



Board of Directors Meeting #2/25
Thursday, March 27, 2025
1:00 p.m. – 4:00 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.

1. Adoption of Agenda Page 1-2
2. Declaration of Pecuniary Interest
3. Approval of Minutes
 - BOD Meeting #1/25 Page 3-14
4. Business Arising from the Minutes
5. Deputation – None
6. Presentations and Applicable Action Items Page 15
 - 6.1. Lake Management Plan Implementation – City of Kawartha Lakes
 - 6.2. Spring Outlook and Flood Forecasting Update
 - 6.2.1. Spring Outlook and Flood Forecasting Update Page 16-21

(Recess at 2:00 pm to hold Kawartha-Haliburton Source Protection Authority Meeting)

7. Kawartha-Haliburton Source Protection Authority Meeting

(Board Meeting is called back into session)

8. Staff Reports
 - 8.1. Permits Issued by Designated Staff Page 22-29
 - 8.2. 2024 Annual Permitting Report Page 30-37
 - 8.3. Municipal Freedom of Information and Protection of Privacy Act Annual Statistical Report Page 38-48
 - 8.4. CAO Report Page 49-69



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9. Action Items

9.1. Appointment of Risk Management Official

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10. New Business

11. Reports and Updates from Board Members

12. Closed Session

12.1. 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

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

13. Adjournment



Agenda Item #3

BOD Meeting #2/25

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

From: Mark Majchrowski, CAO

Re: Approval of Minutes

KEY ISSUE:

To approve the minutes of Meeting #1/25 held on Thursday, January 30, 2025.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the Board of Directors Minutes of Meeting #1/25 be adopted as circulated.

BACKGROUND

Minutes are attached for your review and approval.



Board of Directors Annual General Meeting Minutes of Meeting #1/25

Meeting #1/25 was held on Thursday, January 30, 2025, in person, at the Kawartha Conservation Administration Centre. The Vice-Chair chaired the meeting, calling the meeting to order at 1:00 p.m.

Present: Pat Warren, Chair - Virtual
Harold Wright, Vice-Chair
Peter Franzen, Director
Gerry Byrne, Director
Tracy Richardson, Director
Cria Pettingill, Director
Lloyd Rang, Director - Virtual

Regrets: Robert Rock, Director
Kawartha Conservation - Vacant
Mississaugas of Scugog Island First Nations (vacant)

Staff: Mark Majchrowski, CAO
Wanda Stephen, Interim Director, Corporate Services
Kristie Virgoe, Director, Stewardship and Conservation Lands
Nancy Aspden, Director, Integrated Watershed Management
Melanie Dolamore, Corporate Services Assistant
John Chambers, Marketing & Communications Specialist

Guests: Jenna Stephens, Planning Officer, Environmental Policy, City of Kawartha Lakes
(former RMO/Source Protection Technician, Kawartha Conservation)

FIRST NATIONS ACKNOWLEDGEMENT

The Chair began meeting #1/25 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 #1/25

MOVED BY: GERRY BYRNE
SECONDED BY: CRIA PETTINGILL

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

CARRIED

RESOLUTION #2/25

MOVED BY: GERRY BYRNE
SECONDED BY: PETER FRANZEN

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

THAT, all ballots be destroyed following the election.

CARRIED

The Elections Chair called for nominations for the position of Chair for 2025. 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 #3/25

MOVED BY: GERRY BYRNE
SECONDED BY: CRIA PETTINGILL

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

CARRIED

The Elections Chair asked Director Warren if they were willing to stand for the position of Chair. Director Warren accepted and addressed the Board expressing their pleasure and honour to represent the Board as Chair, thanking the Board and staff.

The elections Chair called for nominations for the position of Vice-Chair for 2025. One nomination was received from Director Byrne 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 #4/25

MOVED BY: GERRY BYRNE

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 were willing to stand for the position of Vice-Chair. Director Wright accepted and addressed the membership, thanking them, and identified what a great learning experience this has been, and that they look forward to the upcoming year.

The Elections Chair stepped down from the position and the newly appointed Chair of the Board of Directors, Pat Warren, assumed the Chair. Chair Warren asked Vice-Chair Wright to direct the meeting, and the Vice-Chair continued with chairing of the meeting.

#2 - ADOPTION OF AGENDA

RESOLUTION #5/25

MOVED BY: PETER FRANZEN

SECONDED BY: GERRY BYRNE

RESOLVED, THAT, the Agenda for Meeting #1/25 be adopted.

CARRIED

#3 – Declaration of Pecuniary Interest

None.

#4 – Approval of Minutes

RESOLUTION #6/25

MOVED BY: TRACY RICHARDSON

SECONDED BY: CRIA PETTINGILL

RESOLVED, THAT, the Board of Directors Minutes of Meeting #11/24 be adopted as circulated.

CARRIED

#5 – Business Arising from the Minutes

None.

#6– Deputation

None.

#7 – Presentations and Applicable Action Items

RESOLUTION #7/25

MOVED BY: CRIA PETTINGILL

SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the presentation on the 2024 Year in review be received.

CARRIED

A presentation was supplied by Mark Majchrowski, CAO on Kawartha Conservation’s 2024 Year and Strategic Plan accomplishments, accompanied by a video presentation highlighting the accomplishments of the organization and staff throughout the year, created by Anita Caven, Marketing & Communications Assistant.

RESOLUTION #8/24

MOVED BY: CRIA PETTINGILL

SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the 2024 Year in Review and Strategic Plan accomplishments report be received.

CARRIED

RESOLUTION #9/25

MOVED BY: GERRY BYRNE

SECONDED BY: TRACY RICHARDSON

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

CARRIED

Presentation by Mr. Majchrowski recognizing service milestones and personal achievements of staff member Melanie Dolamore (5 years), Jenna Stephens (10 years), and Board of Directors member Peter Franzen (10 years). On behalf of the Chair, Director Richardson recognized Mr. Majchrowski for his service milestone (25 years) and personal achievements.

#8 – Staff Reports

8.1 – Permits Issued by Designated Staff (December)

RESOLUTION #10/25

MOVED BY: GERRY BYRNE
SECONDED BY: CRIA PETTINGILL

RESOLVED, THAT, the following Section 28 permits issued by staff be received:

Permits Issued:

2024-314 to 2024-351

Permits Revised:

2023-201, 2023-359, 2023-410, and 2024-276

AND, THAT, the Permitting performance report be received.

CARRIED

8.2 – Strategic Actions Update – 4th Quarter

RESOLUTION #11/25

MOVED BY: PETER FRANZEN
SECONDED BY: TRACY RICHARDSON

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

CARRIED

8.3 – CAO Report

RESOLUTION #12/25

MOVED BY: GERRY BYRNE
SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the CAO monthly report for meeting #1/25 be received.

CARRIED

8.4 – Correspondence

RESOLUTION #13/25

MOVED BY: CRIA PETTINGILL
SECONDED BY: GERRY BYRNE

RESOLVED, THAT, the attached correspondence be received.

CARRIED

#9 – Action Items**9.1 – Administrative Resolutions for 2025****RESOLUTION #14/25**

MOVED BY: GERRY BYRNE

SECONDED BY: TRACY RICHARDSON

- 1) **RESOLVED, THAT**, the Royal Bank (Lindsay Branch) be appointed as the bank for Kawartha Region Conservation Authority for 2025.

- 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 2025, 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, Friend and Dobson Law be appointed as solicitor for general legal matters.

- 4) **RESOLVED, THAT**, the brokerage firm Westland Insurance be appointed to coordinate our insurance policy in 2025.

CARRIED

9.2 – 2025 Fee Schedule Update

RESOLUTION #15/25

MOVED BY: PETER FRANZEN

SECONDED BY: CRIA PETTINGILL

RESOLVED, THAT, the updated fee schedule for 2025 be approved.

CARRIED

9.3 – Delegation of Permit Issuance Authorization

RESOLUTION #16/25

MOVED BY: GERRY BYRNE

SECONDED BY: TRACY RICHARDSON

RESOLVED, THAT, the authority to approve permits and permit extensions under Ontario Regulation 41/24 be delegated to Kristie Virgoe, effective immediately, for applications which:

- are not a significant departure from board approved Kawartha Conservation policies and procedures;
- are for permits or permit extensions that do not extend beyond the timeframe of 60 months;
- contain permit conditions to which the applicant agrees.

CARRIED

9.4 – 2025 Apportionment and Final Budget

RESOLUTION #17/25

RESOLUTION 1: APPROVAL OF MUNICIPAL APPORTIONMENT (RECORDED WEIGHTED VOTE)

RESOLVED, THAT, the municipal apportionment in support of the 2025 General Operating and Category 1 Mandatory Programs and Services be set at \$1,885,249 and apportioned between partner municipalities as follows:

City of Kawartha Lakes \$ 1,050,181
Region of Durham \$ 753,582
Municipality of Trent Lakes \$ 74,660
Township of Cavan Monaghan \$ 6,825

AND;

THAT, the 2025 Category 3 Other Programs and Services be set at \$90,850 and apportioned between partner municipalities as follows:

City of Kawartha Lakes \$ 53,693
Region of Durham \$ 32,991

Municipality of Trent Lakes \$ 3,817
 Township of Cavan Monaghan \$ 349

AND;

THAT, the 2025 Category 2 Municipal Programs and Services of \$689,894 proceed as the required funding is approved by the benefiting municipalities.

2025 Weighted Budget Vote



A weighted vote for operating levy is required under Ontario Regulation 402/22 made under the Conservation Authorities Act.

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

Weighted Vote				
Municipality	Levy Apportionment	Budget Vote Apportionment	Number of Members	Vote % Per Member
City of Kawartha Lakes	59.1002%	50.0000%	3	16.6667%
Region of Durham	36.3140%	44.3940%	4	11.0985%
Municipality of Trent Lakes	4.2016%	5.1365%	1	5.1365%
Township of Cavan Monaghan	0.3841%	0.4696%	1	0.4696%
	99.9999%	100.00%	9	

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

Available Vote

2025 Results

	Available Vote	Yes	No	Abstain	Not Present
City of Kawartha Lakes	33.3333%	33.3333%	0.0000%	0.0000%	16.6667%
Region of Durham	33.2955%	33.2955%	0.0000%	0.0000%	11.0985%
Municipality of Trent Lakes	5.1365%	5.1365%	0.0000%	0.0000%	0.0000%
Township of Cavan Monaghan	0.4696%	0.4696%	0.0000%	0.0000%	0.0000%
Total	72.2348%	72.2348%	0.0000%	0.0000%	27.7652%

Running Vote

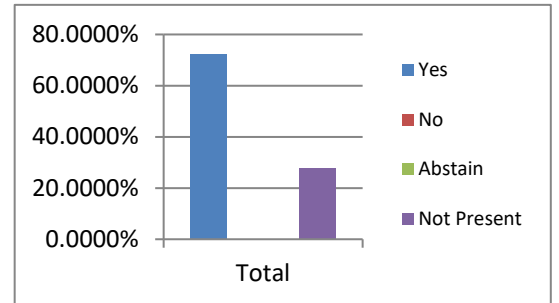
(Total Yes / Available Vote)

100.0000%

**Abstainment not considered as available vote*

Results

The 2025 budget is approved by the Board of Directors.



RESOLUTION #18/25

RESOLUTION 2: FINAL BUDGET VOTE (RECORDED VOTE)

RESOLVED, THAT, the 2025 Operating and Capital budgets are approved by the Board of Directors.

CARRIED

2025 Final Budget Vote

A weighted vote for operating levy is required under Ontario Regulation 402/22 made under the Conservation Authorities Act.

The recorded vote is taken in alphabetical order by surname, with the Chair voting last.

Vote Recording

Municipality	Last Name, First Name	Governance Role	Present (Yes/No)	Vote Decision (Yes, No or Abstain)
Township of Cavan Monaghan	Byrne, Gerry	Director	Yes	Yes
Municipality of Trent Lakes	Franzen, Peter	Director	Yes	Yes
Region of Durham	Pettingill, Cria	Director	Yes	Yes
Region of Durham	Rang, Lloyd	Director	Yes	Yes

City of Kawartha Lakes	Richardson, Tracy	Director	Yes	Yes
City of Kawartha Lakes	Rock, Robert	Director	No	-
City of Kawartha Lakes	vacant	Director	No	-
Region of Durham	Wright, Harold	Vice-Chair	Yes	Yes
City of Kawartha Lakes	Warren, Pat	Chair	Yes	Yes

2024 Results

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Not Present</u>
City of Kawartha Lakes	2	0	0	1
Region of Durham	3	0	0	1
Municipality of Trent Lakes	1	0	0	0
Township of Cavan Monaghan	1	0	0	0
Total	7	0	0	2

Running Vote **100.0000%**

(Total Yes / Available Vote)

**Abstainment not considered as available vote*

Results

The 2025 final budget is approved by the Board of Directors.

#9 – New Business

The Chair announced that Board of Directors meeting #2/25 for Thursday, February 27th, 2025, will be cancelled. The Board will meet next on Thursday, March 27, 2025.

#10 – Reports and Updates from Board Members

None.

#11 – Closed Session

None.

#12 – Adjournment

There being no further business, the meeting adjourned at 2:15 p.m.

RESOLUTION #19/25

MOVED BY: GERRY BYRNE

SECONDED BY: TRACY

RESOLVED, THAT, the Board of Directors Meeting #1/25 be adjourned.

CARRIED

Pat Warren
Chair

Mark Majchrowski
CAO



Agenda Item #6

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

From: Mark Majchrowski, CAO

Re: Presentations

KEY ISSUE:

Staff will provide updates on the Lake Management Implementation Action Plan, and our Flood Forecasting and Warning Program.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the presentation on Lake Management Implementation Action Plan Accomplishments from 2019 to 2024 conducted in the City of Kawartha Lakes, be received.

RESOLVED, THAT, the presentation on the spring outlook and update on flood forecasting activities be received.

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

Lake Management Plan Implementation – City of Kawartha Lakes

Carolyn Snider, Community Engagement Technician will provide a presentation identifying a high-level list of accomplishments in the first year of the renewed Lake Management Implementation Action Plan 2024-2028, which builds on momentum gained from the previous 5-year implementation plan initiated in 2019. The action plan implements priorities identified through the lake planning process with the goal to preserve and improve the appeal of our lakes as an engine for economic growth.

A staff report is not associated with this presentation.

Spring Outlook and Flood Forecasting Update

Nathan Rajevski, Watershed Resource Technician, will provide a presentation, outlining current watershed conditions and outline our spring flood forecasting activities and spring flood outlook as related to our Flood Forecasting and Warning program.

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



Agenda Item #6.2.1

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

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

Re: Flood Forecasting Update

KEY ISSUE:

To provide an update on current conditions in the watershed and spring flood outlook.

RECOMMENDED RESOLUTION:

RESOLVED THAT, the update on the watershed conditions and flood forecasting activity update be received.

BACKGROUND

Flood Forecasting and Warning is a fundamental responsibility delegated to Conservation Authorities by the province. We fulfill this duty by monitoring the daily water levels, precipitation, and watershed conditions, with the main objective to reduce the risk of loss of life, injury, and property damage due to flooding. Close collaboration and partnerships with the federal and provincial partner agencies and partner conservation authorities allows for us to accurately forecast and communicate reliable information in advance of flooding concerns to our municipalities and the public within our watershed.

DISCUSSION

Over the winter months, Southern Ontario has received a significant amount of snowfall, resulting in above average snowpacks and snow water equivalent (SWE) amounts across the Kawartha watershed. Multiple large snowfall events beginning in late December, through to February, deposited snow depths of approximately 70-80cm, with a snow water equivalent of approximately 120-150mm. Above average snowpack, an increase in daytime temperatures and various rainfall events has led to above average SWE heading into spring freshet season.

For more information, please contact Nathan Rajevski at extension 235.



Agenda Item #6.2.1

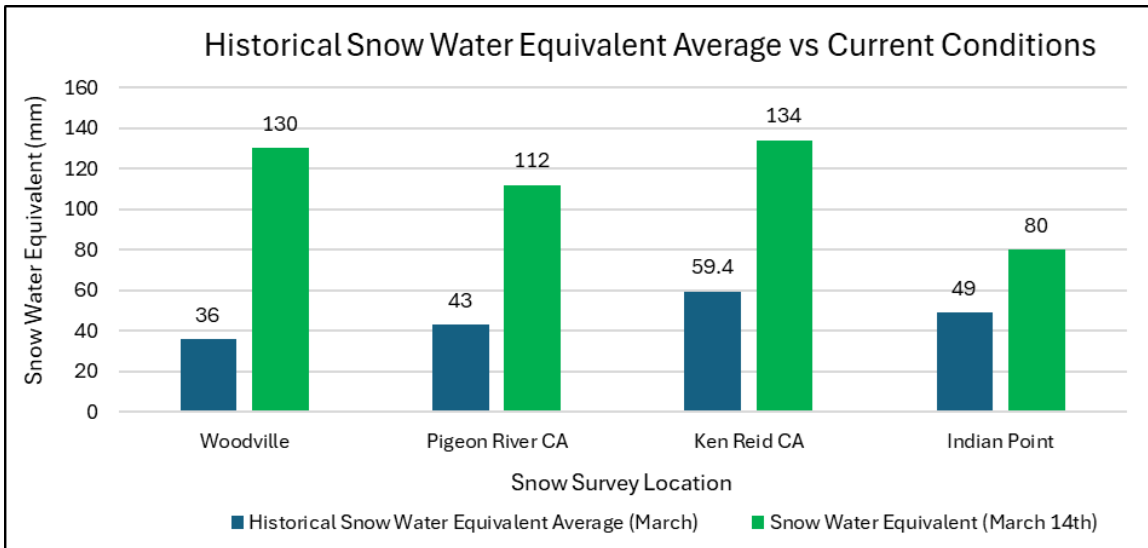
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Measurements of the snowpack are made during the winter season to determine the amount of water stored in a snowpack, representing the amount of water that could be released if the snow melted. The graph below represents the current SWE at three of the snow course locations across our watershed. Compared to last year's SWE in March, we are significantly higher.

Currently, 3 of our snow course locations, Woodville, Pigeon River, and Ken Reid Conservation Area, are 182% over our historical average for snow water equivalent for March. The graph below provides a visual of the depth of snow in relation to the total SWE amounts discussed above. Parks Canada, and the Ministry of Natural Resources have also identified that the amount of water equivalent in the snowpack is above average for Southern Ontario.



The graph below demonstrates the relative amount of precipitation received at three locations comparing data across a 3.5-month winter period for 2023-2024 and 2024-2025, starting December 1st. The overall average total mixed precipitation is 75% greater than last year's average mixed precipitation totals.

For more information, please contact Nathan Rajevski at extension 235.

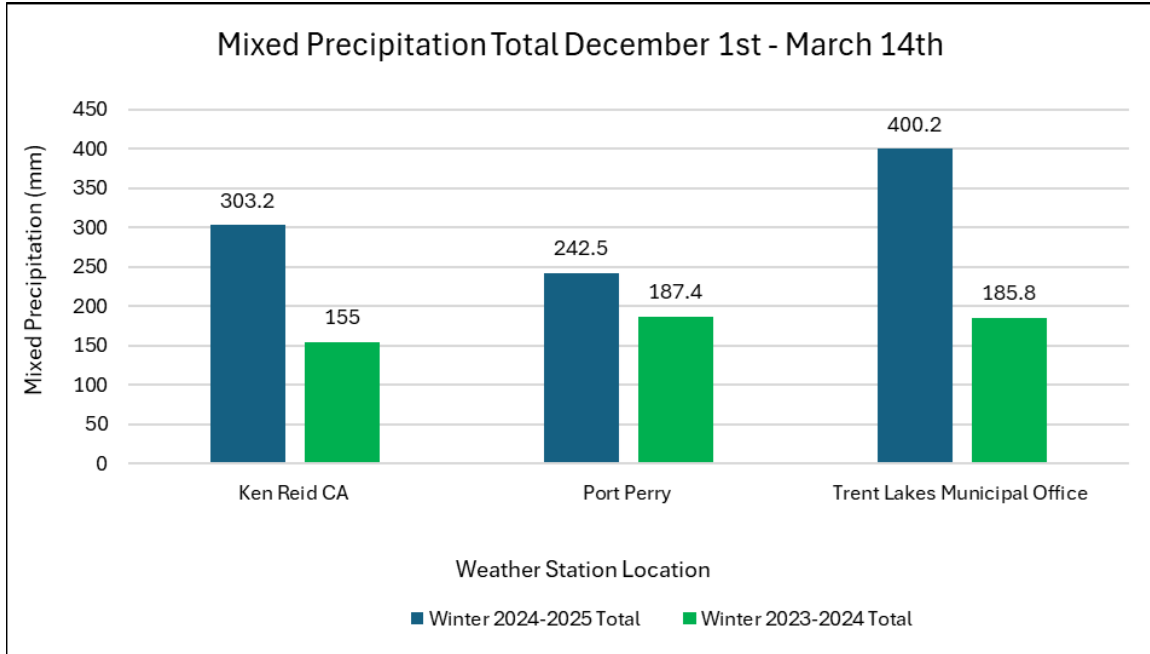


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SPRING FRESHET UPDATE

A flood preparation meeting was held with the City of Kawartha Lakes and other emergency response teams to discuss our watershed conditions and communication roles heading into the freshet season on March 6.

On March 7th, we officially entered spring freshet, and weekly meetings with Parks Canada and the Ministry of Natural Resources were initiated. Due to warmer temperatures, melting snowpack and staggered rain events in mid-March, the watershed experienced some localized flooding along our watercourses, urban and low-lying areas. This influx in water across the watershed resulted in the deployment of two Flood Patrol crews to record and capture information of the areas being affected by the rise in water levels.

For more information, please contact Nathan Rajevski at extension 235.



Agenda Item #6.2.1

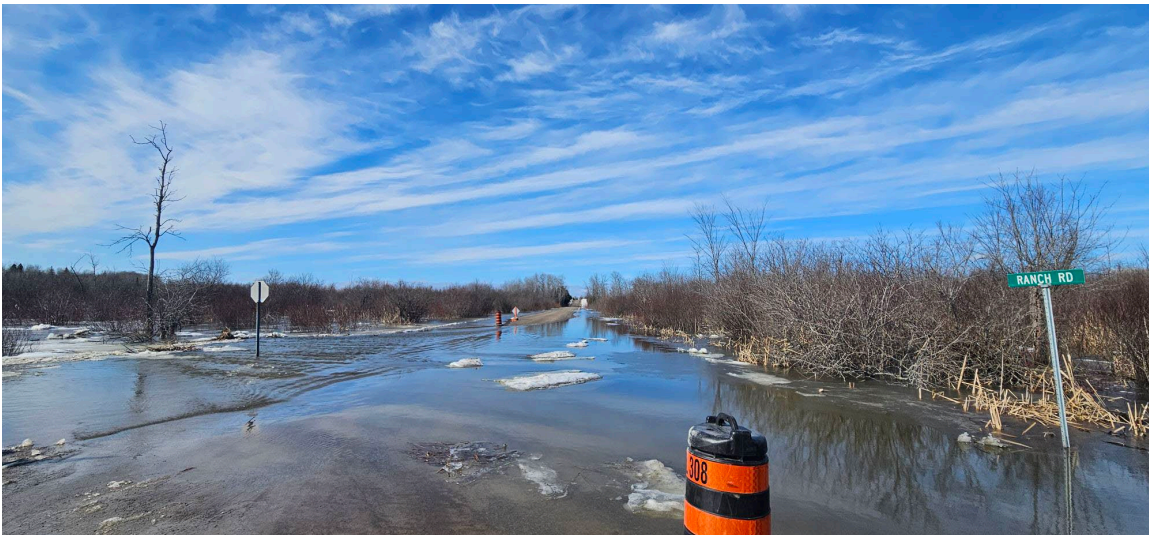
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Stoney Creek at the corner of Four Points and Heights Rd



Mariposa Brook at Valentia and Ranch Rd

For more information, please contact Nathan Rajevski at extension 235.



Agenda Item #6.2.1

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Mariposa at Black School Rd

As we move towards the end of March, we will continue to monitor water level information on the Gull River and Burnt River watersheds as they still have a substantial amount of snow, with snow depths ranging from 50-60cm and a Snow Water Equivalent of 115mm. The volume of water moving through these rivers will have a potential to impact the Kawartha Lakes as Parks Canada works to manage the system to move water as expediently as possible, while simultaneously working to minimize flooding along the entirety of the Trent River. Parks Canada has clarified that the amount of water residing in the snow up north will cause substantial rises in water level within the Trent Severn Waterway system and the Kawartha Lakes that the northern rivers feed into.

Since January we have issued 7 flood related messages to our municipal partners and watershed residents they include;

- Watershed Conditions Statement - Water Safety – January 10-14
- Watershed Conditions Statement - Water Safety (EXTENDED) - January 14-17
- Watershed Conditions Statement - Water Safety (EXTENDED) - January 17-21
- Watershed Conditions Statement - Flood Outlook – March 3-7
- Watershed Conditions Statement - Flood Outlook - March 13-17

For more information, please contact Nathan Rajevski at extension 235.



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- March 17th - 19th Flood Watch
- March 19th - 21st Watershed Conditions Statement - Water Safety

Over the next month or so, as we navigate through spring melt and water level management by Parks Canada, we anticipate more flood messages will be forthcoming.

Acknowledgements/Contributions from:
Nathan Rajevski, Water Resource Technician

**Agenda Item #8.1**

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

From: Mark Majchrowski, Chief Administrative Officer
Kristie Virgoe, Interim Director, Planning and Development Services

Re: Permits Issued by Designated Staff

KEY ISSUE:

A summary listing of permits approved by designated staff for information purposes.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the permitting performance report for January and February 2025 be received, and that, the following Section 28 Permits issued by staff be received:

Permits Issued: 2025-001 - 2025-032
Permits Revised: 2023-201, 2023-474, 2024-038, 2024-213, 2024-272, 2024-341

The following staff report outlines the permitting performance for the months of January and February 2025. Our ability to meet timelines is evaluated using two performance metrics:

- Conservation Ontario Client Services Standards
- Provincial Timelines

CONSERVATION ONTARIO CLIENT SERVICE STANDARDS:

Most of our permits fall within the minor permits category and are associated with a goal of achieving a 14-day timeframe for determination of a complete application, and a decision on issuance of a permit is tied to a goal of a 21-day timeframe. Major (complex) applications and streamlined applications also have timeframes associated with approvals as shown in Table 1.

Table 1: Generalized Permit Processing Timeframe Guide for Client Service Standards

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

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



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As displayed in **Table 2**, during the month of January, our team issued 3 permits. We met review timelines approximately 67% of the time and met our issuance timelines in 100% of the permits issued. Due to the onboarding of new staff, training goals for the Permitting Analyst and the extended vacancy of the Director in January, permit issuance was minimal.

In February, our team issued 29 permits and met review timelines for 55% of our files reviewed and met our issuance timelines for approximately 41% of the permits issued. This is largely due to the teams' efforts to clear up the backlog of permits while simultaneously ensuring that new permit applications were processed within our timeline standards.

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

Month	Application Review		Permit Issuance	
	No.	%	No.	%
January	2/3	67%	3/3	100%
February	16/29	55%	12/29	41%

PROVINCIAL TIMELINES:

Legislative timelines identified in O. Reg. 41/24 (Prohibited Activities, Exemptions and Permits) identifies that all permit applications be reviewed for completeness within 21 days of receipt of an application. The legislative context (Conservation Authorities Act) also indicates that a Conservation Authority must either make a decision to grant the permit, grant the permit with conditions, or refuse the permit application through the hearing process within 90 days of receipt of a complete application and payment. These guidelines are presented in Table 3.

Table 2: Permit Processing Timeframe Guide for Legislative Timeframes

Type of Permit	Complete App. Review (Days)	Permit Issuance (Days)
All Permits	21	90

As displayed in **Table 4**, regarding Provincial timeframes outlined in legislation, our team issued 3 permits in January and met review timelines approximately 67% of the time and met our issuance timelines in 100% of the permits issued.

In February, our team issued 29 permits and met review timelines approximately 76% of the time and met issuance timelines in 90% of permits issued.

Table 3: Number of applications meeting Provincial Client Service Standards for Permit Review and Issuance

Month	Application Review		Permit Issuance	
	No.	%	No.	%
January	2/3	67%	3/3	100%
February	22/29	76%	26/29	90%

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



Agenda Item #8.1

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SUMMARY DETAIL

Table 5, below, illustrates permits that did not meet the client service standards for determination of a complete application and permit issuance during this reporting period.

Table 5: Permits Exceeding Client Service Standards for Permit Review and Issuance

Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over (Over Prov)	Reason
January					
2025-002	Application Review	14	48	34 (27)	Delays due to staffing changes
February					
2025-004	Application Review	14	20	6	Delays due to staffing changes
2024-004	Permit Issuance	21	60	39	Delays due to staffing changes
2025-005	Application Review	10	12	2	Delays due to staffing changes
2025-007	Permit Issuance	21	81	60	Delays due to staffing changes
2025-008	Application Review	14	71	57 (50)	Delays due to staffing changes
2025-009	Application Review	10	13	3	Delays due to staffing changes
2025-009	Permit Issuance	14	60	46	Delays due to staffing changes
2025-012	Permit Issuance	21	26	7	Delays due to staffing changes
2025-013	Application Review	14	18	4	Delays due to staffing changes
2025-013	Permit Issuance	21	22	1	Delays due to staffing changes
2025-014	Permit Issuance	21	64	43	Delays due to staffing changes
2025-016	Permit Issuance	21	35	14	Delays due to staffing changes
2025-018	Application Review	14	98	84 (77)	Delays due to staffing changes
2025-018	Permit Issuance	21	29	8	Delays due to staffing changes
2025-019	Permit Issuance	21	36	15	Delays due to staffing changes

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

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Permit Number	Guideline Not Met	CALC Review Guideline	# Days Taken	Days Over (Over Prov)	Reason
2025-020	Application Review	14	93	79 (72)	Delays due to staffing changes
2025-020	Permit Issuance	21	31	11	Delays due to staffing changes
2025-021	Application Review	14	94	80 (73)	Delays due to staffing changes
2025-021	Permit Issuance	21	159	138 (69)	Delays due to staffing changes
2025-022	Permit Issuance	21	158	137 (68)	Permit following verbal approval
2025-023	Application Review	14	22	8 (1)	Delays due to staffing changes
2025-023	Permit Issuance	21	109	88 (19)	Delays due to staffing changes
2025-024	Application Review	21	47	26	Delays due to staffing changes
2025-025	Application Review	14	97	83 (76)	Delays due to staffing changes
2025-025	Permit Issuance	21	31	10	Delays due to staffing changes
2025-027	Application Review	10	11	1	Delays due to staffing changes
2025-027	Permit Issuance	14	16	2	Delays due to staffing changes
2025-028	Permit Issuance	14	16	2	Delays due to staffing changes
2025-029	Application Review	14	278	264 (257)	Processing issue
2025-032	Permit Issuance	14	78	64	Delays due to staffing changes
Note: <ul style="list-style-type: none"> • Permitting performance information above is based on more stringent CO Client Service Standards • Permitting performance not meeting provincial timelines are indicated in parentheses (#days) • Revised permit requests are not included in performance standards reporting 					

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



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

Acknowledgements/Contributions from:

Lyndsay Greene, Permitting Analyst

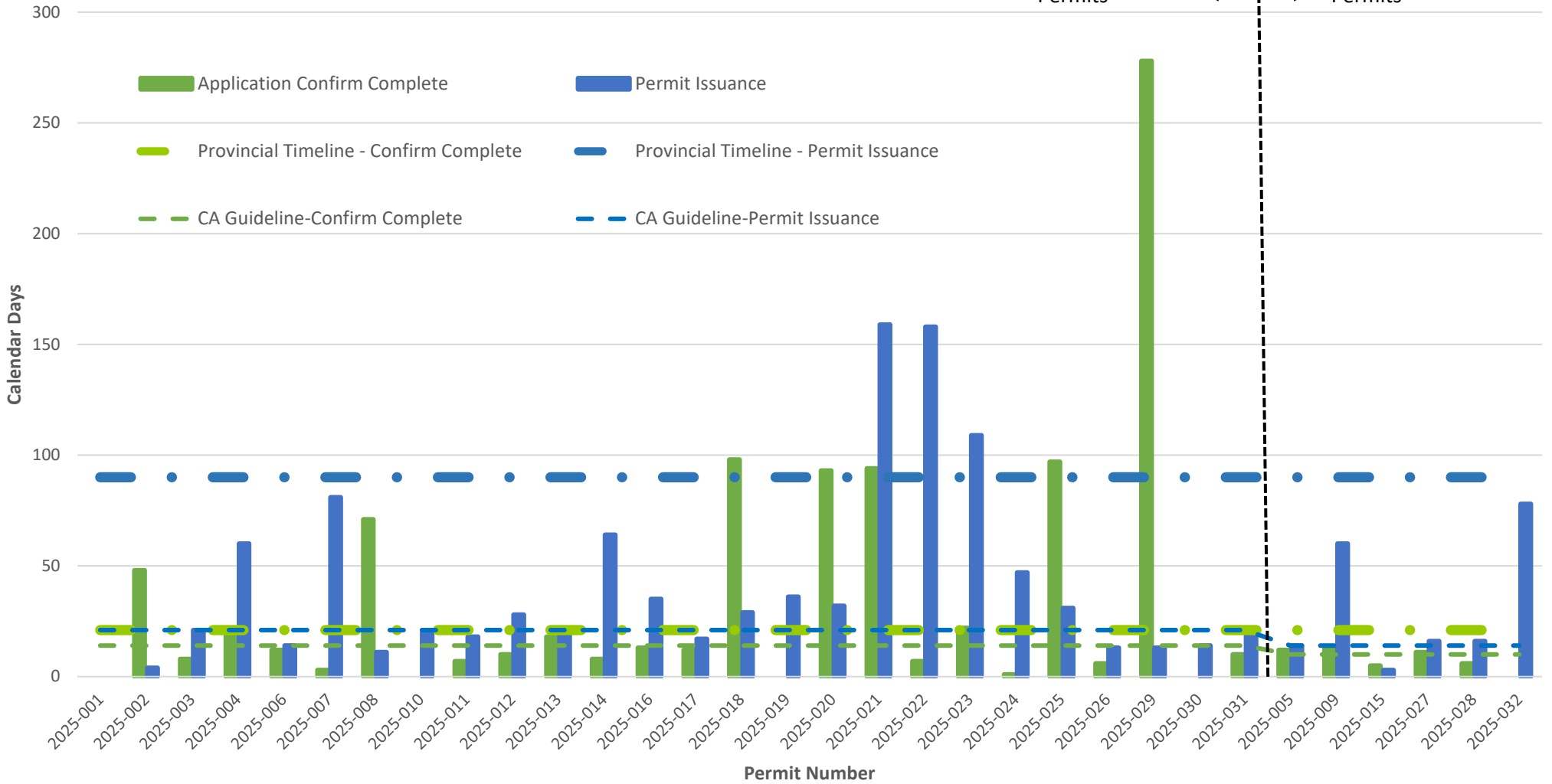
Amanda Brazeau, Administrative and Client Services

CALC and Provincial Guidelines Performance Reporting

January and February 2025

Standard (Minor) Permits

Streamlined Permits



PERMITS ISSUED - January and February					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2025-001	Standard	66 Helen Dr	City of Kawartha Lakes	Thursday, January 9, 2025	Installation of gas services.
2025-002	Standard	South East Corner of McKay Avenue and Sylvester Avenue	City of Kawartha Lakes	Monday, January 20, 2025	Construction of up to 270 Homes, including Single Family, Semi Detached, and Townhouses & Lot Level grading associated with the construction of the homes.
2025-003	Standard	Various properties along hydro corridor, southwest of Mountjoy Road and Cartwright East Quarter Line running northeast to the intersection of the hydro corridor with Waite Road	Scugog	Friday, January 31, 2025	Replacement of insulators on existing transmission towers and brush clearing around towers. There will be no crossing of any creeks within the project footprint.
2025-004	Standard	298 Carnegie Beach Rd	Scugog	Monday, February 3, 2025	Residential addition
2025-005	Streamlined	15350 Cartwright East Quarter Line	Scugog	Monday, February 3, 2025	Demolition of the existing deck and construction of new deck with approximate area of 245.5square feet with an additional approx. area of 39 square feet for the stairs and landing.
2025-006	Standard	920 Scugog Line 6	Scugog	Monday, February 3, 2025	Addition to existing residence of approximately 32.7 square meters in size, consisting of a garage and new room on the second storey, and installation of a swimming pool Addition of residential swimming pool.
2025-007	Standard	103 Juniper Isle Dr	City of Kawartha Lakes	Monday, February 3, 2025	Excavation/grading/fill placement for the installation of armour stone and sloped rock along approximately 60ft of shoreline for erosion protection/shoreline stabilization and removal of existing dock.
2025-008	Standard	235 Snug Harbour Rd	City of Kawartha Lakes	Monday, February 3, 2025	Replacement of existing retaining wall with upland armour stone wall and sloped rock along approximately 15m of shoreline for erosion protection/shoreline stabilization; demolition of existing boathouse and replacement with an upland boathouse; demolition of the existing dwelling (235 Snug Harbour Rd.), decommissioning 2 septic systems (at 235 and 237 Snug Harbour Rd.), and installation of new septic to service retained dwelling (237 Snug Harbour Rd.).
2025-009	Streamlined	2649 Seven Mile Isl Rd	Scugog	Monday, February 3, 2025	Demolition of existing structures and fill placement not exceeding 20 cubic meters
2025-010	Standard	6 Delamere Island	City of Kawartha Lakes	Tuesday, February 4, 2025	Excavation/grading/fill placement for the installation of armour stone and sloped rock along approximately 40 ft of shoreline for erosion protection/shoreline stabilization
2025-011	Standard	44 Stonegate Dr	City of Kawartha Lakes	Tuesday, February 4, 2025	Replacement of a single-storey on-shore boathouse with deck approximately 37 sq.m in size, without plumbing or electrical services.
2025-012	Standard	136 Charlore Park Dr	City of Kawartha Lakes	Thursday, February 6, 2025	Demolition of existing retaining wall and old railway ties. Excavation/grading/fill placement for installation of armour stone and sloped rock along the shoreline for erosion protection and shoreline stabilization.
2025-013	Standard	132 Minns Ave	City of Kawartha Lakes	Wednesday, February 12, 2025	Replace existing boat-slip with new boat-slip and repair existing armour stone retaining wall and armour stone steps.
2025-014	Standard	191 Snug Harbour Rd	City of Kawartha Lakes	Friday, February 14, 2025	Installation of armour stone retaining wall and sloped rock along approximately 20.5m of shoreline for erosion protection/shoreline stabilization.
2025-015	Streamlined	10 Goodman Rd	City of Kawartha Lakes	Friday, February 14, 2025	Demolition of three boat houses
2025-016	Standard	47 Fire Route 126	Trent Lakes	Friday, February 21, 2025	New residential dwelling with covered deck and porches, associated septic, detached garage, and shoreline alteration with armour stone wall, 3:1 sloped river rock, single residential water access point and dock relocation.
2025-017	Standard	315 Carnegie Beach Rd	Scugog	Friday, February 21, 2025	Installation of armor stone and river rock at 3:1 slope
2025-018	Standard	Lakeview Blvd	City of Kawartha Lakes	Friday, February 21, 2025	Upgrading existing boat launch ramp to 12m * 4m with precast sections on steel sleeper system. Riprap around the perimeter and poured concrete upland approach for shoreline erosion and stabilization.
2025-019	Standard	30 Beach Rd	City of Kawartha Lakes	Friday, February 21, 2025	Demolishing the existing two-story boathouse and construction of new 23m ² one-and-a-half-story boathouse in the same location.

PERMITS ISSUED - January and February					
Permit #	Permit Type	Address	Geographic Township	Date Issued	Description
2025-020	Standard	Robinglade Ave/Riverview Rd	City of Kawartha Lakes	Monday, February 24, 2025	Upgrade existing boat launch ramp to include: 4m x 7.5m precast sections on steel sleeper system with riprap and poured in place concrete upland approach
2025-021	Standard	Chickadee Crt	City of Kawartha Lakes	Monday, February 24, 2025	Upgrades to existing boat launch ramp including: 4m x 10m precast sections on steel sleeper system with riprap placed around perimeter and poured concrete upland approach
2025-022	Standard	Valentia Rd and Ranch Rd	City of Kawartha Lakes	Monday, February 24, 2025	Municipal Infrastructure (culvert replacement)
2025-023	Standard	Port Hoover Rd	City of Kawartha Lakes	Monday, February 24, 2025	Upgrade existing boat launch ramp with precast sections for 1 x 4m launch with riprap at edges of precast ramp and upland poured concrete approach lined with armour stones
2025-024	Standard	Boundary Lane & Fire Route 349	Trent Lakes	Monday, February 24, 2025	Install new poles, guy wires and anchors
2025-025	Standard	Oak Park Rd	City of Kawartha Lakes	Monday, February 24, 2025	Construct new dwelling and associated septic
2025-026	Standard	35 Rainbow Rd	0	Thursday, February 27, 2025	Garage addition
2025-027	Streamlined	22 Alcorn Dr	City of Kawartha Lakes	Thursday, February 27, 2025	Installation of 12ft x 28ft inground pool and fence replacement
2025-028	Streamlined	Bass Lake Rd	Trent Lakes	Thursday, February 27, 2025	Construction of a new covered deck
2025-029	Standard	20 Fire Route 382	Trent Lakes	Thursday, February 27, 2025	Demolition and construction of 2 story garage
2025-030	Standard	14 Tinney St	City of Kawartha Lakes	Thursday, February 27, 2025	Armour Stone Wall over filter cloth underlay to prevent erosion of shoreline and grant safe access to water
2025-031	Standard	39 Pier St	Scugog	Friday, February 28, 2025	Replacement of existing culvert
2025-032	Streamlined	744 Balsam Lake Dr	City of Kawartha Lakes	Friday, February 28, 2025	Demolition and reconstruction of deck



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

From: Mark Majchrowski, Chief Administrative Officer
Kristie Virgoe, Interim Director, Planning and Development Services

Re: 2024 Annual Permitting Report

KEY ISSUE:

A general summary of Kawartha Conservation's permitting activity in 2024, relative to Conservation Ontario's Client Service Standards (2019) and the CALC timeframes developed by the Province (2024).

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the annual permitting performance report for 2024 be received.

Background

As part of the 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 on permitting timelines to their Board of Directors and posting 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).

Based on the updated 2024 Provincial guidelines, the timeline Conservation Ontario Client Services Standards reduces timelines by 62 days for major permits, 76 days for minor permits, and 87 days for streamlined 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.

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



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As part of the update to provincial legislation through Prohibited Activities, Exemptions and Permits O. Reg. 41/24, the province also established timelines for permit application review (21 days) and permit issuance to ensure customer services standards in spring of 2024.

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

Application Process Step	Timeline
<p>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</p>	<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>
<p>Notification whether the permit application is considered complete (i.e., it has met submission requirements) for the purpose of CA review</p>	<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 (streamlined): 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.



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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
Decision (recommendation to approve or refer to a hearing) Routine (Streamlined) application	<ul style="list-style-type: none"> • Within 14 days after a complete application is received.

Annual reporting amongst all participating Conservation Authorities is now occurring and summarized for information purposes at Conservation Ontario Council. 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 2024

Using guidance provided from Conservation Ontario, Table 2 summarizes Kawartha Conservation's general permit performance for 2024 and Table 3 provides the detailed information for the types of permits in relation to the current Provincial standard and Conservation Authority adopted standard.

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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)
352 Total Permits (this does not include Permits which were revised or extended)	236 Permits 292/352– Complete Application 288/352- Issuance	116 Permits 60/352 – Complete Application 64/352 - Issuance	Delays due to position vacancy / workload

As illustrated in Table 2 above, 67% of Permits (236 of 352) met both Conservation Ontario timeframes while 33% of Permits (116 of 352) were not processed by staff within the Conservation Ontario Client Service Standard timeframes as established. While this represents an improvement over 2023 stats, a vacancy in the Permitting Analyst position during the last quarter affected our 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			
5	345	0	2	N/A	Files required Board Review			
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
5	239	44	0	54	10	N/A	Delays due to resourcing challenges and workload	Delays due to resourcing challenges and workload

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



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As illustrated in Table 3 above, approximately 99% of Permits issued (349 of 351) met the Provincial CALC Guideline timelines for issuing permits while approximately 82% of Permits issued (288 of 352) met Conservation Ontario timeframes. As outlined in the reasons for variance in Table 2, we faced some resource challenges in the last quarter of 2024 which impacted our final timeline statistics.

Conclusion

2024 demonstrated a marked improvement in the process and review of permits within target timelines. A staff vacancy in the last quarter did impact our statistics to some degree, and those impacts are likely to be felt during the first quarter of 2025 as new staff are trained and as they catch up on delayed work.

A graphic illustrating information tied to the Permitting Performance Annual Report for 2024 is attached to this report.

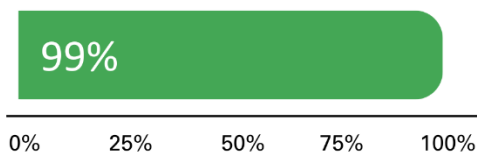
Permitting Performance Annual Report 2024

Permit review and issuance timelines are set by the Province of Ontario and are further refined by Conservation Ontario. Policy and Procedure Guidelines for the Province define that all Minor and Major permits be reviewed within 21 days of receipt of complete application and that all permits be issued within 90 days. Kawartha Conservation strives to improve on the Provincial targets by proposing more efficient timelines. Conservation Ontario's current client service standards recommends that all streamlined (routine) be reviewed within 10 days, 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 14 days for streamlined permits, 21 days for minor permits, while major permit applications, such as large fill permits, have a 28-day issuance period.



350 permits were issued within Provincial Policy and Procedure timeline.

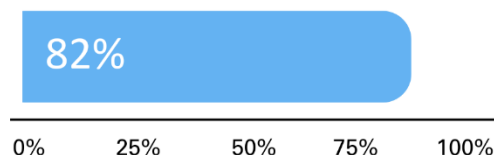
Issued Within Provincial Timeline



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.

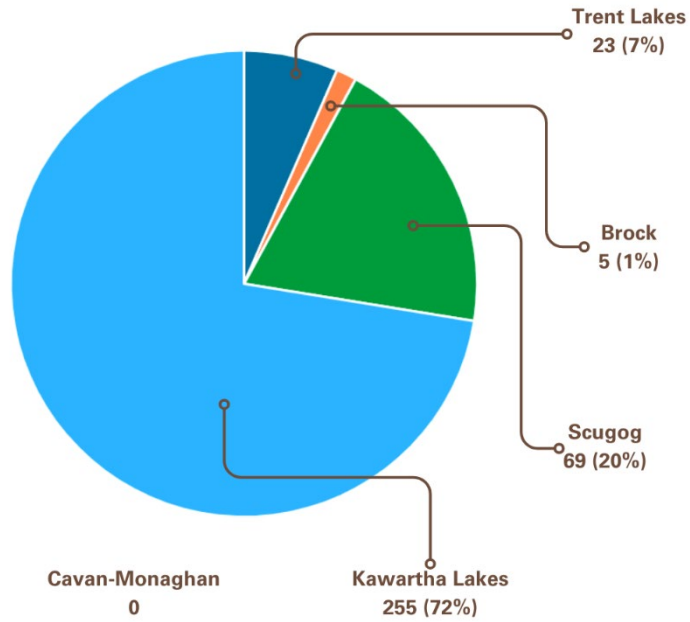
288 permit applications were issued within the Conservation Ontario Client Service Standard timeline.

Issued Within CO Timeline

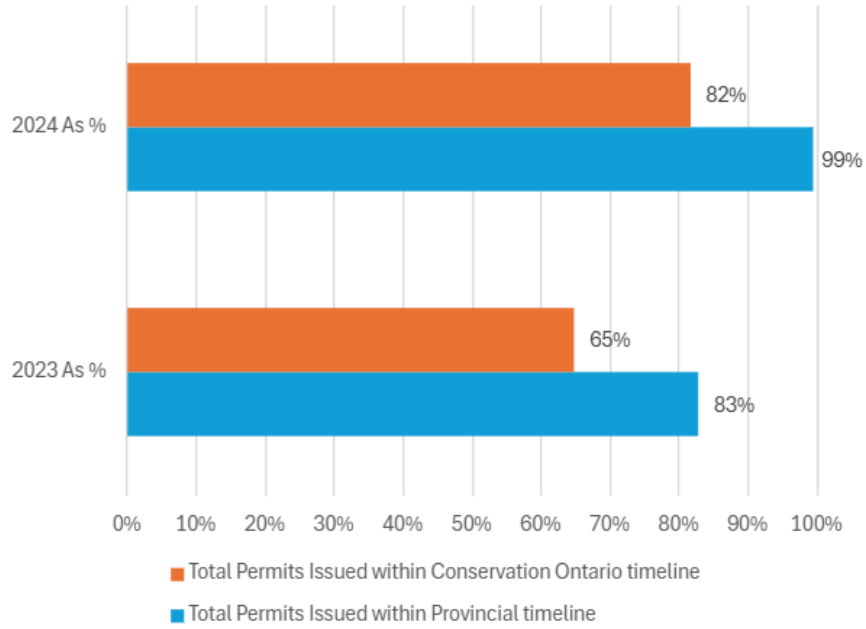


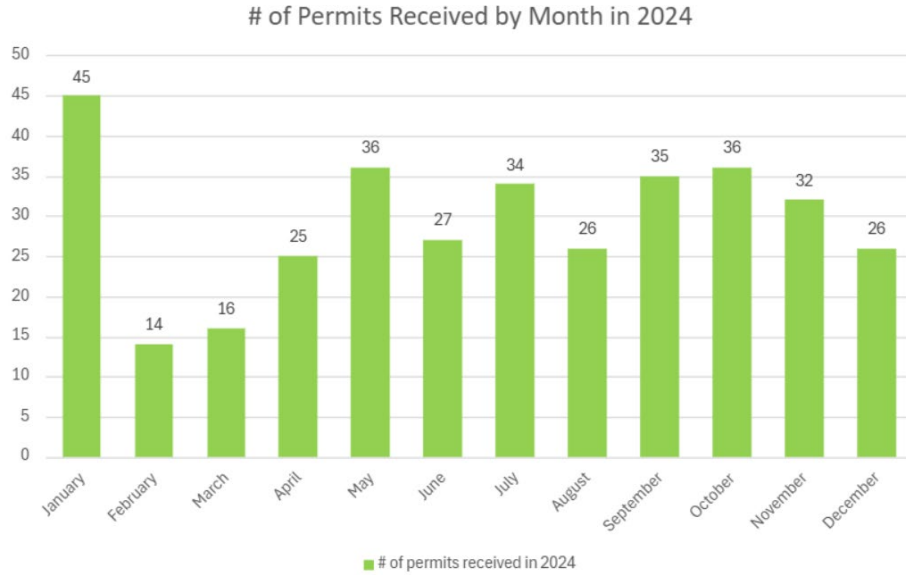
Note: This is the total time it takes between receiving the application and all relevant info to conduct a review of a permit, then issuing the permit”.

Permits by Municipality



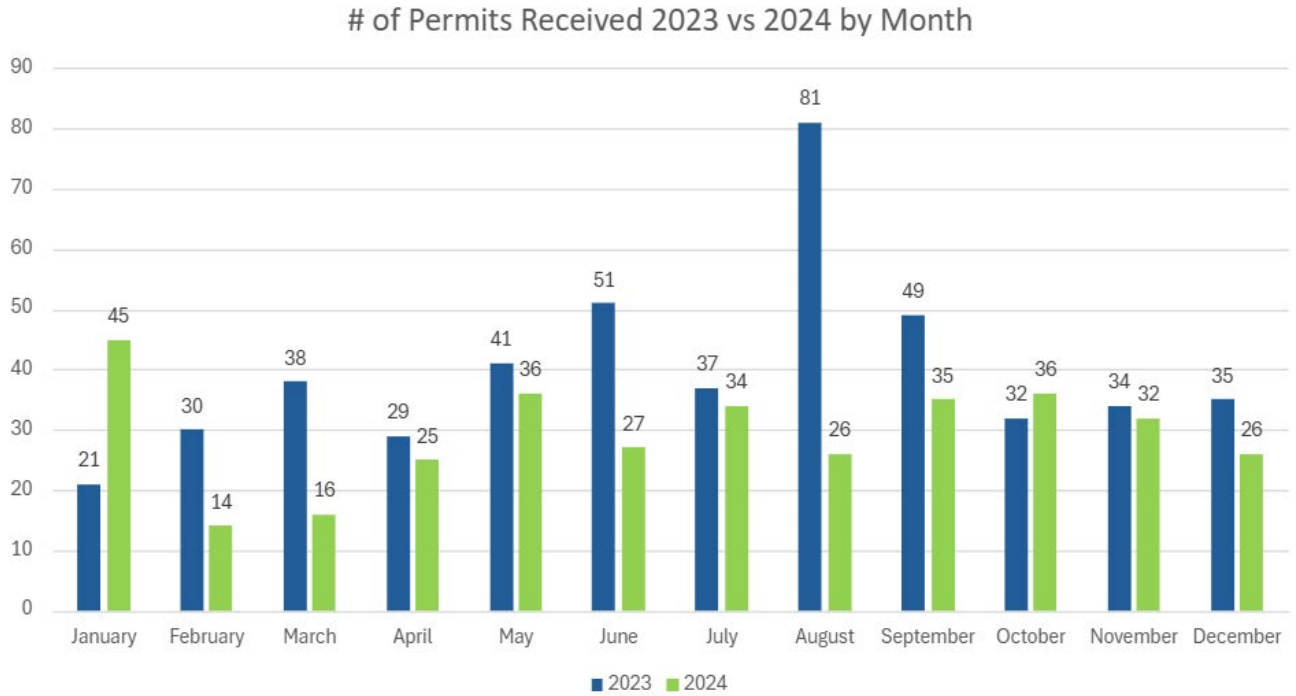
% of Permits Issued within Provincial & Conservation Ontario Timelines 2023 vs 2024





2024 Monthly Permit Activity

This data shows monthly permits received by staff each month in 2024





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BOD Meeting #2/25

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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 2024.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the *Municipal Freedom of Information and Protection of Privacy Act* 2024 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.



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2024 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 2024 statistical report (attached) was filed with the IPC office on February 26, 2025.

In 2024, staff received no 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 2023. A total of one (1) request was finalized in 2024.

The legislation requires that institutions respond to requests within 30 calendar days. In 2024, one (1) request was completed, and exceeded the 30-day timeline, being processed in 61-90 days. A Notice of Extension and a Notice to Affected Person was issued for this request, and they were both completed within the extension time limits permitted under the legislation in each circumstance. The extended timelines were required for staff to notify affected persons (third parties) in the request.

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 2024, Kawartha Conservation had three instances that personal information was mistakenly disclosed to the incorrect individual. This was identified in our 2024 annual statistical reporting to the IPC office.

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

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 2024, Kawartha Conservation collected \$0 in application fees as no new requests were received, and \$46.80

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



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in additional fees collected (for one carry-over request) for a total of \$46.80. No fees were waived.

CONCLUSION

Kawartha Conservation's 2024 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 2024
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.

3

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 43 of 71

Enter the number of requests that fall into each category.

	Personal Information	General Records
3.1 New Requests received during the reporting year	0	0
3.2 Total number of requests completed during the reporting year	0	1

Section 4: Source of Requests

Enter the number of requests you completed from each source.

	Personal Information	General Records
4.1 Individual/Public	0	1
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	1

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	1
5.4 91 days or longer	0	0
5.5 Total requests (Add Boxes 5.1 to 5.4 = 5.5)	0	1

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	1
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	1

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	1

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.

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	0
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	1

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	0	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 Apply³

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

0

0

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

Section 9: Fees

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

9.1 Number of REQUESTS where fees other than application fees were collected**Personal
Information****General
Records****Total**

0

1

1

9.2.1 Total dollar amount of application fees collected

\$0.00

\$5.00

\$5.00

9.2.2 Total dollar amount of additional fees collected

\$0.00

\$46.80

\$46.80

9.2.3 Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)

\$0.00

\$51.80

\$51.80

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.

10.1 Search time

0

1

1

10.2 Reproduction

0

1

1

10.3 Preparation

0

1

1

10.4 Shipping

0

0

0

10.5 Computer costs

0

0

0

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?

11.1 Number of correction requests received**Personal
Information**

0

11.2 Correction requests carried forward from the previous year

0

11.3 Correction requests carried over to next year

0

11.4 Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4]

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?

Personal Information

11.5 Correction(s) made in whole

0

11.6 Correction(s) made in part

0

11.7 Correction refused

0

11.8 Correction requests withdrawn by requester

0

11.9 Total requests (Add Boxes 11.5 to 11.8 = 11.9)

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?

Personal Information

11.10 Number of statements of disagreement attached:

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.

Personal Information

11.11 Number of notifications sent:

0

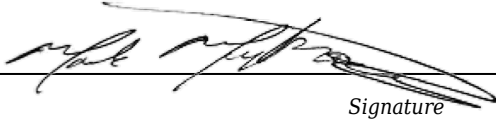
Note:

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

February 26, 2025

Date



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March 27, 2025

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

From: Mark Majchrowski, CAO

Re: CAO Report

KEY ISSUE:

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

RECOMMENDED RESOLUTION:

RESOLVED, THAT, the CAO Monthly Report for meeting #2/25 be received.

CORPORATE SERVICES

Corporate Services continues to play a vital role in supporting the organization's financial stability, technological security, strategic communications, and workforce development. Over the past month, the team has been heavily engaged in year-end financial processes, reinforcing IT security measures, advancing key communications initiatives, and managing recruitment efforts to ensure the organization is well-positioned for the year ahead. With a strong focus on operational efficiency and long-term resilience, Corporate Services remains committed to providing the necessary support and strategic oversight to drive Kawartha Conservation's priorities forward.

Following a review of patron visits for several months, we have modified our public administration office hours to facilitate peak hours of traffic during the 9:30am to 3:30pm time slot to address drop in traffic. Booked appointments with staff are managed outside this framework allowing continued flexibility for our clientele. This change also facilitates front desk coverage better, transitioning from the 8:30am to 4:30pm hours of public access to the administration building.

Communications

The Communications team has been actively supporting a variety of initiatives to enhance engagement, awareness, and program participation across program areas. The following are active in the community at this time:

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



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- Community Science Recruitment Campaign – Launched a targeted social media campaign to recruit volunteers for our Community Science program. This campaign will continue through March and April to maximize outreach.
- Innovation Hub Promotion –Course offerings have been promoted to increase awareness and participation in available learning opportunities.
- Flood Forecasting Awareness –Social media content and short videos have been developed and distributed to educate the public on flood forecasting and preparedness.
- Long-Form Content – Created in-depth articles for the Watershed Watch newsletter, providing more comprehensive insights into our programs and services.

In addition, continued improvements to the Kawartha Conservation website have been made, including updating the Kawartha Conservation Foundation page to encourage new members and improve accessibility to information.

The team remains focused on expanding outreach, strengthening digital engagement, and refining communication strategies to support organizational goals.

Media Releases

Seven releases were issued since our last reporting period, including:

1. [2025 Water Fund launches to support environmental projects](#)
2. [Welcome to the February Issue of Watershed Watch](#)
3. [Kawartha Conservation Uses Drones for Erosion Control at Gateway of Lindsay](#)
4. [Water Fund: Funding and Support Available to Help Protect the Kawartha Lakes](#)
5. [Read the March Issue of Watershed Watch Newsletter](#)
6. [Inside the Flood Forecasting and Warning System at Kawartha Conservation](#)
7. [Be careful around waterways this spring](#)

Watershed Conditions Statements

Two releases were issued since our last reporting period, including:

1. [Watershed Conditions Statement – Flood Outlook – March 3, 2025](#)
2. [Watershed Conditions Statement – Flood Outlook – March 13, 2025](#)

Social Media

From January 17 to March 13, we completed 290 posts, resulting in 108,132 post impressions and a post reach of 71,420. The resulting 3,818 post engagements reflected

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an engagement rate of 3.03% and grew our followers by 298, to 29,713 across all social media platforms.

Top Social Media Posts

A snapshot of social media platforms performance

Cross Channel Top Posts

<p>Kawarthaconservation TWITTER Feb 4, 11:00 AM</p> <p>Receive up to \$4,000 in project funding 🌊 ...</p> <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>1</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>27</td></tr> <tr><td>Engagements</td><td>5</td></tr> <tr><td>Engagement rate</td><td>18.52%</td></tr> </table>	Likes	1	Replies	0	Reposts	1	Quote posts	0	Video views	0	Impressions	27	Engagements	5	Engagement rate	18.52%	<p>Kawartha conservation LINKEDIN Jan 30, 06:45 PM</p> <p>Congratulations to our staff and board on...</p> <table border="1"> <tr><td>Reactions</td><td>22</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>93</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>626</td></tr> <tr><td>Engagements</td><td>115</td></tr> <tr><td>Engagement rate</td><td>18.37%</td></tr> </table>	Reactions	22	Comments	0	Shares	0	Post link clicks	93	Video views	0	Impressions	626	Engagements	115	Engagement rate	18.37%	<p>Kawarthaconservation TWITTER Feb 10, 09:13 AM</p> <p>We're hiring! 🎉 Kawartha Conservation ...</p> <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>1</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>40</td></tr> <tr><td>Engagements</td><td>5</td></tr> <tr><td>Engagement rate</td><td>12.5%</td></tr> </table>	Likes	1	Replies	0	Reposts	1	Quote posts	0	Video views	0	Impressions	40	Engagements	5	Engagement rate	12.5%	<p>Kawarthaconservation POST Jan 21, 09:31 AM</p> <p>It's a cold, but beautiful morning. Be su...</p> <table border="1"> <tr><td>Likes</td><td>28</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>225</td></tr> <tr><td>Reach</td><td>220</td></tr> <tr><td>Engagements</td><td>28</td></tr> <tr><td>Engagement rate</td><td>12.44%</td></tr> </table>	Likes	28	Comments	0	Saves	0	Video views	0	Impressions	225	Reach	220	Engagements	28	Engagement rate	12.44%	<p>Kawartha conservation LINKEDIN Jan 21, 02:31 PM</p> <p>It's a cold, but beautiful morning. Be su...</p> <table border="1"> <tr><td>Reactions</td><td>7</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>1</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>74</td></tr> <tr><td>Engagements</td><td>8</td></tr> <tr><td>Engagement rate</td><td>10.81%</td></tr> </table>	Reactions	7	Comments	0	Shares	0	Post link clicks	1	Video views	0	Impressions	74	Engagements	8	Engagement rate	10.81%						
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<p>Kawarthaconservation TWITTER Mar 6, 08:32 AM</p> <p>Thanks to @DeniseWaldron & the @LindsayAdvocate for reporting on the important flood & flood forecasting work Kawartha Conservation does. To...</p> <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>0</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>28</td></tr> <tr><td>Engagements</td><td>3</td></tr> <tr><td>Engagement rate</td><td>10.71%</td></tr> </table>	Likes	1	Replies	0	Reposts	0	Quote posts	0	Video views	0	Impressions	28	Engagements	3	Engagement rate	10.71%	<p>Kawartha conservation TIKTOK Feb 8, 12:00 PM</p> <p>Follow Kawartha Conservation as they samp...</p> <table border="1"> <tr><td>Likes</td><td>62</td></tr> <tr><td>Comments</td><td>2</td></tr> <tr><td>Shares</td><td>0</td></tr> <tr><td>Video views</td><td>612</td></tr> <tr><td>Avg. time watched</td><td>11.07</td></tr> <tr><td>Impressions</td><td>612</td></tr> <tr><td>Reach</td><td>470</td></tr> <tr><td>Engagements</td><td>64.0</td></tr> <tr><td>Engagement rate</td><td>10.46%</td></tr> </table>	Likes	62	Comments	2	Shares	0	Video views	612	Avg. time watched	11.07	Impressions	612	Reach	470	Engagements	64.0	Engagement rate	10.46%	<p>Kawartha conservation POST Jan 30, 11:00 AM</p> <p>THE 2025 TREE SEEDLING SALE IS OPEN UNTI</p> <table border="1"> <tr><td>Reactions</td><td>3</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>6</td></tr> <tr><td>Post clicks</td><td>71</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>861</td></tr> <tr><td>Reach</td><td>779</td></tr> <tr><td>Engagements</td><td>80</td></tr> <tr><td>Engagement rate</td><td>10.27%</td></tr> </table>	Reactions	3	Comments	0	Shares	6	Post clicks	71	Video views	0	Impressions	861	Reach	779	Engagements	80	Engagement rate	10.27%	<p>Kawartha conservation TIKTOK Feb 18, 02:00 PM</p> <p>Ken Reid Conservation Area is a winter wo...</p> <table border="1"> <tr><td>Likes</td><td>45</td></tr> <tr><td>Comments</td><td>3</td></tr> <tr><td>Shares</td><td>0</td></tr> <tr><td>Video views</td><td>497</td></tr> <tr><td>Avg. time watched</td><td>4.48</td></tr> <tr><td>Impressions</td><td>497</td></tr> <tr><td>Reach</td><td>379</td></tr> <tr><td>Engagements</td><td>48.0</td></tr> <tr><td>Engagement rate</td><td>9.66%</td></tr> </table>	Likes	45	Comments	3	Shares	0	Video views	497	Avg. time watched	4.48	Impressions	497	Reach	379	Engagements	48.0	Engagement rate	9.66%	<p>Kawarthaconservation TWITTER Feb 19, 11:00 AM</p> <p>DYK On average you only need to apply 1 t...</p> <table border="1"> <tr><td>Likes</td><td>2</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>0</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>21</td></tr> <tr><td>Engagements</td><td>2</td></tr> <tr><td>Engagement rate</td><td>9.52%</td></tr> </table>	Likes	2	Replies	0	Reposts	0	Quote posts	0	Video views	0	Impressions	21	Engagements	2	Engagement rate	9.52%
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Top Facebook Posts

<p>Kawartha conservation POST Jan 30, 11:00 AM</p> <p>THE 2025 TREE SEEDLING SALE IS OPEN UNTIL</p> <table border="1"> <tr><td>Reactions</td><td>3</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>6</td></tr> <tr><td>Post clicks</td><td>71</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>861</td></tr> <tr><td>Reach</td><td>779</td></tr> <tr><td>Engagements</td><td>80</td></tr> <tr><td>Engagement rate</td><td>10.27%</td></tr> </table>	Reactions	3	Comments	0	Shares	6	Post clicks	71	Video views	0	Impressions	861	Reach	779	Engagements	80	Engagement rate	10.27%	<p>Kawartha conservation POST Feb 6, 12:00 PM</p> <p>Paper Birch is available to order in the...</p> <table border="1"> <tr><td>Reactions</td><td>7</td></tr> <tr><td>Comments</td><td>3</td></tr> <tr><td>Shares</td><td>3</td></tr> <tr><td>Post clicks</td><td>56</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>1,072</td></tr> <tr><td>Reach</td><td>1,014</td></tr> <tr><td>Engagements</td><td>69</td></tr> <tr><td>Engagement rate</td><td>6.8%</td></tr> </table>	Reactions	7	Comments	3	Shares	3	Post clicks	56	Video views	0	Impressions	1,072	Reach	1,014	Engagements	69	Engagement rate	6.8%	<p>Kawartha conservation POST Feb 2, 09:00 AM</p> <p>2024 was an incredible year for Kawartha ...</p> <table border="1"> <tr><td>Reactions</td><td>4</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>1</td></tr> <tr><td>Post clicks</td><td>9</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>229</td></tr> <tr><td>Reach</td><td>213</td></tr> <tr><td>Engagements</td><td>14</td></tr> <tr><td>Engagement rate</td><td>6.57%</td></tr> </table>	Reactions	4	Comments	0	Shares	1	Post clicks	9	Video views	0	Impressions	229	Reach	213	Engagements	14	Engagement rate	6.57%	<p>Kawartha conservation POST Jan 23, 11:42 AM</p> <p>Spending time in nature is more than just...</p> <table border="1"> <tr><td>Reactions</td><td>5</td></tr> <tr><td>Comments</td><td>2</td></tr> <tr><td>Shares</td><td>0</td></tr> <tr><td>Post clicks</td><td>7</td></tr> <tr><td>Video views</td><td>93</td></tr> <tr><td>Impressions</td><td>251</td></tr> <tr><td>Reach</td><td>238</td></tr> <tr><td>Engagements</td><td>14</td></tr> <tr><td>Engagement rate</td><td>5.88%</td></tr> </table>	Reactions	5	Comments	2	Shares	0	Post clicks	7	Video views	93	Impressions	251	Reach	238	Engagements	14	Engagement rate	5.88%	<p>Kawartha conservation POST Feb 20, 11:00 AM</p> <p>Order low-cost seedlings from Kawartha Co...</p> <table border="1"> <tr><td>Reactions</td><td>11</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>5</td></tr> <tr><td>Post clicks</td><td>19</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>659</td></tr> <tr><td>Reach</td><td>645</td></tr> <tr><td>Engagements</td><td>35</td></tr> <tr><td>Engagement rate</td><td>5.43%</td></tr> </table>	Reactions	11	Comments	0	Shares	5	Post clicks	19	Video views	0	Impressions	659	Reach	645	Engagements	35	Engagement rate	5.43%
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Agenda Item #8.4

BOD Meeting #2/25

March 27, 2025

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Top X Posts

<p>Kawarthaconservation TWITTER Feb 4, 11:00 AM</p> <p>Receive up to \$4,000 in project funding ...</p> <p>Apply today & receive up to \$4,000 in</p> <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>1</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>27</td></tr> <tr><td>Engagements</td><td>5</td></tr> <tr><td>Engagement rate</td><td>18.52%</td></tr> </table>	Likes	1	Replies	0	Reposts	1	Quote posts	0	Video views	0	Impressions	27	Engagements	5	Engagement rate	18.52%	<p>Kawarthaconservation TWITTER Feb 10, 09:13 AM</p> <p>We're hiring! Kawartha Conservation ...</p> <p>WE'RE HIRING</p> <p>Open Seasonal Positions:</p> <ul style="list-style-type: none"> • Environmental Scientist • Wetland Inventory Specialist • Environmental Technician • Watershed Steward • Wetland Steward <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>1</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>40</td></tr> <tr><td>Engagements</td><td>5</td></tr> <tr><td>Engagement rate</td><td>12.5%</td></tr> </table>	Likes	1	Replies	0	Reposts	1	Quote posts	0	Video views	0	Impressions	40	Engagements	5	Engagement rate	12.5%	<p>Kawarthaconservation TWITTER Mar 6, 08:32 AM</p> <p>Thanks to @DeniseWaldron & the @LindsayAdvocate for reporting on the important flood & flood forecasting work Kawartha Conservation does. To...</p> <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>0</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>28</td></tr> <tr><td>Engagements</td><td>3</td></tr> <tr><td>Engagement rate</td><td>10.71%</td></tr> </table>	Likes	1	Replies	0	Reposts	0	Quote posts	0	Video views	0	Impressions	28	Engagements	3	Engagement rate	10.71%	<p>Kawarthaconservation TWITTER Feb 19, 11:00 AM</p> <p>DYK On average you only need to apply 1 t...</p> <p>Less is more.</p> <table border="1"> <tr><td>Likes</td><td>2</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>0</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>21</td></tr> <tr><td>Engagements</td><td>2</td></tr> <tr><td>Engagement rate</td><td>9.52%</td></tr> </table>	Likes	2	Replies	0	Reposts	0	Quote posts	0	Video views	0	Impressions	21	Engagements	2	Engagement rate	9.52%	<p>Kawarthaconservation TWITTER Feb 16, 09:05 AM</p> <p>We're hiring! Kawartha Conservation ...</p> <p>WE'RE HIRING</p> <p>Open Seasonal Positions:</p> <ul style="list-style-type: none"> • Environmental Scientist • Wetland Inventory Specialist • Environmental Technician • Watershed Steward • Wetland Steward <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>0</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>41</td></tr> <tr><td>Engagements</td><td>3</td></tr> <tr><td>Engagement rate</td><td>7.32%</td></tr> </table>	Likes	1	Replies	0	Reposts	0	Quote posts	0	Video views	0	Impressions	41	Engagements	3	Engagement rate	7.32%
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<p>Kawarthaconservation TWITTER Feb 15, 09:12 AM</p> <p>Hurricanes, floods & wildfires, fueled by climate change, are hitting communities hard & pushing insurance companies to the brink. How will...</p> <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>1</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>49</td></tr> <tr><td>Engagements</td><td>3</td></tr> <tr><td>Engagement rate</td><td>6.12%</td></tr> </table>	Likes	1	Replies	0	Reposts	1	Quote posts	0	Video views	0	Impressions	49	Engagements	3	Engagement rate	6.12%	<p>Kawarthaconservation TWITTER Feb 22, 08:46 AM</p> <p>Water isn't a limitless resource, it's a shared responsibility. As demand grows, protecting Canada's water requires strong policies, collabo...</p> <table border="1"> <tr><td>Likes</td><td>2</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>1</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>66</td></tr> <tr><td>Engagements</td><td>4</td></tr> <tr><td>Engagement rate</td><td>6.06%</td></tr> </table>	Likes	2	Replies	0	Reposts	1	Quote posts	0	Video views	0	Impressions	66	Engagements	4	Engagement rate	6.06%	<p>Kawarthaconservation TWITTER Jan 23, 12:43 PM</p> <p>What if nature could be part of your heal...</p> <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>0</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>23</td></tr> <tr><td>Impressions</td><td>50</td></tr> <tr><td>Engagements</td><td>3</td></tr> <tr><td>Engagement rate</td><td>6%</td></tr> </table>	Likes	1	Replies	0	Reposts	0	Quote posts	0	Video views	23	Impressions	50	Engagements	3	Engagement rate	6%	<p>Kawarthaconservation TWITTER Feb 25, 11:00 AM</p> <p>Come down to the East Central Farm Show on March 5 & 6 and visit #KawarthaConservation's booth. Our staff are on site to promote our grant...</p> <table border="1"> <tr><td>Likes</td><td>0</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>0</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>17</td></tr> <tr><td>Engagements</td><td>1</td></tr> <tr><td>Engagement rate</td><td>5.88%</td></tr> </table>	Likes	0	Replies	0	Reposts	0	Quote posts	0	Video views	0	Impressions	17	Engagements	1	Engagement rate	5.88%	<p>Kawarthaconservation TWITTER Mar 3, 10:59 AM</p> <p>In 2024, the Water Fund planted 859 native trees & shrubs 🌲🌳 29 landowners and 6 community organizations received grants for their projects...</p> <table border="1"> <tr><td>Likes</td><td>1</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Reposts</td><td>1</td></tr> <tr><td>Quote posts</td><td>0</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>69</td></tr> <tr><td>Engagements</td><td>4</td></tr> <tr><td>Engagement rate</td><td>5.8%</td></tr> </table>	Likes	1	Replies	0	Reposts	1	Quote posts	0	Video views	0	Impressions	69	Engagements	4	Engagement rate	5.8%
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Agenda Item #8.4

BOD Meeting #2/25

March 27, 2025

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<p>Kawarthaconservation POST Jan 21, 09:31 AM</p> <p>It's a cold, but beautiful morning. Be su...</p>  <table border="1"> <tr><td>Likes</td><td>28</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>Shares</td><td>0</td></tr> <tr><td>Impressions</td><td>225</td></tr> <tr><td>Reach</td><td>220</td></tr> <tr><td>Engagements</td><td>28</td></tr> <tr><td>Engagement rate</td><td>12.44%</td></tr> </table>	Likes	28	Comments	0	Saves	0	Video views	0	Shares	0	Impressions	225	Reach	220	Engagements	28	Engagement rate	12.44%	<p>Kawarthaconservation STORY Jan 30, 02:00 PM</p> <p>25 Years Service to Kawartha Conservation...</p>  <table border="1"> <tr><td>Replies</td><td>2</td></tr> <tr><td>Taps back</td><td>7</td></tr> <tr><td>Taps forward</td><td>90</td></tr> <tr><td>Exits</td><td>9</td></tr> <tr><td>Shares</td><td>1</td></tr> <tr><td>Impressions</td><td>111</td></tr> <tr><td>Reach</td><td>106</td></tr> <tr><td>Engagements</td><td>10</td></tr> <tr><td>Engagement rate</td><td>9.01%</td></tr> </table>	Replies	2	Taps back	7	Taps forward	90	Exits	9	Shares	1	Impressions	111	Reach	106	Engagements	10	Engagement rate	9.01%	<p>Kawarthaconservation POST Jan 22, 10:26 AM</p> <p>Did you know you can now get a prescripti...</p>  <table border="1"> <tr><td>Likes</td><td>29</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>Shares</td><td>0</td></tr> <tr><td>Impressions</td><td>356</td></tr> <tr><td>Reach</td><td>343</td></tr> <tr><td>Engagements</td><td>30</td></tr> <tr><td>Engagement rate</td><td>8.43%</td></tr> </table>	Likes	29	Comments	1	Saves	0	Video views	0	Shares	0	Impressions	356	Reach	343	Engagements	30	Engagement rate	8.43%	<p>Kawarthaconservation POST Mar 12, 03:00 PM</p> <p>Mental health is just as important as ph...</p>  <table border="1"> <tr><td>Likes</td><td>8</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>Shares</td><td>0</td></tr> <tr><td>Impressions</td><td>106</td></tr> <tr><td>Reach</td><td>105</td></tr> <tr><td>Engagements</td><td>8</td></tr> <tr><td>Engagement rate</td><td>7.55%</td></tr> </table>	Likes	8	Comments	0	Saves	0	Video views	0	Shares	0	Impressions	106	Reach	105	Engagements	8	Engagement rate	7.55%	<p>Kawarthaconservation POST Jan 18, 12:00 PM</p> <p>Mental health is just as important as ph...</p>  <table border="1"> <tr><td>Likes</td><td>21</td></tr> <tr><td>Comments</td><td>2</td></tr> <tr><td>Saves</td><td>1</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Shares</td><td>3</td></tr> <tr><td>Impressions</td><td>375</td></tr> <tr><td>Reach</td><td>356</td></tr> <tr><td>Engagements</td><td>27</td></tr> <tr><td>Engagement rate</td><td>7.2%</td></tr> </table>	Likes	21	Comments	2	Saves	1	Video views	0	Shares	3	Impressions	375	Reach	356	Engagements	27	Engagement rate	7.2%
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<p>Kawartha conservation LINKEDIN Jan 30, 06:45 PM</p> <p>Congratulations to our staff and board on...</p> <table border="1"> <tr><td>Reactions</td><td>22</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>93</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>626</td></tr> <tr><td>Engagements</td><td>115</td></tr> <tr><td>Engagement rate</td><td>18.37%</td></tr> </table>	Reactions	22	Comments	0	Shares	0	Post link clicks	93	Video views	0	Impressions	626	Engagements	115	Engagement rate	18.37%	<p>Kawartha conservation LINKEDIN Jan 21, 02:31 PM</p> <p>It's a cold, but beautiful morning. Be su...</p> <table border="1"> <tr><td>Reactions</td><td>7</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>1</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>74</td></tr> <tr><td>Engagements</td><td>8</td></tr> <tr><td>Engagement rate</td><td>10.81%</td></tr> </table>	Reactions	7	Comments	0	Shares	0	Post link clicks	1	Video views	0	Impressions	74	Engagements	8	Engagement rate	10.81%	<p>Kawartha conservation LINKEDIN Jan 23, 04:41 PM</p> <p>Nature has the power to heal and restore,...</p> <table border="1"> <tr><td>Reactions</td><td>16</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Shares</td><td>1</td></tr> <tr><td>Post link clicks</td><td>30</td></tr> <tr><td>Video views</td><td>319</td></tr> <tr><td>Impressions</td><td>508</td></tr> <tr><td>Engagements</td><td>48</td></tr> <tr><td>Engagement rate</td><td>9.45%</td></tr> </table>	Reactions	16	Comments	1	Shares	1	Post link clicks	30	Video views	319	Impressions	508	Engagements	48	Engagement rate	9.45%	<p>Kawartha conservation LINKEDIN Feb 18, 01:38 PM</p> <p>Happy Tuesday. When you're done shoveling...</p> <table border="1"> <tr><td>Reactions</td><td>8</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>1</td></tr> <tr><td>Post link clicks</td><td>6</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>188</td></tr> <tr><td>Engagements</td><td>15</td></tr> <tr><td>Engagement rate</td><td>7.98%</td></tr> </table>	Reactions	8	Comments	0	Shares	1	Post link clicks	6	Video views	0	Impressions	188	Engagements	15	Engagement rate	7.98%	<p>Kawartha conservation LINKEDIN Feb 22, 05:00 PM</p> <p>The Water Fund is an annual cost-sharing ...</p> <table border="1"> <tr><td>Reactions</td><td>10</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>14</td></tr> <tr><td>Video views</td><td>0</td></tr> <tr><td>Impressions</td><td>325</td></tr> <tr><td>Engagements</td><td>24</td></tr> <tr><td>Engagement rate</td><td>7.38%</td></tr> </table>	Reactions	10	Comments	0	Shares	0	Post link clicks	14	Video views	0	Impressions	325	Engagements	24	Engagement rate	7.38%
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Finance

The start of the new year is a particularly busy time for the Finance team as they manage essential financial processes while ensuring accurate reporting and compliance. Over the past several weeks, the team has been focused on year-end reporting, including processing payroll-related activities such as completing and distributing T4s, issuing 2024 charitable receipts, and preparing for the annual audit. These critical tasks support financial accuracy and transparency as we transition into the new fiscal year.

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



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Human Resources/Health & Safety

We have several exciting staffing changes taking place this month:

Kristie Virgoe has officially begun in her new role as Interim Director, Planning and Development Services.

Sarah Lavoie-Bernstein joined the team as our new Risk Management Official/Source Protection Technician effective February 25th. Sarah has managed a diverse range of projects including a Research Affiliate for UofT, Laboratory Manager for Environment and Climate Change Canada, and was responsible for assisting in organizing and participating in an Arctic expedition looking at contaminants in the environment. Sarah is a great addition to the Planning and Development Services Team and to Kawartha Conservation.

Stephanie Vegotsky, our Compliance Officer and Permitting Technician has resigned her position effective March 21st. Stephanie has been with Kawartha Conservation for 2 years and we wish her the best in her future endeavours. Our team has begun the recruiting process for her replacement.

We are currently recruiting for an Agricultural Stewardship Technician responsible for leading the Alternative Land Use Services (ALUS) Peterborough program. Competition closed March 2nd and interviews were conducted March 17th. Staff will report back with an update on this position.

The competition for seasonal positions closed on February 28th. Applications are under review with positions starting on May 5th in the following areas:

- Conservation Areas Assistant
- Administrative Assistant (Corporate Services)
- Planning and Permitting Assistant
- Environmental Field Technician

Information Technology

Our Managed Detection and Response (MDR) security system is now fully implemented and operating effectively, enhancing our ability to detect and mitigate threats in real time.

We continue to work with Fortinet to resolve remaining VPN issues. The vendor has

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identified these issues as affecting multiple customers, and we are awaiting the release of an updated version for testing.

Since January 23, our Network Analyst and Administrator has managed 139 support incidents, addressing a range of technical issues and system optimizations.

The new security system is functioning well, and PIN door locks have been removed as part of our access control updates.

Additionally, we are progressing with computer refreshes for 2025, ensuring staff have up-to-date and reliable technology to support their work.

PLANNING AND DEVELOPMENT SERVICES

Planning and Permitting Activities

The Planning and Development Services department has been focused on continued delivery of comments on planning applications and on catching up from the backlog of applications requiring processing while the Permitting Analyst position was unstaffed and while there was an extended absence in the active Director position. We are steadily progressing to get our permitting performance on track within the next two months.

In January, we provided comments on 31 planning applications, with 19 in the City of Kawartha Lakes, 8 in Durham Region, and 4 in Peterborough County. The team successfully met 97% of due dates, completing reviews for 30 out of 31 applications within the required municipal due dates, with one application requiring an engineering review.

For February, we provided comments on 22 planning applications, with 17 in the City of Kawartha Lakes and 5 in Durham Region, with no applications received for Peterborough County. The team met 91% of due dates, completing 20 out of 22 applications within the required municipal due dates, while two applications required an engineering review.

From January to early March of 2025, Engineering provided engineering/technical comments on 4 development applications. 2 more planning applications are to be reviewed and commented with engineering input by the end of March. With a high demand for Engineering reviews, we have taken steps to address workload pressures to expedite the review process for our clients to ensure planning applications are

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commented on in an expedient manner. The team continues to monitor the situation closely and will make further adjustments if needed to ensure the needs of our community are met.

Engineering staff attended the Greater Toronto Area – Greater Golden Horseshoe Conservation Authorities Engineering Group Meeting on January 22, 2025. Some engineering review issues were presented and discussed. We will be the host of the next meeting scheduled for late April or early May of this year.

Source Protection Activities

Our new Risk Management Official (RMO)/ Source Protection Technician will undergo provincial Risk Management Official training hosted by the Province in April.

Reporting on annual progress tied to source protection policies has been completed by the reporting deadline for both RMO and Conservation Authority related policies. Staff have been assisting in following up on the requirements for reporting amongst partner agencies as required. Amendments to the Source Protection Plan continue to be reviewed by the province, which includes a general amendment to the source protection plan and an amendment to the King's Bay water supply system.

Update of drinking water system summaries is a deliverable of the project agreement with the Source Protection Region. To improve the user's experience, we've created a new Source Water Protection Web Application that allows public to view Wellhead Protection Areas and Surface Water Intake Protection Zones throughout the Kawartha-Haliburton Source Protection Area. The Web application will allow users to search for their property and see if they fall within a Source Water Protection (SWP) area. Users can also navigate through the various SWP areas using pre-established bookmarks, and access additional details about each area. We look forward to launching this application in the near future.

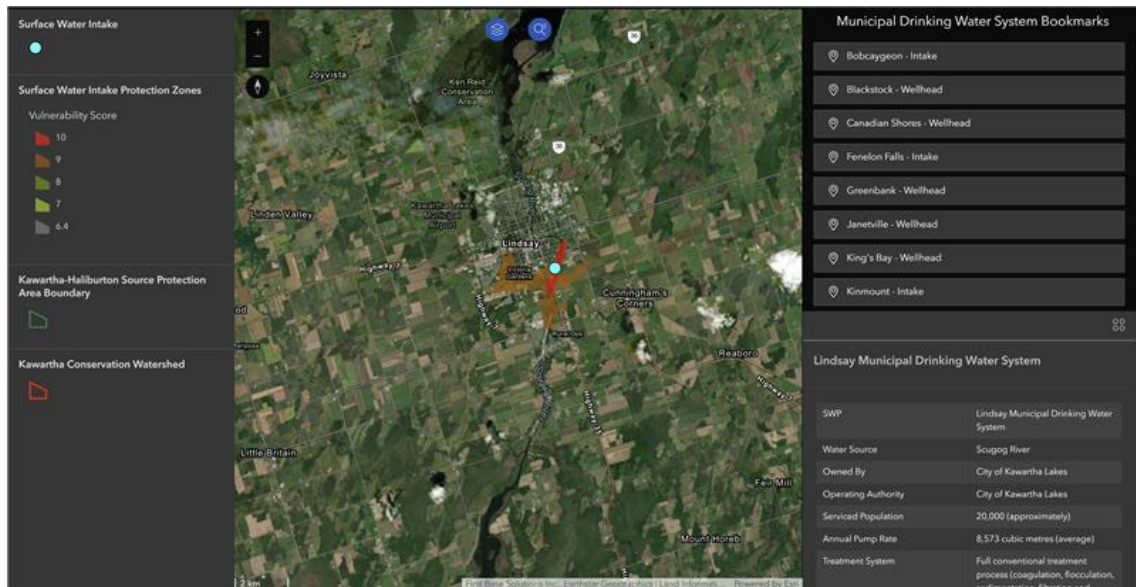


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New Source Water Protection Web Application

Flood Plain Mapping Activities

Our application to Flood Hazard Identification and Mapping Program (FHIMP) for Burnt River was successful and our team is actively working on finalizing the MOU with staff from the City of Kawartha Lakes and awaiting the final funding agreement from Natural Resources Canada (NRCan). Work planning and establishing project management systems is currently underway to ensure we are prepared for the spring field season.

FHIMP is also still accepting flood plain mapping project applications. We continue to assess potential sensitive areas that would benefit the community and our municipal partners with respect to flood plain mapping projects and are preparing applications for our partner Municipalities and Regions.

STEWARDSHIP AND CONSERVATION LANDS

Community Outreach / Education

Staff attended a tourism workshop for the City of Kawartha Lakes' new Marketing Plan and rebrand, which brought together tourism operators from across the municipality to share their perspectives on the region's identity and future direction from a tourism standpoint. The session was a great learning experience, sparking insightful discussions on how to strengthen Kawartha Lakes as a destination. Many creative ideas were shared, some of which could be explored in collaboration with our various partners to enhance our own initiatives.

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



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Our team hosted a booth at the Pontypool Seedy Saturday event on March 1st. Landowner grants including the Water Fund and 50 Million Tree Program were promoted along with the 2025 Tree Seedling Sale and Healthy Garden guides. Staff engaged with approximately 100 members of the community. Several interactions resulted in requests for consultation for landowner grant programs.



Our team hosted a booth at the East Central Farm Show on March 5 & 6 at the Lindsay Exhibition alongside our partner group the East Central Farm Stewardship Collaborative.

Conservation Lands

The team has completed the RFP for the fencing project at Tuck'd Away Conservation Area, with contractor site visits taking place on March 19th. Plans are in place to begin clearing for the fencing by the third week of April, marking an important step forward in this project.

Significant progress has also been made at the Field Centre, where the team has completed a full cleanup. The backroom has been sorted, cleaned, and reorganized to improve accessibility, making materials and equipment easier for staff to locate and use

We have submitted applications for two grants to support future initiatives. The first is the 20th Anniversary Greenbelt Funding, which focuses on community engagement within the Greenbelt. The second is the Greenbelt Resiliency stream, aimed at improving and enhancing the public benefits provided by Ontario's Greenbelt natural systems.

Additionally, the team responded to ice damming issues at both the Administrative Building and the Field Centre. A contractor was brought in quickly to replace 150 feet of eavestrough and assist with clearing snow from other roof sections, helping to prevent further damage.

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Stewardship

Forestry

Our seedling sale is underway with 9,250 seedlings sold so far. Seedlings are sold in bundles of 25 and the sale is open until the end of March, with pick up of the seedlings in late April. While sales fluctuate each year, it is anticipated that approximately 10,000 seedlings will be sold this season.

Planning for the spring 2025 planting season for our full-service tree planting program is nearing completion. Tree planting is anticipated to commence in mid-late April and run throughout May. It is currently projected that approximately 25,000 seedlings will be planted across 15 properties through the 50 Million tree program.

Urban Stewardship

Based on recent IWM water quality information, our team has prioritized the Sinister Creek area of Lindsay for restoration and enhancement. With partnership support from Kawartha Lakes Public Works and Recreation and Culture divisions, we designed and submitted a funding proposal to Environment and Climate Change Canada for a 3-year neighbourhood-scale initiative featuring streambank naturalization, private land restoration, and green infrastructure demonstration projects.

Our team met with funders at RBC to begin conversations about securing additional multi-year support for this project.

Agricultural Stewardship

Conservation Ontario released an exciting call for funding proposals for marginal land agricultural stewardship (Resilient Agriculture Landscape Program – Marginal Lands). Our team seized the opportunity, supporting multiple applications that will enable us to build out our agricultural stewardship programming in Durham Region and Kawartha Lakes. Our partners include Durham Region, Central Lake Ontario Conservation Authority, Lake Simcoe Region Conservation Authority, Toronto Region Conservation Authority, Ganaraska Region Conservation Authority, Ducks Unlimited, ALUS Canada, and the East Central Farm Stewardship Collaborative.

Our team attended the Farmland Forum hosted by the Ontario Farmland Trust in Elora on March 22nd to learn from diverse panelists about emerging and innovative agricultural stewardship initiatives.

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



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Our Talbot River Healthy Environment Initiative program, funded by OMAFA, is now complete and final reports have been submitted to the province. To close out the program, our team designed custom water quality report cards for each of the 8 Upper Talbot River subwatershed landowners who participated.

About the Program

The Talbot River Healthy Environment Initiative is helping landowners to learn more about water quality on their land in the Upper Talbot River Subwatershed (UTRS).

In 2024, our team collected water samples at 26 lakes, streams, and ponds on 8 properties in the area. Your results are within, bundled together with a custom set of recommendations that will help you take your property into the future in the best way.

8

Participating Landowners

26

Sites Sampled

84

Samples Analyzed

Recommendations include Best Management Practices (BMPs) that reduce erosion and water pollution from rural properties. Implementing BMPs helps to achieve Canadian and provincial water quality guidelines that protect our drinking water, agricultural operations, and recreational safety while reducing the negative effects of nuisance aquatic plants and algae.

Each recommendation is tailored to your property and its needs. Recommendations are broken out into priority areas that suggest what you may 1) continue to do, 2) consider doing, and 3) prioritize for improvement.

Continue

Consider

Improve



What do we sample?

- Total Phosphorus (TP):** Key driver of algae growth; high levels can be caused by animal waste, fertilizers, and septic systems.
- Nitrate-Nitrogen (NO3-):** Key driver of plant and algae growth; high levels can be caused by animal waste, fertilizers, landfills, animal feedlots, and septic systems.
- Turbidity:** Water cloudiness caused by soil and other debris; high levels can be caused by flooding and erosion, animal disturbance (cattle grazing near the water's edge), and tilled crop fields (piles of loose soil).
- Dissolved Oxygen (DO):** Essential for aquatic animals; low levels can be caused by aquatic plant and algae decay, stagnant water.
- pH:** Acidity or alkalinity of water; can be influenced by soils, rainwater runoff, and fertilizers.

How is your score calculated?

Your score is calculated using Canadian and provincial water quality guidelines for the above parameters. We assess 1) the number of parameters that do not meet water quality guidelines, 2) the number of times the guideline is not met, and 3) the amount by which the guideline is not met.

Excellent	95-100	Water quality is protected and very close to natural or pristine levels
Good	80-94	Water quality is protected with only a minor degree of threat or impairment
Fair	65-79	Water quality is usually protected but occasionally threatened or impaired
Marginal	45-64	Water quality is frequently threatened or impaired
Poor	0-44	Water quality is almost always threatened or impaired

Canadian Council of Ministers of the Environment. 2017. Canadian water quality guidelines for the protection of aquatic life: CCME Water Quality Index, User's Manual - 2017 Update. In: Canadian environmental quality guidelines, 1999, Canadian Council of Ministers of the Environment, Winnipeg.
MOE - Ontario Ministry of the Environment and Energy. 1994. Water management: policies, guidelines, provincial water quality objectives - Provincial Water Quality Objectives. Queen's Printer for Ontario, Ministry of the Environment and Energy.

Results

ACDA LIMITED

Three water samples were collected from both the spring and the forested stream on each sampling day. The average values per day are displayed in this section. The water quality results for your property, collected in Fall 2024, provide a snapshot of what water quality looked like at a point in time when the majority of agricultural activity in the UTRS had come to an end for the year.



Sample Dates	
Day 1	November 13, 2024
Day 2	November 18, 2024
Day 3	November 20, 2024

Parameter Snapshot

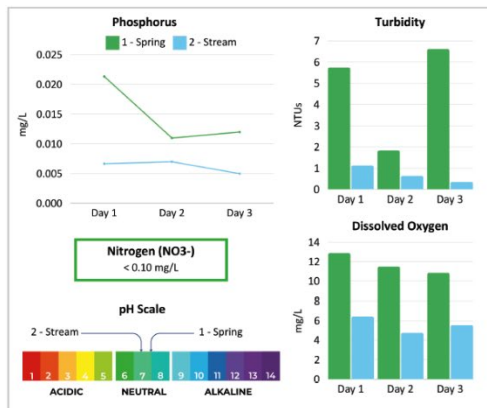
Each water quality parameter has been individually assessed to determine if the water on your property meets Canadian and provincial water quality guidelines. The parameters are also colour-coded to express their ranked score (see page 2).

- ✓ Phosphorus
- ✓ Nitrogen
- ✓ Turbidity
- ✓ Dissolved Oxygen
- ✓ pH

82

GOOD

YOUR SCORE



Results indicate that your property meets all sampled Canadian and provincial water quality guidelines, receiving a score of 82, or Good!

The forested stream is surrounded by pristine nature that provides ample opportunity for rainwater to be filtered by plants and soil prior to entering the stream. However, the spring system does not have this level of natural filtration, instead showing evidence of eroded, nutrient rich soils due to unlimited access by the steers on the ranch. Manure and other nutrients are being deposited directly into the spring, along with soil particles from the spring's banks that are being eroded by cattle pasturing in and around the spring. Despite this, results from the spring are still permissible, although phosphorus, turbidity, and dissolved oxygen could be improved. The team suggests that it may be valuable to continue sampling to gather more insight on cattle impacts on water quality throughout the seasons.

In the next section, you will find recommendations for actions that will help to protect the integrity of the ranch going into the future.

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



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Water Fund

The Water Fund program is now accepting proposals from landowners and community organizations in Kawartha Lakes and Scugog until April 30th, 2025. Our team has undertaken outreach initiatives including an interview on Bounce FM, a presentation for the CKL Committee of the Whole, and phone and site consultations.

Community Implementation Advisory Group

The first meeting of the Community Implementation Advisory Group for 2025 was productive, with members voting to retain Ed Leerdam (representing Kawartha Lake Stewards Association) as co-chair alongside Nancy Aspden. Project leads provided updates on last year's achievements and outlined their plans for the year ahead as part of the Lake Management Implementation Action Plan. The meeting fostered valuable discussions on project successes, potential contacts for future collaboration, and opportunities for community outreach. With strong engagement from attendees, the group decided to hold the next meeting in the last quarter of the year.

INTEGRATED WATERSHED MANAGEMENT

Over the last couple months, the IWM team has been busy preparing for the upcoming field season. Site selection and reconnaissance, equipment purchasing and set up have taken place and scheduling staff over the course of the summer has been completed for our various programs and projects.

This year, we will be introducing new logging technology to our monitoring programs; Tilt Meters and Dissolved Oxygen loggers. The tilt meters are deployable water velocity meters that

measure and log water velocity without any cables or large housing units, while the Dissolved oxygen loggers will measure and log dissolved oxygen in the water.



Tilt Meter



*Dissolved Oxygen
Logger*

We currently take dissolved oxygen readings with a handheld meter each time we visit a site. Both loggers will allow us to collect continuous readings hourly throughout the sampling season.

Staff have been actively applying for funding by submitting grant applications to Ontario

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Federation of Anglers and Hunters, Ontario Wildlife Foundation and Greenbelt Foundation to rehabilitate, expand and enhance three historically significant spawning shoals in Lake Scugog. A planned derivative of the Lake Scugog Enhancement Project, this component of the project supports the recovery of critical fish populations and contribute to the economic health of the Lake Scugog, which are critical actions identified in watershed plans which have not been addressed to date.

A letter of intent to the Greenbelt foundation, under their accessible stream, requesting funds to purchase and deploy a real-time water quality buoy on Lake Scugog that will capture water quality and weather data for the lake. Information collected will be shared through an online dashboard to residents and surrounding agencies.

During the winter months our GIS Specialist has focused his attention on ensuring our landcover data is up to date with current aerial imagery. He improved our methods by incorporating the use of both near-infrared band and Lidar digital terrain model to better distinguish between forests and swamps features.

Flood Forecasting and Warning



Staff conducted maintenance on the snow depth sensor at our Ken Reid Weather Station, by recalibrating it after it was originally established in early December. The station is housing new sensors which required some attention to ensure it was collecting accurate data. Staff also began retrieving data at the Indian Point Weather Station. Staff have identified that sensor maintenance is required. An updated logger will be fixed to the station, which will include additional sensors and new telemetry to help identify problems with the station without having to visit the station in person.

Staff conducted Snow Surveys for January and February. Snow Depths in January



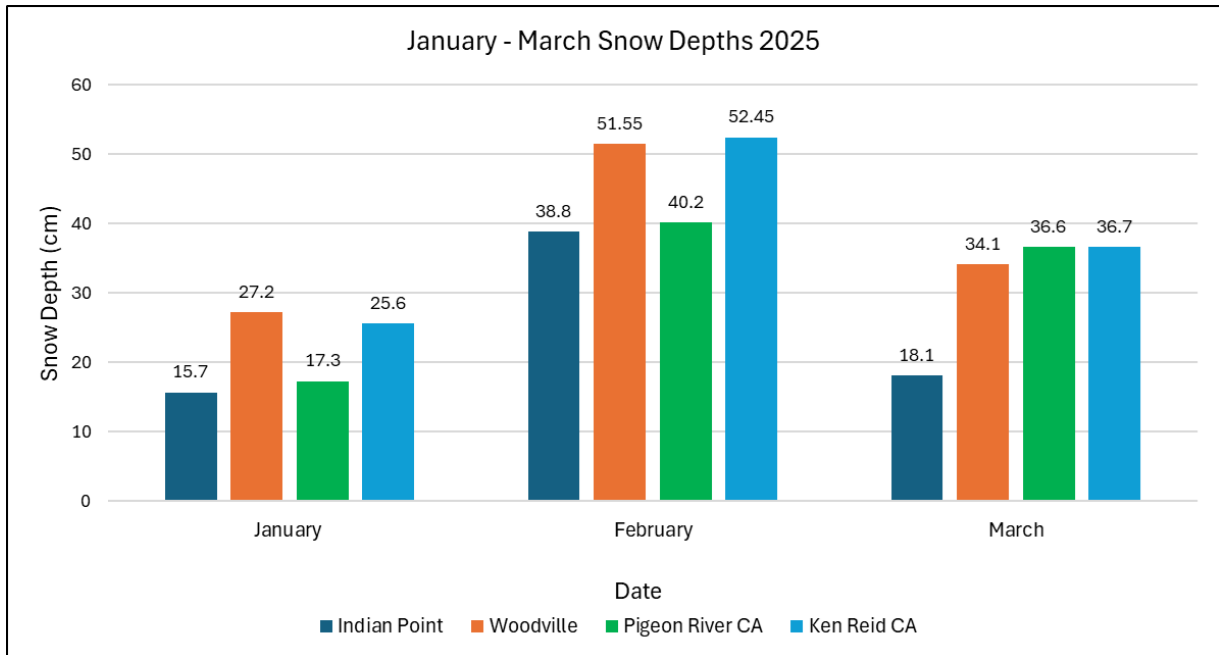
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were approximately 25-40cm and jumped to approximately 60-70cm in February. See the table below showing the January-March snow depths recorded at our 4 snow course locations. Increases in air temperature along with rainfall events have lowered snow depths across our watershed in March.



January to March snow depth recorded at our 4 snow course locations.

To visualize our snow depth conditions, the graph below outlines our most recent snow survey data conducted on March 14th in comparison to the March historical average.

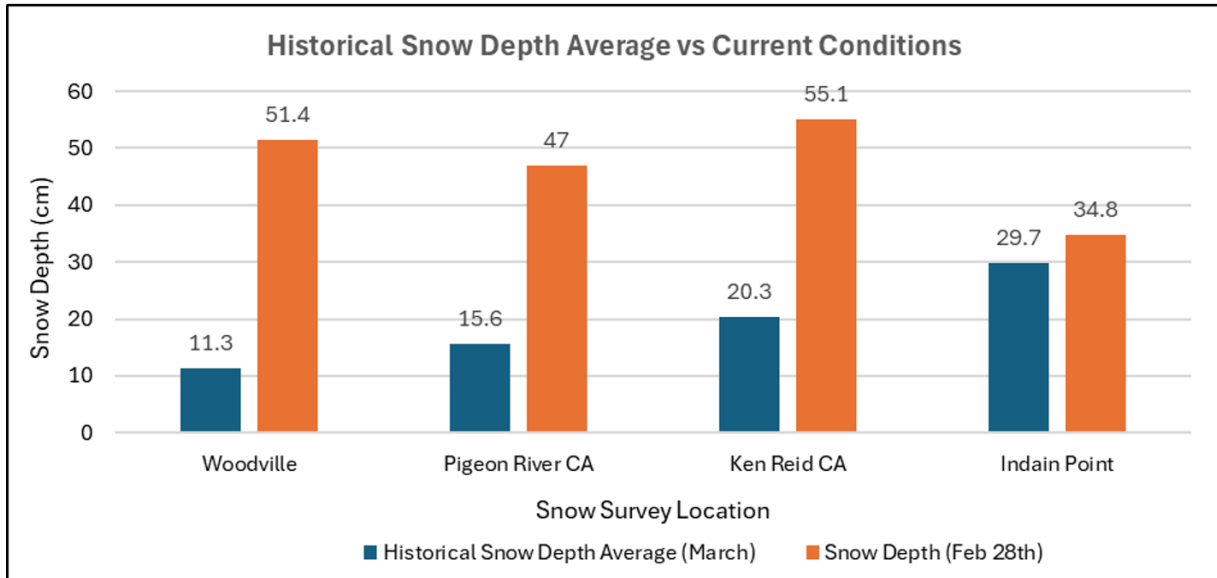


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Current Snow depth vs. Historical Snow Depth Average for month of March.

Effective February 25th, Nathan Rajevski, Watershed Resource Technician stepped into the role as temporary Flood Duty Officer for the organization. As spring freshet has officially begun and Nathan has been actively attending weekly meetings with Trent Severn Waterway, MNR and neighboring Conservation authorities where important information on weather and water levels are being discussed.

Several flood messages have been issued as the weather has been changing to spring, resulting in melting of the snowpack, rain events and increased flows in streams.

Our current water level conditions are continuing to rise in our streams, rivers and lakes. To visualize the water level conditions for both our Lakes and major watercourses, the graphs below showcase their water level fluctuations from January to mid March.

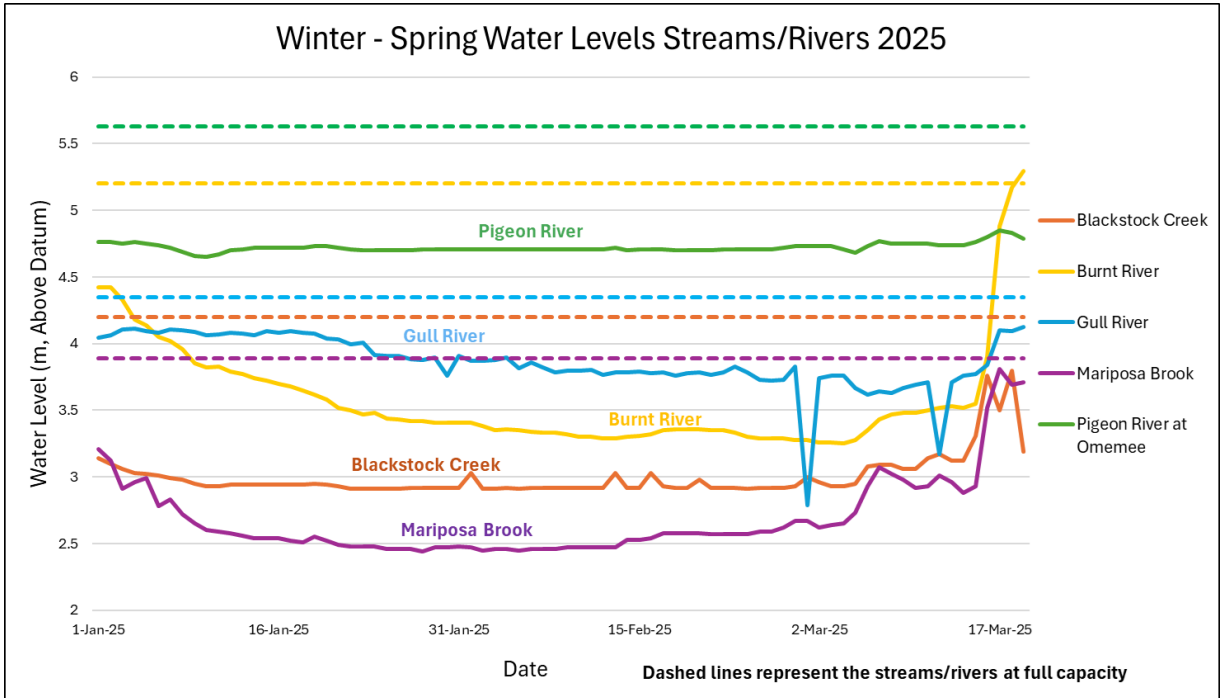


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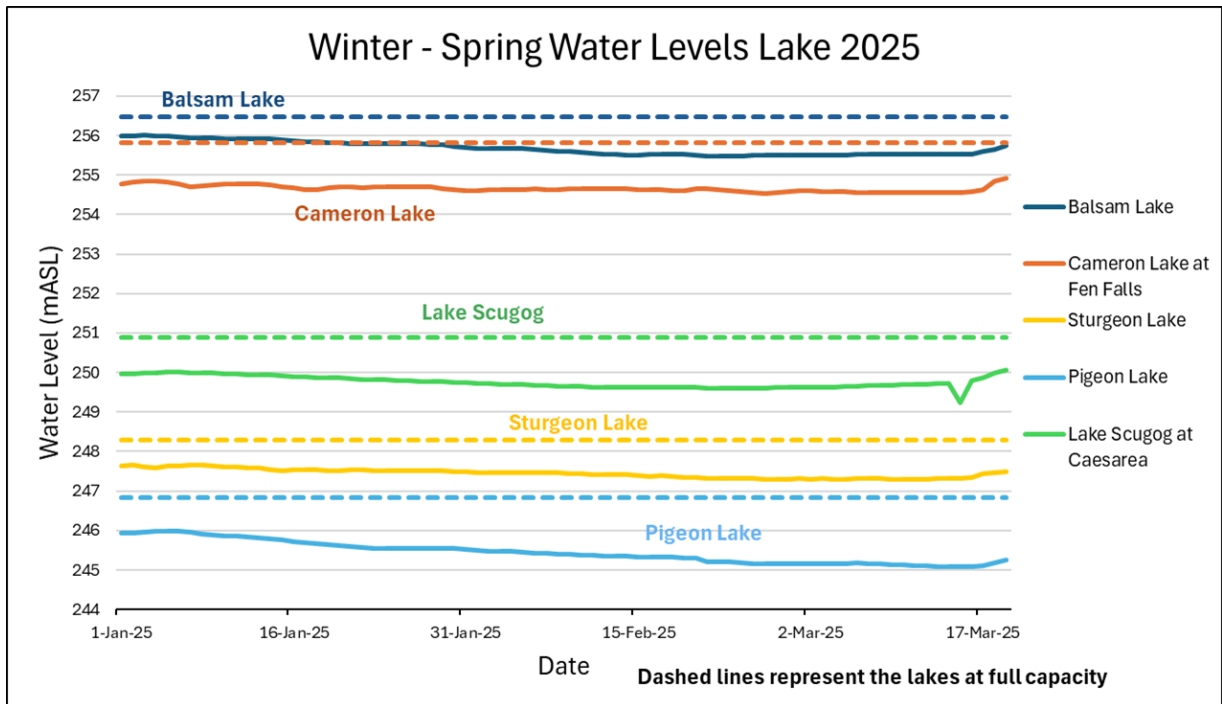
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Winter- Spring Water Levels Stream/Rivers 2025 – dashed line represents each of the streams/rivers critical water level.



Winter- Spring Water Levels Stream/Rivers 2025 – dashed line represents each of the Lakes critical water level.



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CKL Lake Management Plan Implementation

Stormwater Monitoring

A brief report on the 2024 water quality monitoring results in Lindsay streams was completed and presented to municipal staff. New in 2025 we have started water quality monitoring in February to capture knowledge gaps of winter water quality, specific to chloride at the stream outlets, when salt application is at its highest. This will help us understand winter chloride trends across time as we move through the spring (high runoff) and into the summer (where salt application is nonexistent).

Community Science

Staff are in talks with Scugog Lake Stewards and Balsam Lake Association for potential partnership opportunities in 2025 for this program, as well as continuing to grow our partnership with Kawartha Lakes Stewards Association. To help subsidize lab fees, equipment and material costs, staff submitted a grant application to Ontario Hydro. In March, we launched our volunteer recruitment campaign for this program, hoping to recruit 30 new volunteers across Balsam, Cameron, Sturgeon and Pigeon Lakes and north Lake Scugog.

Bobcaygeon Dam – Save the Walleye Project

Staff have met with Parks Canada to solidify a workplan for 2025 on the Bobcaygeon Dam – Save the Walleye Project. The purpose of this project is to characterize aquatic habitat conditions downstream of the Bobcaygeon Dam, and in Sturgeon Lake wetlands and to determine if there are any constraints or areas of improvement from the current water level and flow management regime.

In 2025, working collaboratively with Parks Canada will aim to achieve the following.

- Map aquatic habitat conditions in the spring within the Bobcaygeon River, downstream of the main dam, and identify potential factors that might limit fish spawning, hatching, and nursery success.
- Characterize fish use of existing spawning, rearing, and nursery habitat within the Bobcaygeon River, downstream of the main dam.
- Better understand the impacts of fluctuating water levels on aquatic life within provincially significant wetlands on Sturgeon Lake, particularly in winter months.



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- Test an alternative flow regime at Bobcaygeon Dam in the fall, by sending water over the stop logs, and measure its impacts to downstream aquatic habitat conditions.
- Keep key stakeholders informed of project status.

Acknowledgements in the preparation of this report:

Nancy Aspden, Director, Integrated Watershed Management; Kristie Virgoe, Interim Director, Planning and Development Services; Wanda Stephen, Interim Director, Corporate Services.



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

From: Mark Majchrowski, CAO

Re: Appointment of Risk Management Official/Risk Management Inspector

KEY ISSUE:

Appointment of an interim Risk Management Official/ Risk Management Inspector for the purpose of implementing Part IV of the *Clean Water Act* requirements in accordance with our service agreement with the City of Kawartha Lakes.

RECOMMENDED RESOLUTION:

RESOLVED, THAT, Marcus Rice be appointed as a Risk Management Official/Risk Management Inspector for the purpose of enforcing the *Clean Water Act, RSO, 2006, Part IV* and the regulations pursuant to Part IV, AND

THAT, a certificate of appointment be issued bearing the Chief Administrative Officer's signature once correspondence has been received by the City of Kawartha Lakes endorsing the appointment.

The Province has made delivery of safe drinking water a priority by implementing several pieces of legislation, using a comprehensive source-to-tap approach to ensure multiple barriers are in place to protect drinking water sources. Part of this framework involves the *Clean Water Act* which aims to protect water at the source. Source Protection Plans stem from this Act which prescribes policies to address threats to the drinking water systems. The Risk Management Official (RMO) is responsible for addressing relevant policies in the relevant Source Protection Plans under the framework provided under Part IV in the *Clean Water Act*. This person is also responsible for ensuring compliance and enforcement with the Source Protection Plan, which are identified as Risk Management Inspector (RMI) duties.

As per an Enforcement Transfer Agreement with the City of Kawartha Lakes, Part IV responsibilities have been transferred to Kawartha Conservation acting as the Source Protection Authority.

We need to appoint a Risk Management Official/Risk Management Inspector on an interim basis to fulfil the terms of this agreement and to fulfil the duties prescribed under the *Clean Water Act*. Our primary Risk Management Official has joined our organization; however, they will not be able to act in this capacity until they fulfil the Provincial training course in April



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and have been notified that they receive a passing grade. Our backup RMO will no longer be employed by the organization by March 21, 2025.

We have worked with our partner organizations and have confirmed that Marcus Rice, the Risk Management Official active with Lower Trent Conservation Authority can assist in the interim. Under the Agreement, we require the City's approval in writing of this designation, which we expect to be forthcoming in the near future.

SUMMARY

We recommend Marcus Rice be designated as a Risk Management Officer/Risk Management Inspector for the purposes of enforcing the *Clean Water Act*, Part IV subject to endorsement by the City of Kawartha Lakes on an interim basis to allow for our staff to be trained in this capacity, while maintaining our ability to fulfil our agreement with the municipality.