



## BOARD OF DIRECTORS

Meeting Number: 08 16  
Date of Meeting: **Thursday, January 26, 2017**  
Time of Meeting: **4:00 – 7:00 pm**  
Place of Meeting: Conservation Halton Admin. Office  
2596 Britannia Road West  
Burlington ON L7P 0G3  
Telephone: 905.336.1158 x 2236

**Conservation Halton is the community based environmental agency that protects, restores and manages the natural resources in its watershed.**

## AGENDA

1. **Roll Call & Mileage**
2. **Acceptance of Agenda as distributed**
3. **Approval of Board of Directors Minutes dated December 1, 2016**
4. **Disclosure of Pecuniary Interest for Board of Directors**
5. **Presentation:** Ms Barbara J. Veale, Director, Planning and Regulations  
Conservation Halton's Regulatory and Planning Responsibilities
6. **Action Items** **Page**
  - 6.1 2017 Budget Capital Projects and Additional Funding for  
Crawford Lake and Glen Eden  
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  - 6.2 Construction Tender for the Courtcliffe Park Stream Rehabilitation Project  
File #: PW-0037-17  
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  - 6.3 830 Danforth Place, Burlington  
Report #: CHBD 08 16 03 7-13
  - 6.4 Finance Function Effectiveness Assessment  
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7. **Information Items**
  - 7.1 Region of Halton Request for Financial Plans prior to 2018 Budget Submission  
Report #: CHBD 08 16 05 16-17

7.2	Permits & Letters of Permission, September 3, 2016 to January 2, 2017 Report #: CHBD 08 16 06	18-25
7.3	Proposed Work Plan and Approach for the Review of Conservation Halton's <i>Policy and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document</i> CH File #: ADM 330 Report #: CHBD 08 16 07	26-28
7.4	Purchasing and Revenue Contracts Report, October to December 2016 Report #: CHBD 08 16 08	29
8.	<b>Organization Updates / Memos</b>	
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	Kelso Dam Update	31-32
9.	<b>In Camera Items</b>	
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10.	<b>Other Business</b>	
11.	<b>Adjournment</b>	

**CONSERVATION HALTON  
CHBD 08 16 01**

**REPORT TO:** Board of Directors

**FROM:** Gene Matthews, Director, Operations  
905-336-1158 x2224 – gmatthews@hrca.on.ca

**DATE:** January 26, 2017

**SUBJECT:** 2017 Budget Capital Projects and Additional Funding for  
Crawford Lake and Glen Eden

**Recommendation:**

THAT the Conservation Halton Board of Directors **approve an increase of \$890,000 in Conservation Area capital projects in the 2017 Budget for the refurbishment of two longhouses at Crawford Lake Conservation Area and for snowmaking infrastructure replacement at Glen Eden.**

AND FURTHER THAT **additional funding in the amount of \$422,500 be allocated toward these projects from the Conservation Area Capital Reserves and \$467,500 from approved Canada 150 grants.**

**Summary:**

Conservation Halton has been a successful recipient of two Canada 150 Community Infrastructure Program Grants totalling \$467,500. One grant is for the refurbishment of two longhouses at Crawford Lake Conservation Area with a total project value of \$645,000. The second grant is for snowmaking infrastructure replacement at Glen Eden, also with a total project value of \$645,000. Funding in the amount of \$422,500 from the Conservation Areas Capital Reserves is required in addition to the previously approved 2017 Budget Conservation Areas Capital Expenditures of \$400,000 to account for Conservation Halton's contributions towards both projects.

**Report:**

Refurbishment of Turtle Clan and Wolf Clan longhouses will allow for improved service delivery and expanded life expectancy of two vital pieces of infrastructure at Crawford Lake. Supported by the current Crawford Lake Master Plan, these projects are found within the Ten Year Capital Conservation Areas Forecast for 2021 and 2023. Staff are recommending earlier engagement of these projects to capitalise on the grant opportunity. Funding for this project is as follows:

Conservation Halton portion:	\$405,000 (\$405,000 additional to approved budget)
Canada 150 portion:	<u>\$240,000</u>
Total:	<u>\$645,000</u>

The snowmaking infrastructure project will allow for the replacement, through directional bore, of snowmaking pipe beneath the Canadian Pacific railway line that bisects the ski and snowboard area. This section of infrastructure is one of the most important components of the snowmaking system. It is also one of the more logistically challenging locations in terms of maintenance and

replacement. The Canada 150 grant will also allow for an increased bore diameter that will support future water and wastewater servicing. This has added scope to a previously approved and ongoing capital project. Funding for this project is as follows:

Conservation Halton portion:	\$417,500 (17,500 additional to approved budget)
Canada 150 portion:	<u>\$227,500</u>
Total:	<u>\$645,000</u>

Substantial completion of both projects is required by March 31<sup>st</sup>, 2018 as a condition to receiving the Canada 150 grants. Conservation Halton staff have experience managing similar infrastructure grants within similar timelines and are confident this deadline can be met. Planning, design, and permitting of the snowmaking infrastructure replacement commenced in 2016. Initial design and planning discussion for the longhouse project has recently commenced. However, Niagara Escarpment Development Permit approval and Town of Milton Building Permit approval have the potential to cause delays. Conservation Halton staff have a strong working relationship with both agencies and have started relevant conversations with both agencies.

Conservation Areas Capital Reserves are projected for 2016 year-end to be \$1,887,900 in addition to the Parks Revenue Stabilization Reserve of \$640,168. The previously reported projection of the 2016 Operating Surplus for Conservation Areas including Glen Eden of \$336,893 is expected to be exceeded. Senior Conservation Halton Staff are evaluating the Ten Year Capital Conservation Areas Forecast in light of the recommendation to increase reserve use for 2017. Delaying, where appropriate, capital projects identified for 2018 and 2019 may be required to ensure healthy Conservation Areas Capital Reserves levels.

Prepared and respectfully submitted:



Gene Matthews  
Director, Operations

Approved for circulation



Hassaan Basit  
CAO/Secretary-Treasurer

**CONSERVATION HALTON  
CHBD 08 16 02**

**REPORT TO:** Board of Directors

**FROM:** Kent Rundle, Watershed Stewardship Coordinator  
905-336-1158 x 2319

**DATE:** January 26, 2017

**SUBJECT:** **Construction Tender for the Courtcliffe Park  
Stream Rehabilitation Project  
#PW-0037-17**

**Recommendation**

THAT the Conservation Halton Board of Directors **approve the contract award of \$229,471 including HST to R&M Construction to complete winter construction associated with the Courtcliffe Park Stream Rehabilitation Project in accordance with Tender #PW-0037-17 and subsequent negotiation with the successful bidder that resulted in phasing to bring the winter works in line with the available budget.**

THAT the Conservation Halton Board of Directors **approve the contract award of \$124,495 including HST to R&M Construction to complete the next phases for the Courtcliffe Park Stream Rehabilitation Project as outlined below in accordance with Tender #PW-0037-17, conditional on Conservation Halton securing additional funding.**

**Summary**

Staff recommends that the Conservation Halton Board of Directors approve the contract award to R&M Construction to complete the Courtcliffe Park Rehabilitation Project in accordance with Tender #PW-0037-17 and the phasing of works described below. The successful implementation of this project will improve stream flows and coldwater fish habitat in Bronte Creek and Mountsberg Creek, by undertaking the following:

- 270m of Mountsberg Creek restored to its historical channel from a manmade straightened channel;
- the removal of an online pond which will mitigate warming of creek temperatures;
- the replacement of three undersized creek crossings with properly sized structures and complete removal of a fourth undersized creek crossing;
- and, the creation of open water wetland features.

Rehabilitation of Bronte Creek and Mountsberg Creek in Courtcliffe Park was identified as a high priority rehabilitation opportunity in the 2002 Bronte Creek Watershed Study. Staff have been working in partnership with staff from Trout Unlimited Canada, the City of Hamilton, Union Gas and volunteers from the Courtcliffe Park Committee to secure funding and in-kind contributions towards the project. The total project cost for creek restoration in Courtcliffe Park, including contributions from partner agencies, is approximately \$500,000. To date, CH staff have successfully raised over \$200,000 through various grants, including a partnership agreement that has been approved by the Federal government through the Foundation, but for which the contribution agreement is still to be signed. The partnership agreement includes requirements for work to be completed by March 31, 2017. Project partners have confirmed in-kind contributions with an estimated value of \$84,000, in addition to \$72,000 in cash.

## Report

### Background

Courtcliffe Park was acquired by the Town of Flamborough (now City of Hamilton) in 1997. Prior to municipal ownership, the Park was a seasonal camping area and campground, and prior to that, the land was used for agriculture. The natural features on the property have endured many alterations over years to the detriment of the environment and the wildlife that use it.

With the Town's acquisition of the property came the formation of the Courtcliffe Park Committee, a volunteer community committee dedicated to the rehabilitation of the property. Working with the City of Hamilton and Conservation Halton they have been able to restore grassland, forest and wetland habitat in the park as well as establish a network of walking trails and wildlife nest boxes.

In 2015, Trout Unlimited Canada led the implementation of the first phase of creek rehabilitation works in the park. They replaced two undersized creek crossings with an arch style span bridge and decommissioned a straightened manmade bypass channel that had been previously installed.

In 2015 and 2016, Conservation Halton, Trout Unlimited Canada and the Courtcliffe Park Committee have been working to install sediment mats in over-widened sections of Bronte Creek. These features are composed primarily of used Christmas trees that are secured to the creek bank to capture sediment that is flowing down the stream. This work has been completed with volunteer contributions from Niagara College, Scouts Canada and the Ted Knott Chapter of Trout Unlimited Canada. This work will carry on for the next few years as the creek continues to return to a more natural condition.

### Tender Components

Rehabilitation works scheduled to take place in 2017 will result in habitat improvements for Brook Trout and other native cold water fish species that live in Bronte and Mountsberg Creeks. It will see the creek returned to a more natural state as it would have appeared prior to disturbance to the site. Specific activities that will be undertaken as part of the winter construction for the tender include the following:

1. Work will commence with restoring the natural channel of Mountsberg Creek. This will involve re-contouring the creek banks, re-building the riffles and shaping the pools. This work are shown in blue on the air photo below.
2. The natural channel work in Mountsberg Creek will see a concrete pad removed from the bottom of the pond. This was an old swimming pond. After that is removed, the pond will be restored to a creek channel (blue). A small floodplain wetland will be created to support frogs, fish, turtles and birds. This is shown in green below. There will be a viewing point created so that park visitors can view the wetland feature.
3. Two span bridges will be installed over Mountsberg Creek to connect the trail system. These are shown in yellow below. One will be a new arch style span bridge that can support park maintenance vehicles, the other will be a re-purposed flat span bridge that will be for pedestrian traffic.
4. The two culverts and stone bridge over Bronte Creek will be replaced with a new arch style span bridge. This is shown in red below. This will improve stream flows in Bronte Creek.

5. In addition to the above, the next phases of the project to be completed, pending funding, include:
- Flows to be flipped to restored channel. Shown in bright blue.
  - The straight manmade channel of Mountsberg Creek will be filled with soil and planted with trees and shrubs. The existing culvert crossing and pathway over the straightened channel of Mountsberg Creek will be removed Shown in orange.
  - A wetland, backwater feature will be constructed at the bottom end of the straightened manmade channel. Shown in purple.
  - The white pedestrian bridge over Bronte Creek will be removed, pending outcome of community consultation. Shown in bright green.
  - Repair to the approach of the recently installed arch style span bridge. Shown in magenta.



### Project Timelines

Timelines for this project have been short and extremely challenging to manage as a result of the grant funding requirements. Three of the four grants obtained are from provincial and federal ministries and as result require funds to be spent by February 28<sup>th</sup> 2017 and March 31<sup>st</sup> 2017 respectively. The largest funder did not notify recipients until August 2016, which delayed the start of work. The funding partners provide no flexibility to adjust the timing of project activities beyond their end of fiscal.

The following is a timeline of recent and upcoming project activities:

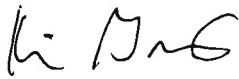
- Staff completed public consultation for the Courtcliffe Park Stream Rehabilitation Project in June 2016 at the Carlisle Family Fun Day and Duck Dash and a dedicated public open house at the Carlisle Arena.
- Staff hired Water's Edge Environmental Solutions Team in August 2016 to complete survey and detailed design work for the project. Hiring of Water's Edge Environmental Solutions Team was sole sourced as a result of the tight timelines as well as their experience having recently completed two detailed designs for other projects in Courtcliffe Park within the past two years.

- As part of the design process, Stewardship staff engaged CH technical staff in planning, engineering and ecology to provide input into the design to provide greater assurance of the desired outcome.
- In October 2016 staff issued a tender on Biddingo.ca requesting bids to construct and supply two span bridges for the project. The tender was awarded to Iron Bridge Fabrication Inc.
- In December 2016 staff issued a sealed two envelope prequalification tender on Biddingo.ca in accordance with the Purchasing Policy. A two envelope pre-qualification tender was elected as the preferred process as it allowed staff to evaluate bidders' experience with similar complex stream rehabilitation projects prior to reviewing bid amounts. Bid envelopes were only opened for the contractors who met the pre-qualification requirements. Upon review of the tenders, four of seven contractors met the pre-qualification requirements with the lowest eligible bidder being R&M Construction with a bid of \$299,725 (including tax) excluding additional optional work, which exceeds the amount budgeted for the works. As such, the project has been phased as described above and additional items have been removed from consideration to bring the total down to \$229,471, which is within the current funds available. Fundraising by all partners will continue with the goal of \$124,495 to enable next phases of the project to proceed at a later date, with works to be completed by the same contractor.
- Upon board approval, it is proposed to have winter construction start during the first week of February 2017 and be completed by the end of the first week of March 2017. CH Staff and project partners are working towards acquiring the additional required funds to complete the remaining restoration project activities during the summer of 2017. See Current Activities above for timing of construction components.

### Conclusion

- The successful completion of the Courtcliffe Park Stream Rehabilitation Project will fulfill a high priority rehabilitation project that will improve fish habitat for Brook Trout and other coldwater fish species in Bronte Creek, demonstrating Conservation Halton's commitment to protecting and rehabilitating our ecosystems and natural resources.
- The Courtcliffe Park Stream Rehabilitation Project serves as a great example of Conservation Halton's commitment and ability to collaborate with our municipal partners, local community members, national Environmental Non-Government Organizations and corporations.

Prepared by:

for 

Kent Rundle  
Watershed Stewardship Coordinator

Respectfully submitted:



Kim Barrett  
Associate Director – Science and Partnerships

Approved for circulation:



Hassaan Basit  
CAO/Secretary-Treasurer



**CONSERVATION HALTON  
CHBD 08 16 03**

**REPORT TO:** Board of Directors

**FROM:** Charles Priddle, Coordinator, Regulations Program, 905-336-1158 x 2276

**DATE:** January 26, 2017

**SUBJECT:** **Application for an addition, reconstruction of a garage, and enclosing a pool structure currently considered within the development setback associated with erosion hazard of Hamilton Harbour/Burlington Bay, 830 Danforth Place, City of Burlington, Regional Municipality of Halton  
CH File No.: S/16/B/26**

**Recommendation**

**THAT the Conservation Halton Board of Directors authorize staff to issue a Permit for an addition, the reconstruction of a garage, and enclosing a pool structure currently considered within the development setback associated with erosion hazard of Hamilton Harbour/Burlington Bay at 830 Danforth Place, City of Burlington, Regional Municipality of Halton, File Number S/16/B/26.**

**AND FURTHER THAT the approval of a Permit be based on a final development setback dependent upon reduced shoreline access requirements.**

**AND FURTHER THAT Conservation Halton consider a policy which reduces access requirements when giving credit to shoreline protection works, based on specific criteria being met such as shoreline configuration, orientation and exposure to wave action, as part of Conservation Halton's policy review.**

**Summary**

According to approved Conservation Halton policies, development setbacks along the shoreline can be reduced if shoreline protection works are of sufficient standard and in good working order. If so, a maximum life span or credit 35 years is given. This credit reduces the erosion setback by 10 metres on Lake Ontario and by 7 metres within Hamilton Harbour/Burlington Bay. However, to receive that credit, Board-approved policies also require that a 5 metre unobstructed access route from the road to and along those works for maintenance and replacement purposes be provided. This 5 metre access route is based on the expectation that access by large equipment is necessary to carry the 4 to 5 tonne armour stone most often used for shoreline protection works within Conservation Halton's jurisdiction.

In some locations in Hamilton Harbour/Burlington Bay, there are low-lying lands with favourable orientation, where coastal processes such as wave action are less severe. At these locations, smaller materials can be used to construct appropriate shoreline protection. These works involve less hardening of the shoreline and can be constructed with smaller materials that enable access by more compact machinery that can negotiate a 3 metre access (e.g., a bobcat versus a crane).

The proposal at 830 Danforth Avenue does not meet current Board-approved policy as the works are proposed within the development setback. The property currently provides a 3 metre access, not the 5 metre access required by policy. It is not reasonable to assume that a 5 metre access can be obtained without requiring total redevelopment of the site. Based on technical review and the specifics of the site, staff supports approval of this permit application subject to the following:

- a) The site is suitable for using smaller material and the applicant has demonstrated that heavy armour stone requiring larger equipment is not necessary to construct appropriate shoreline protection works;
- b) A softer, more environmentally friendly approach to shoreline protection has been designed and constructed at this site. This approach is more desirable to the lake environment and has been demonstrated as effective at this particular site by a Professional Coastal Engineer;
- c) The shoreline protection works design adheres to provincial standards, was designed according to current accepted scientific and coastal engineering principles, and was approved by Conservation Halton;
- d) The softer approach to shoreline protection works was supported by the applicant as staff were willing to consider applying the reduced access requirement;
- e) A 5-metre access would only be available if the current house was entirely reconstructed or partially reconstructed, which is not the owners desire.
- f) A 3 metre access is sufficient to allow for maintenance and repair of the shoreline protection works.

Based on the above factors, staff recommends approval of this permit application.

## Report

### Background

The subject property is located at 830 Danforth Place (Figure 1), City of Burlington, along the Hamilton Harbour/Burlington Bay shoreline and is affected by the flooding and erosion hazards associated with the shoreline. At this site the erosion hazard is the more restrictive hazard.

Figure 1: Location of 830 Danforth Place, Burlington



The Hamilton Harbour/Burlington Bay erosion hazard is that portion of land which would be subject to erosion over a 100 year period and is determined by the sum of the erosion allowance and the stable slope allowance.

The erosion allowance is based on the average annual recession rate of the natural shoreline extended over a 100 year planning horizon. This is represented by a horizontal measurement that is calculated landward from where the natural shoreline exists. In Hamilton Harbour/Burlington Bay within Halton Region, the average annual recession rate of the natural shoreline is 0.2 metres/year, in contrast to the annual recession rate for Lake Ontario in Halton Region which is 0.3 metres/year. The coastal processes for Hamilton Harbour/Burlington Bay are less severe than along Lake Ontario. The stable slope allowance is then be added to the erosion allowance for a final erosion hazard limit.

The stable slope allowance is the angle of inclination at which a slope is stable and will not slide and result in ground loss or movement. The stable slope allowance is from the inland limit of the erosion allowance up to the existing ground elevation. The stable slope allowance is specifically determined through a geotechnical investigation, one of which was done at this site.

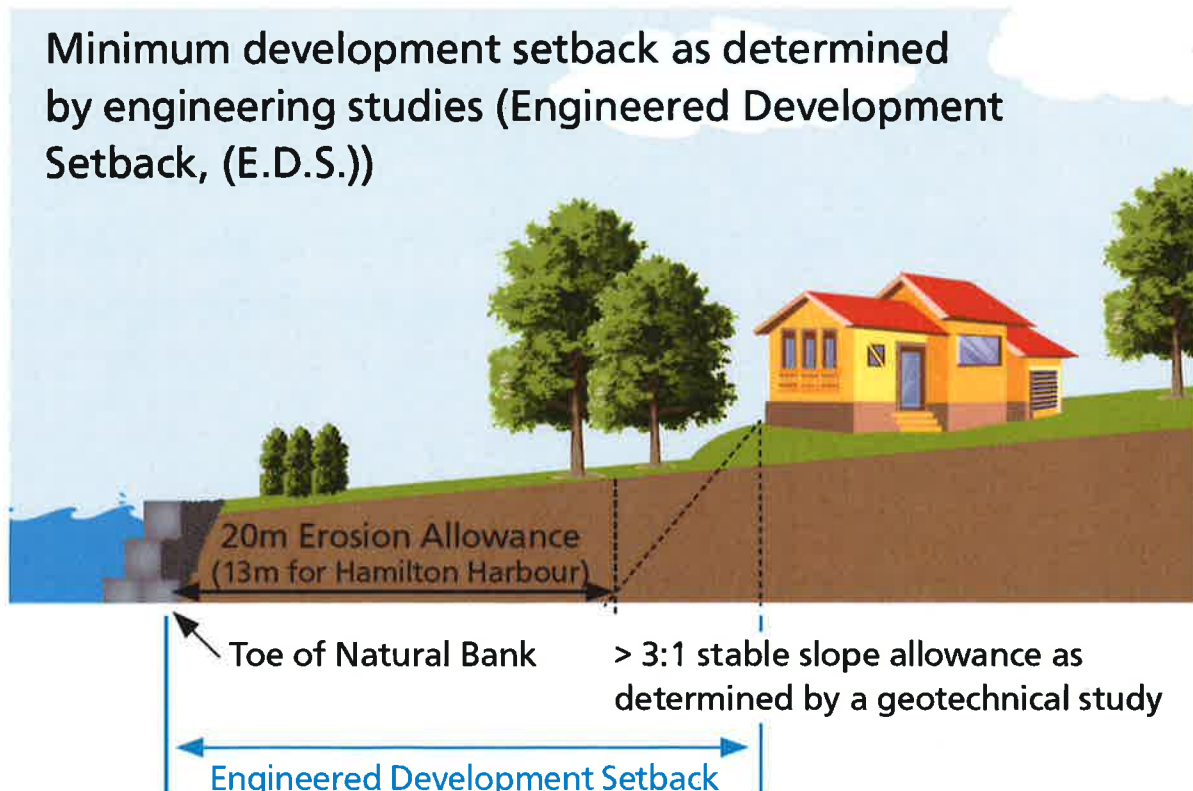
#### How Shoreline Protection is Incorporated into the Erosion Allowance

If a property has shoreline protection works of sufficient standard and in good working order and there is a 5 metre unobstructed access to and along those works, Conservation Halton provides a 35-year credit to the average annual recession rate. The erosion allowance for Hamilton Harbour/Burlington Bay is 20 metres. Because access to and along shoreline protection works is required for long term maintenance and replacement of shoreline protection works, no reduction in the development setback can be considered under current approved policy.

#### Engineered Development Setback (EDS)

Under current policies, once it has been determined that shoreline protection works are of sufficient standard and in good working order and a 5 metre unobstructed access is available, and the stable slope allowance has been determined by a geotechnical investigation, staff can confirm the minimum EDS as illustrated below (Figure 2).

Figure 2: Determining the Engineered Development Setback



### Previous Application for Shoreline Protection Works

On June 4, 2015, a permit application for proposed works was submitted to Conservation Halton. After providing all the technical information necessary to determine setbacks, it was found that the proposed works could not be supported by staff at this property. The main stumbling block was the lack of a 5 metre access to the shoreline protection - given current policy, the 35-year credit which reduces the setback was not available. Reduced setbacks can only be achieved through a complete reconstruction of the home, which was not anticipated by the owner.

Shoreplan Engineering Limited, professional coastal engineers, was engaged by the landowner to assess coastal processes. The study demonstrated that given the low level of land and less destructive influence of coastal processes, a softer and more environmentally friendly but effective shoreline protection works could be built with a bobcat rather than heavy equipment. On August 13, 2016 a permit was issued by Conservation Halton for such works, and on October 8, 2016 staff received confirmation that those works were built as designed (Figure 3). These protection works replaced structure in poor condition made from rail ties.

### Current Proposal

On October 21, 2016, staff received a new application for an addition, the reconstruction of a garage, and enclosing a pool structure within the development setback associated with erosion hazard of Hamilton Harbour/Burlington Bay. Drawings will be finalized after the proponent is notified of the finding of the Board of Directors, but no habitable space will be closer to the Lake, and there will be no encroachment into the access that is available. A site plan illustrating the location of the proposed addition and pool structure is shown in Figure 4.

### Conservation Halton Policy Review

Conservation Halton's *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document, Update to Shoreline Policies – Sections 3.41 to 3.50 (inclusive), revised December 1, 2015*, Policy 3.48 (*Shoreline Policy Standard*) state the following:

#### **Policy 3.48 Shoreline Protection Works**

**3.48** Where permitted, *shoreline protection works* may be used to address Lake Ontario shoreline flood and erosion hazards where it can be demonstrated, to the satisfaction of Conservation Halton, that:

- a) the need for, and purpose of, the proposed *shoreline protection works* have been clearly defined and there is no feasible alternative,
- b) the *shoreline protection works* are designed for the 100 year flood level and other water related hazards and according to current accepted scientific and coastal engineering principles,
- c) the *shoreline protection works* are designed, and the installation supervised by, a professional engineer with experience and qualifications in coastal engineering,
- d) long-term stable slope allowance based on existing grades is assessed by a professional engineer with experience and qualifications in geotechnical engineering,
- e) the ownership of land, where the *shoreline protection works* are proposed, is clearly established by the applicant and the applicable landowner(s) must sign the Permit application,
- f) the design and installation of the *shoreline protection works* provides for a 5 metre unobstructed access to and along the *shoreline protection works* for appropriate equipment and machinery for regular maintenance purposes and repair, should failure occur,
- g) the *shoreline protection works* are environmentally sound,

- h) the *shoreline protection works* will not create new hazards or aggravate existing hazards on the subject property, or other properties,
- i) the *shoreline protection works* will not result in an unacceptable or cumulative impact on the control of *flooding, erosion, dynamic beaches, pollution* or the conservation of land;
- j) natural features, ecological functions and *hydrologic functions* contributing to the conservation of land will not be affected, and
- k) in areas of existing development, *shoreline protection works* are coordinated with adjacent properties.

Figure 3: As-built drawings of shoreline protection works

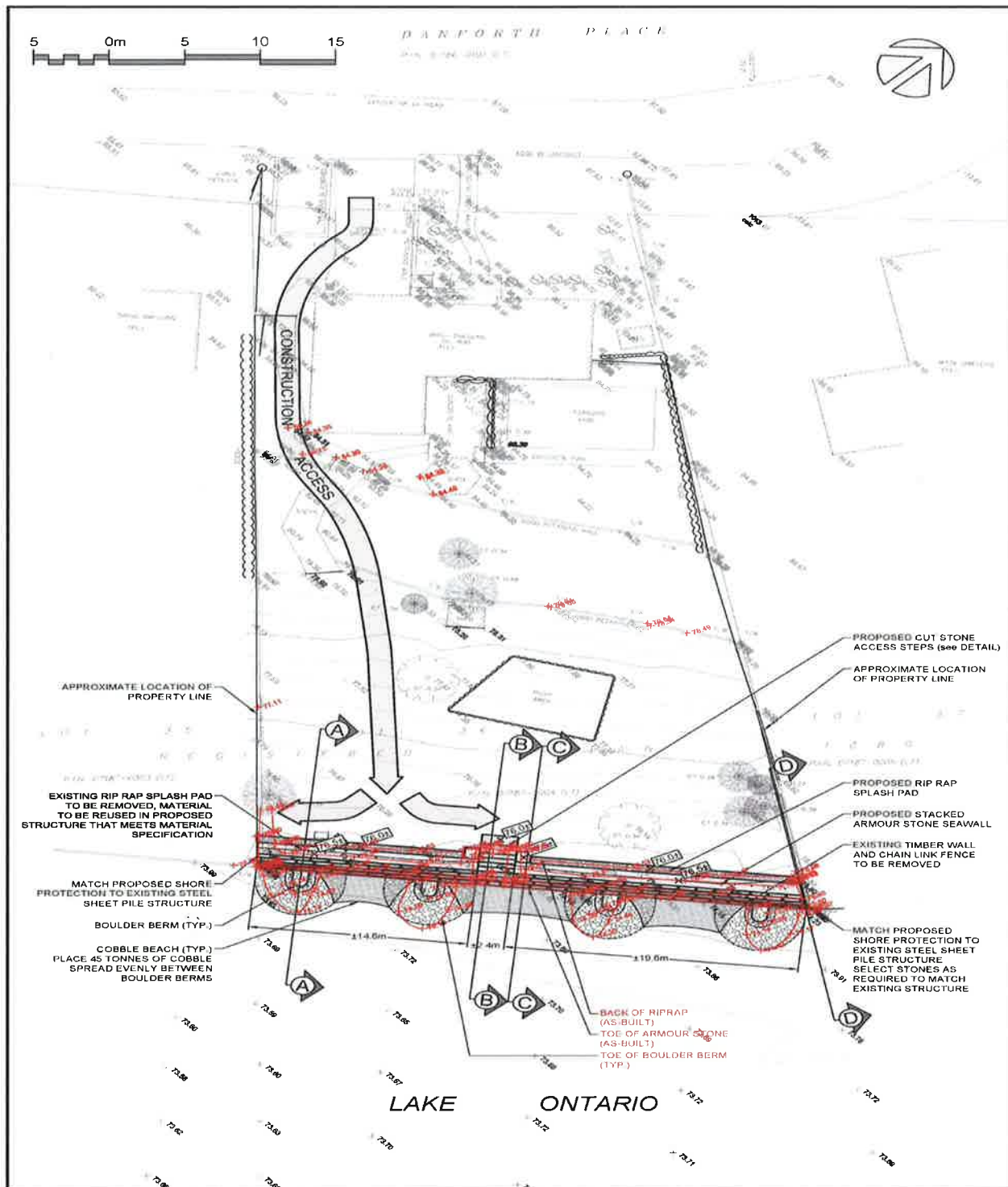
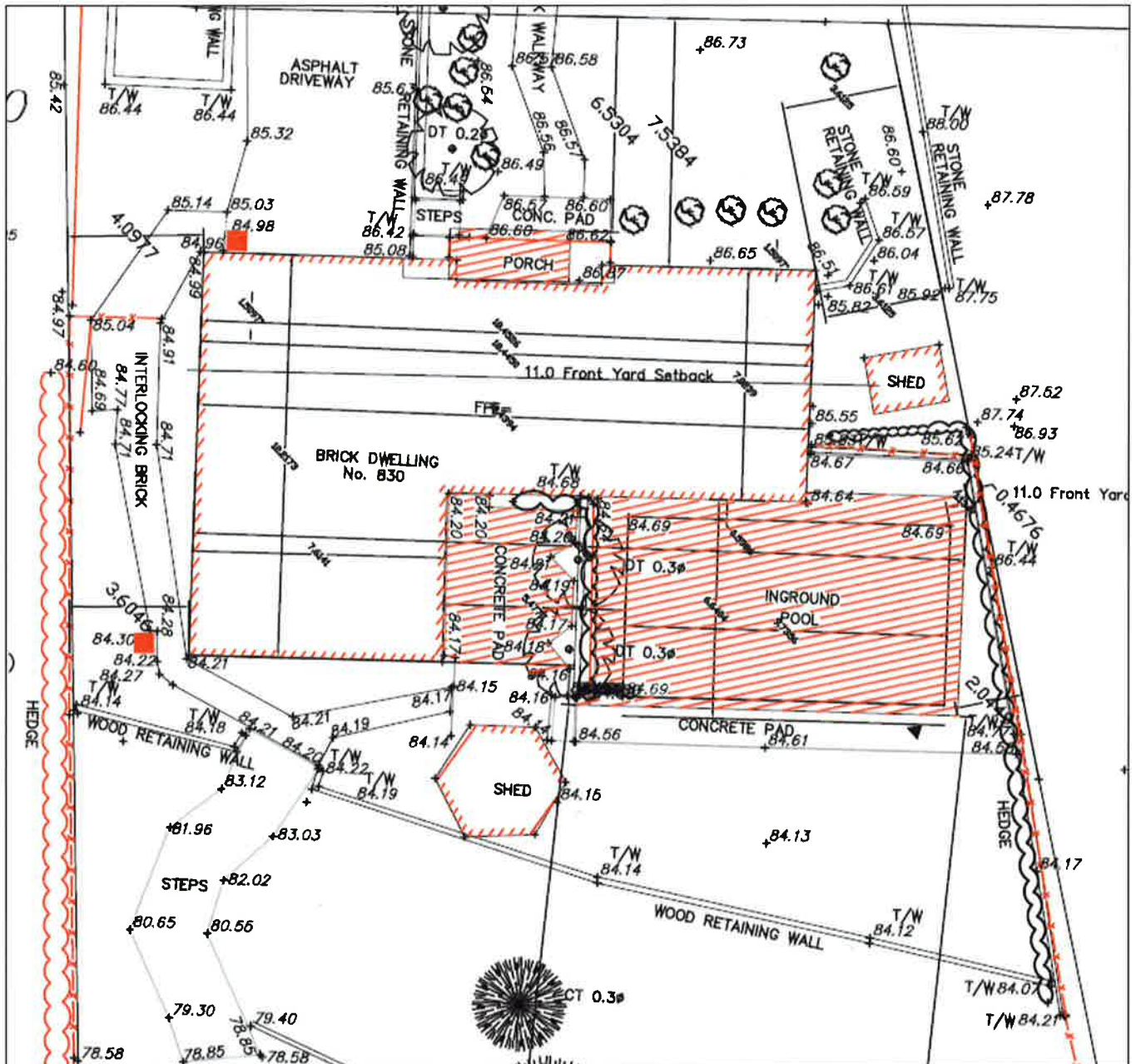




Figure 4: Site plan showing proposed second floor addition and pool enclosure



Policy 3.48 and the consideration of shoreline protection works in determining development setbacks is consistent with Provincial Technical Guidelines. The *Great Lakes – St. Lawrence River System and Large Inland Lakes: Technical Guide For Flooding, Erosion and Dynamic Beaches* (2001), acknowledges that different local conditions may exist and allows for development of local standards and procedures to deal with existing development within hazardous lands. These standards and procedures were created to recognize local constraints while preserving the overall intent of provincial policies and regulations aimed at minimizing potential risk to life and property. For example, the province recognizes that the existence of shoreline protection works may be considered to contemplate a decrease in setbacks related to the erosion hazard associated with the shoreline. Conservation Halton does consider shoreline protection works to decrease setbacks associated with the erosion hazard of Lake Ontario as per Policy 3.48. However, the policy only recognizes shoreline protection works that have a 5 metre access to and along them for maintenance and replacement. The 5 metres is considered necessary for heavy, often large track vehicles used to transport the 4 to 5 tonne armour stone most often used.

The current property does not have a 5 metre access to shoreline protection works. The applicant is not proposing to demolish the existing house. The owner has demonstrated that a softer, more environmentally-friendly approach to shoreline protection works is appropriate at this site. These shoreline protection works were permitted by Conservation Halton and have been constructed. Staff supports a 3 metre access requirement in this specific case because the maintenance and repair for the newly installed shoreline protection works can be effectively carried out with smaller equipment. A reduction in the access requirement would allow the proposed development to be located beyond the development setback and therefore, meet Conservation Halton's other policy requirements.

Staff support this approach in other similar situations, where appropriate, and will clearly outline such situations during the review of Conservation Halton's policies for administering Ontario Regulation 162/06 which is taking place in 2017/2018.

Prepared by:

A blue ink signature of Charles Priddle, consisting of a large 'C' followed by a series of loops and a long horizontal stroke.

Charles Priddle  
Coordinator, Regulations Program

Respectfully submitted:

A blue ink signature of Barbara Veale, written in a cursive style.

Barbara Veale  
Director, Planning and Regulations

Approved for circulation:

A blue ink signature of Hassaan Basit, written in a cursive style.

Hassaan Basit  
CAO/Secretary-Treasurer

**CONSERVATION HALTON  
CHBD 08 16 04**

**REPORT TO:** Board of Directors

**FROM:** Sheryl Ayres, Senior Director, Finance & Strategic Initiatives  
(905) 336-1158 x 2250

**DATE:** January 26, 2017

**SUBJECT:** Finance Function Effectiveness Assessment

**Recommendation**

THAT the Conservation Halton Board of Directors **approve a budget of \$28,000 to conduct a Finance Function Effectiveness Assessment;**

AND FURTHER THAT **the budget be funded from the Watershed Management – Revenue Stabilization Reserve which will be replenished from the expected year-end surplus from 2016.**

**Report**

It was identified in 2016 that an assessment of the finance function be undertaken to review current practices and ensure effective financial operations for the future. This work was anticipated to be completed in 2016 and therefore was not included in the 2017 budget.

Conservation Halton staff have discussed this project with our audit firm of KPMG to ensure appropriate independence if they were to undertake this work. As Conservation Halton's current auditors, KPMG is uniquely positioned to conduct the Effectiveness Assessment in the most efficient manner. The Assessment will be conducted by an Advisory Partner in Management Consulting who has extensive experience in advisory and consulting services with a focus on finance related services.

In conducting the Assessment, KPMG will utilize a framework to provide comparisons of the current state of process in the Finance Department against required practices to ensure fiduciary responsibilities and statutory obligations are met. It will also compare processes to leading practices to help understand and plan for future state improvement opportunities. KPMG's approach to the Assessment will follow a structured framework to assess current pain points and opportunities to inform the development of future-state recommendations.

The scope of the Assessment includes assessing the current state practices in the following areas:

- General accounting, interim and year-end financial reporting.
- Treasury
- Budgeting and forecasting
- Internal controls and compliance
- Procurement



The final deliverable from KPMG is a written report that outlines the findings of the current state assessment, a gap analysis of identified issues with leading practices and expected performance standards, identification and prioritization of key opportunities for improvement leading to future state recommendations, and risk mitigation solutions.

Prepared by:



Sheryl Ayres  
Senior Director, Finance & Strategic Initiatives

Approved for circulation:



Hassaan Basit  
CAO/Secretary-Treasurer

**CONSERVATION HALTON  
CHBD 08 16 05**

**REPORT TO:** Board of Directors

**FROM:** Marnie Piggot, Director, Finance  
905 336 – 1158 x 2240

**DATE:** January 26, 2017

**SUBJECT:** **Region of Halton Request for Financial Plans  
prior to 2018 Budget Submission**

**Recommendation**

**THAT the staff report dated January 26, 2017 regarding the Region of Halton request for Conservation Halton Board of Directors to provide various financial plans prior to 2018 Budget submission be received for information.**

**Report**

The Region of Halton Council approved funding to Conservation Halton of \$8,451,896 at the Council meeting on December 14, 2016 as requested in the Conservation Halton 2017 Budget.

The Region of Halton Council also approved the following recommendation from staff:

*THAT the Conservation Halton Board of Directors be requested to provide the following to Regional Council prior to their 2018 Budget submission:*

- *Capital spending plan and funding source for the Emerald Ash Borer program*
- *Capital plan outlining the intended use of the developer contributions collected through the 2012 Allocation Program*
- *Asset management plan*

Conservation Halton staff met with Region of Halton staff in mid-January to discuss these recommendations, clarify expectations for the various plans and discuss resources that Halton Region staff may provide in the development of the plans. A summary of the status of each of these requests is as follows:

**Emerald Ash Borer**

The Region of Halton staff report identified that the Emerald Ash Borer (EAB) spending plan and funding source would be considered in a report to Regional Council in early 2017 once Conservation Halton has finalized its EAB plans. Conservation Halton staff provided a draft Forestry Business Case related to Forestry Health and EAB to Region of Halton staff during the 2017 Budget discussions. This Business Case requested an amount of \$400,000 being included in the 2017 Capital Budget. This amount is insufficient to proactively manage the health of our forests or deal with the impact of EAB. Therefore, Conservation Halton staff are evaluating the needs to deal with the impact of EAB while continuing to manage our forestry health over the next three to five years and on a longer term basis to ensure proactive management of the health of our forests. An updated Forestry Business Case will be presented to the Conservation Halton Board of Directors for information at the February Board of Directors meeting prior to providing information to the Region of Halton as requested. It is anticipated that the 2017 EAB program will be implemented in the spring and staff are currently developing work plans and preparing to secure the necessary resources for a successful launch of the program.

### Developer Contributions Collected Through the 2012 Allocation Program

Over the coming months, staff will be evaluating the projects in the capital forecast to recommend suitable projects for this source of funding. The criteria to be considered in choosing projects are that the project should be growth related in nature, addresses capacity issues in service delivery, and other sources of funding can be leveraged to increase overall funding for the project, such as federal or provincial grants.

### Asset Management Plan

Preparation of a comprehensive Asset Management Plan will be completed in phases. The first phase will focus on dams and channels as these assets represent the largest category of assets owned by Conservation Halton at 15% of total net book value and are also the largest area of risk.

As requested by staff at the Region, the Asset Management Plan will comply with the Province of Ontario's Building Together – Guide for Municipal Asset Management Plans. The Plan will contain information on the state of the infrastructure, desired levels of service, an asset management strategy, a financing strategy and information on how the Plan will be updated in the future to include all other asset categories.

Prepared by:



Marnie J. Piggot  
Director, Finance

Respectfully submitted:



Sheryl Ayres  
Senior Director,  
Finance & Strategic Initiatives

Approved for circulation:



Hassaan Basit  
CAO/Secretary-Treasurer

**CONSERVATION HALTON**  
**CHBD 08 16 06**

**REPORT TO:** Board of Directors

**FROM:** Barbara J. Veale, Director, Planning & Regulations 905.336.1158 x 2273

**DATE:** January 26, 2017

**SUBJECT:** **Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06 September 3, 2016 to January 2, 2017**

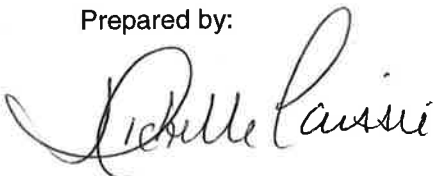
**Recommendation**

THAT the Conservation Halton Board of Directors **receive for information the Permits and Letters of Permission issued by staff under Ontario Regulation 162/06 for the period of September 3, 2016 to January 2, 2017, as identified in the staff report dated January 26, 2017.**

**Report**

Between September 3, 2016 and January 2, 2017, 92 Permits and 26 Letters of Permission were issued (see attached table). For the period of January 1, 2016 to December 31, 2016 365 Permits and 64 Letters of Permission were issued. All approvals were reviewed and approved in accordance with Board approved policies contained in *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document April 27, 2006, revised November 26, 2015.*

Prepared by:



Michelle Caissie, Administrative Assistant  
Planning & Regulations

Respectfully submitted by:



Charles Priddle, Coordinator  
Regulations Program

Approved for circulation by:



Barbara J. Veale, Director  
Planning & Regulations

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
<b>Burlington</b>						
A/14/B/37	5443	City owned lands b/w Palmer Dr & Upper Middle Rd	Proposed Stabilization and Erosion Protection Works with the Valley of Tuck Creek	18/07/2016	21/12/2016	Laura Head
S/16/B/19	5365	1116 Edgedcliffe Place	Proposed reconstruction of residence that is located within the erosion hazard associated with Lake Ontario with a small addition located beyond the Engineered Development Setback.	31/08/2016	09/09/2016	Charles Priddle
A/16/B/64	5366	3340 Minerva Way	Proposed rear yard deck within 7.5 m of the floodplain associated with Sheldon Creek	08/09/2016	12/09/2016	Cassandra Connolly
A/16/B/60	5367	1855 Heather hills Drive	Proposed construction of a rear deck addition within the valley associated with a tributary of Grindstone Creek	19/08/2016	12/09/2016	Ben Davis
A/16/B/56	5370	1071 Forestvale Drive	Proposed construction of a 44.5 ft x 22.5 ft second storey deck within 7.5 m of the valley associated with Upper Hager Creek	09/09/2016	13/09/2016	Ben Davis
A/16/B/61	5371	2173 Bonfield Court	Proposed construction of a rear deck within the valley associated with Grindstone Creek	09/09/2016	13/09/2016	Ben Davis
A/16/B/67	5375	1248 No 1 Sideroad	Proposed demolition of the existing dwelling, construction of a new dwelling and driveway and new septic within 30 metres of a wetland greater than 2 hectares in size.	14/09/2016	15/09/2016	Cassandra Connolly
S/16/B/23	5381	1100 Lakeshore Road	Proposed upgrades to a dune crossing on a dynamic beach including the addition of a ramp to meet accessibility requirements	15/09/2016	21/09/2016	Charles Priddle
A/16/B/66	5382	2322 Fleet Path	Proposed construction of a 12ft x 4.5ft rear addition within 7.5m from the valley associated with Upper Rambo Creek	15/09/2016	21/09/2016	Ben Davis
S/16/B/21	5387	3050 Lakeshore Road	Proposed reconstruction of a residence within the erosion hazard of Lake Ontario	07/09/2016	26/09/2016	Charles Priddle
A/16/B/02	5399	Dundas Street & Walkers Line	Proposed construction of the Natural Channel re-alignment of East Shoreacres Creek including fine grading works, a culvert and outfalls within the regulated area associated with East Shoreacres Creek	28/09/2016	19/10/2016	Ben Davis
S/16/B/15	5400	636 Edgewater Crescent	Proposed construction of a new 2 storey single family dwelling within the regulated area associated with the Shoreline of Lake Ontario	25/07/2016	19/10/2016	Cassandra Connolly
S/16/B/25	5403	642 West Oval Drive	Proposed reconstruction of a rear porch with new roof structure on a property that is located within the erosion hazard associated with Hamilton Harbour	18/10/2016	19/10/2016	Charles Priddle
A/16/B/71	5404	1348 Hazelton Boulevard	Proposed construction of a 4.26 m x 8.53 in-ground swimming pool adjacent to the valley associated with Upper Rambo Creek	19/10/2016	19/10/2016	Ben Davis
A/16/B/07	5405	6071 Cedar Springs Road	Proposed addition to an existing cottage located within the valley associated with Bronte Creek	27/04/2016	20/10/2016	Cassandra Connolly
A/16/B/42	5406	North of 1084 King Road	Proposed isolation of an aqueduct in order to inspect for damage and undertake repairs including the sealing of membranes within the connecting joints	14/07/2016	25/10/2016	Charles Priddle
A/15/B/53	5408	6125 Mountain Top	Proposed replacement of existing wood retaining walls located within the valley associated with Bronte Creek	24/10/2016	24/10/2016	Cassandra Connolly
S/16/B/22	5410	5420 Lakeshore Road (Burloak Park)	Proposed Burloak Regional Waterfront Park enhancements (Phase 1) includes development within the erosion hazard of Lake Ontario	25/10/2016	25/10/2016	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
S/16/B/13	5413	1115 Appleby Place	Proposed new 2-storey single family dwelling, accessory structure, pool and associated landscaping works within the erosion hazard associated with Lake Ontario.	04/05/2016	26/10/2016	Cassandra Connolly
A/16/B/78	5415	5565 Guelph Line	Proposed excavation of an area 8 m x 3 m x 3 m to expose an existing pipeline for inspection within the regulated area on an existing property that contains a portion of the floodplain associated with Bronte Creek and may include wetlands	27/10/2016	27/10/2016	Ben Davis
A/16/B/79	5417	4200 New Street	Proposed construction of an attached garage to replace an existing failing attached garage within the floodplain associated with Shoreacres Creek	21/10/2016	28/10/2016	Ben Davis
A/16/B/75	5419	645 Geneva Park Drive	Proposed construction of a flat roof extension over an existing patio and a new deck within the floodplain associated with Tuck Creek	27/10/2016	03/11/2016	Ben Davis
A/16/B/52	5420	4671 Palladium Way	Proposed new outfall to a tributary of Sheldon Creek	03/08/2016	04/11/2016	Cassandra Connolly
A/16/B/49	5421	4671 Palladium Way	Proposed grading, landscaping, and concrete pads within the 7.5 metre regulated area associated with Sheldon Creek	03/08/2016	04/11/2016	Cassandra Connolly
A/16/B/81	5424	1095 Skyview Drive (Units 1 - 23)	Proposed reconstruction of a rear decks (Units 1 to 23) within 7.5 m of the valley associated with a tributary of Upper Hagar Creek	09/11/2016	14/11/2016	Ben Davis
A/16/B/74	5433	2048 Cedar Springs Road	Proposed replacement of an existing waterline within the valley associated with Bronte Creek.	14/11/2016	29/11/2016	Cassandra Connolly
A/16/B/84	5440	272 Goodram Drive	Proposed dwelling additions and roof restructuring partially within 7.5 m of the erosion hazard associated with Shoreacres Creek	28/11/2016	05/12/2016	Cassandra Connolly
A/15/B/42	5441	Roseland Creek (b/w Guelph Line & Upper Middle Rd)	Proposed erosion protection works within the Valley of Roseland Creek	06/10/2016	07/12/2016	Laura Head
A/16/B/88	5442	615 Old York Road	Proposed regrading of the subject property within 15 metres of the top of bank associated with the valley of Grindstone Creek	02/12/2016	08/12/2016	Ben Davis
A/16/B/89	5444	2210 Orchard Road	Proposed installation of a rear yard skating rink within 15 metres of the floodplain associated with Sheldon Creek	08/12/2016	14/12/2016	Ben Davis
A/16/B/72	5445	1120 Burloak Drive	Proposed parking lot modifications, site servicing, and landscaping within the 7.5 metre regulation limit associated with Sheldon Creek	09/12/2016	15/12/2016	Cassandra Connolly
A/16/B/73	5446	1120 Burloak Drive	Proposed on-site sewer to existing culvert with proposed on-site manholes, catch basin, and oil grit separator and outfall to Sheldon Creek	09/12/2016	15/12/2016	Cassandra Connolly
A/16/B/93	5450	6214 Appleby Line	Proposed demolition of an existing dwelling and construction of a new dwelling within 15 metres from the valley associated with Bronte Creek	09/12/2016	19/12/2016	Cassandra Connolly
A/16/B/91	5452	0 Dundas Street	Proposed installation of a 375mm diameter sanitary sewer under the temporary diversion channel associated with East Shoreacres Creek within the regulated area associated with East Shoreacres Creek.	08/12/2016	20/12/2016	Ben Davis
A/16/B/82	5454	2141 Jardine Crescent	Proposed construction of an in-ground pool and associated landscaping within 7.5 m of the floodplain associated with Sheldon Creek	20/12/2016	20/12/2016	Ben Davis
A/16/B/92	5455	1401 Old York Road	Proposed installation of a woodland trail within 15 metres of the valley associated with Grindstone Creek	16/12/2016	21/12/2016	Ben Davis
A/16/B/94	5456	418 Dorset Avenue	Proposed construction of a second storey and side addition to an existing dwelling within 7.5 metres of the floodplain associated with Falcon Creek	16/12/2016	21/12/2016	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/16/B/96	5458	4236 Dunvegan Road	Proposed construction of a 11m x 2.5m front addition and a 4.9m x 13.3m rear addition to an existing dwelling within 7.5 metres of the valley associated with Shoreacres Creek	20/12/2016	21/12/2016	Ben Davis
A/16/B/23	5459	288 Sumach Drive	Proposed construction of a new dwelling within 15m of the valley associated with Grindstone Creek	29/11/2016	21/12/2016	Ben Davis
A/16/B/83	Letter of Permission	3454 Cedar Springs Road	Proposed new dwelling, septic system, driveway expansion, and grading works to be located between 30 and 120 metres of a Provincially Significant Wetland and a wetland greater than 2 hectares in size.	23/11/2016	23/11/2016	Cassandra Connolly

#### Halton Hills

A/16/HH/01	5389	9348 Trafalgar Road	Proposed construction of a 450 mm PVC emergency overflow outlet and weir overflow apron within the limits of the Mid-East Branch of Sixteen Mile Creek and associated landscaping and planning enhancement within the regulated area. (W2990A)	26/08/2016	29/09/2016	Paul Bond
A/16/HH/13	5385	Trafalgar Road ROW	Installing twin 900mm diameter feeder mains (using trenchless technology) within the limits of several tributaries of the Middle East Branch of Sixteen Mile Creek within the Trafalgar Road	05/07/2016	20/09/2016	Cory Harris
A/16/HH/22	5395	8017 Hornby Road	Proposed redevelopment of an existing gas station and addition of a convenience store and café within 120 metres of a wetland greater than two hectares in size	05/10/2016	11/10/2016	Matt Howatt
A/16/HH/21	Letter of Permission	11740 Dublin Line	Proposed septic replacement located between 30 and 120 metres of a Provincially Significant Wetland	27/09/2016	29/09/2016	Laura Head
A/16/HH/23	Letter of Permission	12099 Steeles Avenue	Proposed connection of house to municipal wastewater pipe within 120 metres of a wetland greater than two hectares in size.	26/10/2016	07/11/2016	Laura Head
A/16/HH/24	Letter of Permission	9797 Fourth Line	Proposed replacement of septic tank within 120 metres of a Provincially Significant Wetland	08/11/2016	09/11/2016	Laura Head

#### Hamilton

A/15/H/32	5372	392 Dundas Street East	Proposed removal of an existing farm lane crossing a tributary of Grindstone Creek to accommodate subdivision development for the Waterdown Bay Phase 2 development	29/06/2016	16/09/2016	Ben Davis
A/15/H/35	5373	392 Dundas Street East	Proposed construction of the crossing (Mallard Trail) a tributary of Grindstone Creek (GS-1) and all associated works within the regulated area associated with tributary of Grindstone Creek.	29/06/2016	16/09/2016	Ben Davis
A/16/H/52	5383	159 Carlisle Road	Proposed temporary stockpile of extraneous fill excavated from Courtcliffe Park within the Regulated Area associated with a tributary of Bronte Creek.	15/09/2016	21/09/2016	Ben Davis
A/16/H/48	5386	150 Mill Street South	Proposed installation of approximately 15 metres of NPS 1 1/4" to supply an existing water pumping station within the Regulated Area associated with a tributary of Grindstone Creek.	24/08/2016	22/09/2016	Cassandra Connolly
A/16/H/58	5391	185 Tenth Concession Road East	Proposed installation of 12 inches depth of limestone top dressing to an existing driveway within 15 m of wetland less than 2 hectares in size.	05/10/2016	05/10/2016	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/16/H/59	5398	159 Carlisle Road	Proposed temporary installation of wildlife exclusion structures in Courtcliffe Park and the installation of a temporary rock check dam within Mountsberg Creek within the regulated area associated with a tributary of Bronte Creek (Mountsberg Creek)	17/10/2016	17/10/2016	Ben Davis
A/16/H/56	5401	1064 Six Highway	Proposed replacement of a wood-frame portion of an existing building with a new steel structure to be within 120 metres of a wetland greater than 2 hectares in size.	12/10/2016	19/10/2016	Cassandra Connolly
A/16/H/47	5402	1539 Brock Road	Proposed installation of a replacement septic system within the floodplain associated with Bronte Creek	03/10/2016	19/10/2016	Ben Davis
A/16/H/57	5427	29 Galaxy Boulevard	Proposed construction of a 18 ft x 32 ft storage shed within 15 metres of the floodplain associated with Grindstone Creek	04/11/2016	17/11/2016	Ben Davis
A/16/H/54	Letter of Permission	828 Eighth Concession Road West	Proposed enclosures of an existing front porch and the construction of a 8 ft x 6 ft gable on a property within 30 and 120 metres of a Provincially Significant Wetland	22/08/2016	12/10/2016	Ben Davis
A/16/H/60	Letter of Permission	1475 Brock Road	Proposed construction of a 1792 sq. ft. storage shed on a property within 30 and 120 metres of a Provincially Significant Wetland	20/10/2016	27/10/2016	Ben Davis
A/16/H/15	Letter of Permission	480 Carlisle Road	Proposed construction of a new hay shelter between 30 and 120 metres of a wetland greater than 2 hectares in size.	28/10/2016	31/10/2016	Cassandra Connolly
A/16/H/62	Letter of Permission	370 Eighth Concession Road East	Proposed construction of a 36 ft x 64 ft storage barn on a property within 30 and 120 metres of a Provincially Significant Wetland	03/11/2016	04/11/2016	Ben Davis
A/16/H/61	Letter of Permission	80 Chesswood Trail	Proposed construction of a new dwelling and septic system located between 30 & 120 metres of a Provincially Significant Wetland	08/11/2016	08/11/2016	Ben Davis
A/16/H/08	*REVISED* 5078	752 Centre Road	Revised- Proposed construction of two (2) baseball diamonds including site grading and landscaping within 15 m of floodplain associated with Grindstone Creek	08/09/2016	08/09/2016	Ben Davis
A/16/H/51	*REVISED* Letter of Permission	125 Chesswood Trail	Revised- Proposed construction of a new dwelling, septic system and geothermal system located between 30 and 120 m of a Provincially Significant Wetland	25/11/2016	28/11/2016	Ben Davis

Milton						
A/14/M/29	5430	0 Tremaine Road	Proposed installation of a temporary sediment control pond, complete with outlet to a tributary of Sixteen Mile Creek (SWS 1-NE-2A) within the regulated area associated with a tributary of Sixteen Mile Creek (SWS1-NE-2A)	24/11/2016	25/11/2016	Cory Harris
A/16/M/70	5368	9230 Guelph Line	Proposed temporary placement of a large event tent within the floodplain associated with Sixteen Mile Creek	09/09/2016	12/09/2016	Charles Priddle
A/16/M/60	5379	Trafalgar Road ROW - Derry to CPR Tracks	Installing twin 900mm diameter feeder mains (using open trench methods) within the limits of a tributary of the East Branch of Sixteen Mile Creek.	05/07/2016	20/09/2016	Cory Harris
A/16/M/61	5380	Derry Rd ROW (600m E of Sixth Line to Trafalgar Rd)	Installing a 900mm diameter feeder main (using trenchless technology and open trench methods) within the limits of several tributaries of the East Branch of Sixteen Mile Creek within the Derry Road ROW.	05/07/2016	20/09/2016	Cory Harris
A/16/M/62	5384	Trafalgar Road ROW - north and south of Hwy 401	Installing twin 900mm diameter feeder mains (using trenchless technology and open trench methods) within the limits of several tributaries of the East Branch of Sixteen Mile Creek.	05/07/2016	20/09/2016	Cory Harris



CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/16/M/64	5394	1364 East Lower Base Line	Proposed integrity dig of an existing SPPL NPS 12 pipeline within the regulated area associated with the wetland less than 2 hectares in size	30/09/2016	11/10/2016	Ben Davis
A/16/M/73	5412	0 Louis St. Laurent Avenue	Proposed installation of approximately 1460 metres of NPS 8" commencing at a tie-in to an existing NPS 6" at the former of Louis St. Laurent & Thompson Road. The project will involve the crossing of a tributary of Sixteen Mile Creek.	30/09/2016	26/10/2016	Ben Davis
A/16/M/83	5418	141 Mill Street	Proposed construction of a new deck and outdoor fireplace within the Regulated Area associated with Sixteen Mile Creek.	18/10/2016	27/10/2016	Cassandra Connolly
A/16/M/90	5431	10580 Nassagaweya- Esqueving Townline	Proposed repairs to existing weir structure within Sixteen Mile Creek	17/11/2016	25/11/2016	Laura Head
A/16/M/93	5437	10653 First Line	Proposed installation of 110 m of NPS 1/4" (13.7 mm OD) pipeline to supply gas to residence within 30-120 metres of a Provincially Significant Wetland	14/11/2016	02/12/2016	Emma DeFields
A/16/M/95 and A/16/M/96	5448	0 Jasper Street (ROW) and 184 Martin Street	Proposed extension of Jasper Street, construction of a vehicle turnaround and installation of a catch basin located within 30 - 120 metres of locally significant wetlands	12/12/2016	15/12/2016	Emma DeFields
A/16/M/98	5451	41 Peru Road	Proposed construction of a cement based skating rink within the floodplain associated with Sixteen Mile Creek	19/12/2016	20/12/2016	Charles Priddle
A/16/M/68	Letter of Permission	10150 Pine View Trail	Proposed septic system replacement located between 30 and 120 metres of a Provincially Significant Wetland	06/09/2016	07/09/2016	Laura Head
A/16/M/71	Letter of Permission	9068 First Line	Proposed three season room addition and the replacement and enlargement of the existing deck associated with the existing dwelling located between 30 and 120 metres of a Provincially Significant Wetland.	21/09/2016	28/09/2016	Laura Head
A/16/M/74	Letter of Permission	12195 Fourth Line	Proposed septic system and leach bed between 30 and 120 metres of a Provincially Significant Wetland	06/10/2016	17/10/2016	Laura Head
A/16/M/77	Letter of Permission	11355 Taylor Court	Proposed roof over existing deck between 30 and 120 metres of a Provincially Significant Wetland	19/10/2016	27/10/2016	Laura Head
A/16/M/85	Letter of Permission	5138 Twentieth Sideroad	Proposed construction of a first floor addition to the existing dwelling and construction of a new 2 car garage and 2 side carports to be located between 30 and 120 metres of a Provincially Significant Wetland	11/10/2016	01/11/2016	Cassandra Connolly
A/16/M/86	Letter of Permission	160 Stokes Trail	Proposed dwelling, driveway and septic system between 30 and 120 metres of a Provincially Significant Wetland	21/10/2016	04/11/2016	Emma DeFields
A/16/M/91	Letter of Permission	10125 Pineview Trail	Proposed deck located between 30 and 120 metres of a Provincially Significant Wetland	14/11/2016	17/11/2016	Cassandra Connolly
A/16/M/92	Letter of Permission	2132 Fifteenth Sideroad	Proposed septic replacement between 30 and 120 metres of a Provincially Significant Wetland	21/11/2016	22/11/2016	Cassandra Connolly
A/16/M/94	Letter of Permission	0 Twiss Road (adj to 7207 Twiss Rd)	Proposed driveway and buried utility cable located between 15 and 30 metres of a wetland less than 2 hectares in size.	08/11/2016	01/12/2016	Emma DeFields
A/16/M/97	Letter of Permission	0 Twentieth Sideroad (adj to 2129 Twentieth Sdrd)	Proposed construction of new home, septic and pool between 30 and 120 metres of a provincially Significant Wetland	28/11/2016	15/12/2016	Laura Head
A/16/M/07	Letter of Permission	175 Stokes Trail	Proposed construction of new house and septic between 30 and 120 metres of a Provincially Significant Wetland.	15/12/2016	20/12/2016	Laura Head
A/16/M/107	Letter of Permission	3029 Burnhamthorpe Road West	Proposed construction of a new garage between 30 & 120m of a Provincially Significant Wetland	21/12/2016	21/12/2016	Laura Head
A/16/M/99	Letter of Permission	8241 Twiss Road	Proposed septic tank replacement between 30 and 120 metres of a Provincially Significant Wetland	20/12/2016	21/12/2016	Emma DeFields

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/16/M/08	*REVISED* Letter of Permission	11389 Fifth Line	Revised**Proposed construction of a new dwelling, septic and pool located between 30 and 120 metres of a Provincially Significant Wetland.	14/09/2016	28/09/2016	Laura Head
<b>Mississauga</b>						
A/16/MS/02	5453	0 Black Walnut Trail (at Cactus Gate & Terragar Blvd)	Proposed sewer lining and outfall erosion protection works within the valley of Sixteen Mile Creek	15/12/2016	20/12/2016	Laura Head
<b>Oakville</b>						
A/14/O/40	5438	3164 Ninth Line	Proposed site grading and road construction including a cross culvert between 30 metres and 120 metres of the North Oakville-Milton East Wetland Complex, a Provincially Significant Wetland	25/11/2016	02/12/2016	Laura Head
S/16/O/16	5369	21 First Street	Proposed pool on a property that contains the erosion hazard associated with the Shoreline of Lake Ontario	08/09/2016	12/09/2016	Charles Priddle
S/15/O/11	5374	28 - 60 Walker Street	Proposed retaining wall on a slope that is within the erosion hazard of Lake Ontario (Various properties along walker street)	19/08/2016	15/09/2016	Charles Priddle
A/16/O/62	5376	56 Water Street	Proposed repairs to an existing bridge and construction of an overhang to an existing structure located within the flooding and erosion hazard associated with Sixteen Mile Creek	09/09/2016	15/09/2016	Cassandra Connolly
A/16/O/58	5377	371 River Side Drive	Proposed addition to a dwelling located within the valley associated with Sixteen Mile Creek	01/09/2016	15/09/2016	Laura Head
A/16/O/55	5378	310 Stills Lane	Proposed demolition of existing dwelling and construction of a new single family home within 7.5 metres of the stable top of bank associated with Joshua's Creek.	08/09/2016	21/09/2016	Laura Head
A/16/O/42	5388	2001 Joshua's Creek Drive	Proposed bridge replacement across a tributary of Joshua's Creek Drive	22/09/2016	29/09/2016	Laura Head
A/16/O/53	5390	1368 Acton Crescent	Proposed reconstruction of a residence within the 7.5 metre allowance associated with the floodplain of Lower Wedgewood Creek.	07/07/2016	30/09/2016	Charles Priddle
S/16/O/18	5393	17 Mississauga Street	Proposed partial reconstruction of a residence and the reconstruction and expansion of a garage contained within the erosion hazard associated with Lake Ontario.	26/09/2016	11/10/2016	Charles Priddle
A/16/O/20	5396	0 Trafalgar Road	Proposed rehabilitation of culvert containing Morrison Creek	27/09/2016	12/10/2016	Laura Head
A/16/O/64	5397	540 Lakeshore Road West	Proposed construction of concrete walkways and a basketball court within 7.5 metres of the stable top of bank associated with McCraney Creek	11/10/2016	14/10/2016	Laura Head
A/14/O/41	5407	3164 Ninth Line	Proposed site grading and road construction within 120 metres of the North Oakville Milton East Wetland Complex, a Provincially Significant Wetland	13/10/2016	21/10/2016	Laura Head
A/16/O/51	5409	intersection at 4th line and Speers Rd	Proposed integrity dig within the Regulated Area associated with McCraney Creek.	17/10/2016	25/10/2016	Laura Head
A/16/O/19	5411	3307 Lakeshore Road West	Proposed construction of three tennis courts within the Regulated Area associated with Sheldon Creek	20/10/2016	26/10/2016	Laura Head
A/16/O/40	5414	0 Trafalgar Road	Proposed bridge replacement over the Morrison-Wedgewood Diversion Channel	22/09/2016	27/12/2016	Laura Head
A/16/O/44	5416	0 Grand Ravine Drive	Proposed pedestrian bridge replacement over Munn's Creek	22/09/2016	27/10/2016	Laura Head
A/16/O/04	5422	388 Trafalgar Road	Proposed repairs and replacements to existing concrete deck and wood stairs within the valley of Sixteen Mile Creek	05/07/2016	10/11/2016	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
S/16/O/20	5423	2100 Lakeshore Road East	Proposed alteration to arbour structures, new flat roofs and construction f walls for an accessory sports room with the erosion hazard associated with Lake Ontario	02/11/2016	08/11/2016	Charles Priddle
S/16/O/10	5425	9 Ennisclare Drive	Proposed addition of box windows to an existing loft within the erosion hazard associated with Lake Ontario	22/09/2016	15/11/2016	Charles Priddle
A/16/O/73	5426	0 William Halton Parkway	Bore hole rig temporary crossing access within the limits of a regulated watercourse and wetland (Sixteen mile Creek tributaries SMA-8 & SMA-9) (PR 2263E)	03/11/2016	16/11/2016	Paul Bond
A/15/O/46	5429	1211 Willowbrook Drive	Proposed construction of a new one storey dwelling within the floodplain associated with Fourteen Mile Creek	10/11/2016	25/11/2016	Laura Head
A/16/O/57	5432	220 McCraney Street	Proposed first and second storey addition to the existing dwelling within 15 metres of the valley associated with Sixteen Mile Creek	25/11/2016	30/11/2016	Cassandra Connolly
A/16/O/71	5434	0 Dundas Street	Proposed trench along pipeline through a tributary of Sixteen Mile Creek	29/11/2016	30/11/2016	Laura Head
A/15/O/15	5435	41 Dundas Street East	Proposed construction of SWM Pond 22A, the realignment of Lower East Morrison Creek and road crossing at East Morrison Creek	15/11/2016	01/12/2016	Laura Head
A/15/O/59	5439	3164 Ninth Line (Site # 2)	Proposed site grading and road construction including a cross culvert between 30 metres and 120 metres of the North Oakville-Milton East Wetland Complex, a Provincially Significant Wetland.	25/11/2016	02/12/2016	Charles Priddle
A/16/O/78	5457	1362 Devon Road	Proposed addition and new deck within 7.5 metres of the floodplain associated with Lower Wedgewood Creek	02/12/2016	21/12/2016	Laura Head

Puslinch						
A/16/P/03	5428	75 Queen Street	Proposed installation of a replacement septic system within 30 metres of a wetland less than 2 hectares in size	17/11/2016	22/11/2016	Ben Davis
A/16/P/02	Letter of Permission	7503 Macphersons Lane	Propose construction of a 36ft x 40 ft detached garage with a 12ft x 36 ft car port located between 30 and 120 metres of a Provincially Significant Wetland	12/10/2016	14/10/2016	Ben Davis

**CONSERVATION HALTON  
CHBD 08 16 07**

**REPORT TO:** Board of Directors

**FROM:** Nick Burnaby, Policy Planning Analyst  
905-336-1158 x 2245  
  
Barbara Veale, Director, Planning and Regulations  
905-336-1158 x2273

**DATE:** January 26, 2017

**SUBJECT:** **Proposed Work Plan and Approach for the Review of Conservation Halton's *Policy and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document***  
**CH File: ADM 330**

**Recommendation**

THAT the Conservation Halton Board of Directors **receive for information the report entitled *Proposed Work Plan and Approach for the Review of Conservation Halton's Policy and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document.***

**Report**

This report outlines the proposed 2017-18 work plan and approach for the review, consolidation, and approval of *Conservation Halton's Policy and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document.*

**Background**

The administration of Ontario Regulation 162/06, *the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* and planning comments related to plan input and review are guided by Conservation Halton (CH) Board-approved policies, specifically *Conservation Halton Policies and Guidelines for the Administration of Ontario Regulation 162/02 and Land Use Planning Policy Document.*

In 2006, CH undertook a complete review and update of CH policies in order to implement Ontario Regulation 162/06. The purpose of this update/review was to:

- incorporate new policies to assist in implementing the newly regulated areas that would come into effect as a result of the revised regulation (i.e., lands adjacent to hazard lands (allowances), shorelines, and wetlands); and,
- ensure policies complement the Provincial Policy Statement (2005) (Section 3.1 Natural Hazards).

Several amendments have been made since 2006:

- August 2011 – the policy document was updated and the procedures (original section 2 of the document) were removed and placed in a separate Procedural Manual;

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- September 2013 – Milton Special Policy Area policies for the downtown floodplain area were repealed;
- May 2014 – policies were approved for the Town of Oakville's Downtown Cultural Hub;
- November 2015 – updated Shoreline Policies for Lake Ontario and Hamilton Harbour/Burlington Bay were approved;
- February 25, 2016 – modifications to the policies associated with on-title agreements were made; and,
- December 1, 2016 – new large fill policies were approved.

In addition to consolidating the amendments noted above, there is a need to review current policies because several gaps, inconsistencies and ambiguities have been noted within the current policy document.

### Proposed Work Plan

In order to ensure that Conservation Halton's policies are clear, concise and easily understood; technically sound; and complement Section 3.1 (Natural Hazards) of the Provincial Policy Statement (2014), Conservation Halton staff are reviewing, consolidating, and updating policies for the administration of Ontario Regulation 162/06 and plan input and review. The proposed work plan has six (6) phases as outlined in Table 1.

Table 1. Summary of Work Plan

Phase	2016	2017												2018					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1. Background	*BOD																		
2. Policy Development													*BOD						
3. Consultation																			
4. Policy Refinement																			
5. Final Draft																		*BOD	
6. Implementation																			

\* BOD – Board of Director Engagement

#### Phase 1: Background

The background phase is underway and includes: 1) a comparative review of policies and approaches from selected conservation authorities including Credit Valley Conservation, Hamilton Conservation Authority, Toronto and Region Conservation Authority, Grand River Conservation Authority, Central Lake Ontario Conservation Authority, and Lake Simcoe Region Conservation Authority, 2) an analysis of policy gaps in current CH policies, and 3) the development of a work plan. The targeted date for completion and approval of the final consolidated policy document is June 2018.

#### Phase 2: Policy Development

The policy review process is being led by the Director of Planning and Regulations, with assistance and coordination from the Planning Policy Analyst. Technical expertise and guidance is being provided by an internal Policy Review Committee comprised of the five Coordinators in the Planning and Regulations Department (Regulations Program, Environmental Planning, Planning Ecology, Water Resources Engineering, and Regional Infrastructure Team). The Policy Review Committee will meet once per month for twelve months. Where external professional expertise is needed, external experts will be invited to provide input.

A proposed schedule of meeting dates and discussion topics is provided in Table 2. A draft policy document will be presented to the CH Board of Directors along with a communications and engagement plan for public input.

Table 2. Proposed CH Policy Review Committee Schedule

Meeting	Date	Discussion Topic
Meeting 1	January 12, 2017	Start-up Meeting – Review work plan, approach & roles
Meeting 2	February 9, 2017	General Policies
Meeting 3	March 9, 2017	Floodplain Policies
Meeting 4	April 13, 2017	Steep Slopes, Valley lands, Meander Belt Policies
Meeting 5	May 11, 2017	Wetland and Interference with Wetlands Policies
Meeting 6	June 8, 2017	Lake Ontario Shorelines Policies
Meeting 7	July 13, 2017	Alteration of Watercourses & Other Hazardous Lands Policies
Meeting 8	August 10, 2017	Outstanding Policy Gaps
Meeting 9	September 14, 2017	Finalization of Draft O. Reg 162/06 Policy Document
Meeting 10	October 12, 2017	Plan Review, Input and Environmental Planning Policy
Meeting 11	November 9, 2017	Procedures, Tools and Guidelines & Communication Plan
Meeting 12	December 14, 2017	Draft Consolidated Policy Document
BOD	January 25, 2018	Approval of Communication & Engagement Plan; Approval of draft final consolidated policy for consultation.

### Phase 3: Consultation Phase

Consultation with external stakeholders is scheduled to commence in January 2018. In keeping with a BOD approved consultation and engagement plan, a sixty (60) day commenting period is proposed on the draft final consolidated policy document. During this time, targeted key stakeholder engagement sessions are proposed with all regional governments, watershed municipalities, the Building Industry and Land Development Association (BILD) and the joint CH/Hamilton Conservation Authority Agricultural Advisory Committee. The public will be invited to comment on the policies through social media (i.e. Facebook, CH blogs, digital newsletter, etc.). One public meeting is proposed at the Conservation Halton Administration Office.

### Phase 4: Policy Refinement

Following consultation, all comments received will be reviewed and analyzed. Where comments are of a technical or complex nature, staff may follow up with the commenter(s) to discuss policy rationale and technical aspects. Final revisions will be based on the feedback received.

### Phase 5: Final Draft

A final draft consolidated policy document and an amendment protocol will be presented to the Board of Directors for approval in June 2018.

### Phase 6: Implementation

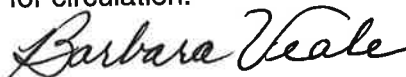
Upon approval and direction from the Board, policy staff will notify local governments and other stakeholders. The policies will be posted to the CH website. Internal staff training to ensure consistency in implementation will be undertaken. In order to ensure that the policies are updated on a regular basis, the amendment process will be initiated.

Prepared by:



Nick Burnaby,  
Policy Planning Analyst

Respectfully submitted and approved  
for circulation:



Barbara Veale, Director  
Planning and Regulations

**CONSERVATION HALTON**  
**CHBD 08 16 08**

**REPORT TO:** Board of Directors

**FROM:** Marnie Piggot, Director, Finance  
905 336-1158 x 2240

**DATE:** January 26, 2017

**SUBJECT:** Purchasing and Revenue Contracts Report October to December 2016

**Recommendation**

THAT the Conservation Halton Board of Directors **receive for information the Purchasing and Revenue Contracts Report dated January 26, 2017 for the period October to December 2016 as required by the Conservation Halton Purchasing Policy.**

**Summary**

Purchases completed and revenue contracts entered into during the period October 1 to December 31, 2016 that are required to be reported to the Board of Directors for information according to the Conservation Halton Purchasing Policy are the following:

**Purchases of amounts \$50,000 to \$100,000**

<b>Vendor</b>	<b>Amount (excluding HST)</b>	<b>Details</b>
Iron Bridge Fabrications Inc.	\$57,240	Iron Bridge Fabrications Inc. was selected as the lowest bidder as a result of a tender that was issued in accordance with the Purchasing Policy. The project work included in the tender was for the design, build and delivery of two span bridges for a large scale stream restoration project in Courtcliffe Park.

Prepared by:



Marnie J. Piggot  
Director, Finance

Respectfully submitted:



Sheryl Ayres  
Director,  
Finance & Strategic Initiatives



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## Memo

**To:** Conservation Halton Board of Directors  
**From:** Brian Hobbs, Director – Development, Conservation Halton Foundation  
**Date:** January 26, 2017  
**Subject:** Approved Grants for Glen Eden and Crawford Lake

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Conservation Halton Foundation has received approval for two significant Grants through the Government of Canada's Canada 150 Community Infrastructure Program, as follows:

Rehabilitation of Crawford Lake Longhouses: we have been approved for funding up to \$240,000.

Works for this project are the renovation of 2 Iroquoian longhouses at Crawford Lake Conservation Area with works to include replacement of structural poles, replacement of building cladding, installation of updated electrical supply and lighting, and entryway and exit renovations for AODA accessibility.

Improvement of Glen Eden Ski and Snowboard Centre Operational Infrastructure: we have been approved for funding up to \$227,500.

Works for this project are the replacement of a critical 180 foot section of piping that provides air and water supply for snowmaking at Glen Eden.

Staff are proceeding with plans and permits as needed, and projects are expected to be completed by March 31, 2018.





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## Memo

**To:** Conservation Halton Board of Directors  
**From:** Janelle Weppler – Associate Director, Engineering  
**Date:** January 26, 2017  
**Subject:** Kelso Dam Update

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This briefing note is in response to the following resolutions that were made during the Conservation Halton Board of Directors meeting on April 28, 2016:

- The Conservation Halton Board of Directors **direct staff to provide monthly updates as to the status of Kelso Dam, including water levels, plume sightings, project progress and any remedial actions being undertaken;** and
- The Conservation Halton Board of Directors **direct staff to work with the Ministry of Natural Resources and Forestry, Halton Region and Hatch to expedite, to the extent possible, the permanent remedial measures required to mitigate the dam breach risk at the Kelso Dam.**

### ***Kelso Reservoir Water Levels and Monitoring***

Conservation Halton staff continues to monitor and record the conditions at the Kelso dam with the reduced winter operating frequency of:

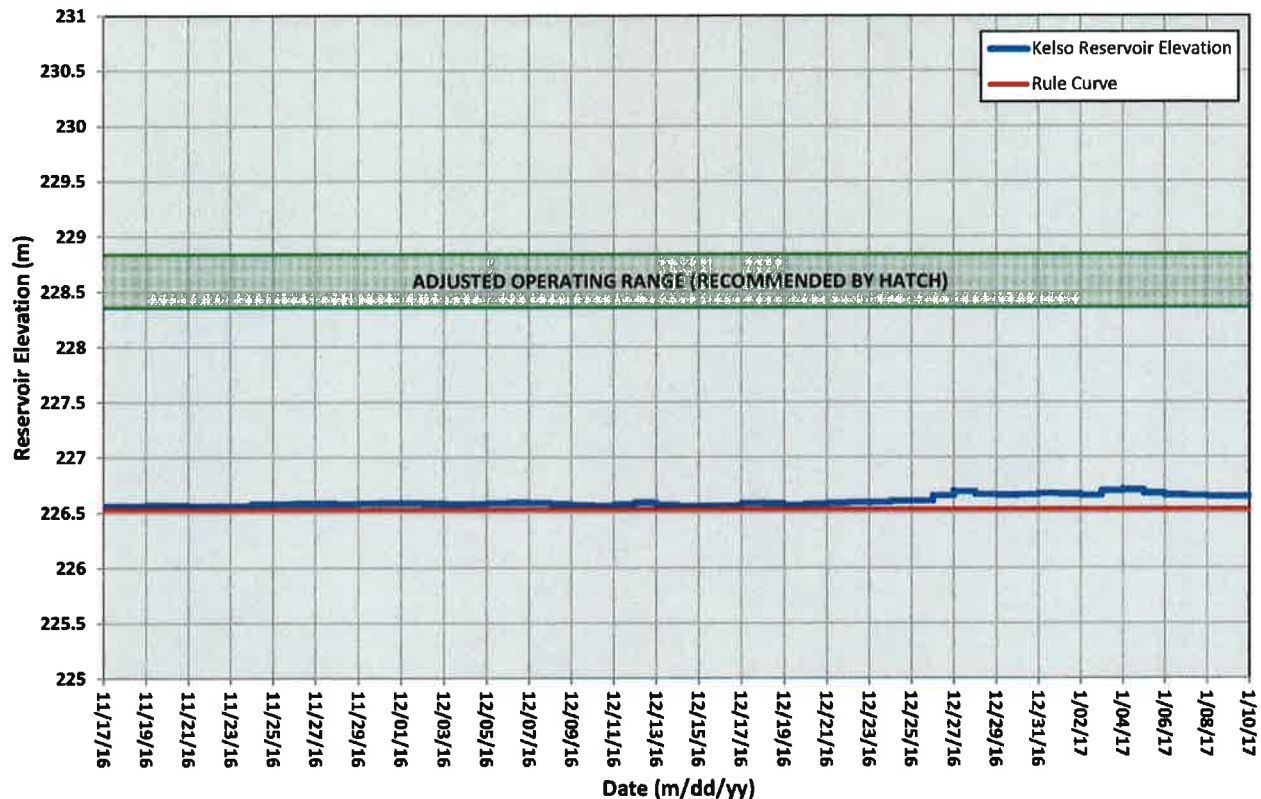
- Monthly piezometer (groundwater) readings within the earthen embankment;
- Two site visit inspections per month; and,
- Review of photographic records of the identified boil area taken every 30 minutes throughout the day (visible during daylight hours).

There continues to be no visible observation of sedimentation from the boil area (i.e. no plume sightings) since the last Kelso Dam Update report for the Board of Directors, dated November 18, 2016.

The following chart illustrates the recorded water levels within the Kelso reservoir relative to the summer water level operating range recommended by HATCH.

## Kelso Reservoir Elevation

### November 17, 2016 to January 10, 2017



### Recent Work

Hatch's recent work includes the following:

- Drafting of detailed design drawings;
- Model preparation and calibration for embankment dam seepage for spillway modifications and embankment dam performance;
- Issue of drilling and geophysical report and initial graded filter design at spillway toe and beneath energy dissipater;
- Detailed computational model prepared and calibrated for energy dissipating stilling basin;
- Presentation of findings and preliminary design to Conservation Halton staff on December 14, 2016; and,
- Commenced preparation of technical specifications.

### Next Steps

HATCH will undertake the following work mid January to mid February:

- Update cost estimate and schedule;
- Complete detailed design drawings and specifications;
- Submit package for review by Conservation Halton staff and incorporate comments into design;
- Present findings and proposed detailed design to MNRF; and,
- Complete package for tender.