

The Township of Cavan Monaghan

By-law No. 2023-80

Being a by-law to authorize the execution of the Cost Apportionment Agreement for the Category 3 Service/Programs between the Township of Cavan Monaghan and Kawartha Region Conservation Authority

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 2, as amended, states that municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters within their jurisdiction, and as such, municipalities are given powers and duties under this Act, and many other Acts, for the purpose of providing good government with respect to those matters; and

Whereas the Ontario Municipal Act, 2001, S.O. 2001, c. 25, Section 5.3, as amended, states that a municipal power shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

Now Therefore, the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That the Mayor and Clerk be authorized to execute the Cost Apportionment Agreement for the Category 3 Service/Programs between the Township of Cavan Monaghan and Kawartha Region Conservation Authority.
2. That a copy of the Memorandum of Understanding Agreement between the Township of Cavan Monaghan and Kawartha Region Conservation Authority is attached as Attachment "1".

Read a first, second and third time and passed this 4th day of December 2023.



Matthew Graham
Mayor



Cindy Page
Clerk

THIS MEMORANDUM OF UNDERSTANDING (“MOU”)

THIS AGREEMENT dated this 4th day of December, 2023.

BETWEEN:

THE TOWNSHIP OF CAVAN MONAGHAN

(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 (“MOU”) or such other agreement;

AND WHEREAS under the applicable regulations, Category 2 operating expenses and capital costs may be included in the apportionment under an MOU 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 budget and apportionment process, through individual procurement agreements;

AND WHEREAS the Act requires such MOUs 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 (Schedule 3) 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 Authority 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**”) 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 (Schedule 1), 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.

4. Kawartha Conservation and the Participating Municipality shall identify and agree upon Category 1, applicable Category 2, and Category 3 services in the annual budget.
5. Kawartha Conservation and the Participating Municipality shall negotiate in good faith in an attempt to settle any dispute between the parties in connection with the funding of Category 3 programs and services in a timely manner.

Should the Authority and the Participating Municipality be unable to settle the dispute through negotiation, both parties acting reasonably and in good faith, then the determination of such dispute shall be resolved through mediation followed by arbitration as may be required, pursuant to the Arbitration Act (Ontario).

Mediation: If unable to resolve the dispute through negotiation, the Authority and Participating Municipality shall engage in mediation. A qualified and neutral mediator (the "Mediator") will be appointed jointly by both parties within 14 days of the unsuccessful negotiation attempt. The mediation process shall be conducted in accordance with the rules and procedures of a recognized mediation organization agreed upon by the parties. The mediator's role will be to facilitate communication, assist in identifying areas of agreement, and help the parties reach a mutually satisfactory resolution. The mediation sessions shall take place at a mutually convenient location. The costs of the Mediator shall be split equally between the Authority and Participating Municipality.

Arbitration: A party desiring arbitration shall give written notice of arbitration to the other party, containing a concise description of the matter referred to arbitration. Within ten (10) business days after a party delivers a Notice of Arbitration, the parties shall jointly appoint a single arbitrator (the "Arbitrator"). If the parties fail to appoint an Arbitrator within such time, the Arbitrator shall be designated by a judge of the Ontario Superior Court of Justice upon application by either party.

The decision of such Arbitrator shall be final and binding as between the parties and shall not be subject to appeal. The costs of the Arbitrator shall be split equally between the Authority and Participating Municipality.

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. A list of existing service agreements as of the date of this MOU are referenced in Schedule 2 to this MOU.

8. Where Category 2 services are requested and procured outside of the budget process, and not included in the apportionment, the following principles, terms and conditions shall govern the delivery of Category 2 programs and services requested by the Participating Municipality:
 - a. Subject to complying with procurement and purchasing policies, the Participating Municipality will give due consideration to Kawartha Conservation when procuring services related to Kawartha Conservation's mandate and areas of expertise.
 - b. Kawartha Conservation's or the Participating Municipality's standard form of purchase order and procurement and other agreements will be used for the delivery of municipally requested programs and services.
 - c. Kawartha Conservation will maintain such insurance policies as required by the Participating Municipality in respect of the delivery of programs and services provided outside of the budget process pursuant to this MOU.
 - d. Kawartha Conservation will retain all financial and project records in connection with the programs and services for audit purposes by the Participating Municipality for no less than seven years.
9. 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, 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 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. Where Category 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.

12. Amendments to Schedules may be made by staff periodically to ensure alignment with existing agreements and the annual budget process.
13. 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.
14. This MOU shall be made available to the public in accordance with the Act and any applicable regulations.
15. 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.
16. Payment for all Category 1, Category 2 and Category 3 expenses agreed to as part of the budget process shall be received under the following timelines: 1/3 due within 30 days of invoice date, 1/3 due by June 30 and the remainder by September 30 of each calendar year or as otherwise mutually agreed upon.

IN WITNESS WHEREOF, the parties have entered into this MOU as of the Effective Date of January 1, 2024.

KAWARTHA REGION CONSERVATION AUTHORITY

Per: 
Name: Robert Rock
Title: Board Chair

OR

Per: 
Name: Mark Majchrowski
Title: Chief Administrative Officer

THE TOWNSHIP OF CAVAN MONAGHAN

Per: 
Name: Matthew Graham
Title: Mayor

OR

Per: 
Name: Cindy Page
Title: Clerk

SCHEDULE 1:

Kawartha Region Conservation Authority Annual Budget

<2024 budget to be attached>

<subsequent year's budgets attached thereafter to this schedule annually>

SCHEDULE 2: CATEGORY 2 PROGRAMS AND SERVICES

Special Projects approved by Council

Special Projects are designed to meet the needs or concerns of a specific municipality, and thus directly benefit the individual municipality. The benefiting municipality funds the projects. At times, a joint project benefiting two or more municipalities may be agreed upon and undertaken. Special projects may include the development of, and updates to lake management plans, implementation of lake management plans, development of floodplain mapping (category 1 program, funded as a category 2 program), environmental feature study or other projects as agreed upon.

There are no special Projects conducted on behalf of the Township of Cavan Monaghan at this time.

Service Level Agreements:

A service level agreement provides a specific service to the municipality filling a municipal need, departmental opportunity or help fulfill legislative requirements that the municipality needs to carry out.

There are no Service Level Agreements between the Township of Cavan Monaghan and Kawartha Conservation at this time.

SCHEDULE 3:

Category 3 Programs and Services

Category 3 Operating Programs and Services

Environmental Monitoring Programs

This category of programs includes in monitoring information that furthers our understanding of surface water quality and ground water quality beyond provincially focussed monitoring programs. This includes water quality using stream biota, our community water sampling program, and temperature monitoring focussed on cold water streams, which furthers information useful for planning purposes. The information is used for watershed report cards which track local watershed conditions over time and for watershed project prioritization.

Ecological Land Classification mapping provides a consistent ecological base across the watershed, allowing for reporting on landscape parameters (e.g. forest cover) in Watershed Report Cards. This layer is kept up to date with current aerial imagery and field verification activities.

Costs include staff, equipment and calibration, sampling, analysis, and reporting. No fees are identified in the fee schedule as part of these programs.

Watershed Studies and Strategies

A small amount of work is completed to identify climate change implementation not directed towards natural hazards, which helps inform municipal initiatives to assess and address climate vulnerability, which are transferable between municipalities. Specific activities to implement climate change resiliency measures take the form of Category 2 activities.

Costs include staff time and reporting. No fees are identified in the fee schedule as part of these programs.

Conservation Lands and Conservation Areas

Major capital improvements to support public access, safety and environmental protection such as pedestrian bridges, boardwalks and trails form activities in this category. Further improvements that provide attractions to park users are included in this category, such as observation platforms, or camping opportunities, which further use of the conservation areas and help promote community wellness and belonging and promote local tourism.

Costs include staff time, supplies and third-party services as may be required. Offsetting grants, or private donations are explored in the enhancement or maintenance of infrastructure. No fees are identified in the fee schedule as part of the infrastructure development programs.

Fleetwood Creek Natural Area

Management and maintenance of this property is provided through a *fully funded agreement* with Ontario Heritage Trust. Maintenance and infrastructure development is determined through annual work plans and scope of work is dictated by the funds received.

Conservation Education and Community Outreach

Education programs not directed to mandated programs, primarily centres on watershed and natural environment topics. Examples of programming include involvement in the Children's Water Festival, education sessions for youth in class, in our conservation areas or through camps. Community programs provide and information sessions for adults and opportunities for the family.

Community programs and events are provided to provide information and education, promote healthy lifestyles, family activities and community connections.

The Innovation Hub provides training for professionals on a variety of topics and operated on a cost recovery basis.

Costs for services are identified in the fee schedules for cost recovery purposes. Grants and donations are sought for community events.

Fees are identified for participation in educational programming and community programming as applicable and identified in fee schedules.

Category 3 Special Projects

Core Watershed-based Resource Management Strategy

A mandatory deliverable identified by the Province is the completion of a watershed-based resource management strategy by the end of 2024. The focus of this strategy is for natural hazards specifically. To round out the strategy, other traditional aspects of a watershed strategy are planned to augment this strategy centred around topics such as natural heritage, water quality and watershed stewardship.

A one-time funding tied to the provincial deliverable of a watershed management strategy, which will be identified with the annual budget submission

Environmental Monitoring Implementation Strategy

In 2022, a 10-year environmental monitoring strategy was put into place to facilitate enhancements to our monitoring network each year 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. While many of these initiatives are classified under Category 1 programs and services, a few upgrades are classified as Category 3 upgrades, which include the addition of 9 monitoring stations for local water quality monitoring, 10 temperature monitoring stations, 7 shallow groundwater monitoring stations and 20 stream biota monitoring stations over the 10-year frame.

Costs are identified within special project submissions in annual budgets.

Land Acquisition

Property acquisition is explored when opportunities arise, and these are evaluated against our Land Securement Policy. Each opportunity is brought to the board for consideration with funding mechanisms and potential levy impacts identified on a case-by-case basis

SCHEDULE 4:

Inventory of Programs and Services Provided by Category

The following is a listing of programs and services that are aligned with the requirements outlined in regulations. This represents the current inventory of programs and may be adjusted as additional provincial guidance and interpretation is supplied, as information is refined and following discussions with municipalities on this inventory.

The Ministry of Environment, Conservation and Parks is requesting that each program and service is categorized into one of 3 categories, as follows:

1. Mandatory programs and services (*defined in regulation; where municipal levy could be used without any agreement*)
2. Municipal programs and services. Programs and services at the request of a municipality (*with municipal funding through an MOU/agreement*)
3. Other programs and services. Programs and services an authority determines are advisable (*use of municipal levy requires an MOU/agreement with participating municipalities*)

A program or service that is identified as mandatory is eligible, but not required to receive municipal funding. More than one category of program may apply to a program or service offered.

Kawartha Conservation Inventory of Programs and Services (organized by Category of Service)

Category 1: Mandatory Programs/Services

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Natural Hazard Management				
Natural Hazard Management Program				
<p>Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes: development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education and public awareness.</p> <p><i>See 21.1 (1) 1 of the Conservation Authorities Act; Sections 1-8 of the Mandatory Programs and Services Regulation O.Reg. 686/21</i></p>				
Section 28.1 Permit Administration and Compliance and Communications	<p>Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs.</p> <p>Includes information management related to these items.</p>	Currently Provided	\$362,600	<p>Municipal Levy 41%</p> <p>Self Generated 59%</p>
Review under other Legislation	<p>Input to the review and approval processes under other applicable law (e.g., Environmental Assessment Act, with comments principally related to natural hazards, wetlands, watercourses, and S. 28 permit requirements.)</p>	Currently Provided	\$45,800	<p>Municipal Levy 41%</p> <p>Self Generated 59%</p>
Municipal Plan Input and Review (Natural Hazards)	<p>Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).</p> <p>Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development,</p>	Currently Provided	\$174,700	<p>Municipal Levy 41%</p> <p>Self Generated 59%</p>

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
	<p>Mines, Natural Resources and Forestry (MNDMNR), delegated to CAs in 1983.</p> <p>Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and S. 28 permit requirements.</p> <p>Includes information management related to these items.</p>			
<p>Website update (Permit application tracking)</p>	<p>Develop a customer-focused solution putting permit application status information into the hands of residents and the building community.</p> <p>Enable customers to find the information they need, and utilize online services provided with a particular aim to improve planning and permitting services.</p> <p><i>*Funded by participating municipalities as a 2-year general benefitting program, directly related to hazard programming for permitting and planning</i></p>	<p>General Benefitting Project</p>	<p>\$20,000</p>	<p>Municipal Levy 100%</p>

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
<p>Flood Forecasting and Warning and Low Water Response</p>	<p>Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow course, flood event forecasting, flood warning, communications and response and equipment maintenance. Annual meeting with municipal flood emergency coordinator.</p> <p>Conditions monitoring and analysis, including baseflow conditions. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.</p> <p>Includes information management related to these items.</p>	<p>Currently Provided</p>	<p>\$112,600</p>	<p>Provincial 22% Municipal Levy 76%</p>
<p>Natural Hazards Technical Studies, Policy Review</p>	<p>Studies and projects to inform natural hazards management programs including: flood plain studies, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, flood plain policy, and shoreline management. An individual project often lasts one to three years and are distributed over time as human resources and funding is available.</p> <p><i>*Current projects include Durham Watershed Planning and Floodplain Mapping studies, funded through special benefitting projects with Durham Region, City of Kawartha Lakes and Haliburton County. Costs vary annually.</i></p>	<p>Special Benefitting Projects with municipality</p>	<p>\$278,700</p>	<p>Municipal Levy 84% Other Revenue 16%</p>
<p>Natural Hazards Communications, Outreach and Education</p>	<p>Promoting public awareness of natural hazards including flooding, drought, and erosion. Services include displays at public events, development of educational material, social media services, media relations and educate of elementary school students and the public about the danger of floodwaters.</p>	<p>CA Act</p>	<p>\$6,600</p>	<p>Municipal Levy 100%</p>

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
<p>Study of the potential effects of climate change on natural hazards and impact assessment/planning policies related to natural hazard management. (NEW)</p>	<p>As per Mandatory Programs and Services Regulation Section 1(3)1. iv. Collection and management of climate science data in order to identify potential effects of climate change on flooding and erosion.</p> <p>Identification of vulnerability or risk, and the development of mitigation and adaptation policies and plans.</p> <p><i>This is a new program area (2021). Some initial work has been underway to understand the geographical distribution of precipitation lake temperature and air temperature through the Senior citizen's climate change project.</i></p>	<p>New program area</p>	<p>\$29,000</p>	<p>Other Revenue 100%</p>
<p>Flood and Erosion Control Infrastructure</p>	<p>Water and erosion control infrastructure and low flow augmentation.</p> <p><i>We do not own or operate any structures.</i></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Ice Management Services</p>	<p>The development and updating of ice management plans. Identified in the CA Act (as advisable).</p> <p><i>This is not a management plan that we anticipate will be required.</i></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Water Quality & Quantity and Environmental Monitoring</p>				
<p>Provincial Water Quality & Quantity Monitoring</p> <p>Program Description: In partnership with Ministry of Environment, Climate Change and Parks (MECP), long term sites to monitor surface and ground water conditions have been established.</p> <p><i>see 21.1 (1) 2 of the Conservation Authorities Act; Section 12(2) and 12(3) of the Mandatory Programs and Services Regulation O.R. 686/21</i></p>				

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (30+ year) CA/MECP partnership for stream water quality monitoring at nine sites. CA takes water samples and MECP does lab analysis and data management.	Currently Provided	\$28,900	Municipal Levy 100%
Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 16 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring.	Currently Provided	\$48,200	Municipal Levy 100%
Drinking Water Source Protection				
Drinking Water Source Protection				
Program Description: The protection of municipal drinking water supplies in the Kawartha-Haliburton region through the development and implementation of the Source Protection Plans. see 21.1 (1) 1 iii of the <i>Conservation Authorities Act</i> ; Section 13 of the <i>Mandatory Programs and Services Regulation O.R. 686/21</i>				
Drinking Water Source Protection Program (KHSPA)	Source Protection Area/Region, technical support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations. <i>Program operates under recurring MOU with the Province and Source Protection Lead; funds received from the Source Protection Lead, which are provincial funds.</i>	Currently Provided	\$48,700	Provincial 100%

Core Watershed-based Resource Management Strategy

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
<p>Core Watershed-based Resource Management Strategy</p> <p>Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.</p> <p><i>see 21.1 (1) 2 of the Conservation Authorities Act; Section 12(4)-(9) of the Mandatory Programs and Services Regulation O.R. 686/21</i></p>				
<p>Strategy Development (related to natural hazards) (NEW)</p>	<p>Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting.</p> <p>This project will build on the 1983 Watershed Management Strategy, and subsequent subwatershed plans including riverine and lake management plans and program specific strategies as applicable.</p> <p><i>NOTE: Strategy to be completed on or before December 31, 2024 per requirements in 12(4)-(9) of the Mandatory Programs and Services Regulation</i></p>	<p>New program area</p>	<p>TBD</p>	<p>Funding source likely 100% from Municipal Levy.</p>
<p>Conservation Lands and Conservation Areas</p>				
<p>Conservation Authority Lands and Conservation Areas</p> <p>Program Description: We own 809 hectares of land which includes forests, wetlands, and farmland, and manage an additional 405 hectares on behalf of the Ontario Heritage Trust. This property is essential to watershed management, environmental protection, provides community spaces and areas for passive recreation.</p> <p><i>see 21.1 (1) 1 ii of the Conservation Authorities Act; Sections 9-10 of the Mandatory Programs and Services Regulation O.R. 686/21</i></p>				

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Section 29 Minister's regulation for Conservation Areas (O. Reg. 688/21)	Conservation areas regulations enforcement and compliance.	Currently Provided	\$39,700	Municipal Levy 2% Self Generated 28%
Conservation Easement Agreements	Annual monitoring, reporting, and enforcement of conservation easement agreements.	Currently Provided	\$3,600	Municipal Levy 72%, Self Generated 8%
Conservation Areas	Management and maintenance of five conservation areas. Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, and general maintenance of boardwalks, viewing platforms, trails pedestrian bridges, parking lots, pavilions, roadways; stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	Currently Provided	\$308,400	Municipal Levy 72%, Self Generated 8%
Inventory of Conservation Authority lands (NEW)	The land inventory will include the following information: location as well as date, method, and purpose of acquisition, land use. One time project with updates as properties are acquired or disposed of. <i>NOTE: Inventory to be completed on or before December 31, 2024, per requirements in Section 11 of the <u>Mandatory Programs and Services Regulation</u></i>	New Program Area (2023)	\$10,400	Municipal Levy 100%
Strategy for CA owned or controlled lands and management plans (NEW)	A strategy to guide the management and use of CA-owned or controlled properties including: guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. One-year project. This is an	New Program Area (2023)	\$20,700	Municipal Levy 100%

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Land Acquisition and Disposition Strategy (NEW)	<p>update to previous conservation area management plans.</p> <p><i>NOTE: Strategy to be completed on or before December 31, 2024, per requirements in Section 10 of the <u>Mandatory Programs and Services Regulation</u></i></p> <p>A policy to guide the acquisition and disposition of land in order to fulfill the objects of the authority. One-year project that updates the 2011 Interim Land Securement Policy.</p>	New Program Area (2022)	\$2,200	Municipal Levy 100%

Notes:

- Estimated annual average costs consider monetary contributions only; other in-kind contributions of time are not accounted for in this analysis, although they may contribute significantly to the outcomes and success of programming.
- Special project costs may vary from year to year depending on grants applied for and received and municipal levy support.
- Estimated average annual costs are based on a running four-year average as 2020 was an atypical year impacting organizational operations throughout.
- Moving forward, 2022 budget information represents a reasonable representation of program costs aside from new program areas.
- Implementation of *Bill 23, More Homes Built Faster Act, 2022* will introduce variances in the inventory affecting services and average annual costs in certain categories

Enabling Programs/Services (Mandatory)

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Enabling Program Services				
Enabling Program Services				
Program Description: 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. Program costs that are required to run the organization.				
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. Includes health and safety program support, overseeing programs and policies and implementation of business improvements.	Currently Provided	\$345,600	Municipal Levy 96% Self Generated 4%
Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	Currently Provided	\$172,800	Municipal Levy 96% Self Generated 4%
Corporate Legal Expenses	Costs related to agreements/contracts, administrative by-law updates, human resource matters including policy review.	Currently Provided	\$200	Municipal Levy 96% Self Generated 4%

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Governance	Supporting CA Boards, Advisory Committees, Office of CAO, and Senior Management.	Currently Provided	\$172,800	Municipal Levy 96% Self Generated 4%
Communications	<p>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.</p> <p>Inform and promote to the community our programs and projects through media, open houses, public meetings, website administration, responding to inquiries from the public, crisis communications.</p>	Currently Provided	\$91,100	Municipal Levy 96% Self Generated 4%
Administration Buildings	<p>Office buildings and workshop used to support staff, programs, and services.</p> <p>Includes utilities, routine and major maintenance, property taxes. While most upgrades have been implemented for accessibility, a comprehensive review of requirements may require additional investment in infrastructure.</p>	Currently Provided	\$125,600	Municipal Levy 100%
Information Technology and Records Management	Data management, records retention, records scanning and integration into IMS system and server and GIS support. Development and use of systems to collect and store data including cost of software and server upgrades. Cost of outside server to maintain and provide security services.	Currently Provided	\$57,000	Municipal Levy 100%

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the organization, including capital purchases, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	Currently Provided	\$120,000	Municipal Levy 100%
Asset Management (NEW)	Asset management planning, tracking and risk management of facilities & property management. <i>An asset management plan is proposed to be initiated in 2022</i>	New Program Area	\$50,000	Municipal Levy 36% Other Revenue 64%
Corporate Records	In conjunction with the Information Management System, the digitization of hard copy files to contribute to faster processing of planning applications and other corporate information. Benefits of shifting to digitized documents will allow for easy storage, retrieval, updating and improved access and transport of information. <i>A general benefitting project is serving to further this initiative</i>	General Benefitting Project	\$15,400	Municipal Levy 100%

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Category 2: Programs/Services requested by or delivered on behalf of Municipality

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Water Quality & Quantity and Environmental Monitoring				
Local Environmental Monitoring				
Program Description: In partnership with community organizations, municipalities, and federal and provincial agencies, sites are established to monitor environmental parameters and advance environmental monitoring and assessment initiatives.				
Lake Management Plan Implementation Monitoring	Ongoing monitoring activities as part of the Lake Management plans and implementation of those plans. Includes implementation of activities across City of Kawartha Lakes and Durham Region. Activities include water quality sampling, water level monitoring, aquatic vegetation monitoring, nearshore monitoring and sediment and erosion control measures.	Special Benefitting Projects with municipality	\$188,900	Municipal Levy 80% Other Revenue 20%
<i>Note: Programs include monitoring aspects of the Lake Management Implementation Action Plan for the City of Kawartha Lakes approved in June 2018. Durham Region program includes the monitoring aspects of watershed plan implementation handled through the annual budgeting process, and the Lake Scugog Enhancement project MOU signed 2018.</i>				
Drinking Water Source Protection				
Drinking Water Source Protection Program Description: The protection of municipal drinking water supplies in the Kawartha-Haliburton region through the development and implementation of the Source Protection Plans. see 21.1 (1) 1 iii of the Conservation Authorities Act; Section 13 of the Mandatory Programs and Services Regulation O.R. 686/21				

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Risk Management Official	<p>Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements. Category 2: City of Kawartha Lakes municipal agreements.</p> <p><i>RMO services provided to the City of Kawartha Lakes through an MOU 2014.</i></p>	Currently Provided under MOU	\$59,300	Municipal Levy 100%
Watershed Studies and Strategies Program Description: Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.				
Subwatershed Initiatives not related to natural hazards (Lake Management Plans and Subwatershed Studies)	<p>We undertake riverine and lake-based management plans across the watershed on a rotating basis as needs are identified and the funding and resources allow. Activities include: community engagement and objective setting, supporting protection, enhancement and restoration activities, and monitoring and evaluating actions.</p> <p><i>The Lake Dalrymple Management Plan is currently in development (4-year plan), cost estimate based on year 1 actual expenditure which will be higher in future years.</i></p>	Special Benefiting Projects with municipality	\$45,000	Municipal Levy 100%
Plan Review Not Related to Natural Hazards	<p>Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).</p> <p><i>Planning services are provided by current MOUs with the City of Kawartha Lakes (2012), Durham Region (2011), Municipality of Trent Lakes (2017), County of Peterborough (2013).</i></p>	To be removed from MOUs	Activity removed from inventory	N/A

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Watershed Stewardship and Restoration				
Watershed Stewardship and Restoration (Urban, rural & agricultural)	Program Description: The stewardship and restoration program has three key components: one-on-one technical assistant to watershed landowners, connecting landowners with cost-share funding, and the reforestation program. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity, and make the watersheds more resilient to climate change.			
Lake Management Plan Implementation – Stewardship	<p>Public and Private Land Stewardship in urban, rural, and agricultural communities.</p> <p>Work with property owners to implement best management practices to mitigate flood and erosion hazards, improve and protect water quality, restore flood plains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, manage terrestrial non-native invasive species, protect groundwater, and improve species at risk habitat.</p> <p>Apply for and manage external funding, promote private land stewardship, outreach, provide technical advice and design assistance.</p> <p><i>Programs include stewardship aspects of the Lake Management Implementation Action Plan for the City of Kawartha Lakes approved in June 2018. Durham Region program includes the stewardship aspects of watershed plan implementation. These projects are handled through the annual budgeting process.</i></p>	Special Benefitting Projects with municipality	\$384,400	Municipal Levy 68% Other Revenue 32%

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Tree Planting and Forestry Services	<p>Forestry services including planting plan development, site preparation, tree and shrub planting, and survival assessments. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover.</p> <p><i>This program is provided in the City of Kawartha Lakes as part of the Lake Management Implementation Action Plan June 2018. It is offered in the Region of Durham through the Durham Trees MOU April 2021. Cost estimate is reflective of one year of active programming scope.</i></p>	Special Benefitting Projects with municipality or MOU	\$111,500	Municipal Levy 59% Self Generated and Other Revenue 41%

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Category 3: Other Programs/Services

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Water Quality & Quantity and Environmental Monitoring				
Local Environmental Monitoring				
Program Description: In partnership with community organizations, municipalities, and federal and provincial agencies, sites are established to monitor environmental parameters and advance environmental monitoring and assessment initiatives.				
Surface Water Quality Monitoring and Reporting	<p>Surface water quality monitoring is conducted at sites in addition to PWQMN; water quality monitoring at 17 sites (Kawartha Water Watch), benthic monitoring at 15 sites and temperature monitoring focused on cold water streams at 30 sites across the watershed. Costs include sampling, analysis, and reporting.</p> <p>Conservation Authorities report on local watershed conditions every five years. Measuring increases understanding of the watershed, focuses efforts and tracks progress.</p>	Currently Provided	\$54,700	Municipal Levy 100%
Local Groundwater Monitoring	Local shallow groundwater monitoring is conducted at 4 sites for the purpose of understanding local groundwater in response to weather conditions.	Currently Provided	\$18,900	Municipal Levy 100%
Local Environmental Monitoring activities	Monitoring strategy, other environmental studies and overarching management of information and data.	Currently Provided	\$44,840	Municipal Levy 100%
Ecological Land Classification (Land Use Mapping)	<p>Mapping activities are undertaken to verify our ELC information when new orthophotography is available. Aerial photo interpretation occurs on land use and ecological features, used in long-range planning.</p> <p><i>Municipal apportionment for this program is identified during the budgeting process or accelerated by a Special Benefitting Project.</i></p>	Currently Provided	\$9,200	Municipal Levy 100%

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Watershed Studies and Strategies				
Program Description: Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and recommendations. These address existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.				
Climate Change Implementation	<p>Involvement in climate change implementation not directed at natural hazards specifically and tied into municipal initiatives to assess and address climate vulnerability.</p> <p><i>Specific implementation measures will be tied to service level agreements and MOUs as appropriate. This is a developing program.</i></p>	Currently Provided	\$7,200	Municipal Levy 100%
Natural Heritage Systems Implementation	<p>Incorporation of natural heritage information particularly around wetlands to develop planning and regulatory strategies to mitigate downstream natural hazards.</p> <p><i>We do not have a structured program for this service area.</i></p>	N/A	N/A	N/A
Conservation Lands and Conservation Areas				
Conservation Authority Lands and Conservation Areas				
Program Description: We own 809 hectares of land which includes forests, wetlands, and farmland, and manage an additional 405 hectares on behalf of the Ontario Heritage Trust. This property is essential to watershed management, environmental protection, provides community spaces and areas for passive recreation.				
<i>see 21.1 (1) 1 ii of the Conservation Authorities Act; Sections 9-10 of the Mandatory Programs and Services Regulation O.R. 686/21</i>				
Conservation Area Infrastructure Development	<p>Major capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, trails.</p> <p>Other infrastructure improvements on CA lands that will enhance user experience such as camping, education center,</p>	Currently Provided	\$25,900	Municipal Levy 50%, Other Revenue 50%

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
	<p>washrooms, etc.</p> <p><i>Recent projects include the viewing platform, accessible trails and trail improvements, accessible washrooms, and a pedestrian bridge replacement. Projects are completed based on funding opportunities. Levy apportionments are brought to the board for approval when a project is identified.</i></p>			
Land acquisition	<p>Strategic acquisition of environmentally or locally significant properties.</p> <p><i>Recent projects include the securement of a 5-acre parcel. In Durham Region, 40% of securement costs are eligible for municipal funding, with the other 60% being raised through private donations. Each opportunity is brought to the board for consideration with funding mechanisms and potential levy impacts identified on a case-by-case basis.</i></p>	Currently Provided	\$10,400	Municipal Levy 40%, Other Revenue 60 %
Ontario Heritage Trust properties	<p>Management and maintenance of Ontario Heritage Trust (OHT) owned lands.</p> <p>Includes passive recreation, risk management program, hazard tree management, forest management, signage, trails, parking lots, roadways, stewardship, restoration, ecological monitoring, carrying costs such as insurance.</p> <p><i>This program includes the management of Fleetwood Creek Natural Area and is fully funded under agreement with the OHT.</i></p>	Currently Provided	\$8,600	Other Revenue 100%
Conservation Lands Operations (Resource Development)	<p>Manage land owned by the Authority for resource development purposes (i.e., commercial forestry, aggregate extraction, agriculture, etc.).</p>	N/A	N/A	N/A

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
Conservation Education and Community Outreach (Education and Outreach – School Programs, Family & Community Programs)				
Conservation Education and Community Outreach				
Program Description: Education and outreach programs increase knowledge and awareness in children and adults about local environmental issues, watersheds and ecosystems and conservation actions they can implement.				
School programs	<p>Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues.</p> <p>Programs take place at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning</p> <p><i>Current programs have been paused during covid but typically include school field trips and in class programs. This program is provided to local schools on a cost recovery basis through user fees.</i></p>	Currently Provided	\$2,600	Self Generated and Other Revenue 100%
Youth Summer Camp	<p>Day camp programs designed for children under the age of 15. These programs focus on environmental themes including species identification, watershed and ecosystem health, and species at risk.</p> <p><i>Current programs have paused during covid but typically include summer day camps for July and August. This program is provided on a cost recovery basis through user fees.</i></p>	Currently Provided	\$16,200	Self Generated and Other Revenue 100%
Community programs and events	<p>Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages.</p> <p><i>Current programs include Forest Therapy, Kawartha Quest, and assorted community hikes. This program is provided on a cost</i></p>	Currently Provided	\$14,400	Self Generated and Other Revenue 100%

Program/Service and Subservices	Description	Program Service Area Provisions	Estimated Average Annual Costs	Source of Funding
<p>Innovation Hub</p>	<p><i>recovery basis through user fees and grants.</i></p> <p>Provision of education and training for professionals across a range of topics.</p> <p>Recent courses include River Ice Engineering, Project Management, Environmental Impact Assessment and Ontario Building Code, Part 8 Septic Systems Exam Preparation.</p> <p><i>This program is provided on a cost recovery basis through user fees.</i></p>	<p>Currently Provided</p>	<p>\$3,000</p>	<p>Self Generated 100%</p>

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