



Board of Directors Meeting #2/24
Thursday, February 22, 2024
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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|--|--------------|
| 1. Adoption of Agenda | Page 1-2 |
| 2. Declaration of Pecuniary Interest | |
| 3. Approval of Minutes | |
| • BOD Meeting #1/24 | Page 3-12 |
| 4. Business Arising from the Minutes | |
| 5. Deputation – None | |
| 6. Presentations and Applicable Action Items | Page 13 |
| 6.1 Information Technology | |
| 6.2 Durham Watershed Planning | |
| 7. Staff Reports | |
| 7.1 Permits Issued by Designated Staff (January) | Page 14-18 |
| 7.2 2023 Annual Permitting Report | Page 19-25 |
| 7.3 Permit for Board Approval – 102 Sugar Bush Trail | Page 26-30 |
| 7.4 Watershed Based Resource Management Strategy | Page 31-34 |
| 7.5 Municipal Freedom of Information and Protection of Privacy Act – Annual Statistical Report | Page 35-45 |
| 7.6 CAO Report | Page 46-58 |
| 7.7 Correspondence | Page 59-104 |
| 8. Action Items | |
| 8.1 2024 Capital Budget and 2024 Budget Circulation | Page 105-197 |
| 8.2 Conservation Authorities Act – Phase 2 Transition Activities | Page 198-199 |



Board of Directors Meeting #2/24
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9. New Business

10. Reports and Updates from Board Members

11. Closed Session

11.1 Litigation or potential litigation, including matters before administrative tribunals (e.g., Ontario Land Tribunal), affecting the Authority;

11.2 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority

11.3 Personal matters about an identifiable individual, including employees of the Authority

12. Adjournment



Agenda Item #3

BOD Meeting #2/24

February 22, 2024

Page 1 of 1

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

From: Mark Majchrowski, CAO

Re: Approval of Minutes

KEY ISSUE:

To approve the minutes of Meeting #1/24 held on Thursday, January 25, 2024.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Board of Directors Minutes of Meeting #1/24 be adopted as circulated.

BACKGROUND

Minutes are attached for your review and approval.



Board of Directors Minutes of Meeting #1/24 Annual General Meeting

Meeting #1/24 was held on Thursday, January 25, 2024, in person, at the Kawartha Conservation Administration Centre. In the absence of the current Chair, Vice-Chair Warren called the meeting to order at 1:00 p.m.

Present: Pat Warren, Chair
Harold Wright, Vice-Chair
Peter Franzen, Director
Lloyd Rang, Director (Virtual)
Eric Smeaton, Director
Tracy Richardson, Director
Cria Pettingill, Director

Regrets: Robert Rock, Director
Gerry Byrne, Director
Mississaugas of Scugog Island First Nations (vacant)

Staff: Mark Majchrowski, CAO
Matthew Mantle, Director, Planning and Development Services
Jonathan Lucas, Director, Corporate Services
Nancy Aspden, Acting Director, Integrated Watershed Management
Melanie Dolamore, Corporate Services Assistant
John Chambers, Marketing and Communications Specialist
Melissa Creasy Alexander, Conservation Areas Technician
Nathan Rajevski, Assistant Watershed Resources Technician

Guests: None

FIRST NATIONS ACKNOWLEDGEMENT

The Chair of the meeting began meeting #1/24 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 – Election of Chair and Vice-Chair

RESOLUTION #1/24

MOVED BY: CRIA PETTINGILL
SECONDED BY: HAROLD WRIGHT

RESOLVED, THAT, Mark Majchrowski, CAO, be appointed as elections chair.

CARRIED

RESOLUTION #2/24

MOVED BY: PETER FRANZEN
SECONDED BY: PAT WARREN

RESOLVED THAT, in the event of a vote by ballot, that John Chambers and Kristie Virgoe be appointed as scrutineers; and

THAT, the ballots be cast electronically, and

THAT, all ballots be destroyed following the election.

CARRIED

The Elections Chair called for nominations for the position of Chair for 2024. One nomination was received from Director Franzen for Director Warren as Chair.

Nominations for Chair were called a second time, and a third time and final time with no further nominations.

The Elections Chair asked for a motion to close the nominations for Chair.

RESOLUTION #3/24

MOVED BY: TRACY RICHARDSON
SECONDED BY: HAROLD WRIGHT

RESOLVED, THAT, the nominations for the position of Chair be closed.

CARRIED

The Elections Chair asked Director Warren if they are willing to stand for the position of Chair. Director Warren accepted and addressed the Board, sharing their past experience as Chair of

the Board, thanking everyone for the honour to sit as the new Chair, and looking forward to working with staff and the members again toward a great year.

The elections Chair called for nominations for the position of Vice-Chair for 2024. One nomination was received from Director Warren for Director Wright as Vice-Chair.

Nominations for Vice-Chair were called a second time, and a third time and final time, with no further nominations received.

The Elections Chair asked for a motion to close the nominations for Vice-Chair.

RESOLUTION #4/23

MOVED BY: CRIA PETTINGILL

SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the nominations for the position of Vice-Chair be closed.

CARRIED

The Elections Chair asked Director Wright if they are willing to stand for the position of Vice-Chair. Director Wright accepted and addressed the membership and thanked the Board for their confidence.

The Elections Chair stepped down from the position and the newly appointed Chair of the Board of Directors, Pat Warren, assumed the Chair.

#2 - ADOPTION OF AGENDA

RESOLUTION #5/24

MOVED BY: TRACY RICHARDSON

SECONDED BY: ERIC SMEATON

RESOLVED THAT, the Agenda for Meeting #1/24 be adopted.

CARRIED

#3 – Declaration of Pecuniary Interest

None.

#4 – Approval of Minutes

RESOLUTION #6/24

MOVED BY: CRIA PETTINGILL

SECONDED BY: ERIC SMEATON

RESOLVED, THAT, the Board of Directors Minutes of Meeting #9/23 be adopted as circulated.

CARRIED

#5 – Business Arising from the Minutes

None.

#6 – Deputation

None.

#7 – Presentations and Applicable Action Items

RESOLUTION #7/24

MOVED BY: TRACY RICHARDSON

SECONDED BY: PETER FRANZEN

RESOLVED THAT, the presentation on our 2023 Year in Review be received.

CARRIED

RESOLUTION #8/24

MOVED BY: TRACY RICHARDSON

SECONDED BY: PETER FRANZEN

RESOLVED THAT, the 2023 Year in Review and Strategic Plan Accomplishments report be received.

CARRIED

The Chair congratulated everyone for a successful year in 2023.

RESOLUTION #9/24

MOVED BY: LLOYD RANG

SECONDED BY: GERRY BYRNE

RESOLVED THAT, the presentation on our Years of Service Awards be received.

CARRIED

#8 – Staff Reports

8.1 – Permits Issued by Designated Staff (December)

RESOLUTION #10/24

MOVED BY: TRACY RICHARDSON

SECONDED BY: CRIA PETTINGILL

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

Permits Issued:

2023-445 to 2023-479

Permits Revised:

2023-272, 2023-359, 2023-371, 2023-384

AND THAT, the Permitting performance report be received.

CARRIED

8.2 –Permit Application – 45 King St. W., - Omeme

RESOLUTION #11/24

MOVED BY: HAROLD WRIGHT

SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the permit application submitted pursuant to Ontario Regulation 182/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses to allow the construction of a residential dwelling with basement, attached garage, and modifications to an existing gravel driveway be approved and permitted.

CARRIED

8.3 –Strategic Actions Update – 4th Quarter

RESOLUTION #12/24

MOVED BY: CRIA PETTINGILL

SECONDED BY: ERIC SMEATON

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

CARRIED

8.4 – CAO Report

RESOLUTION 13/24

MOVED BY: TRACY RICHARDSON

SECONDED BY: PETER FRANZEN

RESOLVED, THAT, the CAO Monthly Report for meeting #1/24 be received.

CARRIED

8.5 – Correspondence

RESOLUTION #14/24

MOVED BY: CRIA PETTINGILL

SECONDED BY: HAROLD WRIGHT

RESOLVED, THAT, the attached correspondence be received.

CARRIED

#9 – Action Items

9.1 – Administrative Resolutions for 2024

RESOLUTION #15/24

MOVED BY: HAROLD WRIGHT

SECONDED BY: TRACY RICHARDSON

- 1) **RESOLVED, THAT,** the Royal Bank (Lindsay Branch) be appointed as the bank for Kawartha Region Conservation Authority for 2024.
- 2) **RESOLVED, THAT,** the Kawartha Region Conservation Authority may borrow from the Royal Bank, at the bank's prime rate of interest, up to the sum of THREE HUNDRED and FIFTY THOUSAND (\$350,000.00) DOLLARS necessary for its purposes until payment to the Authority of any grants and sums to be paid to the Authority by the participating municipalities; and,

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

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

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

- 3) **RESOLVED, THAT**, for the year 2024, the firm of Hicks Morley Hamilton Stewart Storie LLP, be appointed as solicitor for human resource matters, and,

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

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

- 3) **RESOLVED, THAT**, the brokerage firm Westland Insurance be appointed to coordinate our insurance policy in 2024.

CARRIED

9.2 – Funding Grant Application – Tourism Growth Program

RESOLUTION #16/24

MOVED BY: ERIC SMEATON

SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the application for the Tourism Growth Program be supported and that match funding be approved in principle from reserves.

CARRIED

9.3 – 2024 Draft Operating Budget

RESOLUTION #17/24

MOVED BY: CRIA PETTINGILL

SECONDED BY: HAROLD WRIGHT

RESOLVED, THAT, the Draft 2024 budget be updated to reflect any Board recommendations prior to circulation, AND,

THAT, the Draft 2024 budget be presented at the February meeting for endorsement.

CARRIED

9.4 – Conservation Authorities Act – Phase 2 Transition Activities

RESOLUTION #18/24

MOVED BY: LLOYD RANG

SECONDED BY: PETER FRANZEN

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

THAT, the draft agreement with the Regional Municipality of Durham be endorsed and the CAO be authorized to sign the agreement, subject to municipal support through council resolution supporting the draft agreement.

CARRIED

Mr. Majchrowski provided clarification regarding participating municipalities as identified in the Conservation Authorities Act and the relevance for MOU development with upper, lower, and single tier municipalities.

9.5 – 10-Year Climate Change Strategy

RESOLUTION #19/24

MOVED BY: ERIC SMEATON

SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the 10-Year Climate Change Strategy be endorsed.

CARRIED

Nathan Rajevski provided an overview of the development of the Climate Change strategy. Chair Warren thanked staff for the development of the strategy and identified the benefit of ongoing discussions between partners to further climate change actions in the watershed. A discussion on green standards for development and advancing climate change action was had as a board.

#9 – New Business

None.

#10 – Reports and Updates from Board Members

None.

#11 – Closed Session

None.

#12 – Adjournment

There being no further business, the meeting adjourned at 2:53 p.m.

RESOLUTION #20/24

MOVED BY: TRACY RICHARDSON

SECONDED BY: CRIA PETTINGILL

RESOLVED THAT, the Board of Directors Meeting #1/24 be adjourned.

CARRIED

Pat Warren
Chair

Mark Majchrowski
CAO



Agenda Item #6

BOD Meeting #2/24

February 22, 2024

Page 1 of 1

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

From: Mark Majchrowski, CAO

Re: Presentations

KEY ISSUE:

Presentations on Information Technology and the Durham Watershed Planning project.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the presentation on Information Technology be received.

RESOLVED, THAT, the presentation on Durham Watershed Planning be received.

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

Information Technology

Warren Dodd, Network Analyst and Administrator will provide highlights of our recent activities to improve information technology within the organization and key initiatives that we are looking forward to implementing in the future.

A staff report is not associated with this presentation.

Durham Watershed Planning

Brett Tregunno, Aquatic Biologist will provide a summary of the Durham Watershed Planning project activities over the last few years, including our approach and key findings related to verifying the presence of regulated features, hydrological features, and natural heritage features.

A staff report is not associated with this presentation.



Agenda Item #7.1

BOD Meeting #2/24

February 22, 2024

Page 1 of 3

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 (January)

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: 2024-001 to 2024-022, 2024-034
Permits Revised: 2023-211, 2023-223, 2024-007

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.

Table 1: Generalized Permit Processing Timeframes.

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

As displayed in Table 1, during the month of January, our team issued 23 permits and 3 permit revisions, and met approximately 78% of the metric for application review timelines and

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



Agenda Item #7.1

BOD Meeting #2/24

February 22, 2024

Page 2 of 3

observed 83% of permits issued within the Client Service Standard timeframes.

Our application review timelines have slightly decreased in terms of percentage of applications meeting guidelines. The actual number of applications that did not meet timelines was comparable to previous reporting periods, and the decrease can be attributed to significant staff time being allocated for end of year reporting during this reporting period.

Permit issuance statistics in terms of the percentage of applications meeting guidelines have also slightly decreased from the previous reporting period. This can again be attributed to staff time allocated towards end of year reporting. Permit applications continue to be reviewed and issued in a timelier manner than the majority of the 2023 annum.

Table 2: Number of applications meeting Client Service Standards for Permit Review and Issuance

Month	Application Review		Permit Issuance	
	No.	%	No.	%
January	18/23	78%	19/23	83%

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 3: Permits Exceeding Client Service Standards for Permit Review and Issuance

Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
January					
2024-012	Application Review	14	20	6	Delays due to resourcing challenges and workload
2024-013	Application Review	14	16	2	Delays due to resourcing challenges and workload
	Permit Issuance	21	23	2	
2024-014	Application Review	14	25	11	Facilitating customer service preferences (in person)
2024-016	Application Review	14	36	22	Delays due to resourcing challenges and workload
2024-017	Application Review	14	25	11	Delays due to resourcing challenges and workload
	Permit Issuance	21	24	3	
2024-018	Permit Issuance	21	26	4	Delays due to resourcing challenges and workload

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

**Agenda Item #7.1**

BOD Meeting #2/24

February 22, 2024

Page 3 of 3

Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over	Reason
2024-034	Permit Issuance	21	46	25	Reported potential violation after application deemed complete requiring site visit to confirm (investigated, no violation)

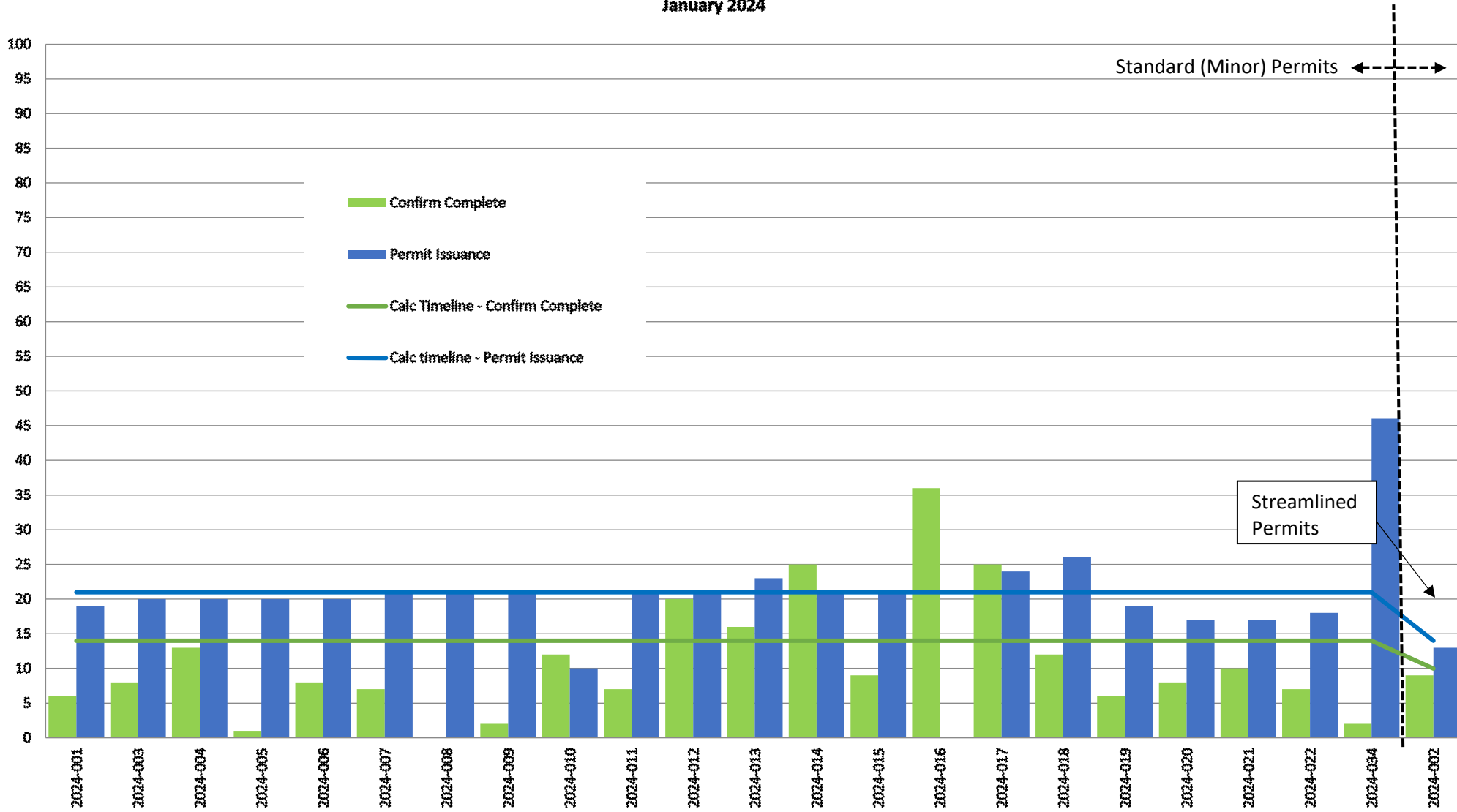
Please see attached reports for additional details.

Acknowledgements/Contributions from:

Will Chapple, Permitting Analyst

Amanda Brazeau, Administrative and Client Services

CALC Performance Reporting January 2024



PERMITS ISSUED					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2023-211 (REVISED)	Standard	116 William St N (McDonnell Park)	City of Kawartha Lakes	January 3, 2024	Revision to add roof construction and improvements to existing gazebo.
2023-223 (REVISED)	Standard	164 Morris Lane	Scugog	January 12, 2024	Revision to include shoreline erosion protection and associated drawings
2024-007 (REVISED)	Standard	593 Yankee Line	City of Kawartha Lakes	January 12, 2024	Revision to update contact information
2024-001	Standard	Wall St	City of Kawartha Lakes	January 2, 2024	Construction of a new residential dwelling and septic.
2024-002	Streamlined	62 Leslie Frost Lane	City of Kawartha Lakes	January 3, 2024	Demolition of existing seasonal cottage.
2024-003	Standard	1297 Old Mill Rd	City of Kawartha Lakes	January 8, 2024	Construction of a new 40'x104' storage shed.
2024-004	Standard	154 Ball Point Road	City of Kawartha Lakes	January 8, 2024	Construction of 15ft x 25 ft Boathouse on floating slab
2024-005	Standard	873 Cedar Glen Rd	City of Kawartha Lakes	January 8, 2024	Installation of armour stone and sloped rock for shoreline erosion protection.
2024-006	Standard	30 Butternut Dr.	City of Kawartha Lakes	January 11, 2024	Repairs to existing weeper pipes and placement of fill under 20 cubic metres including a sloped ramp on shoreline to protect existing piping.
2024-007	Standard	593 Yankee Line	City of Kawartha Lakes	January 11, 2024	Addition to existing barn and construction of a new agricultural storage building.
2024-008	Standard	1117 North Bay Dr	City of Kawartha Lakes	January 11, 2024	Shoreline erosion protection using armour stone and sloped rock.
2024-009	Standard	204 Beach Rd	City of Kawartha Lakes	January 11, 2024	Fill placement for the construction of a new driveway and gravel pad, construction of two accessory structures.
2024-010	Standard	520 Fralicks Beach Rd	Scugog	January 12, 2024	Open cut for the installation of residential gas service.
2024-011	Standard	47 Marsh Creek Rd	City of Kawartha Lakes	January 12, 2024	Installation of armour stone and sloped rock for shoreline erosion protection.
2024-012	Standard	26 Eastview Dr	Trent Lakes	January 12, 2024	Replacement of existing septic and exploratory excavation with minor ground floor addition to existing dwelling.
2024-013	Standard	225 Platten Blvd	Scugog	January 12, 2024	Decommissioning of existing sewage collection systems, installation of new septic tanks, pump tanks, and grade modifications for the installation of a new lift station for a cottage and RV resort.
2024-014	Standard	2955 Pigeon Lake Rd	City of Kawartha Lakes	January 12, 2024	Construction of a new garage with loft, new cabin, and raising existing mobile home to add new crawlspace and septic.
2024-015	Standard	Blythe Shore Road	City of Kawartha Lakes	January 12, 2024	Construction of a new residential dwelling, garage, installation of new septic, placement of 167 cubic metres of fill for foundation, grading works and a new gravel driveway, and installation of a new culvert for entrance.
2024-016	Standard	54 Williams Point Road	Scugog	January 12, 2024	Fill placement and construction of a new residential dwelling with attached garage.
2024-017	Standard	1222 Highway 7A	Scugog	January 29, 2024	Directional drill for the installation and maintenance of telecommunications cables and grade-level boxes.
2024-018	Standard	1449 Killarney Bay Rd	City of Kawartha Lakes	January 29, 2024	Construction of an additional story on existing residential dwelling and the demolition and reconstruction of a deck.
2024-019	Standard	165 Riverside Drive	City of Kawartha Lakes	January 29, 2024	Demolition and reconstruction of an in-water boathouse.
2024-020	Standard	438 County Road 36	Trent Lakes	January 29, 2024	Demolition of existing two-storey dwelling and reconstruction of new single-storey residential dwelling.
2024-021	Standard	75 Crescent Drive	City of Kawartha Lakes	January 29, 2024	Installation of armour stone and sloped rock for shoreline erosion protection and reconstruction of roof on existing on-shore boathouse.
2024-022	Standard	15650 Regional Rd 2	Brock	January 29, 2024	Construction of new 2-storey residential dwelling.
2024-034	Standard	43 Robinglade Ave	City of Kawartha Lakes	January 29, 2024	Demolition and reconstruction of storage shed.

**Agenda Item #7.2**

BOD Meeting #2/24

February 22, 2024

Page 1 of 5

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: 2023 Annual Permitting Report

KEY ISSUE:

A general summary of Kawartha Conservation's permitting activity in 2023, relative to Conservation Ontario's Client Service Standards (2019) and the CALC timeframes developed by the Province (2010).

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the annual permitting performance report for 2023 be received.

Background

Service standards for permit applications were initially specified by the Ministry of Natural Resources and Forestry (MNRF) in the "*Policies and Procedures for Conservation Authority Plan Review and Permitting Activities (2010)*".

As part of conservation authority commitment to improve client service and accountability and increase speed of approvals, Conservation Ontario (CO) Council endorsed the CO Client Service and Streamlining Initiative in April 2019. This initiative identified actions to be taken by conservation authorities (CAs), in order to help the Province achieve its objective of increasing housing supply while protecting public health and safety, and the environment. The actions were focused on improving client service and accountability, increasing the speed of approvals, and reducing red tape and regulatory burden. In June 2019, CO developed the *Guideline for Client Service Standards for CA Plan and Permit Review* to support the initiative (endorsed by CO Council in June 2019 and amended December 2019).

Critical to the focus on accountability, actions called for annual reporting in permitting timelines and particularly for high-growth CAs, monthly reporting. All CAs were encouraged to provide annual reporting on timelines to their Board of Directors and post it on their website. The guideline also recommended new service standards (best practice) for permitting approvals to be evaluated against in the annual report; these details are summarized below and shown in Table 1 (following page).

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



Agenda Item #7.2

BOD Meeting #2/24

February 22, 2024

Page 2 of 5

The timeline guideline recommended as a client service target for CAs represents a significant improvement to the timelines provided in the 2010 MNRF Guideline. The timeline guideline for major permits was reduced from 132 to 63 calendar days and a reduction from a total of 72 to 42 calendar days for minor permits (*all timelines presented exclude statutory holidays and the time required for the applicant to respond to CA comments on an application*). These timelines were endorsed by our Board in July 2019 as per Resolution #90/19.

Table 1: Client Service Standard Timelines (*revised in 2019*)

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

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



Agenda Item #7.2

BOD Meeting #2/24

February 22, 2024

Page 3 of 5

Application Process Step	Timeline
Decision (recommendation to approve or refer to a hearing or Comments to Applicant - Major application	<ul style="list-style-type: none"> • Within 28 days after a complete application is received. • Within 30 additional days upon receipt of each re-submission made to address CA comments.
Decision (recommendation to approve or refer to a hearing) Minor application	<ul style="list-style-type: none"> • Within 21 days after a complete application is received. • 15 additional days upon receipt of each re-submission

Beginning in 2020, CO recommended that high growth CAs should report at least annually to their Board of Directors on the timeliness of their approvals under Section 28 of the *Conservation Authorities Act*, and the annual report should be placed on the CA's website. Annual reporting amongst all participating Conservation Authorities is now occurring and summarized for information purposes at Conservation Ontario Council. Although we are not a high-growth CA, we have been reporting on our permitting performance since 2010 when guidelines were originally set and have been reporting this information to Conservation Ontario since 2020.

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

Permitting Performance for 2023

Using guidance provided from Conservation Ontario, Table 2 summarizes Kawartha Conservation's general permit performance for 2023 and Table 3 provides the detailed information for the types of permits in relation to the current Provincial standard and Conservation Authority adopted standard.

**Agenda Item #7.2**

BOD Meeting #2/24

February 22, 2024

Page 4 of 5

Table 2: Annual Reporting for Section 28 Permits: Client Service Timelines (CO)

Annual Reporting on Timelines for Permissions under Section 28 of the CA Act	Number of Permits Issued Within Policy and Procedure timelines for Complete Application & Issuance	Number of Permits Issued Outside of Policy and Procedure Timelines	Reason for Variance from Policy and Procedure (Optional)
478 Total Permits (this does not include Permits which were revised or extended)	222 Permits 263/478 – Complete Application 399/478 - Issuance	256 Permits 215/478 – Complete Application 79/478 - Issuance	Delays due to resourcing challenges and workload

As illustrated in Table 2 above, 46% of Permits (222 of 478) met both Conservation Ontario timeframes while 54% of Permits (256 of 478) were not processed by staff within the Conservation Ontario Client Service Standard timeframes as established. Additionally, it should be noted that during 2023, the permitting team faced challenges with workloads due to staff resourcing issues that affected ability to meet timelines.

Table 3: Annual Reporting for Section 28 Permits – Conservation Ontario Reporting Matrix

Number of Permits Issued Within Policy and Procedure timeline (CALC)		Number of Permits Issued Outside of Policy and Procedure Timeline – (CALC)		Reason for Variance from Policy and Procedure (Optional)				
Major	Minor	Major	Minor	Major	Minor			
3	394	0	81	Delays due to resourcing challenges and workload	Delays due to resourcing challenges and workload			
Number of Permits Issued Within CO Guideline timeline			Number of Permits Issued Outside of CO Guideline timeline			Reasons for Variance from Guidelines (Optional)		
Major	Minor	Routine	Major	Minor	Routine	Major	Minor	Routine
2	294	14	1	157	10	Delays due to resourcing challenges and workload	Delays due to resourcing challenges and workload	Delays due to resourcing challenges and workload

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



Agenda Item #7.2

BOD Meeting #2/24

February 22, 2024

Page 5 of 5

As illustrated in Table 3 above, approximately 83% of Permits issued (397 of 478) met the Provincial CALC Guideline timelines for issuing permits while approximately 65% of Permits issued (310 of 478) met Conservation Ontario timeframes. As outlined in the reasons for variance in Table 2, 2023 faced challenges with workloads due to resourcing (e.g., staff resourcing, staff training, etc.).

Conclusion

Founded in statistical analysis, 2023 was a challenging year in terms of processing permit applications as we experienced a vacancy that required support from other departmental staff until we were able to fill the position. The percentage of permits meeting the Conservation Ontario timeframes for notice of a Complete Application is approximately 55%, and for Permit Issuance is approximately 83%.

A graphic illustrating information tied to the Permitting Performance Annual Report for 2023 is attached to this report.

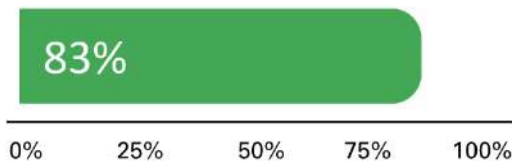
Permitting Performance Annual Report 2023

Permit review and issuance timelines set by the Province of Ontario identify that all minor and major permits be reviewed within 21 days of receipt of complete application and that minor permits be issued within 30 days of deeming the application complete, while major permits be issued within 90 days of deeming the application complete. These standards are further refined by conservation authorities through our Client Service Initiatives in 2019. Kawartha Conservation strives to meet these more rigorous timelines which recommend that minor permits be reviewed within 14 days, and major permits be reviewed within 21 days of receipt to ensure a complete application was submitted. Once a permit application is deemed “complete” a permit should be issued within 21 days. Major permit applications, which are more complex and involve greater review time, have a 28-day review period.



397 permits were issued within Provincial Policy and Procedure timeline.

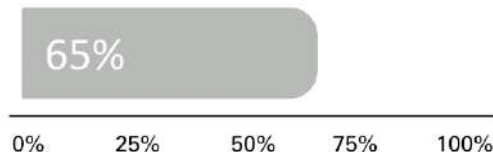
Issued Within Provincial Timeline



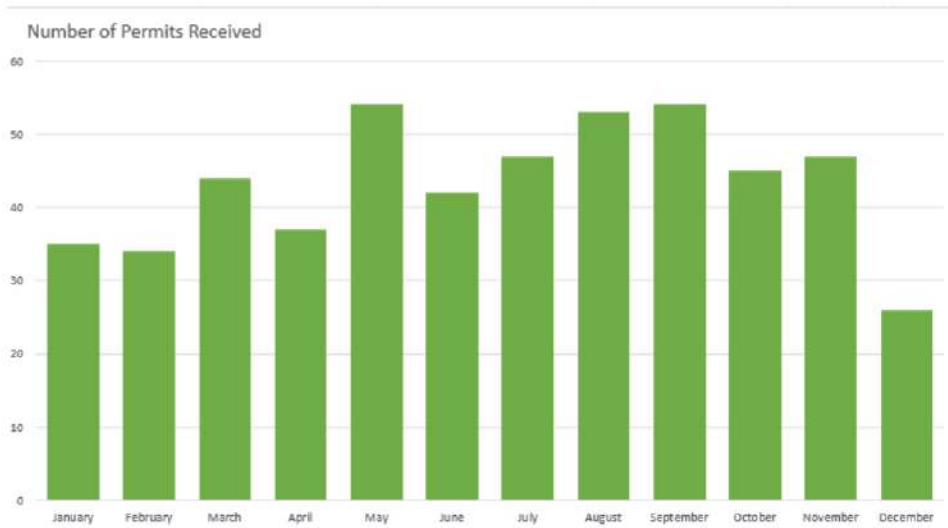
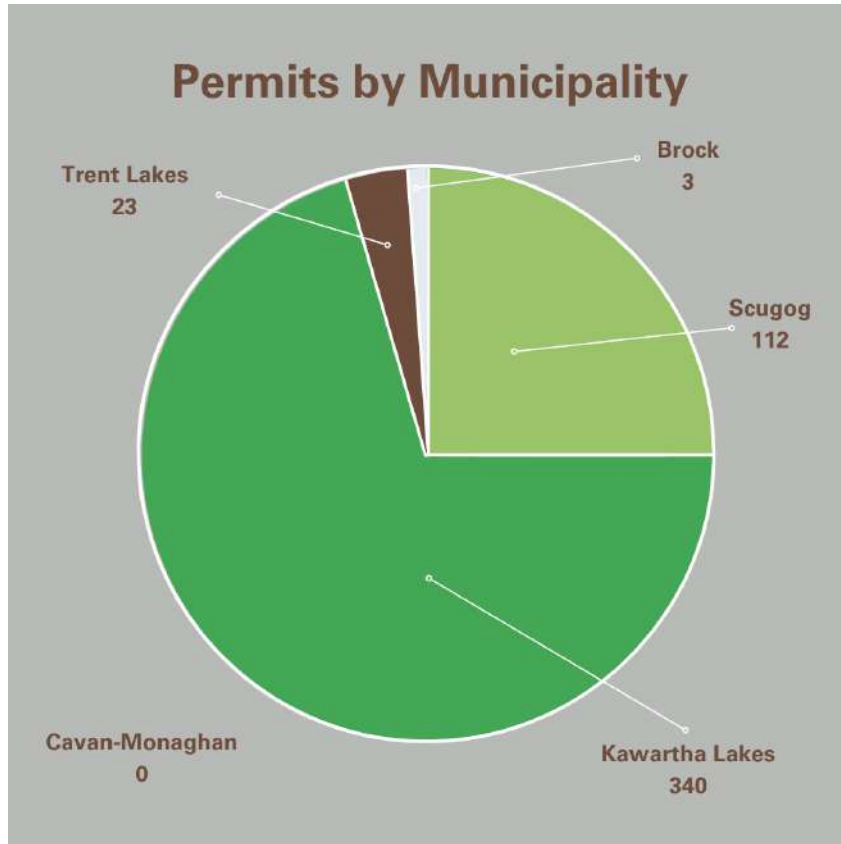
Note: This is the time it takes between receiving a complete application and all relevant info to conduct a review of a permit and issuing the permit to Applicant.

310 permit applications were issued within the Conservation Ontario Client Service Standard timeline.

Issued Within CO Timeline



Note: This is the total time it takes between receiving the application and all relevant info to conduct a review of a permit, then issuing the permit”.



2023 Monthly Permit Activity

This data shows monthly Permits completed and issued by staff each month in 2023





Agenda Item #7.3

BOD Meeting #2/24

February 22, 2024

Page 1 of 5

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: Permit Application – 102 Sugar Bush Trail, Geographic Township of Fenelon,
City of Kawartha Lakes

KEY ISSUE:

Approval of a permit application, where the development proposed is beyond delegated staff authority as the development does not meet all the Board approved policies for regulating development in natural hazards (size of boathouse and partial second story proposed for the boathouse).

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the permit application submitted pursuant to Ontario Regulation 182/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses to allow the demolition and reconstruction of an in-water boathouse at 102 Sugar Bush Trail, City of Kawartha Lakes, be approved and permitted.

Introduction

The proposed development involves the demolition and reconstruction of an in-water boathouse within the Cameron Lake flooding hazard. The proposal includes the demolition of an existing in-water boathouse and reconstruction of a new in-water boathouse and attached storage structure with a total floor area of approximately 211m², anchored to the existing concrete foundation. The proposal meets the majority of Board-approved policies with the exception of the total area of the proposed structure exceeding the identified maximum 80m² size for in-water boathouses within the flooding hazard, and a portion of the reconstructed boathouse including a second storey, thereby requiring Board of Director approval. The proposal also includes the demolition of an existing accessory structure, which already adheres to all Board-approved policies outlined in the Plan Review and Regulation Policies. The application does not include the importation of fill to the property from an off-site source.

Background

The subject land is located on the east shoreline of Cameron Lake, northwest of Fenelon Falls, Ontario. Cameron lake borders subject property along the north, east, and south property boundaries. The Sugar Bush Trail right-of-way borders the west property boundary.



Agenda Item #7.3

BOD Meeting #2/24

February 22, 2024

Page 2 of 5

The location of the existing in-water wet slip boathouse to be demolished is approximately 84 m from the western property boundary and approximately 30 m from the western property boundary. The existing structure is anchored to the shoreline facing Cameron Lake to the north, as shown in Figure 2 below.

The proposed in-water boathouse is approximately 68 m from the eastern property boundary, 20 m from the southern property boundary, and approximately 82 m from the western property boundary. The proposed structure is anchored to the existing concrete foundation on the shoreline, facing Cameron Lake to the east, as shown in Figure 2.

Analysis

Kawartha Conservation is in receipt of a permit application to facilitate the demolition of an existing in-water wet slip boathouse and reconstruction of a new in-water boathouse with an attached storage structure for a total floor area of 211m². Please see Figures 1 and 2 for the location and area of the proposed demolition and reconstruction.



Figure 1: Subject Property

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



Agenda Item #7.3

BOD Meeting #2/24

February 22, 2024

Page 3 of 5

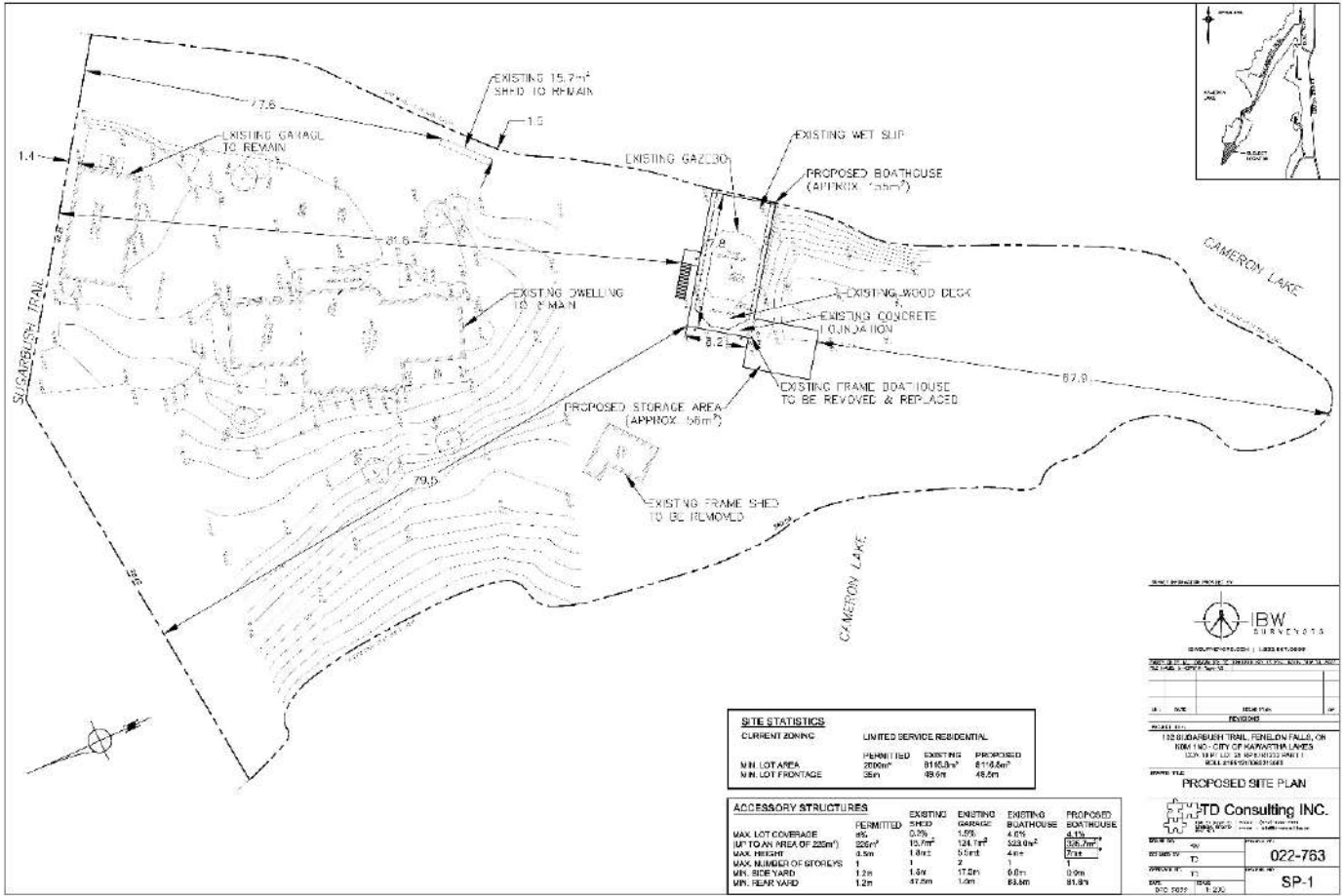


Figure 2: Site Plan

The current Board-approved policies have stipulations regarding constructing within a flooding hazard and in this case, the following policies have elements that apply to the proposed development.

The boathouse will be constructed partially within Cameron Lake, anchored to the shoreline, and will be constructed below the regulatory flood elevation of Cameron Lake of 255.7 metres above sea level (m ASL). Therefore, the following Accessory Building or Structures policy section 4.5.2(29) will be used in the preparation of a permit. Due to the presence of an existing boathouse in the same location of the proposed build, it was determined that the structure is unlikely to have a significant impact on the natural contour of the shoreline, and there is negligible impact expected on near-shore littoral processes as the overall function and design of the shoreline will remain relatively unaltered from existing conditions.



Agenda Item #7.3

BOD Meeting #2/24

February 22, 2024

Page 4 of 5

SPECIFIC POLICIES TO PROHIBIT OR REGULATE DEVELOPMENT – FLOODING HAZARDS

Accessory Buildings or Structures

4.5.2(29) In-water boathouses within a flooding hazard may be permitted to be constructed, expanded, replaced and/or relocated provided it can be demonstrated that:

- the structure does not impede the flow of water;
- there is no habitable floor space associated with the structure and there is no opportunity for conversion into habitable floor space in the future (to ensure no habitable component, the boathouse shall be limited to a single-storey only and shall contain no services other than electricity);
- the total size of the structure does not exceed 80 metres²;
- the structure is firmly anchored and attached to the shoreline; and,
- the structure does not alter the natural contour of the shoreline; there is no impact on near-shore littoral processes.

As this property is within the known flooding hazard of Pigeon Lake, permit conditions will be applied to ensure that all electrical outlets within the new boathouse will be located at least 0.3 m above the regional flood plain elevation, for a total minimum elevation of 256.0 m ASL. Shelves anchored to the structure above an elevation of 256.0 m ASL will permit safe storage of materials above the floodplain elevation. In addition, permit conditions will be applied to ensure that there is no habitable floor space and no conversion to habitable floor space in the future, including that the structure contain no services other than electricity, and that it remain uninsulated.

Despite the proposal including an additional storey for a portion of the boathouse, the bottom floor is covered by the wet slip. The second storey is proposed to be open to the floor below to provide extra head space and as a result, staff are confident that there is no opportunity for conversion to habitable floor space in the future. The attached storage structure is located above an elevation of 256.0 m ASL, thereby achieving dry-floodproofing guidelines for Cameron Lake in accordance with the Board-approved Plan Review and Regulation Policies (revised 2013).

As outlined in the sections above, it is of staff opinion that, due to the nature of the development, the proposed development will have minimal impact on the function of Pigeon Lake from a natural hazard perspective as determined by site review and the nature of the proposal.

Summary

The proposed demolition of an existing in-water boathouse and reconstruction of an in-water boathouse with attached storage structure for a total floor area of 211m² can satisfy Kawartha Conservation policies pertaining to the requirements and conditions for



Agenda Item #7.3

BOD Meeting #2/24

February 22, 2024

Page 5 of 5

constructing within a flooding hazard, except for the policy stipulating the maximum size of the boathouse be 80m² and that the structure be limited to a single storey. Staff are of the opinion that the proposed development will not increase the flood risk to public safety or property damage from a natural hazard perspective.

Acknowledgements/ Contributions from:

Will Chapple, Permitting Analyst

Note: File #PRGK-567



Agenda Item #7.4

BOD Meeting #2/24

February 22, 2024

Page 1 of 4

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

From: Mark Majchrowski, CAO
Nancy Aspden, Acting Director, Integrated Watershed Management

Re: Watershed-based Resource Management Strategy

KEY ISSUE:

To provide the Board of Directors with an introduction to the development of the Watershed-based Resource Management Strategy.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the staff report on the development of the Watershed-based Resource Management Strategy be received.

BACKGROUND

The province recently introduced [Ontario Regulation 686/21: Mandatory Programs and Services](#), which sets out the Mandatory Programs and Services which must be delivered by all conservation authorities in Ontario.

The regulation requires all Conservation Authorities to prepare a Watershed-based Resource Management Strategy (the 'Strategy'), to be made available to the public by December 31, 2024.

The purpose of the Strategy is to assist conservation authorities with evolving or enhancing the delivery of their core programs and services, and to improve efficiencies and the effectiveness of this core programming.

As detailed in the regulation, the Strategy shall include the following components:

- Guiding principles and objectives that inform the design and delivery of the programs and services that the authority is required to provide.
- A summary of existing technical studies, monitoring programs and other information on the natural resources the authority relies on within its area of jurisdiction or in specific watersheds that directly informs and supports the delivery of programs and services.

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



Agenda Item #7.4

BOD Meeting #2/24

February 22, 2024

Page 2 of 4

- A review of the authority's programs and services provided for the purposes of:
 - Determining if the programs and services comply with the regulations,
 - Identifying and analyzing issues and risks that limit the effectiveness of the delivery of these programs and services, and
 - Identifying actions to address the issues and mitigate the risks identified by the review and providing a cost estimate for the implementation of those actions.
- A process for the periodic review and updating of the watershed-based resource management strategy by the authority that includes procedures to ensure stakeholders and the public are consulted during the review and update process.

Regulation 687/21 sets out to focus on provincially mandated programs and services, however, it does allow flexibility for the inclusion of both Category 2 and Category 3 programs and services provided by conservation authorities where MOUs struck with participating municipalities identify their inclusion. The MOUs that have been struck with our municipalities include the ability to include programs and services that are delivered on behalf of municipalities, and which have been determined by the board to be advisable. This strategy will cover programs and services across all categories.

Kawartha Conservation last produced a comprehensive Watershed Management Strategy in 1982, as a requirement by the province of all 'newly established' conservation authorities.

APPROACH AND TIMELINE

Starting in 2024, Kawartha Conservation staff began the work of developing this new strategy. To assist in ensuring the strategy meets regulatory requirements, staff will be following a framework outlined in a Conservation Ontario publication, *Guidance on the Conservation Authority Mandatory Watershed-based Resource Management Strategy – January 2023*. (Figure 1).

This framework provides a tiered approach and sets out key components of the strategy that need to be addressed, such as setting principles/objectives, characterizing the watershed, identifying issues, mitigating risks, and the implementation, review, and timeline for updating the strategy.

As we work through key components of the framework, we will be seeking consultation throughout from staff, municipal partners, First Nations communities, academia, and the public.

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



Agenda Item #7.4

BOD Meeting #2/24

February 22, 2024

Page 3 of 4

Watershed-based Resource Management Strategy Framework

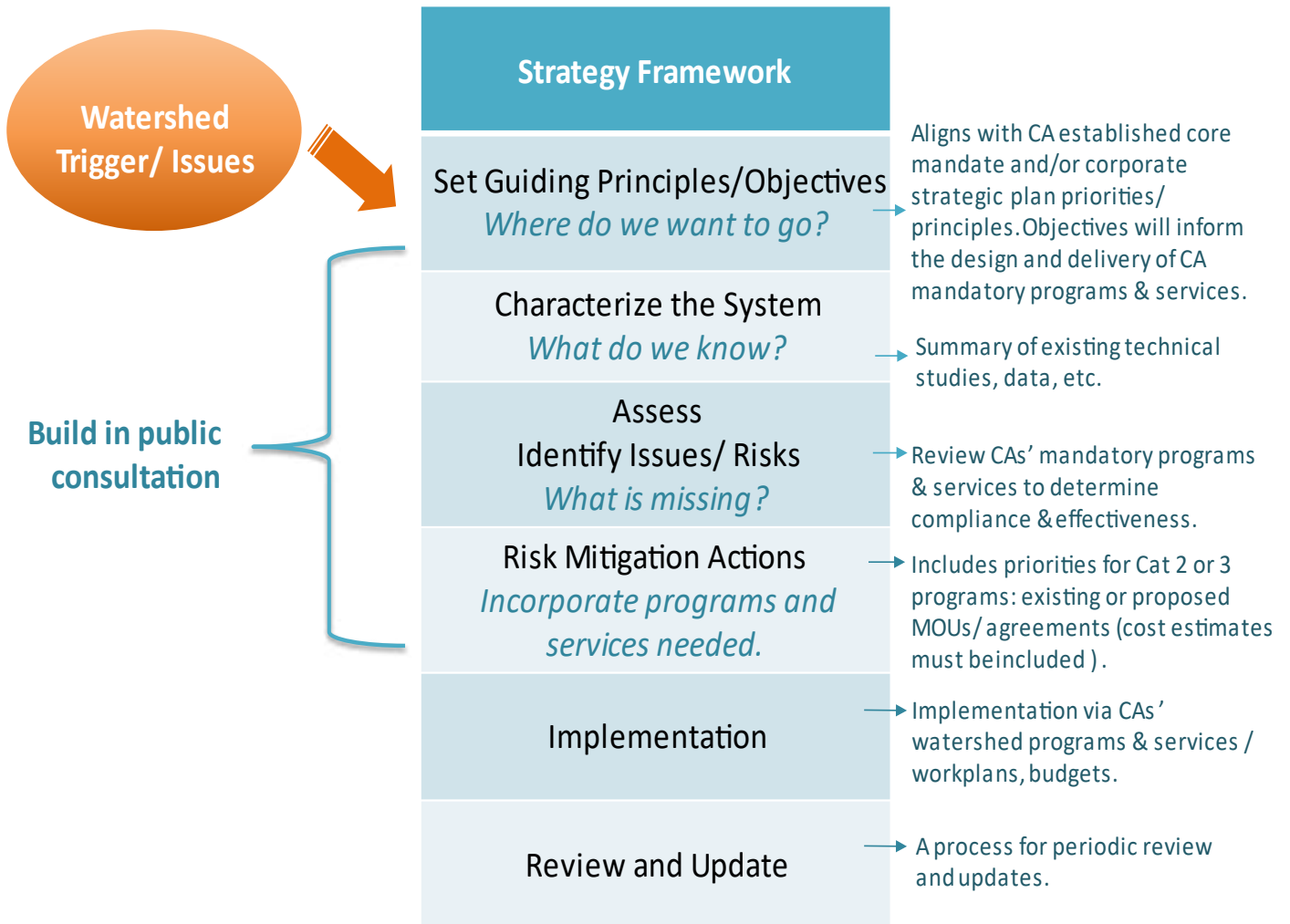


Figure 1. A visual framework approach to developing the required Watershed-based Resource Management Strategy.



Agenda Item #7.4

BOD Meeting #2/24

February 22, 2024

Page 4 of 4

A high-level timeline and process for the development of the Watershed based Resource Strategy is shown below (Figure 2).

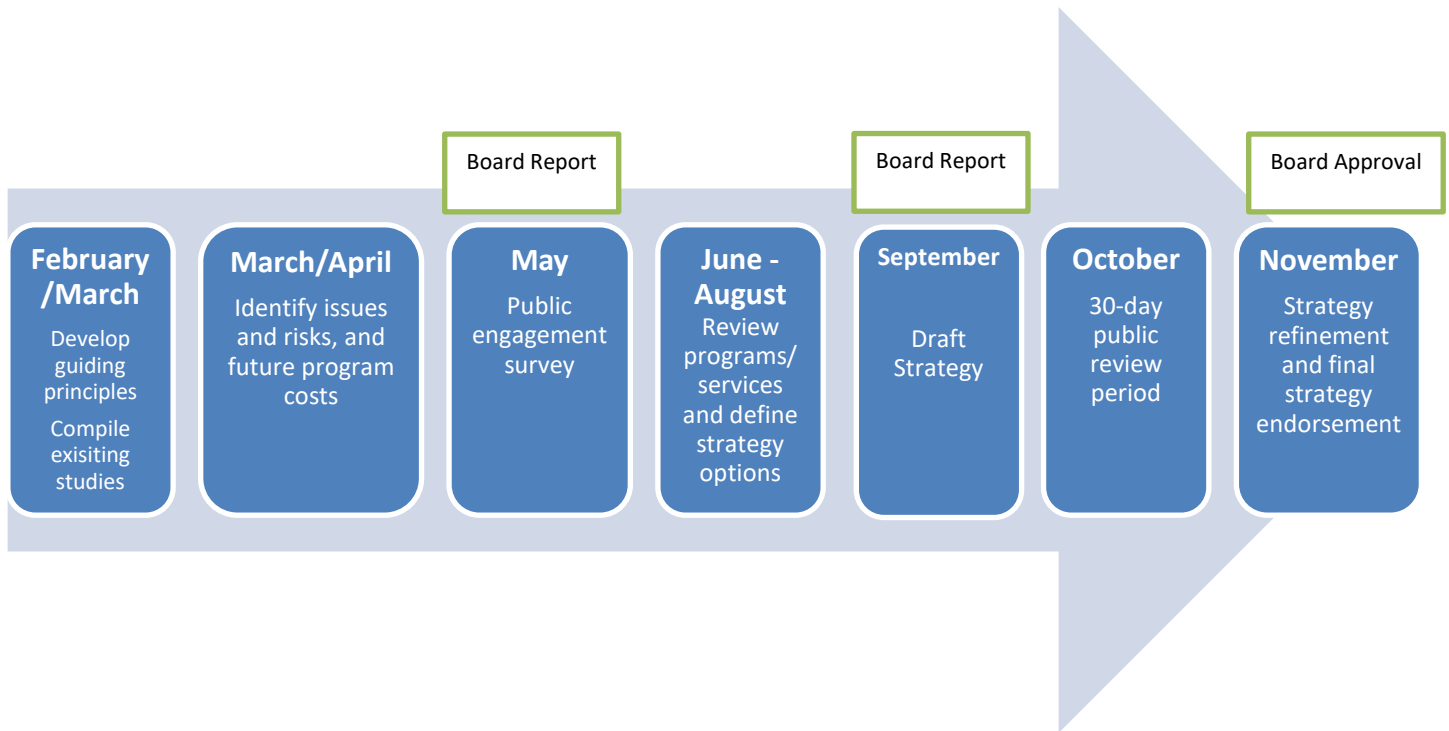


Figure 2. Timeline of key milestones.

NEXT STEPS

Over the next few months as we navigate through the first tiers of the framework, we will be establishing a strategic guidance group consisting of municipal partners, academia, and staff to help review materials and provide feedback on key milestones. We will also be reaching out to First Nation communities to seek their feedback on this initiative. In May we will bring back to the Board of Directors a project update including results from the public engagement survey being initiated in early spring.

Acknowledgements in the preparation of this report:

Brett Tregunno, Aquatic Biologist

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



Agenda Item #7.5

BOD Meeting #2/24

February 22, 2024

Page 1 of 3

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

From: Mark Majchrowski, CAO

Re: *Municipal Freedom of Information and Protection of Privacy Act* Annual
Statistical Report

KEY ISSUE:

To provide the Board of directors with an overview of the number and types of requests made to Kawartha Conservation through the *Municipal Freedom of Information and Protection of Privacy Act* in 2023.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the *Municipal Freedom of Information and Protection of Privacy Act* 2023 Annual Statistical Report be received for information.

BACKGROUND

The *Municipal Freedom of Information and Protection of Privacy Act* (the Act) provides individuals with a right of access to certain records and personal information under the control of institutions covered by the Act. At Kawartha Conservation, this may include, but is not limited to, permits and supporting documentation, financial, environmental, watershed and land use reports, and violation records. Individuals also have the right to request access to their own personal files and may request changes and/or additions to those records.

Under Section 3 (1) of the Act, "The members elected or appointed to the board, commission or other body that is an institution other than a municipality may designate in writing from among themselves an individual or a committee of the body to act as head of the institution for the purposes of this Act" At Kawartha Conservation, the Chief Administrative Officer position is appointed by the Board to act as the Freedom of Information Head. The Corporate Services Assistant position acts as the Freedom of Information Coordinator for the purpose of coordinating responses to requests for information pertaining to the act.

Together, the Freedom of Information Head and Coordinator are responsible for ensuring that each request received to our office is reviewed, and in working with appropriate staff where required, to determine what, if any, information may be released, while operating within the legislative requirements and timelines established within the Act.

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



Agenda Item #7.5

BOD Meeting #2/24

February 22, 2024

Page 2 of 3

2023 STATISTICAL REPORTING

By April 1st of each year, the Information and Privacy Commissioner (IPC) requires institutions to report their annual statistics. This reporting identifies the number and type of requests received by the institution during the calendar year and includes requests for access and correction. Our finalized 2023 statistical report (attached) was filed with the IPC office on February 7, 2024.

In 2023, staff received two (2) formal written requests for access to records from the public, and staff were still processing one (1) request for access to records that had carried over from 2022. A total of two (2) requests were finalized in 2023, this included the request from 2022 and one (1) request from 2023. The second request from 2023 has carried into 2024 and will be identified further on our 2024 annual statistical reporting.

The legislation requires that institutions respond to requests within 30 calendar days. In 2023, two (2) requests were completed, and they both exceeded the 30-day timeline, being processed in 91 days or longer. A Notice of Extension and a Notice to Affected Person was issued for both requests, and they were both completed within the time limits permitted under the legislation in each circumstance. The extended timelines were required for staff to notify affected persons (third parties) in both requests.

There was one appeal filed with the IPC office in 2022 which led to the one (1) 2022 request carrying over into 2023. This resulted in further timeline extensions while staff worked with the Commissioner through the mediation and adjudication phases of the appeal process. The Commissioner issued a final order in fall 2023 supporting Kawartha Conservation's decision and the file was closed.

INCONSISTENT USE OF PERSONAL INFORMATION

Section 35 requires that an institution make a record of any use of personal information for a purpose other than a purpose described. In 2023, Kawartha Conservation had one instance that personal information was mistakenly disclosed to the incorrect individual. This was identified in our 2023 annual statistical reporting to the IPC office.

Upon notification of the error, staff took immediate steps to rectify the situation, which included notification to the recipient and confirmation of deletion of information, and a notice to the individual whose personal information was released which included the steps taken to secure their information, our assessment on their potential risk caused by the accidental disclosure, and steps taken to ensure similar issues do not occur in future.

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



Agenda Item #7.5

BOD Meeting #2/24

February 22, 2024

Page 3 of 3

FINANCIAL IMPACT

Each request for access to records must be accompanied by a legislated \$5.00 application fee. Section 45 of the Act and Regulation 823 further allow institutions to collect additional fees, where applicable. These fees may include, but are not limited to, searching for records, scanning/photocopying/printing, and preparing records for disclosure. In 2023, Kawartha Conservation collected \$10.00 in application fees for two (2) requests received, and \$173.65 in additional fees collected, for a total of \$183.65. No fees were waived.

CONCLUSION

Kawartha Conservation's 2023 Annual Statistical Reporting to the Information and Privacy Commissioner under the *Municipal Freedom of Information and Protection of Privacy Act* has been provided and it is the recommendation of staff that this report be received for information.

Acknowledgements in the preparation of this report:

Melanie Dolamore, Corporate Services Assistant



The Year-End Statistical Report
for the
Information and Privacy Commissioner of Ontario

**Statistical Report of
Kawartha Region Conservation Authority
for the Reporting Year 2023
for
*Municipal Freedom of Information and Protection of Privacy
Act***

1.1 Organization Name	Kawartha Region Conservation Authority
Head of Institution Name & Title	Mark Majchrowski CAO
Head of Institution E-mail Address	mmajchrowski@kawarthaconservation.com
Management Contact Name & Title	Mark Majchrowski
Management Contact E-mail Address	mmajchrowski@kawarthaconservation.com
Primary Contact Name & Title	Melanie Dolamore
Primary Contact Email Address	mdolamore@kawarthaconservation.com
Primary Contact Phone Number	7053282271 ext. 216
Primary Contact Fax Number	7053282286
Primary Contact Mailing Address 1	277 Kenrei Road
Primary Contact Mailing Address 2	
Primary Contact Mailing Address 3	
Primary Contact City	Lindsay
Primary Contact Postal Code	K9V 4R1
1.2 Your institution is:	Conservation Authority

Section 2: Inconsistent Use of Personal Information

2.1 Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information.

1

Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

Section 3: Number of Requests Received and Completed Page 40 of 199

Enter the number of requests that fall into each category.

	Personal Information	General Records
3.1 New Requests received during the reporting year	0	2
3.2 Total number of requests completed during the reporting year	0	2

Section 4: Source of Requests

Enter the number of requests you completed from each source.

	Personal Information	General Records
4.1 Individual/Public	0	2
4.2 Individual by Agent	0	0
4.3 Business	0	0
4.4 Academic/Researcher	0	0
4.5 Association/Group	0	0
4.6 Media	0	0
4.7 Government (all levels)	0	0
4.8 Other	0	0
4.9 Total requests (Add Boxes 4.1 to 4.8 = 4.9)	0	2

BOX 4.9 must equal BOX 3.2

Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

	Personal Information	General Records
5.1 30 days or less	0	0
5.2 31 - 60 days	0	0
5.3 61 - 90 days	0	0
5.4 91 days or longer	0	2
5.5 Total requests (Add Boxes 5.1 to 5.4 = 5.5)	0	2

BOX 5.5 must equal BOX 3.2

Section 6: Compliance with the Act

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

- NO notices issued;
- BOTH a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;
- ONLY a Notice of Extension (s.27(1)) issued;
- ONLY a Notice to Affected Person (s.28(1)) issued.

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = BOX 6.13 and BOX 6.13 must equal BOX 3.2)

A. No Notices Issued

	Personal Information	General Records
6.1 Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	0	0
6.2 Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	0	0
6.3 Total requests (Add Boxes 6.1 + 6.2 = 6.3)	0	0

B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.4 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)).	0	2
6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
6.6 Total requests (Add Boxes 6.4 + 6.5 = 6.6)	0	2

C. Only a Notice of Extension (s.27(1)) Issued

	Personal Information	General Records
6.7 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)).	0	0
6.8 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).	0	0
6.9 Total requests (Add Boxes 6.7 + 6.8 = 6.9)	0	0

D. Only a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.10 Number of requests completed within the time limits permitted under both the Notice to Affected Person (s.28(1)).	0	0
6.11 Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
6.12 Total requests (Add Boxes 6.10 + 6.11 = 6.12)	0	0

E. Total Completed Requests (sections A to D)

	Personal Information	General Records
6.13 Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13)	0	2

BOX 6.13 must equal BOX 3.2

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

Requirement to notify affected individuals resulted in our office issuing notices to affected persons, and notices of extensions to the requestors for both requests. One request resulted in extended timelines due to the appeal process with the Information and Privacy Commissioner.

Section 7: Disposition of Requests

What course of action was taken with each of the completed requests? Enter the number of requests into the appropriate category.

	Personal Information	General Records
7.1 All information disclosed	0	1
7.2 Information disclosed in part	0	1
7.3 No information disclosed	0	0
7.4 No responsive records exists	0	0
7.5 Request withdrawn, abandoned or non-jurisdictional	0	0
7.6 Total requests (Add Boxes 7.1 to 7.5 = 7.6)	0	2

BOX 7.6 must be greater than or equal to BOX 3.2

Section 8: Exemptions & Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests, how many times did your institution apply each of the following? (More than one exemption may be applied to each request)

	Personal Information	General Records
8.1 Section 6 — Draft Bylaws, etc.	0	0
8.2 Section 7 — Advice or Recommendations	0	0
8.3 Section 8 — Law Enforcement ¹	0	0
8.4 Section 8(3) — Refusal to Confirm or Deny	0	0
8.5 Section 8.1 — Civil Remedies Act, 2001	0	0
8.6 Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002	0	0
8.7 Section 9 — Relations with Governments	0	0
8.8 Section 10 — Third Party Information	1	0
8.9 Section 11 — Economic/Other Interests	0	0
8.10 Section 12 — Solicitor-Client Privilege	0	0
8.11 Section 13 — Danger to Safety or Health	0	0
8.12 Section 14 — Personal Privacy (Third Party) ²	0	0
8.13 Section 14(5) — Refusal to Confirm or Deny	0	0
8.14 Section 15 — Information soon to be published	0	0

8.15	Section 20.1 Frivolous or Vexatious	0	0
8.16	Section 38 — Personal Information (Requester)	0	0
8.17	Section 52(2) — Act Does Not Apply ³	0	0
8.18	Section 52(3) — Labour Relations & Employment Related Records	0	0
8.19	Section 53 — Other Acts	0	0
8.20	PHIPA Section 8(1) Applies	0	0
8.21	Total Exemptions & Exclusions Add Boxes 8.1 to 8.20 = 8.21	1	0

¹ not including Section 8(3)
² not including Section 14(5)
³ not including Section 52(3)

0	0
0	0
0	0
0	0
0	0
0	0
1	0

Section 9: Fees

Did your institution collect fees related to request for access to records?

	Personal Information	General Records	Total	
9.1	Number of REQUESTS where fees other than application fees were collected	0	2	2
9.2.1	Total dollar amount of application fees collected	\$0.00	\$10.00	\$10.00
9.2.2	Total dollar amount of additional fees collected	\$0.00	\$173.65	\$173.65
9.2.3	Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)	\$0.00	\$183.65	\$183.65
9.3	Total dollar amount of fees waived	\$0.00	\$0.00	\$0.00

Section 10: Reasons for Additional Fee Collection

Enter the number of REQUESTS for which your institution collected fees other than application fees that apply to each category.

	Personal Information	General Records	Total	
10.1	Search time	0	1	1
10.2	Reproduction	0	0	0
10.3	Preparation	0	1	1
10.4	Shipping	0	0	0
10.5	Computer costs	0	1	1
10.6	Invoice costs(and other as permitted by regulation)	0	0	0
10.7	Total (Add Boxes 10.1 to 10.6 = 10.7)	0	3	3

Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

	Personal Information	
11.1	Number of correction requests received	0

- 11.2** Correction requests carried forward from the previous year
- 11.3** Correction requests carried over to next year
- 11.4** Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4]

0
0
0

BOX 11.4 must equal BOX 11.9

What course of action did your institution take regarding the requests that were received to correct personal information?

- 11.5** Correction(s) made in whole
- 11.6** Correction(s) made in part
- 11.7** Correction refused
- 11.8** Correction requests withdrawn by requester
- 11.9** Total requests (Add Boxes 11.5 to 11.8 = 11.9)

Personal Information	
0	
0	
0	
0	
0	

BOX 11.9 must equal BOX 11.4

In cases where correction requests were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

- 11.10** Number of statements of disagreement attached:

Personal Information	
0	

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

- 11.11** Number of notifications sent:

Personal Information	
0	

Note:

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner of Ontario in lieu of online submission. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>.

Thank You for your cooperation!

Declaration:

I, Mark Majchrowski, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner of Ontario, is true, accurate and complete in all respects.

Signature

Date



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 1 of 13

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 #2/24 be received.

CORPORATE SERVICES

Staff were engaged with refining our 2024 capital budget this past month and continued to work towards compliance with legislative requirements involving workplan development for watershed-based resource management and conservation lands strategies. The transition to 2024 includes the reconciliation of finances from 2023, annual legislative reporting requirements, preparation of audit information and the carry forward of relevant information to 2024. As an organization, business development plans and performance plans are being completed.

Communications

Communications has been focused on gathering webpage analytics to formulate a plan for a website content update in 2024. There was also a concentrated effort for planning out the social calendar for February, the creation of ads for our upcoming education programs and innovation hub courses, and publishing five videos on the completion of the rural projects for the [Talbot River Healthy Environment Initiative](#).

Media Releases

Communications produced and distributed five media releases in January.

- [‘Raven, Rabbit, Deer’ kicks off 2024 on the Story Walk Trail at Ken Reid Conservation Area](#)
- [Watershed Conditions Statement - Water Safety - January 9, 2024](#)
- [Kawartha Conservation hosts FREE Forest Therapy events in support of Mental Health](#)
- [Watershed Conditions Statement - Water Safety - January 23, 2024](#)
- [Kawartha Conservation elects new Chair and Vice-Chair for 2024](#)

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



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 2 of 13

Media releases for watershed conditions statements, as well as the yearly free Forest Therapy events in support of mental health for Bell Let’s Talk Day, were published by several media outlets including Global News, KawarthaNOW, and the Peterborough Examiner.

Social Media

From January 1 to January 31, Kawartha Conservation posted 193 updates to their social media channels, resulting in 121,000 Post Impressions, and Reaching 91,300 people. Post Impressions was down 67% from the previous month, while Post Reach was down 72% from the previous month.

Kawartha Conservation also enjoyed 12,600 video views during the same period, and 745 clicks to our website content through our social media efforts.

Below is the Cross Channel Top Posts. Reviewing top posts by channel provides valuable intelligence when it comes to generating interest, gaining followers, and creating engagement. You’ll note on the four below, the top posts are completely different, based on the platform, as are the number of engagements, reactions, comments, etc.

Platform	Post Title	Reactions	Comments	Shares	Post link clicks	Video views	Impressions	Reach	Engagements	Engagement rate
Facebook	To kick-off its 2024 Annual General Meeti...	16	0	2	248	0	1,876	1,506	266	16.56%
Facebook	Check out these amazing winter photos tak...	59	2	0	0	0	424	383	62	14.62%
Facebook	Have you seen our latest Youtube video? ...	3	1	2	0	0	704	664	92	13.86%
Twitter	Our 2024 Water Fund applications are NOW ...	6	0	1	0	0	109	109	14	12.84%

Our top performing posts by platform are shared below for your interest.

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



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 2 of 13

Facebook

Top Facebook Posts

<p>Kawartha conservation FACEBOOK Jan 31, 09:49 AM</p> <p>To kick-off its 2024 Annual General Meeti...</p> <table border="1"> <tr><td>Reactions</td><td>16</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>2</td></tr> <tr><td>Post clicks</td><td>248</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>1,575</td></tr> <tr><td>Reach</td><td>1,505</td></tr> <tr><td>Engagements</td><td>255</td></tr> <tr><td>Engagement rate</td><td>15.56%</td></tr> </table>	Reactions	16	Comments	0	Shares	2	Post clicks	248	Video views	0	Impressions	1,575	Reach	1,505	Engagements	255	Engagement rate	15.56%	<p>Kawartha conservation FACEBOOK Jan 14, 11:00 AM</p> <p>Have you seen our latest Youtube video? ...</p> <table border="1"> <tr><td>Reactions</td><td>3</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Shares</td><td>2</td></tr> <tr><td>Post clicks</td><td>86</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>704</td></tr> <tr><td>Reach</td><td>684</td></tr> <tr><td>Engagements</td><td>92</td></tr> <tr><td>Engagement rate</td><td>13.86%</td></tr> </table>	Reactions	3	Comments	1	Shares	2	Post clicks	86	Video views	0	Impressions	704	Reach	684	Engagements	92	Engagement rate	13.86%	<p>Kawartha conservation FACEBOOK Jan 11, 12:00 PM</p> <p>The 2024 Tree Seedling Sale is open now!...</p> <table border="1"> <tr><td>Reactions</td><td>20</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Shares</td><td>9</td></tr> <tr><td>Post clicks</td><td>102</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>1,518</td></tr> <tr><td>Reach</td><td>1,456</td></tr> <tr><td>Engagements</td><td>132</td></tr> <tr><td>Engagement rate</td><td>9.07%</td></tr> </table>	Reactions	20	Comments	1	Shares	9	Post clicks	102	Video views	0	Impressions	1,518	Reach	1,456	Engagements	132	Engagement rate	9.07%	<p>Kawartha conservation FACEBOOK Jan 23, 10:03 AM</p> <p>During a routine trail inspection, Kawart...</p> <table border="1"> <tr><td>Reactions</td><td>75</td></tr> <tr><td>Comments</td><td>10</td></tr> <tr><td>Shares</td><td>40</td></tr> <tr><td>Post clicks</td><td>1,360</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>21,997</td></tr> <tr><td>Reach</td><td>20,277</td></tr> <tr><td>Engagements</td><td>1,508</td></tr> <tr><td>Engagement rate</td><td>7.44%</td></tr> </table>	Reactions	75	Comments	10	Shares	40	Post clicks	1,360	Video views	0	Impressions	21,997	Reach	20,277	Engagements	1,508	Engagement rate	7.44%
Reactions	16																																																																										
Comments	0																																																																										
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Engagements	1,508																																																																										
Engagement rate	7.44%																																																																										

Instagram

Top Instagram Posts

<p>Kawarthaconservation POST Jan 25, 10:01 AM</p> <p>Check out these amazing winter photos tak...</p> <table border="1"> <tr><td>Likes</td><td>59</td></tr> <tr><td>Comments</td><td>2</td></tr> <tr><td>Saves</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>424</td></tr> <tr><td>Reach</td><td>383</td></tr> <tr><td>Engagements</td><td>62</td></tr> <tr><td>Engagement rate</td><td>14.62%</td></tr> </table>	Likes	59	Comments	2	Saves	0	Video views	0	Impressions	424	Reach	383	Engagements	62	Engagement rate	14.62%	<p>Kawarthaconservation POST Jan 4, 08:32 AM</p> <p>Goodmorning Sunshine, oh how we've missed ...</p> <table border="1"> <tr><td>Likes</td><td>25</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Saves</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>249</td></tr> <tr><td>Reach</td><td>244</td></tr> <tr><td>Engagements</td><td>31</td></tr> <tr><td>Engagement rate</td><td>12.45%</td></tr> </table>	Likes	25	Comments	1	Saves	0	Video views	0	Impressions	249	Reach	244	Engagements	31	Engagement rate	12.45%	<p>Kawarthaconservation POST Jan 4, 12:00 PM</p> <p>Kawartha Conservation Trail Facts 📸. Did...</p> <table border="1"> <tr><td>Likes</td><td>48</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Saves</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>449</td></tr> <tr><td>Reach</td><td>429</td></tr> <tr><td>Engagements</td><td>50</td></tr> <tr><td>Engagement rate</td><td>11.16%</td></tr> </table>	Likes	48	Comments	1	Saves	0	Video views	0	Impressions	449	Reach	429	Engagements	50	Engagement rate	11.16%	<p>Kawarthaconservation POST Jan 22, 09:01 AM</p> <p>Check out this amazing shot captured by t...</p> <table border="1"> <tr><td>Likes</td><td>42</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Saves</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>409</td></tr> <tr><td>Reach</td><td>402</td></tr> <tr><td>Engagements</td><td>44</td></tr> <tr><td>Engagement rate</td><td>10.76%</td></tr> </table>	Likes	42	Comments	0	Saves	0	Video views	0	Impressions	409	Reach	402	Engagements	44	Engagement rate	10.76%
Likes	59																																																																		
Comments	2																																																																		
Saves	0																																																																		
Video views	0																																																																		
Impressions	424																																																																		
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LinkedIn

Top LinkedIn Posts

<p>Kawartha conservation LINKEDIN Jan 14, 04:00 PM</p> <p>Have you seen our latest Youtube video? ...</p> <table border="1"> <tr><td>Reactions</td><td>13</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>0</td></tr> <tr><td>Post link clicks</td><td>100</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>1,133</td></tr> <tr><td>Engagements</td><td>113</td></tr> <tr><td>Engagement rate</td><td>9.97%</td></tr> </table>	Reactions	13	Comments	0	Shares	0	Post link clicks	100	Video views	0	Impressions	1,133	Engagements	113	Engagement rate	9.97%	<p>Kawartha conservation LINKEDIN Jan 7, 02:01 PM</p> <p>Local photographer Michelle Bassie Brown ...</p> <table border="1"> <tr><td>Reactions</td><td>12</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>0</td></tr> <tr><td>Post link clicks</td><td>72</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>659</td></tr> <tr><td>Engagements</td><td>84</td></tr> <tr><td>Engagement rate</td><td>9.76%</td></tr> </table>	Reactions	12	Comments	0	Shares	0	Post link clicks	72	Video views	0	Impressions	659	Engagements	84	Engagement rate	9.76%	<p>Kawartha conservation LINKEDIN Jan 25, 03:01 PM</p> <p>Check out these amazing winter photos tak...</p> <table border="1"> <tr><td>Reactions</td><td>23</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>0</td></tr> <tr><td>Post link clicks</td><td>47</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>744</td></tr> <tr><td>Engagements</td><td>70</td></tr> <tr><td>Engagement rate</td><td>9.41%</td></tr> </table>	Reactions	23	Comments	0	Shares	0	Post link clicks	47	Video views	0	Impressions	744	Engagements	70	Engagement rate	9.41%	<p>Kawartha conservation LINKEDIN Jan 27, 04:00 PM</p> <p>Kawartha Conservation has publicly availa...</p> <table border="1"> <tr><td>Reactions</td><td>15</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Shares</td><td>0</td></tr> <tr><td>Post link clicks</td><td>30</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>616</td></tr> <tr><td>Engagements</td><td>46</td></tr> <tr><td>Engagement rate</td><td>5.64%</td></tr> </table>	Reactions	15	Comments	1	Shares	0	Post link clicks	30	Video views	0	Impressions	616	Engagements	46	Engagement rate	5.64%
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For more information, please contact Mark Majchrowski at extension 215.



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 3 of 13

TikTok

Top TikTok Posts

Post 1	Post 2	Post 3	Post 4
<p>Kawartha conservation TIKTOK Jan 12, 07:00 PM</p> <p>Breathe 🧘 #mentalhealth #relax #chill #...</p>	<p>Kawartha conservation TIKTOK Jan 17, 07:00 PM</p> <p>Long and Frosted Walks Giving Pause to Sw...</p>	<p>Kawartha conservation TIKTOK Jan 13, 07:00 PM</p> <p>Mental health is just as important as ph...</p>	<p>Kawartha conservation TIKTOK Jan 13, 07:00 PM</p> <p>Enjoying the magic of Chickadees in winte...</p>
<p>Likes: 43 Comments: 1 Shares: 0 Video views: 375 Avg. time watched: 3:3404 Impressions: 375 Reach: 343 Engagements: 44.6 Engagement rate: 11.73%</p>	<p>Likes: 43 Comments: 1 Shares: 0 Video views: 400 Avg. time watched: 4:1852 Impressions: 400 Reach: 390 Engagements: 44.0 Engagement rate: 11%</p>	<p>Likes: 40 Comments: 3 Shares: 2 Video views: 458 Avg. time watched: 9:5483 Impressions: 458 Reach: 420 Engagements: 45.0 Engagement rate: 9.83%</p>	<p>Likes: 58 Comments: 1 Shares: 0 Video views: 555 Avg. time watched: 4:4788 Impressions: 555 Reach: 506 Engagements: 51.0 Engagement rate: 9.19%</p>

X (Formerly Twitter)

Top X Posts

Post 1	Post 2	Post 3	Post 4
<p>Kawarthaconservation TWITTER Jan 18, 11:00 AM</p> <p>Our 2024 Water Fund applications are NOW ...</p>	<p>Kawarthaconservation TWITTER Jan 26, 09:00 AM</p> <p>On-site Sewage System Exam Prep Course March 4th to 8th! Register by February 5th! https://t.co/9ggajy4VZ#KawarthaConservation #ontario...</p>	<p>Kawarthaconservation TWITTER Jan 14, 11:00 AM</p> <p>August: #KawarthaConservation used a GoPro Hero Max to examine the deepest, darkest, depths of Lake Dalrymple. This was filmed as a part o...</p>	<p>Kawarthaconservation TWITTER Jan 24, 10:00 AM</p> <p>Watch @kawarthalakes, was filmed on December 7th 2023 in Feneion Falls. Watch here: https://t.co/uRcHl_X7O.lv #ESC #environmentalmanagement ...</p>
<p>Likes: 0 Replies: 0 Retweets: 1 Quote posts: 0 Video views: 0 Impressions: 111 Engagements: 14 Engagement rate: 12.61%</p>	<p>Likes: 3 Replies: 0 Retweets: 0 Quote posts: 0 Video views: 0 Impressions: 79 Engagements: 5 Engagement rate: 6.33%</p>	<p>Likes: 1 Replies: 0 Retweets: 0 Quote posts: 0 Video views: 0 Impressions: 124 Engagements: 8 Engagement rate: 5.07%</p>	<p>Likes: 1 Replies: 0 Retweets: 0 Quote posts: 0 Video views: 0 Impressions: 80 Engagements: 3 Engagement rate: 5%</p>

Finance

The finance team has been busy with the core functions of accounts receivable, payables and payroll. We continue to focus efforts on the 2024 budget process with the presentation of the Operating and Capital budgets in February seeking approval for consultation and notice of meeting for participating municipalities.

The finance team has been busy working on year-end tasks including developing year-end working papers, annual reporting, distribution of T4s and has the 2023 year-end audit. We have largely completed the Information Systems audit and will have the auditors conducting their field work the week of February 26th for the financial audit.

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



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 4 of 13

Human Resources/Health & Safety

Our Pay Equity and Compensation Review project is progressing well. The market comparison data has been collected and the proposed grids and market strategies are currently being compiled by the consultants. We anticipate that a final report and recommendation will be completed and will be shared with the Board by the end of April.

Information Technology

Year to date, we have completed 53 user requests for IT support tickets internally. We are currently focusing efforts on migrating two of our servers. We have successfully completed one migration and our working through the second, more involved server this month. Through this process, we have simplified our infrastructure and increased redundancy for users. The refreshed servers are fundamental in managing our organizational resiliency and uptime. Our building security enhancement project is in review of system specifications with a preferred vendor, we are aiming to award the project and implement in late Q1 2024.

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. Our permitting performance continues to demonstrate improved performance level compared to last year.

Source Protection Activities

Our Risk Management Official focused on responding to inquiries and notice requirements related to building and planning applications and reporting on annual progress tied to source protection policies. All municipal and Risk Management Official annual reports were completed and accepted by the February 1 reporting deadline. These reports will now be compiled into the Kawartha-Haliburton Source Protection Area annual report which will be shared with the Kawartha-Haliburton Source Protection Authority Board of Directors in March. This report will help to inform the Trent Source Protection Region annual report which will be presented to the Kawartha-Haliburton Source Protection Authority Board of Directors in April, and submitted to the Ministry of the Environment, Conservation and Parks by the May 1 reporting deadline.



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 5 of 13

Flood Plain Mapping Activities

Fenelon Falls South

Landowners influenced by the Fenelon Fall South Tributary flood study will be sent notification that their properties may be affected early in 2024.

Haliburton

Our Flood Plain GIS/Mapping Technician is currently creating flood maps in preparation for the March 1, 2024 deadline. The Haliburton Public Information Session was held on January 29th where the Haliburton Flood Plain Mapping Projects for Burnt River and Gull River was discussed.



Trent Lakes

We have recently selected a peer reviewer to carry out the peer review of all aspects of the Miskwaa Ziibi River and Nogies Creek flood plain mapping studies.

Our engineering consultant has completed the draft hydrologic, hydraulic models, technical report and the studies have been sent to the peer reviewer. The flood maps are currently being prepared by our Flood Plain GIS/Mapping Technician and when completed, the Draft flood maps will be sent to the peer reviewer.

STEWARDSHIP AND CONSERVATION LANDS

Community Outreach / Education

International Plowing Match

The City of Kawartha Lakes is hosting the 2024 International Plowing Match and Rural Expo (IPM) in October. This event draws an estimated 70,000 people from across Ontario, Canada, the USA, and beyond. As the local Conservation Authority, we are beginning discussions to collaborate with other CA's including Ganaraska, CLOCA, Otonabee, TRCA, and Lake Simcoe. In addition to developing our own booth, our education programs have been invited to participate in the booth being hosted by the IPM planning committee. Internal meetings have begun, and partner meetings are slated for March of this year.

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



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 6 of 13

At Last Forest School

Our partnership with At Last Forest School continues, with the provision of outdoor education programs 2 days a week at Ken Reid Conservation Area. This program is expected to continue through to the end of the school year when they will shift to providing summer camp experiences for local families.

Forest Therapy



Each year, we host free forest therapy walks on Bell Let's Talk Day as a way of contributing to our community's efforts to reduce the stigma around mental health. As part of our Strategic Plan, our forest therapy program is directly linked to our strategic priority area of Engage and Inspire. This year we hosted 2 walks with over 27 participants.

In 2023, Ward's Lawyers sponsored our Forest Therapy program which allowed us to provide the service to our community based on donation. Over the course of 2023 we raised \$440.00 for the Canadian Mental Health Association here in Kawartha Lakes. This funding goes towards programs and services to help those in our community that struggle with mental health challenges.

Conservation Lands

Our team has been working on developing funding proposals, workplans, and preparing equipment for the spring season. Hazard tree assessments are also being done along trails to ensure the safety of our visitors.

Our road into Ken Reid Conservation Area has been extremely hard hit this year with the intermittent warm and cold temperatures combined with rain and snow. Temporary fixes such as using gravel have been attempted with some positive impact although the road remains in poor condition. Unfortunately, we will need to wait for warmer temperatures so that a full grading can be done. Upon approval of a capital budget item by the Board, staff will work with consultants this year to determine what needs to be done to upgrade the road so that this ongoing challenge can be minimized into the future.

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



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 7 of 13

Stewardship

Forestry

We have signed off on agreements with all landowners to plant 40,000 trees starting this spring. This represents the full allocation of funding support from Forests Ontario through the 50 Million Tree program. In addition, we have made an application to Trees Canada through a partnership with Conservation Ontario to plant an additional 5,000 trees this year.

Water Fund

Our Water Fund program provides incentive grants to landowners and community groups in Scugog and Kawartha Lakes. These grants are offered for projects that have positive impacts on surface water quality and are reviewed by volunteer committees in each of the communities. Applications are now being received and will be reviewed by the committees by early June.

A recent project from Port Perry was completed at the St. Johns Presbyterian Church peach garden. This project included planting 45 trees, 54 native wildflowers, and creating a sacred space where people from the community can go and reflect. These projects have significant impact on stormwater runoff, water quality, and creating a sense of community.



Before



After



After

New this year, is an added volunteer monitoring component that will encourage landowners to do a before and after monitoring to gauge the effectiveness of projects such as evaluating sedimentation and erosion control impacts. Over time, this information will help improve stewardship actions and ensure effectiveness.



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 8 of 13

Urban Stewardship

We have completed a funding application to RBC Foundation to install a demonstration Low Impact Design (LID) at Ken Reid Conservation Area. The purpose of the project is to address significant runoff challenges around the Field Centre. This project includes regrading, installing a bioswale, raingarden, and permeable pavement that will encourage infiltration, reduce flooding, and protect the integrity of the Field Centre. As a demonstration site, this project will provide an example of what landowners can do on their own properties to help protect their homes from the impacts of stormwater runoff. Funding announcements are anticipated this spring.



INTEGRATED WATERSHED MANAGEMENT

The integrated Watershed Management team has successfully established their department goals for 2024, and our working towards setting their key performance indicators for the year.

Staff finalized a project charter for developing a procedure for using drones for the Lake Scugog Enhancement Project and CKL Erosion and Sediment Control planning projects. The use of this innovative technology will help us expand our monitoring programs, and provide efficiencies related to inspecting construction sites.



Towards the end of 2023, we received notification from Ministry of Natural Resources and Forestry that a new LIDAR derived digital terrain model with a resolution of 0.5 meters was available to download. Our GIS Specialist, using this digital terrain model, generated a higher detailed, 0.5-meter interval contour dataset replacing the old 2002 contours which had a 2-meter contour interval. Next steps will be optimizing these new contours so that they can be uploaded to both our internal and external mapping sites. With these new contours, it will allow for other datasets to be updated including components of our Ontario Regulation 182/06 mapping.

Staff submitted an article to the Kawartha Lake Stewards Association's Annual Water Quality

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



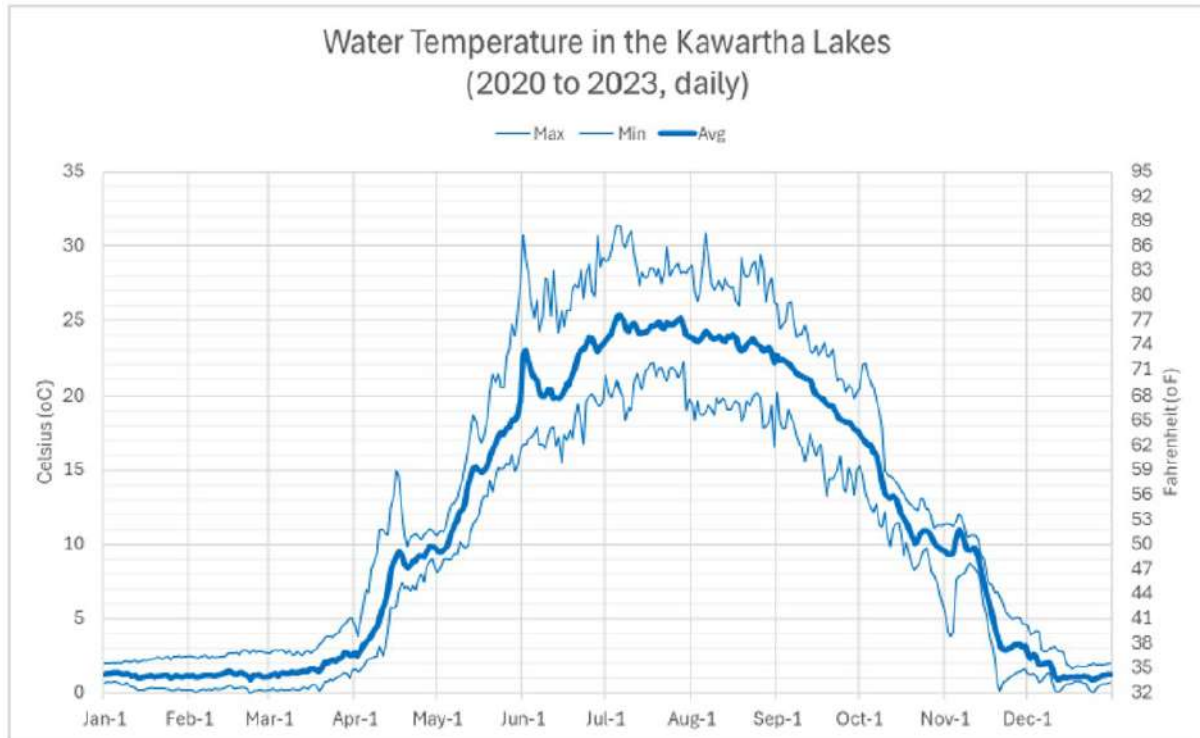
Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 9 of 13

Report (to be released in May) showcasing water temperatures in the Kawartha Lakes. Kawartha Lake Stewards Association joined our Climate Change Action program as volunteers, increasing our Water Temperature Almanac by 19 sites in 2023. The graph below shows what temperatures we would expect to observe in our lakes on any given time of the year throughout 2020 and 2023.



Flood Forecasting and Warning

We issued a Watershed Conditions Statement – Water Safety on January 23rd, the second statement issued so far in 2024. Unstable weather conditions and temperature changes led to a combination of snow, freezing rain, ice pellets and rain. This caused concerns for riverbank safety, flowing water, and unsafe ice conditions. With the unsettling weather, we were approached by Global News Peterborough to take part in an interview that talked about the current watershed conditions, watershed safety statement, and tips for people to stay safe. Yan Shao and Rob Stavinga did a great job communicating this important message. The interview aired on January 26th. The month of February has brought relatively mild temperatures and almost no precipitation has been observed during the first half of the month. Flow and water levels across the Kawartha watershed are near average for this time of year and we don't foresee any issues with flooding in the upcoming weeks.

On January 29th, Yan Shao, our Flood Duty Officer, provided staff with their annual Flood Forecasting and Warning Preparedness Training. The training included a presentation on the

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



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

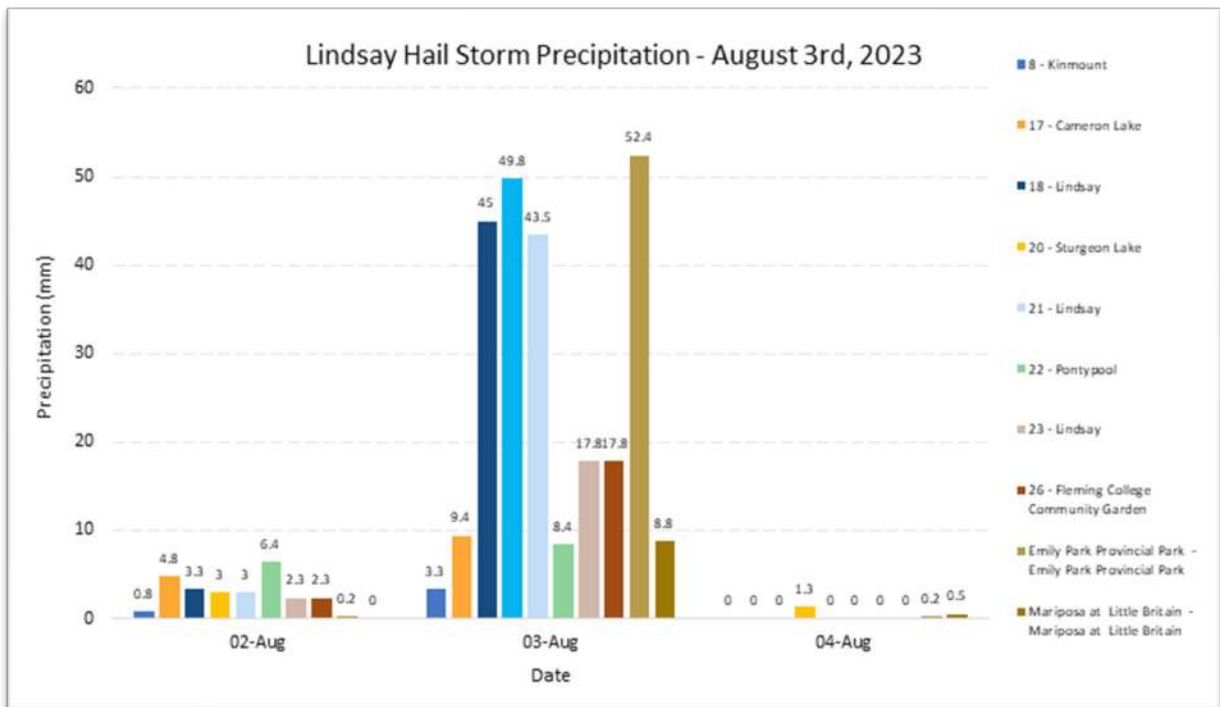
Page 10 of 13

different types of flood situations, the roles, and responsibilities of federal, provincial, municipal and Conservation Authorities during a flood event. She also provided a separate training session to designated staff who will be involved with flood patrols if the situation arises. The session went over the expectations of a flood patrol crew, how they are to report flood information across our watershed and all health and safety considerations.

Climate Change Action Program

In 2023, we had 39 volunteers participate in our Climate Change Action Program, collecting both precipitation and temperature across our watershed. Staff have been busy summarizing the data collected by these volunteers and finalizing the report. Some key findings from this work is provided below.

The Lindsay hailstorm that occurred on August 3rd, 2023, was extremely localized. We had some volunteers in the town of Lindsay record approximately 50mm of rain while others only collected 15mm during the event. As we looked at precipitation totals across our watershed on that same day, we also noticed a lot of variation in precipitation amounts.



For this program we also had volunteers collecting both nearshore and offshore water temperatures. Results show that the nearshore sites fluctuate on average 2.4°C whereas the offshore sites only fluctuate 0.9°C in temperature. Nearshore sites have higher fluctuation because of low water depths and lack of significant mixing. Additionally, the highest recorded water temperature in 2023 was observed at a nearshore site (31.4°C) which was 4.0°C

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



Agenda Item #7.6

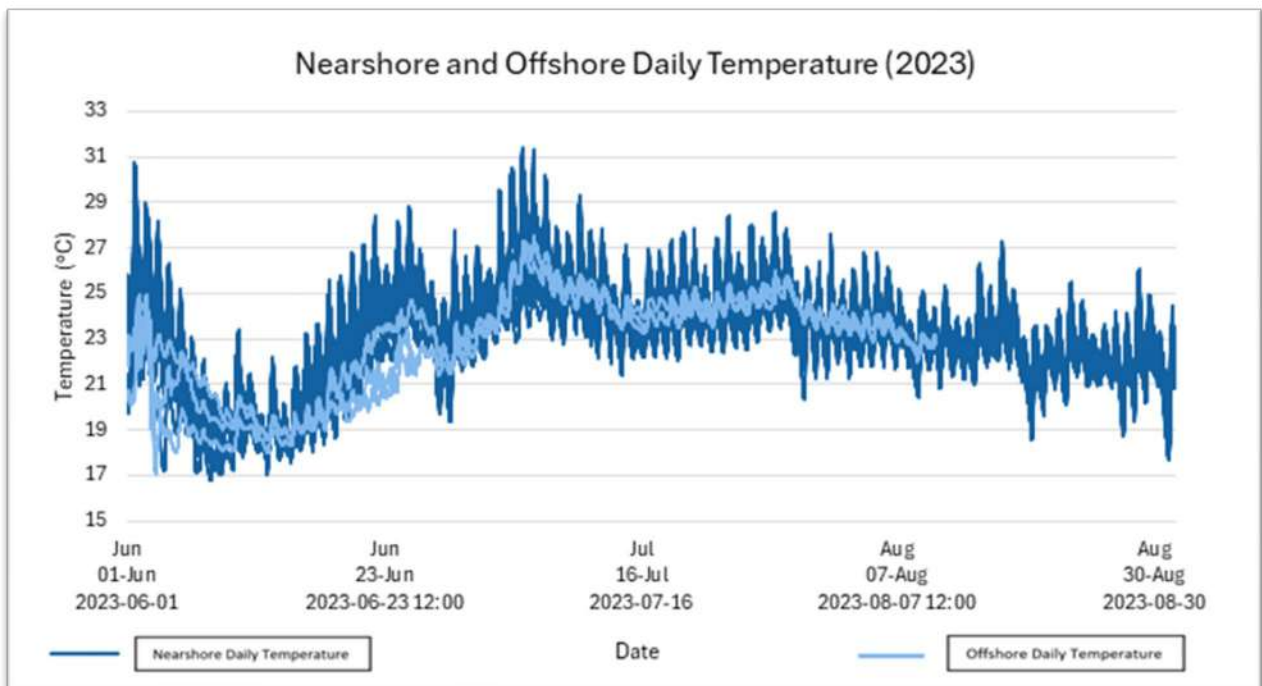
BOD Meeting #2/24

February 22, 2024

Page 11 of 13

warmer than the highest recorded value at any offshore site. Nearshore sites also had more than double the number of days greater than 25°C than those offshore sites. The graph below summarizes these key findings.

Lake Management Plan Implementation



Community Science Monitoring Program

The Community Science Monitoring Program is dependent on securing funding to help cover the costs of both lab fees and travel. Over the course of the last month staff have written and submitted 3 funding proposals to Kawartha Lake Stewards Association, Scugog Lake Stewards, and Parks Canada.

Lake Scugog Enhancement Project (LSEP)

Staff attended the Township of Scugog council meeting on January 29th. Township staff provided a presentation on a series of options to move the Lake Scugog Enhancement Project forward. A staff recommendation put forward that the project be tendered in phases starting with phase 3 – berm construction. Council opted to defer the report until their February 26th, 2024 meeting to provide the opportunity to gain additional insight on key project parameters (funding and wetland components of the project).

We are in discussions with the Greenbelt Foundation and Environment and Climate Change Canada regarding clarification on the funding.

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



Agenda Item #7.6

BOD Meeting #2/24

February 22, 2024

Page 12 of 13

We have also continued to move forward with other components of this project, including.

- Completion of boat retrofitting for activities related to the fisheries offsetting plan.
- Progressing with landowner agreement for the private lot between the Independent and Baagwating Park.
- Basic Impact Assessment for the Spawning Shoal (nearing completion as Department of Fisheries and Oceans and Transport Canada have now signed off on it).

Academia/Partnerships

Staff attended a meeting with Assistant Professor Adeyemi Olusola who leads the Fluvial Geomorphology and Extreme Events Lab at the Faculty of Environmental and Urban Change at York University. His research focuses on understanding riverine landscapes and analyzing changes in river morphology using advanced remote sensing techniques. Adeyemi is looking to form a long-term partnership with us where his expertise and faculty skill sets can support our conservation monitoring. After our initial discussion, IWM staff will be preparing a list of potential projects ideas where this collaborative could be mutually benefiting.

We have secured a project with Trent University and U-Links to look at water quality under the ice. Pending ice and weather conditions, U-Links staff and Trent University students will be looking at the water quality of the Kawartha Lakes to better understand if there are internal loadings during the winter period when there is lack of mixing.

Acknowledgements in the preparation of this report:

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



Agenda Item #7.7

BOD Meeting #2/24

February 22, 2024

Page 1 of 1

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.

Alexander Harras, Region of Durham – February 1, 2024

RE: Approval of Memoranda of Understanding between Durham Region and Partner Conservation Authorities (2024-COW-4) - Our File: C12

At its meeting of January 31, 2024, Regional Council adopted recommendations of the Committee of the Whole, that separate Memoranda of Understanding be entered into between the Region of Durham and its participating conservation authorities, including Kawartha Conservation. Further details are available on the attached correspondence, provided for the Boards interest.

ATTACHMENT #1

Sent Via Email

February 1, 2024

Paul Calandra
 Minister of Municipal Affairs and Housing
 777 Bay St, 17th floor
 Toronto, ON M7A 2J3



Dear P. Calandra:

**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**

**RE: Approval of Memoranda of Understanding between
 Durham Region and Partner Conservation Authorities
 (2024-COW-4)- Our File: C12**

Council of the Region of Durham, at its meeting held on January 31, 2024, adopted the following recommendations of the Committee of the Whole:

- A) That separate Memoranda of Understanding be entered into between the Region of Durham and Toronto and Region Conservation Authority, Lake Simcoe Region Conservation Authority, Central Lake Ontario Conservation Authority, Kawartha Region Conservation Authority, and Ganaraska Region Conservation Authority;
- B) That the Chief Administrative Officer be authorized to execute the Memoranda of Understanding, substantially in the form as attached to Report #2024-COW-4 of the Commissioners of Planning & Economic Development and Finance as Attachments #1 to 5 subject to any immaterial amendments, and any future amendments or ancillary documents that may be required, all in a form satisfactory to the Commissioner of Finance and the Regional Solicitor; and
- C) That a copy of Report #2024-COW-4 be forwarded to the Minister of Municipal Affairs and Housing, Minister of Natural Resources and Forestry, Durham Region's area municipalities, Toronto and Region Conservation Authority, Lake Simcoe Region Conservation Authority, Central Lake Ontario Conservation Authority, Kawartha Region Conservation Authority, and Ganaraska Region Conservation Authority."

Please find enclosed a copy of Report #2024-COW-4 for your information.

Alexander Harras

Alexander Harras,
Director of Legislative Services & Regional Clerk
AH/sd

Enclosed

- c: G. Smith, Minister of Natural Resources and Forestry
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
R. Walton, Acting Clerk, Township of Scugog
D. Leroux, Clerk, Township of Uxbridge
C. Harris, Clerk, Town of Whitby
J. MacKenzie, CEO, Toronto and Region Conservation Authority
R. Baldwin, CAO, Lake Simcoe Region Conservation Authority
C. Darling, CAO, Central Lake Ontario Conservation Authority
M. Maichrowski, CAO, Kawartha Region Conservation Authority
L. Laliberte, CAO, Ganaraska Region Conservation Authority
B. Bridgeman, Commissioner of Planning & Economic
Development
N. Taylor, Commissioner of Finance

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



The Regional Municipality of Durham Report

To: Committee of the Whole
 From: Commissioner of Finance and Commissioner of Planning and Economic Development
 Report: #2024-COW-4
 Date: January 17, 2024

Subject:

Approval of Memoranda of Understanding between Durham Region and Partner Conservation Authorities

Recommendation:

That the Committee of the Whole recommends to Regional Council:

- A) That separate Memoranda of Understanding be entered into between the Region of Durham and Toronto and Region Conservation Authority, Lake Simcoe Region Conservation Authority, Central Lake Ontario Conservation Authority, Kawartha Region Conservation Authority, and Ganaraska Region Conservation Authority.
 - B) That the Chief Administrative Officer be authorized to execute the Memoranda of Understanding, substantially in the form as attached to this report as Attachments #1-5 subject to any immaterial amendments, and any future amendments or ancillary documents that may be required, all in a form satisfactory to the Commissioner of Finance and the Regional Solicitor.
 - C) That a copy of this report be forwarded to the Minister of Municipal Affairs and Housing, Minister of Natural Resources and Forestry, Durham Region's area municipalities, Toronto and Region Conservation Authority, Lake Simcoe Region Conservation Authority, Central Lake Ontario Conservation Authority, Kawartha Region Conservation Authority, and Ganaraska Region Conservation Authority.
-

Report:

1. Purpose

1.1 The purpose of this report is to outline how the Region is supporting our conservation authority partners in the implementation of new regulatory requirements under the *Conservation Authorities Act* (CA Act) through the execution of Memoranda of Understanding (MOUs) for programs and services provided by the conservation authorities. It also seeks authorization for the Chief Administrative Officer (CAO) to execute these agreements on behalf of the Region.

2. Background

2.1 The CA Act was passed in 1946 in response to extensive flooding, erosion, deforestation, and soil loss resulting from poor land, water, and forestry management practices. The purpose of the CA Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in watersheds in Ontario.

2.2 The role of a conservation authority is to deliver a local resource management program at the watershed scale for both provincial and municipal interests. In addition to this core purpose, conservation authority programs and services contribute to achieving outcomes of many provincial and municipal priorities including sustainable growth, protection and restoration of natural heritage, outdoor recreation, health and tourism, environmental education curriculum, water quality and quantity, as well as environmental monitoring and reporting.

2.3 Five conservation authorities have jurisdiction within the Region:

- a. Toronto and Region Conservation Authority (TRCA);
- b. Lake Simcoe Region Conservation Authority (LSRCA);
- c. Central Lake Ontario Conservation Authority (CLOCA);
- d. Kawartha Region Conservation Authority (KRCA); and
- e. Ganaraska Region Conservation Authority (GRCA).

2.4 The CA Act sets out the requirements for mandatory programs and services to ensure that conservation authorities can deliver on their mandate. As a participating municipality, the Region is required to fund all mandatory programs and services and does so through the annual business planning and budget process. Mandatory programs and services include those related to the study and management of natural hazards, conservation and management of lands owned or controlled by the conservation authority, and its role as a drinking water source protection authority.

2.5 Conservation authorities are also given authority to deliver non-mandatory programs and services, either on a municipality's behalf, or that the conservation authority deems advisable. Examples of non-mandatory programs and services include those related to climate change adaptation and mitigation, research, direct services to landowners, broader environmental monitoring and recreation and education programs. Non-mandatory programs must be requested or agreed to by the municipal partner and fall under an agreement.

3. Previous Reports and Decisions

3.1 Regional comments on Bill 229 and associated CA Act changes were presented in Report [2020-P-26](#).

3.2 Information on Bill 229 receiving Royal Assent was provided in Report [2021-INFO-1](#).

3.3 An overview of Phase 1 Regulatory Proposals under the CA Act was provided in Report [2021-INFO-123](#).

3.4 An overview of Phase 2 Regulatory Proposals under the CA Act was provided in Report [2022-INFO-22](#).

4. Requirement for Memoranda of Understanding

4.1 On December 8, 2020, the province passed amendments to the CA Act, under Bill 229, Protect, Support and Recover from COVID-19 (Budget Measures) Act. These amendments and subsequent regulations introduced a framework for the provision of mandatory and non-mandatory programs and services that can be provided by conservation authorities. These amendments require that conservation authorities enter into agreements with municipalities for non-mandatory programs and services, for conservation authorities to levy for these programs and services.

4.2 As per the above noted regulations, each of the conservation authorities submitted inventories of programs and services that identified each program and service as either mandatory (Category 1) or non-mandatory (Category 2 or Category 3) to the Minister of Natural Resources and Forestry.

4.3 Early in 2022, Regional staff formed an interdepartmental working group, consisting of staff from Planning, Finance, Works, Health, and the CAO's Office – Sustainability and Legal Services, to review these inventories of programs and services. Since then, staff have been actively engaged with our conservation authority partners to refine these inventories and review draft MOUs. Staff continue

to work with our conservation authority partners to enhance the consistency of the program and service inventories across all five conservation authorities.

- 4.4 Regional staff have also met with staff from York Region, City of Toronto, and Peel Region several times to develop a consistent approach across our jurisdictions.
- 4.5 In September 2023, Regional staff recommended to our conservation authority partners that they consider submitting requests to the province for an extension to the January 1, 2024 deadline for MOU completion as a safeguard to ensure enough time for staff to finalize the draft MOUs with the conservation authorities and report to Committee of the Whole and Regional Council. All but Toronto and Region Conservation Authority requested such extensions. It is Regional staff's understanding that these requests have been approved by the province.

5. Overview of Memoranda of Understanding

- 5.1 Final drafts of each conservation authority MOU are attached to this report. The MOUs are meant to be overarching agreements for the administration of non-mandatory programs and services.
- 5.2 A schedule is attached to each MOU that outlines mandatory and non-mandatory programs and services that are aligned with the annual business planning and budget process. Through the annual business planning and budget process, Regional Council will have the opportunity to review and confirm the relevance and value of conservation authority programs and services to the Region and amendments to the various service level agreements will be required for changes made through the annual review.
- 5.3 Each MOU will be in effect for four years with automatic renewal for subsequent four-year terms, unless either the Region or conservation authority gives notice to terminate or change/update the MOU.
- 5.4 Regional staff have endeavoured to ensure consistency across the MOUs. However, the MOU between the Region and Lake Simcoe Region Conservation Authority will include mandatory programs and services that specifically relate to the Lake Simcoe Protection Act.

6. Financial Implications

6.1 The MOUs for the five partner Conservation Authorities reflect the current programs and services provided by each Conservation Authority and the Region's allocated portion of these programs and services as well as the business planning and budget processes currently in place. There are two minor adjustments to the Region's allocated costs of conservation authority program and services which are detailed below:

- a. Toronto and Region Conservation Authority – Toronto and Region Conservation Authority has shifted from a modified current value assessment (CVA) allocation model to a watershed allocation model for certain programs and services where the benefit is distributed across a geographic area, and under the updated funding framework this affects some Category 1 and Category 2 programs and services. With this shift being fully implemented, Durham Region is responsible for funding 14.8 per cent of these watershed programs and services versus 2.9 per cent under the modified CVA allocation model. This has resulted in an increase of approximately \$93,000 for the 2024 business plans and budgets.
- b. Lake Simcoe Region Conservation Authority – Lake Simcoe Region Conservation Authority has indicated that under the new regulations, programs and services that were previously fully funded by Durham Region through a special benefiting program are now being funded under a modified CVA allocation model with Durham Region being responsible for 5.76 per cent of program costs and 5.66 per cent of program costs for programs and services supporting the Lake Simcoe Protection Act. This has resulted in a decrease of approximately \$0.239 million for the 2024 business plans and budgets.

6.2 As with previous years, Conservation Authorities are finalizing their annual business plans and budgets in alignment with Council's approved 2024 property tax supported business plans and budget guideline. Final budget submissions from the Conservation Authorities will be included in the Region's Property Tax Supported Business Plans and Budgets for Council's consideration in March 2024.

7. Relationship to Strategic Plan

7.1 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 farmlands; and
- b. Objective 5.1, optimize resources and partnerships to deliver exceptional quality services and value.

8. Conclusion and Next Steps

- 8.1 The CA Act requires MOUs between Durham Region and our five partner conservation authorities to facilitate the continued delivery of conservation authority programs and services.
- 8.2 Through the annual business planning and budget process, Regional Council will have the opportunity to review and confirm the need and value of conservation authority programs and services to the Region and any changes will be reflected as amendments to the agreements.
- 8.3 This report was prepared in consultation with the CAOs Office – Sustainability and Legal Services, Health Department, and Works Department.
- 8.4 Following approval of this report, the CAO will execute the MOUs with each conservation authority to facilitate the continued provision of conservation authority programs and services.

9. Attachments

- Attachment #1: Toronto and Region Conservation Authority Memorandum of Understanding
- Attachment #2: Lake Simcoe Region Conservation Authority Memorandum of Understanding
- Attachment #3: Central Lake Ontario Conservation Authority Memorandum of Understanding
- Attachment #4: Kawartha Region Conservation Authority Memorandum of Understanding
- Attachment #5: Ganaraska Region Conservation Authority Memorandum of Understanding

Respectfully submitted,

Original signed by

Nancy Taylor, BBA, CPA, CA
Commissioner of Finance

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

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made as of the 1st day of January, 2024 (the “Effective Date”).

BETWEEN:

THE REGIONAL MUNICIPALITY OF DURHAM
(hereinafter, “Participating Municipality”)

AND

TORONTO AND REGION CONSERVATION AUTHORITY
(hereinafter, “TRCA”)

WHEREAS TRCA is a conservation authority established under the *Conservation Authorities Act* (“Act”) providing programs and services that further the conservation, restoration, development and management of natural resources in its watersheds;

AND WHEREAS the Participating Municipality is an upper-tier municipality, located wholly or partly within the area under the jurisdiction of TRCA, and is designated as a participating municipality under the Act;

AND WHEREAS in carrying out its mandate under the Act, TRCA is required to provide mandatory programs and services (Category 1), including but not limited to programs and services related to understanding and addressing the risks of natural hazards, flood forecasting and warning, drought or low water response, ice management, water control and erosion control infrastructure, providing technical comments on applications under prescribed acts including the *Planning Act*, conservation and management of its lands, and fulfilling its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts;

AND WHEREAS in carrying out its mandate under the Act, TRCA provides non-mandatory programs and services (Category 2) to municipal partners within its jurisdiction, including but not limited to erosion control and restoration planning and works, trail planning, design, construction and maintenance of infrastructure, forest management, project management, invasive species and wildlife management, in-water and near-water construction, watershed and subwatershed planning, biodiversity and ecosystem monitoring, Sustainable Neighbourhood Action Plan development and implementation, where applicable, climate science, environmental audits, impact studies, environmental assessments, community education and outreach, archaeological studies, research and interpretation, events and nature-based programs;

AND WHEREAS under the Act, Category 1 programs and services are to be funded through the annual budget and apportionment process in accordance with the applicable regulations;

AND WHEREAS under the applicable regulations, Category 1 operating expenses and capital costs may be included in the apportionment and provided without an agreement;

AND WHEREAS under the Act, Category 2 programs and services requested by municipalities may be provided under a memorandum of understanding or such other agreement in respect of the programs and services, such as a procurement agreement;

AND WHEREAS under the applicable regulations, Category 2 operating expenses and capital costs may be included in the apportionment under a memorandum of understanding or other agreement, and the operating expenses and capital costs shall be apportioned, in their entirety, to the participating municipality that requested the programs and services;

AND WHEREAS under the Act, Category 2 programs and services may be provided at the request of participating municipalities, outside of the annual budget and apportionment process, through an MOU or other agreement;

AND WHEREAS the Act requires such memorandums of understanding or other agreements to be reviewed at regular intervals, and to be made available to the public, subject to certain exemptions including an exemption for procurement agreements;

AND WHEREAS this MOU sets out the principles, terms and conditions governing the delivery of Category 2 programs and services funded by the Participating Municipality through the budget and apportionment, or otherwise requested outside of the budget and apportionment process;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration the sufficiency of which is hereby acknowledged by the parties, the parties hereto agree as follows:

1. This MOU shall commence on the Effective Date and shall continue for four (4) years (the "Initial Term"). Thereafter this MOU shall continue for additional four (4) year periods (each a "Renewal Term") on the same terms and conditions, unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
2. This MOU shall be reviewed by the parties on an annual basis as part of the budget and apportionment process.

3. When preparing its annual budget, TRCA shall follow the prescribed budgetary process in accordance with the requirements of the applicable regulations, including preparation of a draft budget, consultations with participating municipalities, rules for voting to approve the apportionment, and preparation of the final budget. Further, TRCA shall also submit a variance report for the previous fiscal year by July 1st each year that includes a summary of deferred revenue for all programs and services included in the apportionment, and TRCA and the Participating Municipality will review unspent funding to determine opportunities to reallocate funding to other priority program and service areas on mutual agreement.
4. TRCA will identify Category 1 programs and services in the annual budget. TRCA shall comply with the prescribed methods of apportionment for Category 1 services. TRCA and the Participating Municipality will identify and agree on requested Category 2 programs and services in the annual budget. Where requested by the Municipality, Category 2 services will be included in the annual budget and apportionment and TRCA shall, in accordance with the applicable regulations, apportion the operating expenses and capital costs, in their entirety, to the Participating Municipality. The method of apportionment for each program and service shall be identified in the annual budget. Schedule "A" to this MOU depicts the account structure used by TRCA as part of the annual budget and apportionment process. The account structure may be updated from time to time through the approval of the annual budget and apportionment, and the final approved budget and apportionment, as amended on an annual basis through TRCA's budget and apportionment process consistent with the Participating Municipality's approved budget, are hereby incorporated by reference into this MOU. Schedule "B" to this MOU summarizes the current annual budget process carried out by TRCA in consultation with the participating municipalities.
5. Where Category 2 services are requested, all efforts will be made to include these in the annual budget. Should there need to be an exception to this, these funding requests will follow the Participating Municipality's approved policies and procedures including but not limited to the Participating Municipality's Budget Management Policy and Procurement By-law.
6. Category 1 programs and services shall be provided be in accordance with any standards and requirements that may be prescribed under subsection 21.1(3) of the Act. Category 2 programs and services provided shall be in accordance with any standards and requirements that may be prescribed under subsection 21.1.1(4) of the Act.

7. Where Category 2 programs and services funded by the Participating Municipality involve user fees, such user fees shall be imposed either in accordance with TRCA's fee policy and fee schedules adopted in accordance with the provisions of the Act, or otherwise in accordance with provisions set out in an agreement between TRCA and the Participating Municipality.
8. The parties acknowledge and agree that should TRCA decide to request funding from the Participating Municipality through the apportionment for programs and services that do not fall within Category 1 or Category 2, such Category 3 programs and services, if approved by the Participating Municipality, would be funded under a separate cost apportioning agreement in accordance with the provisions of the Act.
9. The Participating Municipality and TRCA will continue to work together to identify opportunities for further collaboration to the benefit of both parties and ensure efficiency, transparency and accountability in the use of public sector resources.
10. This MOU shall be made available to the public in accordance with the Act and any applicable regulations.
11. This MOU may be executed in counterparts and when each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all of such counterparts, when taken together, shall constitute one and the same agreement. The parties may sign this MOU by means of electronic signature and deliver this MOU by electronic transmission.

IN WITNESS WHEREOF, the parties have entered into this MOU as of the Effective Date.

**TORONTO AND REGION
CONSERVATION AUTHORITY**

Per: _____
Name: John MacKenzie
Title: Chief Executive Officer

Per: _____
Name: Paul Ainslie
Title: Chair

THE REGIONAL MUNICIPALITY OF DURHAM

Per: _____
Name: Elaine Baxter-Trahair
Title: Chief Administrative Officer

	Mandatory (Category 1)	Municipal Request (Category 2) (Non-Mandatory)	O. Reg 686/21 Section	Funding Formula	Account
Watershed Studies and Strategies					
1.1 Watershed Planning and Reporting					
Watershed Planning and Reporting Program	X		S. 12(1)3, S. 12(4)	Watershed	120-02
1.2 Climate Science					
Climate Change - Research and Adaptation	X		S.1(3), S. 1(4), S. 3(2)3	Watershed	120-90
Water Risk Management					
2.1 Water Resource Science					
YPDT - Regional Groundwater Management Programs	X		S. 12(1)1, 12(2)	Equal	104-90
Regional Watershed Monitoring Program	X		S.1, S.3(2), S.12(2)	Watershed	124-01
Flood Line Mapping Program	X		S.1, S.2(2)	Watershed	127-90
2.2 Flood Management					
Flood Gauging (Flood Maintenance)	X		S.2(2)	Watershed	107-01
Flood Control Infrastructure Maintenance	X		S. 5, S.5(1)	Durham Benefit	107-03
2.3 Erosion Management					
Regional Biodiversity					
3.1 Ecosystem Management Research and Directions					
Ecosystem Science Program	X	X	S.1, S.12	Watershed	120-62
Terrestrial Ecosystem Science Program	X	X	S.1, S.12	Watershed	104-23
Terrestrial Natural Heritage Field Inventories	X	X	S.1, S.12	Watershed	104-22
3.2 Biodiversity Monitoring					
Regional Watershed Monitoring Program	X	X	S.1, S.12	Watershed	124-02
Durham Waterfront Monitoring Program	X	X	S.1, S.3(2), S.12(2)	Durham Benefit	229-01
3.3 Restoration and Regeneration					
Terrestrial Natural Heritage Implementation Program	X	X	9(1)2(iv)	Durham Benefit	109-15
Duffins-Carruthers Fish Management Plan Implementation	X	X		Durham Benefit	109-10
Duffins Marsh Restoration Program	X	X	9(1)2(iv)	Durham Benefit	230-55
Bioregional Seed Crop Program	X	X	9(1)2(iv)	Watershed	114-52
3.4 Forest Management					
Durham - Land Reserve	X		S.9(1)	Durham Benefit	
Managing Hazard Trees Program	X		S.9(1)	Durham Benefit	109-20
Greenspace Securement and Management					
4.1 Greenspace Securement					
Greenspace Land Acquisition Program	X		S.9, S.10, S.11	CVA	004-11
4.2 Greenspace Management					
Conservation Land Care Program	X	X	9(1)2(i)	Durham Benefit	444-02

	Mandatory (Category 1)	Municipal Request (Category 2) (Non-Mandatory)	O. Reg 686/21 Section	Funding Formula	Account
Tourism and Recreation					
5.1 Conservation Parks					
Frenchman's Bay Management Plan Program		X		Durham Benefit	225-40
5.2 Waterfront Parks					
5.3 Trails					
Durham Watershed Trails Program	X	X	9(1)2(ii)	Durham Benefit	444-01/444-09
Durham Waterfront Trails Program	X	X	9(1)2(ii)	Durham Benefit	228-70
5.4 Black Creek Pioneer Village					
5.5 Bathurst Glen					
5.6 Events and Festivals					
Planning and Development					
6.1 Policy Development and Review					
Planning & Regulation Policy Updates Program	X		S.1 (2) (3) S.6, S.7, S.8	CVA	120-12
6.2 Development Planning and Regulation Permitting					
Growth Management and Specialized Planning Studies Program	X		S. 1(1) (2), S. 7(1), S.7(2) S.8	CVA	120-19
6.3 Environmental Assessment Planning and Permitting					
Education and Outreach					
7.1 School Programs					
7.2 Family and Community Programs					
7.3 Newcomer Employment and Education					
Sustainable Communities					
8.1 Living City Transition Program					
8.2 Community Engagement					
Stewardship		X		Durham Benefit	126-81
Durham Region Consultation and Relations		X		Durham Benefit	122-55
8.3 Social Enterprise Development					
Corporate Services					
9.1 Corporate Management and Governance					
Major Facilities Retrofit Program	X		S.5, S.9	CVA	006-01
Office Accommodation Project *	X		S.5, S.9	CVA	006-50
9.2 Financial Management					

	Mandatory (Category 1)	Municipal Request (Category 2) (Non-Mandatory)	O. Reg 686/21 Section	Funding Formula	Account
9.3 Human Resources					
9.4 Office Services					
9.5 Corporate Communications					
9.6 Information Infrastructure and Management Information Technology Replacement Program			S. 11 (Reg 402/22)	CVA	014-01

SCHEDULE "B"

TRCA CURRENT BUDGET PROCESS*

<p>PHASE ONE: BUDGET DRAFTING AND DETERMINING AMOUNTS OWED PHASE TWO: APPROVAL OF THE DRAFT BUDGET</p>	
<p>Determination revenue, operating expenses, capital costs and reduced amounts to be apportioned</p> <p>Prepare draft budget</p> <p>Meeting on draft budget</p>	<p>April/May/June Staff level meetings/communications with each participating municipality, including advance notice of the TRCA Board meeting for approval of the draft budget</p> <p>June TRCA Board approves draft budget for consultation</p>
<p>PHASE THREE: APPROVAL OF LEVY AMOUNTS PHASE FOUR: FINAL BUDGET</p>	
<p>Consultations as are necessary to finalize budget</p>	<p>July Budget documents provided to participating municipalities, as well as a copy of the budget and of all financial information related to the apportionment of operating expenses and capital costs For the prior year budget, variance report is provided by July 1st each year that includes a summary of deferred revenue for all programs and services</p> <p>September/October Staff level meetings/communications with each participating municipality, including resubmission of binder if required, regarding any changes to apportionment and/or updated Current Value Assessment (CVA) shares as calculated/provided by the Province, as well as advance notice of October/November status update report to TRCA Board</p> <p>Variance report provided that includes a summary of deferred revenue for all programs and services included in schedule B for the <u>current year budget</u>.</p> <p>October/November TRCA Board status update report</p> <p>January/February/March</p>

<p>Approval of apportionment and final budget</p> <p>Providing copies and posting of budget</p> <p>Notice</p>	<p>Staff level meetings/communications with each participating municipality, including advance notice of the TRCA Board meeting for approval of final budget and apportionment amounts</p> <p>March/April/May TRCA Board approves apportionment amounts and final budget</p> <p>Copy of final budget provided to Minister, participating municipalities and posted on Governance section of website</p> <p>Formal notices of apportionment amount sent to participating municipalities</p>
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* The parties acknowledge and agree that the approved apportionment amounts for mandatory/levy programs are paid quarterly, as per the following schedule:

- 1st quarter – the later of 30 days post budget approval or April 1;
- 2nd quarter – July 1;
- 3rd quarter – October 1;
- 4th quarter – December 1;

and that where any of the above dates fall on a weekend or holiday, the applicable date will be the next business day. Further, any special project funding (i.e., not part of mandatory/levy programs) shall be billed upon project completion and accountability of project costs, or other such terms as agreed to between TRCA and the Region.

Memorandum of Understanding (“Memorandum”)

This agreement dated this 1st day of January, 2024 (the “Effective Date”).

Between:

The Regional Municipality of Durham
(Hereinafter, “Participating Municipality”)

and

Lake Simcoe Region Conservation Authority
(Hereinafter, “Conservation Authority”)

Whereas the Conservation Authority is a conservation authority established under the *Conservation Authorities Act* (“Act”) providing programs and services that further the conservation, restoration, development and management of natural resources in its watershed;

And Whereas the Participating Municipality is a municipality, located wholly or partly within the area under the jurisdiction of the Conservation Authority, and is designated as a participating municipality under the Act;

And Whereas in carrying out its mandate under the Act, the Conservation Authority is required to provide mandatory programs and services (Category 1) set out under the Act and Ontario Regulation 686/21, as amended or superseded;

And Whereas in carrying out its mandate under the Act, the Conservation Authority is required to provide mandatory programs and services (Category 1) related to the Lake Simcoe Protection Plan under the *Lake Simcoe Protection Act, 2008*;

And Whereas in carrying out its mandate under the Act, the Conservation Authority also provides non-mandatory programs and services (Category 2) at the request of or on behalf of its municipal partners within its jurisdiction;

And Whereas in carrying out its mandate under the Act, the Conservation Authority provides non-mandatory programs and services (Category 3) that the Conservation Authority implements to manage and conserve the watershed and provide outdoor based education;

And Whereas under the Act, Category 1 programs and services are to be funded through the annual budget and apportionment process in accordance with the applicable regulations;

And Whereas under the applicable regulations, Category 1 operating expenses and capital costs may be included in the apportionment and provided without an agreement;

And Whereas under the Act, Category 2 programs and services requested by the participating municipalities may be provided under a memorandum of understanding or such other agreement in respect of the programs and services, such as a procurement or other agreement;

And Whereas under the applicable regulations, Category 2 operating expenses and capital costs may be included in the apportionment under a memorandum of understanding or other agreement, and the operating expenses and capital costs shall be apportioned, in their entirety, to the participating municipality that requested the programs and services;

And Whereas under the Act, Category 2 programs and services may be provided at the request of participating municipalities, outside of the annual budget and apportionment process, through a memorandum or other agreements;

And Whereas under the Act, Category 3 programs and services implemented by the Conservation Authority may be provided in accordance with the Act, within the budget and apportionment process, or otherwise requested outside of the budget and apportionment process, through a cost apportioning agreement in accordance with the Act and applicable regulations;

And Whereas this Memorandum sets out the principles, terms and conditions governing the delivery of Category 2 and 3 programs and services funded by the Participating Municipality through the budget and apportionment, or otherwise requested outside of the budget and apportionment process;

And Whereas the Act requires such Memorandum or other agreements to be reviewed at regular intervals and to be made available to the public, subject to certain exemptions including an exemption for procurement agreements.

Now Therefore, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration the sufficiency of which is hereby acknowledged by the parties, the parties hereto agree as follows:

1. This Memorandum shall commence on the Effective Date and shall continue for four (4) years (the "Initial Term"). Thereafter this Memorandum shall continue for additional four (4) year periods (each a "Renewal Term") on the same terms and conditions unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
2. This Memorandum shall be reviewed by the parties on an annual basis as part of the budget and apportionment process.
3. When preparing its annual budget, the Conservation Authority shall follow the prescribed budgetary process in accordance with the requirements of the applicable regulations, including preparation of a draft budget, consultations with participating municipalities, rules for voting to approve the apportionment, and preparation of the final budget in alignment with the budgetary procedures of the participating municipalities.
4. Upon request by the Participating Municipality, the Conservation Authority shall submit a variance report by July 1st every year that includes a summary of deferred revenue for all programs and services included in the apportionment, and the Conservation Authority and the Participating Municipality will review unspent funding to determine opportunities to reallocate funding to other priority program and service areas on mutual agreement.

5. The Conservation Authority shall identify Category 1 programs and services in the annual budget. The Conservation Authority shall comply with the prescribed and approved methods of apportionment for Category 1 services.
6. The Conservation Authority and the Participating Municipality will identify and agree on requested Category 2 and 3 programs and services to be included in the annual budget and apportionment. Where requested Category 2 services are included in the annual budget and apportionment, the Conservation Authority shall, in accordance with the applicable regulations, apportion the operating expenses and capital costs, in their entirety, to the Participating Municipality. Where requested Category 3 services are included in the annual budget and apportionment, the Conservation Authority shall, in accordance with the applicable regulations, apportion the operating expenses and capital costs, to the Participating Municipalities.
7. Where Category 2 and 3 services are requested, all efforts will be made to include these in the annual budget. The Parties agree that funding requests for a program or service made outside the annual budget process will follow the Participating Municipality's approved policies and procedures, including but not limited to the Participating Municipality's Budget Management Policy and Procurement By-law, as amended.
8. Where after the Effective Date, the Conservation Authority identifies a new Category 3 program or service to be proposed for inclusion in the next annual budget, the Conservation Authority shall notify the Participating Municipality of the program or service and shall review the program or service with all participating municipalities to which a corresponding cost apportioning agreement would be proposed in accordance with the Act.
9. Schedule "A" to this Memorandum outlines the program and services inventory, apportionment method and assigned budget for each program and service (Category 1, 2, and 3).
10. Category 1 programs and services shall be provided in accordance with any standards and requirements that may be prescribed under subsection 21.1(3) of the Act. Category 2 programs and services provided shall be in accordance with any standards and requirements, and any terms and conditions, that may be prescribed under subsection 21.1.1(4) of the Act. Category 3 programs and services provided shall be in accordance with any standards and requirements, and any terms and conditions, that may be prescribed under subsection 21.1.2(3) of the Act.
11. Where Category 2 programs and services funded by the Participating Municipality involve user fees, such user fees shall only be imposed in accordance with the Conservation Authority's fee policy and fee schedules adopted in accordance with the provisions of the Act, or otherwise in accordance with provisions set out in an agreement between the Conservation Authority and the Participating Municipality.
12. The programs and services outlined in the Inventory of Programs and Services shall be paid quarterly, as per the following schedule:
 - a. 1st quarter – the later of 30 days post budget approval or April 1;
 - b. 2nd quarter – June 1;
 - c. 3rd quarter – September 1; and

d. 4th quarter – December 1;

If the above dates fall on a weekend or holiday, the payment shall be provided on the next following business day.

13. Funding for special projects (i.e., not part of mandatory/levy programs) shall be approved by the Participating Municipality's Council through the annual budget process and billed upon project completion and accountability of project costs, or other such terms as agreed to between the Conservation Authority and the Participating Municipality.
14. The Participating Municipality and the Conservation Authority will continue to work together to identify opportunities for further collaboration to the benefit of both parties and ensure efficiency, transparency and accountability in the use of public sector resources.
15. This Memorandum shall be made available to the public in accordance with the Act and any applicable regulations.
16. This Memorandum may be executed in counterparts and when each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all of such counterparts, when taken together, shall constitute one and the same agreement. The parties may sign this Memorandum by means of electronic signature and deliver this Memorandum by electronic transmission.

In Witness Whereof, the parties have entered into this Memorandum as of the Effective Date.

**Lake Simcoe Region Conservation
Authority**

Per: _____

Name: Rob Baldwin

Title: Chief Administrative Officer

The Regional Municipality of Durham

Per: _____

Name: Elaine Baxter-Trahair

Title: Chief Administrative Officer

SCHEDULE "A"

MANDATORY (CATEGORY 1) AND MUNICIPALLY REQUESTED (CATEGORY 2) AND CONSERVATION AUTHORITY REQUESTED (CATEGORY 3) (Specific to Region of Durham)

Program	O. Reg. 686/21 Section	Mandatory (Category 1)	Mandatory (Category 1 LSPP)	Municipal Request/Non-mandatory (Category 2)**	LSRCA Requested (Category 3)**	Apportionment Method*
Corporate Services						
Corporate Communications		\$37,734				MCVA
Facility Management		\$33,831				MCVA
Financial Management		\$48,324				MCVA
Governance	S. 15	\$18,684	\$15,645			MCVA/LSPP
Human Resource Management		\$29,109				MCVA
Information Management		\$47,770				MCVA
Ecological Management						
Ecosystem Science and Monitoring	S. 1, S. 3(2), S. 12	\$4,947	\$31,084			MCVA/LSPP
Restoration and Regeneration	S. 15		\$32,417	\$17,007		LSPP/Benefit Based
Education & Engagement						
Community Programming					\$4,306	Using MCVA
School Programming					\$16,059	Using MCVA
Greenspace Services						
Greenspace Management	S. 9(1)	\$36,915				MCVA
Securement	S. 9, S. 10, S. 11	\$7,029				MCVA
Planning & Development						
Development Planning	S. 1, S. 7, S. 8	\$3,769		MOU terms		MCVA/Benefit Based
Permitting and Enforcement	S. 7(2)	\$25,902				MCVA
Water Risk Management						
Flood Management and Warning	S. 1, S. 2(2)	\$23,893				MCVA
Water Management/Restoration	S. 15		\$16,106	\$6,376		LSPP/Benefit Based
Water Science and Monitoring	S. 1, S. 3(2), S. 12, S. 15	\$10,875	\$0			MCVA/LSPP

Watershed Studies & Strategies						
Climate Change	S. 1(3), S. 15	\$3,555	\$10,473			MCVA/LSPP
Research and Innovation	S. 15		\$16,371			LSPP
Watershed Planning	S. 12(4), S. 15	\$2,251	\$19,894			MCVA/LSPP

*Items that have more than one apportionment method require split apportionment based on Lake Simcoe Protection Plan requirements

**Non-mandatory services are undertaken at the sole discretion of the conservation authority and participating municipality

Apportionment definitions:

Benefit Based– Participating municipalities fund the program, where funding received is used entirely for projects or services within the participating municipality’s jurisdiction.

LSPP – Lake Simcoe Protection Plan-based projects or services within the participating municipality’s jurisdiction based on LSPA apportionment calculated in accordance with the *Conservation Authorities Act* and provided to LSRCA by the Province of Ontario.

MCVA – Modified Current Value Assessment as defined in O. Reg. 402/22

This Memorandum of Understanding (“MOU”) is made as of the 1st day of January, 2024 (the “Effective Date”).

BETWEEN:

THE REGIONAL MUNICIPALITY OF DURHAM
(hereinafter, “Participating Municipality”)

AND:

CENTRAL LAKE ONTARIO CONSERVATION AUTHORITY
(hereinafter, “CLOCA”)

WHEREAS CLOCA is a conservation authority established under the *Conservation Authorities Act* (“Act”) providing programs and services that further the conservation, restoration, development, and management of natural resources in its watershed;

AND WHEREAS the Participating Municipality is a municipality, located wholly or partly within the area under the jurisdiction of CLOCA, and is designated as a participating municipality under the Act;

AND WHEREAS in carrying out its mandate under the Act, CLOCA is required to provide mandatory programs and services (Category 1) set out under Ontario Regulation 686/21;

AND WHEREAS in carrying out its mandate under the Act, CLOCA provides non-mandatory programs and services (Category 2) at the request of or on behalf of its municipal partners within its jurisdiction;

AND WHEREAS in carrying out its mandate under the Act, CLOCA provides non-mandatory programs and services (Category 3) that CLOCA implements to manage and conserve the watershed;

AND WHEREAS under the Act, Category 1 programs and services are to be funded through the annual budget and apportionment process in accordance with the Act;

AND WHEREAS under the applicable regulations, Category 1 operating expenses and capital costs may be included in the apportionment and provided without an agreement;

AND WHEREAS under the Act, Category 2 programs and services provided at the request of or on behalf of its municipal partners are delivered under a memorandum of understanding or such other agreement, such as a procurement agreement;

AND WHEREAS under the applicable regulations, Category 2 operating expenses and capital costs may be included in the apportionment under a memorandum of understanding or other agreement, and the operating expenses and capital costs shall

be apportioned, in their entirety, to the participating municipality that requested the programs and services;

AND WHEREAS under the Act, Category 2 programs and services may be provided at the request of participating municipalities, outside of the annual budget and apportionment process, through a memorandum of understanding or individual procurement agreements;

AND WHEREAS the Act requires such memorandums of understanding or other agreements to be reviewed at regular intervals and to be made available to the public, subject to certain exemptions, including an exemption for procurement agreements;

AND WHEREAS this MOU sets out the principles, terms and conditions governing the delivery of Category 2 and 3 programs and services funded by the Participating Municipality through the budget and apportionment, or otherwise requested outside of the budget and apportionment process;

AND WHEREAS under the Act, Category 3 programs and services implemented by the CLOCA may be provided in accordance with the Act, within the budget and apportionment process, or otherwise requested outside of the budget and apportionment process;

AND WHEREAS under the Act and the Minister's Fee Classes Policy, the CLOCA may establish fees to be charged for the program or service where appropriate.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration the sufficiency of which is hereby acknowledged by the parties, the parties hereto agree as follows:

1. This MOU shall commence on the Effective Date and shall continue for four (4) years (the "Initial Term"). Thereafter this MOU shall continue for additional four (4) year periods (each a "Renewal Term") on the same terms and conditions unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
2. This MOU shall be reviewed by the parties on an annual basis as part of the budget and apportionment process.
3. When preparing its annual budget, CLOCA shall follow the prescribed budgetary process in accordance with the requirements of the applicable regulations, including preparation of a draft budget, consultation with the Participating Municipality, rules for voting to approve the apportionment, and preparation of the final budget.

4. CLOCA and the Participating Municipality shall identify and agree upon Category 1, applicable Category 2, and Category 3 services in the annual budget. The current inventory of program and services is attached hereto as Schedule 1, which may be modified through the annual budget process without further amendment of this MOU on agreement by the Parties. The inventory of program and services shall identify the appointment method and assigned budget amount for each program and service.
5. Where requested Category 2 services are included in the budget process and apportionment, CLOCA shall apportion the operating expenses and capital costs, in their entirety, to the Participating Municipality that requested the programs and services.
6. CLOCA shall submit a variance report by June 1st annually for the previous fiscal year that includes deferred revenue for all services included under Schedule 1 of the MOU. On an annual basis through the variance reporting process, CLOCA and the Participating Municipality will review unspent funding to determine opportunities to reallocate the funding to other municipal priorities.
7. Where Category 2 services are requested, all efforts will be made to include these in the annual budget. Should there be an exception to this, these funding requests will follow the Participating Municipality's approved policies and procedures, including but not limited to the Participating Municipality's Budget Management Policy and Procurement By-law.
8. Category 1 programs and services shall be provided in accordance with any standards and requirements that may be prescribed under subsection 21.1(3) of the Act. Category 2 programs and services provided shall be in accordance with any standards and requirements, and any terms and conditions, that may be prescribed under subsection 21.1.1(4) of the Act.
9. Where Category 2 programs and services funded by the Participating Municipality involve user fees, such user fees shall only be imposed in accordance with CLOCA's fee policy and fee schedules adopted in accordance with the provisions of the Act, or otherwise in accordance with provisions set out in an agreement between CLOCA and the Participating Municipality.
10. The Participating Municipality and CLOCA will continue to work together to identify opportunities for further collaboration to the benefit of both parties and ensure efficiency, transparency and accountability in the use of public sector resources.
11. This MOU shall be made available to the public in accordance with the Act and any applicable regulations.

- 12. This MOU may be executed in counterparts and when each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all of such counterparts, when taken together, shall constitute one and the same agreement.
- 13. All Category 1, Category 2 and Category 3 expenses agreed to as part of the budget process shall be paid quarterly in the calendar year, as per the following schedule:
 - a. 1st quarter – the later of: 30 days post budget approval, or April 1;
 - b. 2nd quarter – June 1;
 - c. 3rd quarter – September 1; and,
 - d. 4th quarter – December 1;
 If any of the above dates fall on a weekend or holiday, the payment shall be provided on the next following business day.
- 14. Funding for special projects (i.e., not part of mandatory/levy programs) shall be approved by the Participating Municipality’s Council through the annual budget process and billed upon project completion and accountability of project costs, or other such terms as agreed to between CLOCA and the Participating Municipality.

IN WITNESS WHEREOF, the parties have entered into this MOU as of the Effective Date.

CENTRAL LAKE ONTARIO CONSERVATION AUTHORITY

Per: Name: Chris Darling
Title: Chief Administrative Officer

Signature

Per: Name: Elizabeth Roy
Title: CLOCA Chair

Signature

THE REGIONAL MUNICIPALITY OF DURHAM

Per: Name: Elaine Baxter-Trahair
Title: Chief Administrative Officer

Signature

Program/Service	Item	Subservice	Explanation of Subservice	Category	Funding Mechanism	Average Annual Cost	Explanation of Other Funding
Natural Hazard Management (Section 21.1 (1) 1) (Subsection 1-8)	1	Section 28.1 Permit administration and compliance activities	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. Legal expenses for regulations and compliance. Property enquiry	1	91% Self-Generated 5% General Levy 4% Provincial Grant	\$ 443,244	
	2	Review under Other Legislation	Input to the review and approval processes under other applicable law, (e.g. Environmental Assessment Act, Drainage Act, Aggregate Resources Act, Niagara Escarpment Planning and Development Act proposals) with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.	1	91% Self-Generated 5% General Levy 4% Provincial Grant	\$ 80,853	
	3	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983)	1	91% Self-Generated 5% General Levy 4% Provincial Grant	\$ 410,335	
	4	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial & local water level forecasts and watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	1	39% Provincial Grants 35% General Levy 15% Federal Grants 7% Special Levy 4% Donations	\$ 115,183	
	5	Flood Plain Mapping	Data collection, analysis and identification of areas susceptible to riverine or coastal flooding to create mapping products to delineate flood-prone areas	1	69% General Levy 15% Federal Grants 11% Local Municipal Funding 5% Special Levy	\$ 109,872	
	6	Low Water Response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	100% General Levy	\$ 16,860	
	7	Natural Hazards Technical Studies and Information Management	Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Includes Shoreline hazard studies	1	77% General Levy 10% Federal Grants 7.5% Special Levy 5% Local Municipal Funding 0.5% Provincial Grants	\$ 123,252	
	8	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, relations.	1	100% General Levy	\$ 29,098	
	9	Watershed Stewardship and Restoration related to natural hazards	Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners. Implementation of watershed plan stewardship recommendations	2 & 3	53% General Levy 28% Federal Grants 18% Special Levy 1% Local Municipal Funding	\$ 31,807	
	10	Climate change impact assessment /Planning and Policies related to natural hazard mgmt.	Identification of vulnerability or risk, and the development of mitigation and adaptation policies and plans	2	100% General Levy	\$ 16,733	

Program/Service	Item	Subservice	Explanation of Subservice	Category	Funding Mechanism	Average Annual Cost	Explanation of Other Funding
Conservation Authority Land and Conservation Areas (Section 21.1 (1) (f) (Subsection 9-11))	11	Section 29 Minister's regulation Rules for Conduct in Conservation Areas (O. Reg. 688/21)	Conservation areas enforcement/ compliance & Legal expenses for regulation and compliance	1	100% General Levy	\$ 83,227	
	12	Conservation Area Strategy - NOTE: Strategy to be completed on or before December 31, 2024 per requirements in Section 10 of the Mandatory Programs and Services Regulation	Guiding principles, objectives, including for an authority's land acquisition and disposition strategy, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.	1	100% General Levy	\$ 19,437	
	13	Land Inventory - NOTE: Inventory to be completed on or before December 31, 2024 per requirements in Section 11 of the Mandatory Programs and Services Regulation	Development of an inventory containing information for every parcel of land owned or controlled by the Authority.	1	100% General Levy	\$ 10,500	
	14	Management, operation and Maintenance of CA owned lands	Management and Maintenance of CA owned lands including: Stewardship and restoration, and, Ecological monitoring programs and services to maintain any facilities, trails or other amenities that support public access and recreational activities in conservation areas	1	62% General Levy 19.5% Self-Generated 6% Donations 5% Special Levy 4% Federal Grants 1.5% Provincial Grants 2% Other (Other Grants/Partnership Funding/Local Municipal Funding)	\$ 1,173,238	Grant (ECCC), Grant (TD Friends of the Environment), Grant (Ducks Unlimited)
	15	Land Acquisition		3	85% Donation 8% Federal Grants 7% Special Levy	\$ 39,000	
	16	Rental property expenses		3	100% Self Generated	\$ 36,916	
	17	Source protection authority role as set out in the Clean Water Act.	Source protection authority role as set out in the Clean Water Act and meetings, activities required by the Clean Water Act and regulations that applies to the authority's source protection area.	1	100% Provincial Grants	\$ 100,719	
	18	Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring. CA takes water samples; MECP does lab analysis and data management.	1	100% General Levy	\$ 22,121	
	19	Surface water Monitoring	IWMP (sampling sent to Region)	3	88% General Levy 8% Other Grants 2% Provincial Grants 2% Partnership Funding	\$ 106,774	Grant (RBC)
	20	Provincial Groundwater Monitoring Network (PGMN)	A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring.	1	100% Provincial	\$ 15,251	
	21	ORM Groundwater Program	Program levied by TRCA and financial support provided to CLOCA	2	95% Partnership Funding 4% Self-Generated 1% Provincial Grants	\$ 855,175	
Cons Watched-based Resource Management Strategy (Section 21.1 (1) 2 (Subsection 12(4)-(6)))	22	Strategy Development - NOTE: Strategy to be completed on or before December 31, 2024	Develop guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide. Collate/compile existing resource management plans, watershed plans, studies and data. Strategy development, implementation & annual reporting. A review of programs and services provide for the purposes of compliance with CA Act. Develop a process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component	1	80% General Levy 20% Special Levy	\$ 102,438	
	23	Watershed Planning & Sub-watershed planning not related to natural hazards	Partner developed plan which identifies streams, wetlands, forests, groundwater recharge areas, and other natural areas. It includes an inventory of plants, animals, birds, and other species. Information on stream flows, water quality, groundwater movement and other natural features is also included. The plan contains policies and implementation actions to protect, enhance and improve the health of the area.	2	85% General Levy 15% Special Levy	\$ 137,234	
	24	Natural Heritage	Natural heritage monitoring, plans/strategies and system design outside of CA areas	3	87% General Levy 6% Local Municipal Funding 3.5% Federal Grants 3.5% Other (Donations, Other Grants, Provincial Grants, Self-Generated)	\$ 205,966	Grant (TD Friends of the Environment)
	25	Oshawa Consortium Water Monitoring Program	Surface water monitoring partnership	3	57% Local Municipal Funding 43% General Levy	\$ 38,987	

Program/Service	Item	Subservice	Explanation of Subservice	Category	Funding Mechanism	Average Annual Cost	Explanation of Other Funding
	26	Watershed Natural Heritage Stewardship and Restoration not related to natural hazards (Urban, rural & Agriculture)	Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners, implementation of watershed plan stewardship recommendations	3	47% General Levy 31% Partnership Funding 10% Federal Grants 6.5% Special Levy 3.5% Self-Generated 1.5% Other Grants 0.5% Donations	\$ 90,631	Grant (GM/ROM/Toronto Zoo) for Bloblitz event, Sponsorship (Friends of Second Marsh)
	27	Climate change impact assessment /Planning and Policies	Identification of vulnerability or risk, and the development of mitigation and adaptation policies and plans	2 & 3	66% Special Levy 34% General Levy	\$ 36,712	
	28	Conservation/ Outdoor Education - Curriculum delivery not related to natural hazards	Program development & delivery	3	40% General Levy 28% Self-Generated 15% Donations 14% Special Levy 3% Partnership Funding	\$ 216,510	
	29	Sustainable Neighbourhood Action Planning(SNAP)	Natural hazard and Heritage restoration and stewardship	2	Local Municipal Special Levy	\$	
	30	Nature Interpretative services not related to natural hazards	Event/Festival development and execution	3	65% Self-Generated 29% General Levy 4% Donations 2% Partnership Funding	\$ 175,527	
	31	Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority.	1	68% General Levy 23% Self-Generated 6% Interest Earned 2% Provincial Grants 1% Federal Grants	\$ 675,049	
	32	Financial Services	Accounting and payroll	1	100% General Levy	\$ 292,784	
	33	Corporate Legal Expenses	Costs related to agreements/contracts, administrative by-law updates	1	74% General Levy 16% Interest Earned 6% Provincial Grants 2% Federal Grants 2% Self-Generated	\$ 23,505	
	34	Communications and Marketing	Supporting delivery of products and programs through communication platforms and promotion of revenue generating activities; websites creation and maintenance	1	94% General Levy 5% Self-Generated 1% Other (Donations, Other Grants)	\$ 180,011	Grant (OMAF)
	35	Governance	Supporting CA Boards, Advisory Committees, Office of CAO	1	100% General Levy	\$ 195,985	
	36	Asset Management	Asset management planning, facilities & property management	1	100% General Levy	\$ 43,159	
	37	Information Technology Management/GIS	Data management, records retention, Development and use of systems to collect and store data and to provide spatial geographical representations of data	1	77% General Levy 22% Self-Generated 1% Federal Grants	\$ 620,344	
						\$ 6,874,445	

Enabling Program Services
Note: Methodology for inclusion of these types of services will be finalized in phase 2

MEMORANDUM OF UNDERSTANDING (“MOU”)

THIS AGREEMENT dated this 1st day of January, 2024 (“Effective Date”).

BETWEEN:

THE REGIONAL MUNICIPALITY OF DURHAM
(Hereinafter, “Participating Municipality”)

AND:

KAWARTHA REGION CONSERVATION AUTHORITY
(Hereinafter, “Kawartha Conservation”)

WHEREAS Kawartha Conservation is a conservation authority established under the *Conservation Authorities Act* (“Act”) providing programs and services that further the conservation, restoration, development and management of natural resources in its watershed;

AND WHEREAS the Participating Municipality is a municipality, located wholly or partly within the area under the jurisdiction of Kawartha Conservation, and is designated as a participating municipality under the Act;

AND WHEREAS in carrying out its mandate under the Act, Kawartha Conservation is required to provide mandatory programs and services (Category 1) set out under *Ontario Regulation 686/21*;

AND WHEREAS in carrying out its mandate under the Act, Kawartha Conservation provides non-mandatory programs and services (Category 2) at the request of or on behalf of its municipal partners within its jurisdiction;

AND WHEREAS in carrying out its mandate under the Act, Kawartha Conservation provides non-mandatory programs and services (Category 3) that Kawartha Conservation implements to manage and conserve the watershed;

AND WHEREAS under the Act, Category 1 programs and services are to be funded through the annual budget and apportionment process in accordance with the Act;

AND WHEREAS under the applicable regulations, Category 1 operating expenses and capital costs may be included in the apportionment and provided without an agreement;

AND WHEREAS under the Act, Category 2 programs and services provided at the request of or on behalf of its municipal partners municipalities are delivered under a memorandum of understanding or such other agreement, such as a procurement agreement;

AND WHEREAS under the applicable regulations, Category 2 operating expenses and capital costs may be included in the apportionment under a memorandum of understanding or other agreement, and the operating expenses and capital costs shall be apportioned, in their entirety, to the participating municipality that requested the programs and services;

AND WHEREAS under the Act, Category 2 programs and services may be provided at the request of participating municipalities, outside of the annual budget and apportionment process, through a memorandum of understanding or individual procurement agreements;

AND WHEREAS the Act requires such memorandums of understanding or other agreements to be reviewed at regular intervals and to be made available to the public, subject to certain exemptions;

AND WHEREAS this MOU sets out the principles, terms and conditions governing the delivery of Category 2 programs and services funded by the Participating Municipality through the budget and apportionment, or otherwise requested outside of the budget and apportionment process;

AND WHEREAS under the Act, Category 3 programs and services implemented by Kawartha Conservation may be provided in accordance with the Act, within the budget and apportionment process, or otherwise requested outside of the budget and apportionment process;

AND WHEREAS under the Act and the Minister's Fee Classes Policy, the Kawartha Conservation may establish fees to be charged for the program or service where appropriate.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration the sufficiency of which is hereby acknowledged by the parties, the parties hereto agree as follows:

1. This MOU shall commence on the Effective Date and shall continue for four (4) years (the "Initial Term"). Thereafter this MOU shall continue for additional four (4) year periods (each a "Renewal Term") on the same terms and conditions unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
2. This MOU shall be reviewed by the Parties on an annual basis as part of the budget and apportionment process.
3. Kawartha Conservation agrees to provide the Participating Municipality with the programs and services outlined in the Inventory of Programs and Services

(Categories 1, 2, and 3) attached hereto as Schedule A, which shall identify the apportionment and assigned budget amount for each program and service.

4. When preparing its annual budget, Kawartha Conservation shall follow the prescribed budgetary process in accordance with the requirements of the applicable regulations, including preparation of a draft budget, consultations with participating municipalities, rules for voting to approve the apportionment, and preparation of the final budget.
5. Kawartha Conservation and the Participating Municipality shall identify and agree upon Category 1, applicable Category 2, and Category 3 program and services through the annual budget process.
6. Where requested Category 2 services are included in the budget process and apportionment, Kawartha Conservation shall apportion the operating expenses and capital costs, in their entirety, to the Participating Municipality that requested the programs and services.
7. Where Category 2 services are requested, all efforts will be made to include these in the annual budget. The Parties agree that funding requests for a program or service made outside the annual budget process will follow the Participating Municipality's approved policies and procedures, including but not limited to the Participating Municipality's Budget Management Policy and Procurement By-law, as amended.
8. Funding for special projects (i.e., not part of mandatory/levy programs) shall be approved by the Participating Municipality's Council through the annual budget process and billed upon project completion and accountability of project costs, or other such terms as agreed to between Kawartha Conservation and the Participating Municipality.
9. Category 1 programs and services shall be provided in accordance with any standards and requirements that may be prescribed under subsection 21.1(3) of the Act. Category 2 programs and services provided shall be in accordance with any standards and requirements, and any terms and conditions, that may be prescribed under subsection 21.1.1(4) of the Act. Category 3 programs and services provided shall be in accordance with any standards and requirements, and any terms and conditions, that may be prescribed under subsection 21.1.2(3) of the Act.

10. Where Category 2 and/or 3 programs and services funded by the Participating Municipality involve user fees, such user fees shall only be imposed in accordance with Kawartha Conservation's fee policy and fee schedules adopted in accordance with the provisions of the Act, or otherwise in accordance with provisions set out in an agreement between Kawartha Conservation and the Participating Municipality.
11. Revenues generated through fees and charges and other revenue streams, shall be used to offset the apportioned value required to be paid by the Participating Municipality for the program and/or service in accordance with the Act.
12. The programs and services outlined in the Inventory of Program and Services shall be paid quarterly in the calendar year, as per the following schedule:
 - 1st quarter – the later of: 30 days post budget approval, or April 1;
 - 2nd quarter – June 1;
 - 3rd quarter – September 1; and,
 - 4th quarter – December 1;

If any of the above dates fall on a weekend or holiday, the payment shall be provided on the next following business day.
13. Kawartha Conservation shall submit a variance report by July 1st each year that includes a summary of deferred revenue for all programs and services included in the apportionment, and the Parties will review unspent funding to determine opportunities to reallocate funding to other priority program and service areas on mutual agreement.
14. Kawartha Conservation and the Participating Municipality shall negotiate in good faith in an attempt to settle any dispute between the Parties in a timely manner. If a dispute cannot be resolved, the Parties agree that the dispute shall be referred to senior management of the Parties (the Parties' respective Chief Administrative Officers or their designate), who shall meet to attempt to resolve the dispute. If no resolution is obtained, the matter shall be referred to the Participating Municipality's Council and Kawartha Conservation's Board of Directors.
15. Amendments to the schedules of this MOU may be made, in writing by mutual agreement, periodically to ensure alignment with existing agreements and the annual budget process.
16. The Participating Municipality and Kawartha Conservation will continue to work together to identify opportunities for further collaboration to the benefit of both parties

and ensure efficiency, transparency and accountability in the use of public sector resources.

17. This MOU shall be made available to the public in accordance with the Act and any applicable regulations.
18. This MOU may be executed in counterparts and when each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all of such counterparts, when taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties have entered into this MOU as of the Effective Date.

**KAWARTHA REGION CONSERVATION
AUTHORITY**

Per: _____
Name: Mark Majchrowski
Title: Chief Administrative Officer

THE REGIONAL MUNICIPALITY OF DURHAM

Per: _____
Name: Elaine Baxter-Trahair
Title: Chief Administrative Officer

Schedule A - Kawartha Conservation Programs and Services

Programs and Services	Category	Apportionment Method	2024 Draft Durham Apportionment
Provincial Water Quality and Quantity Monitoring	1	MCVA	\$ 18,626
Core Watershed Based Resource Strategy	1	MCVA	12,526
Flood Forecasting and Warning and Low Water Response	1	MCVA	22,293
Natural Hazard Planning Services	1	MCVA	36,180
Section 28 Permit Administration and Compliance	1	MCVA	37,215
Drinking Water Source Protection	1	MCVA	-
Conservation Area Management	1	MCVA	98,901
Durham East Cross Forest	1	Durham Benefit	105,750
Digitization of Corporate Records	1	MCVA	5,446
Tree Planting and Forestry Services*	2	Durham and City of Kawartha Lakes Benefit	6,000
Lake Management Plan Implementation	2	Durham Benefit	140,100
Durham Watershed Planning	2	Durham Benefit	30,500
Core Watershed Based Resource Strategy	3	MCVA	4,647
Local Environmental Monitoring	3	MCVA	17,224
Environmental Monitoring Strategy	3	MCVA	9,077
Fleetwood Creek Natural Area	3	N/A	-
Conservation Education and Community Outreach	3	MCVA	15,884
Habitat Restoration	3	N/A	-
Corporate Services	General Operating	MCVA	297,253
Information Services	General Operating	MCVA	77,606

*There is also \$9,000 of funding provided for this program through the MOU for Conservation Authorities Supporting Climate Action through Nature Based Solutions by the Region of Durham.

**The budget apportionment figures in this schedule are provided in draft form as the 2024 Budget process is in progress as of January 9th, 2024.



**GANARASKA REGION
CONSERVATION AUTHORITY**

**MEMORANDUM OF UNDERSTANDING
FOR PROGRAMS & SERVICES**

*Clean Water, Healthy Land
For Healthy Communities*

MEMORANDUM OF UNDERSTANDING FOR PROGRAMS AND SERVICES (“MOU”)

This MOU dated the 1st day of February, 2024.

BETWEEN:

Ganaraska Region Conservation Authority
(hereinafter called the “Ganaraska Conservation”)

– and –

The Regional Municipality of Durham
(hereinafter called the “Participating Municipality”)

Hereinafter referred to as the “Parties” when referenced collectively.

WHEREAS Ganaraska Conservation is a conservation authority established under the *Conservation Authorities Act*, R.S.O. 1990, c. C.27 (the Act) and is governed by its members appointed by Participating Municipalities in accordance with the Act;

AND WHEREAS the Participating Municipality is a municipality, located wholly or partly within the area under the jurisdiction of Ganaraska Conservation, and is designated as a Participating Municipality under the Act;

AND WHEREAS in carrying out its mandate under the Act, Ganaraska Conservation is required to provide mandatory programs and services (Category 1) set out under *Ontario Regulation 686/21*;

AND WHEREAS in carrying out its mandate under the Act, Ganaraska Conservation provides non-mandatory programs and services (Category 2) at the request of or on behalf of its Participating Municipalities within its jurisdiction;

AND WHEREAS in carrying out its mandate under the Act, Ganaraska Conservation provides non-mandatory programs and services (Category 3) that Ganaraska Conservation provides to manage and conserve the watershed;

AND WHEREAS under the Act, Category 1 programs and services are to be funded through the annual budget and apportionment process in accordance with the Act;

AND WHEREAS under the applicable regulations, Category 1 operating expenses and capital costs may be included in the apportionment and provided without a MOU;

AND WHEREAS pursuant to the Act and Ontario Regulation 687/21, Ganaraska Conservation is required to enter into a MOU with the Participating Municipality in order for Ganaraska Conservation to apportion operating costs to the Participating Municipality to fund other services and programs (Categories 2 and 3) that are

requested by the Participating Municipality or that Ganaraska Conservation wishes to provide to further the purpose of the Act;

AND WHEREAS pursuant to the Act and Ontario Regulation 687/21, Ganaraska Conservation may establish a fee to be charged by Ganaraska Conservation for other programs and services;

AND WHEREAS the Parties recognize the need for, and the benefits of, entering into an MOU for the delivery of the other programs and services by Ganaraska Conservation;

AND WHEREAS the Parties continue to work together to identify opportunities for further collaboration to the benefit of both Parties while ensuring efficiency and accountability.

NOW THEREFORE, in consideration of the mutual covenants, conditions, considerations and payments herein contained, the parties hereto agree as follows:

1. Ganaraska Conservation agrees to provide the Participating Municipality with the programs and services outlined in the Inventory of Programs and Services (Categories 1, 2 and 3) attached hereto as Schedule "A", which shall identify the appointment method and assigned budget amount for each program and service.
2. The general levy, which is applied to Category 1, will be calculated annually using the current general levy subject to an annual increase as agreed to during budget deliberations. The appointment to the Participating Municipality shall be based on Current Value Assessment (CVA) data as provided by the Ministry. The general levy will be forwarded to the Participating Municipality annually under separate cover.
3. The programs and services outlined in the Inventory of Program and Services shall be paid quarterly in the calendar year, as per the following schedule:
 - 1st quarter – the later of: 30 days post budget approval, or April 1;
 - 2nd quarter – June 1;
 - 3rd quarter – September 1; and,
 - 4th quarter – December 1;

If any of the above dates fall on a weekend or holiday, the payment shall be provided on the next following business day.

4. Funding for special projects (i.e. not part of mandatory/levy programs) shall be approved by the Participating Municipality's Council through the annual budget

process and billed upon project completion and accountability of project costs, or other such terms as agreed to between Gananaska Conservation and the Participating Municipality.

5. Where Category 2 and 3 programs and services are requested, all efforts will be made to include these in the annual budget. The Parties agree that funding requests for a program or service made outside the annual budget process will follow the Participating Municipality's approved policies and procedures, including but not limited to the Participating Municipality's Budget Management Policy and Procurement By-law, as amended.
6. The cost structure for the programs and services provided in Schedule A shall be based on the actual costs to Gananaska Conservation of providing the programs and services.
7. The Participating Municipality agrees that Gananaska Conservation may establish and charge a user fee for the programs and services outlined in Schedule "A", in accordance with Gananaska Conservation's fee policy and fee schedules adopted pursuant to the Act, or otherwise in accordance with provisions set out in an agreement between Gananaska Conservation and the Participating Municipality. Revenues generated through fees and charges and other revenue streams, shall be used to offset the apportioned value required to be paid by the Participating Municipality for the program and/or service in accordance with the Act.
8. The Participating Municipality will continue to support the current Inventory of Programs and Services in Schedule "A" throughout the term of this MOU. Further, Gananaska Conservation shall submit a variance report by July 1st of each year that includes a summary of deferred revenue for all programs and services included in the apportionment, and the Parties will review unspent funding to determine opportunities to reallocate funding to other priority program and service areas on mutual agreement.
9. This MOU will be posted on Gananaska Conservation's website to comply with the requirements under the Act.

Term of MOU

10. The MOU will be for a term of four (4) years commencing on the date of the signature by the last of the Parties of this MOU.

11. This MOU shall automatically review for an additional four (4) year term, on the same terms and conditions, unless either Party provides written notice of termination to the other Party at least sixty (60) days prior to the expiry of the current term.
12. The MOU shall be reviewed by the parties on an annual basis as part of the budget and apportionment process.
13. Either party may terminate all or any part of Schedule A of this MOU at any time upon delivering six (6) months written notice of termination prior to the following budget year.
14. Any notice to be given pursuant to this MOU shall be delivered in writing to the parties at the following addresses:
 - Ganaraska Region Conservation Authority 2216 County Road 28, Port Hope, ON L1A 3V8
 - Regional Municipality of Durham 605 Rossland Road East, Whitby, ON L1N 0B7
15. The MOU will terminate six (6) months after the date on which written notice of early termination is delivered to the parties.

Force Majeure

16. Neither Party shall be in default with respect to the performance or non-performance of the terms of this MOU resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Participating Municipality), plague, epidemic, pandemic, natural disaster, strike lock-out, inability to procure material, acts, laws, or regulations of government authority or other cause beyond the reasonable control of such Party and not caused by the act or omission of such Party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay.

Dispute Resolution

17. Ganaraska Conservation and the Participating Municipality shall negotiate in good faith in an attempt to settle any dispute between the parties in connection with this MOU in a timely manner. If a dispute cannot be resolved, the parties agree that the dispute shall be referred to senior management of the Parties (the Parties' respective Chief Administrative Officers or their designate), who shall meet to

attempt to resolve the dispute. If no resolution is obtained, the matter shall be referred to the Participating Municipality's Council.

**SIGNED AND DELIVERED THIS ____ DAY OF _____ 2024.
GANARASKA REGION CONSERVATION AUTHORITY**

Per: _____

Chair
I/we have the authority to bind the Corporation

Per: _____

CAO/Secretary-Treasurer
I/we have the authority to bind the Corporation

**SIGNED AND DELIVERED THIS ____ DAY OF _____ 2024.
THE REGIONAL MUNICIPALITY OF DURHAM**

Per: _____

Elaine Baxter-Trahair
Chief Administrative Officer/Clerk
I/we have the authority to bind the Corporation

Schedule "A"
 Based on 2024 Proposed Preliminary Budget
 Subject to Change Upon Approval of the Municipality's Budget

Regional Municipality of Durham

<u>Category 1</u>	Amount	Allocation
Support Services	\$247,510.00	Based on Modified CVA
Natural Hazard Management Program	\$141,229.00	Based on Modified CVA
Local Water Quality Monitoring	\$ 5,210.00	Based on Modified CVA
Drinking Water Source Protection		Not Applicable – Funded by Province
Core Watershed Based Resource Management Strategy		2024 Funded by General Levy
Sub Watershed Plans and Projects		Not Applicable
Conservation Authority Lands and Conservation Areas	\$264,647.00	Based on Modified CVA
Watershed Stewardship		Not Applicable – Self funded
 <u>Category 2</u>		
Climate Change Strategy	\$ 30,000.00	Benefitting – Durham 100%
Watershed Report Card Update	\$ 15,000.00	Benefitting – Durham 100%
Durham Floodplain Mapping Update (FHIMP)	\$ 10,000.00	Benefitting – Durham 100%
Watershed Monitoring	\$ 43,500.00	Benefitting – Durham 100%
Watershed Ecology	\$ 46,100.00	Benefitting – Durham 100%
Durham Collaborative Tree Program	\$ 98,000.00	Benefitting – Durham 100%
Greater Golden Horseshoe Conservation Authority Collaborative	\$ 2,500.00	Benefitting – Durham 100%
 <u>Special Projects</u>		
Provincial Water Quality and Quantity Monitoring	\$ 39,509.00	Benefitting – Durham 50%
Natural Heritage Mapping	\$ 34,440.00	Benefitting – Durham 100%
Clean Water – Healthy Lands Financial Assistance	\$ 20,000.00	Benefitting – Durham 100%
Clarington Floodline Mapping Update	\$ 18,510.00	Benefitting – Durham 100%



Agenda Item #8.1

BOD Meeting #2/24

February 22, 2024

Page 1 of 3

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

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

Re: 2024 Capital Budget and 2024 Budget Circulation

KEY ISSUE:

To review the 2024 Capital Budget and provide direction, and integrate within the overall 2024 budget, and circulation of the budget to participating municipalities.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Draft 2024 capital budget be updated to reflect any Board recommendations prior to circulation, AND,

THAT, the Draft 2024 capital budget be integrated into the 2024 Budget document, AND

THAT, the Draft 2024 operating and capital budgets be approved for consultation purposes, AND,

THAT, Notice of Meeting to approve the budget is provided to participating municipalities for March 28, 2024.

CAPITAL BUDGET

BACKGROUND

The 2024 Capital Budget presented in Attachment 1 contains an estimated \$862,500 in total capital requests including the 2023 capital rollovers. Staff are requesting the Board's review and direction on the capital projects, in alignment with priorities identified within the Corporate Strategic Plan.

There are several growing pressures on our infrastructure and capital assets across segments including fleet, buildings and building improvements and conservation areas.

Our recommendations for 2024 projects were determined by staff as high priority areas in support of the strategic plan.

FINANCIAL IMPACT

In September 2023, the Board had endorsed our Asset Management Plan for consultation with municipalities to address the capital funding gap of \$256,000 for average annual

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



Agenda Item #8.1

BOD Meeting #2/24

February 22, 2024

Page 2 of 3

requirements into the future. It is anticipated that starting in 2025, that we will begin to phase in capital funding over a 10-year period that will enable us to plan for future capital expenditures and maintain service levels at the organization.

In the 2024 operating budget, we allocated \$3,900 of revenue earned to be contributed to reserves.

Through internal charges for the usage of equipment, we have historically earned a surplus by charging out to programs and services more than the expenditures to operate our fleet and equipment that would then be allocated to our capital asset reserve. This operating transfer has historically been \$25,000; however, it has varied annually recently due to increased maintenance costs (aging vehicles), inflation, insurance, and leasing expenditures to meet vehicle usage needs. With the partial replacement of fleet vehicles disposed in 2022 and 2023, we anticipate that the vehicle and equipment pool will return to more historical transfer amounts.

We have provided a schedule for the continuity of reserves. This schedule provides an estimate as to how reserves will be impacted in 2024 with the requested capital expenditures, assuming all grants are received to support projects.

2024 DRAFT BUDGET DOCUMENT

Further to guidance provided at the Board meeting of July 25th, September 28th, and October 26th, 2023, we have developed the Draft 2024 Budget using the 2023 Operating levy as a baseline with an increase of 2.5%, a total of \$42,883.

The draft budget was shared with the Board of Directors at the November 23rd, 2023 meeting and at the January 25th, 2024 meeting. There have been no revisions to the budget proposed. The staff report for the January 25th, 2024 meeting is attached for your convenience of reference (excluding the 2024 draft operating budget) (Attachment 2).

The 2024 draft budget document is also attached, which includes the draft operating budget presented at January's Board of Director's meeting and the draft 2024 capital budget (subject to Board guidance). This document represents the integration of the two budget components into one budget document, with the 2024 draft capital budget following the draft 2024 operating budget (starting on page 60 of the draft 2024 budget document) (Attachment 3).



Agenda Item #8.1

BOD Meeting #2/24

February 22, 2024

Page 3 of 3

CONCLUSION

The attached capital budget provides information as to the specific projects and their rationale. The capital budget does not request any additional levy for municipal partners to respect the budget parameters. We are looking for Board support in the use of our reserves to fund high priority infrastructure that are required to maintain service levels for our community and municipal partners.

In future years, we plan to reduce the funding gap and provide a longer-term outlook on capital requests as we address the recommendations within the Asset Management Plan.

A copy of the 2024 draft budget (inclusive of operating and capital) will be circulated to participating municipalities and a copy posted to the Governance section of our website, as prescribed by the new budget regulations.

The circulation of the draft budget will be in conjunction with the “notice of meeting” that must be provided to all participating municipalities. The notice of meeting will be scheduled for March 28, 2024 when the weighed vote and final budget vote are scheduled to occur.

This notice will be provided 30 days prior to the meeting and include our draft budget and apportionment amounts.

Acknowledgements in the preparation of this report:

Kristie Virgoe, Director, Stewardship and Conservation Lands



Kawartha Conservation 2024 Capital Expenditures

Project Code	Capital Item Requested	CA Act Category	Proposed Capital Expenditures	Reserve Funding	Other Funding	Grant Funding	2023 Rollover	2024 Levy Allocated	Adjusted Levy Total
Corporate Services									
CS-TCA-01	Building Security System Enhancement	General Capital	\$ 20,000	\$ (6,100)	\$ -	\$ -	(10,000)	\$ (3,900)	\$ -
CS-TCA-02	Cellular Signal Booster	General Capital	7,500	(7,500)	-	-	-	-	-
CS-TCA-03	Walkway Rehabilitation and Sidewalk Repair	General Capital	10,000	(10,000)	-	-	-	-	-
CS-TCA-04	Fleet Replacement	General Capital	45,000	-	-	-	(45,000)	-	-
Stewardship and Conservation Lands									
SCL-TCA-01	Ken Reid Marsh Boardwalk*	Other	530,000	(280,000)	-	(250,000)	-	-	-
SCL-TCA-02	Ken Reid Road Study	Mandatory	15,000	(15,000)	-	-	-	-	-
SCL-TCA-03	Fencing - New Property Acquisition	Other	60,000	(60,000)	-	-	-	-	-
SCL-TCA-04	Talking Forest Application	Other	12,000	(6,000)	(6,000)	-	-	-	-
SCL-TCA-05	Raingarden Project*	Municipal/Other	83,000	(31,600)	-	(41,500)	-	(9,900)	-
SCL-TCA-06	Field Centre Rehabilitation	General Capital	80,000	(80,000)	-	-	-	-	-
Total			\$ 862,500	\$ (496,200)	\$ (6,000)	\$ (291,500)	\$ (55,000)	\$ (13,800)	\$ -

* Projects will proceed only with grant funding or contributions from others



Continuity of Reserves

Reserves	2023 Audited Opening Balance	2024 Projected Opening Balance	2024 Contributions from Operating	2024 Proposed Commitments	Projected Closing Balance
Discretionary					
Unrestricted	\$ 857,599	\$ 857,599	\$ -	\$ -	857,599
Capital Asset Acquisitions	538,765	463,765	28,900	(348,395)	144,270
Conservation Initiatives	113,355	113,355	-	(113,355)	-
Externally Restricted					
Durham East Cross Forest CA	39,600	39,600	-	-	39,600
Windy Ridge CA	22,826	19,076	-	(11,250)	7,826
Ken Reid CA	89,450	89,450	-	(89,450)	-
Scugog Land Acquisitions	133,664	133,664	-	-	133,664
	\$ 1,795,259	\$ 1,716,509	\$ 28,900	\$ (562,450)	\$ 1,182,959

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Building Security System Enhancement
Department	Corporate Services
Project Manager	Jonathan Lucas, Director, Corporate Services
Project Number	CA-TCA-01

Project Description and Rationale

This project includes security improvements and expansion for owned buildings to update our security system with remote management capabilities and consolidation of non-integrated systems. This project includes expanding coverage to vulnerable areas and integrating our doorways with the security system. Additionally, this will assist with the bookings for the Field Centre with providing a FOB that can be easily disabled for rentals. Additional funds from the 2023 approved amounts are required as the project became more involved for an optimal solution.

Strategic Reference

Innovate and Enhance:

Increase our organizational resiliency

Explore and implement digital infrastructure to enhance business success and outcomes

Protect and Restore:

Ensure the safety of people, property, and public infrastructure

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Cellular Signal Booster
Department	Corporate Services
Project Manager	Jonathan Lucas, Director, Corporate Services
Project Number	CS-TCA-02

Project Description and Rationale

The main administration building has issues with cellular signal within the building. A cellular signal booster would be installed to provide a strong cellular signal within the building. This signal booster would support our security system as redundancy to a landline supported system. As our building also acts as the Emergency Operations Centre, it is imperative to ensure a reliable cellular signal is available in the event of a potential disaster. Additionally, this will assist with the increasing prevalence of mobile devices in day-to-day tasks.

Strategic Reference

Innovate and Enhance:

Increase our organizational resiliency

Explore and implement digital infrastructure to enhance business success and outcomes

Protect and Restore:

Ensure the safety of people, property, and public infrastructure

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Walkway Rehabilitation and Sidewalk Repair
Department	Corporate Services
Project Manager	Jonathan Lucas, Director, Corporate Services
Project Number	CS-TCA-03

Project Description and Rationale

Our walkway that guides walking traffic from the parking lot to the administration building has degraded and overgrown overtime. In order to provide the public with safe access to the administration building and guide traffic away from the roadway, it's recommended to rehabilitate this gravel walkway. Additionally, our concrete walkway requires repairs where freeze/thaw cycles have raised blocks creating a tripping hazard for staff.

Strategic Reference

Protect and Restore:
Ensure the safety of people, property, and public infrastructure

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Fleet Replacement (2005 Pontiac Vibe)
Department	Corporate Services
Project Manager	Jonathan Lucas, Director, Corporate Services
Project Number	CS-TCA-04

Project Description and Rationale

Our current vehicle fleet is aging and requires replacement. Three vehicles were pulled from circulation for auction (2005 Pontiac Vibe with 300,000km, 2006 Toyota Matrix with 300,000km & 2006 GMC Sierra with safety concerns) as the investment to continue operating is exponentially increasing.

We recommend purchasing one vehicle in 2024 and deferring additional purchase(s) until 2025. Seasonal needs will be supplemented with short-term leases, as required.

Strategic Reference

Innovate and Enhance:
Increase efficiency and effectiveness of service delivery

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Ken Reid Marsh Boardwalk
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-01

Project Description and Rationale

To address the long-term need to repair the boardwalk, and to elevate our infrastructure and visitor appeal, we are in the process of investigating a fully redesigned and rebuilt boardwalk with a plan to utilize the Tourism Growth Program to help support the work. Given the extent of the work and limited staffing resources, we are proposing a contractor to complete this project. This length of boardwalk is approximately 135m and runs through the Sturgeon Lake No. 26 Provincially Significant Wetland. This project is grant-dependent.

Strategic Reference

Engage and Inspire:
Maintain and enhance our Conservation Areas to provide healthy outdoor experiences.

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Ken Reid Road Study
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-02

Project Description and Rationale

The roadway into our flagship Conservation Area and Administration building continues to degrade exponentially requiring more frequent investment to maintain service levels. These service levels are increasingly challenging to maintain due to financial constraints and physical constraints with grading and maintenance as they can only take place in the appropriate seasons. The time benefit grading provides continue to decrease.

The roadway requires a geotechnical evaluation to determine design and parameters that are required to resolve or mitigate the road degradation.

Strategic Reference

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

Innovate and Enhance:
Increase efficiency and effectiveness of service delivery

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Fencing - New Property Acquisition
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-03

Project Description and Rationale

Kawartha Conservation is in the process of acquiring land through a donation as directed by the Board of Directors. The property requires a fencing perimeter to be established from the neighbouring properties. The dimensions of the fencing required is approximately 2,500ft.

Strategic Reference

Engage and Inspire:
Maintain and enhance our Conservation Areas to provide healthy outdoor experiences.

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Talking Forest Application
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-04

Project Description and Rationale

The Talking Forest Application has been very well received by the community since it's launch in 2022. The application requires redevelopment as the original hosting organization is no longer supporting the application. The costs for this initiative will be shared by another Conservation Authority that would like to launch the experience in their watershed.

Strategic Reference

Engage and Inspire:

Explore service and program expansion opportunities at our conservation areas

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

Innovate and Enhance:

Explore and implement digital infrastructure to enhance business success and outcomes

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Raingarden Project
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-05

Project Description and Rationale

The administration building parking lot has water runoff towards towards the field centre and grassy area. The water is not being diverted properly resulting in pooling at the field centre and surrounding locations deteriorating the building. This project aims to reduce the runoffs impacts and divert it to a raingarden. We have applied for funding to support this initiative.

Strategic Reference

Protect and Restore:
Ensure the safety of people, property, and public infrastructure

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Field Centre Rehabilitation
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-06

Project Description and Rationale

Our Field Centre supports community events, rentals, educational partnerships and organizational needs for filing space and equipment storage. The centre was originally built in 1994 with an addition completed in 2012. The building is experiencing moisture issues that are now resulting in visible damages and concerns. Our preliminary estimates and discussions with contractors include work to repair drywall, insulation, baseboards, siding, eavestroughs and manage drainage.

Strategic Reference

Engage and Inspire:
Maintain and enhance our Conservation Areas to provide healthy outdoor experiences.



ATTACHMENT #2

Agenda Item #9.3

BOD Meeting #1/24

January 25, 2024

Page 1 of 7

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

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

Re: 2024 Draft Operating Budget

KEY ISSUE:

To review the 2024 Draft Budget and provide direction.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Draft 2024 budget be updated to reflect any Board recommendations prior to circulation, AND,

THAT, the Draft 2024 budget be presented at the February meeting for endorsement,

BACKGROUND

Further to guidance provided at the Board meeting of July 25th, September 28th and October 26th, 2023 we have developed the Draft 2024 Budget using the 2023 Operating levy as a baseline with an increase of 2.5%, a total of \$42,883.

The draft budget was shared with the Board of Directors at the November 23rd meeting. There have been no revisions to the budget at the second draft review prior to seeking approval for consultation.

The 2023 operating levy baseline has been used to support the new frameworks categories of General, Mandatory, Municipal and Other Programs and Services in 2024. We attach the 2024 draft detailed budget inclusive of our Programs and Deliverables for the year.

A summary of key assumptions and guidelines is provided below.

Governance and Legislation

It is our objective to prepare a budget that meets the demands of our core business, our Strategic Plan, the economic outlook, the budget guidelines set by our municipal partners and respect the anticipated direction and outcomes of the legislation by the Province of Ontario, Bill 108, and proposed regulations.

For more information, please contact Jonathan Lucas at extension 233.

**ATTACHMENT #2****Agenda Item #9.3**

BOD Meeting #1/24

January 25, 2024

Page 2 of 7

Our 2024 budget required a significant undertaking from staff to review all our programs and services and implement the administrative undertakings to provide a budget that meets the requirements of O. Reg. 402/22: Budget and Apportionment. This regulation went into effect July 1st, 2023 and is a supporting regulation to the amendments through the Conservation Authorities Act that have categorized our programs and services into General, Mandatory, Municipal and Other. As a result of the changes, there has been a restatement of 2023 budget figures to align with the 2024 budget approach. We attach a comparative table for your reference below.

2023 Budget	→	2024 Budget Programs and Services
Operating levy	→	General Operating Category 1 Mandatory Category 3 Other
Special Projects	→	Category 2 Municipal
General Benefitting Projects	→	Category 1 Mandatory Category 3 Other

Additionally, there is an accounting change that will result in how labour is charged throughout the budget. Traditionally, in-house expertise was used to appropriately recover staff labour for special projects (category 2) that benefitted one or more municipalities, but not all, in the past. However, with the increased complexity and an increasing volume of cost centres to maintain; salaries, wages and benefits will be directly charged to the relevant programs using the board approved full costing methodology.

We anticipate that the 2024 budget will be a transitory year and we will normalize in 2025 with better aligned year-over-year comparators as we adjust to the new framework.

Bill 23, *More Homes Built Faster Act, 2022* was first read at the Legislative Assembly of Ontario October 25th, 2022 and received Royal Assent on November 28th, 2022. While several accompanying regulations have been enacted (OWES, Wetland setbacks, removal of CA ability to comment on natural heritage features under the planning act, etc.), there are still budgetary considerations that include:

- Regulatory Exemptions and Regulatory Scope Changes – Bill 23 proposes exemptions for applications having received planning act approvals, in addition to other regulatory scope changes. There has not been an associated regulation

For more information, please contact Jonathan Lucas at extension 233.



ATTACHMENT #2

Agenda Item #9.3

BOD Meeting #1/24

January 25, 2024

Page 3 of 7

update for this yet. Permitting applications for items under the plan review process may result in reduced permitting revenues. The extent is likely limited to certain development applications where the rigour of the planning framework will provide the necessary information from a permitting perspective.

- Section 28 Regulation Changes – It is proposed by the Province that the definition of a watercourse be changed and setbacks from wetlands be reduced through associated regulatory changes which have not been released. We anticipate that the change in definition will require an increased number of field visits to verify a watercourse exists meeting the criteria defined, while the reduction in buffer areas around wetlands will reduce the number of permits and corresponding revenues associated with cost recovery for permitting.

General Benefiting Projects

Our general benefitting projects budget remains flat at \$40,000 in 2024 to carry out our Record Management Initiative and the implementation of our Environmental Monitoring Strategy. There are no further notable considerations that have impacted these projects.

Inflation

Inflation continues to pose challenges on several levels. We have seen a modest decline in the rate of inflation, however, the current trend is ahead of the Bank of Canada's target of 2%. Most recently at the time of this reports release, the September 2023 inflation figures came in at 3.8%.

Starting in March 2022, the Bank of Canada (BoC) has increased interest rates from 0.25% to 5.00% through ten hikes. These actions take time for measurable differences to be experienced as there is a lag effect. The [October 2023 Monetary Policy Report](#) from the Bank of Canada states that *"inflation is projected to remain persistently high, at roughly 3.5%, until the middle of 2024"* and *"is projected to fall to around 2.5% in the second half of 2024. It then continues to decline, returning to the 2% target in 2025"*. It's also important to note that there is *"a considerable amount of uncertainty [that] surrounds the forecast"*.

The increasing rates continue to place pressure on the procurement of our goods and services. Alternatively, we are seeing a benefit regarding monthly interest earned on our funds, albeit not to the extent to cover the pressures faced on our expenditures.

For more information, please contact Jonathan Lucas at extension 233.

**ATTACHMENT #2****Agenda Item #9.3**

BOD Meeting #1/24

January 25, 2024

Page 4 of 7

Municipal Guidelines

An updated summary by municipality and their current budget approval status is provided below:

MUNICIPALITY	CORRESPONDENCE
City of Kawartha Lakes	<p>On July 20th, 2023, we received budget guidelines from the City of Kawartha Lakes. The guidelines requested a target increase of 3%.</p> <p>We provided our budget figures to the City on September 15th, 2023. Our total anticipated municipal levy funding of \$1,512,508, which includes the drafted financial information for special projects is an increase of \$74,975, representing a 5.22% funding increase request for the City.</p> <p>The anticipated increase over the guideline is attributed to the 2024-2028 Lake Management Implementation Action Plan that we have developed in consultation with stakeholders and endorsed by our Board of Directors. The allocation of these funds will ultimately come from council decision.</p> <p>We provided a presentation to council on our 2024 budget on November 2nd.</p>
Region of Durham	<p>Regional Municipality of Durham Council meeting held on December 20, 2023 and approved the 2024 Property Tax Budget Revised Guideline and Report #2023-F-35.</p> <p>Approved guidelines for conservation authorities included 2.5% for operating programs and 1.5% for special benefiting programs that we are in alignment with.</p>
Township of Cavan-Monaghan	<p>On November 23, 2023 our draft 2024 budget figures were supplied for inclusion in their budget process. A budget presentation was provided to council on December 4th.</p>
Municipality of Trent Lakes	<p>On November 10th, our draft 2024 budget figures were supplied for inclusion in their budget process and we provided a presentation to council on November 21st.</p>

For more information, please contact Jonathan Lucas at extension 233.



ATTACHMENT #2

Agenda Item #9.3

BOD Meeting #1/24

January 25, 2024

Page 5 of 7

Budget Guidelines

The preliminary draft 2024 budget has been 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 primarily completed for the 2023 budget year with implementation in 2024, allowing for municipal levy apportionments to be received for Category 3 programs.
- Municipal levy apportionments in 2024 will not be affected as a result of the MOU extension granted by the Province for Durham Region.
- The labour market is showing signs of softening but remains competitive continuing into 2024 placing pressure on hiring and recruitment costs.
- Inflation and interest rates will remain elevated as the Bank of Canada continues to combat inflation with this monetary policy.
- The Ministry of Natural Resources and Forestry transfer payment will remain at \$24,600.
- Planning and permitting revenues will remain consistent with 2023 activity levels.
- Provincial orders to freeze permitting and planning fees for a second year will place pressure on the adopted cost recovery model for natural hazard review
- 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 circulated for consultation and implementation in 2024. We will bring forward recommendations for a capital budget separately for 2024 using reserve funds and grants, if applicable.
- Salary adjustments for cost of living and review of merit increases. As we are amid a compensation review, any salary adjustments will be deferred until any recommendations from the review are received as the cost of living/merit increases may need to be leveraged for phasing in any adjustments out of the Pay Equity and Compensation Review.
- Converting one recurring contract position into a permanent role (primarily funded through the City of Kawartha Lakes Lake Management Implementation Action Plan).

For more information, please contact Jonathan Lucas at extension 233.

**ATTACHMENT #2****Agenda Item #9.3**

BOD Meeting #1/24

January 25, 2024

Page 6 of 7

- 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.

Budget Timetable

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
September 28 th , 2023	N/A	<ul style="list-style-type: none"> • Board direction for apportionment methods by program and service
October 26 th , 2023	N/A	<ul style="list-style-type: none"> • Board direction for labour and approval of the full-costing methodology.
November 23 rd , 2023	Phase 1: Budget Drafting, Determining Amounts owed	<ul style="list-style-type: none"> • 1st review of 2024 Draft Budget to determine all anticipated revenues and expenditures, and what portion of the expenses are to be paid by municipalities.
January 25th, 2024	Phase 2: Approval of Draft Budget	<ul style="list-style-type: none"> • 2nd review of 2024 Draft Budget; • Approval of draft budget for consultation sought
March 28 th , 2024	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
Promptly following March 28 th , 2024	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

For more information, please contact Jonathan Lucas at extension 233.



ATTACHMENT #2

Agenda Item #9.3

BOD Meeting #1/24

January 25, 2024

Page 7 of 7

		available on the website.
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Conclusion

A capital budget will be provided to the Board of Directors in February. The capital budget will not require additional municipal funding and will be dependent on reserves and/or grants.

Although the legislative requirements are met addressing cost apportionment for the budget year, given a preference to circulate a budget with the capital budget included to our municipal partners, staff are proposing commencing consultation for the 2024 budget following anticipated approval at the February Board meeting.

At that time, a copy of the 2024 draft operating budget would be circulated to participating municipalities and a copy posted to the Governance section of our website, as prescribed by the new budget regulations.

The circulation of the draft budget will be in conjunction with the “notice of meeting” that must be provided to all participating municipalities. The notice of meeting will be scheduled for March 28, 2024 when the weighed vote and final budget vote are scheduled to occur.

This notice will be provided 30 days prior to the meeting and include our draft budget and apportionment amounts.

2024 Budget



Information for
Member
Municipalities



Table of Contents

2024 Operating Budget	5
Overview.....	5
Budget Apportionment.....	5
Categories of Programs and Services	5
Municipal Levy Apportionment.....	7
Budget Process	7
Statement of Revenue and Expenditures.....	9
Planning and Development Services	11
Category 1: Mandatory Programs and Services	11
Integrated Watershed Management.....	16
General Operating Programs and Services.....	16
Category 1: Mandatory Programs and Services	16
Category 3: Other Programs and Services.....	17
Stewardship and Conservation Lands	24
Category 1: Mandatory Programs and Services	24
Category 3: Other Programs and Services.....	24
Corporate Services.....	31
General Operating Programs and Services.....	31
General Benefitting Projects	34
Category 2: Municipal Programs and Services	36
Region of Durham – Watershed Plan Implementation	36
Region of Durham – Watershed Planning	41
City of Kawartha Lakes - Risk Management Official.....	43
City of Kawartha Lakes - Lake Dalrymple Management Plan.....	45
City of Kawartha Lakes - Lake Management Plan Implementation	47
Municipality of Trent Lakes – Flood Plain Mapping Studies.....	54
City of Kawartha Lakes and Region of Durham - Tree Planting Program	56
County of Haliburton - Flood Plain Mapping Study.....	58
2024 Capital Budget.....	60

Governance

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

2024 Board of Directors

CHAIR

Robert Rock
Township of Scugog

VICE CHAIR

Pat Warren
City of Kawartha Lakes

DIRECTORS

Eric Smeaton
City of Kawartha Lakes

Tracy Richardson
City of Kawartha Lakes

Cira Pettingill
Township of Brock, Region of Durham

Lloyd Rang
Municipality of Clarington, Region of Durham

Harold Wright
Township of Scugog, Region of Durham

Gerry Byrne
Township of Cavan Monaghan

Peter Franzen
Municipality of Trent Lakes

Vacant
Mississaugas of Scugog Island First Nation

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.

Member Municipalities

City of Kawartha Lakes

Region of Durham

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

Municipality of Trent Lakes

Township of Cavan Monaghan

KAWARTHA CONSERVATION

2024 Draft Budget



2024 Operating Budget

Overview

The Conservation Authorities Act and supporting Ontario Regulation 402/22: Budget and Apportionment came into effect on July 1, 2023, updating the budget process and requirements for conservation authorities for 2024 and subsequent years.

Departmental budgets are categorized into General, Mandatory and Other Programs and Services as these programs are generally managed by a core department area. Municipal programs and services are represented separately throughout this budget as they require cross-collaboration between departments with different program leads within a program responsible for ensuring deliverables are met. Municipal programs and services are funded by the benefiting municipality/municipalities.

As the framework has substantially changed for how our budgets are presented, the use of estimates for the 2023 budget figures has been used throughout this document to provide a representative comparison on a year over year basis.

Budget Apportionment

The Board provides direction on how to apportion expenditures by category of program or services by using, as applicable, either:

- Modified current value assessment (MCVA) method – Costs are shared by the municipal partners based on apportionment percentages supplied to us by the Ministry of Natural Resources and Forestry. The apportionment percentage is based on current value assessment (CVA) information generated by MPAC. Individual municipal increases vary due to changes in the CVA apportionment year over year.
- Benefit-based apportionment method - Evaluating the benefit that each municipality obtains from the program or service as a percentage.
- By agreement method – The option to enter into an agreement respect to the apportionment. The agreement option has limited applicability:
 - Category 1 that benefits one or more, but not all, of the participating municipalities
 - Category 1 capital costs
 - Category 1 CWA costs
 - General capital costs

The apportionment method used for programs and services is identified within each program budget.

Categories of Programs and Services

General Operating Programs and Services

General operating programs and services are the expenditures incurred that are fundamental to operating the organization. These functions provide key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the public to enable the organization to operate in an accountable, transparent, efficient, and effective manner. General programs are not related to the provision of a program or service that an authority provides and are a supporting element in the organization. The MCVA apportionment method is used to apportion these expenditures.

Category 1: Mandatory Programs and Services

Ontario Regulation 686/21: Mandatory programs and services identifies the programs and services that must be provided by Kawartha Conservation. These include:

- Programs and services related to the risk of natural hazards.
- Programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title.
- Programs and services related to the authority's duties, functions and responsibilities as a source protection authority under the Clean Water Act, 2006.
- Functions and responsibilities related to the implementation and enhancement of the provincial groundwater and stream monitoring program.
- Programs and services related to the authority's duties, functions and responsibilities under an Act prescribed by the regulations.

Mandatory programs do not require a municipal agreement and the programs and services may be apportioned through MCVA, benefits based or agreement. Apportionment methods are identified throughout the budget for programs and services.

Category 2: Municipal Programs and Services

Projects are developed to implement priorities within our Strategic Plan and in response to municipal concerns. These programs and services address strategic plan directions and issues identified by our board of directors, municipal leaders, senior municipal staff, and community stakeholders. We use municipal funds to leverage grant opportunities whenever possible. Municipal programs and services are designed to meet the needs or concerns of a specific municipality, and thus directly benefit the individual municipality (municipalities).

Municipal programs and services require a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the programs and services. The annual funding for these programs and services is then approved through the Board of Directors and Council on an annual basis.

Category 3: Other Programs and Services

Other programs and services may be provided, within Kawartha Conservation's area of jurisdiction, and includes programs and services that are advisable to further the purposes of the Conservation Authorities Act.

Other programs and services require a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the programs and services where municipal levy is supporting the program or service.

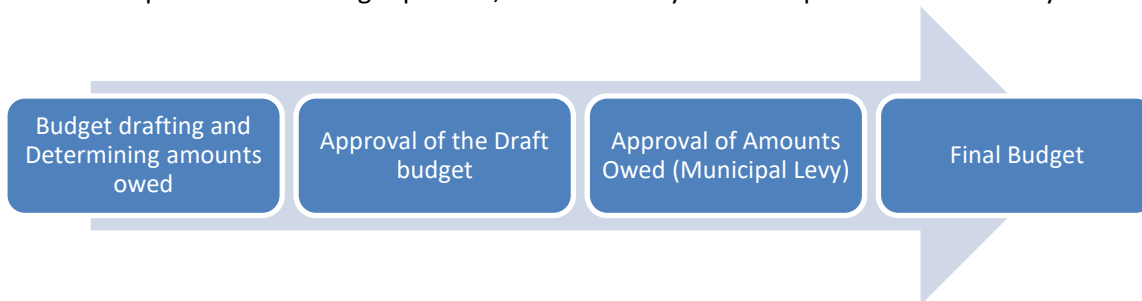
Municipal Levy Apportionment

A summary of the municipal levy apportionment by Municipality and Category is provided below.

Municipality	Proposed 2024 Levy					Approved 2023	Year over Year	
	Category 1: Mandatory Programs and Services (MCVA)	Category 1: Mandatory Programs and Services (Agreement)	Category 2: Municipal Programs and Services	Category 3: Other Programs and Services	2024 Total Municipal Levy	Total Municipal Levy	Levy Increase (Decrease)	Levy Percentage Increase (Decrease)
City of Kawartha Lakes	\$986,775	\$0	449,484	\$76,254	\$1,512,513	\$1,437,534	\$74,979	5.2%
Region of Durham	606,045	105,750	176,600	46,833	\$935,227	908,536	26,691	2.9%
Municipality of Trent Lakes	69,954	-	-	5,406	\$75,359	347,377	(272,017)	-78.3%
Township of Cavan Monaghan	6,445	-	-	498	\$6,943	6,758	185	2.7%
Total	\$1,669,218	\$105,750	\$626,084	\$128,990	\$2,530,042	\$2,700,175	(\$170,162)	-6.3%

Budget Process

There are four phases of the budget process, and these may be accomplished consecutively or concurrently.



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.

Approval of the Draft Budget

Once a budget has been drafted, 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.

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, eligible Directors of the Board will vote on the budget and levy using a weighted vote based on the Current Value Assessment levy apportionment formula. Non-voting members or agricultural members appointed by the Province are ineligible to vote as identified in the Conservation Authorities Act.

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

The 2024 weighted vote is distributed amongst Directors as follows:

City of Kawartha Lakes	
1st of 3 representatives	16.6667%
2nd of 3 representatives	16.6667%
3rd of 3 representatives	16.6666%
Region of Durham	
1st of 4 representatives	11.1007%
2nd of 4 representatives	11.1006%
3rd of 4 representatives	11.1006%
4th of 4 representatives	11.1006%
Municipality of Trent Lakes	
1 representative	5.1252%
Township of Cavan Monaghan	
1 representative	0.4723%

Final Budget

Board members vote to approve the final budget, using a 'one-member-one vote' method. The final budget meets the same budget requirements as the draft budget and reflect matters agreed to during the consultation process. Promptly afterwards, we circulate a copy of the final approved budget to the Minister and municipalities and make the final budget publicly available on our website.

KAWARTHA CONSERVATION
2024 Preliminary Budget
STATEMENT OF REVENUE AND EXPENDITURES

	Budget 2023	Budget 2024	Variance to 2023 Budget
REVENUE			
Municipal levy			
Category 1: Mandatory Programs and Services (MCVA)	\$ 1,613,325	\$ 1,669,218	\$ 55,893
Category 1: Mandatory Programs and Services (Agreement)	106,900	132,660	25,760
Category 2: Municipal Programs and Services	1,009,900	1,041,875	31,975
Category 3: Other Programs and Services	142,000	128,990	(13,010)
	<u>2,872,125</u>	<u>2,972,743</u>	<u>100,618</u>
Municipal Agreements			
CKL, Risk Management Official, Clean Water Act	60,000	60,000	-
County of Haliburton, Floodplain Mapping	50,000	25,000	(25,000)
Region of Durham, Climate Change Funding	18,000	9,000	(9,000)
Township of Scugog, LSEP	-	47,000	47,000
	<u>128,000</u>	<u>141,000</u>	<u>13,000</u>
Self-Generated Revenue			
Category 1: Mandatory Programs and Services (MCVA)	634,800	588,500	(46,300)
Category 2: Municipal Programs and Services	65,400	83,500	18,100
Category 3: Other Programs and Services	94,800	131,550	36,750
	<u>795,000</u>	<u>803,550</u>	<u>8,550</u>
Donations, Grants and Transfers			
Category 1: Mandatory Programs and Services (MCVA)	139,600	113,700	(25,900)
Category 1: Mandatory Programs and Services (Agreement)	-	51,150	51,150
Category 2: Municipal Programs and Services	139,000	153,325	14,325
Category 3: Other Programs and Services	3,000	-	(3,000)
	<u>281,600</u>	<u>318,175</u>	<u>36,575</u>
Reserve Funds			
Transfer from (to) Capital Asset Replacement	62,725	(3,900)	(66,625)
Transfer from (to) Windy Ridge	3,750	11,250	7,500
	<u>66,475</u>	<u>7,350</u>	<u>(59,125)</u>
Other Revenue			
Capital Contributions	5,400	-	(5,400)
Special projects management	417,950	-	(417,950)
	<u>423,350</u>	<u>-</u>	<u>(423,350)</u>
Total Revenue	\$ 4,566,550	\$ 4,242,818	\$ (323,732)
EXPENDITURES			
General Operating Programs and Services			
Corporate Services	\$ 1,127,150	\$ 908,718	(218,432)
Integrated Watershed Management	271,600	219,250	(52,350)
Amortization of tangible capital assets	60,000	70,000	10,000
Vehicle and equipment pool	(25,000)	(25,000)	-
	<u>1,433,750</u>	<u>1,172,968</u>	<u>(260,782)</u>

Category 1: Mandatory Programs and Services

Planning and Development Services	\$ 701,500	\$ 662,150	(39,350)
Integrated Watershed Management	193,950	171,800	(22,150)
Stewardship and Conservation Lands	523,550	540,460	16,910
Drinking Water Source Protection	63,200	64,100	900
	<u>1,482,200</u>	<u>1,438,510</u>	<u>(43,690)</u>

Category 2: Municipal Programs and Services

City of Kawartha Lakes	576,600	695,250	118,650
Region of Durham	217,700	290,150	72,450
Municipality of Trent Lakes	250,300	114,300	(136,000)
City of Kawartha Lakes & Region of Durham	187,700	235,000	47,300
	<u>1,232,300</u>	<u>1,334,700</u>	<u>102,400</u>

Category 2: Municipal Agreements

CKL, Risk Management Official	60,000	60,000	-
County of Haliburton, Floodplain Mapping	50,000	24,250	(25,750)
	<u>110,000</u>	<u>84,250</u>	<u>(25,750)</u>

Category 3: Other Programs and Services

Integrated Watershed Management	142,300	85,540	(56,760)
Stewardship and Conservation Lands	87,000	171,850	84,850
	<u>229,300</u>	<u>257,390</u>	<u>28,090</u>

Operating Expenditures	\$ 4,487,550	\$ 4,287,818	\$ (199,732)
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Capital Expenditures	114,000	-	(114,000)
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Total Expenditures	\$ 4,601,550	\$ 4,287,818	\$ (313,732)
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Annual Surplus (Deficit)	\$ (35,000)	\$ (45,000)	\$ (10,000)
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Planning and Development Services

Category 1: Mandatory Programs and Services

Natural Hazard Planning Services

Planning helps to protect properties against the loss of life, property damage and social disruption, and encourages the responsible management of natural hazard related features, while ensuring compliance with provincial legislation at the local level.

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

Section 28 Administration and Compliance

Permitting through the Conservation Authority ensures public safety and protection of property from damage caused by natural hazards, protects watershed health by preventing pollution and damage to sensitive environmental areas such as wetlands, shorelines, and watercourses, and promotes long term sustainability of the watershed. Kawartha Conservation administers the Section 28 of the *Conservation Authorities Act* and the supporting Ontario Regulation 182/06, the regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. This regulation provides rules for development and other activities in relation to river and stream valleys, steep slopes, watercourses, floodplains, and wetlands, plus the respective allowances that are associated with each feature.

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

Drinking Water Source Protection

Purpose

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

Benefits

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

Background and detail

In response to Justice O'Connor's recommendations in the Report of the Walkerton Inquiry, Ontario's

Clean Water Act was released in 2006. The Act requires Source Protection Plans be developed on a local watershed basis by a local committee comprised of a variety of stakeholders known as a Source Protection Committee (SPC).

The best available science, technical data and local knowledge has been used by the SPC to make decisions in the interest of the long-term protection of safe and healthy drinking water sources. Our local SPC has since developed the terms of reference guiding the overall work, the assessment report (September 2014) identifying the science behind source protection planning, and the source protection plan (effective Jan 1, 2015) outlining the policies to protect water supplies. The program is currently in the plan implementation phase, which includes an annual reporting component as well as the completion of the amendments which were ordered by the Minister to be done on a five-year cycle. Annual reporting activities include the update of planning policies (Official Plans, Zoning bylaws), emergency management plans, and the development of risk management plans, which will reduce the likelihood of an activity on the landscape impacting the municipal water supplies.

Amendments to the assessment report and source protection plan are being completed to bring them into conformity with the recently amended technical rules, and to address challenges which have been identified through the first years of plan implementation. The final amendment package containing the updated to the assessment report and source protection plan are slated for submission to the Minister in December 2023. Implementation of these amendments will begin once the Minister issues the approval of the submission and posts the updates on the ERO.

Deliverables

- Assist municipalities in the implementation of the Source Protection Plan
- Respond to inquiries regarding the plan and deliver communications and education services
- Conduct annual reporting requirements specified in the plan
- Provide management of source water related information and data
- Implement the updated source protection plan policies

KAWARTHA CONSERVATION
2024 Budget

Natural Hazard Planning Services

Category 1

Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ 165,500	\$ 99,650	\$ (65,850)
Planning Fees	210,000	225,000	15,000
Administration Recovery	6,000	-	(6,000)
TOTAL REVENUE	\$ 381,500	\$ 324,650	\$ (56,850)
EXPENDITURES			
Salaries, wages & benefits	\$ 335,500	\$ 276,400	\$ (59,100)
Contracted services	5,000	5,000	-
Legal	2,500	2,500	-
Membership	-	750	750
Professional Development & Training	2,000	3,000	1,000
Professional services	30,000	30,000	-
Supplies and materials	5,500	5,500	-
Travel	1,000	1,500	500
TOTAL EXPENDITURES	\$ 381,500	\$ 324,650	\$ (56,850)

KAWARTHA CONSERVATION
2024 Budget

Section 28 Permit Administration and Compliance
Category 1
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ 100,000	\$ 102,500	\$ 2,500
Permits and Fees	210,000	225,000	15,000
Large Scale Fill	10,000	10,000	-
TOTAL REVENUE	\$ 320,000	\$ 337,500	\$ 17,500
EXPENDITURES			
Salaries, wages & benefits	\$ 300,000	\$ 322,000	\$ 22,000
Contracted services	10,000	5,000	(5,000)
Legal	2,500	2,500	-
Membership	-	250	250
Professional Development & Training	500	500	-
Supplies and materials	5,500	5,500	-
Travel	1,500	1,750	250
TOTAL EXPENDITURES	\$ 320,000	\$ 337,500	\$ 17,500

KAWARTHA CONSERVATION
2024 Budget

Drinking Water Source Protection
Category 1
Apportionment Method: N/A

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Provincial Transfers	63,200	64,100	900
TOTAL REVENUE	\$ 63,200	\$ 64,100	\$ 900
EXPENDITURES			
Salaries, wages & benefits	\$ 52,500	\$ 53,400	\$ 900
Supplies and materials	4,400	4,400	-
Travel	500	500	-
Program administration	5,800	5,800	-
TOTAL EXPENDITURES	\$ 63,200	\$ 64,100	\$ 900

Integrated Watershed Management

General Operating Programs and Services

Integrated Watershed Management

The Integrated Watershed Management department provides general management and ongoing support and maintenance of spatial environmental information to assist with decision making across our watershed for our staff and external stakeholders. As part of this service, we develop maps for both internal programs and projects and as a service to external partners.

Category 1: Mandatory Programs and Services

Provincial Water Quality and Quantity Monitoring

The Provincial Water Quality (PWQMN) and Groundwater (PGMN) monitoring programs are in partnership with the Ministry of the Environment, Conservation and Parks (MECP) where Conservation Authorities and other partner organizations collect water samples at rivers and streams, or groundwater wells throughout Ontario. Both programs aim to protect water quality for future generations by ensuring there is continued surveillance of water quality to detect trends and threats, to ensure compliance with the Provincial Water Quality objectives, and provide and deliver water quality data for water quality studies and assessment.

Flood & Water Level Monitoring and Ontario Low Water Response

These programs involve our flood contingency and flood response plans, daily monitoring of water levels and precipitation, assessment of potential flood and low water threats, communication with municipalities and the community, participation in municipal flood response activities or coordination of low water response efforts to help support and protect the people and property across the watershed.

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

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

We will continue to assess and evaluate developing drought conditions through the Ontario Low Water Response program using the same network as used for flood forecasting in addition to the Provincial Groundwater Monitoring Program and communicate this information to municipalities and watershed stakeholders.

Watershed Based Resource Management Strategy

The Watershed-based Resource Management Strategy is a requirement under Ontario Regulation 686/21. Over the course of 2024, staff will complete the required strategy which will include the following mandatory components.

- Guiding Principles and Objectives
- Summary of existing technical studies, monitoring programs and other information
- Review of authority's mandatory programs and services

- A process for periodic review and updating.
- Public and stakeholder consultation and publication of the strategy.

Category 3: Other Programs and Services

Local Environmental Monitoring

We maintain a core watershed monitoring network, including water quality and quantity for both surface and ground water on a more local scale than the Provincially mandated programs. This enables us to identify issues requiring attention early on, while gauging the effectiveness of current planning practices. The programs that fall under this category include Biomonitoring (Aquatics), Temperature Monitoring (Coldwater Streams), and our Citizen Science water quality monitoring program Kawartha Water Watch (KWW). All these programs work in collaboration with partners from Conservation Authorities, Provincial government, academia, and local volunteer groups to assist with the coordination of program delivery, while combining expertise and experience to ensure consistency and cost efficiency.

Watershed Based Resource Management Strategy

The Watershed Based Resource Management Strategy being developed under the Ontario Regulation 686/21 will also include Category 3 programs and services. Guiding principals and objectives that inform the design of Local Monitoring, Natural Heritage, and Lake Management Planning will be summarized to help direct inform and support program delivery and identify any issues and risks which may limit effective delivery.

KAWARTHA CONSERVATION
2024 Budget

Integrated Watershed Management Support
General Operating
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ 250,100	\$ 213,750	\$ (36,350)
Employment Grants	10,000	5,000	(5,000)
Self Generated Revenues	1,000	500	(500)
TOTAL REVENUE	\$ 261,100	\$ 219,250	\$ (41,850)
EXPENDITURES			
Salaries, wages & benefits	\$ 244,500	\$ 186,250	\$ (58,250)
Membership	2,500	2,500	-
Professional Development & Training	2,100	3,250	1,150
Supplies and materials	21,500	26,500	5,000
Travel	1,000	750	(250)
TOTAL EXPENDITURES	\$ 271,600	\$ 219,250	\$ (52,350)

KAWARTHA CONSERVATION
2024 Budget

Provincial Water Quality and Quantity Monitoring
Category 1
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ 118,550	\$ 51,300	\$ (67,250)
TOTAL REVENUE	\$ 118,550	\$ 51,300	\$ (67,250)
EXPENDITURES			
Salaries, wages & benefits	\$ 110,300	\$ 39,500	\$ (70,800)
Equipment	2,300	4,200	1,900
Professional Development & Training	600	600	-
Supplies and materials	2,350	4,300	1,950
Travel	3,000	2,700	(300)
TOTAL EXPENDITURES	\$ 118,550	\$ 51,300	\$ (67,250)

KAWARTHA CONSERVATION
2024 Budget

Flood Forecasting and Warning and Low Water Response
Category 1
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ 50,800	\$ 61,400	\$ 10,600
Provincial Transfers	24,600	24,600	-
TOTAL REVENUE	\$ 75,400	\$ 86,000	\$ 10,600
EXPENDITURES			
Salaries, wages & benefits	\$ 67,700	\$ 76,300	\$ 8,600
Equipment	2,200	2,800	600
Professional Development & Training	1,200	1,500	300
Supplies and materials	2,400	2,200	(200)
Travel	1,900	3,200	1,300
TOTAL EXPENDITURES	\$ 75,400	\$ 86,000	\$ 10,600

**KAWARTHA CONSERVATION
2024 Budget**

Watershed Resource Management Strategy - Mandatory
Category 1
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ -	\$ 34,500	\$ 34,500
TOTAL REVENUE	\$ -	\$ 34,500	\$ 34,500

EXPENDITURES			
Salaries, wages & benefits	\$ -	\$ 34,300	\$ 34,300
Supplies and materials	-	200	200
TOTAL EXPENDITURES	\$ -	\$ 34,500	\$ 34,500

Watershed Resource Management Strategy - Non-Mandatory
Category 3
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 3	-	\$ 12,800	12,800
TOTAL REVENUE	\$ -	\$ 12,800	\$ 12,800

EXPENDITURES

Salaries, wages & benefits	\$	-	\$	11,400	\$	11,400
Supplies and materials		-		200		200
Program administration		-		1,200		1,200
				<hr/>		<hr/>
TOTAL EXPENDITURES	\$	-	\$	12,800	\$	12,800

**KAWARTHA CONSERVATION
2024 Budget**

Local Environmental Monitoring
Category 3
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 3	\$ 117,000	\$ 47,440	\$ (69,560)
Self Generated Revenues	300	300	-
TOTAL REVENUE	\$ 117,300	\$ 47,740	\$ (69,560)
EXPENDITURES			
Salaries, wages & benefits	\$ 105,700	\$ 33,700	\$ (72,000)
Equipment	2,600	1,000	(1,600)
Professional Development & Training	2,000	2,000	-
Supplies and materials	4,400	5,000	600
Travel	2,600	1,700	(900)
Program administration	-	4,340	4,340
TOTAL EXPENDITURES	\$ 117,300	\$ 47,740	\$ (69,560)

Stewardship and Conservation Lands

Category 1: Mandatory Programs and Services

Conservation Lands and Areas

Kawartha Conservation owns and manages over 1,300 hectares of natural areas including Ken Reid Conservation Area, Durham East Cross Forest, Pigeon River Headwaters, Windy Ridge/Tuckerman property, Fleetwood Creek Natural Area, and Dewey's Island.

Visitors to our Conservation Areas include the public, schools, special interest groups, and tourists. With an estimated 40,000 visits per year, our Conservation areas provide opportunities to relax, discover the natural world and enjoy the many health benefits of being in nature. This program strives to provide a safe and meaningful way for our community to access quality green spaces.

Between January and September in 2023, our conservation areas appeared in over 1,370,000 direct searches in Google demonstrating a growth of over 623,000 searches over 2022. Those searches resulted in over 20,900 actions, demonstrating the ongoing popularity and demand for access to green spaces and natural areas. Our properties offer safe opportunities to get active and get outside.

Conservation Area Strategy

Legislative requirements under Ontario Regulation 686/21 require the development of a conservation area strategy for all conservation authority owned or controlled lands, in addition to the development of a conservation land inventory. Over the course of 2024, staff will complete the required deliverables. The strategy will include the following mandatory components.

- Guiding Principles and Objectives
- Summary of existing information
- Review of conservation land programs and services, mandatory and other
- Assessment of how the objectives may be achieved and land use categories for properties
- A process for periodic review and updating
- Public and stakeholder consultation and publication of the strategy

Category 3: Other Programs and Services

Fleetwood Creek Natural Area

Fleetwood Creek Natural Area is owned by the Ontario Heritage Trust. This 900-acre property is a Provincially Significant Earth and Life Science Area of Natural and Scientific Interest (ANSI) and a popular fall destination for tourists looking to enjoy the fall colours. Kawartha Conservation has a management agreement with the Ontario Heritage Trust, providing trail and property management services on a cost recovery basis.

Habitat Restoration

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

Land Acquisition

Kawartha Conservation reviews and evaluates opportunities for land acquisition each year. Potential properties are evaluated on a set of criteria including ecological importance, financial impact, and opportunities for community engagement. When appropriate funding and opportunities align, they are brought to the Board for discussion and decision.

Conservation Education and Community Outreach

Our Community Engagement programs include our geared to curriculum education program, community events, and a variety of community hikes throughout the year. These popular programs attract residents and tourists to explore the beauty of the Kawartha Lakes area. Our community festivals like Fall Fest and Christmas at Ken Reid have become seasonal highlights for our community and create unique opportunities for people to connect with nature in a way that is meaningful for them.

The education program is designed to provide a variety of engagement and educational opportunities to all members in our community, and include youth, families, seniors, and professionals in the delivery models. We strive to provide excellence in our curriculum and community programs. The goals of conservation education align with our strategic vision and contribute to communities that love, respect, and appreciate our natural environment.

KAWARTHA CONSERVATION
2024 Budget

Conservation Areas and Lands

Category 1

Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ 254,700	\$ 272,400	\$ 17,700
Employment Grants	18,000	20,000	2,000
Self Generated Revenues	46,500	53,000	6,500
Donations and other revenue	5,000	-	(5,000)
Administration Recovery	88,700	-	(88,700)
TOTAL REVENUE	\$ 416,650	\$ 356,650	\$ (60,000)
EXPENDITURES			
Salaries, wages & benefits	\$ 344,000	\$ 276,400	\$ (67,600)
Advertising and Communications	-	5,500	5,500
Equipment	6,800	12,000	5,200
Infrastructure maintenance and repairs	8,500	6,350	(2,150)
Professional Development & Training	1,500	1,500	-
Property Taxes	2,100	2,100	-
Road and parking lot maintenance	24,950	26,500	1,550
Supplies and materials	20,950	18,300	(2,650)
Travel	3,150	2,900	(250)
Utilities	4,700	5,100	400
TOTAL EXPENDITURES	\$ 416,650	\$ 356,650	\$ (60,000)

KAWARTHA CONSERVATION
2024 Budget

Durham East Cross Forest Conservation Area
Category 1
Apportionment Method: Agreement Method (Region of Durham)

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ 104,200	\$ 105,750	\$ 1,550
Municipal Levy, Category 1, Deferred	2,700	26,910	24,210
Federal Grants	-	51,150	51,150
TOTAL REVENUE	\$ 106,900	\$ 183,810	\$ 76,910
EXPENDITURES			
Salaries, wages & benefits	\$ 53,000	\$ 103,600	\$ 50,600
Advertising and Communications	2,000	500	(1,500)
Contracted services	-	7,000	7,000
Equipment	2,000	3,600	1,600
Infrastructure maintenance and repairs	17,800	15,000	(2,800)
Professional Development & Training	1,000	1,000	-
Property Taxes	6,000	6,000	-
Security Services	2,000	-	(2,000)
Supplies and materials	8,600	27,360	18,760
Travel	4,200	2,450	(1,750)
Utilities	600	600	-
Program administration	9,700	16,700	7,000
TOTAL EXPENDITURES	\$ 106,900	\$ 183,810	\$ 76,910

**KAWARTHA CONSERVATION
2024 Budget**

**Conservation Education and Community Outreach
Category 3
Apportionment Method: Modified Current Value Assessment**

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 3	\$ -	\$ 43,750	\$ 43,750
Other Grants	3,000	-	(3,000)
Self Generated Revenues	45,800	113,850	68,050
TOTAL REVENUE	\$ 48,800	\$ 157,600	\$ 108,800
EXPENDITURES			
Salaries, wages & benefits	\$ 4,300	\$ 63,300	\$ 59,000
Advertising and Communications	-	1,800	1,800
Equipment	-	1,500	1,500
Professional services	24,000	58,100	34,100
Supplies and materials	10,000	18,200	8,200
Travel	-	400	400
Program administration	-	14,300	14,300
TOTAL EXPENDITURES	\$ 38,300	\$ 157,600	\$ 119,300

KAWARTHA CONSERVATION
2024 Budget

Fleetwood Creek Natural Area
Category 3
Apportionment Method: N/A

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Self Generated Revenues	\$ 8,700	\$ 8,850	\$ 150
TOTAL REVENUE	\$ 8,700	\$ 8,850	\$ 150
EXPENDITURES			
Salaries, wages & benefits	\$ 7,500	\$ 7,600	\$ 100
Equipment	350	150	(200)
Supplies and materials	250	-	(250)
Travel	600	300	(300)
Program administration	-	800	800
TOTAL EXPENDITURES	\$ 8,700	\$ 8,850	\$ 150

KAWARTHA CONSERVATION
2024 Budget

Habitat Compensation Program
Category 3
Apportionment Method: N/A

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Self Generated Revenues	\$ 40,000	\$ 8,550	\$ (31,450)
TOTAL REVENUE	\$ 40,000	\$ 8,550	\$ (31,450)
EXPENDITURES			
Salaries, wages & benefits	\$ 28,100	\$ 4,400	\$ (23,700)
Equipment	1,800	-	(1,800)
Supplies and materials	1,300	50	(1,250)
Travel	2,300	250	(2,050)
Program administration	6,500	700	(5,800)
TOTAL EXPENDITURES	\$ 40,000	\$ 5,400	\$ (34,600)

Corporate Services

General Operating Programs and Services

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

Finance, Budget, Audit

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

Human Resources, Health & Safety

Human Resources provide comprehensive services and advice to all departments in the areas of legislative compliance, recruitment, orientation, on-boarding, talent management, metrics reporting, performance management, employment grants, and policies and procedures. Within the Health and Safety function, education and training continue to be a focus to create a culture of safety in our organization. We continue to invest resources to produce an effective and progressive Health and Safety program and ensure compliance with the Occupational Health and Safety Act. In 2024, our Compensation Review will be completed with a proposed plan for implementation, as recommended.

Infrastructure, Asset Management, Information & IT Management

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

Corporate Communications

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

KAWARTHA CONSERVATION
2024 Budget

Corporate Services
General Operating
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 1	\$ 1,030,750	\$ 818,718	\$ (212,032)
Federal Grants	18,300	-	(18,300)
Interest income	62,600	75,000	12,400
Donations and other revenue	500	-	(500)
TOTAL REVENUE	\$ 1,112,150	\$ 893,718	\$ (218,432)
EXPENDITURES			
Salaries, wages & benefits	\$ 782,000	\$ 750,600	\$ (31,400)
Administration and Overhead (<i>Schedule A</i>)	250,800	254,950	4,150
Advertising and Communications	1,000	1,500	500
Board of Directors & Governance	7,050	7,050	-
Professional Development & Training	5,500	6,500	1,000
Professional services	45,300	20,000	(25,300)
Supplies and materials	19,500	24,800	5,300
Travel	1,000	958	(42)
Program administration, cost recovery	-	(172,640)	(172,640)
TOTAL EXPENDITURES	\$ 1,112,150	\$ 893,718	\$ (218,432)

KAWARTHA CONSERVATION
2024 Budget

Schedule A - General Administration and Overhead
General Operating
Apportionment Method: Modified Current Value Assessment

	Budget 2023	Budget 2024	Budget Variance
EXPENDITURES			
Administration building utilities	\$ 13,000	\$ 13,000	\$ -
Administration building maintenance	29,000	32,500	3,500
Office equipment leases and maintenance	3,000	3,000	-
Telephone & internet	14,200	14,200	-
Audit & legal	32,500	33,750	1,250
Banking & administration fees	4,700	4,700	-
Insurance	55,400	58,000	2,600
Website hosting, licenses, ecommerce	11,000	11,500	500
Conservation Ontario membership	26,000	25,500	(500)
Information Technology & Corporate Software	46,500	45,000	(1,500)
Human Resources & Safety	15,500	13,800	(1,700)
TOTAL EXPENDITURES	\$ 250,800	\$ 254,950	\$ 4,150

General Benefitting Projects

General benefitting projects typically encompass studies, plans or other significant operating initiatives that are one-time in nature, although they may span over a period of more than one year.

Digitization of Corporate Records (Category 1 Mandatory Programs and Services)

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

The digitization of corporate records is projected to be an ongoing project to transfer our paper files to a digital format for the next five years. This project will also support our records management policies and processes.

Environmental Monitoring Strategy Implementation (Category 1 Mandatory Programs and Services)

In 2022, our 10-year environmental monitoring strategy was endorsed by the Board of Directors. The plan provides a roadmap to facilitate enhancements that focus on upgrading infrastructure to access real time data, enhancing our monitoring network to fill data gaps, and improving environmental information by investing in more recent aerial imagery. In 2024, our Year 2 priority is the installation of a new all-weather station at Ken Reid Conservation Area.

**KAWARTHA CONSERVATION
2024 Budget**

General Benfitting Projects

Apportionment Method: MCVA

Project	Category	Budget 2023	Budget 2024	Budget Variance
Digitization of corporate records	Mandatory P&S	\$ 15,000	\$ 15,000	\$ -
Environmental Monitoring Strategy Implementation (Year 2/10)	Other P&S	25,000	25,000	-
TOTAL REVENUE		\$ 40,000	\$ 40,000	\$ -

Municipality	2024 MCVA Apportionment	2023 Levy	2024 Levy	Variance
City of Kawartha Lakes	59.116	\$ 23,729	\$ 23,646	\$ (82)
Region of Durham	36.3071	14,423	14,523	100
Municipality of Trent Lakes	4.1908	1,695	1,676	(19)
Township of Cavan Monaghan	0.3861	154	154	0
Total	100	\$ 40,000	\$ 40,000	\$ (0)

Category 2: Municipal Programs and Services

Region of Durham – Watershed Plan Implementation

Project Purpose

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

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

- Stewardship and Natural Heritage
- Scugog Water And Terrain Environmental Restoration (WATER) Fund
- Water Quality Monitoring
- Lake Scugog Enhancement Project

Stewardship and Natural Heritage

Urban Deliverables include:

The Port Perry urban landscape is largely hardened surfaces that promote faster moving storm runoff and reduces the ability for the land to absorb water. The Urban Stewardship program is designed to help protect our urban communities by providing low impact development solutions at the lot level. Working with private landowners and the landscaping community, Kawartha Conservation will deliver a program designed to support private landowners looking to retrofit their properties including scalable templates for urban rain gardens and support for a variety of options to suit landowners with varying capacity for implementation.

Deliverables for 2024 include:

- Urban tree planting on municipal property
- On-Site landowner consultations for Low Impact Development or runoff management projects

Rural Agriculture Deliverables Include:

Farmland makes up 50% of the Kawartha watershed and is particularly important in sustaining our rural communities, with agriculture and healthy lakes being the two pillars of our vibrant local economy. This program works directly with the farming community to provide a range of technical services and incentives to assist farmers in practicing beneficial farmland management to improve groundwater and surface water quality.

Deliverables for 2024 include:

- Collaboration and consultation with commodity groups across the region

- On-site landowner consultations to support Scugog WATER Fund applications and project opportunities
- On-site landowner consultations and support to connect them with other cost sharing program opportunities

Shoreline Deliverables Include:

The majority of shoreline around Lake Scugog is privately owned. With this sensitive area having a considerable influence on surface water quality, the daily actions of these landowners are important, ensuring the ability for our community and tourists to enjoy the lake. The Shoreline Stewardship Program works with private landowners to provide an array of technical supports to encourage better land management decisions and actions.

Deliverables for 2024 include:

- On-Site landowner consultations on shoreline related restoration projects
- Continue to search for funding to support the implementation of a restoration plan for Rotary Trail Park

Scugog WATER Fund

Since 2007, Kawartha Conservation has worked in partnership with the Township of Scugog, local landowners and businesses to deliver the Scugog Water and Terrain Environmental Restoration (WATER) Fund. To date we have assisted with over 300 water quality improvement projects on private properties and leveraged over \$1.4 Million in landowner contributions.

Deliverables for 2024 include:

- Provide seed funding grants to private landowners to support water quality improvement projects that align with our stewardship outreach programs and the various management plan recommendations
- Continue to provide support for community and private urban projects that improve water quality and incorporate climate change adaptation recommendations at the lot level
- Report on implementation successes to community stakeholders, municipal partners, and other agencies
- Minimum 50% match from landowners

Water Quality Monitoring

Upstream Investigative Water Quality Examination

The intention of the upstream investigative program is to reduce the data gaps by performing more comprehensive water quality and quantity data collection (more sites on one stream) in a specific area to identify causality of water quality degradation and plan for remediation or restoration efforts through our stewardship department.

This program includes comprehensive water chemistry and flow data being collected simultaneously to achieve accurate nutrient loading calculations. The information gathered will serve to identify specific stewardship priorities and areas for actions/improvements. Data collection is performed monthly during the ice-free period of May – November. A report will identify findings and provide recommendations for stewardship prioritization. Ongoing data analysis will identify changes across time.

- Finalize and publish Layton River Report
- Continuation of monitoring on 2 streams, East Cross Creek and Blackstock Creek (Year 3 of 3)
- 11 sites being sampled in total.

- 6 rounds of sampling (3 high flow and 3 low flow events)
- Water quality and discharge rates (flow volumes)
- Data maintenance, analysis and
- Draft report for East Cross Creek and Blackstock on the 3 years of monitoring that outlines catchments of concern.

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

The Lake Scugog Environmental Management Plan (LSEMP) identified recommendations for ongoing monitoring and the identification of 'hot spots' and data gaps.

Research and monitoring activities conducted for watershed planning purposes provided detailed baseline information on water quality and quantity for Lake Scugog and watershed tributaries. This annual project maintains a basic level of monitoring, providing a basis for evaluating implementation activities for future stewardship priorities, and providing recommendations for land use planning.

- 14 sites across Lake Scugog and its watershed (6 lakes and 8 tributary sites)
- 6 rounds of sampling on the lake
- 7 rounds of sampling on tributaries
- Installation of 2 new conductivity loggers at Cawker's Creek and Layton River

2024, marks the 20th year of ongoing research and monitoring for Lake Scugog and its tributaries. We plan to host 2 open houses to disseminate key findings from the last 20 years and provide the community an opportunity to communicate their needs and wants for the Lake and tributaries moving forward. We will review the current plan, look at our key findings and assess whether we need to continue similar monitoring structure or if we need to address data gaps, by improving the plan to monitor other areas of concerns.

Lake Scugog Enhancement Project

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

A contract was awarded to GHD Consulting to investigate options, develop a project plan, and conduct the public consultation process. A draft conceptual design was approved in June 2023 by council and tendering process was initiated. Tendering bids were much higher than anticipated so new recommendations are being established to move the construction phase forward in 2024. If construction commences in 2024 the following deliverables include:

- Support the Township of Scugog with project administration and management with tendering, permit related activities, liaison with regulatory agencies and the Williams Treaty First Nations.
- Provide ongoing science and technical support in addition to project management services, in collaboration with the Township of Scugog.
- Oversee GHD to provide detailed final conceptual preferred design
- Work through agency comments on submitted permits and applications including:
 - Basic Impact Assessment for Parks Canada
 - DFO fish offsetting plan and 'In Water Works' permit from Parks Canada for DFO offsets
- Conclude the Environmental and Climate Change Canada's Nature Smart Climate Solution Fund.
- Review of project deliverables and reports

**KAWARTHA CONSERVATION
2024 Budget**

Region of Durham - Lake Management Implementation, Stewardship
Category 2
Apportionment Method: Benefits Based

<i>Stewardship</i>	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 2	\$ 65,800	\$ 61,100	\$ (4,700)
Municipal Levy, Category 2, Deferred		5,250	5,250
TOTAL REVENUE	\$ 65,800	\$ 66,350	\$ 550
EXPENDITURES			
Salaries, wages & benefits	\$ 37,500	\$ 37,100	\$ (400)
Advertising and Communications	1,500	1,000	(500)
Landowner Grants	20,000	20,000	-
Supplies and materials	100	1,500	1,400
Travel	700	750	50
Program administration	6,000	6,000	-
TOTAL EXPENDITURES	\$ 65,800	\$ 66,350	\$ 550

**Region of Durham - Lake Management Implementation, Science
Category 2
Apportionment Method: Benefits Based**

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 2	\$ 78,300	\$ 79,000	\$ 700
Municipal Levy, Category 2, Deferred	42,700	62,300	19,600
Municipal Agreement	-	47,000	47,000
Employment Grants	2,000	5,000	3,000
Other Grants	1,600	-	(1,600)
TOTAL REVENUE	\$ 124,600	\$ 193,300	\$ 68,700

EXPENDITURES

Salaries, wages & benefits	\$ 39,600	\$ 65,500	\$ 25,900
Equipment	3,000	10,900	7,900
Laboratory Fees	25,200	20,000	(5,200)
Supplies and materials	3,800	5,500	1,700
Travel	3,800	5,200	1,400
Lake Scugog Enhancement Project	37,800	68,600	30,800
Program administration	11,400	17,600	6,200
TOTAL EXPENDITURES	\$ 124,600	\$ 193,300	\$ 68,700

Region of Durham – Watershed Planning

Project Purpose

In January 2023, the implementation of *Bill 23 – More Homes Built Faster Act*, was put into place. This meant that Conservation Authorities could no longer provide comments on natural heritage or water components not related to natural hazards for Planning Act applications, however, expertise remains within the organization to be able to provide reliable background information for municipal planning purposes.

Municipalities require the most up to date information to make timely decisions on Planning Act applications. Data related to the presence, and sensitivity of natural features (e.g., watercourses, wetland and fish habitat, erosion prone areas) remain crucial pieces of information for the municipality to consider when processing applications to ensure that provincial land uses and related policies are met.

This 1-year project will provide the municipality with the most up to date information on the following:

- Field-verified location of watercourses and wetlands in 2 priority areas (Blackstock and Nonquon Industrial Tributary Area).
- The presence/absence of cold-water habitats along 10 known cold-water streams.
- Field-verified locations of sensitive features (wetlands, fish habitat, erosion prone areas) along Lake Scugog.

Deliverables for 2024 include:

Update mapping layers that include:

- Locations of watercourses and wetlands in the hamlet of Blackstock, and the Nonquon Industrial Tributary Area.
- Changes in fish habitat along cold-water streams.
- Location of sensitive fish habitat along the Lake Scugog shoreline.
- Location of wetlands and watercourses along the Lake Scugog shoreline.
- Location of erosion prone areas along the Lake Scugog shoreline.

A summary report that includes:

- Methodology, key findings, and land use management considerations.

KAWARTHA CONSERVATION
2024 Budget

Region of Durham - Watershed Planning
Category 2
Apportionment Method: Benefits Based

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 2	\$ 27,300	\$ 30,500	\$ 3,200
TOTAL REVENUE	\$ 27,300	\$ 30,500	\$ 3,200
EXPENDITURES			
Salaries, wages & benefits	\$ 21,500	\$ 24,200	\$ 2,700
Equipment	500	1,600	1,100
Supplies and materials	500	500	-
Travel	2,300	1,400	(900)
Program administration	2,500	2,800	300
TOTAL EXPENDITURES	\$ 27,300	\$ 30,500	\$ 3,200

City of Kawartha Lakes Risk Management Official

Clean Water Act, Part IV, Enforcement

Source Water Protection Plan policies are designed in the best interests of a community and are required to be implemented for the long-term protection of safe and healthy drinking water sources. A Source Protection Plan helps municipalities save money by creating and implementing a multi-barrier approach to strengthen the protection of municipal drinking water sources. By implementing source protection plan policies requiring a risk management official (RMO), as per the Clean Water Act, threat assessments of groundwater and surface water quality and quantity on a site specific and watershed scale are determined and monitored.

Risk Management Plans and developing the land surrounding water supply systems in a suitable way is required. This is a proactive method of ensuring contamination risks are reduced and expensive clean-up costs can be averted. These plans and activities directly support the City of Kawartha Lakes specifically in implementation of plan policies requiring a Risk Management Plan and providing information for planning/building applications for development where the activity or land use could impact upon municipal drinking water supplies.

Activities of the Risk Management Official are guided by a Project Oversight Committee comprised of public works, planning and building staff from the City of Kawartha Lakes, and staff at Kawartha Conservation.

Deliverables

This project to date has involved the development of risk management plans with landowners designed to eliminate risks to municipal water supply systems and policies and procedures have been developed to guide implementation activities. Ongoing work occurs to verify compliance with risk management plans and adjust as them as necessary. Risk Management Plans address various risks to drinking water sources and agricultural uses and residential fuel oil have most common under the existing policies.

The changes to the Director's technical rules and subsequent proposed amendments to the assessment report and source protection plan will result in new significant drinking water threats which require management through risk management plans. Activities in 2024 will continue to focus on the negotiation and establishment of these new risk management plans, issuing notices to proceed with an activity under the *Planning Act* and *Building Code Act*, and annual reporting. Under the amended policies, road salt storage and chemical storage threats which were previously not a concern will now need to be addressed, resulting in a doubling of the number of risk management plans required. Some existing risk management plans will also need to be amended because of the amendments.

This program also includes the provision of letters or notices to applicants proposing to submit an application under the Planning Act or Building Code Act to ensure their activities will not affect municipal residential water supply systems.

KAWARTHA CONSERVATION
2024 Budget

City of Kawartha Lakes - Risk Management Official, Clean Water Act Part IV, Enforcement
Category 2
Apportionment Method: Agreement

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Agreement	\$ 60,000	\$ 60,000	\$ -
TOTAL REVENUE	\$ 60,000	\$ 60,000	\$ -
EXPENDITURES			
Salaries, wages & benefits	\$ 51,000	\$ 52,300	\$ 1,300
Supplies and materials	4,000	2,000	(2,000)
Travel	500	500	-
Program administration	4,500	5,200	700
TOTAL EXPENDITURES	\$ 60,000	\$ 60,000	\$ -

Note: This budget is funded through a municipal agreement and is not considered part of the municipal levy for the City of Kawartha Lakes.

City of Kawartha Lakes - Lake Dalrymple Management Plan

Project Purpose

The primary purpose of this project is to work collaboratively with lake stakeholders towards obtaining a better understanding of the pressures on the lake and to determine priority management activities.

2024 is year four of a four-year project and builds on several accomplishments in year one, which included the establishment of a 10+ member Community Working Group, comprehensive water quality and quantity monitoring program, project website and numerous social media interactions.

The planning process involves science-based lake and watershed studies, in conjunction with strategic partnerships across all areas of interest to facilitate plan development and implementation. Comprehensive monitoring of water quality, water quantity, and land use parameters are undertaken over multiple years. This allows us to develop baseline documentation – or ‘state of the lake’ – as the foundation for developing management recommendations.

Deliverables for 2024 include:

- Continuation of Lake Working Group to help focus priority management recommendations.
- Completion of water quality and quantity monitoring to help capture “average” and “atypical” conditions.
- Compile and complete data analysis on 3 years’ worth of data and summarize results.
- Routine updating of Lake Dalrymple webpage and data dashboard. This includes posting up-to-date information on: Working Group meeting minutes and presentations, open house presentations, available technical reports, and key findings of our monitoring efforts.
- Finalize all components of the watershed characterization report
- Finalize the lake management plan

KAWARTHA CONSERVATION
2024 Budget

City of Kawartha Lakes - Lake Dalrymple Management Plan
Category 2
Apportionment Method: Benefits Based

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 2	\$ 69,300	\$ 62,700	\$ (6,600)
Municipal Levy, Category 2, Deferred	-	14,950	14,950
TOTAL REVENUE	\$ 69,300	\$ 77,650	\$ 8,350
EXPENDITURES			
Salaries, wages & benefits	\$ 45,200	\$ 53,300	\$ 8,100
Equipment	3,500	650	(2,850)
Laboratory Fees	8,800	2,500	(6,300)
Professional services	-	12,100	12,100
Supplies and materials	2,100	1,350	(750)
Travel	3,400	650	(2,750)
Program administration	6,300	7,100	800
TOTAL EXPENDITURES	\$ 69,300	\$ 77,650	\$ 8,350

City of Kawartha Lakes - Lake Management Plan Implementation

Project Purpose

Implementation of the Lake Management Plans is important to our local economy, the attractiveness of the area for tourism and to the continued growth of our communities that have developed around our lakes and rivers. Building on the momentum established through our Implementation Action Plan 2019-2023, Kawartha Conservation and the Implementation Task Force developed an updated 5-year Implementation Action Plan (2024 –2028) to continue to improve the appeal of our lakes as an engine for economic growth.

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

- Incentive Grant Program
- Implementation Outreach Program
- Shoreline Program
- Urban Program
- Rural Program

Incentive Grant Program

Grassroots organizations and private landowners play a critical role in the implementation of the Lake Management Plans. The Kawartha Water Fund program was created to support private landowners and community groups that are interested in undertaking projects that demonstrate actions from the Lake Management Plans. Since 2019, this program has provided seed funding to 100 landowners and community groups, leveraging more than \$745,000 in community investment.

Deliverables for 2024 include:

- \$70,000 in grants available for a 50/50 match
- Community planting projects
- Aquatic plant management projects
- Community engagement projects
- Agricultural Best Management Practices
- Septic and well upgrades
- Rainwater harvesting
- Shoreline and streambank restoration
- Low impact development solutions
- Leverage additional investment of \$215,000 in external support
- Total return on investment of 200%

Implementation Outreach Program

Partner and Community Engagement

A key component of the Implementation Action Plan is collaboration among community groups and institutions already active on the lake. This program will maintain collaboration with our partners at various levels to ensure that programs and projects are meeting the actions that were recommended in the Lake Management Plans. By working alongside the different program partners, Kawartha Conservation will share and promote sound scientific decision making, local knowledge, and traditional values.

Deliverables for 2024 include:

- Coordinate and facilitate a multi-partner public ‘State of the Lakes’ symposium
- Collaborate with lake associations, and other community groups providing presentations to provide updated information
- Participate in community events such as Country Living Show, Spotlight on Agriculture etc. to improve community connections and share important updates on programs and results
- Produce an annual report on implementation success
- Report on Implementation successes to community stakeholders, municipal partners, and other agencies
- Promote the Implementation Action Plan and Community Grant Program to partner groups, agencies, and individuals throughout the City of Kawartha Lakes
- Develop a digital dashboard to report data and activity results in real time
- Develop a semi-annual digital newsletter on implementation successes
- Oversee the planning and preparation for attendance at the International Plowing Match and Rural Expo in Lindsay

Erosion and Sediment Control Planning

Better erosion and sediment control management at construction projects near water is a priority recommendation in all Lake, Watershed, and Storm Water Management Plans. Sediment-laden run-off is a significant threat to the health of local lakes and their connecting waters and can have both acute and long-term impacts including filling in shallow areas, smothering fish habitat, increasing phosphorous loads and poor aesthetics. Ongoing development pressures is a priority in the City of Kawartha Lakes and vital to economic growth. Responsible sediment and erosion control planning is a required part of the preparation, during and post construction process. Effective erosion and sediment control planning between municipalities, contractors, conservation authorities and other construction partners reduces construction delays, ensures work permit compliance, and protects the local environment.

The purpose of this program is to partner with the development industry to pilot innovative technologies and research to track erosion and sedimentation at construction sites, educating developers, contractors, construction works and others in the development industry on best management practices related to selection, installation and inspection of erosion and sediment control measures. Work in this area will help ensure the effectiveness of these technologies. Lastly, a key part of this program is to undertake site inspections on active construction projects to work with proponents on evaluating effectiveness and to adjust when needed to ensure the health and safety of our surface water.

Deliverables for 2024 include:

- Establish a partnership with 1 developer to test sediment and erosion tracking technologies during the construction phase of a project.
- Installation of a turbidity meter at 1 construction site to establish a relationship between water clarity and sedimentation during the construction phase of a project.
- Distribute fact sheets, videos, and other educational materials to proponents.
- Update erosion and sediment control guidelines at Kawartha Conservation.
- Undertake 10 construction site inspections to assess efficiency of control measures.
- Secure 5 proponent led solutions for improving control measures on construction project.
- Certification of 1 staff as a certified inspector of Sediment and Erosion Control.

Rural Program

Agricultural Stewardship

Farmland makes up nearly 50% of the Kawartha watershed and is particularly important in sustaining our rural communities, with agriculture and healthy lakes being the two pillars of our vibrant local economy. This program works directly with the farming community to provide a range of technical services and incentives to assist farmers in practicing beneficial farmland management to improve groundwater and surface water quality. Since 2019, nine (9) agricultural demonstration projects have been implemented in Kawartha Lakes, leveraging \$208,000 in grant funding and \$8,000 in community investment.

Deliverables for 2024 include:

- Collaboration and partnerships with agricultural commodity groups
- On-farm consultations to develop and support project implementation
- Collaboration with the East Central Farm Stewardship Collaborative
- Collaboration with the Peterborough chapter of ALUS
- Water quality sampling to demonstrate the beneficial impact of projects
- Negotiate a grant to leverage \$17,000
- Total Return on Investment of 89%

Investigative Upstream Monitoring

The Investigative Upstream Monitoring program will reduce existing data gaps by providing qualitative and quantitative data. This data will be invaluable to allowing Kawartha Conservation to identify problem areas and establish remediation and restoration options moving forward. The Lake Management implementation plan is a result of recommendations made from the lake management planning process for Sturgeon, Balsam, Cameron, and Pigeon lakes. These recommendations include the identification of ‘hot spots’ or problem areas (i.e., high nutrient concentrations, reduced forest cover, impaired riparian zones).

Deliverables for 2024 include:

- Completion of monitoring on Janetville Creek, Stoney Creek and Sucker Creek (Year 3 of 3) in collaboration with Trent University
- Sampling 21 sites in total for water quality and flow 8 times a year
- Parameters include nutrients (phosphorus & nitrogen, total suspended solids, chloride)
- Produce a summary report of key findings

Shoreline Program

Community Science Monitoring

The nearshore area is under the direct influence of activities performed on the shoreline (urban development, agriculture, specific shoreline alteration) in addition to acting as a transition zone that is highly influenced from waters offshore and land and tributary drainage. The data collected in nearshore areas can act as an early warning indicator for the lakes and thus identify “problem areas” or “hot spots” of degraded water quality and threats to human and animal health in addition to a decrease in biodiversity and habitat. Routine water quality monitoring was identified as a priority recommendation in every Lake Management Plan.

This citizen science program will continue the successful Nearshore Monitoring Program (2019-2021) and aim to continue to empower our community to take action and provide valuable information on the concentrations of various nutrients in our waterbodies. The objectives of the 5-year Community Science Monitoring Program

are to monitor the nearshore environments health annually, provide up-to-date results to the public and key lake stakeholders, track changes over a 3- and 5-year period to inform Lake Plan actions, and provide stewardship with information on areas with degraded nearshore water quality. These findings will guide stewardship efforts through the Water Fund and Waterfront Stewardship programs. The monitoring and hands-on components will work together to seek funding. This project will depend on external funding to accomplish the 2024 deliverables which include:

- Monthly (May to October) water quality monitoring at 70 sites across the high priority lakes (Sturgeon, Balsam, Cameron, Pigeon), medium priority lakes (Canal, Mitchell, Dalrymple), and low priority lakes (Head, Shadow, Four Mile), yearly.
- Engage at least 70 volunteers in monitoring activities annually.
- Report on key findings to watershed residents through an online dashboard
- Summary report of degraded areas of water quality for the planning of future stewardship projects
- Provide monthly social media posts with science summary.
- Host an annual volunteer appreciation event.

Waterfront Stewardship

The Shoreline Stewardship Program works with private landowners to provide an array of technical supports to encourage better land management decisions and actions. Most shoreline properties in the City of Kawartha Lakes are privately owned. With this sensitive area having such a large influence on surface water quality, the daily actions of these landowners impact the ability for our community and tourists to enjoy our lakes.

Deliverables for 2024 Include:

- On-site Shoreline consultations with landowners
- Increase awareness through the Watershed Welcome packages
- 1,200 native plants sold to support shoreline stewardship
- Septic management information for private landowners
- Monitor sedimentation and nutrient loading at key project waterfronts
- Total return on investment 243%

Urban Program

Stormwater Monitoring

Urban stormwater runoff has been identified throughout all Lake Management Plans to be a concern due to higher rates of imperviousness and the concentration of contaminant sources. Building upon the successes of the Investigative Upstream Monitoring program for agricultural tributaries, we can transfer the same approach of monitoring multiple sites along a watercourse, to identify hotspots along the Scugog River.

During the next 5 years, our focus will be in the largest urban centre of CKL, Lindsay, and the urban runoff draining into the Scugog River. The Stormwater Monitoring program will gather baseline water quality and quantity information from both stormwater outlets and streams. Our collection efforts will take place at outlets during storm events occurring spring, summer and fall months as well as at 5 major streams that drain directly into the Scugog River (Distillery, Jennings, Sinister, Albert, and Sucker creeks).

In addition, the information gathered will help direct the upcoming monitoring plans that will need to be developed by municipalities as part of the new provincial guidance being released in 2023, that are specific to the Consolidated Linear Infrastructure Permissions Approach (CLI-EAC). The preliminary data being collected will directly correlate with the two main objectives that these plans will have to include:

- I. Identifying existing or emerging water quality and quantity issues in the key receivers as well as track future changes to water quality and quantity including long term trends of receiver health due to urbanization and
- II. Determining cumulative impacts on the receiver due to water quality and quantity changes overtime due to urbanization.

Deliverables for 2024 include:

- We will monitor 5 urban streams draining directly into Scugog River (Distillery, Jennings, Sinister, Suckers and Albert) for water quality, flow, and benthic communities.
- Twice a month sampling from April-November.
- Explore innovative approaches to sample by using conductivity loggers, an autosampler and siphon samplers, to help capture high loading events (rain events) remotely.
- Capture runoff from additional stormwater outlets along the river manually, during 5 stormwater events
- Parameters will include nutrients (phosphorus & nitrogen, total suspended solids, chloride).
- Conduct bacteria source tracking at 3 sites

Urban Restoration

The urban restoration program helps to protect our urban communities by providing low impact development recommendations at the individual property level. Much of our urban landscape is hardened surface that promotes faster moving storm runoff and reduces the ability for the land to absorb water. We work with private landowners and the landscaping community to develop a program for retrofitting existing properties including a variety of options to suit landowners with varying capacity for implementation. Since 2019, Kawartha Conservation has successfully implemented 14 urban demonstration projects on private and public lands.

Deliverables for 2024 include:

- On-site landowner consultations
- Increase landowner awareness and engagement through publications, social media, and direct outreach to key stakeholders as identified through the Stormwater Monitoring program
- Implementation of lot level stormwater feature as part of new development model homes

KAWARTHA CONSERVATION
2024 Budget

City of Kawartha Lakes - Lake Management Implementation, Stewardship
Category 2
Apportionment Method: Benefits Based

Stewardship	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 2	\$ 163,200	\$ 265,000	\$ 101,800
Municipal Levy, Category 2, Deferred	77,800	26,875	(50,925)
Provincial Grants	68,900	-	(68,900)
Other Grants	-	34,325	34,325
Self Generated Revenues	7,000	16,000	9,000
TOTAL REVENUE	\$ 316,900	\$ 342,200	\$ 25,300
EXPENDITURES			
Salaries, wages & benefits	\$ 161,500	\$ 181,000	\$ 19,500
Advertising and Communications	11,000	7,400	(3,600)
Contracted services	48,500	25,000	(23,500)
Cost of sales	5,000	14,000	9,000
Equipment	100	50	(50)
Landowner Grants	55,500	70,000	14,500
Supplies and materials	2,500	9,700	7,200
Travel	4,000	3,950	(50)
Program administration	28,800	31,100	2,300
TOTAL EXPENDITURES	\$ 316,900	\$ 342,200	\$ 25,300

**Lake Management Implementation, Science
Category 2
Apportionment Method: Benefits Based**

<i>Science</i>	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 2	128,950	121,784	(7,166)
Municipal Levy, Category 2, Deferred	54,450	111,116	56,666
Employment Grants	2,000	2,500	500
Other Grants	5,000	40,000	35,000
TOTAL REVENUE	\$ 190,400	\$ 275,400	\$ 85,000
EXPENDITURES			
Salaries, wages & benefits	\$ 81,400	\$ 105,600	\$ 24,200
Stipends	10,000	-	(10,000)
Equipment	44,500	37,200	(7,300)
Laboratory Fees	24,000	81,900	57,900
Professional services	-	5,300	5,300
Supplies and materials	11,400	11,100	(300)
Travel	4,500	9,300	4,800
Program administration	14,600	25,000	10,400
TOTAL EXPENDITURES	\$ 190,400	\$ 275,400	\$ 85,000

Municipality of Trent Lakes – Flood Plain Mapping Studies

Purpose

The objective of these studies is to update flood plain mapping along two stretches of rivers in the Municipality of Trent Lakes, using new hydrologic and hydraulic models based on the latest ground survey, future land-use conditions, topographic maps, aerial photography, and provincial guidelines. The updated flood plain mapping will allow communities, municipalities, and Kawartha Conservation staff to make informed decisions about future land use and identify flood hazard reduction opportunities within the region.

Background and detail

One of the core responsibilities of Conservation Authorities is to advise on improvements and help mitigate flood risks within the watershed, which can be partially achieved through up-to-date and refined data. To do this, flood plain mapping studies are created using information collected for the study such as LIDAR, survey data, soil type and land use types. These studies help synthesize representations of what the landscape is like and how excess water volume will be displaced during large storm events within the watershed. Ultimately the model produces a flood line that can be used to create flood hazard mapping. This model will also help inform consultants and other engineers produce updated mapping for safe future development within or adjacent to flood plains.

In an effort to achieve this core responsibility, Kawartha Conservation is partnered with Municipality of Trent Lakes to provide studies along the Miskwaa Ziibi River and Nogies Creek, which is being partially funded through the Federal Flood Hazard Identification and Mapping Program (FHIMP).

The Miskwaa Ziibi River flows south into Little Bald Lake. It has a watershed area of approximately 200 square kilometers. Most properties of concern are located at the south end of the Miskwaa Ziibi river. There are approximately 200 residential properties that are assumed to be within the flood plain. This mapping will help identify which properties are at risk along the east and west side of the Miskwaa Ziibi River.

Nogies Creek flows south into Pigeon Lake. It has a watershed area of approximately 200 square kilometers. Most properties of concern are located at the southern half of Nogies Creek. This Creek has approximately 200 residential properties that are assumed to be within the flood plain. This mapping will help identify which properties are at risk along the east and west side of Nogies Creek.

Deliverables

- Attend quarterly coordination meetings;
- Provide management of flood plain related information and data;
- Provide Flood Plain Mapping Technical Report by March 1, 2024, outlining the findings for each study; and,
- Assist in the implementation of planning decisions.

KAWARTHA CONSERVATION
2024 Budget

Trent Lakes, Floodplain Mapping Studies
Category 2
Apportionment Method: Benefits Based

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 2	\$ 273,000	\$ -	\$ (273,000)
Municipal Levy, Category 2, Deferred	(22,700)	114,300	137,000
TOTAL REVENUE	\$ 250,300	\$ 114,300	\$ (136,000)
EXPENDITURES			
Salaries, wages & benefits	\$ 67,100	\$ 11,900	\$ (55,200)
Equipment	3,000	-	(3,000)
Professional services	152,400	92,000	(60,400)
Supplies and materials	3,000	-	(3,000)
Travel	2,000	-	(2,000)
Program administration	22,800	10,400	(12,400)
TOTAL EXPENDITURES	\$ 250,300	\$ 114,300	\$ (136,000)

City of Kawartha Lakes and Region of Durham - Tree Planting Program

Tree planting within the watershed is a key deliverable of the 2020 Stewardship Strategy which outlines the need for increased forest cover across the watershed. Municipal guidance indicates a desired 30% tree canopy to help address the impacts of climate change. To achieve this coverage will require multiple organizations working together to support private landowners in rural and urban areas.

Kawartha Conservation has focused programs to support private landowners including participating in the 50 Million Tree program, the Forest Recovery Program, and through over the counter tree seedling sales. Urban tree planting is encouraged through our TD Tree days' work and in partnership with our municipal partners to identify public space that would benefit from increased canopy coverage. These programs provide incentives that support for tree planting projects on private and public properties.

Tree planting through these programs also supports the implementation of the Implementation Action Plan as well as protect and enhance our tree canopy; of which both items were highlighted in the City of Kawartha Lakes 2020-2023 Strategic Plan. Since 2019 Kawartha Conservation has sold/planted 179,005 trees and shrubs across the watershed, exceeding our target of 105,000. This new program is heavily invested in by Forest Ontario, Highway of Heroes, and private landowners.

Deliverables for 2024 include:

- Development of planting plans to support canopy growth
- Distribute 15,000 seedlings as part of the over-the-counter program
- Plant 40,000 trees as part of the 50 Million tree program
- Survival assessments of previous planting sites
- Urban tree planting projects
- Leveraged external funding of \$136,200
- Return on Investment of 142%

KAWARTHA CONSERVATION
2024 Budget

Joint Project - Forestry and Tree Planting Stewardship
Category 2
Apportionment Method: Agreement Method (CKL & Durham)

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Levy, Category 2	\$ 34,800	\$ 6,000	\$ (28,800)
Municipal Levy, Category 2, Deferred	17,000	81,000	64,000
Municipal Agreement	18,000	9,000	(9,000)
Other Grants	59,500	71,500	12,000
Self Generated Revenues	58,400	67,500	9,100
TOTAL REVENUE	\$ 187,700	\$ 235,000	\$ 47,300

EXPENDITURES			
Salaries, wages & benefits	\$ 85,100	\$ 90,200	\$ 5,100
Advertising and Communications	2,500	3,100	600
Contracted services	26,000	44,800	18,800
Cost of sales	20,000	28,000	8,000
Supplies and materials	34,500	44,500	10,000
Travel	2,500	3,000	500
Program administration	17,100	21,400	4,300
TOTAL EXPENDITURES	\$ 187,700	\$ 235,000	\$ 47,300

County of Haliburton – Flood Plain Mapping Study

Purpose

The objective of these studies is to update flood plain mapping along the Gull and Burnt Rivers in the County of Haliburton, using new hydrologic and hydraulic models based on the latest ground survey, future land-use conditions, topographic maps, aerial photography, and provincial guidelines. The updated flood plain mapping will allow communities, County and the local municipalities the ability to make informed decisions about future land use and identify flood hazard reduction opportunities within the area.

Background and detail

Given conservation authority expertise in floodplain mapping, we have partnered with Haliburton to conduct flood plain mapping in conjunction with the Ganaraska Region Conservation Authority. Municipalities are responsible for developing information to help mitigate flood risks outside conservation authority watersheds, and mitigation can be partially achieved through up-to-date and refined data. To do this, flood plain mapping studies are created using information collected for the study such as LIDAR, survey data, soil type and land use types. These studies help synthesize representations of what the landscape is like and how excess water volume will be displaced during large storm events within the watershed. Ultimately the model produces a flood line that can be used to create flood hazard mapping. This model will also help inform consultants and other engineers produce updated mapping for safe future development within or adjacent to flood plains.

This project is being funded through the County of Haliburton and through the Federal Flood Hazard Identification and Mapping Program (FHIMP). Our role in the project is to provide survey information and flood line mapping, based on the information provided by the engineering work conducted by the Ganaraska Region Conservation Authority.

Deliverables

- Attend coordination meetings;
- Provide survey information for flood plain related information and data;
- Provide topographical flood line mapping from engineering data
- Provide input to the Flood Plain Mapping Technical Report
- Assist in the implementation of planning decisions.

KAWARTHA CONSERVATION
2024 Budget

Haliburton County, Floodplain Mapping Project
Category 2
Apportionment Method: N/A

	Budget 2023	Budget 2024	Budget Variance
SOURCES OF REVENUE			
Municipal Agreement	\$ 50,000	\$ 25,000	\$ (25,000)
TOTAL REVENUE	\$ 50,000	\$ 25,000	\$ (25,000)
EXPENDITURES			
Salaries, wages & benefits	\$ 47,500	\$ 20,300	\$ (27,200)
Supplies and materials	500	500	-
Travel	1,000	1,250	250
Program administration	1,000	2,200	1,200
TOTAL EXPENDITURES	\$ 50,000	\$ 24,250	\$ (25,750)



Kawartha Conservation 2024 Capital Expenditures

Project Code	Capital Item Requested	CA Act Category	Proposed Capital Expenditures	Reserve Funding	Other Funding	Grant Funding	2023 Rollover	2024 Levy Allocated	Adjuted Levy Total
Corporate Services									
CS-TCA-01	Building Security System Enhancement	General Capital	\$ 20,000	\$ (6,100)	\$ -	\$ -	(10,000)	\$ (3,900)	\$ -
CS-TCA-02	Cellular Signal Booster	General Capital	7,500	(7,500)	-	-	-	-	-
CS-TCA-03	Walkway Rehabilitation and Sidewalk Repair	General Capital	10,000	(10,000)	-	-	-	-	-
CS-TCA-04	Fleet Replacement	General Capital	45,000	-	-	-	(45,000)	-	-
Stewardship and Conservation Lands									
SCL-TCA-01	Ken Reid Marsh Boardwalk*	Other	530,000	(280,000)	-	(250,000)	-	-	-
SCL-TCA-02	Ken Reid Road Study	Mandatory	15,000	(15,000)	-	-	-	-	-
SCL-TCA-03	Fencing - New Property Acquisition	Other	60,000	(60,000)	-	-	-	-	-
SCL-TCA-04	Talking Forest Application	Other	12,000	(6,000)	(6,000)	-	-	-	-
SCL-TCA-05	Raingarden Project*	Municipal/Other	83,000	(31,600)	-	(41,500)	-	(9,900)	-
SCL-TCA-06	Field Centre Rehabilitation	General Capital	80,000	(80,000)	-	-	-	-	-
Total			\$ 862,500	\$ (496,200)	\$ (6,000)	\$ (291,500)	\$ (55,000)	\$ (13,800)	\$ -

* Projects will proceed only with grant funding or contributions from others



Continuity of Reserves

Reserves	2023 Audited Opening Balance	2024 Projected Opening Balance	2024 Contributions from Operating	2024 Proposed Commitments	Projected Closing Balance
Discretionary					
Unrestricted	\$ 857,599	\$ 857,599	\$ -	\$ -	857,599
Capital Asset Acquisitions	538,765	463,765	28,900	(348,395)	144,270
Conservation Initiatives	113,355	113,355	-	(113,355)	-
Externally Restricted					
Durham East Cross Forest CA	39,600	39,600	-	-	39,600
Windy Ridge CA	22,826	19,076	-	(11,250)	7,826
Ken Reid CA	89,450	89,450	-	(89,450)	-
Scugog Land Acquisitions	133,664	133,664	-	-	133,664
	\$ 1,795,259	\$ 1,716,509	\$ 28,900	\$ (562,450)	\$ 1,182,959

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Building Security System Enhancement
Department	Corporate Services
Project Manager	Jonathan Lucas, Director, Corporate Services
Project Number	CA-TCA-01

Project Description and Rationale

This project includes security improvements and expansion for owned buildings to update our security system with remote management capabilities and consolidation of non-integrated systems. This project includes expanding coverage to vulnerable areas and integrating our doorways with the security system. Additionally, this will assist with the bookings for the Field Centre with providing a FOB that can be easily disabled for rentals. Additional funds from the 2023 approved amounts are required as the project became more involved for an optimal solution.

Strategic Reference

Innovate and Enhance:

Increase our organizational resiliency

Explore and implement digital infrastructure to enhance business success and outcomes

Protect and Restore:

Ensure the safety of people, property, and public infrastructure

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Cellular Signal Booster
Department	Corporate Services
Project Manager	Jonathan Lucas, Director, Corporate Services
Project Number	CS-TCA-02

Project Description and Rationale

The main administration building has issues with cellular signal within the building. A cellular signal booster would be installed to provide a strong cellular signal within the building. This signal booster would support our security system as redundancy to a landline supported system. As our building also acts as the Emergency Operations Centre, it is imperative to ensure a reliable cellular signal is available in the event of a potential disaster. Additionally, this will assist with the increasing prevalence of mobile devices in day-to-day tasks.

Strategic Reference

Innovate and Enhance:

Increase our organizational resiliency

Explore and implement digital infrastructure to enhance business success and outcomes

Protect and Restore:

Ensure the safety of people, property, and public infrastructure

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Walkway Rehabilitation and Sidewalk Repair
Department	Corporate Services
Project Manager	Jonathan Lucas, Director, Corporate Services
Project Number	CS-TCA-03

Project Description and Rationale

Our walkway that guides walking traffic from the parking lot to the administration building has degraded and overgrown overtime. In order to provide the public with safe access to the administration building and guide traffic away from the roadway, it's recommended to rehabilitate this gravel walkway. Additionally, our concrete walkway requires repairs where freeze/thaw cycles have raised blocks creating a tripping hazard for staff.

Strategic Reference

Protect and Restore:
Ensure the safety of people, property, and public infrastructure

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Fleet Replacement (2005 Pontiac Vibe)
Department	Corporate Services
Project Manager	Jonathan Lucas, Director, Corporate Services
Project Number	CS-TCA-04

Project Description and Rationale

Our current vehicle fleet is aging and requires replacement. Three vehicles were pulled from circulation for auction (2005 Pontiac Vibe with 300,000km, 2006 Toyota Matrix with 300,000km & 2006 GMC Sierra with safety concerns) as the investment to continue operating is exponentially increasing.

We recommend purchasing one vehicle in 2024 and deferring additional purchase(s) until 2025. Seasonal needs will be supplemented with short-term leases, as required.

Strategic Reference

Innovate and Enhance:
Increase efficiency and effectiveness of service delivery

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Ken Reid Marsh Boardwalk
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-01

Project Description and Rationale

To address the long-term need to repair the boardwalk, and to elevate our infrastructure and visitor appeal, we are in the process of investigating a fully redesigned and rebuilt boardwalk with a plan to utilize the Tourism Growth Program to help support the work. Given the extent of the work and limited staffing resources, we are proposing a contractor to complete this project. This length of boardwalk is approximately 135m and runs through the Sturgeon Lake No. 26 Provincially Significant Wetland. This project is grant-dependent.

Strategic Reference

Engage and Inspire:
Maintain and enhance our Conservation Areas to provide healthy outdoor experiences.

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Ken Reid Road Study
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-02

Project Description and Rationale

The roadway into our flagship Conservation Area and Administration building continues to degrade exponentially requiring more frequent investment to maintain service levels. These service levels are increasingly challenging to maintain due to financial constraints and physical constraints with grading and maintenance as they can only take place in the appropriate seasons. The time benefit grading provides continue to decrease.

The roadway requires a geotechnical evaluation to determine design and parameters that are required to resolve or mitigate the road degradation.

Strategic Reference

Engage and Inspire:

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

Innovate and Enhance:

Increase efficiency and effectiveness of service delivery

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Fencing - New Property Acquisition
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-03

Project Description and Rationale

Kawartha Conservation is in the process of acquiring land through a donation as directed by the Board of Directors. The property requires a fencing perimeter to be established from the neighbouring properties. The dimensions of the fencing required is approximately 2,500ft.

Strategic Reference

Engage and Inspire:
Maintain and enhance our Conservation Areas to provide healthy outdoor experiences.

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Talking Forest Application
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-04

Project Description and Rationale

The Talking Forest Application has been very well received by the community since its launch in 2022. The application requires redevelopment as the original hosting organization is no longer supporting the application. The costs for this initiative will be shared by another Conservation Authority that would like to launch the experience in their watershed.

Strategic Reference

Engage and Inspire:

Explore service and program expansion opportunities at our conservation areas

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

Innovate and Enhance:

Explore and implement digital infrastructure to enhance business success and outcomes

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Raingarden Project
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-05

Project Description and Rationale

The administration building parking lot has water runoff towards towards the field centre and grassy area. The water is not being diverted properly resulting in pooling at the field centre and surrounding locations deteriorating the building. This project aims to reduce the runoffs impacts and divert it to a raingarden. We have applied for funding to support this initiative.

Strategic Reference

Protect and Restore:
Ensure the safety of people, property, and public infrastructure

**Kawartha Conservation
2024 Capital Expenditures**

Project Name	Field Centre Rehabilitation
Department	Stewardship and Conservation Lands
Project Manager	Kristie Virgoe, Director, Stewardship and Conservation Lands
Project Number	SCL-TCA-06

Project Description and Rationale

Our Field Centre supports community events, rentals, educational partnerships and organizational needs for filing space and equipment storage. The centre was originally built in 1994 with an addition completed in 2012. The building is experiencing moisture issues that are now resulting in visible damages and concerns. Our preliminary estimates and discussions with contractors include work to repair drywall, insulation, baseboards, siding, eavestroughs and manage drainage.

Strategic Reference

Engage and Inspire:
Maintain and enhance our Conservation Areas to provide healthy outdoor experiences.



Agenda Item #8.2

BOD Meeting #2/24

February 22, 2024

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:

Final steps related to accounting of Phase 2 transition activities identified in O. Reg. 687/21 by the Province.

RECOMMENDED RESOLUTION:

RESOLVED, 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.

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 programs.

Memorandum of Understanding (MOUs)

As of December 31, 2023, we had fully executed agreements with Trent Lakes, Cavan Monaghan, and the City of Kawartha Lakes. The agreements will be amended to include the 2024 budget when final as it is an appendix to the agreement.

The MOU with the Region of Durham has received both Kawartha Conservation Board of Directors and Regional Council support for signatures. We have signed the MOU and we are awaiting final signature from the Region of Durham. The draft program and service budget schedule to this MOU will be reviewed to ensure consistency with the 2024 budget.

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



Agenda Item #8.2

BOD Meeting #2/24

February 22, 2024

Page 2 of 2

Timeline Transition:

The request to the Province to extend the deadline for agreements extended the transition period as defined in legislation to March 31, 2024.

Once we receive the signed MOU from the Region, and the necessary amendments to all MOU appendices are made to reflect the approved 2024 budget, we will finalize the Phase 2 Transition activities.

As identified in O. Reg. 687/21, within 30 days of March 31, 2024, we have a requirement to submit:

- the final version of the inventory of programs and services
- confirmation that we have entered into all necessary cost apportioning agreements with the participating municipalities.