Lakes	May 5, 2023	Enclosing of existing 18 sq m porch to change use to living space
2023-129	Other	6 Loraine Drive	City of Kawartha Lakes	May 1, 2023	Proposed NPS 1/2 PE IP Gas Service
2023-130	Shoreline	177 Louisa Street	City of Kawartha Lakes	May 5, 2023	Repair of existing slumped armour stone and installation of sloped rip-rap in front along the shoreline.
2023-131	Standard	878 County Road 36	City of Kawartha Lakes	May 5, 2023	Construction of pole barn and detached accessory structure
2023-132	Other	219 Farmstead Road	City of Kawartha Lakes	May 2, 2023	Proposed NPS 1 ST XHP Gas Service, and NPS 1 PE IP Gas Service
2023-133	Standard	1391 Crystal Lake Road	Trent Lakes	May 5, 2023	Construction of a 311.6 sq m dwelling, attached garage, septic system and associated grading for the entrance/driveway
2023-134	Standard	566 Woodville Road	City of Kawartha Lakes	May 19, 2023	Excavation of offline pond within agricultural field
2023-135	Standard	851 Cedar Glen Road	Dunsford	May 4, 2023	Conversion of existing decks (front and back of house) to 3-season rooms
2023-136	Standard	66 Cedar Ave	City of Kawartha Lakes	May 12, 2023	Construction of a 59.5 sq m single story addition to an existing dwelling and upgrades to septic system
2023-137	Standard	397 fleetwood road	City of Kawartha Lakes	May 4, 2023	Construction of 76' X 106' building on top of existing sea containers on an existing Gravel driveway
2023-138	Shoreline	545 Riverside Drive	Trent Lakes	May 4, 2023	Shoreline work
2023-140	Standard	Elkin Park Drive	City of Kawartha Lakes	May 8, 2023	Construction of a 275 sq m dwelling and associated septic system, including wetland buffer plantings between development and wetland.
2023-141	Standard	Lot 27 Nipigon Street	City of Kawartha Lakes	May 4, 2023	Type 2 - Sturgeon View Estates Lots 1 and 27.
2023-142	Standard	303 Hickory Beach Road	City of Kawartha Lakes	May 31, 2023	Wetland compensation for off site wetland removal on North Bayou Road related to new dwelling construction
2023-143	Other	212 Charlore Park Drive	City of Kawartha Lakes	May 10, 2023	Proposed NPS ½ PE IP Gas Service being installed
2023-144	Standard	Ballyduff Bridge	City of Kawartha Lakes	May 17, 2023	Demolition and replacement of the Ballyduff Bridge, including new culverts
2023-145	Streamlined	32 Romany Ranch Rd.	City of Kawartha Lakes	May 12, 2023	Proposed demolition of two-story building
2023-146	Standard	290 Olivers Road	City of Kawartha Lakes	May 25, 2023	Demolition of existing dwelling and construction of 437.6 square meter single family dwelling with attached garage
2023-147	Standard	756 Kawartha Lakes Road 24	City of Kawartha Lakes	May 19, 2023	Demolition and construction of SFD with detached accessory structure
2023-148	Standard	Peterborough County Road 36	County of Peterborough	May 19, 2023	Replacement of 5 municipal culverts under County Road 36, as well as road resurfacing
2023-149	Standard	28 Rockway Trail	City of Kawartha Lakes	May 19, 2023	Construction of a 109.7 square metre detached accessory structure and placement of 90 cubic metres of fill for foundation works
2023-150	Standard	Jasper Drive	City of Kawartha Lakes	May 19, 2023	Construction of a 200.5 square metres dwelling, 50 square metre boathouse, septic system and associated site grading.
2023-151	Standard	110 Cameron Drive	City of Kawartha Lakes	May 18, 2023	Septic Holding Tank replacement: Fill Placement, Excavation and Grade Modification
2023-152	Standard	106 Birch Point Road	City of Kawartha Lakes	May 18, 2023	Septic System Replacement; Fill Placement, Excavation and Grade Modification
2023-153	Standard	254 Pleasant Point Rd	City of Kawartha Lakes	May 19, 2023	Septic System Replacement; Fill Placement, Excavation and Grade Modification
2023-154	Streamlined	1020 Ramsey Road	City of Kawartha Lakes	May 19, 2023	Excavation/grading/fill placement (~100 cubic metres) for the construction of a new dwelling with associated septic holding tank and upgrades to the existing driveway.
2023-155	Streamlined	73 Kenrei Rd	City of Kawartha Lakes	May 19, 2023	Lot grading
2023-156	Streamlined	870 Regional Rd 21	Scugog	May 23, 2023	New patio with fill
2023-157	Standard	12701 Regional Rd 57	Scugog	May 26, 2023	Construction of an 68.7 square metre attached garage and a 62.4 square metre 2nd- floor addition on the existing dwelling
2023-158	Other	Highway 7 & 12 (Couves Lane to Scugog Line 9)	Scugog	May 23, 2023	Utilities (Couves Lane to Scugog Line 9)
2023-160	Standard	157 Sturgeon Glen Road	City of Kawartha Lakes	May 26, 2023	Structural fire damage restoration
2023-163	Streamlined	38 King Street Wesr	City of Kawartha Lakes	May 30, 2023	In-ground swimming pool
2023-164	Streamlined	60 Thomas Dr	City of Kawartha Lakes	May 31, 2023	Septic replacement

PERMITS ISSUED - May 2023					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2023-165	Streamlined	144 Coldstream Rd	City of Kawartha Lakes	May 31, 2023	Replacing septic system with larger septic (4500L)

CALC Performance Reporting
June 2023



PERMITS ISSUED - June 2023					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2022-372 (REVISED)	Standard	Byrne Court	City of Kawartha Lakes	June 14, 2023	REVISED - Construction of new dwelling, septic system and detached accessory structure
2023-050	Standard	361 Sugar Bush Trail	City of Kawartha Lakes	June 9, 2023	Construction of a new 340.3 sq m 2 storey dwelling, 113.8 sq m attached garage and septic
2023-141 (REVISED)	Standard	Lot 27 Nipigon Street	City of Kawartha Lakes	June 14, 2023	REVISED - Single family dwelling with driveway and septic
2023-159	Standard	Pigeon Lake Road	City of Kawartha Lakes	June 6, 2023	Construction of new 510 square meter dwelling, with attached garage
2023-161	Shoreline	304 Balsam Lake Drive	City of Kawartha Lakes	June 5, 2023	Shoreline erosion protection, including creation of a natural boat ramp
2023-166	Standard	88 Little Bob Drive	City of Kawartha Lakes	June 1, 2023	Demolition of existing extension with construction of new 2-story garage addition
2023-167	Standard	220 Southcrest Drive	City of Kawartha Lakes	June 5, 2023	Inground Pool with patio surround
2023-168	Standard	42 Coldstream Road	City of Kawartha Lakes	June 5, 2023	Proposed demolition and rebuild of a 32'x24" cabin
2023-169	Standard	1960 Scugog Line 3	Scugog	June 6, 2023	New roof, loft and foyer/storage on existing garage.
2023-170	Other	Simcoe Road	Scugog	June 6, 2023	Utilities
2023-171	Other	Simcoe Road	Scugog	June 7, 2023	Utilities
2023-172	Other	12 Sylvan Crt	City of Kawartha Lakes	June 7, 2023	Utilities - Hydro One line clearing
2023-173	Standard	208 Wilmont Road	City of Kawartha Lakes	June 8, 2023	Proposed construction of a detached 2 car garage (24 x 24 feet) adjacent to the driveway.
2023-174	Other	Hwy 7A	Scugog	June 8, 2023	fiber optic cable for high-speed internet
2023-175	Standard	Nipigon Street Lot 25	City of Kawartha Lakes	June 8, 2023	Septic installation
2023-176	Standard	225 Snug Harbour Road	City of Kawartha Lakes	June 8, 2023	Demolition and reconstruction of boathouse and shoreline
2023-177	Streamlined	227 Snug Harbour Rd	City of Kawartha Lakes	June 8, 2023	Demolition of 17 square meter addition to boathouse with wet slip to remain
2023-178	Standard	Nipigon Street	City of Kawartha Lakes	June 8, 2023	Septic Installation
2023-179	Standard	762 County Rd 24	City of Kawartha Lakes	June 9, 2023	Replacement of the main floor and roof
2023-180	Standard	2845 Pine Point Road	Scugog	June 9, 2023	Construction of a 24ft by 32ft (71.35 Sq meters) detached accessory structure
2023-181	Streamlined	117 Wychwood Crescent	City of Kawartha Lakes	June 13, 2023	Expansion of deck
2023-182	Standard	Lot 1 Patterson Road	City of Kawartha Lakes	June 14, 2023	New single detached dwelling, attached garage, driveway, septic and well.
2023-183	Standard	149 Wychwood Crest	City of Kawartha Lakes	June 15, 2023	Proposed demolition existing dwelling and septic system, and the reconstruction of a new dwelling and septic system
2023-184	Standard	185 Bass Lake Road	Trent Lakes	June 15, 2023	Replacement of fire damaged residential building in existing footprint
2023-185	Streamlined	152 River Road (East Cross Creek)	City of Kawartha Lakes	June 16, 2023	Covered deck
2023-186	Other	Simcoe St	Scugog	June 16, 2023	Utility installation
2023-187	Standard	7 Canal St	Scugog	June 23, 2023	Construction of a 2nd storey addition, main floor mudroom addition and attached garage.
2023-188	Standard	73 Island View Rd	City of Kawartha Lakes	June 16, 2023	Demolition & Rebuild garage
2023-189	Standard	160 Crane Bay Rd	City of Kawartha Lakes	June 20, 2023	Detached garage with loft
2023-190	Standard	3 Buckhorn Road	City of Kawartha Lakes	June 20, 2023	Demolition of the existing deck and construction of a 94.33 m2 attached garage and a 7.4 m2 mud room with entrance to existing dwelling.
2023-191	Other	Delpark Homes Ph1, Robin Trail	City of Kawartha Lakes	June 22, 2023	Proposed Utilities installation
2023-192	Streamlined	147 Springdale Drive	City of Kawartha Lakes	June 23, 2023	Proposed 10'x12' deck
2023-193	Other	Easy St and Scugog Line 6	Scugog	June 26, 2023	Proposed fiber optic cable installation
2023-194	Shoreline	Hazel Street & Pavillion Road	City of Kawartha Lakes	June 26, 2023	Municipal infrastructure
2023-195	Standard	Old Mill Road	City of Kawartha Lakes	June 23, 2023	Culvert replacement
2023-197	Standard	938 Zion Road	City of Kawartha Lakes	June 26, 2023	Proposed plans to construct a new 30x30 non-habitable garage.
2023-198	Standard	421 Beaver Rd	City of Kawartha Lakes	June 26, 2023	3 season sunroom conversion of existing deck
2023-199	Standard	10 Lambs Ln	City of Kawartha Lakes	June 26, 2023	Proposed residential addition to existing structure
2023-200	Standard	128 Charlore Park Drive	City of Kawartha Lakes	June 26, 2023	Proposed demolition of existing dwelling and construction of a 2-storey residential building and associated septic system, well, retaining wall,
2023-201	Other	Pigeon Lake Rd	City of Kawartha Lakes	June 26, 2023	Gas Main being installed
2023-202	Standard	108 Langton Lane	City of Kawartha Lakes	June 26, 2023	Proposed septic system installation
2023-203	Other	various locations	City of Kawartha Lakes	June 26, 2023	Culvert replacements
2023-204	Streamlined	268 Pleasant Point Road	City of Kawartha Lakes	June 27, 2023	Streamlined - Proposed deck installation attached to the front of the dwelling
2023-205	Other	1049 Glenarm Road (work off Creek View Rd)	City of Kawartha Lakes	June 27, 2023	Installation of a culvert
2023-206	Streamlined	256 Settlement Rd	City of Kawartha Lakes	June 27, 2023	Replacement of existing cold cellar and front porch concrete slab
2023-207	Streamlined	50 Andrew court	City of Kawartha Lakes	June 27, 2023	Demolition of an existing walkway adjacent to the dwelling and the installation of clear stone/gravel pac

PERMITS ISSUED - June 2023					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2023-208	Streamlined	562 Emily Park Rd	City of Kawartha Lakes	June 27, 2023	8x16 double sided billboard
2023-209	Streamlined	771 Traceys Hill Rd	City of Kawartha Lakes	June 27, 2023	installation of an inground fibreglass swimming pool (14' x 32').
2023-210	Shoreline	Francis Street East Boat Launch	City of Kawartha Lakes	June 28, 2023	Construction of concrete boat launch and regrading roadway.
2023-211	Shoreline	116 William St N (McDonnell Park)	City of Kawartha Lakes	June 28, 2023	Municipal Infrastructure - Shoreline
2023-212	Other	Bridge over Nonquon River, Regional Road 8 (Reach St)	Scugog	June 28, 2023	Municipal infrastructure
2023-213	Streamlined	17 Gable St	City of Kawartha Lakes	June 30, 2023	Emergency holding tank replacement
2023-226	Standard	148 Pine Point Lane	Scugog	June 8, 2023	Replacing septic system



Agenda Item #7.2

BOD Meeting #5/23

July 27, 2023

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

From: Mark Majchrowski, CAO
Jonathan Lucas, Acting Director, Corporate Services
Kristie Virgoe, Director, Stewardship and Conservation Lands
Matthew Mantle, Director, Planning and Development Services
Nancy Aspden, Acting Manager, Integrated Watershed Management

Re: Strategic Actions Update 2nd Quarter

KEY ISSUE:

To provide strategic actions updates related to our programs and projects from April 1 to June 30, 2023.

RECOMMENDED RESOLUTION:

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

BACKGROUND

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

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

PROTECT AND RESTORE

1. Ensure the Ongoing Health of our Watershed

Implement, update, and adapt Lake Management Plans to address emerging issues

- Held a Lake Dalrymple Management Plan working group meeting with 15 people to deliver updates and to discuss workable solutions to lake issues. (Jul 5)
- Continued to monitor the Lake Dalrymple Watershed with 4 lake sites, 7 tributary sites, 1 weather station.
- Water quality sampling on Jennings, Distillery, Albert Street, and Sinister Creeks. A total of 28 samples were taken, including during heavy precipitation events.
- Water quality sampling at 12 sites, on Stoney Creek, Janetville Creek, and Sucker Creek. A total of 36 samples.
- Finalized study design and site locations for aquatic plant control project – aquatic thruster component.
- Sold 2,600+ locally sourced native plants to 60 landowners through our Spring Native Plant Sale.
- Confirmed 5 demonstration projects for the OMAFRA-funded Talbot River Healthy Environment Initiative. Collected drone 'before footage' at all 5 project sites.
- Completed the 2023 Kawartha Water Fund program. \$40,000 has been awarded to 18 landowner projects, leveraging \$115,000 in community investment (6 agricultural, 8 rural, 3 waterfronts, and 1 urban) and \$15,500 has been awarded to 3 community projects, leveraging \$27,700 in community investment (1 native plant garden, 1 waterfront naturalization project, and 1 school tree planting project).
- Launched a series of Garden Guides virtually and in print to support landowners in property improvements. Over 2,000 print copies have been distributed.
- Completed spring tree planting for 22 landowners; 11 sites in CKL (18,280 trees), 11 Sites in Durham (20,810 trees).
- Sold 19,100 seedlings through the Over-the-Counter Seedling Sale.
- Attended the 2023 Kawartha Lakes Country Living Show in Fenelon Falls (April 21-23), with more than 3,500 people in attendance.
- Endorsement of the Lake Management Implementation Action Plan 2024-2028 by the Board (May 25)
- Lake Scugog Environmental Management Plan:
 - Completed the 2023 Scugog Water Fund program. \$20,000 has been awarded to 12 landowner projects, leveraging \$107,000 in community investment (4 agricultural, 1 rural, 6 waterfronts, and 1 urban).
 - Continued to monitor Lake Scugog (6 sites) and its major tributaries (8 sites). We posted 2 videos on social media on Cawkers Creek and Blackstock Creek.
- We continued to monitor 12 sites across Blackstock Creek and East Cross Creek through the Durham Investigative Upstream Monitoring program. To date, we have collected over 60 samples.

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

Provide data-driven recommendations to advise on water resource issues

- Developed a process to pull real-time precipitation, water level, and weather data from WISKI, **assisting** flood forecasting operations.

Foster and enhance a multi-partner approach to safe drinking water

- Launched the Conservation Ontario Water Wednesday social media campaign.
- Attended Trent Conservation Coalition Source Protection Region Committee and Leads meetings (April 11, May 9, June 13, and June 26) to discuss policy updates/changes, s.36 amendment progress and progress of pre-consultation, Annual Progress Reports, the nomination of a new municipal Source Protection Committee members, negotiation of outstanding Risk Management Plans, and general program progress.
- Hosted the Kawartha-Haliburton Source Protection Authority Municipal Working Group meeting (May 29) to give the new and existing municipal staff some introductory training to the program, provide an update on program progress, receive a summary of the Annual Progress Report, and review and provide comments/feedback on the proposed changes to the Trent Source Protection Plan and Assessment Report during the pre-consultation phase of the Section 36 Amendment process.
- Attended the Country Living Show in Fenelon Falls to share valuable information and resources with the public on how to protect both municipal and private drinking water sources.
- Attended various meetings to discuss program updates, emerging issues/climate change science, progress on the Section 36 amendment package, develop a regional approach to supporting municipalities in their source water reporting under the Consolidated Linear Infrastructure Environment Compliance Approvals, and preparation for the pre-consultation and public consultation phases of the amendment process.
- Issued 3 s.59 Notices and 4 letters for development proposals within vulnerable areas.
- Provided comments and guidance, including conditions of draft plan approval, to developers proposing development of subdivisions within vulnerable areas around municipal drinking water sources.

Review planning and development guidelines that support watershed protection

- Ongoing review of current *Plan Review and Regulations policies* document, with a view towards future updates.

Continue to adapt to changing climates by enhancing our flood forecasting services and monitoring network

- Issued two flood watches and one watershed conditions statement.

Continue ongoing and proactive Flood Plain mapping programs

- Received peer review comments for Fenelon Falls South Tributary flood plain mapping study.
- Conducted field surveys for the Miskwaa Ziibi River and Nogies Creek flood plain mapping studies as part of the Flood Hazard Identification and Mapping Program (FHMP).
- Surveying field work for remaining dams for both the Gull River, Burnt River, and Reservoir Lake Flood Plain Mapping Studies in Haliburton

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

Increase awareness of flood impacts and potential through pro-active community engagement

- Issued two flood watches and one watershed conditions statement.

2. Encourage participation in environmental initiatives

Support and expand our volunteer-based programs

- Deployment of equipment and training of 38 Climate Change Action volunteers who are currently collecting precipitation data and water temperature data for the program.
- Recruited one more volunteer for Kawartha Water Watch.
- Partnered with St. Mary's Catholic Elementary School on a grant geared to hands-on/technology-based programming. Hosted 20 students over two days creating turtle nest boxes and having the students create a "talking forest" trail with information they learned about turtles.
- Engaged 4 classes in native plant species plantings as part of our Connecting Kids with Conservation project to learn more about the importance of native plant species and the role of pollinator species

Continue implementation of our forest regeneration program with landowners

- Completed spring tree planting for 22 landowners; 11 sites in CKL (18,280 trees), 11 Sites in Durham (20,810 trees). 39,090 trees total.
- Conducted 7 site visits for 2024 planting projects.
- Sold 19,100 seedlings through the Over-the-Counter Seedling Sale and pick up in April.
- Completed post plant quality assessments on all 2023 planting sites with 95% grade.
- Completed survival assessments on 2022 planting sites with over 80% survival rates.

Explore opportunities for enhanced landowner and community-based stewardship projects

- Completed the 2023 Scugog Water Fund program. \$20,000 has been awarded to 12 landowner projects, leveraging \$107,000 in community investment.
- Completed the 2023 Kawartha Water Fund program. \$40,000 has been awarded to 18 landowner projects, leveraging \$115,000 in community investment and \$15,500 has been awarded to 3 community projects, leveraging \$27,700 in community investment.
- Sold 2,600+ locally sourced native plants to 60 landowners through our Spring Native Plant Sale.
- Confirmed 5 demonstration projects for the OMAFRA-funded Talbot River Healthy Environment Initiative. Collected drone 'before footage' at all 5 project sites.
- Visited 62 landowner properties to explore stewardship projects (5 urban, 8 rural, 21 agricultural, and 28 waterfront).

2. Ensure the safety of people, property, and public infrastructure

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

- Assessed the health of 12 sites on urban streams and in minimally impacted streams, through sampling water bugs, in partnership with Fleming College and University of Guelph.

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

- Assessed the health of 28 sensitive cold-water streams through deploying/retrieving 28 water temperature data loggers in partnership with Trent University.
- We expanded our continuous monitoring network to include 7 conductivity loggers and 12 temperature loggers.
- We continued to monitor lakes and river from across our watershed:
 - PWQMN – 11 Sites
 - LSEMP – 12 sites
 - Durham Upstream – 12 Sites
 - CKL Upstream – 12 sites
 - Dalrymple MP – 12 sites
- Provided guidance to Fleming College GIS group that worked on the project which created an Environmental Monitoring Story Map that highlights independent interactive dashboards for 3 of our IWM projects (Temperature Monitoring, Biomonitoring and Water Quality).

Continued implementation and review of measures to address climate change

- Continued work on updating our Climate Change Strategy.

Evaluate natural features to better streamline planning/permitting approvals

- Field verified the location of watercourses with the Port Perry urban boundary.
- Completed quarterly Ontario Regulation 182/06 mapping updates. 8 updates in total were made for this quarter which included 3 wetland removals, 2 watercourse realignments, 1 online pond removed, 1 watercourse and waterbody removal.
- Aquatic Biologist attended the Ontario Wetland Evaluation Systems Certification Course (OWES) the week of June 19-23rd in North Bay.

Make the planning and permitting process more understandable

- Developed a Customer Service Feedback Loop for the online planning/permitting process, to solicit feedback from online applicants.
- Created a base mapping project with set symbology, metadata, and labels to assist in the overwriting of web layers in ArcGIS Online.

ENGAGE AND INSPIRE

1. Maintain and enhance our Conservation Areas to provide healthy outdoor experiences

Develop and execute a plan for infrastructure upgrades at our conservation areas

- Began Ken Reid Boardwalk repairs on the marsh boardwalk.
- Two low impact staircases for the upper escarpment section of the disc golf course completed.
- Repaired spindles and reinforced the railing that had been vandalised at the lookout.
- Repaired decking on Pigeon River Boardwalk.

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

- Painted the privy at Windy Ridge Conservation Area.
- Installed 2 wind phones at Ken Reid Conservation Area.

Explore service and program expansion opportunities at our conservation areas

- Explored a new partnership with Pinnaguq to host the Talking Forest App.
- Expanded the Talking Forest App to include information on turtle nest boxes in partnership with St. Mary's school.
- Installed 2 Wind Phones at Ken Reid to support mental health.

Explore feasibility of development of a multi-use facility at Ken Reid Conservation Area

- No action at this time

Provide programs and activities to support mental health and wellness

- Developed two videos and two media releases for the new Wind Phones at Ken Reid Conservation Area, as well as promoting May as Mental Health Month.
- Hosted two Forest Therapy Sessions at Ken Reid.

Review the land acquisition process for growth of the conservation area network in underserved areas

- Updated the Land Acquisition and Disposition policy for board endorsement.

2. Community Building

Expand engagement, collaboration and knowledge sharing with our First Nation communities

- Attended the Kinomaagewin – Teachings from the Land Conference (April 11-13) at the Briars Resort to meet with potential First Nation partners and local school boards to look for and develop opportunities to partner and incorporate land-based learnings.
- Continued collaboration on the Eco Corridor project through wetland delineations for the ECO corridor project with the review of MSIFN (Mississaugas of Scugog Island First Nation) staff.
- Provided guidance to 3-Fires Consultation group on a First Nations restoration project similar to the Eco Corridor.
- Held a public open house for LSEP (Lake Scugog Enhancement Project) which MSIFN staff attended and provided comments.
- Working with Beausoleil First Nation to provide a Post Secondary Student Employment position with our Conservation Areas team.

Explore tourism and economic opportunities of value to the community, businesses, and member municipalities

- Created a series of Google Ads promoting the Kawartha Conservation Seasonal Pages (spring and summer) to highlight the region, creating both a positive tourism and economic impact, further supporting our member municipalities.

Expand our connections with our municipal partners and establish working relationships for projects of benefit to the community

- Attended the CKL Climate Health Advisory Group Meeting as the Kawartha Conservation representative.
- Attended 2 Scugog Environmental Advisory Committee meetings.
- Attended the CKL Environmental Advisory Committee quarterly meeting (April 19).

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

- Met with CKL Agricultural Economic Development (June 21) to share upcoming agricultural stewardship activities and events, and collaboration on municipal agricultural events.
- Shared agricultural stewardship activity updates with the Kawartha Lakes Food Coalition annual report.

Expand our outreach and collaboration with educational partners to develop and strengthen strategic, beneficial, and impactful opportunities for learning

- Confirmed summer partnership with CKL Public Library to host popup events at Ken Reid.
- Partnered with St. Mary's Catholic Elementary School on a grant geared to hands-on/technology-based programming. Hosted 20 students over two days creating turtle nest boxes and having the students create another talking forest trail with information they learned about turtles.
- Hosted 7 educational sessions from April through June that resulted in 263 students from different grades getting to learn different environmental programs and explore the conservation area.
- Engaged 4 classes in native plant species plantings in part of our TD Friends of the Environment Foundation Connecting Kids with Conservation grant to learn more about the importance of native plant species and the role of pollinator species.
- Taught Fleming Students with the Environmental Technology program on how to use industry standard techniques to monitor water quality, water quantity, and water bugs in Lindsay urban streams (Jennings Creek, Albert Street Creek).
- Drafted and formalized two academic partnership agreements with Trent University for work being done on the Investigative Upstream Monitoring Project and Brock University for additional lab processing for both CKL and Durham Implementation projects.
- Attended the Trillium Lakelands District School Board Community Breakfast held at LCVI in Lindsay on April 26th. Discussion was held around the impact that COVID had on education programs and how we have move forward with these programs to engage students again now that the pandemic is subsiding.
- Attended Fleming College, GIS/Application Specialists Post Graduate Program Open House on June 23rd. Several student Projects were displayed showing methodologies and final outcomes.
- Hosted At Last Forest School every Monday (April 25 - June 19) in our Group Camp area.
- Hosted ECOPA Environmental Services for a total of 15 days in the Field Centre.
- Hosted Metis Nation of Ontario in our Field Centre for a two-day Ontario Benthos Biomonitoring Network certification program.

Continue to engage with, and cultivate positive relationships with our agriculture, business, urban, rural, and lake-based sectors

- Hosted a boating tour of Lake Scugog (May 10) with several key partner agencies in the Lake Scugog Enhancement Project, including Township of Scugog, Conservation Ontario, Fisheries and Oceans Canada, Transport Canada, and Environment Canada.
- Attended the Greater Golden Horseshoe IWM working group meeting (May 16). Discussions were geared to the Watershed Resource Base Management Strategy.
- Attended the Healthy Lake Scugog Steering Committee Meetings (April 11, June 15).
- Attended the East Central Farm Stewardship Collaborative quarterly meeting (April 19).

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

- Attended the 2023 Kawartha Lakes Country Living Show in Fenelon Falls (April 21-23) with more than 3,500 people in attendance.

Continue the use of interactive technology to connect people with nature

- Created two videos to highlight the initial work of the Durham Eco Corridor project.
- Videos posted and shared through YouTube in Q2, focusing on our work, our community, and our environment, resulted in 52,400 views, and generated 236 new subscribers.
- Launched Turtles of Ontario talking forest at Ken Reid Conservation Area.
- Created ArcGIS Instant Apps to replace any Web Map that is utilizing the deprecated Web App Builder from ArcGIS Online.

Coordinate community events that provide value to the community

- Hosted a community planting day (June 17) through the Connecting Kids with Conservation grant to plant native plant species on the escarpment.
- Hosted 2 Forest Therapy walks.

Cultivate experiences and relationships that inspire proactive social behaviour to protect and respect our environment

- Installed 2 Wind Phones at Ken Reid Conservation Area to promote mental health and to support our community.
- Undertook multiple clean-ups at Ken Reid Conservation Area, including picking up and documenting garbage and encouraging use of garbage bins and recycling containers.
- Hosted 7 educational sessions from April through June that resulted in 263 students from different grades getting to learn different environmental programs and explore the conservation area.
- Presented at the 100 Kids Who Care to show how their donation was used and to talk about Disc Golf (May 18)
- Hosted At Last Forest School every Monday (April 25 - June 19) in our Group Camp area. Here they hosted a forest school for young children and parents to attend where they spend the day outside learning about the importance of taking care of our environment.
- Hosted ECOPA Environmental Services for a total of 15 days in the Field Centre.
- Hosted Metis Nation of Ontario in our Field Centre for a two-day Ontario Benthos Biomonitoring Network certification program.
- On May 6th we hosted Heritage Christian school that held a 5k/10k walk/run fund raiser event.
- Hosted the Holland Landing branch of the Girl Guides of Canada for a weekend camping trip (May 26-28).
- Closed the back half of Ken Reid Conservation Area for a large wedding, this brought in many guests and vendors to the conservation area (June 24).
- Welcomed CHIMO Youth and Family Services for their staff appreciation day (June 29).
- Hosting the Lindsay Disc Golf Men's league starting in June for 2 Mondays a month.

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers**Accomplishments from April 1 – June 30, 2023.****Q1, 2023**

INNOVATE AND ENHANCE

1. Increase Efficiency and effectiveness of service delivery

Enhance and employ meaningful performance measures to report on our progress

- Conducted seasonal interviews, hiring for an Environmental Field Technician, GIS/Survey Technician, Conservation Area Assistants (4). Provided orientation training session for new staff which included a corporate overview, health and safety, MFIPPA (Municipal Freedom of Information and Protection of Privacy Act) and specific job task training.
- Hired a new Watershed Resources Engineer, Yan Shao.
- Completed an Interim Financial Statement to May 31st, 2023, to review our progress to date.
- Working with Beausoleil First Nation to provide a Post Secondary Student Employment position with our Conservation Areas team.

Make information and data more easily accessible and understandable for everyone

- Sharing information through social media with respect to daily precipitation totals or following significant weather events. The information highlights visually the precipitation disparity between monitoring stations across the watershed.
- Completed 2022 audited statements and circulated to partnering municipalities, Minister, and our website.
- Drafted the Lake Dalrymple Dashboard with real-time weather (air temperature and precipitation) data.
https://kawarthaconservationwaterquality.shinyapps.io/Dalrymple_v2-1/
- Published the Durham Region Investigative Upstream report on Cawker's and Williams Creek.
- Updated Metadata for 100% of all layers accessible through the staff mapping applications.
- Developed Standard Operating Procedures for HOBO Water Level and Temperature Loggers.

Review processes to ensure they are clearly documented and communicated effectively

- Created an ArcGIS Pro Model that automates the process for all manual Generic Regulation mapping updates.

Continue to drive positive change as an industry leader in business and environmental best practices

- Selection of sites and deployment of aquatic thruster sites in conjunction with academia as part of our lake implementation activities.
- Active conversion of data into on-line accessible data for the community.

2. Share our stories to enhance community awareness

Increase communication opportunities and outreach to engage an expanded and diverse audience

- Issued 20 Media releases.
- Radio interview with Ontario Morning on CBC radio about a new invasive fungus known as oak wilt.

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

- Radio interview with Bounce FM about our stewardship programs including the new Garden Guides, native plant sale, and Water Fund grant program (April 17).

Develop increased awareness of Kawartha Conservation and the positive impact we have on the natural environment and our communities

- Continued to grow our online audiences, with a 3.1% increase in Facebook fans, and a 26.4% increase in impressions compared to the previous 3-month period.
- Followers increased on LinkedIn by 5.4%, while impressions decreased by 15.3%, indicating a decrease in engagement of the content we shared.
- Instagram saw a 3.8% increase in followers, while similarly, realizing a 5.6% decrease in impressions.
- Doubled TikTok followers, with a 50.2% increase, while engagement and impressions were down.
- Popular content for Q2 included the introduction of Wind Phones at Ken Reid Conservation Area, repairs to infrastructure at Ken Reid Conservation Area, Story Walk and Kawartha Quest activities at Ken Reid Conservation Area, blue green algae and the 2023 Native Plant Sale.

Continue conversations with our community, business, and agency stakeholders on environmental issues to support positive change

- Engagement surveys conducted with the community as an integral component of our Climate Change strategy update.
- Regular discussion and feedback with our customer base on program areas.

3. Ensure we have the resources we need to provide our services

Increase organizational resiliency

- Successfully completed our data back-up project. This project saw the transition of server backups from an off-site physical location to utilizing cloud-based technology reducing the requirement for off-site space leasing and equipment maintenance, while increasing the quantity and quality of backups while providing an overall cost savings to the organization.
- Implemented Microsoft 365 data backups. This significantly increased our resiliency by providing a backup restoration point for 365 based data including Outlook, Teams, OneDrive, SharePoint, and other important data.

Explore fundraising and strategic partnership opportunities that support our mission and vision

- Developed and formalized a partnership with Two Blokes Cider. The partnership will see Kawartha Conservation receive \$0.50 from each bottle of the Lip Sumacer.
- Secured \$8,000 from TD Friends of the Environment Foundation to support our “Connecting Kids with Conservation” project.
- Held the last spring course for Innovation Hub; Ontario Building Code Part 8, On-Site Sewage Systems Exam Prep, total of 16 participants attended.
- Finalized 2024 agreement with JM Consulting for next spring's course opportunities for the Ontario Building Code Part 8, On-Site Sewage Systems Exam Prep. 4 sessions have been confirmed in Jan, March, and April.

Kawartha Conservation Strategic Plan 2022-2026: Strategic Goals and Enablers

Accomplishments from April 1 – June 30, 2023.

Q1, 2023

- Hosted the Kawartha Conservation Foundation's Annual General Meeting (June 19)
- Hosted At Last Forest School every Monday (April 25 - June 19) in our Group Camp area.
- Increased facilities rentals at Ken Reid including hosting ECOPA Environmental Services, Metis Nation of Ontario, Heritage Christian school, Holland Landing branch of the Girl Guides of Canada, weddings, and CHIMO Youth and Family Services.

4. Increase our organizational resiliency

Ensure our organization is able to adapt and respond effectively to future challenges

- Initiated internal meetings to transition our financial structure, timekeeping codes, and resources to meet the requirements under the new budget and apportionment regulations. Staff are continuing several working sessions and liaising with external partners to develop budgets.
- Developed the 5-year Lake Management Implementation Action Plan 2024-2028 with board approval on the (May 25) Board Meeting. This Plan will guide the implementation of stewardship and monitoring projects over a five-year period.

Continue to put people first, recognizing the value and contributions of our team, customers, and community

- Responded to staff interest in stand-up workstations by installing two desks in the office that are available as shared spaces and bookable by employees.

Explore and implement digital infrastructure to enhance business success and outcomes

- Initiated a customer feedback loop on our online donation form, to solicit feedback on how to improve the online experience.
- Concluded the implementation of our cloud-based software for asset management increasing functionality, accessibility, and ability to support our Asset Management Plan in development and future Capital Budgets.

**Agenda Item #7.3**

BOD Meeting #5/23

July 27, 2023

Page 1 of 4

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

From: Mark Majchrowski, CAO
Jonathan Lucas, Acting Director, Corporate Services

Re: May 31, 2023, Interim Financial Statement

KEY ISSUE:

To provide the Board of Directors with an interim financial statement to May 31, 2023.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the interim financial statements to May 31, 2023, be received.

We attach an interim financial statement for the period ending May 31, 2023, relating to operational expenditures. This is an early financial update in the year to review our progress relative to budget and ensure that we are in alignment with targets. A summary of operations and projects to date is provided below.

Operating Budget

Planning and Development Services

The economic conditions continue to provide a high volume of permits and planning applications for review and approval. Currently, revenues for planning and permitting are ahead of the budget target for this time of the year; however, with the economic uncertainty the pace may not be sustained for the remainder of the year.

Departmental expenditures are consistent with the 2023 budget. As we were seeking to fulfill our Watershed Resources Engineer role, the shortfall in direct labour expenditure has resulted in an increase in the reliance on external consultants. Now that we have filled this role, we anticipate that external engineering support will be phased out in the coming months. We anticipate that managing between our labour budget and consultants, there will likely be an outpacing of expenditures relative to revenue at year end.

Integrated Watershed Management

Revenues are anticipated to exceed budget targets for the IWM department. Section 39 funding from the Ministry of Natural Resources and Forestry has been confirmed through Transfer Payment Agreement and remains steady at \$24,640 for the fiscal year. Although

For more information, please contact Mark Majchrowski at extension 215 or Jonathan Lucas at extension 233.

**Agenda Item #7.3**

BOD Meeting #5/23

July 27, 2023

Page 2 of 4

seasonal expenditures have begun, we expect \$10,000 for seasonal wage subsidy funding. Innovation Hub has seen tremendous uptake and has exceeded the budget target for 2023 with approximately \$26,000 in additional revenues anticipated by the end of the year. Additional training opportunities have been identified by staff to improve project management and organizational resiliency. These expenses will be absorbed by the additional revenue from the Innovation Hub.

Stewardship and Conservation Lands

The Stewardship and Conservation Lands department is on track with budget currently. The field season has just started which will see the primary utilization of the budgets.

The Habitat Compensation Program has three projects: one will begin in 2023, and the other two are in the monitoring phase. The projects began in early May when revenue begins to be recognized as work is completed. The total estimated revenue in 2023 is \$11,700, a shortfall compared to budget expectations of \$40,000 due to a contract revenue being recognized in the prior year in 2022 of \$31,800. This revenue was transferred to reserves representing a timing difference for the recognition of revenue. There are three seasonal staff hired for Conservation Lands supported by employment grants. A fourth position is being supported by the Beausoleil First Nations in a collaboration to provide on the job training and support to a First Nations Post Secondary Student at no cost to Kawartha Conservation. The training they receive will be taken back to their community to support their land management practices. Their participation will also enrich our organization by sharing traditional knowledge on land management practices with our team.

Corporate Services

Revenues and expenses are on target for the Corporate Services department. Bank of Canada overnight rate remained higher than anticipated resulting in increased prime rates bearing interest on our bank account. This will result in additional revenues for 2023 of \$30,000-40,000. Notably, our Asset Management Plan that is being supported by the Federation of Canadian Municipalities grant supporting 80% of the expenditure is nearing completion.

Special Projects

Overall, special projects are primarily delivered throughout the field season. Therefore, there has been limited spending in respect to the total budget at this time as the field season has just begun at the end of May. We do not anticipate significant budget variances and provide additional notes by program area of importance:

For more information, please contact Mark Majchrowski at extension 215 or Jonathan Lucas at extension 233.



Agenda Item #7.3

BOD Meeting #5/23

July 27, 2023

Page 3 of 4

Flood Plain Mapping Projects

City of Kawartha Lakes - The NDMP (National Disaster Mitigation Program) grant for Flood Plain Mapping Study is completed as of March 31, 2023. The Flood Plain study within City of Kawartha Lakes is nearing completion as peer review comments are being addressed. This project is being funded with deferred revenues.

Trent Lakes – We have signed an MOU for Flood Plain Mapping projects along Miskwaa Ziibi River and Nogies Creek with the Municipality of Trent Lakes and it is anticipated that most of the project labour expenses will occur over the field season followed by expenditures for professionals such as engineers and peer review in late 2023 or early 2024. Trent Lakes has received grant funding for these projects with a funding deadline of March 31, 2024, that we are working towards.

Haliburton, MOU – Flood plain mapping efforts have predominantly been focused on projects for City of Kawartha Lakes and Trent Lakes to date. We will be conducting field work and obtaining survey data for the Haliburton project throughout the summer which will result in billable time and revenues for this project. Through the remainder of the year, there will be a substantial amount of time involved with compiling field data and creating flood maps for the study locations.

Special Joint Project

Through the special joint project with Region of Durham and City of Kawartha Lakes, we have seen strong demand for our tree seedling sales with revenues exceeding budget resulting in additional trees being planted within the watershed to meet and exceed our goals.

The 50 Million Tree Program received increased funding from Forest's Ontario through an amendment to our original contract agreement. The additional funding per tree provided Kawartha Conservation the opportunity to complete additional planting while recovering costs.

General Benefiting Projects

Digitization of Corporate Records – The digitization of records for Corporate Services and Planning is an ongoing project. Staff have focused efforts towards permit issuance and compliance and are anticipating digitizing records in Q3/Q4.

Environmental Monitoring Strategy Implementation – This project will begin in the later months of summer.

For more information, please contact Mark Majchrowski at extension 215 or Jonathan Lucas at extension 233.



Agenda Item #7.3

BOD Meeting #5/23

July 27, 2023

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Conclusion

Levy revenue has been recognized in relation to the expenditures incurred as of May 31st. Expenditures for Kawartha Conservation are incurred evenly throughout the year regarding staffing, however, supporting expenditures and overhead may be concentrated to certain periods throughout the year dependent on program area. We continue to monitor our operating budget and making decisions that best ensure the success of the organization in the short and long term. Additionally, a staff report for capital expenditures will be provided in September.

KAWARTHA CONSERVATION

Interim Financial Statement

May 31, 2023

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
Interim Financial Statement
May 31, 2023

Page 2

STATEMENT OF REVENUE AND EXPENDITURES

	Audited Actual 2022	Budget 2023	May Actual 2023	% of Budget Complete
REVENUE				
Municipal levy:				
Operating	\$ 1,653,325	\$ 1,715,325	\$ 788,231	46.0%
Special Operating - Region of Durham	45,059	106,900	33,590	31.4%
General Benefiting Projects	6,160	40,000	-	0.0%
Special Benefiting Projects	499,357	1,009,900	202,213	20.0%
	<u>2,203,901</u>	<u>2,872,125</u>	<u>1,024,033</u>	<u>35.7%</u>
Municipal Agreements				
CKL, Risk Management Official, Clean Water Act	44,792	60,000	23,749	39.6%
	<u>44,792</u>	<u>60,000</u>	<u>23,749</u>	<u>39.6%</u>
Program Generated Revenue				
Planning & Development Services	474,895	486,000	187,389	38.6%
Integrated Watershed Management	64,858	70,400	56,167	79.8%
Stewardship & Conservation Lands	300,362	224,950	54,074	24.0%
Corporate Services	117,926	86,800	66,544	76.7%
Special Projects Management	282,216	417,950	141,908	34.0%
	<u>1,240,257</u>	<u>1,286,100</u>	<u>506,081</u>	<u>39.4%</u>
Special Projects				
Transfer payment, Drinking Water Source Protection	101,050	63,200	21,386	33.8%
Grants and project generated revenue - Durham	81,490	80,550	111,742	>100%
Grants and project generated revenue - CKL	142,579	141,850	96,019	67.7%
	<u>325,119</u>	<u>285,600</u>	<u>229,147</u>	<u>80.2%</u>
Other				
Amort. of deferred capital contribution	5,528	-	7,512	>100%
TOTAL REVENUE	\$ 3,819,598	\$ 4,503,825	\$ 1,790,522	39.8%
EXPENDITURES				
Operations				
Planning & Development Services - page 3	\$ 599,007	\$ 814,200	\$ 358,959	44.1%
Integrated Watershed Management - page 4	603,729	669,550	284,732	42.5%
Stewardship & Conservation Lands- page 5	586,126	649,250	259,758	40.0%
Corporate Services - page 9	800,010	924,050	387,634	41.9%
Amortization of Tangible Capital Assets	75,190	60,000	31,044	51.7%
(Gain)/Loss on Disposal of TCA	5,016	-	(5,136)	>100%
Vehicle and Equipment Pool	(5,556)	(25,000)	18,543	-74.2%
	<u>2,663,522</u>	<u>3,092,050</u>	<u>1,335,534</u>	<u>43.2%</u>
Projects				
General Benefitting, Drinking Water Source Protection	101,050	63,200	21,386	33.8%
General Benefitting - page 12	160	40,000	-	0.0%
Special Benefitting - page 13	712,487	1,202,100	409,853	34.1%
	<u>813,696</u>	<u>1,305,300</u>	<u>431,240</u>	<u>33.0%</u>
Municipal Agreements				
CKL Risk Management Official - page 19	44,792	60,000	23,749	39.6%
	<u>44,792</u>	<u>60,000</u>	<u>23,749</u>	<u>39.6%</u>
TOTAL EXPENDITURES	\$ 3,522,010	\$ 4,457,350	\$ 1,790,522	40.2%
Surplus (Deficit) From Operations	\$ 297,588	\$ 46,475	\$ 0	

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OPERATIONS
PLANNING AND DEVELOPMENT SERVICES

	Audited Actual 2022	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE				
Municipal operating levy	\$ 187,849	\$ 262,486	\$ 123,933	47.2%
Special Projects Management	32,065	65,714	22,312	34.0%
Planning and permitting fees	405,787	420,000	179,021	42.6%
Large scale fill permits	13,246	10,000	5,000	50.0%
Municipal agreement project management, RMO	5,711	6,000	2,488	41.5%
MOU, Flood Plain Mapping	50,152	50,000	880	1.8%
TOTAL REVENUE	\$ 694,810	\$ 814,200	\$ 333,634	41.0%
EXPENDITURES				
Planning				
Direct labour	\$ 378,831	\$ 683,000	\$ 226,769	33.2%
Overhead - page 10	48,087	62,700	34,754	55.4%
Legal	-	5,000	-	0.0%
Consulting and professional services	130,115	30,000	85,475	>100%
Fill permit compliance costs	1,327	5,000	-	0.0%
IMS Records management	10,000	10,000	4,167	41.7%
Flood plain mapping services	7,500	1,000	-	0.0%
Supplies and equipment	20,718	11,500	6,369	55.4%
Professional development	89	2,500	723	28.9%
Travel	2,340	3,500	703	20.1%
TOTAL EXPENDITURES	\$ 599,006	\$ 814,200	\$ 358,959	44.1%

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OPERATIONS
INTEGRATED WATERSHED MANAGEMENT

	Audited Actual 2022	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE				
Municipal operating levy	\$ 529,628	\$ 479,185	\$ 226,247	47.2%
Special Projects Management	90,405	119,965	40,732	34.0%
MNRF transfer payment	24,640	24,600	10,267	41.7%
Fees for services	452	1,000	175	17.5%
Innovation Hub	36,534	34,500	45,725	>100%
Employment grants	-	10,000	-	0.0%
Climate Change Grant	2,931	-	-	0.0%
Other Grants and donations	300	300	-	0.0%
TOTAL REVENUE	\$ 684,891	\$ 669,550	\$ 323,146	48.3%
EXPENDITURES				
Direct Labour	\$ 478,896	\$ 516,000	\$ 195,956	38.0%
Seasonal Labour	10,087	12,200	5,615	46.0%
Overhead - page 10	57,704	62,700	34,754	55.4%
Supplies and equipment	30,808	11,000	2,712	24.7%
Technology and data management	13,113	14,200	6,634	46.7%
Professional development	796	5,900	3,867	65.5%
Innovation Hub	-	24,000	29,613	>100%
Travel	1,616	3,200	779	24.4%
Oak Ridges Moraine Alliance	-	2,500	-	0.0%
Surface water monitoring	4,624	5,000	2,293	45.9%
Groundwater monitoring	3,400	8,250	1,701	20.6%
Climate Change Program	2,686	4,600	809	17.6%
TOTAL EXPENDITURES	\$ 603,729	\$ 669,550	\$ 284,732	42.5%

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OPERATIONS
STEWARDSHIP AND CONSERVATION LANDS

	Audited Actual 2022	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE				
Municipal Levy				
Municipal operating levy	\$ 229,687	\$ 253,849	\$ 119,854	47.2%
Special Projects Management	39,207	63,551	21,578	34.0%
	<u>268,893</u>	<u>317,400</u>	<u>141,432</u>	<u>44.6%</u>
Special Operating, Durham East Cross Forest - Page 8				
Municipal Levy, Region of Durham	45,059	106,900	33,590	31.4%
Generated Revenues	10,940	-	120	>100%
	<u>55,999</u>	<u>106,900</u>	<u>33,710</u>	<u>31.5%</u>
Restoration Management				
Habitat Compensation Program	90,831	40,000	1,640	4.1%
Project management fees - Habitat Compensation	8,104	34,500	750	2.2%
	<u>98,935</u>	<u>74,500</u>	<u>2,390</u>	<u>3.2%</u>
Conservation Areas				
Conservation Area Employment Grants	17,000	18,000	-	0.0%
Conservation Areas User fees	6,464	2,500	3,515	>100%
Conservation Areas Parking fees	26,279	32,000	11,030	34.5%
Conservation Area Agricultural rent	12,600	12,000	3,400	28.3%
Reserve funds, Windy Ridge	-	3,750	-	0.0%
Fleetwood Creek cost recovery	9,295	8,700	-	0.0%
Property management fees Fleetwood	6,320	7,500	750	10.0%
Property management fees East Cross Forest	34,111	46,700	21,325	45.7%
Donations & Other	7,231	5,000	109	2.2%
Community Events, Sponsors and Grants	75,000	10,000	-	0.0%
	<u>194,301</u>	<u>146,150</u>	<u>40,128</u>	<u>27.5%</u>
Education	<u>7,127</u>	<u>4,300</u>	<u>11,556</u>	<u>>100%</u>
TOTAL REVENUE	\$ 625,254	\$ 649,250	\$ 229,216	35.3%

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OPERATIONS
STEWARDSHIP AND CONSERVATION LANDS

	Audited Actual 2022	Budget 2023	May Actual 2023	% of Budget Complete
EXPENDITURES				
Direct labour	\$ 302,802	\$ 311,000	\$ 130,080	41.8%
Seasonal labour	27,876	36,000	9,834	27.3%
Overhead - page 10	38,469	62,700	34,754	55.4%
Professional development	836	1,500	112	7.5%
Supplies, brochures and publications	5,724	7,200	5,059	70.3%
Travel	2,808	600	205	34.2%
Special Events	43,291	10,000	3,236	32.4%
Education program	5,700	1,300	10,111	>100%
Ken Reid Conservation Area - page 7	62,138	49,050	28,632	58.4%
Pigeon River Conservation Area - page 7	8,644	10,450	532	5.1%
Windy Ridge Conservation Area - page 7	2,099	3,750	1,102	29.4%
Fleetwood Creek Natural Area - page 7	9,295	8,700	750	8.6%
Dewey's Island - page 7	-	100	-	0.0%
Durham East Cross Forest Conservation Area - page 8	55,999	106,900	33,710	31.5%
Restoration projects	20,445	40,000	1,640	4.1%
TOTAL EXPENDITURES	\$ 586,126	\$ 649,250	\$ 259,758	40.0%

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SCHEDULE OF CONSERVATION AREAS

	Audited Actual 2022	Budget 2023	May Actual 2023	% of Budget Complete
Ken Reid CA				
Road and parking lot maintenance	\$ 22,842	\$ 23,600	\$ 14,185	60.1%
Vehicle usage	744	1,000	347	34.7%
Equipment usage	5,813	5,400	1,529	28.3%
Supplies and small tools	11,329	10,150	8,629	85.0%
Infrastructure repair & maintenance	16,394	4,000	1,191	29.8%
Utilities	4,927	4,700	2,708	57.6%
Property taxes	88	200	44	22.1%
	<u>62,138</u>	<u>49,050</u>	<u>28,632</u>	<u>58.4%</u>
Pigeon River CA				
Road and parking lot maintenance	-	500	-	0.0%
Vehicle usage	1,738	1,000	-	0.0%
Equipment usage	1,099	1,200	48	4.0%
Supplies and small tools	532	2,350	20	0.8%
Infrastructure repair & maintenance	4,347	4,000	-	0.0%
Property taxes	928	1,400	464	33.2%
	<u>8,644</u>	<u>10,450</u>	<u>532</u>	<u>5.1%</u>
Windy Ridge CA				
Road & parking lot maintenance	1,099	850	824	97.0%
Vehicle usage	294	450	21	4.7%
Equipment usage	137	200	12	6.0%
Supplies and small tools	109	1,250	20	1.6%
Infrastructure repair & maintenance	-	500	-	0.0%
Property taxes	460	500	225	45.1%
	<u>2,099</u>	<u>3,750</u>	<u>1,102</u>	<u>29.4%</u>
Fleetwood Creek Natural Area				
Vehicle usage	378	600	-	0.0%
Equipment usage	22	350	-	0.0%
Supplies and small tools	2,575	250	-	0.0%
Management and administration	6,320	7,500	750	10.0%
	<u>9,295</u>	<u>8,700</u>	<u>750</u>	<u>8.6%</u>
Dewey's Island				
Travel and equipment	-	100	-	0.0%
TOTAL EXPENDITURES	\$ 82,177	\$ 72,050	\$ 31,016	43.0%

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SCHEDULE OF SPECIAL OPERATING

DURHAM EAST CROSS FOREST CONSERVATION AREA

	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE			
Region of Durham, special operating levy	\$ 104,200	\$ 33,590	32.2%
Grants and other sources of revenue	-	120	>100%
Deferred municipal levy	2,700	-	0.0%
TOTAL REVENUE	\$ 106,900	\$ 33,710	31.5%
EXPENDITURES			
Labour	\$ 16,000	\$ 1,224	7.6%
Project in-house expertise	37,000	18,260	49.4%
Infrastructure & supplies	29,000	3,645	12.6%
Travel	4,200	595	14.2%
Equipment usage	2,000	1,632	81.6%
Professional development	1,000	-	
Professional fees and contractors	2,000	-	0.0%
Property taxes	6,000	5,290	88.2%
Project administration	9,700	3,065	31.6%
TOTAL EXPENDITURES	\$ 106,900	\$ 33,710	31.5%

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

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OPERATIONS
CORPORATE SERVICES

	Audited Actual 2022	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE				
Municipal operating levy	\$ 706,163	\$ 673,930	\$ 318,196	47.2%
Special Projects Management	120,539	168,720	57,286	34.0%
Investment income	75,643	62,600	48,427	77.4%
Donations	2,308	500	1,548	>100%
Grants, wage subsidies and other	39,974	18,300	16,568	90.5%
TOTAL REVENUE	\$ 944,629	\$ 924,050	\$ 442,026	47.8%
EXPENDITURES				
Corporate Support				
Direct labour	\$ 682,906	\$ 782,000	\$ 315,853	40.4%
Overhead - page 11	48,087	62,700	34,754	55.4%
Directors travel and expenses	875	7,050	3,462	49.1%
Technology, supplies and equipment	21,865	19,500	11,403	58.5%
Professional services	41,777	20,000	(1,571)	-7.9%
Asset Management Plan	-	25,300	20,623	81.5%
Reports, brochures and publications	2,832	1,000	1,046	>100%
Professional development	1,097	5,500	1,993	36.2%
Travel	570	1,000	70	7.0%
TOTAL EXPENDITURES	\$ 800,010	\$ 924,050	\$ 387,634	41.9%

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SCHEDULE OF OVERHEAD

	Audited		May	%
	Actual	Budget	Actual	of Budget
	2022	2023	2023	Complete
Administration building utilities	\$ 12,658	\$ 13,000	\$ 6,091	46.9%
Administration building maintenance	19,195	29,000	13,964	48.2%
Office equipment supplies, maintenance	1,594	3,000	146	4.9%
Telephone & internet	11,888	14,200	5,460	38.5%
Audit and legal	29,275	32,500	12,426	38.2%
Banking fees & interest	4,091	4,700	1,305	27.8%
Insurance	45,216	55,400	55,530	>100%
Website hosting, license, ecommerce	7,656	11,000	9,872	89.7%
Conservation Ontario membership	25,001	26,000	12,472	48.0%
IT/IMS support services	18,279	46,500	18,251	39.2%
Human resources & safety	17,493	15,500	3,498	22.6%
TOTAL OVERHEAD EXPENDITURES	\$ 192,347	\$ 250,800	\$ 139,015	55.4%

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SUMMARY PROJECTS

	Budget 2023	May Actual 2023	% of Budget Complete
GENERAL BENEFITING PROJECTS			
Drinking Water Source Protection - Schedule 1, page 12	\$ 63,200	\$ 21,386	33.8%
Organizational Initiatives - Schedule 1, page 12	40,000	-	0.0%
TOTAL GENERAL BENEFITING PROJECTS	\$ 103,200	\$ 21,386	

SPECIAL PROJECTS

Region of Durham

Watershed Plan Implementation - Schedule 2, page 13	\$ 190,400	\$ 64,065	33.6%
Watershed Planning - Schedule 3, page 14	27,300	1,898	7.0%
	217,700	65,963	

City of Kawartha Lakes

Floodplain Mapping Study - Schedule 4, page 15	-	45,054	>100%
Lake Management Plans Implementation - Schedule 5, page 16	477,100	123,492	25.9%
Lake Management Plans, Lake Dalrymple - Schedule 6, page 17	69,300	11,763	17.0%
	546,400	180,309	

Region of Durham and City of Kawartha Lakes

Joint Implementation, Stewardship - Schedule 7, page 18	187,700	151,879	80.9%
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Trent Lakes

Floodplain Mapping Study - Schedule 9, page 20	250,300	11,703	4.7%
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TOTAL SPECIAL PROJECTS

\$ 951,800 \$ 409,853

MUNICIPAL AGREEMENTS - City of Kawartha Lakes

Risk Management Official - Schedule 8, page 19	\$ 60,000	\$ 23,749	39.6%
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TOTAL MUNICIPAL AGREEMENTS

\$ 60,000 \$ 23,749

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PROJECTS - GENERAL BENEFITING

DRINKING WATER SOURCE PROTECTION

	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE			
Transfer - Ontario Drinking Water Source Protection	\$ 63,200	\$ 21,386	33.8%
TOTAL REVENUE	\$ 63,200	\$ 21,386	33.8%
EXPENDITURES			
Labour	\$ 45,000	\$ 16,086	35.7%
In-house expertise	7,500	3,355	44.7%
Project administration	5,800	1,945	33.5%
Supplies & equipment	4,400	-	0.0%
Travel	500	-	0.0%
TOTAL EXPENDITURES	\$ 63,200	\$ 21,386	33.8%

ORGANIZATIONAL INITIATIVES

	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE			
Environmental Monitoring Strategy Implementation	25,000	-	0.0%
Digitization of corporate records	15,000	-	0.0%
TOTAL REVENUE	\$ 40,000	\$ -	0.0%
EXPENDITURES			
Environmental Monitoring Strategy Implementation	25,000	-	0.0%
Digitization of corporate records	15,000	-	0.0%
TOTAL EXPENDITURES	\$ 40,000	\$ -	0.0%

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PROJECTS - SPECIAL BENEFITING

REGION OF DURHAM

WATERSHED PLAN IMPLEMENTATION

	Budget 2023	May Actual 2023	% of Budget Complete
STEWARDSHIP PROGRAMS			
SOURCES OF REVENUE			
Region of Durham	\$ 65,800	\$ 11,103	16.9%
TOTAL REVENUE	\$ 65,800	\$ 11,103	16.9%
EXPENDITURES			
Labour	\$ 32,900	\$ 7,807	23.7%
In-house expertise	4,600	660	14.3%
Travel and equipment	700	191	27.2%
Supplies & professional fees	1,600	935	58.4%
Landowner grants	20,000	500	2.5%
Project administration	6,000	1,010	16.8%
TOTAL EXPENDITURES	\$ 65,800	\$ 11,103	16.9%

SCIENCE & TECHNICAL

SOURCES OF REVENUE			
Region of Durham	\$ 78,300	\$ 17,280	22.1%
Deferred funds, Region of Durham	42,700	-	0.0%
Scugog Lake Stewards	1,600	-	0.0%
Grants, Employment	2,000	-	0.0%
Grants, other	-	35,682	>100%
TOTAL REVENUE	\$ 124,600	\$ 52,962	42.5%
EXPENDITURES			
Labour	\$ 18,400	\$ 4,430	24.1%
In-house expertise	21,200	7,049	33.3%
Lake Scugog Enhancement Project	37,800	35,582	94.1%
Travel and equipment	6,800	388	5.7%
Lab costs	25,200	-	0.0%
Supplies & professional fees	3,800	698	18.4%
Project administration	11,400	4,816	42.2%
TOTAL EXPENDITURES	\$ 124,600	\$ 52,962	42.5%

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Schedule 3

PROJECTS - SPECIAL BENEFITING

REGION OF DURHAM

WATERSHED PLANNING

	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE			
Region of Durham	\$ 27,300	\$ 1,898	7.0%
TOTAL REVENUE	\$ 27,300	\$ 1,898	7.0%
EXPENDITURES			
Labour	\$ 5,300	\$ -	0.0%
In-house expertise	16,200	1,725	10.6%
Supplies & professional fees	500	-	0.0%
Travel and equipment	2,800	-	0.0%
Project administration	2,500	173	6.9%
TOTAL EXPENDITURES	\$ 27,300	\$ 1,898	7.0%

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Schedule 4

PROJECTS - SPECIAL BENEFITING

CITY OF KAWARTHA LAKES

FLOODPLAIN MAPPING STUDY

	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE			
City of Kawartha Lakes - Deferred Revenue	\$ -	\$ 32,319	>100%
Grant - NDMP	-	12,735	>100%
TOTAL REVENUE	\$ -	\$ 45,054	>100%
EXPENDITURES			
Labour	\$ -	\$ 195	>100%
In-house expertise	-	13,725	>100%
Project administration	-	4,096	>100%
Travel	-	147	>100%
Supplies & equipment	-	738	>100%
Professional services	-	26,153	>100%
TOTAL EXPENDITURES	\$ -	\$ 45,054	>100%

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PROJECTS - SPECIAL BENEFITING**CITY OF KAWARTHA LAKES****LAKE MANAGEMENT PLANS - IMPLEMENTATION**

	Budget 2023	May Actual 2023	% of Budget Complete
STEWARDSHIP PROGRAMS			
SOURCES OF REVENUE			
City of Kawartha Lakes	\$ 163,200	\$ 71,821	44.0%
Deferred revenue, City of Kawartha Lakes	77,800	-	0.0%
Grants, Federal	-	5,337	>100%
Grants, Provincial	68,900	9,364	13.6%
Fees for service	7,000	175	2.5%

TOTAL REVENUE	\$ 316,900	\$ 86,697	27.4%
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EXPENDITURES			
Labour	\$ 117,500	\$ 43,744	37.2%
In-house expertise	44,000	11,035	25.1%
Project administration	28,800	7,882	27.4%
Contractor and consulting services	48,500	6,601	13.6%
Travel and equipment	4,100	770	18.8%
Supplies and events	18,500	13,948	75.4%
Landowner grants	55,500	2,718	4.9%

TOTAL EXPENDITURES	\$ 316,900	\$ 86,697	27.4%
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SCIENCE & TECHNICAL

SOURCES OF REVENUE			
City of Kawartha Lakes	\$ 128,950	\$ 36,795	28.5%
Employment Grants	2,000	-	0.0%
Grants, fees, sponsors	5,000	-	0.0%

TOTAL REVENUE	\$ 160,200	\$ 36,795	23.0%
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EXPENDITURES			
Labour	\$ 14,100	\$ 3,283	23.3%
Stipends	10,000	-	0.0%
In-house expertise	67,300	19,950	29.6%
Project administration	14,600	3,345	22.9%
Laboratory fees	24,000	1,405	5.9%
Travel and equipment	18,800	730	3.9%
Supplies	11,400	8,081	70.9%

TOTAL EXPENDITURES	\$ 160,200	\$ 36,795	23.0%
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Schedule 6

PROJECTS - SPECIAL BENEFITING

CITY OF KAWARTHA LAKES

Lake Management Plans, Lake Dalrymple

	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE			
City of Kawartha Lakes	\$ 69,300	\$ 11,763	17.0%
TOTAL REVENUE	\$ 69,300	\$ 11,763	17.0%
EXPENDITURES			
Labour	\$ 11,600	\$ 1,268	10.9%
In-house expertise	33,600	8,749	26.0%
Supplies	2,100	306	14.6%
Laboratory Fees	8,800	-	0.0%
Travel and Equipment	6,900	370	5.4%
Project administration	6,300	1,070	17.0%
TOTAL EXPENDITURES	\$ 69,300	\$ 11,763	17.0%

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Schedule 7

Joint Special Benefitting Project

REGION OF DURHAM
CITY OF KAWARTHA LAKES

	Budget 2023	May Actual 2023	% of Budget Complete
Watershed Implementation Projects			
SOURCES OF REVENUE			
Special Project Funding, City of Kawartha Lakes	\$ 34,800	\$ 7,532	21.6%
Deferred Special Project Funding, Region of Durham	17,000	-	0.0%
Climate Change Funding, Region of Durham	18,000	7,532	41.8%
Product sales	27,000	31,753	>100%
Grants, Provincial	55,500	85,444	>100%
Grants, Other	4,000	-	0.0%
Fees for service	31,400	19,618	62.5%
TOTAL REVENUE	\$ 187,700	\$ 151,879	80.9%
EXPENDITURES			
Direct Labour	\$ 76,000	\$ 34,751	45.7%
In-house expertise	9,100	2,345	25.8%
Project administration	17,100	13,808	80.7%
Project contractor	26,000	43,592	>100%
Supplies	57,000	55,768	97.8%
Travel and equipment	2,500	1,615	64.6%
TOTAL EXPENDITURES	\$ 187,700	\$ 151,879	80.9%

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
Interim Financial Statement
May 31, 2023

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Schedule 8

Municipal Agreements

CITY OF KAWARTHA LAKES

CLEAN WATER ACT, PART IV, ENFORCEMENT
RISK MANAGEMENT OFFICIAL

	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE			
City of Kawartha Lakes	\$ 60,000	\$ 23,749	39.6%
TOTAL REVENUE	\$ 60,000	\$ 23,749	39.6%
EXPENDITURES			
Labour	\$ 43,500	\$ 20,870	48.0%
In-house expertise	6,000	400	6.7%
Technology and data management	2,000	84	4.2%
Supplies	2,000	243	12.1%
Travel	500	64	12.8%
Project administration	6,000	2,088	34.8%
TOTAL EXPENDITURES	\$ 60,000	\$ 23,749	39.6%

(Prepared without audit for internal management purposes only)

KAWARTHA CONSERVATION
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Schedule 9

PROJECTS - SPECIAL BENEFITING

Municipality of Trent Lakes

FLOODPLAIN MAPPING STUDY

	Budget 2023	May Actual 2023	% of Budget Complete
SOURCES OF REVENUE			
Special project funding, Trent Lakes	\$ 273,000	\$ 11,703	4.3%
Deferred revenue, transfer from(to)	(22,700)	-	0.0%
TOTAL REVENUE	\$ 250,300	\$ 11,703	4.7%
EXPENDITURES			
Direct labour	\$ 8,500	\$ -	0.0%
In-house expertise	58,600	9,606	16.4%
Supplies and materials	3,000	1,033	34.4%
Contractor and consulting services	152,400	-	0.0%
Travel and equipment	5,000	-	0.0%
Project administration	22,800	1,064	4.7%
TOTAL EXPENDITURES	\$ 250,300	\$ 11,703	4.7%

(Prepared without audit for internal management purposes only)



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July 27, 2023

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

From: Mark Majchrowski, CAO

Re: CAO Report

KEY ISSUE:

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

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the CAO Monthly Report for meeting #5/23 be received.

CORPORATE SERVICES

Staff continue to work to achieve compliance with legislative changes that the organization is tasked with, which included discussions with municipalities and neighbouring conservation authorities to discuss approaches to achieve apportionment agreements. Work has begun to align budget processes to match the categories of programs and services identified in the legislation, which will take effect for the 2024 budget, which involves revisions to our accounting of timesheet codes, accounting codes and budget format.

A Conservation Ontario meeting was held on June 26, 2023. Notable topics included the progress on Conservation Ontario's workplan, an overview of conservation authority status on achieving provincial requirements for governance accountability and transparency, service digitization and e-permitting initiatives, comments on recent provincial legislation posted to the Environmental Registry of Ontario (ERO) on various planning act changes, approval of 14 standard operating procedures for conservation authority Provincial Offences Officers and an update on the development of the Canada Water Agency by the federal government. Other items presented in the agenda included updates on various program areas including, policy and planning, business development and partnerships, drinking water source protection, marketing and communications and information management programs.

We are currently looking at adapting and adopting the standard operating procedures for Provincial Offences Officers approved at this meeting for internal use. The standard operating procedures include a number of procedures to address scenarios that may be encountered in the course of carrying out job duties.

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



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Communications

Media Releases

Communications produced and distributed eight media releases throughout May and June. The media releases included content from each department area, resulting in significant media uptake, including:

- Funding helps Kawartha Conservation connect kids to Ken Reid
- Kawartha Conservation urges local landowners to be aware of oak wilt fungus
- Our 'life support systems' are under threat, say local experts. There's still time to change that
- Ken Reid opens new 'nature's playground' 9-hole disc golf course
- "Giraffe's Can't Dance" Story Walk
- Agency raises awareness of microplastic pollution in the Kawarthas

Blue Green Algae Campaign

The 2023 Blue Green Algae Campaign wrapped up as an overwhelming success.

Between May 18 and July 11, there were 39 posts across Facebook, LinkedIn and Instagram, with a total reach of 14,000 and total impressions of 19,000. (Twitter results are not included as a result in a change of analytics).



Below are the best performing Facebook, LinkedIn and Instagram posts and statistics.



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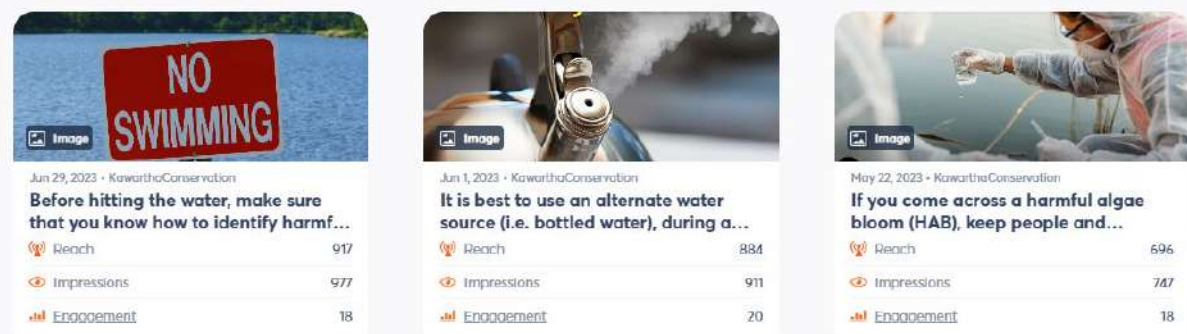
Top content - Facebook (Based on reach)

Best performing content published during the selected period.



Top content - Instagram (Based on reach)

Best performing content published during the selected period.



Top content - LinkedIn (Based on impressions)

Best performing content published during the selected period.



Social Media

We continue to grow our social media audiences, helping to gain greater traction in connecting with new audiences.

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



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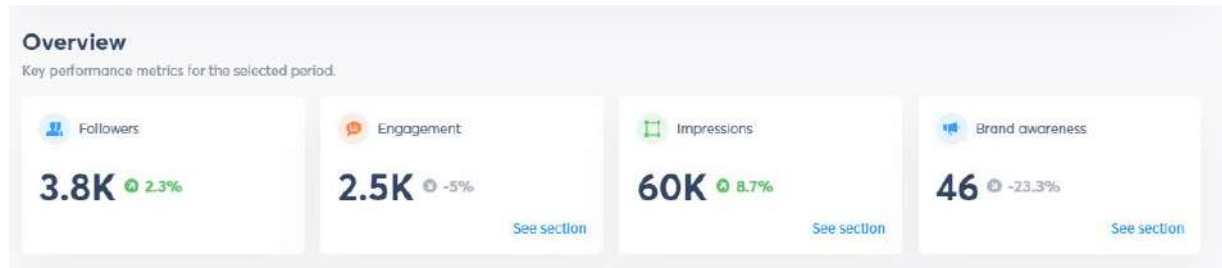
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Engagement and impressions are down, which is an annual trend we see, as school gets closer to finishing, weather gets nicer, generalized social media engagement decreases – when it is not part of a specific targeted campaign.

Facebook



Instagram



LinkedIn



TikTok



Partnerships

We are excited to announce a new partnership with Two Blokes Cider, that will see the cidery produce a new seasonal cider in collaboration with Kawartha Conservation. The Conservation

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



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Authority will receive \$0.50 per bottle sold, but more importantly, will have a new branded product and exposure to new audiences.

Finance

The finance team has been busy with the core functions of accounts receivable, payable and payroll. The field season presents additional demands with an increase in personnel and works being completed. The Board approved the 2022 Audited Financial Statements and subsequently, BDO released the final statements to Kawartha Conservation. In accordance with the Act, we have circulated our statements to the participating municipalities and the Minister upon receipt and posted to our website within the 60-day timeframe. We have prepared interim financial statements for the Board to review our progress to date.

Following the approval of our 2023 Budget, we have transitioned to preparing for the 2024 Budget. The leadership team has been facilitating working sessions that include reviewing assets, financial structure, and alignment to incoming legislation (categorization), timekeeping codes and other supporting items.

Our Asset Management Software Implementation and Plan are progressing as per the scheduled workplan. The finance team completed a data gap analysis and provided historical financial information to facilitate the development of the Asset Management Plan (AMP). A meeting was held with the consultants to further review our current capital financing structure and to further understand the implications of the Conservation Authorities Act legislation and budget regulations effective January 1st, 2024, to ensure the AMP effectively supports this into the future. The Asset Management Plan will be presented to the Board of Directors at the September meeting.

Human Resources/Health & Safety

We welcome Yan Shao, Watershed Resources Engineer, who joined the organization on June 12th. Yan comes to us with more than 10 years as an Engineer with focus on Infrastructure and environmental projects, is an experienced Project Manager and has a Master of Environmental Engineering with specialization in water resources and wastewater treatment. She will be supporting Kawartha Conservation in flood forecasting activities and technical review of planning/permitting applications. Yan is an enthusiastic and driven individual who is a positive addition to our team.

Ola Pasternak will be joining the Stewardship and Conservation Lands team as our Landowner and Community Support person starting July 24th. Ola will be backfilling this

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



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position for a parental leave. Ola has a master's in environmental science specializing in Conservation and Biodiversity. She has worked with Parks Canada, Blazing Star Environmental, and most recently with the Land Between as their senior wildlife biologist. Ola has expressed her excitement in joining the Kawartha Conservation Team and looks forward to learning more about our programs and projects.

Our Permitting Analyst found an opportunity well suited to his skillsets within another organization. His last day with us was on June 16th. We are currently in the process of fulfilling the role, the application period closed on July 16th.

Ian McRae, Environmental Communications, found an exciting opportunity with the City of Ottawa that will continue to support his personal growth and allow for him to be closer to his family. Ian started with our organization in 2021 as a seasonal student and transitioned to a full-time role providing us with exceptional branding, visibility on projects, and partnerships with organizations such as the Haliburton Kawartha Pine Ridge and District Health Unit. His last day with Kawartha Conservation was June 29th. We will be advertising to fulfill this role.

Information Technology



We have been busy in the IT (Information Technology) areas of our business with security, infrastructure, and user support. Year to date, we have completed 209 user requests.

As part of our plan to increase organizational resiliency in alignment with our strategic plan, we are pleased to share that we have successfully implemented cloud backups of our Office 365. This includes critical data from Office such as Outlook, OneDrive, SharePoint, and Teams providing us with a restore point for data in case of breach or loss of data.

We are thrilled to share that two shared workstations have been implemented that provide employees with the option to stand or sit while they work, promoting better posture and an alternative work set-up. The desks have been well received!

Our wi-fi network has continued to see upgrades for coverage to support users and guests, with a recent expansion to our Field Centre to provide reliable coverage to staff using the field centre, and for a better experience for group rentals. Our workshop has also been outfitted to receive wireless internet to facilitate the transition to digital tools and forms for various inspections.

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

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PLANNING AND DEVELOPMENT SERVICES**Planning and Permitting Activities**

We continue to experience a steady number of planning and permitting files as well as reports of activity in the watershed to be followed up from a compliance perspective. During the past few months, we have been adapting our internal processes to increase efficiencies and ensure we progress priority files and meet deadlines.

Source Protection Activities

Source Protection activities remain active as updated policies are examined for effectiveness and work is carried out to translate changes in the technical rules to on-ground implications. Work also continues on the Risk Management Official front to establish risk management plans with remaining landowners and responding to inquiries and notice requirements related to building and planning applications. Additionally, our Risk Management Official/Source Protection Technician has attended several meetings involving program updates, emerging issues/climate change science and the source protection plan update.

Flood Plain Mapping Activities*Fenelon Falls South*

Our Flood Plain Mapping Technician has been busy working on finalizing the Fenelon Falls South Flood plain mapping project, with an anticipated completion date in August. The initial peer review has been completed, and comments have been provided to us and GRCA (Ganaraska Region Conservation Authority). GRCA is currently addressing the comments associated with the flood model and technical report. Our Flood Plain Mapping Technician is currently working on the comments associated with the flood maps. Once all the comments have been addressed in the reports and mapping, updated files will be sent for a final peer review. The full process should be completed in mid-August and the final flood study will be provide to the board for approval in September. Once approved, the final study will be sent to our provincial representative of the National Disaster Mitigation Program (NDMP).

Haliburton

Our Flood Plain Mapping Technician is in the process of completing additional field work (structure surveys) to support the development of floodplain mapping for Haliburton.



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Trent Lakes

Our Flood Plain Mapping Technician is in the process of acquiring an engineering consultant and conducting field work on the Trent Lakes Flood Hazard Identification Mapping Program (FHIMP). This project includes the two study areas of Nogies Creek and Miskwa Ziibi River.

STEWARDSHIP AND CONSERVATION LANDS

Stewardship Activities

Water Fund

Our Water Fund program provides micro grants to private landowners and community groups that wish to take on environmental stewardship projects to protect or improve water quality in the community. Our 2023 program has now closed with the following grants awarded;

City of Kawartha Lakes:

- 18 Landowner projects (6 agricultural, 8 rural, 3 waterfronts, and 1 urban)
- 3 Community projects (1 native plant garden, 1 waterfront naturalization project, and 1 school tree planting project)
- Total grants of \$55,500 leveraging \$142,700 in landowner/community investments

Scugog:

- 12 Landowner projects (4 agricultural, 1 rural, 6 waterfronts, and 1 urban)
- Total grants of \$20,000 leveraging \$107,000 in landowner investment



Urban

Our spring native plant sale was based on the new Gardening Guides developed by our stewardship team. In total we sold 60 native plant kits including more than 2,600 native plants. Our kits feature locally grown plants designed to suit a variety of purposes from rain gardens to pollinators, to shoreline stabilization. A fall plant sale is planned later this year as well.

Agriculture

Our Talbot River Healthy Environment Initiative is an OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs) funded program designed to support agricultural stewardship in the Talbot River sub watershed. We have a long-standing relationship with OMAFRA in this community and have been successful in securing a 2-year grant to fund



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private land stewardship projects. Our team has been working with landowners to secure 5 demonstration sites that will feature riparian area plantings, exclusion fencing and alternative watering sources for local farmers. Work on these projects will begin shortly and will be featured in a fall tour of the sites. We will be documenting the restoration process and be able to feature these projects in short videos and other publications into the future.

Forestry

Staff have completed our planting quality assessments for this spring's planting. During these surveys they look for tree depth in the soil, straightness, and firmness in the ground. Our quality assessments came in with a 95% grade. We have also completed our 2022 survival assessment surveys with an 83% survival rate. The team is quite happy with these results as it shows the quality of our planting contractors and our suppliers. A survival rate of less than 60% would require additional, in-fill plantings.

Site visits have started for our 2024 planting season. Our team has been working hard to reach out to landowners who may be interested, including developing a mass mail out for targeted sub watersheds. We are estimating 45,000 trees for our spring 2024 planting season.

Community Outreach / Education

Connecting Kids to Nature – Community Outreach

We received \$8k in funding from the TD Friends of the Environment for a cross department program involving our urban stewardship, conservation areas, and education programs. This funding supported the planting of 940 native plants this spring and some additional native trees and shrubs this fall. The project is taking place at Ken Reid Conservation Area with pollinator gardens being planted along the disc golf course. This spring we hosted 1 community planting day and 4 classes from SK to grade 3. In total, we had 95 students and volunteers help plant the sites and learn about the importance of pollinator species. This fall will involve additional community plantings of trees and shrubs in Ken Reid Conservation Area.



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



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Education

Our education program is a combination of school-based programs and supporting the educational programs of other groups. 2023 has been a year of growth for us as we start to see a return to pre-pandemic demand for the programs we offer. Between February and June this year we have seen 13 classes participate in sessions geared to the curriculum. A total of 421 students have participated in our curriculum program this year.

We have also provided facilities to five different organizations who hosted their own educational programs. These facilities included the Field Centre and sections of Ken Reid Conservation Area. In total, over 37 different programs have been booked in Ken Reid since January including Forest School, Metis Nation, Fleming College and more.

Private Events

One of the important ways that we can support our community's efforts to deepen their relationship with nature is to offer quality natural spaces where community can gather and create memories. So far this year, our Conservation Area bookings has hosted 11 days of programs for 7 distinct groups. While our team does not supply any instructional programs for these types of gatherings, it is a great indication of the value that our community places on our green spaces. Events such as weddings, staff appreciation days, charity runs, and over-night group camps raise awareness within the community and contribute to a sense of space and place. Additional events continue to be booked throughout the year.

Story Book Trail



The Story Book Trail for July features 'Giraffes Can't Dance' by Giles Andreae. This heartwarming story features a nervous giraffe named Gerald that has trouble finding his groove at the annual Jungle Dance. Feeling down on himself and upset about his lack of moves, he leaves the dance and finds himself chatting to a friendly cricket, who encourages him to give dancing another try. The story reminds us that, surrounding ourselves with supportive people helps to lift us up and makes anything possible. These story adventures are made possible because of our strong partnership with the Lindsay Public Library. The Story Book Trail has become a favorite feature at Ken Reid.



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Conservation Lands

Ken Reid Conservation Area



As part of our education program, we applied for a special grant in partnership with St. Mary's School to provide a special education program that linked technology and biodiversity. 18 students came out for two days where they learned how to construct and install turtle nest boxes to protect turtle eggs from being predated. After their first visit, the students worked in their classroom to research the several types of turtles in

our area and to learn about their life cycle and the challenges they face. On the second visit to Ken Reid, they worked with our Conservation Areas crew to update our Talking Forest App with the new information they learned. Students researched, wrote, and recorded their own scripts, providing visitors with interesting facts about turtles and the importance of the turtle nest box initiative.

Ken Reid has had some issues with vandalism early this summer. Our Marsh Lookout and Boardwalk have both been vandalized multiple times with individuals kicking out safety railings,



breaking support beams, and snapping planks. Our team has responded quickly, with repairs taking place as damage is noted. In addition, security cameras were installed, and a few social media posts were made. As a result, there has been no vandalism since mid to late June.

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



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Work on the Marsh boardwalk continues. Scheduled maintenance was complicated by the vandalism, increasing the amount of work required. Supports and struts needed to be replaced, and new deck boards installed. We anticipate these repairs will be completed by the end of July. In addition to fixing the damages, we are replacing materials with plastic wood to increase the longevity of this infrastructure.

On July 7th we hosted the grand opening of Nature's Edge Disc Golf course here at Ken Reid Conservation Area. While the course has been open to the public since December, this grand opening was a way of highlighting the course after all the springtime finishing touches have been done. The grand opening featured

members of the Lindsay Disc Golf Club, Disky Chicks, and the Lindsay women's league. Visitors were treated to a disc throwing demonstration, tips on how to successfully navigate and play Nature's Edge and playing a few holes of disc golf. The course was also featured in the July issue of the Lindsay Advocate.

Durham Eco Corridor

The design of the Eco Corridor is underway. Staff have been working on site to establish the ecological boundaries of the existing wetlands as well as mapping out all the hydro towers. This information will be incorporated into a site design that will be sent to Hydro One for approval. This approval can take up to 10 weeks to secure. During the waiting period, the team will be looking at clearing existing trees from the corridor and liaising with the community on the project design.

INTEGRATED WATERSHED MANAGEMENT

Staff are mid-way through a busy summer field season and continue to spend most of their time in the field conducting monitoring activities across our operating and special projects.

We continue to focus our GIS efforts on automating processes and enhancing user experiences. A script was created to help process Digital Terrain Model tiles and create contours for the entire watershed. A customized bookmark option was also created for the staff mapping tool so users can save their preferences and layer visibility.

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



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Brett Tregunno, our Aquatic Biologist, attended the Ontario Wetland Evaluation Systems Certification Course in North Bay the week of June 19-23rd. This certification will allow wetland evaluations to take place within our watershed as part of both the planning process and Ontario Regulation 182/06.

Flood Forecasting and Warning

Over the last two months, there has been no significant rain events that warranted statements being issued.

Ontario Low Water Response Program

Our watershed approached Level 1 low water conditions prior to the rain event on the 26th, 27th and 28th of June. This rain event shifted the 3-month average precipitation to a “normal” status.

Environmental Monitoring Strategy Implementation – Year 1 of 10

We have begun conversations with the Ministry of Environment, Conservation and Parks (MOECP) on upgrading three of our Provincial Groundwater Monitoring Network (PGMN) wells to real time capabilities, a key recommendation in our 10-year environmental monitoring strategy. This program runs in partnership with the MOECP, who has approved this upgrade and are working with our staff to determine what types of equipment should be implemented at both the two Durham East Cross Forest wells and at the Pontypool well.

Lake Plan Implementation

Investigative Upstream – Rural Extension

As an extension to the investigative upstream monitoring project, in 2023 we are focusing on the rural streams that discharge into the Scugog River. Over the past few months, we have installed 4 conductivity loggers, 3 staff gauges, 3 water level



loggers, 1 auto sampler and 1 precipitation logger collectively within Distillery, Sinister, Jennings and Albert Creek locations. Since June we have chased 2 large precipitation events. These results will help determine nutrient loadings through these stormwater input events.

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



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Aquatic Plant Control Project



The installation of 6 aquatic thrusters is underway on both Canal Lake and Lake Scugog as part of our Lake Management Implementation Action Plan. Thrusters will be installed at the end of docks on private properties and will be operational between July 24 and August 29th. The viability of using thrusters is being tested to understand the return on investment and to scientifically test the impacts and effectiveness of thrusters on controlling plant populations along the nearshore environment of lakes.

The results will inform Parks Canada and other regulatory agencies on the potential use of these aquatic thrusters for controlling aquatic plants. In addition, students from Ontario Tech University will be sampling water quality, aquatic life, and aquatic plants at each of these locations.



Lake Dalrymple Management Plan

Staff continue to monitor our routine water quality, quantity, and precipitation for Lake Dalrymple to capture 'average' and 'atypical' conditions. We hosted a working group meeting on July 5th, where 15 people participated. Topics included project updates on the monitoring, key findings from the Carden Waste Disposal Site, and proposed solutions. As well, feedback was received on draft management actions, and the draft landowner fact sheet. We also improved the Dalrymple Monitoring Dashboard, which now has the ability to pull weather data directly from WISKI (Water Information Systems by Kisters).

https://kawarthaconservationwaterquality.shinyapps.io/Dalrymple_v2-1/

Lake Scugog Enhancement Project (LSEP)

On June 26th, the draft design of the Lake Scugog Enhancement Project was endorsed by Township of Scugog council. Council also approved moving forward with tendering for dredging. We received comments back from the federal agencies on June 7th and have been working on addressing those comments. Next submission will be submitted late July.

Academia/Partnerships

A team of three students from Fleming College Post Graduate GIS/Application Specialists program produced an ArcGIS Online dashboard for the IWM department to help communicate our annual key findings more effectively. The students focused their efforts on



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creating independent interactive dashboards for the Temperature Monitoring, Water Quality and Biomonitoring environmental monitoring programs. In addition to the dashboards, a story map was created, and scripts were developed to help with automation of updates moving forward. Staff will use this platform to generate new dashboards to include the remaining environmental monitoring programs (Water Quantity, Climate, Groundwater, and Land use).

Acknowledgements in the preparation of this report:

Nancy Aspden, Acting Manager, Integrated Watershed Management; Jonathan Lucas, Acting Director, Corporate Services; Kristie Virgoe, Director, Stewardship and Conservation Lands; Matthew Mantle, Director, Planning and Development Services



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

From: Mark Majchrowski, CAO

Re: Correspondence

KEY ISSUE:

To provide the Board with correspondence received.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the attached correspondence be received.

BACKGROUND

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

James Leduc, Mayor, Bradford West Gwillimbury – June 9, 2023

RE: Right to Repair Movement

The Council of the Township of Bradford West Gwillimbury passed a resolution to call on the federal government to expedite the promised consultations. Further details are provided for your interest on the attached.

Julia Holder, Ministry of Natural Resources and Forestry – June 22, 2023

RE: Supporting Materials for Budgets

Provided by the Ministry for the Boards interest, we attach an overview of the new budget framework, and details for municipalities on participating in the process.

Leslie Rich, Conservation Ontario – June 27, 2023

RE: Conservation Ontario's Comments on the "Review of proposed policies adopted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument" (ERO #019-6813)

Conservation Ontario's comments on the proposed policies are attached for the Boards interest.



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Alexander Harras, Region of Durham – June 28, 2023

RE: Durham Region's Response to Provincial Consultation on Bill 97 – The Helping Homeowners, Protecting Tenants Act, 2023, the Proposed Provincial Planning Statement, and Related ERO Postings #019-6821, #019-6822, #019-6813 (2023-P-19), Our File: L00

The Council of the Region of Durham adopted recommendations at their meeting of June 28, 2023. Details are provided on the attached for your interest.

Elizabeth Tomkins, Ministry of Natural Resources and Forestry – June 30, 2023

RE: Conservation Authority Inventories & Quarterly Progress Reports

Confirmation from the Ministry they are in receipt of Kawartha Conservation's quarterly inventory progress report.

Jennifer Keyes, Ministry of Natural Resources and Forestry – July 4, 2023

RE: DSM Technical Bulletin – Flooding hazards: data survey and mapping specifications (ERO #019-4706)

The Ministry is seeking feedback on the draft technical bulletin newly released on the Environmental Registry of Ontario that supports municipalities and conservation authorities with flood hazard mapping activities. Further details are provided on the attached for the Boards interest.

Ron Taylor, City of Kawartha Lakes – July 5, 2023

RE: 2024 Budget

Notification from the City that the 2024 budget process has begun with approval from Council anticipated in the fourth quarter with a maximum target increase of 3% from the previous year. Further details are provided on the attached correspondence for your interest.

Office of the Mayor

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP
Minister of Innovation, Science and Economic Development
Via email: ministerofisi-ministredeisi@ised-isde.gc.ca

Hon. Marie-Claude Bibeau PC MP
Minister of Agriculture
Via email: Marie-Claude.Bibeau@parl.gc.ca

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really repairable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the "soup and salad bowl of Canada", Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.

A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'J Leduc', written over a horizontal line.

James Leduc
Mayor

CC: John Barlow, MP Foothills
Rick Perkins, MP South Shore—St. Margarets
Alistair MacGregor, MP Cowichan—Malahat—Langford
Rachel Blaney, MP North Island—Powell River
Scot Davidson, MP York—Simcoe
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario's Municipal Councils
Ontario's Conservation Authorities

At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution: 2023-199

Moved: Councillor Verkaik

Seconded: Councillor Harper

Whereas the “right-to-repair” movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against “planned obsolescence” seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that “the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair” (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario's Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.

From: [ca.office \(MNRF\)](#)
To: [bhorner@abca.on.ca](#); [kfurlanetto@crca.ca](#); [generalmanager@catfishcreek.ca](#); [cdarling@cloca.com](#); [quentin.hanchard@cvc.ca](#); [tim.pidduck@crowevalley.com](#); [tbyrne@erca.org](#); [llaliberte@grca.on.ca](#); [slawson@grandriver.ca](#); [t.lanthier@greysauble.on.ca](#); [hbasit@hrca.on.ca](#); [Lisa.Burnside@conservationhamilton.ca](#); [Mark Majchrowski](#); [elizabeth@kettlecreekconservation.on.ca](#); [r.baldwin@lsrca.on.ca](#); [Tammy Cook](#); [jmaxwell@lprca.on.ca](#); [mark.peacock@ltvca.ca](#); [Rhonda.bateman@ltc.on.ca](#); [pbeard@mvca.on.ca](#); [David.Vallier@mattagamiregion.ca](#); [smcintyre](#); [csharma@npca.ca](#); [Carl.Jorgensen@ConservationSudbury.ca](#); [chitra.gowda@nbmca.ca](#); [dhevenor@nvca.on.ca](#); [jsmith@otonabeeconservation.com](#); [bmcnevin@quinteconservation.ca](#); [richard.pilon@rrca.on.ca](#); [sommer.casgrain-robertson@rvca.ca](#); [j.stephens@svca.on.ca](#); [cbarrett@ssmrca.ca](#); [cbickerdike@nation.on.ca](#); [kphillips@scrca.on.ca](#); [jmackenzie@trca.on.ca](#); [annett@thamesriver.on.ca](#)
Cc: [Bonnie Fox](#); [Keyes, Jennifer \(MNRF\)](#); [ca.office \(MNRF\)](#)
Subject: Supporting Materials for Budgets
Date: June 22, 2023 4:27:58 PM
Attachments: [Guidance_PRACTITIONERS_Understanding Apportionment and Budgetary Reqs_2023.pdf](#)
[INFOSHEET_CABUDGETS.pdf](#)

Good afternoon,

As a follow up to the levy apportionment data provided earlier today, we are glad to provide some additional supporting materials.

New regulations come into effect on July 1, 2023, updating CA budgetary practices. These updates align levy apportionment methods and the budget process with the programs and services framework established in recent legislative amendments to the *Conservation Authorities Act* and the Mandatory Programs and Services Regulation (O. Reg. 686/21). The attached guidance materials that provide an in-depth review of the processes outlined in the Budget and Apportionment Regulation (O. Reg. 402/22) and the Determination of Amounts Under Subsection 27.2(2) of the Act Regulation (O. Reg. 401/22).

We have also attached an info sheet that can be shared with board members and participating municipalities, which provides an overview of the new funding framework, including when and how municipalities participate in the budget process.

Should you have any questions, please reach out to the Ministry at ca.office@ontario.ca.

Sincerely,

Julia Holder
 Coordinator, Conservation Authorities Unit
 Resources Planning and Development Policy Branch
 Ministry of Natural Resources and Forestry

Ministry of Natural Resources and Forestry

Conservation Authorities Act

Phase 2 Regulations and Policy Guide for practitioners involved in CA budgets and municipal levy apportionment



Understanding O. Reg. 402/22 (Budget and Apportionment) and
O. Reg. 401/22 (Determination of Amounts Under Subsection 27.2 (2) of the Act)

Purpose & Outline

Provide information and details related to the municipal levy apportionment, determination of amounts owed by specified municipalities, and budgetary process set out in regulations under the *Conservation Authorities Act* (CAA).

Overview

- Budget and Apportionment Regulation
- Determination of Amounts Under Subsection 27.2 (2) of the Act Regulation (Determination of Amounts Owed by Specified Municipalities)

Part 1: Levy Apportionment and Determination of Amounts Owed by Municipalities

Part 2: Budget

- Draft Budget
- Approval of levy / amounts owing
- Final Budget

Next Steps

Overview



Budget and Apportionment Regulation

- Largely mirrors existing levies regulations, provincial policy, and existing practices of CAs and participating municipalities.
- Consolidates and adapts the requirements in the two existing LGIC levies regulations, which will be revoked and replaced (O. Reg. 670/00 and O. Reg. 139/96).
- Includes and adapts current CA budget practices in provincial policy within the new regulatory framework.
- Adapts current methods of apportioning CA expenses / costs included in the CAA and existing levy regulations to the new CA programs and services funding framework.
- Describes the budgetary process in four phases, which can be completed consecutively or concurrently, as determined by the CA.
- Applies to all CAs.
- Effective July 1, 2023 to support budget development for 2024 and to ensure a smooth transition to the new funding framework by January 1, 2024.

Determination of Amounts Owed by Specified Municipalities

- Applies to CAs with specified municipalities for the purposes of apportioning *Clean Water Act, 2006* (CWA) and *Lake Simcoe Protection Act, 2008* (LSPA) operating expenses and capital costs.
 - **Specified municipality:** a municipality (whole or part) that is geographically outside of any CA jurisdiction and not a participating municipality of the CA and is designated as a participating municipality for a source protection authority under the CWA or for the purposes of the LSPA.
- Largely mirrors the “Budget and Apportionment” regulation, and details the methods available to CAs to determine amounts owing by their specified municipalities for CA programs and services provided under the CWA and LSPA.
- Effective July 1, 2023 to support budget development for 2024 and ensure a smooth transition to the new funding framework by January 1, 2024.

Part 1:



Levy Apportionment and Determination of Amounts Owed by Municipalities

Phase 1: Determination of revenue, expenses, and costs

In the first phase of the budgetary process, CAs are to determine all anticipated revenues and expenditures, and determine proposed municipal levy / amounts owing by:

- Determining total CA revenue for the year by identifying revenue from the following sources:
 - Fees and charges, donations and grants, self-generated revenue from fund-raising or other efforts to generate funds, amounts obtained from reserve funds to finance capital costs and operations (including programs and services), agreements (e.g., with ministries, agencies, municipal councils, local boards, other organizations and individuals), and other sources (excludes municipal levy / amounts owing).
 - Includes revenue a lead source protection authority receives from other source protection authorities in a source protection region under agreements under subsection 6(3) of the CWA.
- Determining total CA operating expenses and capital costs for the year by identifying all expenses and costs as required under subsections 27(1) and 25(1) of the CAA and categorizing them as category 1, 2, or 3 operating expenses or capital costs, or as general operating expenses or capital costs.
 - Includes any operating expenses or capital costs source protection authorities are required to pay to lead source protection authorities under agreements under subsection 6(3) of the CWA.

Phase 1: Determination of amounts to be apportioned

- Prior to apportioning operating expenses and capital costs to municipalities, CAs determine how much of the operating expenses and capital costs to offset with other revenue sources.
- CAs reduce levy / amounts owed by participating municipalities by:
 - Determining if there are any restrictions or rules with respect to the use of revenue from certain sources by the CA (e.g., grants or donations that must be used for a specified purpose);
 - Determining if, in the CAs opinion, operating expenses or capital costs can or should be offset in whole or in part by any identified revenue sources; and
 - Applying the revenue as the CA determines appropriate, resulting in a reduction to the municipal levy.

Methods of Apportionment

- CAs are to apportion operating expenses and capital costs by category of program or services by using, as applicable, either:
 - **Modified current value assessment (MCVA) method**
 - **Benefit-based apportionment method, or**
 - **By agreement method**
- Budget and Apportionment regulation applies to CAs that apportion all costs and expenses (including CWA and LSPA) to participating municipalities only.
- For CAs that determine specified municipalities will owe amounts for category 1 CWA or LSPA programs and services and will apportion those amounts to both its participating and specified municipalities, the Determination of Amounts Owed by Specified Municipalities regulation is used to calculate the amounts owing / apportionment.
 - Note: CAs apportioning operating expenses and capital costs for CWA and LSPA programs and services to both participating and specified municipalities **must read both** regulations together to determine which apportionment methods apply.



Methods of Apportionment: Modified Current Value Assessment (MCVA)

MNRF “modifies” CVA data provided by the Municipal Property Assessment Corporation (MPAC) by multiplying property classes by factors set out in the Budget and Apportionment and Determination of Amounts Owed by Specified Municipalities regulations and based on the proportion of each participating and specified municipality’s land within a CA’s jurisdiction, the source water protection area, or Lake Simcoe watershed, as applicable. MNRF then provides the MCVA data to CAs to use in the budget and apportionment process.

Apportioning to participating municipalities only

Based on the ratio of a participating municipality’s MCVA in relation to the total MCVA of the entire CA jurisdiction (i.e., the sum of the MCVA for every participating municipality in the CA’s area of jurisdiction).

Apportioning to participating and specified municipalities

Based on the ratio of a participating or specified municipality’s MCVA in relation to the total MCVA of the entire source protection area for which the CA is the source protection authority under the CWA or within the Lake Simcoe watershed under the LSPA (i.e., the sum of the MCVA for every participating and specified municipality in the relevant source protection area or watershed).

Methods of Apportionment: Benefit Based

Determined based on the benefit obtained by the benefitting municipalities.

Apportioning to participating municipalities only

Allocating to each participating municipality a portion of the operating expense or capital cost based on the ratio of the benefit afforded by the program or service relative to the overall benefit of the program or service to all benefitting municipalities.

Apportioning to participating and specified municipalities

Allocating to each participating and specified municipality a portion of the operating expense or capital cost based on the ratio of the benefit afforded by the category 1 CWA/LSPA program or service relative to the overall benefit of the category 1 CWA/LSPA program or service to all benefitting municipalities.

Methods of Apportionment: By Agreement

Where an authority enters into an agreement with respect to the apportionment of operating expenses or capital costs.

Apportioning to participating municipalities only

Where a CA has entered into an agreement with participating municipalities with respect to the apportionment of operating expenses or capital costs, the amount owed by a municipality is determined by the agreement.

Apportioning to participating and specified municipalities

Where a CA has entered into an agreement with participating and specified municipalities related to the amount the municipalities will owe with respect to a Category 1 or 2 CWA/LSPA program or service provided by the authority.

Methods of Apportionment

Category 1 Programs and Services

- Before apportioning category 1 operating expenses and capital costs, a CA will determine how the category 1 program or service benefits participating municipalities (proportionately or disproportionately), and whether specified municipalities benefitting from category 1 CWA/LSPA programs and services owe or will owe amounts for those programs and services.
- If the CA determines that it will only apportion CWA or LSPA costs and expenses to participating municipalities of the CA, the Budget and Apportionment regulation applies.
- If the CA determines that specified municipalities will owe amounts for category 1 CWA or LSPA programs and services, the Determination of Amounts Owed by Specified Municipalities regulation is used to calculate and determine the amounts owed by both the CA's participating and specified municipalities.
- The Budget and Apportionment regulation also continues to apply when CAs are apportioning category 2 CWA and LSPA operating expenses and capital costs to their participating municipalities.
- CAs apportioning operating expenses and capital costs for CWA and LSPA programs and services to both participating and specified municipalities **must read both** regulations together to determine which apportionment methods apply.

CAs Apportioning Only to Participating Municipalities: Apportionment Methods for Category 1 Programs and Services

Apportionment Method	When Used
MCVA method	<i>Operating expenses and capital costs where <u>all</u> participating municipalities benefit</i>
Benefit-based apportionment method (when benefit is disproportionate)	<i>Operating expenses and capital costs where <u>one, some or all</u> participating municipalities benefit</i>
By agreement between CA and participating municipality(ies)	<i>Operating expenses where <u>one or some</u> (but not all) participating municipalities benefit</i> <i>Capital costs where <u>all, some or one</u> benefit</i> <i>CWA/LSPA operating expenses and capital costs where <u>all, some or one</u> benefit</i>

CAs Apportioning Participating and Specified Municipalities: Apportionment Methods for Category 1 CWA/LSPA Programs and Services

Apportionment Method	When Used
MCVA method	<i>Operating expenses and capital costs where <u>all</u> participating and specified municipalities benefit</i>
Benefit-based apportionment method (when benefit is disproportionate)	<i>Operating expenses <u>and</u> capital costs where <u>one or some</u> (but not all) participating and specified municipalities benefit</i> <i>Capital costs that benefit <u>all</u> participating and specified municipalities</i>
By agreement between CA and participating municipality(ies)	<i>Operating expenses and capital costs where <u>all, some or one</u> participating and specified municipalities benefit</i>

Apportionment Methods for Category 1 Programs and Services

Who will owe?	Types of Costs	Description
Participating Municipalities “Budget and Apportionment”	Category 1 – all mandatory programs and services	<ul style="list-style-type: none"> • <i>Operating expenses</i> for programs and services that <u>benefit all</u> participating municipalities (i.e. general levy) would be apportioned using the MCVA or benefit-based methods. This includes category 1 CWA/LSPA programs and services that are apportioned to participating municipalities only. For CWA/LSPA <i>operating expenses</i>, agreement method is also available. • <i>Capital costs</i> that <u>benefit all</u> would be apportioned using the MCVA, benefit-based or agreement methods. • <i>Capital costs and operating expenses</i> for programs and services that <u>benefit only one or some</u> (but not all) municipalities (e.g. ice management, certain infrastructure operation/ maintenance costs) may be apportioned by benefit-based or agreement methods.
Participating <u>and</u> specified municipalities “Determination of Amounts Owed”	Category 1 - mandatory CWA/LSPA programs and services	<ul style="list-style-type: none"> • <i>Operating expenses</i> for programs or services that <u>benefit all</u> participating and specified municipalities (i.e. general levy) would be apportioned using the MCVA or agreement methods. • <i>Capital costs</i> that <u>benefit all</u> would be apportioned using the MCVA, benefit-based or agreement methods. • <i>Capital costs and operating expenses</i> for programs or services that <u>benefit only one or some</u> (but not all) participating and specified municipalities would be apportioned by the benefit-based or agreement methods.

Apportionment Methods for Category 2 Programs and Services

Who will owe?	Types of Costs	Description
Participating municipalities “Budget and Apportionment”	Category 2 - all municipal programs and services (including category 2 CWA/LSPA)	<ul style="list-style-type: none"> <i>Capital costs and operating expenses</i> would be apportioned directly and entirely to the participating municipality that has entered into the MOU or other agreement under s. 21.1.1 of CAA with the CA for the CA to provide the program and service on the municipality’s behalf.
Specified municipalities “Determination of Amounts Owed”	Category 2 CWA/LSPA programs and services	<ul style="list-style-type: none"> <i>Capital costs and operating expenses</i> would be apportioned directly and entirely to the specified municipality that has entered into an MOU or agreement with the CA under s. 21.1.1 of the CAA for the CA to provide the program or service on the municipality’s behalf.

Apportionment Methods for Category 3 Programs and Services

Who will owe?	Types of Costs	Description
Participating municipalities “Budget and Apportionment”	Category 3 - other programs and services	<ul style="list-style-type: none"> • <i>Capital costs and operating expenses</i> would be apportioned in accordance with cost apportioning agreement. If agreement is silent, then MCVA or benefit-based methods.

Apportionment Methods for General Operating Expenses and Capital Costs

“General operating expenses and capital costs”

- Costs that are not related the provision of a program or service that an authority provides
- Does not require MOUs or agreements to levy these costs to a participating municipality.
- Examples may include corporate costs that are not related to any specific program or service, but are required to maintain the organization, for example: CA member salaries and per diems (governance costs), clerical support, financial (i.e. accounting, payroll), general asset management planning, IT staff, senior management costs, legal costs, office equipment, office occupancy costs (i.e., heating, utilities), depreciation on owned buildings and equipment, office maintenance, repairs.

Who will owe?	Types of Costs	Description
Participating municipalities “Budget and Apportionment”	General operating expenses and capital costs	<ul style="list-style-type: none"> • <i>General operating expenses</i> would be apportioned using the MCVA method. • <i>General capital costs</i> would be apportioned by MCVA or by agreement method.

Summary of Apportionment Methods

Costs Incurred Related to Provision of a Program or Service:

METHOD OF APPORTIONMENT	GENERAL (program or service that benefits all participating and specified municipalities, if any)		SPECIAL (everything that is not GENERAL) <u>Operating Expenses</u> (CAA s. 27) and <u>Capital Costs</u> (s. 25)
	<u>Operating Expenses</u> (CAA s. 27)	<u>Capital Costs</u> (CAA s. 25)	
Category 1 – CAA Section 21.1: Mandatory Programs and Services (Reg. subclauses 5(1)(c)(i) and (e)(i))			
CAA / CWA / LSPA - participating municipalities	<ul style="list-style-type: none">• MCVA, or• Benefit-based and• Agreement for CWA/LSPA <i>Reg. 402/22 ss. 8(2); clause 8(3)(b); ss. 8(4); s. 12 p. 3</i>	<ul style="list-style-type: none">• MCVA• Benefit-based, or• Agreement <i>Reg. 402/22 ss. 8(2); clause 8(3)(b), ss. 8(4); s. 12 p. 2 and 3</i>	<ul style="list-style-type: none">• Benefit-based, or• Agreement <i>Reg. 402/22 clause 8(3)(a), ss. 8(4); s. 12 p. 1-3</i>
CWA / LSPA – CAs with ‘specified’ municipalities ²	<ul style="list-style-type: none">• MCVA, or• Agreement <i>Reg. 401/22 ss. 5(4); s. 8, and Reg. 402/22 ss. 8(4) and (5)</i>	<ul style="list-style-type: none">• MCVA• Benefit-based, or• Agreement <i>Reg. 401/22 ss. 5(4); 5(5) p. 2; s. 8, and Reg. 402/22 ss. 8(4) and (5)</i>	<ul style="list-style-type: none">• Benefit-based, or• Agreement <i>Reg. 401/22 ss. 5(5) p. 1; s. 8, and Reg. 402/22 ss. 8(4) and (5))</i>

METHOD OF APPORTIONMENT	SPECIAL (everything that is not GENERAL) Operating Expenses (CAA s. 27) and Capital Costs (s. 25)
Category 2 – CAA Section 21.1.1: Municipal Programs and Services (Reg. subclauses 5(1)(c)(ii) and (e)(ii))	
CAA / CWA / LSPA – participating municipalities	<ul style="list-style-type: none"> Direct to participating municipality <i>Reg. 402/22 s. 9</i>
CWA / LSPA – 'specified' municipalities ¹	<ul style="list-style-type: none"> Direct to specified municipality <i>Reg. 402/22 ss. 4(2)</i>
Category 3 – CAA Section 21.1.2: Other Programs and Services, after January 1, 2024 (Reg. subclauses 5(1)(c)(iii) and (e)(iii))	
CAA – participating municipalities	<ol style="list-style-type: none"> In accordance with cost apportioning agreement If cost apportioning agreement is silent, <ul style="list-style-type: none"> MCVA, or Benefit-based <i>Reg. 402/22 s. 10</i>

Costs Incurred Not Related to Provision of Program or Service (Reg. clauses 5(1)(c)(iv) and (e)(iv)):

METHOD OF APPORTIONMENT	GENERAL (all participating municipalities)	
	Operating Expenses (CAA s. 27)	Capital Costs (CAA s. 25)
General operating expense and capital cost		
CAA – participating municipalities	<ul style="list-style-type: none"> MCVA <i>Reg. 402/22 s. 11</i>	<ul style="list-style-type: none"> MCVA, or Agreement <i>Reg. 402/22 s. 11; s. 12 p. 4</i>

This table is contained in the reference document “Methods of Apportionment Set out in the Phase 2 Regulations under the *Conservation Authorities Act (CAA)*”

- Initially circulated April 29, 2022
- Available on request

Part 2: Budget



Phase 2: Draft Budget

Develop a draft budget that includes:

- Sources of revenue for the year, the amount of revenue for each source, and total CA revenue.
- Total CA operating expenses and capital costs for the year and a list of operating expenses and capital costs setting out as separate amounts the category 1, 2, and 3 operating expenses and capital costs, as well as any general operating and capital costs.
- Apportionment amounts for participating municipalities.
- Apportionment amounts for specified municipalities (if applicable).
- Summary of how CA considered opportunities to raise and use self-generated revenue to help finance its programs and services.
- Any additional information that the CA considers relevant to include.

Please refer to the appendix for more details, including diagrams, of the budgetary process.

Phase 2: Draft Budget (con't)

Meeting on draft budget

- CAs are required to hold a meeting to consider the draft budget for a given year to determine whether the draft budget should be approved for consultation purposes.
- If applicable, CAs provide specified municipalities with a notice of this meeting (i.e., where the budget contains amounts owing in connection with CWA or LSPA category 1 programs and services).
- CA convenes meeting of members appointed by participating and specified municipalities to review and approve the portion of the draft budget related to CWA or LSPA programs and services for consultation purposes by “one-member-one-vote.”
- CA members appointed by participating municipalities then vote to approve the entire draft budget for consultation purposes by “one-member-one-vote.”
- If the draft budget is approved for consultation, CAs provide a copy of the draft budget and all financial information for determining the levy / amounts owing to each participating and specified municipality and posts the budget and financial information on the Governance section of the CA's website.
- CAs coordinate and communicate with participating and specified municipalities on the draft budget as necessary to finalize the annual budget.

One-member-one-vote voting method:

Each member's vote counts equally regardless of the levy percentage the member's appointing municipality pays.

Phase 3: Approval of levy / amounts owing

Notice of meeting on levy / amounts owing

- CAs will provide a minimum 30 days' notice to participating and any specified municipalities with amounts owing in connection with category 1 CWA/LSPA programs and services of meeting(s) to decide on the levy / amounts owing, accompanied by the most recent draft budget and the amount each municipality owes.

Voting on levy / amounts owing

- CA members appointed by participating and specified municipalities with amounts owing meet to review and approve the levy / amounts owing by 'weighted' majority vote of members present.
- If applicable, CA members appointed by participating and specified municipalities vote to approve any apportionments of category 1 CWA/LSPA operating expenses and capital costs before participating municipalities vote on apportionments of any other operating expenses and capital costs.

Weighted vote method:

- Intended to provide a level of fairness and equity; authority members whose municipality is responsible for paying a larger share of the levy, has a vote that is proportionally weighted to that levy share.
- Based on 'pay for say' principle, where the weighting of the member's vote is based on the MCVA ratios and generally reflects the percentage of municipal levy their appointing participating or specified municipality pays to the CA.
- Requires 51% or more of the total weighted value for all votes cast.
- One municipality cannot have a weighted vote that exceeds 50% of the overall vote unless that municipality appoints more than 50% of the actual CA members.

Phase 3: Approval of levy / amounts owing (con't)

Notice of levy / amounts owing

- After participating and specified municipalities have voted to approve the apportionment of category 1 CWA/LSPA and other operating expenses and capital costs, CAs will send notices under the CAA of levy / amounts owing to participating and specified municipalities.
- **Note: Notices of levy / amounts owing cannot be sent to participating and specified municipalities until votes on the levy / amounts owed occur.**

Phase 4: Final Budget

Vote on final CA budget

- The final budget must meet the same requirements as of the draft budget and reflect matters agreed to during the consultation process.
- Members of participating municipalities vote to approve the final CA budget.
- The final CA budget is approved by ‘one-member-one-vote’ unless the CA’s by-laws requires that ‘weighted vote’ be used.

Circulation of final budget

- CAs will circulate a copy of the final approved CA budget to the Minister and participating and specified municipalities.
- CAs will make the final budget publicly available on the Governance section of the CA website.

***Note:** CAs are not required to follow a four-phase levy apportionment and budget process, rather the steps outlined in the Budget and Apportionment regulation can be combined (e.g., the levy apportionment (Phase 3) and the final budget (Phase 4) can be approved at the same authority meeting), or additional phases may be added to reflect local processes that have worked well.

Next Steps





Next Steps

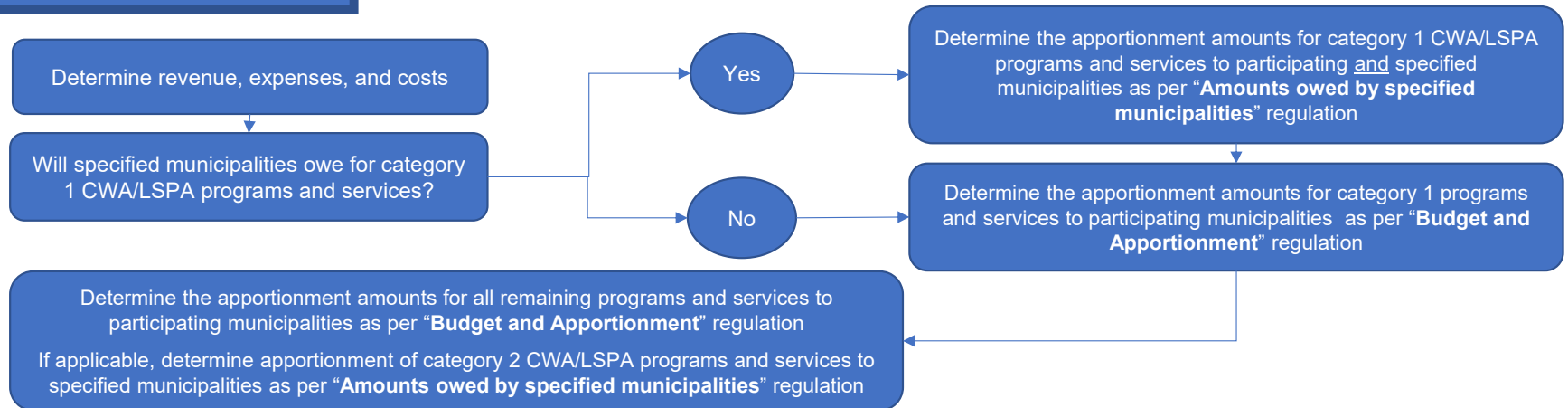
- CAs prepare 2024 CA budgets in accordance with the “Budget and Apportionment” and “Determination of Amounts Owed” regulations.
- Feel free to reach out to us with inquiries about the apportionment and budgetary process by emailing: ca.office@ontario.ca
- Deliverables required under the regulations may be submitted to ca.office@ontario.ca

Appendix



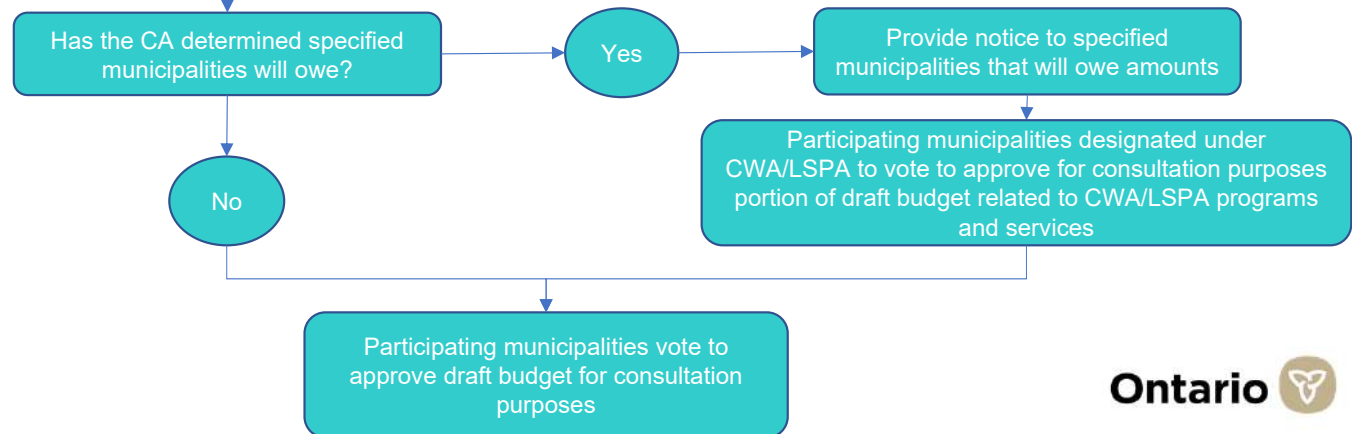
Apportionment and determination of amounts owed by municipalities and development of authority budget

Phase 1. Determine apportionment of operating expenses and capital costs

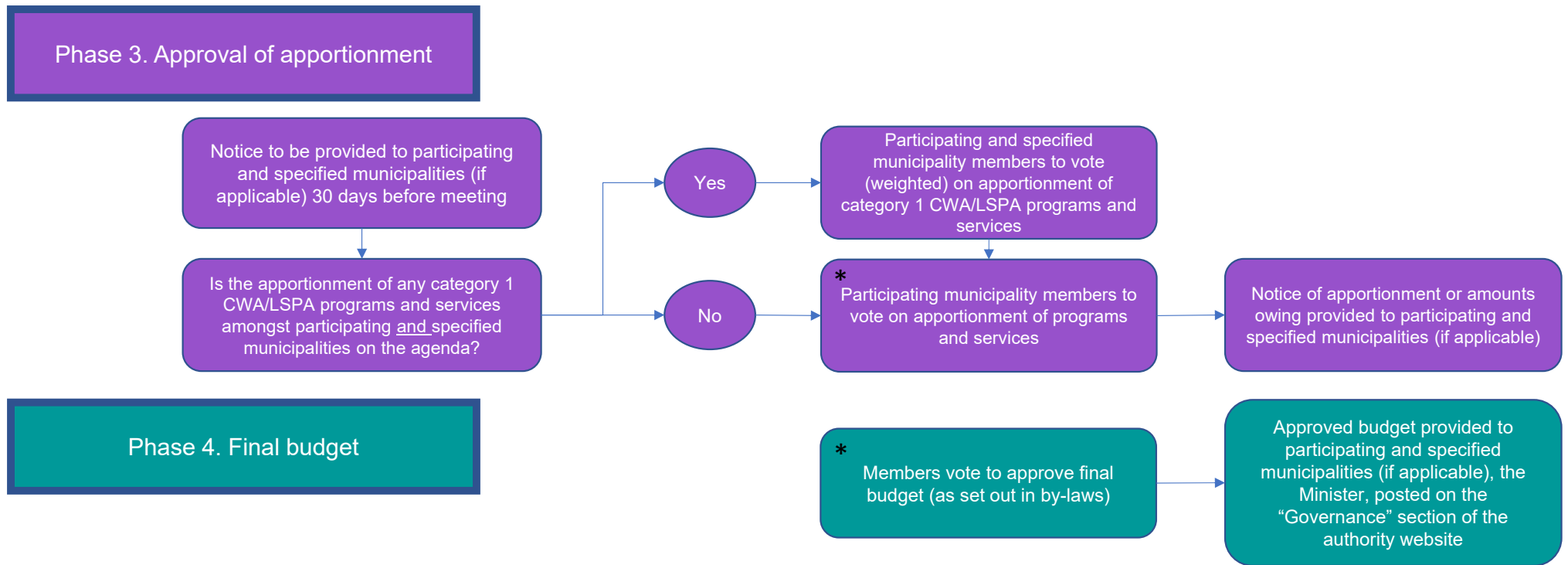


Phase 2. Approval of draft budget for consultation

(includes amounts owing from specified municipalities, if applicable)



Continued



*Voting on apportionment of operating expenses and capital costs of programs and services and voting to approve the final budget can be done at the same authority meeting

Summary of Budgetary Process

- “Budget and Apportionment” regulation (O. Reg. 402/22) and “Determination of Amounts Owed Under Subsection 27.2 (2) of the Act” regulation (O. Reg. 401/22) apply.
- The two regulations work together to inform the annual budgetary process of CAs.

Element	Description
Draft Annual Budget	<ul style="list-style-type: none"> • CA staff prepare draft budgets outlining all anticipated revenues and expenditures, and including proposed municipal levy / amounts owing. • Participating and specified municipalities coordinate and communicate timelines and expectations for the levy / amounts owing and overall budget. • Budgets must include a summary of how CA considered opportunities to raise and use self-generated revenue to finance the CAs’ programs and services. • CAs provide specified* municipalities a notice of the meeting to vote on the draft budget for consultation purposes where budget contains amounts owing in connection with CWA or LSPA category 1 programs and services. • CA members appointed by participating and specified municipalities hold meetings to review and approve the preliminary draft budget for consultation purposes by “one member/one vote.” • CA provides a copy of the draft budget and all financial information for determining the levy / amounts owing to each participating and specified municipality and posts the budget and financial information on the Governance section of CA website.

*Note: CA members appointed by specified municipalities are included for the purposes of voting when amounts will be owing by any specified municipalities for Category 1 CWA/LSPA programs and services. In this scenario, the vote on portions of the draft budget relating to CWA or LSPA programs and services that includes these additional members shall occur before the CA vote on the draft budget by members appointed by participating municipalities (may occur on same day).

Continued

Element	Description
Notification of meeting on levy / amounts owing	<ul style="list-style-type: none"> • Minimum 30 days' notice to participating and any specified municipalities with amounts owing in connection with category 1 CWA/LSPA programs and services of meeting(s) to decide on the levy / amounts owing, accompanied by the most recent draft budget and amount each municipality owes.
Vote on levy / amounts owing	<ul style="list-style-type: none"> • CA members appointed by participating and specified municipalities with amounts owing meet to review and approve the levy / amounts owing by 'weighted' majority vote of members present. • Vote(s) to approve any apportionments of category 1 CWA/LSPA operating expenses and capital costs among participating and specified municipalities must occur before vote(s) on apportionments of other operating expenses and capital costs. Note: Notices of levy / amounts owing can not be sent to municipalities until these votes occur.
Vote on final budget	<ul style="list-style-type: none"> • Overall CA budget may be approved by majority vote of members present via: 'one member/one vote' unless the CA's by-laws require that 'weighted vote' be used.
Copies of final budget	<ul style="list-style-type: none"> • CAs circulate a copy of final approved CA budget to the Minister and participating and specified municipalities and publish it on the Governance section of CA website.

Methods of Apportionment: Category 1 program and services

Budget and Apportionment Regulation

Category 1 operating expenses and capital costs

8. (1) Before apportioning a Category 1 operating expense or capital cost, an authority shall make the following determinations:

1. Whether the related Category 1 program or service,
 - i. benefits all of the participating municipalities within the authority's area of jurisdiction, or
 - ii. benefits one or more, but not all, of the participating municipalities within the authority's area of jurisdiction.
2. If the related Category 1 program or service benefits all of the participating municipalities within the authority's area of jurisdiction, whether one or more of the participating municipalities' benefit from the Category 1 program or service is disproportionate to the benefit obtained by the other participating municipalities.
3. In the case of a Category 1 CWA/LSPA operating expense or capital cost, a determination made in accordance with Ontario Regulation 401/22 (Determination of Amounts under Subsection 27.2 (2) of the Act) made under the Act that,
 - i. the related Category 1 CWA/LSPA program or service benefits one or more of the authority's specified municipalities, and
 - ii. the benefitting specified municipalities owe or will owe amounts with respect to the program or service under subsection 27.2 (2) of the Act.

(2) An authority shall use the MCVA apportionment method to apportion the reduced operating expense or reduced capital cost for Category 1 operating expenses and capital costs, subject to subsection (3).

(3) An authority shall use the benefit-based apportionment method to apportion the reduced operating expense or reduced capital cost for a Category 1 operating expense or capital cost if the authority has determined under subsection (1) that the related Category 1 program or service,

- (a) benefits one or more, but not all, of the participating municipalities within the authority's area of jurisdiction; or
- (b) benefits all of the participating municipalities within the authority's area of jurisdiction but one or more of the participating municipalities is provided with a benefit that is disproportionate to the benefit provided to the other participating municipalities.

(4) An authority shall apportion a Category 1 CWA/LSPA operating expense or capital cost in accordance with subsections (2) and (3) except if the authority has determined under Ontario Regulation 401/22 that,

- (a) the related Category 1 CWA/LSPA program or service benefits one or more of its specified municipalities; and
- (b) the benefitting specified municipality owes or will owe amounts under subsection 27.2 (2) of the Act.

(5) In the case of Category 1 CWA/LSPA operating expense or capital cost described in clauses (4) (a) and (b), the apportionment of the operating expense or capital cost conducted under Ontario Regulation 401/22 to determine the amounts owing under subsection 27.2 (2) of the Act by specified municipalities shall be considered an apportionment under this Regulation and used to determine the portion of the operating expense or capital cost to be apportioned to each participating municipality within the authority's area of jurisdiction.

Apportionment of category 1 CWA/LSPA operational expenses and capital costs

Determination of Amounts Under Subsection 27.2 (2) of the Act Regulation (O.Reg. 401/22)

DETERMINATION OF AMOUNTS OWING

When determination made

2. For the purposes of subsection 27.2 (2) of the Act, as part of the budgetary process described in the Budget and Apportionment Regulation, an authority shall determine,

- (a) whether, according to the criteria set out in section 3, any of its specified municipalities owe or will owe amounts in connection with the Category 1 CWA/LSPA programs and services that the authority provides during the budget year, and
- (b) whether any of its specified municipalities owe or will owe amounts in connection with a Category 2 CWA/LSPA program or service that the authority provides on behalf of the municipality under a memorandum of understanding or other agreement made under section 21.1.1 of the Act during the budget year.

Criteria for Category 1 CWA/LSPA operating expenses and capital costs

3. An authority may determine that a specified municipality owes or will owe amounts under subsection 27.2 (2) of the Act in connection with a Category 1 CWA/LSPA program or service only if, in the authority's opinion, the specified municipality benefits from the Category 1 CWA/LSPA program or service.

How determination made

4. (1) The amounts owing under subsection 27.2 (2) of the Act by a specified municipality in connection with a Category 1 CWA/LSPA program or service shall be equal to the portion of the related Category 1 CWA/LSPA operating expenses and capital costs, that the authority apportions to the specified municipality in accordance with section 5, subject to section 8.

(2) The amounts owing under subsection 27.2 (2) of the Act by a specified municipality in connection with a Category 2 CWA/LSPA program or service shall be equal to the related Category 2 CWA/LSPA operating expenses and capital costs incurred by the authority, in their entirety, except that the operating expenses and capital costs may be reduced in accordance with section 6 of the Budget and Apportionment Regulation.

APPORTIONMENT OF CATEGORY 1 CWA/LSPA OPERATING EXPENSES AND CAPITAL COSTS

Apportionment

5. (1) The apportionment of Category 1 CWA/LSPA operating expenses and capital costs shall be made among the authority's participating municipalities and any specified municipalities that, in the authority's opinion, benefit from the related Category 1 CWA/LSPA program or service.

(2) Before apportioning a Category 1 CWA/LSPA operating expense or capital cost under this section, the authority shall determine whether to reduce the amount of the operating expense or capital cost in accordance with section 6 of the Budget and Apportionment Regulation.

(3) Before apportioning a Category 1 CWA/LSPA operating expense or capital cost, as reduced under subsection (2), an authority shall make the following determinations:

1. If the related Category 1 CWA/LSPA program or service is provided under the *Clean Water Act, 2006*,
 - i. whether it benefits all of the municipalities in the relevant source protection area, or
 - ii. whether it benefits only one or more, but not all, of the municipalities in the source protection area.
2. If the related Category 1 CWA/LSPA program or service is provided under the *Lake Simcoe Protection Act, 2008*,
 - i. whether it benefits all of the municipalities in the Lake Simcoe watershed, or
 - ii. whether it benefits only one or more, but not all, of the municipalities in the Lake Simcoe watershed.
3. If the related Category 1 CWA/LSPA program or service benefits all of the municipalities in the source protection area or in the Lake Simcoe watershed, as the case may be, whether one or more of the municipalities' benefit from the Category 1 CWA/LSPA program or service is disproportionate to the benefit obtained by the other municipalities.
 - (4) An authority shall use the MCVA apportionment method to apportion a Category 1 CWA/LSPA operating expense or capital cost, as reduced under subsection (2), under this section, subject to subsection (5).
 - (5) An authority shall use the benefit-based apportionment method to apportion the following Category 1 CWA/LSPA operating expenses or capital costs, as reduced under subsection (2), under this section:
 1. A Category 1 CWA/LSPA operating expense or capital cost that is related to a Category 1 CWA/LSPA program or service that, in the authority's opinion, only benefits one or more, but not all, of the municipalities in the source protection area or Lake Simcoe watershed, as the case may be.
 2. A Category 1 CWA/LSPA capital cost that is related to a Category 1 CWA/LSPA program or service that, in the opinion of the authority,
 - i. benefits all of the municipalities the source protection area or Lake Simcoe watershed, as the case may be, and
 - ii. provides one or more of the municipalities with a benefit that is disproportionate to the benefit provided to the other municipalities.

Apportionment Methods for other operating expenses and capital costs

Budget and Apportionment Regulation

Category 2 operating expenses and capital costs

9. When apportioning a Category 2 operating expense or capital cost, an authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, in its entirety, to the participating municipality that has entered into a memorandum of understanding or other agreement with the authority under section 21.1.1 of the Act for the authority to provide the Category 2 program or service on the municipality's behalf.

Category 3 operating expenses and capital costs

10. (1) When apportioning a Category 3 operating expense or capital cost, an authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, among the participating municipalities that entered into an agreement described in subsection 21.1.2 (2) of the Act in accordance with that agreement.

(2) Despite subsection (1), if the agreement described in subsection 21.1.2 (2) of the Act does not address how to apportion a Category 3 operating expense or capital cost, the authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, in the following manner:

1. Subject to subparagraph 2 i, if all of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act, by using the MCVA apportionment method.
2. By using the benefit-based apportionment method if,
 - i. all of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act but, in the authority's opinion, one or more participating municipalities obtains a benefit from the related Category 3 program or service that is disproportionate to the benefit obtained by the other participating municipalities, or
 - ii. one or more, but not all, of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act.

General operating expenses and capital costs

11. When apportioning a general operating expense or capital cost, an authority shall use the MCVA apportionment method to apportion the reduced operating expense or capital cost, as the case may be.

INFO SHEET: CONSERVATION AUTHORITY BUDGET PROCESS

New regulations are coming into effect on July 1, 2023 updating the budget process for conservation authorities (CAs). The regulation outlines how the participating municipalities of a CA are apportioned costs for the programs and services provided by CAs and outline how municipally appointed representatives (often referred to as “CA board members”) vote on the proposed budget and the amounts owed by their municipalities for the upcoming year.

This document provides a high-level overview of the budget process, including when and how the CAs participating municipalities take part. There are four phases, which may be completed consecutively or concurrently as per individual CA practices.

Phase 1 – Budget Drafting and Determining Amounts Owed

In the first phase of the budget process CAs determine all anticipated revenues and expenditures, and what portion of the expenses are to be paid by municipalities. Depending on the type of expense, the cost will be split across all participating municipalities, or between only those municipalities who benefit.

Phase 2 – Approval of the Draft Budget

Once a budget has been drafted, CAs are to hold an authority meeting where board members review and vote on the draft budget, approving it for consultation purposes. The draft budget is approved using the **‘one-member-one-vote’** voting method.

Once approved for consultation, municipalities will be provided with a copy of the draft budget and all financial information used to determine the amounts owed. This information will also be posted on the authority’s website.

One-member-one-vote voting method:

Each member’s vote counts equally regardless of the amount their municipality pays.

Phase 3 – Approval of Amounts Owed

Once municipalities have had an opportunity to review the draft budget and consult with CAs, an authority meeting will take place where board members review and approve the amounts owed by municipalities using a **‘weighted’ majority vote** of members present. CAs are required to provide a **minimum 30 days’ notice** to municipalities prior to this meeting. Once approved, the CA will send notice of the amounts owed to municipalities.

Weighted vote method:

Board members whose municipality is responsible for paying a larger share have a vote that is proportionally weighted to that share.

Phase 4 – Final Budget

Board members will vote to approve the final CA budget, using a ‘one-member-one-vote’ method unless the CAs by-laws require that a ‘weighted vote’ be used. The final budget must meet the same requirements as the draft budget and reflect matters agreed to during the consultation process.

Promptly afterwards, CAs will circulate a copy of the final approved CA budget to the Minister and municipalities and will make the final budget publicly available on the authority’s website.

NEW: CAs can now determine amounts owed by municipalities that are not a participating member of the CA, but who benefit from source protection programming and are specified as a participating municipality for the authority for the purpose of the *Clean Water Act, 2006* (CWA) and the *Lake Simcoe Protection Act, 2008* (LSPA).

Specified municipalities vote only on parts of the budget related to CWA/LSPA programs and services. If the CA has determined that a specified municipality has amounts owing, they will be notified of and participate in authority meetings for the initial approval of the draft budget (Phase 2), and for the approval of amounts owed (Phase 3). At meetings with specified municipalities present, representatives from both participating and specified municipalities will first vote on the portion of the draft budget related to amounts owing for CWA/LSPA programs and services, followed by a vote on the remaining draft budget by participating municipalities only.

As a reminder, municipalities should be in the process of discussing with their CAs what category 3 programs and services they would like to fund by entering into cost apportioning agreements no later than **January 1, 2024**.

Should you have any questions please contact the Ministry of Natural Resources and Forestry at ca.office@ontario.ca.



June 27, 2023

Ministry of Municipal Affairs and Housing (MMAH)

Submitted via email: growthplanning@ontario.ca

Re: Conservation Ontario's Comments on the "Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument" (ERO#019-6813)

Thank you for the opportunity to provide comments on the "Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument". Conservation Ontario is the network for Ontario's 36 Conservation Authorities (CAs). Conservation Ontario's Council endorsed these comments for submission at their June 26, 2023 meeting. These comments are not intended to limit the comments submitted by individual CAs.

It is understood that the Ministry of Municipal Affairs and Housing (MMAH) is seeking input on proposed policies for an integrated, province-wide planning instrument ("proposed planning instrument"). The proposed planning instrument would include policies from the current Provincial Policy Statement ("PPS 2020") as well as A Place to Grow: Growth Plan for the Greater Golden Horseshoe ("Growth Plan").

Conservation Authorities fulfill a critical role in providing expert guidance to planning authorities and to the Province to ensure consistency with provincial natural hazard policies and to identify regulatory concerns under Section 28 of the *Conservation Authorities Act* early in the process. Through the Mandatory Program and Service Regulation (O. Reg. 686/21) made under the *Conservation Authorities Act*, CAs review and comment on applications and other matters made pursuant to the *Planning Act* to help ensure consistency with the natural hazard policies found within policy statements issued under section 3 of the *Planning Act*, as well as protection of drinking water sources.

This letter provides general comments on the consultation and Attachment 1: "Conservation Ontario's Feedback on the Proposed Policy Concepts and Proposed Wording

for a New Provincial Planning Policy Instrument” provides specific responses to the consultation questions that were posed as part of the Environmental Registry posting.

Both the PPS 2020 and the proposed planning statement provide that the Province, planning authorities, and CAs are required to work together to mitigate potential risk to public health or safety, as well as property damage from natural hazards. CO supports this ongoing collaborative, preventative approach which is recognized for making Ontario a leader in the management of natural hazards. It is acknowledged that this reference to “working together” is proposed to be moved from the preamble of Section 3.0 of the PPS 2020 to the Vision section of the proposed planning instrument.

Conservation Ontario supports the Province’s proposal to keep the natural heritage policies and related definitions analogous to those within the PPS 2020. Conservation Ontario recognizes that natural heritage features such as forests and wetlands play important roles to reduce flows, store floodwaters and mitigate drought, which reduces risk and allow people greater response time to flooding emergencies. It is noted that often, the natural heritage, water resource and natural hazard systems are inextricably linked, and therefore coordinated protection of all these systems is necessary to support the maintenance of healthy watersheds and to best protect public health and safety from natural hazards and protect drinking water sources.

Lastly, to support planning authorities and CAs, Conservation Ontario continues to recommend that the Province provide comprehensive, up-to-date implementation guidance concurrently with the issuance of the proposed planning instrument. It is noted that the proposed policies are quite flexible and may result in additional Ontario Land Tribunal hearings without adequate interpretation support. Comprehensive and up-to-date guidance with ongoing implementation support from the Province would help to increase consistency and certainty regarding planning outcomes. As provided in Conservation Ontario’s December 2022 submission on the Review of A Place to Grow and Provincial Policy Statement (ERO#019-6177), the Province should consider updating and/or finalizing the following: the Natural Hazard Technical Guides, the 1993 Watershed Planning Guidelines, the 2022 Subwatershed Planning Guide, and the Natural Heritage Reference Manual (and related guidance).

Upon review of the proposed Provincial Planning Statement, Conservation Ontario has identified the following general themes as seminal to our response. Further information on all of these themes can be found in Attachment 1.

- Natural Hazards. Support for the proposed retention of the natural hazard policy direction from the PPS 2020.
- Increase coordination. Recommendations to increase coordination through additional references to working with/coordination with Conservation Authorities as appropriate (e.g., for proposed new policies requiring planning authorities to identify hazardous lands and sites and manage development in those areas).

- Climate Change. Recommending a greater focus on preparing for impacts of a changing climate (e.g., as a purpose for undertaking watershed planning).
- Implementation Guidance. Identifying the need for comprehensive, up-to-date implementation guidance for the proposed Provincial Planning Statement (e.g., Natural Hazard Technical Guidelines, Watershed / Subwatershed Planning Guides, and the Natural Heritage Reference Manual) to increase consistency and support decision-making.
- Watershed Planning. Recommending that the Growth Plan policies requiring large and fast-growing municipalities to undertake watershed planning be continued and support for the encouragement of all other municipalities to undertake watershed planning.
- Green infrastructure and stormwater management. Requests to carry forward existing PPS 2020 policies, including maximizing vegetation within settlement areas where feasible and minimizing stormwater volumes to protect, improve or restore water quality and quantity.

Once again, thank you for the opportunity to provide comments on the “Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument” (ERO#019-6813). Please contact me should this letter require any clarification.

Sincerely,

A handwritten signature in black ink, appearing to read "Leslie Rich". The signature is fluid and cursive, with the first name "Leslie" written in a larger, more prominent script than the last name "Rich".

Leslie Rich, RPP
Policy and Planning Specialist

Attachment: Conservation Ontario's Feedback on the Proposed Policy Concepts and Proposed Wording for a New Provincial Planning Policy Instrument

c.c. All Conservation Authorities' CAOs/General Managers

Attachment 1: Conservation Ontario's Feedback on the Proposed Policy Concepts and Proposed Wording for a New Provincial Planning Policy Instrument

Conservation Ontario offers the following responses to the consultation questions provided by the MMAH on the Environmental Registry proposal. These responses should be read in conjunction with the general comments provided in Conservation Ontario's covering letter.

1. What are your thoughts on the policies that have been included from the PPS and A Place to Grow in the proposed policy document, including the proposed approach to implementation?

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
Chapter 1 Vision	<ul style="list-style-type: none"> • The proposed text for the "Vision" section proposes substantial changes from the text within PPS 2020. For instance, the PPS 2020 provides detail in this section that highlights the need for the Province to manage and protect natural resources for a myriad of reasons which support strong, liveable communities, protecting "essential ecological processes and public health and safety", and minimizing environmental and social impacts. The text in PPS 2020 further notes that "strong communities, a clean and healthy environment and a strong economy are inextricably linked". Conservation Ontario strongly recommends this text be retained to clearly demonstrate the linkages between managing and protecting natural resources, thriving and safe communities and a strong provincial economy. • It is further noted that this section proposes text which reads "potential risks to public health and safety or of property damage from natural hazards and human-made hazards... will be mitigated". Further to the provincial "Understanding Natural Hazards" Technical Guide, prevention measures, including "good land use planning, development and management, and the regulation of hazardous lands and unsafe developments" is the first and most important step. The efficacy of this preventative approach was recently re-confirmed by the "Independent

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
	<p>Review of the 2019 Flood Events in Ontario" as well as "Ontario's Flooding Strategy". To continue to support this approach, Conservation Ontario recommends that the text be amended to read "Potential risks to public health or safety or of property damage from natural hazards and human-made hazards, including the risks associated with the impacts of climate change, will be avoided, and where not possible, mitigated". This would also be consistent with proposed policy 5.1.1 which requires development to be directed away from areas of natural or human-made hazards.</p> <ul style="list-style-type: none"> • Conservation Ontario is appreciative of the proposal to retain text which requires the Province, planning authorities and Conservation Authorities to work together. This highlights the important role of CAs within the land use planning system to ensure that development occurs in a manner which protects people and property from the risks of natural hazards as well as the protection of sources of drinking water.
<p><i>Section 2.1 Planning for People and Homes</i></p>	<ul style="list-style-type: none"> • Proposed section 2.1.2 sets out requirements for planning authorities to provide for an appropriate range and mix of housing options and densities required to meet the needs of current and future residents within the area. Many of these requirements have been carried forward from policy 1.1.1 from the PPS 2020 which outlines means to sustain healthy, liveable and safe communities. It is noted that the Province is not proposing to carry forward policy 1.1.1(d) from the PPS 2020, which notes that communities are sustained by "avoiding development and land use patterns which may cause environmental or public health and safety concerns". While section 5.2 in the proposed Provincial Planning Statement states that development shall generally be directed to areas outside of hazardous lands and hazardous sites, Conservation Ontario recommends policy 1.1.1(d) from PPS 2020 be carried forward to provide clarity to planning authorities surrounding matters to be considered to achieve complete communities.

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
<i>Section 2.3 Settlement Areas and Settlement Area Boundary Expansions</i>	<ul style="list-style-type: none"> Section 2.2.8 of the Growth Plan outlines policies for Settlement Area Boundary Expansions. Policy 2.2.8.3 requires planning authorities to determine the feasibility of proposed boundary expansions based on the application of all policies within the Growth Plan, including ensuring that the proposed expansion would be planned and demonstrated to avoid, or if avoidance is not possible, minimize and mitigate any potential negative impacts on watershed conditions and the water resource system, including the quality and quantity of water. This policy is not proposed to be brought forward into the proposed planning instrument. To provide consistency with existing and proposed policies related to using the watershed as the meaningful scale for integrated and long-term planning, Conservation Ontario recommends that existing policy 2.2.8.3 from the Growth Plan be included in section 2.3.4 of the proposed planning instrument (Settlement Areas and Settlement Area Boundary Expansions) for "large and fast-growing municipalities".
<i>Section 2.9 Energy Conservation, Air Quality and Climate Change</i>	<ul style="list-style-type: none"> Conservation Ontario is supportive of the proposed policy 2.9 (b) requiring planning authorities to reduce greenhouse gas emissions and prepare for the impacts of a changing climate by incorporating climate change considerations in the planning and development for stormwater management systems. We are further supportive of the proposed policy 2.9 (d) which promotes the use of green infrastructure, low impact development and active transportation to protect the environment and improve air quality. It is noted that policy 1.8.1 (g) from the PPS 2020 "<i>maximize vegetation within settlement areas, where feasible</i>" is not proposed to be brought forward into the proposed planning instrument. While the proposed planning instrument would require planning authorities to consider approaches which promote green infrastructure, the PPS 2020 policy requiring maximizing vegetation within settlement areas (where feasible) provides a strengthened approach to establishing or maintaining vegetative cover on the landscape. Conservation Ontario recommends that

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
	<p>the existing policy be carried forward, such that the proposed Section 2.9 policies continue to recognize the important contribution of natural vegetation to support energy conservation, air quality, and mitigation for impacts of a changing climate and extreme weather events such as flooding.</p>
<p><i>Section 3.6 Sewage, Water and Stormwater</i></p>	<ul style="list-style-type: none"> • Conservation Ontario is pleased by the inclusion of the proposed policy 3.6.8 (g) which would require planning for stormwater management to “align with any comprehensive municipal plans for stormwater management that consider cumulative impacts of stormwater from development on a watershed scale”. • It is noted that policy 2.2.1(i) in the PPS 2020 is not proposed to be carried forward, which requires planning authorities to protect, improve or restore the quality and quantity of water by “ensuring stormwater management practices minimize stormwater volume and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces”. While proposed policy 3.6.8 (b) would require planning for stormwater management to “minimize, or where possible, prevent increases in contaminant loads”, the reference to minimizing stormwater volume is not proposed to be incorporated. Minimizing stormwater volume should remain a priority policy for the provincial government to ensure planning authorities have regard to increased volumes which may contribute to pluvial and fluvial flooding in developed areas from stormwater flows. As such, Conservation Ontario recommends that proposed policy 3.6.8 (c) be amended to read “minimize, or where possible, prevent increases in stormwater volumes and contaminant loads”. • Currently, Growth Plan policies within Section 3.2.6 (Water and Wastewater Systems) and 3.2.7 (Stormwater Management) require municipal water, wastewater, and stormwater master plans to “be informed by watershed planning or equivalent”. These policies are not proposed to be brought forward into the proposed planning instrument; however, a new policy (4.2.3) is proposed which states that “municipalities are <u>encouraged</u> to

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
	<p>undertake watershed planning to inform planning for sewage and water services and stormwater management, and the protection, improvement or restoration of the quality and quantity of water". Conservation Ontario appreciates the proposed reference to undertaking watershed planning to inform planning for public infrastructure. It is noted however that the shift in language from the Growth Plan which requires municipalities ("large and fast-growing") to have plans informed by a watershed plan, or equivalent, to <u>encouraging</u> watershed planning for all municipalities may result in major public infrastructure planned without consideration to broader watershed impacts. Such an approach could result in unforeseen watershed impacts which may require costly remediation. To support the Province's streamlined, coordinated and comprehensive approach to public infrastructure planning, and to maintain consistency with existing and proposed policies for using the watershed as the ecologically meaningful scale for integrated and long-term planning (see proposed policies 3.6.8(g) and 4.2.1(a)), Conservation Ontario recommends that the existing policies from 3.2.6 and 3.2.7 of the Growth Plan regarding watershed planning be carried forward for "large and fast-growing municipalities". Encouragement of watershed planning for all other municipalities is strongly supported.</p>
Section 4.2 Water	<ul style="list-style-type: none"> Conservation Ontario is pleased to note the policies in section 4.2.1 which are proposed to be carried forward into the new planning instrument. Particularly, Conservation Ontario supports policies 4.2.1 (a) and (b) which ensure that planning authorities protect, improve or restore the quality and quantity of water by using the watershed as the ecologically meaningful scale for integrated and long-term planning, and that planning authorities will minimize potential negative impacts, including cross-jurisdictional and cross-watershed impacts. Conservation Ontario notes that the Province is proposing to remove the requirement for planning authorities to evaluate and prepare for the impacts of a changing climate to water resource systems at the watershed level (PPS 2020 policy 2.2.1 (c)). Recognizing

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
	<p>the Province's existing standard of requiring watershed planning to be the basis for infrastructure, stormwater, water resource and comprehensive planning for "large and fast-growing municipalities" through the Growth Plan policies, and for consistency with both existing PPS 2020 and the proposed planning instrument policies, Conservation Ontario recommends the 'watershed planning' policy direction in the proposed 4.2.3 be improved by:</p> <ul style="list-style-type: none"> ○ Requiring "large and fast-growing municipalities" to undertake watershed planning, as per the existing Growth Plan policies while continuing to encourage all other municipalities to undertake watershed planning; ○ Retaining PPS 2020 policy 2.2.1 (c) to ensure planning authorities protect, improve or restore water quality and quantity by evaluating and preparing for the impacts of a changing climate to water resource systems at the watershed level; ○ Including references that one of the purposes of watershed planning is to prepare for the impacts of a changing climate, along with informing "planning for sewage and water services and stormwater management, and the protection, improvement or restoration of the quality and quantity of water"; and, ○ Including references to partnerships with CAs to undertake watershed planning, as appropriate and where they exist. <ul style="list-style-type: none"> • Conservation Ontario is supportive of the proposed policy 4.2.1 (e) which will continue to protect all drinking water supplies and designated vulnerable areas. The amendments to this policy would help to strengthen the protection of all sources of drinking water.
<i>Section 5.2 Natural Hazards</i>	<ul style="list-style-type: none"> • Conservation Ontario strongly supports the proposed retention of natural hazard policy direction from the PPS 2020. Retention of these policies is vital to ensure the Province's continued commitment to high standards for the

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
	<p>protection of public health and safety from the risks of natural hazards.</p> <ul style="list-style-type: none"> Conservation Ontario is pleased to note that text previously part of the preamble for Section 3.0 in the PPS 2020 is proposed to form a new general policy for natural and human-made hazards in the proposed planning instrument (proposed policy 5.1.1). This proposed approach will strengthen requirements to ensure that development is directed away from areas of natural or human-made hazards where "there is an unacceptable risk to public health or safety or of property damage" and will ensure development does not "create new or aggravate existing hazards". A new general policy is proposed which states that "planning authorities shall identify hazardous lands and hazardous sites and manage development in these areas, in accordance with provincial guidance" (5.2.1). Conservation Ontario is supportive of this proposed policy, with amendment, to ensure continued coordination with other planning and development related instruments, such as Section 28 of the <i>Conservation Authorities Act</i> and associated regulations. Conservation Ontario recommends the policy be modified to include reference to "collaborating with conservation authorities, where they exist". Such an amendment would be consistent with Recommendation #3 from the "Independent Review of the 2019 Flood Events in Ontario" Report. As previously noted, it is recognized and appreciated that details in the proposed "Vision" section regarding natural hazards requires "the Province, planning authorities and conservation authorities to work together", however, further details regarding collaboration with CAs would provide additional clarity for the proposed Natural Hazards policies, and would be consistent with the CA mandatory program and services regulation (O. Reg. 686/21) regarding the management of natural hazards.
Section 6.2.1 Coordination	<ul style="list-style-type: none"> Conservation Ontario is pleased to note that the Province is proposing to largely maintain policy 1.2.1 from the PPS 2020 (now proposed policy 6.2.1) which states a

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
	<p>"coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities...", including coordination of water, ecosystem, shoreline, watershed and Great Lakes related issues, as well as natural and human-made hazards. Many of these elements are inter-related and as such a coordinated approach is required to ensure all concerns or issues can be addressed efficiently and effectively by the Province or planning authorities.</p> <ul style="list-style-type: none"> Proposed policy 6.2.1 outlines a list of entities who may be involved in this coordinated approach; however, it is noted that CAs are not explicitly mentioned. Given their role in providing expert guidance to planning authorities and to the Province to ensure consistency with provincial natural hazard policies, as well as their regulatory role under Section 28 of the <i>Conservation Authorities Act</i>, Conservation Ontario recommends this section be amended to ensure CAs are identified as being involved in this coordinated approach.
Section 7 Definitions	<ul style="list-style-type: none"> <u>Low Impact Development</u>: Conservation Ontario is pleased to note that elements of the definition of "Low Impact Development" have been brought forward into the proposed planning instrument from the Growth Plan. No previous definition was provided in the PPS 2020. <u>Subwatershed Plan / Study</u>: Conservation Ontario notes that no definition is proposed for "subwatershed plans" or "subwatershed studies". Both the Growth Plan as well as the Greenbelt Plan define "subwatershed plans". To support and provide clarity to planning authorities, it is recommended that a definition for "subwatershed plans" be included in the proposed planning instrument, consistent with the definitions in the Growth Plan and Greenbelt Plan. <u>Watershed Planning</u>: Conservation Ontario is supportive of the proposed definition of "watershed planning", with amendment. As previously articulated, it is recommended the definition read "...for the protection, enhancement or restoration of water resources, including the quality and quantity of water, within a watershed, consideration of the

Chapter or Section (New Provincial Planning Instrument)	Conservation Ontario's Comments
	<p><i>impacts of a changing climate and severe water events, and for the assessment...</i></p> <ul style="list-style-type: none"> • <u>Water Resource Systems</u>: Conservation Ontario is pleased to see the definition of the "water resource system" brought forward into the proposed planning instrument from the Growth Plan (with amendments) and that it reflects the importance of all aspects of the system which contribute to the "ecological and hydrological integrity of the watershed". • <u>Wave Effects</u>: Conservation Ontario is supportive of the proposed amendment to the definition for "wave uprush" to now read "wave effects". The proposed new definition has been made more specific and comprehensive, and includes "wave uprush, wave set up and water overtopping or spray" and states that the "limit of wave effects is the point of furthest landward horizontal movement of water onto the shoreline". The improved direction provided by this definition will help to protect people and property.

2. What are your thoughts on the proposed policy direction for large and fast-growing municipalities and other municipalities?

Through review of the proposed planning instrument, Conservation Ontario notes that existing Growth Plan policies related to requiring subwatershed studies and watershed planning (or equivalent) to inform infrastructure, stormwater, water resource and comprehensive planning are not proposed to be carried forward into the new Provincial Planning Statement. These existing policies provide critical and consistent policy direction for “large and fast-growing municipalities” (or parts thereof outside of the Greenbelt) when planning for growth in a comprehensive manner. It is noted that the Province is proposing to *encourage* municipalities to undertake watershed planning to inform planning for sewage and water services, stormwater management and the protection, improvement or restoration of the quality and quantity of water (proposed policy 4.2.3). “*Encourage*” rather than “*require*” represents a significant departure from the Province’s commitment and well established existing/proposed policies related to requiring the use of the watershed as the meaningful scale for integrated and long-term planning and requiring watershed planning to support comprehensive planning.

As noted above, Conservation Ontario recommends policies related to requiring subwatershed studies and watershed planning (or equivalent) from the Growth Plan be carried forward for “large and fast-growing municipalities” in the proposed planning instrument. Proposed policies to *encourage* watershed planning should be maintained for other municipalities (e.g., small / medium) – recognizing it may not be relevant or feasible for all municipalities province-wide to undertake these comprehensive exercises.

3. What are your thoughts regarding the proposed policies to generate housing supply, including an appropriate range and mix of housing options?

CAs remain committed to working with the Province, Municipalities, and other partners in support of increasing the overall supply and diversity of housing types in Ontario while maintaining strong protections for public health, safety, and the environment.

4. What are your thoughts on the proposed policies regarding the conservation of agriculture, aggregates, natural and cultural heritage resources?

Conservation Ontario supports the Province’s proposal to keep the natural heritage policies and related definitions analogous to those within the PPS 2020. Conservation Ontario recognizes that natural heritage features such as forests and wetlands play important roles to reduce flows, store floodwaters and mitigate drought, which reduces risk and allow people greater response time to flooding emergencies. It is noted that often, the natural heritage, water resource and natural hazard systems are inextricably linked, and therefore coordinated protection of all these systems is necessary to support the maintenance of

healthy watersheds and to best protect public health and safety from natural hazards and protect drinking water sources.

Conservation Ontario supports the Province's decision to not move forward with the proposal to allow up to 3 lot severances per farm parcel.

5. What are your thoughts on the proposed policies regarding planning for employment?

Conservation Ontario has not provided any comments in response to this question.

6. Are there any other barriers to, or opportunities for, accelerating development and construction (e.g., federal regulations, infrastructure planning and approvals, private/public partnerships for servicing, provincial permitting, urban design guidelines, technical standards, zoning, etc.)?

Conservation Ontario continues to recommend that technical support and implementation guidance from the Province should be provided to assist with accelerating development and construction approvals. The provision of comprehensive and up-to-date implementation guidance would support a predictable, consistent, and streamlined process. Please see additional detail under "General Comments" at the beginning of this letter.

June 28, 2023



**The Regional
Municipality of
Durham**

Corporate Services
Department –
Legislative Services
Division

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

905-668-7711
1-800-372-1102

durham.ca

**Alexander Harras
M.P.A.
Director of
Legislative Services
& Regional Clerk**

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

Dear Minister Clark:

**RE: Durham Region's Response to Provincial Consultation on
Bill 97 – The Helping Homeowners, Protecting Tenants
Act, 2023, the Proposed Provincial Planning Statement,
and Related ERO Postings #019-6821, #019-6822, #019-
6813 (2023-P-19), Our File: L00**

Council of the Region of Durham, at its meeting held on June 28, 2023, adopted the following recommendations of the Planning & Economic Development Committee:

- “A) That the letter dated May 5, 2023 (Attachment #1 to Report #2023-P-19 of the Commissioner of Planning and Economic Development) from the Commissioner of Planning and Economic Development to the Minister of Municipal Affairs and Housing, be endorsed as Durham Region's comments on Bill 97;
- B) That the following recommendations form the Region's comments on the proposed Provincial Planning Statement, namely that the province:
 - i) make stable and predictable funding available to Indigenous communities to facilitate their fulsome participation in the planning process;
 - ii) require municipalities to develop population and employment forecasts to a common 25 to 30-year time horizon based on a standard methodology provided by the province;
 - iii) continue to require that settlement area boundary expansions be permitted only through municipal comprehensive reviews, informed by a standardized methodology. Within a regional context, the implications of infrastructure and servicing on settlement area boundary

expansions collectively should continue to rest with upper-tier municipalities as the jurisdiction responsible for the infrastructure and servicing, regardless of planning approval responsibility;

- iv) continue to consult on the implementation framework so that municipalities within the Greenbelt Plan area can understand how they will be affected by the proposed policy changes;
- v) permit municipalities to designate Strategic Growth Areas (SGAs) in their official plans and clarify if the Highway-2 BRT in Durham would be captured as a higher order transit corridor following repeal of the Growth Plan;
- vi) continue to support intensification targets and approaches to calculation within municipal official plans;
- vii) continue to consult with upper-tier municipalities that may no longer have planning approval authority under Bill 23 on how the proposed new PPS can be implemented through their role as a Housing Service Manager to facilitate the coordinated delivery of affordable housing;
- viii) provide definitions (e.g. affordable and attainable) and establish clear policy that enables the delivery of affordable housing and include targets, definitions and policies in the proposed new PPS;
- ix) uphold agricultural systems planning and strengthen language in the proposed new PPS to require municipalities to use an agricultural systems approach;
- x) allow the ability for limited lot creation on rural lands, but only if it is locally appropriate while discouraging residential lot creation in prime agricultural areas, aside from those created through surplus farm dwellings;
- xi) not permit light industrial, manufacturing and small-scale warehousing within SGAs as it would undermine the ability for sensitive uses, particularly residential uses, to locate within SGAs;
- xii) include policy language that will strengthen a municipalities' ability to require mixed use developments in SGAs, and not solely residential developments, which could undermine the province's objectives related to complete communities;
- xiii) clarify the general intent of the proposed policy that requires municipalities to "leverage the capacity of development proponents" in planning for infrastructure and public service facilities as it may be interpreted to mean that municipalities will be compelled to enter into agreements with proponents for the provision of infrastructure and public service facilities;

- xiv) release proposed natural heritage policies and definitions as soon as possible and in turn allow stakeholders time to comment on the proposed new PPS holistically;
 - xv) develop policy approaches to intensification and settlement area boundary expansions within the context of a changing climate;
 - xvi) include a policy framework for natural hazards within the final proposed new PPS to support municipalities in their efforts to ensure public health and safety, protect property, and avoid the creation of new or aggravate existing natural hazards;
 - xvii) retain policy direction for on-site and local reuse of excess soil, and provide planning authorities with guidance on how to accommodate expected increases in excess soil generated as residential development accelerates; and
- C) That a copy of Report #2023-P-19 be forwarded to Durham's area municipalities, conservation authorities, and neighbouring municipalities for information.

Please find enclosed a copy of Report #2023-P-19 for your information.

Alexander Harras

Alexander Harras,
Director of Legislative Services & Regional Clerk

AH/ks

Enclosed

- c: N. Cooper, Clerk, Town of Ajax
F. Lamanna, Clerk, Township of Brock
J. Gallagher, Clerk, Municipality of Clarington
M. Medeiros, Clerk, City of Oshawa
S. Cassel, Clerk, City of Pickering
B. Jamieson, Clerk, Township of Scugog
D. Leroux, Clerk, Township of Uxbridge
C. Harris, Clerk, Town of Whitby
C. Darling, Central Lake Ontario Conservation Authority
L. Laliberte, Ganaraska Region Conservation Authority
M. Majchrowski, Kawartha Conservation
R. Baldwin, Lake Simcoe Region Conservation Authority
J. MacKenzie, Toronto and Region Conservation Authority

J. Elvidge, Clerk, City of Toronto
C. Raynor, Clerk, York Region
M. Mather, County Clerk, County of Northumberland
C. Ritchie, City Clerk, City of Kawartha Lakes
J. Daly, County Clerk, Simcoe County
K. Stevenson, Clerk, Peterborough County
M. Pettit, City Clerk, City of Markham
G. Angus-Traill, Town Clerk, Town of Whitchurch-Stouffville
J. Espinosa, Town Clerk, Town of Georgina
T. Lajevardi, Municipal Clerk, Town of East Gwillimbury
B. Gilmer, Clerk, Municipality of Port Hope
C. Page, Clerk, Township of Cavan-Monaghan
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: Planning and Economic Development Committee
From: Commissioner of Planning and Economic Development
Report: #2023-P-19
Date: June 6, 2023

Subject:

Durham Region's response to provincial consultation on Bill 97 – the Helping Homeowners, Protecting Tenants Act, 2023, the proposed Provincial Planning Statement, and related ERO Postings [#019-6821](#), [#019-6822](#), [#019-6813](#).

Recommendation:

That the Planning and Economic Development Committee recommends to Regional Council:

- A) That the letter dated May 5, 2023 (see Attachment #1) from the Commissioner of Planning and Economic Development to the Minister of Municipal Affairs and Housing be endorsed as Durham Region's comments on Bill 97;
- B) That the following recommendations form the Region's comments on the proposed Provincial Planning Statement, namely that the province:
 - i) make stable and predictable funding available to Indigenous communities to facilitate their fulsome participation in the planning process.
 - ii) require municipalities to develop population and employment forecasts to a common 25 to 30-year time horizon based on a standard methodology provided by the province.

- iii) continue to require that settlement area boundary expansions be permitted only through municipal comprehensive reviews, informed by a standardized methodology. Within a regional context, the implications of infrastructure and servicing on settlement area boundary expansions collectively should continue to rest with upper-tier municipalities as the jurisdiction responsible for the infrastructure and servicing, regardless of planning approval responsibility.
- iv) continue to consult on the implementation framework so that municipalities within the Greenbelt Plan area can understand how they will be affected by the proposed policy changes.
- v) permit municipalities to designate Strategic Growth Areas (SGAs) in their official plans and clarify if the Highway-2 BRT in Durham would be captured as a higher order transit corridor following repeal of the Growth Plan.
- vi) continue to support intensification targets and approaches to calculation within municipal official plans.
- vii) continue to consult with upper-tier municipalities that may no longer have planning approval authority under Bill 23 on how the proposed new PPS can be implemented through their role as a Housing Service Manager to facilitate the coordinated delivery of affordable housing.
- viii) provide definitions (e.g. affordable and attainable) and establish clear policy that enables the delivery of affordable housing and include targets, definitions and policies in the proposed new PPS.
- ix) uphold agricultural systems planning and strengthen language in the proposed new PPS to require municipalities to use an agricultural systems approach.
- x) allow the ability for limited lot creation on rural lands, but only if it is locally appropriate while discouraging residential lot creation in prime agricultural areas, aside from those created through surplus farm dwellings.
- xi) not permit light industrial, manufacturing and small-scale warehousing within SGAs as it would undermine the ability for sensitive uses, particularly residential uses, to locate within SGAs.
- xii) include policy language that will strengthen a municipalities' ability to require mixed use developments in SGAs, and not solely residential developments, which could undermine the province's objectives related to complete communities.

- xiii) clarify the general intent of the proposed policy that requires municipalities to “leverage the capacity of development proponents” in planning for infrastructure and public service facilities as it may be interpreted to mean that municipalities will be compelled to enter into agreements with proponents for the provision of infrastructure and public service facilities;
 - xiv) release proposed natural heritage policies and definitions as soon as possible and in turn allow stakeholders time to comment on the proposed new PPS holistically;
 - xv) develop policy approaches to intensification and settlement area boundary expansions within the context of a changing climate;
 - xvi) include a policy framework for natural hazards within the final proposed new PPS to support municipalities in their efforts to ensure public health and safety, protect property, and avoid the creation of new or aggravate existing natural hazards;
 - xvii) retain policy direction for on-site and local reuse of excess soil, and provide planning authorities with guidance on how to accommodate expected increases in excess soil generated as residential development accelerates; and
- C) That a copy of this report be forwarded to Durham’s area municipalities, conservation authorities, and neighbouring municipalities for information.
-

Report:

1. Purpose and Background

- 1.1 On April 6, 2023, the province released Bill 97, the “Helping Homebuyers, Protecting Tenants Act”, as well as a proposed new Provincial Planning Statement (referred to in this report as the proposed new PPS) to replace the existing Provincial Policy Statement (referred to in this report as the existing or current PPS). It is proposed that the existing PPS and the document commonly known as the Growth Plan (formally titled “A Place to Grow: Growth Plan for the Greater Golden Horseshoe”) will be consolidated. As proposed, the existing Growth Plan would be eliminated. Together, Bill 97 and the new PPS represent a major shift in the land use planning regime in Ontario, especially in the Greater Golden Horseshoe.

- 1.2 The deadline for comments on Bill 97 was May 6, 2023 (a 30-day commenting period). On May 5, 2023, the Commissioner of Planning and Economic Development (the Commissioner), on behalf of Durham Region, provided preliminary comments to the province on Bill 97, stating they had not yet been endorsed by Regional Council (see Attachment #1). The purpose of this report is two-fold, the first one being to recommend that Council endorse the comments on Bill 97 previously provided to the province by the Commissioner.
- 1.3 The deadline for comments on the new PPS is August 4, 2023, (a 120-day commenting period). The second purpose of this report, therefore, is to recommend that Council endorse the comments provided herein on the new PPS.
- 1.4 It is expected that the proposed new PPS will come into force in the fall 2023. While decisions on planning matters will need to be consistent with the new PPS as of its effective date, Bill 97 would allow for the Minister to make regulations which could address different transition rules.
- 1.5 The release of the proposed new PPS follows a provincially initiated housing-focused policy review of the current PPS and Growth Plan that occurred in the fall 2022 that sought input on how to integrate the two policy documents ([ERO #019-6177](#)).
- 1.6 The current PPS first came into effect in 1997. It has been updated several times. It was updated in 2017 and most recently in 2020. It applies province-wide and provides that land-use planning in Ontario operates on the basis of a policy-led system.
- 1.7 The current Growth Plan first came into effect on June 16, 2006. It was updated in 2017, again in 2019, and once again in 2020.
- 1.8 The Region's new Official Plan ("Envision Durham") which was adopted by Council on May 17, 2023, is based on the directions provided under the existing PPS and Growth Plan as well as other relevant provincial plans and policies. Envision Durham enables the coordination of high-level service and infrastructure investment, and guides decision-making on growth management. Envision Durham is intended to achieve complete communities, prioritize intensification in strategic growth areas, and support a range and mix of housing options. Land needs have been informed by the Growth Plan's population and employment forecasts to 2051, and the land needs analysis was prepared using a standard methodology involving intensification and density targets, and feasibility criteria.

- 1.9 Report [#2023-INFO-29](#) dated April 21, 2023 provides a detailed summary of Bill 97 and the changes proposed under the proposed new PPS. In brief, all the directive policies of the current Growth Plan, (e.g. forecasts, intensification and density targets) are proposed to be eliminated except for those requiring minimum densities around major transit station areas (MTSAs).

2. Previous Reports

- 2.1 An overview of Bill 97 – The Helping Homebuyers, Protecting Tenants Act, 2023 and the Proposed Provincial Planning Statement was provided in Report [#2023-INFO-29](#) in April 2023.
- 2.2 Initial preliminary comments from the Chief Administrative Officer on Bill 23 were presented in Report [#2022-INFO-93](#) in November 2022.
- 2.3 Implications of Bill 23 on the Region of Durham were presented in Report [#2022-COW-33](#) in December 2022 with FAQs on the impacts of Bill 23 provided to residents through www.durham.ca/Bill23.
- 2.4 Durham Region's response to the provincial consultation on Proposed Amendments to the Greenbelt Plan, including the removal of lands from the Greenbelt, were presented in Report [#2022-COW-31](#) in December 2022.
- 2.5 Comments from the Region of Durham on the Report of the Provincial Housing Affordability Task Force were presented in Report [#2022-INFO-12](#) in February 2022.

3. Regional Comments on the Proposed Provincial Planning Statement

- 3.1 The current PPS and Growth Plan both generally provide policy direction on land use planning matters including:
- a. growth management, intensification, efficient use of land and infrastructure, housing and economic development;
 - b. infrastructure planning, including sewage, water, and stormwater; management services, transportation, transit, energy supply and corridor protection;
 - c. protection and management of resources, including prime agricultural areas, aggregates, natural heritage, water, and cultural heritage; and
 - d. protection of public health and safety, such as mitigating potential risks due to natural and human-made hazards.

- 3.2 The proposed new PPS can be described as a re-write of a significant amount of provincial policy guiding land use planning particularly for lands the Greater Golden Horseshoe. The intent of the exercise is to combine the existing PPS and the Growth Plan into a single document while introducing a number of foundational policy shifts. The proposed new PPS includes a set of policies that would only apply to 29 municipalities considered to be the largest and fastest growing, with the greatest need for housing. Within Durham Region, Pickering, Ajax, Whitby, Oshawa and Clarington are included in the list of large and fast-growing municipalities.

Indigenous Engagement

- 3.3 The proposed new PPS would require planning authorities to undertake early engagement with Indigenous communities and coordinate on land use planning matters to facilitate knowledge-sharing, support consideration of Indigenous interests in land use decision-making and support the identification of potential impacts of decisions on the exercise of Aboriginal or treaty rights. The province's Duty to Consult would benefit from regular engagement. The Region has been working diligently to foster good working relationships with the Williams Treaty communities over the past several years. To support ongoing engagement, **it is recommended that the province make stable and predictable funding available to Indigenous communities to facilitate their fulsome participation in the planning process.**

Growth Management

- 3.4 The current Growth Plan requires municipalities to plan for population and employment forecasts to 2051 and includes density and intensification targets. The proposed repeal of the Growth Plan will remove these forecasts and targets except for density around Major Transit Station Areas (MTSAs). However, the coordination of population and employment forecasts, as well as density and intensification targets to enable service and infrastructure planning is guided by upper tier plans. A provincial role on a standardized methodology is suggested to assist municipalities in developing subsequent official plans along with direction on developing forecasts to a common 25 or 30-year timeframe based on a common methodology provided by the province. A common forecast period shared between jurisdictions will:
- a. enable better infrastructure planning for projects that cross municipal boundaries;
 - b. facilitate coordinated and efficient transportation and infrastructure modelling; and

- c. reduce duplication and delay by not requiring a calibration of forecasts across municipalities back to a common time horizon to inform infrastructure planning.
- 3.5 Although forecasts and targets for MTSAAs would not be affected, within Durham these locations only account for a relatively small share of overall forecasted growth. Planning for transit-oriented communities in all other Strategic Growth Areas (SGAs) could be affected, since approval authorities could no longer require development to be implemented based on densities that optimize the use of transit. **It is recommended that the province require municipalities to develop population and employment forecasts to a common 25 or 30-year time horizon based on a standard methodology provided by the province.**
- 3.6 The proposed new PPS removes the requirement that settlement area boundary expansions only be considered through a municipal comprehensive review, and there would be no limitation or guidance on when landowners could apply for an expansion. A standard methodology for the conduct of settlement area boundary expansions should be maintained to ensure the land use and fiscal impacts from ad hoc urban boundary expansions are properly understood. Additionally, requirements for consideration of settlement area boundary expansions have been softened since the demonstration of land need would no longer have to be undertaken when applying for an expansion.
- 3.7 The fundamental shift being proposed regarding settlement area boundary expansion requests could invite speculation and ad-hoc submissions which could destabilize the agricultural land base. A clearer evaluation approach would reduce the likelihood of lengthy appeals to the OLT where methodology could be at issue. If unneeded expansions are allowed, a further expectation for extending municipal services to these areas is likely to ensue. This approach creates unnecessary challenges to long term servicing and infrastructure planning. **It is recommended that the province continue to require that settlement area boundary expansions be permitted only through municipal comprehensive reviews, informed by a standardized methodology. Within a regional context, the implications of infrastructure and servicing on settlement area boundary expansions collectively, should continue to rest with upper-tier municipalities as the jurisdiction responsible for the infrastructure and servicing, regardless of planning approval responsibility.**

- 3.8 There are various instances where the Greenbelt Plan defers to the Growth Plan and the current PPS. For example, the Growth Plan allows settlement area boundary expansions up to a 5 percent increase in size to a maximum of 10 hectares for urban areas within the Greenbelt Plan area. This 10-hectare cap policy does not form part of the proposed new PPS and, therefore, appears to enable further development in the Greenbelt Plan area. Although the implementation framework provided with the consultation materials on the proposed new PPS appears to indicate that an amendment is being proposed to the Greenbelt Plan to have the policies of the Growth Plan and current PPS related to rural settlement growth (including Urban Areas within the Greenbelt and restrictions on Hamlet expansion) continue to be applied within the Greenbelt Plan area, these materials have not yet been provided. **It is recommended that the province continue to consult on the implementation framework so that municipalities within the Greenbelt Plan area can understand how they will be affected by the proposed policy changes.**
- 3.9 The Growth Plan introduced the concept of Strategic Growth Areas (SGAs), which includes MTSAAs, which now form part of the proposed new PPS. The Growth Plan requires the delineation of SGAs and the application of minimum density targets along identified priority transit corridors. Within Durham, eight MTSAAs were identified along the Lakeshore East GO line, four surrounding existing GO Stations and four surrounding planned stations. The proposed policies indicate that SGAs are not a land use designation but are still to be delineated at the discretion of the municipality. The proposed 2023 PPS would require the delineation of MTSAAs along higher order transit corridors, which includes the Highway-2 Bus Rapid Transit Corridor (BRT) and Regional Centres along the BRT. **It is recommended that the province permit municipalities to designate SGAs in their official plans and clarify if the Highway-2 BRT in Durham would be captured as a higher order transit corridor following repeal of the Growth Plan.**
- 3.10 The 50 percent intensification target under the Growth Plan, requiring municipalities to plan for this target within a prescribed Built Boundary would be removed under the proposed new PPS. The removal is likely to contribute to an increase in urban expansion pressures and could detract from other goals of creating complete communities or efficient use of planned infrastructure and public service facilities. In addition, the ability to measure intensification consistently over time based on consistent benchmarks to inform long term service planning would be removed. **It is recommended that the province continue to support intensification targets and approaches to calculation within municipal official plans.**

Housing

- 3.11 The requirement that planning authorities establish and implement minimum targets for affordable to low- and- moderate income households has been removed in the 2023 PPS. It has been replaced with a requirement to co-ordinate land use planning and planning for housing with Service Managers to address the full range of housing options including housing affordability needs. Although this may align with the 2016 Service Manager Housing and Homelessness Plans Policy Statement, which provides policy direction to reflect a coordinated approach within Ontario's land use planning framework, it is unclear how this is to be achieved from a practical perspective, given pending changes under Bill 23 to remove upper-tier planning approval authority, and the absence of clear direction on affordable housing within the proposed new PPS.
- 3.12 As a Housing Services Manager, the Region's familiarity with local conditions make it well-equipped to inform the development of municipal housing policies and action plans. However, the ability to require the inclusion of any policies pertaining to housing affordability through an upper-tier official plan would be lost. **It is recommended that the province continue to consult with upper-tier municipalities that may no longer have planning approval authority under Bill 23 on how the proposed 2023 PPS can be implemented through their role as a Service Manager to facilitate the coordinated delivery of affordable housing.**
- 3.13 The term "low- and- moderate income households"¹ is proposed to be removed within the 2023 PPS and a definition for affordable housing has not been carried over from the existing Growth Plan or PPS. Although it is a provincial objective to increase housing supply, ostensibly to improve housing affordability, the absence of any definition or clarity on how affordable housing is identified or defined will make it difficult for municipalities to achieve meaningful or commonly understood affordable housing goals. Further, with housing affordability being an issue of ever-growing concern, it is suggested that the province also provide affordable housing targets within the proposed new PPS in consultation with municipalities. **It is recommended that the province provide definitions (e.g. affordable and attainable) and establish clear policy that enables the delivery of affordable housing and include definitions, policies and targets in the proposed new PPS.**

¹ low- and- moderate income households, as defined within the current PPS, means:

- a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the *regional market area*; or
- b) in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the *regional market area*.

Agriculture and Rural Lands

- 3.14 The agri-food industry is a key economic driver in the Region. With over 12,000 hectares of Durham in production, agriculture is one of the largest primary goods producing sectors within the region. Rural lot creation is a complex matter where the economic needs of the agricultural community are balanced with the preservation of agricultural land to ensure the viability of the Rural System. In southern Ontario where prime agricultural soils predominate, it is necessary to take steps to protect the agricultural land base by minimizing fragmentation and minimize the introduction of uses that are incompatible with efficient farming practices.
- 3.15 The Growth Plan identifies a Provincial Agricultural System that municipalities are required to implement. The proposed new PPS does not include this requirement, and instead “encourages” municipalities to use an agricultural systems approach. The Region has implemented the Provincial Agricultural System through its recently adopted ROP by completing a combination desktop exercise and on-the-ground assessment of the region’s rural area. This process validated many provincial determinations of additional prime agricultural areas and supported the retention of Major Open Space Areas to provide flexibility for some non-farming uses (Report [#2022-P-16](#)).
- 3.16 The proposed departure from Provincial Agricultural System mapping will result in less protection for prime agricultural areas and would make mapping in municipal official plans and protection of agricultural land in the long term more difficult. **It is recommended that the province uphold agricultural systems planning strengthen language in the proposed new PPS to require municipalities to use an agricultural systems approach.**
- 3.17 The proposed 2023 PPS would introduce a new policy framework allowing residential lot creation on rural lands and prime agricultural areas, including multi-lot residential development on rural lands and up to three new lots within prime agricultural areas. The ability to support the long-term stability and viability of agricultural lands would be eroded, due to increased conflict between sensitive uses and normal farm operations. The maintenance of rural character would also be at risk under this policy framework. **It is recommended that the proposed new PPS should allow the ability for limited lot creation on rural lands, but only if it is locally appropriate while discouraging residential lot creation in prime agricultural areas, aside from those created through surplus farm dwellings.**

Employment Areas

- 3.18 The proposed new PPS would permit the introduction of light industrial, manufacturing, and small-scale warehousing in SGAs, subject to them not having adverse effects near sensitive land uses. It does not address the impacts of having potentially higher volumes of truck traffic to/from and within SGAs. Allowing these employment uses within SGAs increases the potential for more conflicts between goods movement-focused traffic and transit. Introducing these uses outside of employment areas works against the benefits of transit investments and intensification in SGAs. **It is recommended that the province not permit light industrial, manufacturing and small-scale warehousing within SGAs as it would undermine the ability for sensitive uses, particularly residential uses, to locate within SGAs.**
- 3.19 It is recognized that the province views the introduction of housing into employment areas that do not need to be set aside for heavier industrial uses as a mechanism to increase housing supply and create mixed use, complete communities. However, **it is recommended that the province include policy language that will strengthen a municipalities' ability to require mixed use developments in these areas, and not solely residential developments, which could undermine the province's objectives related to complete communities.**

Infrastructure and Public Service Facilities

- 3.20 The proposed new PPS retains policy direction that requires that planning for infrastructure and public service facilities to be coordinated and integrated with land use planning and growth management. The retention of these policies are key to the delivery of growth-related infrastructure. Additional direction has been introduced that requires leveraging the capacity of development proponents when planning for infrastructure and public service facilities. It is unclear what the term "leverage the capacity of development proponents" means. The Region ensures a sustainable network of transportation, water and wastewater infrastructure, and public service facilities such as paramedic and police stations. These are provided in the appropriate locations and in an efficient and cost-effective manner to achieve Council's goal through the ROP of supporting orderly, sequential and phased development in Durham. There is inherent risk to introducing proponent-led projects to this process. **It is recommended that the province clarify the general intent of this proposed policy as it may be interpreted to mean that municipalities will be compelled to enter into agreements with proponents for the provision of infrastructure and public service facilities.**

Natural Heritage, Climate Change and Natural and Human-Made Hazards

- 3.21 According to the posted materials, natural heritage policies have not been included within the proposed new PPS as they are still under consideration by the province. Further, once proposed policies and definitions are ready for review and input, they will be made available through a separate posting on the ERO. It is concerning that natural heritage policies have been left out of the proposed new PPS because they are fundamentally linked to all other policy areas. Without them, the full impact of the proposed policy changes is unknown. **It is recommended that the province release proposed natural heritage policies and definitions as soon as possible and in turn allow stakeholders time to comment on the proposed new PPS holistically.**
- 3.22 Policies requiring municipalities to plan for climate change remain in the proposed 2023 PPS. However, language has been softened from “planning authorities shall” to “planning authorities shall plan to” address the impacts of a changing climate. Additionally, the proposed 2023 PPS is less prescriptive in how planning authorities can implement this direction. Reducing the importance of intensification to achieve complete communities, being more permissive related to settlement area boundary expansions, and providing less climate change specific direction for planning authorities, does not support the goals of achieving greenhouse gas emission reductions and preparing for the impacts of a changing climate.
- 3.23 In January 2020 Durham Regional Council declared a climate emergency that recognizes environmental sustainability and climate change as strategic priorities in Durham Region’s Strategic Plan and as a factor in the decisions of Regional Council. The Region is implementing programs to build more resilient infrastructure, communities and natural systems and reduce greenhouse gas emissions. The Region’s brand new Official Plan adopted May 17, 2023 includes policies to support these goals, but without directive policies within the proposed new PPS, they may be challenging to defend. **It is recommended that the province develop policy approaches to intensification and settlement area boundary expansions within the context of a changing climate.**
- 3.24 Proposed policies within the 2023 PPS related to natural hazards are consistent with those in the current PPS. The Region is supportive of this approach and will continue to work closely with our partner conservation authorities to direct development away from natural hazard lands. **It is recommended that the province include a policy framework for natural hazards within the final 2023 PPS to support municipalities in ensuring public health and safety, protecting property, and avoiding the creation of new or aggravation of existing natural hazards.**

3.25 The current PPS requires planning authorities to support, where feasible, on-site and local reuse of excess soil through planning and development approvals, while protecting human health and the environment. This policy direction has not been carried over into the proposed new PPS. **It is recommended that the province retain policy direction for on-site and local reuse of excess soil and provide planning authorities with guidance on how to accommodate expected increases in excess soil generated as residential development accelerates.**

4. Regional Comments on Bill 97 – the Helping Homebuyers, Protecting Tenants Act, 2023

4.1 Comments from the Commissioner of Planning and Economic Development dated May 5, 2023, are provided within Attachment 1 to this report. **It is recommended that these comments be endorsed as the Region’s comments on Bill 97.**

5. Other Comments

5.1 Bill 23 made changes to the Planning Act that, upon proclamation, would remove statutory approval authority under the Planning Act for the Region of Durham, along with six other upper-tier municipalities. The proposed approach to implementing the proposed new PPS indicates that this change will not take effect until “winter 2024 at the earliest”. The lack of certainty associated with this timeline is a challenge. **It is recommended that the province provide more definitive information about how and when legislation changes not yet proclaimed under Bill 23 are to be expected.**

5.2 The Region has submitted the new ROP that was adopted by Council on May 17, 2023, to the Minister of Municipal Affairs and Housing for approval. **It is recommended that the Minister approve the Region’s new ROP prior to bringing the proposed new PPS into effect, or alternatively, include specific mention within any transition provision regulations that the current PPS and Growth Plan continue to apply to Durham’s new ROP until such time that area municipal official plans are adopted.**

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. Objective 1.3, protect, preserve and restore the natural environment, including greenspaces, waterways, parks, trails and farmland;
- b. Objective 1.4, demonstrate leadership in sustainability and addressing climate change;

- c. Objective 2.1, revitalize existing neighbourhoods and build complete communities that are walkable, well-connected, and have a mix of attainable housing;
- d. Objective 3.5, provide a supportive environment for agriculture and agri-food industries; and
- e. Objective 4.1, revitalize community housing and improve housing choice, affordability and sustainability.

7. Conclusion

- 7.1 The province has released a suite of legislative and policy proposals through Bill 97 and the proposed new PPS that reflect a fundamental change to the Ontario planning framework. The underlying intent to get more homes built is understood, but questions remain as to whether these changes will result in better planning outcomes or make housing more affordable.
- 7.2 While efforts to streamline the current PPS and the Growth Plan, introduced through these proposals, are appreciated, staff have concerns surrounding how fundamentally growth planning, in particular is proposed to change. Key concerns include:
 - a. removal of population and employment forecasts;
 - b. relaxed requirements for settlement area boundary expansions;
 - c. increased permissions for rural residential development;
 - d. changing policy framework for employment areas; and
 - e. absence of natural heritage policies and definitions.
- 7.3 It is recommended that this report and its recommendations be endorsed and submitted to the Ministry of Municipal Affairs and Housing as Durham Region's formal response to the proposals.
- 7.4 Regional staff will keep Committee and Council apprised when Bill 97 receives Royal Assent and the 2023 PPS is finalized, and what changes are made.
- 7.5 This report has been prepared in consultation with the Regional Works Department, Corporate Services – Legal Services, Social Services – Housing Services, Durham Region Transit, and the CAO's Office.

8. Attachments

Attachment #1: Letter to the Ministry of Municipal Affairs and Housing – Durham Region Staff Comments on Environmental Registry of Ontario Postings #019-6821 and #019-6822, Proposed Bill 97 – the Helping Homebuyers, Protecting Tenants Act, 2023.

Respectfully submitted,

Original signed by

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

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer



Sent Via [Email](#)

May 5, 2023

Attachment 1

**The Regional Municipality
of Durham**

**Planning and Economic
Development Department**

Planning Division

605 Rossland Road East
Level 4
PO Box 623
Whitby, ON L1N 6A3
Canada

905-668-7711
1-800-372-1102
Fax: 905-666-6208
Email: planning@durham.ca
durham.ca

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

The Honourable Steve Clark
Ministry of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, Ontario
M7A 2J3

Dear Minister Clark:

**RE: Region of Durham Staff Response to Environmental
Registry of Ontario Postings #019-6821 and #019-6822
related to proposed Bill 97 – the Helping Homebuyers,
Protecting Tenants Act, 2023**

On April 6, 2023, the Helping Homebuyers, Protecting Tenants Act, 2023 (Bill 97) was released for comment on the Environmental Registry of Ontario (Postings #019-6821 and #019-6822). At the date of sending this letter, the Bill reached Second Reading (April 20, 2023). Bill 97 would make changes to the following pieces of legislation:

- Building Code Act, 1992
- City of Toronto Act, 2006
- Development Charges Act, 1997
- Ministry of Municipal Affairs and Housing Act
- Municipal Act
- Planning Act
- Residential Tenancies Act, 2006

The key changes proposed by this legislation include:

- various amendments to support the implementation of the More Homes Built Faster Act, 2022 (Bill 23);

- new fee refund provisions;
- new regulation-making authority for site plan control for 10 or less residential units;
- changes to rules surrounding appeals of interim control bylaws;
- new authority for Minister's Zoning Orders (MZOs);
- ministerial authority to require development agreements;
- changes to support the review of provincial policies and regulation-making authority for a new provincial policy document; and
- changes to employment area protections.

The comment period for this legislation closes prior to our next Council meeting. Please accept the following staff comments, which will be presented to the Regional Planning and Economic Development Committee at its June 6, 2023 meeting.

- 1) Bill 97 proposes changes pertaining to the conversions of residential rental properties and site plan control. These changes are applicable to the City of Toronto and local municipalities only. Regional staff have no comment.
- 2) Bill 97 proposes that the Minister of Municipal Affairs and Housing be provided the authority to exempt lands that are the subject of MZOs from complying with provincial policies and official plans, when other planning approvals are applied for, such as plans of subdivision. It is our understanding that this would give the Minister the ability to address circumstances where an MZO permits residential uses in an area where the official plan does not.

The Region previously provided recommendations to the province that, if implemented, would provide greater clarity as to how and when the MZO tool would be used (Report [#2020-P-30](#)).

With the increasing frequency of MZO requests, the Bill 97 proposal introduces further uncertainty related to ensuring future land use decisions made by way of an MZO represent good planning and in the public interest. It is recommended that the province not proceed with proposed expansions to Ministerial authority for MZOs and clarify what safeguards are in place to ensure that the aforementioned principles continue to be protected.

- 3) Bill 23 introduced exclusions to site plan control for developments consisting of less than 10 residential units. It is proposed through Bill 97 that site plan control may still be applied where these developments are proposed within 120 metres of a shoreline or 300 metres of a railway line. These measures will allow the approval authorities to include measures within a site plan agreement pertaining to noise and vibration from rail facilities, or flood risks in proximity to shorelines.

Although Regional staff are supportive of expanding the conditions under which site plan control may be applied, there are other factors that should be included. For example, in the case of small developments less than 10 units along existing arterial roads, a right-of-way widening may be required in favour of the municipality having jurisdiction (and in the case of higher order arterials, the upper-tier municipality, or where a development fronts a provincial highway, the Ministry of Transportation). Developments along arterial roads may also be susceptible to road noise, and requirements for mitigation of noise to achieve Ministry of Environment noise criteria are normally implemented through site plan agreements. It is recommended that the province either expand the criteria as noted above or continue to leave the application of site plan control to the discretion of the area municipalities. Other opportunities, including green infrastructure or low impact development approaches may also be provided in consultation with municipalities.

- 4) In April 2022, under Bill 109 – the More Homes for Everyone Act, 2022 a requirement was introduced that, as of January 1, 2023, municipalities were required to refund application fees if they failed to meet statutory deadlines for decisions on zoning bylaw amendments or site plan applications. The Region previously recommended that the province not proceed with the requirement to refund planning application fees (Report [#2022-P-9](#)). Bill 97 proposes to delay the commencement of these refund provisions to July 1, 2023.

Although Regional staff generally support a six-month extension to these provisions, staff recommend that the province reconsider this requirement entirely. The notion of the refund imposed through Bill 109 can lead to other unintended consequences, including adding to a backlog of cases at the Ontario Land

Tribunal (OLT), extending timelines through litigation, forcing decisions on applications without the benefit of considering the best information, adversely affecting the ability to negotiate better outcomes, and potentially undermining good working relationships between applicants and stakeholders.

- 5) Bill 97 would narrow the scope of “areas of employment” under the Planning Act to mean lands designated in an official plan for clusters of business and economic uses including (but not limited to) manufacturing uses, warehousing uses, but excluding institutional uses and commercial uses (which includes retail and office uses not associated with primary industrial uses). Although the Bill would allow lands within areas of employment that are used for other purposes to continue, there are instances where larger scale institutional uses are appropriate within Employment Areas. For example, college campuses (e.g., [Durham College - Whitby Campus](#)) and hospitals are land extensive and high employment generators. Other types of land extensive land uses may also be appropriate.

Regional staff are not supportive of this approach. It is recommended that the province continue to consult with the affected municipalities to arrive at a policy suite for areas of employment that better reflects the range of uses attributed to these areas. Further, it is recommended that transition provision regulations indicate that privately initiated employment area conversions not be permitted until such time as municipalities, in consultation with the province, are able to identify and assess how these core employment areas are to be protected.

- 6) Bill 97 proposes to make changes to section 38 of the Planning Act pertaining to ability to appeal the passing of an interim control by-law enacted by a local municipality. The Region was previously not able to appeal such a by-law due to the prior enactment of Bill 139, resulting in the delay of a needed supportive housing project. Although Bill 23 would, upon proclamation of Planning Act related provisions, restrict the ability of Durham to appeal such a decision, the removal of the appeal restrictions in Bill 23 for upper-tier municipalities together with the changes proposed through Bill 97 could help remove barriers to the delivery of Regional housing projects or facilities.

- 7) Amendments to the Municipal Act grant the Minister authority to make regulations governing certain powers of a local municipality, including regulations that would impose restrictions, limits and conditions on the power of a local municipality to prohibit and regulate the demolition and conversion of residential rental properties. The province should limit the scope of this authority to developments where there is a net benefit to the community including impacts to housing affordability and additional needs housing.

Thank you for the opportunity to provide input into Bill 97. Following the June 28, 2023 Regional Council meeting, staff will advise of any changes to the above noted comments.

Staff comments on the related proposed Provincial Planning Statement will be provided prior to the June 5, 2023 commenting deadline.

Sincerely,

Brian Bridgeman

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

From: [ca.office \(MNRF\)](mailto:ca.office@ontario.ca)
To: [Melanie Dolamore](mailto:Melanie.Dolamore@ontario.ca)
Subject: RE: Conservation Authority Inventories & Quarterly Progress Reports
Date: June 30, 2023 11:15:28 AM

Hello Melanie,

Thank you for providing the Ministry of Natural Resources and Forestry a copy of Kawartha Region Conservation Authority's quarterly inventory progress report, as required by O.Reg. 687/21 - Transition Plans and Agreements regulation under the Conservation Authorities Act. I am confirming receipt of the report.

We look forward to reviewing it and will reach out to you if we have any questions.

Have a great weekend,

Elizabeth Tompkins (she/her) | Policy Analyst
Conservation Authorities and Natural Hazards Section | Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

***Please Note:** As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats.*

From: Melanie Dolamore <mdolamore@kawarthaconservation.com>
Sent: June 30, 2023 9:35 AM
To: ca.office (MNRF) <ca.office@ontario.ca>
Cc: Mark Majchrowski <mmajchrowski@kawarthaconservation.com>; cao@clarington.net; Donna Teggart <dteggart@trentlakes.ca>; Elaine Baxter-Trahair <elaine.baxter-trahair@durham.ca>; Ingrid Svelnis <ingrid.svelnis@brock.ca>; Ken Nix <knix@scugog.ca>; Ron Taylor <rtaylor@kawarthalakes.ca>; Yvette Hurley <yhurley@cavanmonaghan.net>; Becky Jamieson <bjamieson@scugog.ca>; Cathy Ritchie <critchie@kawarthalakes.ca>; Cindy Page <cpage@cavanmonaghan.net>; fernando.lamanna@brock.ca; Jessie Clark (JClark@trentlakes.ca) <JClark@trentlakes.ca>; June Gallagher <clerks@clarington.net>; Ralph Walton (clerks@durham.ca) <clerks@durham.ca>
Subject: Conservation Authority Inventories & Quarterly Progress Reports

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good morning,

As required under O. Reg. 687/21 "Transition Plans and Agreements Under Section 21.1.2 of the Act", and per section 7 of O. Reg. 687/21, kindly find attached to this email the 5th progress report and Inventory of Programs and Services for Kawartha Conservation.

Kind regards,

Melanie Dolamore
Corporate Services Assistant
KAWARTHA CONSERVATION
277 Kenrei Road
Lindsay, ON K9V 4R1

Tel: 705.328.2271 ext. 216
Fax: 705.328.2286

KawarthaConservation.com

The Kawartha Conservation Administration Centre is open Monday to Friday, 8:30 a.m. to 4:30 p.m. Visitors are encouraged to schedule an appointment in advance to ensure an appropriate member of our team is available to assist you. For more information, visit us online at www.kawarthaconservation.com or call 705-328-2271.



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Ministry of Natural Resources and Forestry

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles et des Forêts

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



July 4, 2023

Good Afternoon,

Today, the government released a draft technical bulletin on the Environmental Registry of Ontario to support municipalities and conservation authorities with flood hazard mapping activities. The "[*ERO Posting #019-4706: Technical bulletin - Flooding hazards: data survey and mapping specifications*](#)", would replace Chapter J of the existing "*River and Stream Systems: Flooding Hazard Limit*" technical guideline.

The technical bulletin is to be applied when delineating the flooding hazard through mapping new, or updating existing, maps. It is intended to assist technical personnel experienced in mapping and geomatics in undertaking flood hazard surveying and mapping in Ontario, and if accepted, will become the definitive source of flood hazard data, survey and mapping guidance for use in Ontario.

A critical step in protecting people and property from flooding starts with identifying where flooding is expected to occur. This is most often achieved through flood mapping. Actions in [*Protecting People and Property: Ontario's Flooding Strategy*](#) commit the province to updating existing technical guidance used to support implementation of the natural hazard policies outlined within the proposed Provincial Planning Statement 2023. The MNRF is taking a multi-staged approach to updating its guidance.

Feedback on the draft technical bulletin will be accepted until September 5, 2023 through the Environmental Registry.

Sincerely,

Jennifer Keyes
Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry



Office of the Chief Administrative Officer
P.O. Box 9000, 26 Francis Street
Lindsay, ON K9V 5R8
(705) 324-9411, ext. 1296
www.kawarthalakes.ca

July 5, 2023

Kawartha Conservation
c/o Mr. Mark Majchrowski, CAO
277 Kenrei Park Road
Lindsay, ON K9V 4R1
Email: mmajchrowski@kawarthaconservation.com

Dear Mr. Majchrowski:

Re: 2024 Budget

The City has commenced our 2024 budget process and will be seeking budget approval from Council in the fourth quarter of this year. All City budgets are being prepared with a maximum target increase of 3% from previous year. If your organization is requesting funding significantly higher or lower than this target, then we request that you connect with the City prior to submitting your formal 2024 budget request.

All Boards and Agencies are expected to have their formal 2024 budget requests submitted to the City's Treasurer, Carolyn Daynes, no later than September 15, 2023. The 2024 budgets will be deliberated beginning in late September/October and will be finalized prior to the end of the year. The scheduled date for Agencies and Boards to present their budget to Council is November 2, 2023.

If you require assistance or wish to discuss 2024 budgets, please feel free to contact myself or Carolyn Daynes at 705-324-9411, ext. 1252 or email cdaynes@kawarthalakes.ca

Yours truly,

Ron Taylor
Chief Administrative Officer

CC: Mayor and Council
Director of Corporate Services
City Treasurer
City Clerk



Agenda Item #8.1

BOD Meeting #5/23

July 27, 2023

Page 1 of 2

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

From: Mark Majchrowski, CAO

Re: *Conservation Authorities Act* – Phase 2 Transition Activities

KEY ISSUE:

The *Conservation Authorities Act* and supporting O. Reg. 687/21 require the development of agreements with municipalities for programs and services not deemed mandatory by the Province, along with update reports to outline progress to this end.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the July 1, 2023, Progress Update Report, and circulation to the MECP and member municipalities in accordance with O. Reg. 687/21 be ratified, AND,

THAT, the staff report on Phase 2 Transition Activities related to *Conservation Authorities Act* changes be received.

The Ministry of the Environment, Conservation and Parks (MECP) released Phase 1 regulations to implement amendments to the *Conservation Authorities Act* on October 4th, 2021, which included a requirement to develop an inventory of programs and services. This inventory initiates the process for understanding the categories of services that a Conservation Authority provides and facilitates entering into agreements with participating municipalities on the costing of programs, which are to be entered into by January 1, 2024.

Phase 2 regulations outlining budget requirements were released on April 20, 2022, which are tied to the Phase 1 regulation requirements for the accounting of agreements with municipalities.

The development of agreements with municipalities for programs and services not deemed mandatory by the Province and updates to the Province in this regard are termed Phase 2 activities. The key regulations pertaining to Phase 2 transition period activities include:

- *Ontario Regulation 686/21: Mandatory Programs and Services*
- *Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services*
- *Ontario Regulation 402/22: Budget and Apportionment*

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act requires each conservation authority to develop agreements with its municipalities for programs and services which are Category 2 or Category 3

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



Agenda Item #8.1

BOD Meeting #5/23

July 27, 2023

Page 2 of 2

programs. The regulation also requires regular quarterly reporting to the Ministry of the Environment, Conservation and Parks on the progress of establishing agreements.

Phase 2 Transition Activities

The program and service inventory provides a base for determining which programs and services need to be accounted for in Memorandum of Understandings (MOUs), service level agreements or similar (Category 2 programs are provided at the request of or on behalf of a municipality) or through cost apportioning agreements (Category 3 programs which are deemed by the Board to be advisable to carry out, shared amongst participating municipalities). It includes an estimated annual cost of delivering the service or program and identifies the percentage of costs covered by different funding mechanisms.

The program and service inventory is being consulted on with our municipalities, and refinements may occur as MOUs are developed and the transition period matures. From this point through to January 1, 2024, the program and service inventory will be consulted on with our municipalities as MOUs and agreements are worked on.

The draft MOU which was brought forward and approved by the Board on May 25th with a few amendments, has been circulated to all participating municipalities and discussions or meetings to discuss the agreements are ongoing.

Much of the activity this past quarter was focused on adapting the preferred model to our organization, corresponding with participating municipalities on our draft MOU and adapting business activities of the Authority to new provincial legislation.

Inventory of Programs and Services

The inventory will be an evolving document as consultation with municipalities continue to occur, and as other refinements are identified. This inventory will set the stage for future budget deliberations, development of agreements, and the updating of existing agreements with municipalities.

No changes to the inventory were made during this reporting period.

Progress Reports:

Progress report #5 has been provided (Attachment #1) for ratification. The report was forwarded to the Ministry of the Environment, Conservation and Parks by the July 1st, 2023, deadline, fulfilling the legal requirement to do so, as well as copies circulated to our member municipalities.

This represents the fifth (5th) of six (6) progress reports required.

Transition Plan: Progress Report #5

In accordance with Section 21.1.4 of the *Conservation Authorities Act*

June 30, 2023



**KAWARTHA
CONSERVATION**

Discover • Protect • Restore

Transition Plan: Progress Update

Introduction

The Conservation Authorities Act requires Conservation Authorities to prepare Transition Plans outlining steps and timelines for the preparation of an Inventory of Program and Services and for the development and execution of funding agreements between Kawartha Conservation and participating municipalities.

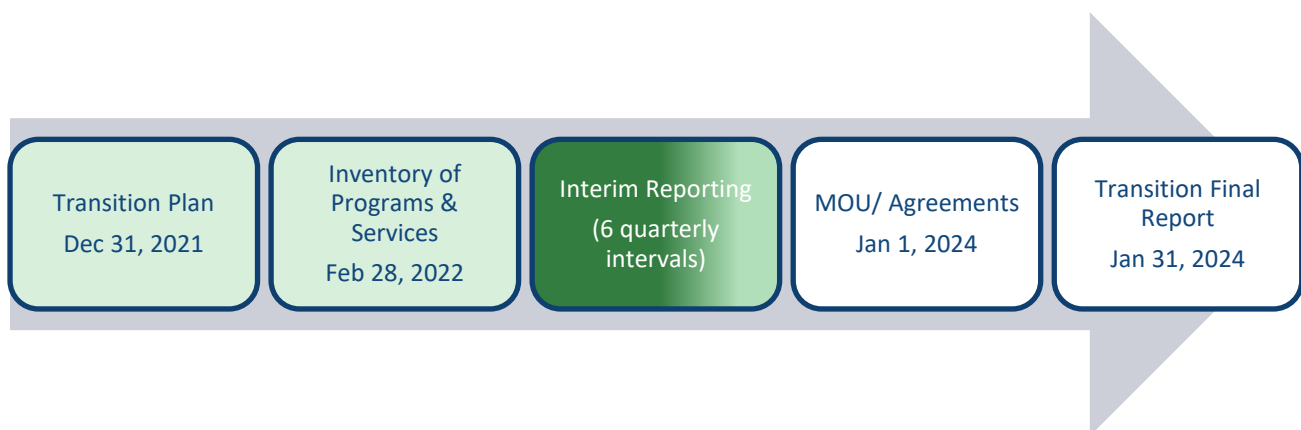
Funding agreements are to be struck for programs and services that are not deemed to be provincially mandatory core services outlined in the *Conservation Authorities Act* and associated regulations as outlined in Regulation 687/21 “Transition Plans and Agreements for Programs and Services” established under Section 21.1.2 of the Act.

A transition plan outlining steps to be taken to enter into agreements with participating municipalities that share geography with our watershed jurisdiction and an inventory of programs and services was completed. The City of Kawartha Lakes, Region of Durham (with representatives from its lower tier municipalities: Township of Brock, Municipality of Clarington, Township of Scugog), Municipality of Trent Lakes, and the Township of Cavan Monaghan are participating municipalities. Specified Municipalities are also being consulted during this transition period to keep abreast of the changes to the Conservation Authorities Act and transition, as recently released regulations identify the source protection program and service level agreements may exist with one or more of these municipalities.

This report is produced for the Ministry of Natural Resources and Forestry as per O. Reg. 687/21.

Note: The province aligned ministry portfolios recently, which shifted the Ministry responsible for Conservation Authorities; previously progress reports were submitted to the Ministry of the Environment, Conservation and Parks and future reports will be submitted to the Ministry of Natural Resources and Forestry.

Timelines and Deliverables



Transition Plan

The Transition Plan was required to be completed by December 31, 2021, and distributed to member municipalities, the Ministry and made publicly available. This was approved on November 25th, 2021 and distributed per regulatory requirements by December 10th, 2021 ([see Transition Plan](#)).

Inventory of Programs and Services

An inventory of programs and services was to be prepared and circulated to participating municipalities by February 28, 2022. This was approved by the board on February 24, 2022, and distributed per regulatory requirements by February 28th, 2022.

The inventory of programs and services will be classified as: mandatory, performed on behalf of a municipality, or determined for consideration of funding to municipalities. These categories are further identified in Section 21 of the *Conservation Authorities Act*.

The inventory includes an estimate of the annual cost of the service, sources of funding and the percentage attributed to each funding source, and may be refined as agreements are worked on, until January 1, 2024. Refinements are to be brought forward through the progress reports to the Ministry.

The inventory of programs and services was updated on February 23, 2023 and included in the previous progress report submitted to the Ministry ([see Inventory of Programs and Services](#)). No updates to the inventory have been performed since the last progress report.

Municipal Agreements

Agreements will be required to be in place by January 1, 2024, with participating municipalities for non-mandatory programs and services where municipal funds are required. An option to extend this timeline from the Ministry can be applied for no later than October 1, 2023, with supplied rationale.

We note, with the passing of Bill 23, our existing agreements with municipalities will need to be revisited and changed.

Interim and Final Reporting

Interim reporting is required to be submitted to the Ministry on a quarterly basis starting July 1, 2022, outlining progress on the development of municipal agreements and any changes in the inventory of programs and services. Future progress report required by October 1, 2023.

A final report is due to the Ministry on January 31, 2024, confirming that agreements are in place, and forwarding the final inventory of programs and services.

Progress Reports		
Progress Report #1	Per subsection 7 (3) of the regulation	Jul 1, 2022
Progress Report #2	Per subsection 7 (3) of the regulation	Oct 1, 2022
Progress Report #3	Per subsection 7 (3) of the regulation	Jan 1, 2023
Progress Report #4	Per subsection 7 (3) of the regulation	Apr 1, 2023
Progress Report #5	Per subsection 7 (3) of the regulation	Jul 1, 2023

Progress Report #6	Per subsection 7 (3) of the regulation	Oct 1, 2023
Final Report	Per subsection 9 of the regulation	Jan 31, 2024

Progress Update

The following outlines the progress on the development of cost apportioning agreements with partner municipalities, in accordance with the legislative requirements outlined in O. Reg. 687/21 (Transition Plans and Agreements for programs and Services under Section 21.1.2 of the Act), specifically S.7.(3). Section 21.1.2 in the regulation is specific to the “Other programs and services” offered by a Conservation Authority.

Summary of any comments or other feedback on the inventory submitted by a municipality:

No additional comments or other feedback on the inventory were noted by municipalities in this reporting period.

Additional follow-up will occur during the transition period, and where required, the inventory will be updated.

Changes made to the inventory to address municipal comments:

No changes were made to the inventory of programs and services during this reporting period. If further dialogue with municipalities results in changes to the inventory, they will be reflected in future progress reports.

Update on progress towards negotiating cost apportioning agreements with your participating municipalities:

We are in discussions around cost apportioning agreements with our participating municipalities and are focusing efforts to consult on draft cost apportioning agreements with these municipalities.

Staff had initial meetings in 2022 with the Municipality of Trent Lakes (June 9th), Municipality of Clarington (June 27th), Township of Brock (June 29th), City of Kawartha Lakes (July 18th) and Region of Durham (July 21st), to discuss the inventory and initiate discussions regarding cost apportioning agreements and next steps.

There is general agreement that the programs and services that a participating municipality may benefit from be captured in a general agreement with more specific agreements flowing from it. Major content of these agreements would need to be agreed upon by July 2023 to enable the development of a conservation authority budget in 2024 that conforms to the *Conservation Authorities Act*.

Staff drafted an MOU which was brought forward and approved by the Board on May 25th with a few amendments. The draft agreement has been circulated to all participating municipalities and discussions or meetings to discuss the agreement are ongoing. Staff met with the City of Kawartha Lakes (June 12th) to further discuss the implementation of new cost apportioning agreements and next steps utilizing the approved draft MOU within the timeline of January 1, 2024.

Outline of any difficulties experienced that might impact the ability to conclude cost apportioning agreements by transition date:

Optimal timelines to enter into cost apportioning agreements have been discussed in meetings with participating municipalities. Indications continue to suggest that the timelines are ambitious, and in most cases apportioning agreements may be struck by the transition date of January 1, 2024. Detailed discussions on the draft MOUs will need to conclude and be passed by Councils of the participating municipalities, which may still be possible, although timelines will have to line up well for this to occur. We note that extensive changes introduced as part of Bill 23 to the *Conservation Authorities Act* and the *Planning Act*, which not only affects our existing agreements with municipalities, but also affects the municipalities themselves, in addition to Provincial introduction of a review of regional government which will affect one of our participating municipalities.

The Region of Durham has indicated that the timelines may not be feasible to allow for the process of establishing agreements to be developed, agreed upon and endorsed; an extension may be required. We duly note that Bill 109 significantly impacts the Region of Durham and attention to apportioning agreements may be lesser priorities as significant work will be required by the Region to address the changes to their municipality.

We also note that our resources have been focused on achieving other transitional deliverables required by the *Conservation Authorities Act*, as well as deployment of internal resources to delivering mandatory programs and service areas for which there has been a labour shortfall. We are endeavoring to ensure that work continues on this front to make sure that we can fulfill our responsibilities. Further, attention has been focused on preparation of budgets which will require a significant reworking of our budget format, account coding and resource coding, implementing provisions identified within Bill 23 with our municipal partners, and earlier in the year, orientating our new Board members. These factors have directly impacted the development of cost apportioning agreements.



Agenda Item #8.2

BOD Meeting #5/23

July 27, 2023

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

From: Mark Majchrowski, CAO
Kristie Virgoe, Director, Stewardship and Conservation Lands

Re: Land Acquisition and Disposition Policy

KEY ISSUE: To seek approval for the draft Land Acquisition and Disposition policy.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the draft Land Acquisition and Disposition policy (WM 003) be approved.

BACKGROUND

As part of the update to the Conservation Authorities Act, O. Reg 686/21 outlines the details pertaining to the Mandatory Programs and Services offered by Conservation Authorities. Sections 9, 10 and 11 of this Regulation deal specifically with Conservation and Management of Lands. This section outlines several requirements that each Conservation Authority must have in place by December 31, 2024, including the following:

- A conservation areas strategy, for all lands owned or controlled by the authority including any interests in land registered on title.
- The development of one or more policies governing land acquisitions and land dispositions.
- A land inventory for every parcel of land the authority owns or controls.

Over the next year, staff will be undertaking these items to ensure compliance with the regulation. Our first step in this process is to bring forward an updated Land Acquisition and Disposition policy.

In 2011, an interim Land Securement Policy was established and approved by the Board in resolution #32/11. The intention was to update this policy on the completion of the Strategic Plan and Natural Heritage Study.

During the update of the interim Land Securement Policy we removed detailed procedural information identifying and describing the various styles of securement. This was done to allow flexibility as new programs, tools, and funding opportunities come into effect. In addition, we simplified the eligibility criteria to provide more clarity in

For more information, please contact Kristie Virgoe at extension 214.



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decision-making.

The attached policy update considered the goals of our new Strategic Plan 2022-2026, the Kawarthas Naturally Connected Natural Heritage Study 2012/2013, and the updates to the Conservation Authorities Act.

This policy outlines the general principles and criteria for land acquisition, the process for securing property, and the general principles guiding land disposition as required in O. Reg 686/21.

Kawartha Conservation

Draft Land Acquisition and Disposition Policy

July 2023

WM 003



**KAWARTHA
CONSERVATION**

Discover • Protect • Restore

**DRAFT**

Department: Stewardship and Conservation Lands	Title: Land Securement and Disposition Policy	Policy No: WM003
Responsibility: CAO	Approved by: Board of Directors - Resolution #	Date of Approval:
Cycle of review: 5 years		
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1.0 PURPOSE

This policy provides an administrative framework and evaluation under which future land securement of key properties by the Conservation Authority can be achieved, whether by design or in response to offers of land donations. The specific content of the appendices may be updated and/or amended from time to time, provided changes are consistent with the policy's original intent.

2.0 SCOPE

This policy sets out specific policies related to securement, appraisal, survey, and audit of environmental and liability factors for all lands being considered for securement and approval of property securement.

3.0 BACKGROUND

This policy has been established to provide an organized and justifiable basis for the evaluation of all properties that are offered for purchase, donation, or upon the initiative of Kawartha Conservation. All acquisition will be in accordance with provincial legislation, noted below.

Programs associated with the conservation and management of lands is a Category 1 program under the Conservation Authority's Act. As such, Kawartha Conservation's land securement actions will be guided by pertinent sections of the Conservation Authorities Act.

Current holdings are identified in our Conservation Land Inventory, which identify lands owned or managed.

4.0 GENERAL PRINCIPLES

The following principles will serve to guide the activities and priorities of Kawartha Conservation's land securement activities:

- 4.1 The long-term stewardship of lands important to the ecological function and integrity of our watershed and the securement of such lands is identified as a mandatory program area and "power of authority" identified by the province.
- 4.2 This policy sets out the program directions, goals, values, and approaches for land securement consistent with provincial legislation, natural heritage strategies, and our corporate Strategic Plan.

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- 4.3 Objectives and priorities for land securement are designed to contribute to natural area conservation and protection within our watershed while providing opportunities for low impact recreational activities.
- 4.4 Various land securement approaches may be used including conservation easement, fee simple ownership; life interest / lease back; partial taking; split receipts; bequests; option to purchase; right of first refusal; land exchange; cooperative land use agreement and limited development.

5.0 Principles and Management

- 5.1 Properties to be secured must have an approved securement budget prior to finalizing the execution of the securement agreement.
- 5.2 Properties to be secured must have a management evaluation plan prior to final execution of the securement agreement.
- 5.3 Management of secured lands must be consistent with Kawartha Conservation's protection goals and property conservation values.
- 5.4 Staff must recommend to all landowners that they need independent legal and financial advice.
- 5.4.1 Landowners who choose not to retain legal counsel and financial advice must sign off in writing accordingly.
- 5.5 A permanent and secure file on each secured property will be maintained.
- 5.6 In securing land, professional expertise will be engaged including legal, appraisal, survey, environmental assessment, stewardship advice and other identified expertise as required.
- 5.7 The most practical and cost-effective means in securing property rights will be pursued, commensurate with landowner interests, identified resource protection objectives and funding requirements.
- 5.8 Land securement will be approached on a willing donor/vendor basis and where there is a shared interest in protection and securement of properties, partner agencies will be engaged and worked closely with.
- 5.9 Charitable donation receipts will not be issued to landowners until all supporting documentation has been received including:
- 5.9.1 Lawyer's reporting letter enclosing all documentation respecting the property transfer and registration of easement or land donation; and

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- 5.9.2 Appraisal of the value of donation completed by an AACI (Accredited Appraiser Canadian Institution) accredited appraiser.

6.0 Criteria for Establishing the Eligibility of Land for Securement

- 6.1 Properties must be within the Kawartha Watershed.
- 6.2 Stronger priorities for its securement action will be placed on potential properties using the following criteria:
 - 6.2.1 **Sensitivity:** Areas identified as part of the Oak Ridges Moraine Conservation Plan, Kawarthas Naturally Protected, or similar provincially or regionally accepted strategy.
 - 6.2.2 **Size:** Properties that contain over 100 acres of significant natural features and functions.
 - 6.2.3 **Proximity:** Properties, including those that do not meet criteria 6.2.2, that are adjacent or integral to existing secured and protected properties.
 - 6.2.4 **Support:** Properties of interest to participating municipal and/or funding partners to support implementation of their environmental and/or greening strategies.
 - 6.2.5 **Significant Wildlife Habitat:** including species at risk, significant deer yards, fisheries habitat, and significant vegetation communities.
 - 6.2.6 **Provincially/Regionally Significant:** including Areas of Natural and Scientific Interest (ANSI - Earth and Life Science), provincially significant wetlands, environmentally significant areas or features, significant water resources (headwaters / floodplain).
 - 6.2.7 **Public Access:** including land identified with public outdoor recreation opportunities that relate to the Authority mandate.

7.0 Funding for Land Securement

- 7.1 Securement costs will include fees for land purchase costs (where applicable), professional services and program administration.
- 7.2 Securement activity will be funded from a variety of sources including grants, donations, and project specified revenues.

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7.2.1 Landowners will be asked to cover their own costs.

8.0 Land Securement Process

- 8.1 All potential land securement opportunities will be taken to the board for review and approval.
- 8.2 The CAO, supported by staff, is responsible for ensuring that the Property Securement Process and Checklist is followed and completed.
- 8.3 The Director of Stewardship and Conservation Lands is responsible to ensure that the Property Securement Process and Checklist is reviewed, updated, and submitted to the CAO for approval as required.
- 8.4 Kawartha Conservation may partner to acquire lands, where possible and appropriate, with other agencies to acquire lands. Such partnerships may require specific agreements to be considered on a case-by-case basis.
- 8.5 Appraisals will be completed and signed by an appraiser who is an accredited AACI (Accredited Appraiser Canadian Institute) in accordance with the Canadian "Standards" (Canadian Uniform Standards of Professional Appraisal Practice) of the Appraisal Institute of Canada for the following circumstances:
 - 8.5.1 All donations of land, bequests, and Conservation Easement Agreements.
 - 8.5.2 The purchase of a property with a fair market value must estimate greater than \$10,000.
 - 8.5.3 The purchase of any property where the asking price is deemed questionable by Kawartha Conservation.
 - 8.5.4 The purchase of land valued at less than \$10,000 will require an independent real estate appraisal in support of the value.
 - 8.5.5 Negotiation will occur in good faith. Negotiation will not occur when a price that is less than or exceeds the appraised value of the land by more than 10%.
- 8.6 Legal council must be retained to represent Kawartha Conservation's interest in all land securement dealings.
- 8.7 A Registered Plan of Survey must be received prior to finalizing any land acquisition. If an existing survey does not exist, we will pay to have one completed.
- 8.8 On a confidential basis, consultation with staff from the municipalities in which the subject property is located will occur to reduce duplication, identify, and resolve any

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municipal concerns, and examine opportunities to acquire the property through the development approval process.

9.0 Land Disposition

- 9.1 Disposal of surplus lands acquired through a land transaction will follow the disposal policies as outlined in the Conservation Authorities Act.
- 9.2 Bequests of surplus lands will not be accepted unless the donor clearly indicates in writing their approval for such lands to be disposed of.
- 9.3 Lands secured through donation will not be disposed of without the written consent of the donor unless the property is being donated to another conservation organization.
- 9.4 All potential land disposition will be taken to the board for review and approval.

10.0 Related Policies and Supporting Materials

Appendix 1: Land Securement Process Checklist

The following supporting materials assist in the implementation of this policy:

- Conservation Authorities Act: <https://www.ontario.ca/laws/statute/90c27#BK30>
- Conservation Land Inventory
- Gift Acceptance Policy (CS-007)
- Donor Recognition Policy (CS-008)
- Tangible Capital Assets Policy (FIN-001)
- Purchasing Policy (FIN-002)

APPENDIX 1: LAND SECUREMENT PROCESS CHECKLIST

1. Expression of Intent obtained in writing from property owner.
2. Project budget developed.
3. Project funding plan developed.
4. Securement opportunity brought to attention of the Board of Directors
 - a. A detailed report will outline how a potential property meets the criteria laid out in the policy.
5. Formal Board approval of project (initial approval for the negotiation process to begin and final approval for the negotiated results prior to legal registration). Initial and final approvals by the Board may be combined where appropriate to expedite projects that have urgency.
6. Property site assessment - Ecological Sensitivity Evaluation in the case of an Ecological Gift
7. Kawartha Conservation assessment, including potential management planning (e.g., habitat restoration, maintenance, inspection, and compliance management) prepared.
8. Interim Baseline Report prepared (in the case of a Conservation Easement Agreement)
9. Property survey conducted if one is not available
10. Property appraisal conducted by a certified land appraiser.
 - With respect to properties donated under the Eco-Gifts program, land evaluations (property appraisals) require formal approval by the program's Appraisal Review Panel.
11. Lawyer engaged - complete the title search for property.
12. Draft Agreement preparation (with donor and legal advice)
 - Donor opportunity to engage legal representation.
 - Survey or plans
 - Confirm owner fully aware of all financial and tax implications.
 - Project submission for Ecological Gift and tax receipt approval
13. Finalize the terms of Agreement with landowner.
14. Closing / registration
15. Income Tax receipt issued in the case of donations.
16. Liability and property insurance formally updated.
17. Publicity announcing securement as applicable.
18. Archival Baseline Report prepared in the case of Conservation Easement Agreements
19. Payment of taxes
 - Application for CLTIP or MFTIP as appropriate