

A photograph of a forest scene on a foggy morning. Tall, slender trees stand in the background, their trunks partially obscured by mist. In the foreground, several large, moss-covered rocks are scattered across a forest floor covered in fallen brown leaves. The overall atmosphere is quiet and serene.

Conservation Halton Board of Directors

Meeting Package

Foggy morning at Mount Nemo

November 2017

MEETING NO: # 08 17
DATE: November, 23, 2107
TIME: 3:00 – 5:00
PLACE: CH Administration Office, 2596 Britannia Road, West, Burlington ON
 905.336.1158 x 2236

AGENDA

**** Please bring the 2018 Budget and Business Plan book that was sent in the November 1st Finance & Audit Agenda.**

Page #

1. **Acceptance of Agenda as distributed**
2. **Disclosure of Pecuniary Interest for Board of Directors**
3. **Presentations:**
 - Planning Review – Patrick Moyle and Maureen McCauley
Powerpoint presentation
 - Concept Visioning for the Giants Rib GeoPark
Hassaan Basit and Niall Lobley
Report #: CHBD 08 17 02
 - ** 2018 Budget update – Hassaan Basit**
4. **Consent Items**
 - Roll Call & Mileage
 - Approval of Board of Directors Minutes dated October 26, 2017
 - Resolutions: Governance and Finance & Audit Committees, November 1, 2017 1-2
 - Review of Conservation Halton's Policy and Guidelines for the Administration
of Ontario Regulation 162/06 and Land Use Planning Policy Document –
Status Update
 - CH File: ADM 330
 - Report #: CHBD 08 17 04 3-5
 - Briefing Memo: Kelso Dam Update 6-7

5. Action Items

- 5.1 September Budget Variance and 2017 Projections
Report #: CHBD 08 17 01 8-16
- 5.2 Concept Visioning for the Giants Rib GeoPark
Report #: CHBD 08 17 02 17-20
- 5.3 Proposed 2018 Plan Review and Permit Application Fee Schedules
CH File #: ADM 049
Report #: CHBD 08 17 03 21-32
- 5.4 Funding Service Agreement – Region of Halton and Conservation Halton
Regional Infrastructure Team
CH File #: ADM 308
Report #: CHBD 08 17 05 33-42
- 5.5 Proposed development within the 7.5 metre allowance associated with the
flood plain of Fourteen Mile Creek, 403 Valley Drive, Town of Oakville,
Regional Municipality of Halton
CH File # A/17/O/56
Report #: CHBD 08 17 06 43-47

6.0 In Camera Items

- 6.1 Personnel Issue – verbal

7. Other Business

Presentation: 2018 Budget update

8. Adjournment

RESOLUTIONS

**Governance Committee
November 1, 2017**

**Board Policy Changes / Updates
Report #: GC 02 17 01**

Emailing of Reports for Approval in between Board meetings

THAT the Conservation Halton Governance Committee **recommend to the Conservation Halton Board of Directors that they will review and consider the adoption of the recommendations that the Ministry of Natural Resources and Forestry is expected to release in early 2018 regarding Board by-laws policies and procedures.**

Consent Agenda

THAT the Conservation Halton Governance Committee **recommend to the Conservation Halton Board of Directors approval of the format for Consent agenda items being “adopted” by the Board or Committee without needing a mover or seconder.**

THAT if a Member requires an item to be removed from the Consent Items, a request should be made to the Chair 48 hours prior to the meeting or at the discretion of the Chair at any time.

AND FURTHER THAT upon adoption of the consent items the Chair shall provide an opportunity for members to share any comments on the consent items prior to moving on to the next item on the Agenda.

Delegations Policy

THAT the Conservation Halton Governance Committee **recommend to the Conservation Halton Board of Directors approval of the updated Policy on Delegations and the Request for Delegation Form for the website.**

**2018 Board of Directors Work Plan
Report #: GC 02 17 02**

THAT the Conservation Halton Governance Committee **recommend the approval of the 2018 Work Plan to the Board of Directors at the January 2018 Board meeting and that the work plan provide more time for Board development.**

THAT the 2018 Board of Directors Meeting Schedule will be revised to include the time change of 3:00 – 6:00 pm.

AND FURTHER THAT there will be no decrease in the number of Board of Directors meetings for 2018; the order of the February 22 2018 meeting will be as follows: Board of Directors, Annual General Meeting followed by the Inaugural meeting. A copy of the 2018 Board of Directors Meeting Schedule is attached to these Minutes.

**Finance & Audit Committee
November 1, 2017**

**2018 Budget
Report #: FA 05 17 01**

THAT the Conservation Halton Finance & Audit Committee recommend to the Conservation Halton Board of Directors:

THAT the Municipal levy of \$300,311, matching the Provincial funding portion, included in the 2018 Budget be approved;

THAT Municipal funding of \$9,248,013 being the balance of municipal funding in the 2018 Budget be approved by a weighted vote;

THAT the transfers to and from Reserves be approved as outlined in this report;

THAT staff continue to work with Region of Halton staff on the financing strategy for the phase in of the State of Good Repair Levy for Dams and Channels to be completed by March 1, 2018;

AND FURTHER THAT the 2018 Budget be approved as presented.

REPORT TO: Board of Directors

REPORT NO: # 08 17 04

FROM: Barbara J. Veale, Director, Planning & Regulations

DATE: November, 23, 2017

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

Recommendation

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

Executive Summary

This report outlines the status of the 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*. A draft consolidated policy document is expected to be completed by year end. However, as a result of several factors currently shaping future roles and responsibilities of Conservation Halton in permitting and plan review (including the *Conservation Authorities Act Review* and regional and CH Service Delivery Reviews), public consultation on draft policies is premature at this time. Conservation Halton staff will evolve the draft consolidated policies as provincial policy and regulatory approaches are determined and conservation authority roles and responsibilities are clarified.

Report

The administration of Ontario Regulation 162/06, *the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (under Section 28 of the Conservation Authorities Act) 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. Since that time, several amendments have been made, including:

- 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;

- 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, the intent of the review was to identify policy gaps, inconsistencies and ambiguities within the current policy document and develop clear, concise, technically-sound and easily understood policies for administering Ontario Regulation 162/06 and plan input and review. The following work plan was presented to the Board in January 2017 (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

The background phase was completed as per the work plan and included: 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 and 2) an analysis of policy gaps in current CH policies.

The policy review process was led by the Director of Planning and Regulations, with assistance from the Planning Policy Analyst. Technical expertise and guidance was 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 met once per month. A consolidated draft version of the new policies is expected to be completed by the end of 2017.

Throughout 2017, several factors influenced the work plan:

- the *Conservation Authorities Act Review* has progressed and proposed changes to the Act have been incorporated into *Bill 139 - Building Better Communities and Conserving Watersheds Act, 2017*. *Bill 139* enables the Minister of Natural Resources and Forestry to enact new regulations for Conservation Authorities, among other changes. The content of these regulations is not yet determined although significant changes are not anticipated. The Bill received second reading on September 27, 2017. The Standing

- Committee on Social Policy heard several delegations on October 16th and 17th and is currently considering the bill. It is anticipated that it will have third reading and Royal Assent prior to the House adjourning early in December 2017.
- Conservation Halton staff have been actively involved in discussions with the Region of Halton regarding the clarification of roles and responsibilities for plan review. The results of these discussions may result in modifications to Conservation Halton's current policies for land use planning.
- the process re-engineering review which is just being completed may result in changes in the way Conservation Halton approaches planning and permitting activities.

Given the above factors, staff believe that it is premature to engage the public at this time and that public consultation scheduled for 2018 be postponed until there is clarity regarding the roles and responsibilities of Conservation Halton in planning and permitting activities. At that time, staff will revisit the draft policies to ensure that they are within the scope and direction of new Section 28 regulations and in keeping with the approach to plan review developed in partnership with the Region and the local municipalities.

In the meantime, the efforts made by staff to develop a more consistent, transparent and easily understood approach will be useful for future discussions with colleagues from other conservation authorities, the Ministry of Natural Resources and our partner municipalities.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Taking care of our growing communities. The theme is supported by the objective to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities.

Financial Impact

Deferring public consultation on the draft policies will provide some cost savings in 2018.

Signed & respectfully submitted by:



Barbara J. Veale
Director, Planning & Regulations

FOR QUESTIONS ON CONTENT: Barbara J. Veale, 905.336.1158 x 2273; bveale@hrca.on.ca



Conservation Halton
Administration Office
2596 Britannia Road West
Burlington ON L7P 0G3
905 336 1158 Phone
905 336 7014 Fax
Website: conservationhalton.ca

Memo

To: Conservation Halton Board of Directors
From: Janelle Weppner – Associate Director, Engineering
Date: November 23, 2017
Subject: Kelso Dam Update

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

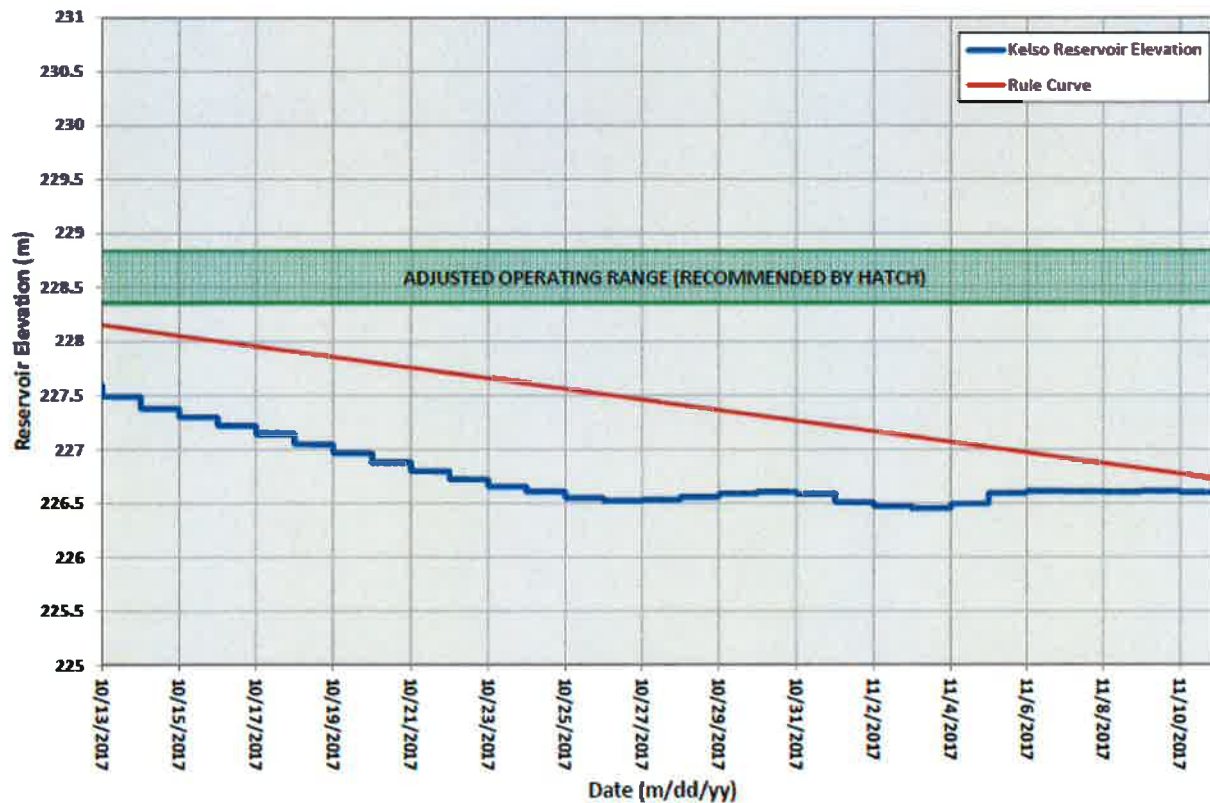
Conservation Halton staff have transitioned the Kelso Reservoir into winter levels and are now monitoring and recording the conditions at the Kelso dam with the reduced winter operating frequency of:

- Monthly piezometer (groundwater) readings within the earthen embankment;
- Bi-weekly site visits; 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 October 26, 2017.

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

Kelso Reservoir Elevation October 13, 2017 to November 11, 2017



Recent Work & Next Steps

The pump test required to understand dewatering needs during construction has been completed and analysis of the data collected is now underway. Information gathered during the pump test will be used to prepare and support the application for the Category III PTTW required during construction excavation and associated dewatering.

Dufferin Construction Company have been engaged to commence Phase 1 of Phase 2, of the construction at the Kelso Dam.

REPORT TO: Board of Directors

REPORT NO: # 08 17 01

FROM: Sheryl Ayres, Senior Director, Finance & Strategic Initiatives

DATE: November, 23, 2017

SUBJECT: **Budget Variance Report for the period ended September 30, 2017 and 2017 Projected Year End Amounts**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the staff report dated November 23, 2017 on the Budget Variance Report for the period ended September 30, 2017 and 2017 Projected Year End Amounts;**

THAT the Conservation Halton Board of Directors **approve the establishment of a new Reserve for Land Securement and a transfer to the reserve of \$103,840, as outlined in the report to support future land securement activities;**

THAT the Conservation Halton Board of Directors **approve an increase in the budget amount for Administration Office renovations as detailed in the report and the transfer of up to \$25,000 from the Debt Financing Charges reserve to fund the increased renovation costs;**

AND FURTHER THAT the Conservation Halton Board of Directors **approve the transfer of \$27,534 from the Conservation Areas Capital Reserve for facility upgrades at Kelso/Glen Eden.**

Executive Summary

Attached is the Budget Variance Report for the period ended September 30, 2017 including the projected year-end results. Staff have reviewed the financial results to date and considered future transactions for the remainder of the year and are projecting an operating surplus in Watershed Management and Support Services (WMSS) of \$21,273 and an operating surplus of \$931,177 in the Conservation Areas.

The Budget Variance Report for the period ended June 30 projected an operating surplus in WMSS of \$132,862. The WMSS surplus has decreased by \$111,589, primarily as a result of decreases in projected revenues in Planning and Regulations and investment income. The Planning and Regulations revenue projection has decreased by \$90,000 due to increased time spent by staff on non-revenue generating activities such as reviewing subwatershed plans. Projected investment revenue has been reduced by \$17,000 for bond fund investments, although total investment revenue is expected to be within the budget amount.

The WMSS surplus has been derived without the \$150,000 reserve transfer approved in June for program restructuring and associated staff severance payments. On a total budget of \$14,843,200 for WMSS, the projected surplus represents a variance of only .1% and leaves minimal flexibility in unforeseen expenditures or shortfalls in revenue in the fourth quarter of the year. Therefore, in order to ensure a favourable financial position at the end of the year, staff have been requested to hold off on any discretionary spending between now and the end of the year.

The June 30th Budget Variance Report projected an operating surplus of \$408,667 in the Conservation Areas. This estimate has increased as a result of increased revenue projections for Park annual passes and program fees at Kelso/Glen Eden and Rattlesnake Point, Hilton Falls and Mount Nemo based on actual revenue received.

The table below summarizes the projected year end surplus for WMSS and Conservation Areas. Further details on the projected surplus are provided in the attached Budget Variance Report and in the information provided in this report.

	2017 BUDGET	ACTUAL SEP 30/17	% ACTUAL /BUDGET	2017 Projected Year-End Actuals	2017 Projected Year-End Variance
Watershed Management & Support Services					
Revenue	\$14,843,209	\$11,405,373	76.8%	\$15,218,174	\$ 374,965
Expenses	<u>14,843,209</u>	<u>10,476,367</u>	70.6%	<u>15,196,901</u>	<u>353,692</u>
Surplus	\$ 0	\$ 929,006	100.0%	\$ 21,273	\$ 21,273
Conservation Areas					
Revenue	\$10,844,713	\$10,329,325	95.2%	\$11,972,883	\$1,128,170
Expenses	<u>10,613,322</u>	<u>8,137,544</u>	76.7%	<u>11,041,706</u>	<u>428,384</u>
Surplus	\$ 231,391	\$ 2,191,781	947.3%	\$ 931,177	\$ 699,786

Report

Watershed Management & Support Services

Note 1. Source Protection & Watershed Strategies

Provincial funding for the Source Protection Program is projected to exceed the 2017 Budget amount by \$139,284 as a result of funding carried over from the prior year. This funding will cover costs incurred for numeric modelling services for two projects with the Greensville municipal water supply, a wellhead protection vulnerability analysis and Tier 3 water budget and water quantity risk assessment.

Other Revenue is projected to be under budget by \$13,623 primarily due to the elimination in late 2016 of funding for the Provincial Groundwater Monitoring Network (PGMN) and reduced recoveries associated with decreased meeting costs.

Program expenses for the Source Protection / Watershed Strategies Program are offset by a staff retirement in Watershed Strategies resulting in a savings in salaries & benefits.

Note 2. Operations

Forestry revenues are projected to exceed the 2017 Budget amount by \$85,678 as a result of a large tree planting project with Union Gas that was not included when the budget was prepared and are offset by increased materials expenses related to this project.

Total Operations expenses are projected to exceed the 2017 Budget amount by \$304,315 as a result of program restructuring and staff severance payments and increased Forestry tree planting materials associated with the Union Gas project.

Note 3. Engineering, Flood Forecasting & Operations

Revenues are projected to be under the 2017 Budget amount by \$13,119 largely related to reduced GIS data licensing revenue as a result of decreased requests.

Expenses are under Budget by \$170,853 as a result of GIS program staff position vacancies. The GIS program cost savings have been used to offset increased Flood Forecasting & Operations expenses from the addition of a shared staff person from April to October not included in the budget, to assist with dams and channels maintenance.

Note 4. Science & Partnerships

Revenues are projected to exceed the 2017 Budget amount by \$156,655 as a result of increased sponsorships for Forest and Water Festivals and funding received through grants, donations and agreements for recovery of staffing costs for stewardship restoration projects.

Expenses are projected to exceed the Budget amount by \$166,110 as a result of reallocating contract staffing and material costs to the respective Restoration, Outreach and Stewardship program costs from Partnership Projects. The increased costs are funded by the implementation of a chargeback recovery to the project for costs directly associated with the project. Partnership project costs are funded by various grants and donations.

Note 5. Partnership Projects

Partnership Projects revenue and expenses are projected to be under the 2017 Budget amount by \$56,759 as a result of several projects where project work will be carried over for completion in 2018.

Note 6. Transfer from Reserves

Transfers from Reserves are exceeding the 2017 Budget amount by \$52,123 as a result of

strategic planning software and the Finance Function Effectiveness Assessment not included in the 2017 Budget. These expenses were approved to be funded by transfers from the Watershed Management Stabilization Reserve at the March 2017 Board meeting as part of the 2017 year-end surplus report.

Conservation Areas**Note 7. Revenues and Expenses**

The Conservation Areas overall revenues are at 95.2% of the 2017 Budget target amount as of September 30th and are above the three-year average revenue for this time of year. Park revenue projections for 2017 have increased since June by almost \$570,000 for Park annual pass sales on actual revenue received.

The Conservation Areas overall expenses are at 76.7% of the 2017 Budget target amount and are slightly below the three-year average expenses at this time.

An operating surplus for 2017 is projected in the Conservation Areas of \$931,177 and exceeds the 2017 Budget operating surplus amount of \$231,391.

Note 8. Capital Projects Revenues and Expenses

Attached is information on the capital program that includes the capital project budget, life to date costs and budget remaining to be spent. The projected life to date capital expenses are \$2,301,959 which is 21% of the total budget. The Kelso Dam capital project makes up 56% of the total capital projects costs and expenses have been delayed as the result of additional studies and testing being completed for permit requirements. As the nature of capital projects are such that they are completed over multiple years, the remaining budget will be spent in future years to complete the projects.

In preparing the September 30th Budget Variance Report, costs were identified for upgrades to a workshop at Kelso/Glen Eden that will extend the life of the building. This work was included in the 2017 Kelso operating budget. The restoration costs will exceed the tangible capital asset policy threshold of \$25,000 and therefore staff recommend that this work be transferred to the Conservation Areas capital program to be funded by a transfer from the Conservation Areas Capital Reserve.

Administration Office Renovation

The Administration Office Renovation for the front offices and Reception area budget amount of \$400,000 was fully funded by debt financing through the Region of Halton. The renovations are substantially complete and the budget is anticipated to be fully spent. Staff are recommending

that the polished concrete floors in the Reception area be carried out throughout the rest of the office tiled areas to enhance the office appearance and eliminate a potential safety hazard with an uneven flooring change.

Quotes were obtained to remove the existing tile and polish the concrete. With no budget or funding remaining for this capital project an increase of up to \$25,000 is recommended to complete the flooring. A transfer from reserves would be needed to fund the increased costs. The Building Reserve balance is \$35,280 so a transfer from the Building Reserve would leave the reserve with an insufficient balance in the event of an emergency repair. The projected 2017 Debt Financing Reserve balance is \$194,248 and in a prior year was approved to fund the Auditorium renovation. This reserve is funded annually with savings in debt charges as a result of any delay in funding of debt financed capital projects.

Establishment of a Land Securement Reserve

Conservation Halton received \$103,840 as the result of the settlement of an estate in which Conservation Halton was a named beneficiary. Along with the receipt of approximately 36 acres of land, a share of the estate was gifted to support future land securement activities. Placing these funds in a new Land Securement Reserve is supported by the approved Land Securement Strategy, which identified establishing such a reserve to fund future securement activities.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Striving for service excellence and efficiency.

Financial Impact

The report Recommendation outlines the financial impacts of the Budget Variance Report for the period ended September 30, 2017 and 2017 Projected year end amounts.

Signed & respectfully submitted:



Sheryl Ayres
Senior Director, Finance and Strategic Initiatives

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Sue Doherty, Manager, Finance, 905.336.1158 x 2223

**CONSERVATION HALTON
BUDGET VARIANCE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2017**

Description	Note Reference	2017 Budget	YTD Actual Sept 30/17	2017 Projected Year End Actuals	2017 Projected Year End Variance
WATERSHED MANAGEMENT & SUPPORT SERVICES SUMMARY					
REVENUES					
Municipal Funding - Operating		8,404,233	6,303,175	8,404,233	- 0.00%
Provincial Funding (MNRF Operating)		300,311	225,233	300,311	- 0.00%
Provincial Funding (Source Protection & Land Management)	Note 1	418,269	461,830	557,553	139,284 33.30%
Internal Chargebacks		1,110,200	759,775	1,220,347	110,147 9.92%
Operations	Note 2	252,500	278,829	338,178	85,678 33.93%
Planning & Regulations		2,673,112	1,981,652	2,587,039	(86,073) -3.22%
Source Protection/Watershed Strategies - Other	Note 1	27,000	13,377	13,377	(13,623) -50.46%
Engineering, Flood Forecasting & Operations	Note 3	25,000	10,881	11,881	(13,119) -52.48%
Science & Partnerships	Note 4	595,871	548,549	752,526	156,655 26.29%
Corporate Services		32,000	51,454	32,654	654 2.04%
Partnership Projects	Note 5	989,713	723,560	932,954	(56,759) -5.73%
Transfer from Reserves	Note 6	15,000	-	67,123	52,123 347.49%
TOTAL WMSS REVENUES		14,843,209	11,358,314	15,218,174	374,965 2.53%
EXPENSES					
CORPORATE SERVICES					
Office of the CAO		604,354	471,742	617,342	12,988 2.15%
Finance		785,499	570,811	805,078	19,579 2.49%
HR, Health, Safety & Wellness		716,281	556,627	723,808	7,527 1.05%
Administration Office Facility		419,465	295,753	436,727	17,262 4.12%
Marketing & Communications		633,700	441,928	633,228	(472) -0.07%
Information Technology		309,791	230,735	310,135	344 0.11%
		3,469,090	2,567,597	3,526,318	57,228 1.65%
ENGINEERING, FLOOD FORECASTING & OPERATIONS					
Engineering		481,760	325,752	439,519	(42,241) -8.77%
Flood Forecasting		381,882	325,772	469,943	88,061 23.06%
Geographical Information Systems	Note 3	593,770	261,306	377,098	(216,672) -36.49%
		1,457,412	912,830	1,286,559	(170,853) -11.72%

**CONSERVATION HALTON
BUDGET VARIANCE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2017**

Description	2017 Budget	YTD Actual Sept 30/17	2017 Projected Year End Actuals	2017 Projected Year End Variance
PLANNING & REGULATIONS				
Planning & Regulations	2,805,116	2,074,947	2,904,239	99,123 3.53%
Regional Infrastructure	424,612	302,144	425,669	1,057 0.25%
	3,229,728	2,377,091	3,329,908	100,180 3.10%
SCIENCE & PARTNERSHIPS				
Ecology	558,583	410,987	559,101	518 0.09%
HHRAP	300,000	216,961	280,461	(19,539) -6.51%
Restoration	167,347	131,063	201,642	34,295 20.49%
Outreach	196,028	133,928	256,112	60,084 30.65%
Stewardship	222,910	237,707	313,661	90,751 40.71%
	1,444,868	1,130,647	1,610,978	166,110 11.50%
SOURCE PROTECTION/WATERSHED STRATEGIES				
Chargeback from Source Protection Program to WMSS	98,600	44,908	80,000	(18,600) -18.86%
Watershed Strategies	261,885	102,915	105,097	(156,788) -59.87%
Source Protection	391,869	422,369	528,662	136,793 34.91%
	752,354	570,192	713,759	(38,595) -5.13%
OPERATIONS				
Operations - Administration	1,318,133	896,802	1,558,518	240,385 18.24%
Property Management	713,713	540,527	711,576	(2,137) -0.30%
Forestry	677,597	605,301	739,501	61,904 9.14%
Vehicle and Equipment Operations - Watershed & Supp Services	165,896	137,525	170,060	4,164 2.51%
	2,875,339	2,180,154	3,179,654	304,315 10.58%
PARTNERSHIP PROJECTS				
Stewardship, Conservation Areas, RAP, Transfer to Reserve - Stewardship (Future Costs)	907,713	723,560	932,954	25,241 2.78%
	82,000	-	-	(82,000) -100.00%
	989,713	723,560	932,954	(56,759) -5.73%
DEBT FINANCING CHARGES				
TRANSFER TO RESERVE - VEHICLE AND EQUIPMENT	499,705	14,297	491,771	(7,934) -1.59%
TRANSFER TO RESERVE - WATERSHED CAPITAL MUNICIPAL	100,000	-	100,000	- 0.00%
	25,000	-	25,000	- 0.00%
TOTAL WMSS EXPENSES	14,843,209	10,476,367	15,196,901	353,692 2.38%
EXCESS WMSS REVENUES OVER EXPENSES	-	881,947	21,273	21,273 100.00%

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**CONSERVATION HALTON
BUDGET VARIANCE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2017**

Description	Note Reference	2017 Budget	YTD Actual Sept 30/17	2017 Projected Year End Actuals	2017 Projected Year End Variance
CONSERVATION AREAS SUMMARY					
REVENUES					
Conservation Areas - Annual Passes		550,000	707,265	817,265	267,265 48.59%
Conservation Areas - Other		12,500	88,346	27,648	15,148 121.19%
Kelso / Glen Eden		7,580,250	7,306,659	8,161,409	581,159 7.67%
Crawford Lake / Mountsberg		1,842,300	1,239,396	1,773,496	(68,804) -3.73%
Rattlesnake Point / Hilton Falls / Mount Nemo		667,309	853,011	1,000,711	333,402 49.96%
		10,652,359	10,194,677	11,780,529	1,128,170 10.59%
Municipal Funding - Education Program		192,354	134,648	192,354	- 0.00%
TOTAL OPERATING REVENUES	Note 7	10,844,713	10,329,325	11,972,883	1,128,170 10.40%
EXPENSES					
Conservation Areas					
Conservation Areas Administration		328,900	297,285	439,272	110,372 33.56%
Vehicle and Equipment Operations - Conservation Areas		129,890	50,962	105,420	(24,470) -18.84%
Kelso/Glen Eden		6,572,205	5,183,484	6,791,654	219,449 3.34%
Crawford Lake/Mountsberg/Education		2,034,298	1,452,328	2,046,145	11,847 0.58%
Rattlesnake Point/Hilton Falls/Mount Nemo		644,229	458,264	632,214	(12,015) -1.87%
		9,709,522	7,442,324	10,014,706	305,184 3.14%
SUBTOTAL CONSERVATION AREAS - OPERATING		903,800	695,220	1,027,000	123,200 13.63%
Support Services Chargeback					
TOTAL OPERATING EXPENSES	Note 7	10,613,322	8,137,544	11,041,706	428,384 4.04%
EXCESS OPERATING REVENUES OVER EXPENSES		231,391	2,191,781	931,177	699,786 302.43%

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CONSERVATION HALTON
BUDGET VARIANCE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2017

Capital Project Description		Total Capital Budget	Life to Date Capital Costs	Budget Unspent	Capital Project Funding
Kelso Dam - Definition Study, Remediation Design & Construction Support		1,007,256	606,256	401,000	50% MNRF; 50% Municipal; Deferred Revenue
Kelso Dam - Major Repairs		5,265,000	83,249	5,181,751	50% MNRF; 50% Mun. Debt Financing; Def. Rev.
Dams & Channels Maintenance Projects		510,000	136,356	373,644	50% MNRF; 50% Municipal/Deferred Revenue
Asset Management Plan - Buildings		50,000	0	50,000	Reserve
Emerald Ash Borer		400,000	17,274	382,726	Municipal - EAB
Flood Forecasting & Warning		137,355	52,490	84,865	Municipal and Deferred Municipal Revenue
Geographic Information System (GIS) Technology Upgrades		80,000	0	80,000	Municipal
Integrated Watershed Management Planning		25,000	10,000	15,000	Municipal
Integrated Watershed Database Management System		75,000	0	75,000	Municipal
Administration Office Renovation - Front Offices and Reception Area		400,000	380,335	19,665	Debt Financing
Information Technology (IT) Infrastructure - WMSS		146,830	108,322	38,508	Municipal
Vehicle and Equipment Replacements		263,000	0	263,000	Reserve
Forest/Land Management		73,689	47,460	26,229	Deferred Municipal Revenue
Foundation Funded Capital Projects		0	0	0	See Cons. Areas
Conservation Areas Facility & Infrastructure:					
Kelso/Glen Eden - Ropes Challenge Course		250,000	446	249,554	Reserve
Kelso/Glen Eden - Master Plan		100,000	56,719	43,281	Reserve
Kelso/Glen Eden - Rental Equipment replacement		20,000	8,016	11,984	Reserve
Kelso/Glen Eden - Ski hill Bore/Pipe replacement		645,000	40,105	604,895	Reserve; Canada 150 Federal Grant
Kelso/Glen Eden - WOW Camp Equipment		85,000	26,681	58,319	Reserve
Kelso/Glen Eden - Water System Servicing		429,035	314,337	114,698	Reserve
Kelso/Glen Eden - Facility Upgrades		0	13,767	(13,767)	Reserve (total costs will be \$27,534)
Crawford Lake - Accessibility Upgrades		60,000	0	60,000	Reserve
Crawford Lake - Longhouses refurbishment		645,000	212,303	432,697	Reserve; Canada 150 Federal Grant
Crawford Lake - Main Entrance		30,000	0	30,000	Reserve
Mountsberg - Drive Shed		50,000	0	50,000	Reserve
Foundation Funded Capital - Mountsberg Raptor Centre Upgrades		100,000	20,335	79,665	CH Foundation
Mount Nemo - Parking Lot		20,000	0	20,000	Reserve
Rattlesnake - Paving		125,000	75,528	49,472	Reserve
Hilton Falls - Visitor Centre Roof replacement		25,000	0	25,000	Reserve
Information Technology Infrastructure - Conservation Areas		130,000	91,980	38,020	Reserve
Vehicle and Equipment replacements		45,000	0	45,000	Reserve
Total Capital Projects	Note. 8	\$11,192,165	\$2,301,959	\$8,890,206	

REPORT TO: Board of Directors

REPORT NO: # 08 17 02

FROM: Patrick Moyle, Interim Director, Operations

DATE: November, 23, 2017

SUBJECT: **Concept Visioning for the Giants Rib GeoPark**

Recommendation

THAT The Conservation Halton Board of Directors **instruct staff in identifying partners, developing a Business Case and vision for a connected park system and a network of green spaces,**

AND FURTHER THAT The Conservation Halton Board of Directors **ask staff to provide an update on the GeoPark system in 12 – 18 months.**

Report

Conservation Halton has an opportunity to deliver a project supported by Metamorphosis, to build on enthusiasm of our member Municipalities and to lead a project considering the feasibility of a collaborative approach to green space and park management, celebrating the Niagara Escarpment and the recreational and education use of the UNESCO World Biosphere Reserve. The vision is long term and would be delivered in phases, with the eventual product being a parks system that is more than 10,000 acres – 44 square kilometers in size; larger than many National Parks in Ontario (Central Park in New York is less than 900 acres in size) and would constitute one of the largest areas of protected rural greenspace/parkland in any urban area globally.

Staff are seeking Board support to form a project committee made up of both staff from Conservation Halton as well as external partners, to examine and develop a concept for what a collaborative parks system could be, and what it could achieve. The result of this work would be to develop a high level concept or vision for a parks system that could be jointly adopted and which outlined project phases, identified private and public sector partners and developed some indicative budget estimates to realise the vision. It is estimated that this will take between 1 and 2 years to develop.

Conservation Halton has extensive experience it can bring in leading this project, a project which is closely aligned to the delivery of strategic objectives within Metamorphosis.

- We manage the largest existing parks system in the watershed, attracting a visitation of more than 1 million annually
- We are one of the largest property owners in the watershed, managing more than 10,000 acres of land, a significant part of which would fall within the proposed parks system

- We have been involved in the development of a similar, landscape scale park in Cootes to Escarpment in the Hamilton/Burlington area
- We have expertise in developing a recreational and educational program, that develops engagement in communities with natural spaces, while ensuring that these areas are protected and conserved for future generations

The Opportunity

It is proposed that the concept for the **Giants Rib Global GeoPark** is explored.

- Giants Rib has a 15 year track record of working toward the promotion of the Niagara Escarpment in the Hamilton Area, with the ultimate goal of developing a Discovery Centre to aid the exploration of the Escarpment. It is a community based organisation that has focussed on community engagement and education of the Escarpment. Recently, Giants Rib has wound down its Hamilton operations, however, the name Giants Rib could be used to build on the community based success within a new park vision.
- A GeoPark is an internationally recognised designation by UNESCO. GeoParks celebrate the natural and cultural heritage of an area, with a particular focus on features of geological significance. GeoParks are designed to be multi-agency and community lead initiatives that seek to engage communities in landscapes through recreation and education, within the context of sustainable landscape scale planning and management of those landscapes. There are more than 140 GeoParks globally, but only two currently in Canada – one in BC and one in Nova Scotia; we would be the first GeoPark in Ontario, and the first to celebrate the UNESCO World Biosphere Reserve of the Niagara Escarpment.
- There are significant lands that are already owned by public agencies within the proposed scope of the GeoPark; Conservation Halton operates three significant parks, the Region of Halton manages the Regional Forest system and the Town of Milton has recently acquired a significant 'parkland' land holding on the westerly edge of the Town. These three partners' lands are often continuous and reflect a managed, protected and conserved landscape of more than 5000 acres.
- These lands accommodate a range of existing recreational and education activities – more than 50,000 education visits are made to parks in the area, the most visited area within the province for climbing, a centre of excellence in mountain bike facilities and the iconic Bruce Trail providing a link between and through all the lands. In addition, Crawford Lake is one of the GTA's premier destinations for First Nations interpretation and celebration of our rich cultural heritage and Glen Eden is the third largest ski resort in Ontario.
- In addition to the world celebrated Niagara Escarpment, the natural heritage includes more than 730 plant species, 60 species of butterfly, 29 species of reptiles and amphibians including the Jefferson Salamander, 92 species of breeding bird and 28 species of mammal – there is a tremendous diversity of natural heritage associated with this unique landform.

- Around the existing publically owned lands are almost 5000 acres of lands owned and managed by quarry and aggregate companies. All licenses are currently under operation and these lands are scheduled to transfer into public ownership over the next 10 – 30 years.
- The latter two points afford the GeoPark concept the ability to engage both public and private sector stakeholders in developing a regionally recognised brand for natural heritage excellence that can be shared, extending the scope of the value of the parks system and the reach of its education and community awareness.

It is important to recognise that this project does not reflect new work for Conservation Halton; the core of the Giants Rib GeoPark would be an existing, linked system of parks. Rather, this builds on our system that is already attracting more than a million visitors a year, and that is already recognised as providing centres of excellence in recreation (biking, hiking skiing), in cultural heritage learning, and in educational programming. The Giants Rib affords Conservation Halton the potential to expand an already existing system, build on the presence of a Nodal Park within the Niagara Parks and Open Spaces System (Crawford Lake), better coordinate between CH existing delivery of 'natural' parks and partners (the Region and Town) and to strategically plan and account for the addition of 4,000+ acres of exhausted quarry that are scheduled to come into Conservation Halton ownership and management over the next 30 – 50 years. Furthermore, it offers Conservation Halton an opportunity to promote its work to a broader, national and indeed, international community through leading an exciting initiative.

A very early and initial concept for a collaborative network of park management that maximises the value to each partner and builds on the strength of each has been shared with member municipalities and welcomed with enthusiasm. Before staff proceed further in engaging a project group to look at the concept in more detail, Board support and endorsement is desired.

Impact on Strategic Goals

(In our strategic plan we Promise: ... to form partnerships that will enable us to better protect our environment and support our community.

- Our Themes include: To protect our natural, cultural and scenic assets, to take care our growing communities, to prepare for the effects of climate change, to create opportunities to connect with nature
- Our Key Objectives are: Strengthen conservation, restoration and responsible management of natural resources, Communicate to the public the value of science based programs that conserve, restore and manage the natural resources of the watershed, to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities and to attract visitors to our parks and connect our communities with nature through sustainable recreation, education and tourism
- One of our Key enablers: Partner and collaborate with municipalities, government agencies, professional associations, educational institutions and others

- There are a wide variety of specific tasks that this relates to cutting through Metamorphosis and builds and develops specifically on a commitment to develop a vision for a Regional Trails Strategy, which would be delivered through the development of a GeoPark.

Financial Impact

At this time staff envisage no significant financial impact. Staff resources already engaged in several departments (marketing, land management, park planning, GIS etc) will be allocated toward the initial concept work with minimal impact on other duties. It is hoped that in the medium and long term, any financial resources required could be funded and supported through grant and revenue activities without financial impact to Conservation Halton.

It is anticipated that involvement in a GeoPark by Conservation Halton would have potential for a positive financial impact through collaborative marketing initiatives, through private partnerships to support the sustainable management of our land holdings within a GeoPark model. This would be considered through the Business Planning process.

Prepared and respectfully submitted



Patrick Moyle, Interim Director,
Operations

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Niall Lobley, Manager, Risk & Land Holdings Services
905.336.1158 x 2256; nlobley@hrca.on.ca

REPORT TO: Board of Directors

REPORT NO: # 08 17 03

FROM: Barbara Veale, Director, Planning and Regulations

DATE: November 23, 2017

SUBJECT: **Proposed 2018 Plan Review and Permit Application Fee Schedules**
CH File Number: ADM 049

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the staff report dated December 1, 2016 regarding Plan Review and Permit Application Fee Schedules;**

AND FURTHER THAT the Conservation Halton Board of Directors **adopt the Plan Review and Permit Application Fee Schedules as outlined in the staff report dated November 23, 2017, with an effective date of January 1, 2018.**

Executive Summary

At the November 2012 Conservation Halton Board Meeting, the members approved a goal of 100% cost recovery for development-driven planning applications and 80% cost recovery for processing permit applications. Adjustments have been made to the fees schedules since that time. In order to assess whether or not we are meeting these targets, time tracking of files was initiated for permit review in 2015 and for plan review in 2017.

An analysis of the time spent on permit files shows that in general, cost recovery goals are being met for permit review and processing. However, the fee for some minor permits is too high and the fee for major and major scale permits is too low. Adjustments have been made to the permit fee schedule to more accurately reflect the time and effort spent of different types of files. An average increase of 2% is recommended with higher rates for intermediate, major and major-scale applications.

The recovery rate in 2017 to date for plan review is about 81%. Costs are generally being covered for most site specific planning applications, however, the fees for large, complex files should be adjusted to recover full costs. This cost adjustment is reflected in the planning fee schedule.

Report

The Region of Halton is one of the fastest growing areas in Canada. The *Places to Grow Act* directs the Region and area municipalities to plan for significant population growth. Conservation Halton took steps in previous years to increase staff complement in the Planning and

Regulations Department to meet the growing demand for plan review and regulatory services and to improve application response times.

In addition, to meet the cost recovery goal, a major overhaul of the fee schedules was undertaken and approved. Permit fee changes included streamlining application types to more accurately reflect the work required to complete reviews and introducing new fees for technical resubmissions beyond the second resubmission, client-driven revisions, and compliance/restoration agreements. Plan review fee changes included new fees for technical re-submissions beyond the second submission and transferring technical review fees for the review of large technical studies from the subdivision review fee to a separate "up front" fee that reflects time and effort plan review staff spend on reviewing technical studies such as Subwatershed Impact Studies and Environmental Implementation Reports completed prior to the submission of a plan of subdivision application.

Proposed Fees for 2018

Permit Application Fee Schedule

An analysis of the time spent on permit files in 2017 shows that in general, cost recovery goals are being met for permit review and processing. However, the fee for some minor permits is too high and the fee for major and major scale permits is too low. Adjustments have been made to the permit fee schedule to more accurately reflect the time and effort spent of different types of files. An average increase of 2% is recommended with higher rates for intermediate, major and major-scale applications. For the industrial/commercial/institutional single and multiple unit lots and government/utilities, fees have been adjusted to be the same across all three categories, as the fee should be reflective of the level of effort required to review and process an application based on the regulatory constraints and policies and technical considerations rather than lot size. A significant increase in the fee required for additional site visits for major and major scale projects above the three site visits included in the permit fee is recommended as these visits usually involves a technical staff team and requires time for inspecting the site. The proposed permit application fee schedule is attached (Attachment 1) and includes a comparison between 2017 approved fees and 2017 proposed fees, along with a percentage increase/decrease.

Plan Review Fee Schedule

Similar changes have been made to the plan review fee schedule. A 2% increase has been maintained for minor reviews. Some site-specific fees have been adjusted to be on par with the fees charged for the same level of work required for permit applications of a similar nature, plus HST charges. As determined by Revenue Canada, HST payments are required for plan review services (no HST is required for permits as they are part of the regulatory program).

Fee increases are recommended for technical clearances, major site plans, and major/intermediate site alteration applications. These types of application often require significant staff time for review and comment.

Four new categories have been added including:

- **No objections letter for minor variances:** A standard fee of \$300.00 has been applied for all minor variances in the past, even where there are no conservation authority interests or concerns. Where the Committee of Adjustment requires a letter of clearance from Conservation Halton, a nominal sum of \$100.00 is recommended.
- **Requests for consideration of site alterations prior to draft approval:** The standard planning practice is to have landowners complete all technical studies prior to draft approval of site plans or subdivisions. More often, landowners are requesting approvals for site alterations before all of the technical studies are complete. If this is the approach used, a substantial fee is recommended because staff require more technical information for review at this stage, than would normally be needed.
- **Pre-application Technical Review (single residential)** - a fee for the review of technical studies prior to the submission of a planning application was introduced in 2017. Sometimes people “test the waters” to determine whether their planning proposal is feasible. If a planning application is not submitted, CH staff is not compensated for the time spent on reviewing the technical study. The new fee is charged when a technical study is submitted, not associated with a planning application. The fee is deducted from the plan review fee at the time an application is submitted. If no application is forthcoming, the pre-application fee covers the cost of the technical review. There has been no specific fee for single residential uses. A specific fee for residential pre-applications is recommended.
- **Terms of Reference Review** – CH staff are often asked to review Terms of Reference for technical studies in advance of receiving them. A fee for this service is recommended.

Some fees for the review of subdivisions have been clarified. More and more subdivision proposals include mixed uses and high density residential unit. Where there is a mix of uses, a per lot fee is charged for single residential units and a per hectare fee is charged for higher density development. Note 4 has been modified to better explain this approach. Two new explanatory notes have been added (notes 16 and 17). There have been some revisions to the existing explanatory notes to update fees as per the schedule.

The proposed plan review fee schedule is attached (Attachment 2) and includes a comparison between 2016 approved fees and 2017 proposed fees and the percentage increase.

Consultation

Consultation with the development community has been undertaken with the Halton Chapter of BILD, as suggested by the Ministry of Natural Resources and Forestry. A preliminary version of the fee schedules was circulated to the BILD members and discussed at the BILD/Conservation Halton liaison meeting on November 2, 2017. A formal response supporting the revised fee schedules was received on November 13, 2017 (Attachment 3).

Discussion has also taken place with the BILD members to discuss gaps in the fee schedule. For instance, Conservation Halton has not charged the development community for the cost for reviewing developer-driven subwatershed studies. These studies are required by the municipality prior to the development of a Secondary Plan and Official Plan Amendment to set out natural hazard and natural heritage areas as well as storm water management approaches.

Fees for municipal staff to review these types of technical studies are recovered through development charges. The BILD members are willing to work with CH staff to ensure that resourcing needs and pinch points in the process are appropriately addressed in the future. It was agreed at the BILD meeting that a subcommittee of BILD members and CH staff would be created to review these types of situations.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Taking care of our growing communities. The theme is supported by the objective to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities.

Financial Impact

The fee schedules have been structured to more accurately reflect the cost of processing different types of permit and planning applications to achieve the target of 80% cost recovery for permits and 100% cost recovery for planning applications.

Signed & respectfully submitted by:



Barbara Veale, Director, Planning and Regulations

Approved for circulation by:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Barbara J. Veale, 905.336.1158 x 2273; bveale@hrca.on.ca

CONSERVATION HALTON
Proposed Fee Schedule for Applications Pursuant to Ontario Regulation 162/06
SCHEDULE "A"

<u>Category</u>	<u>Type</u>	<u>Fee 2017</u>	<u>Fee 2018</u>	<u>Increase</u>
Private Landowner Single Residential/Single Farm	P(3a) Alteration/Development - Minor	\$ 465.00	\$ 475.00	2%
	P(3i) Alteration/Development - Intermediate	\$1,350.00	\$ 1,380.00	2.22%
	P(3b) Alteration/Development - Major	\$3,350.00	\$ 3,425.00	2%
Industrial/Commercial/ Institutional	ICI(3a) Alteration/Development - Minor	\$ 1,325.00	\$ 1,750.00	32.08%
	ICI(3i) Alteration/Development - Intermediate	\$ 2,500.00	\$3,250.00	30.00%
	ICI(3b) Alteration/Development - Major	\$ 6,000.00	\$ 10,500.00	75%
	ICI(3c) Alteration/Development - Major Scale	\$ 8,500.00	\$ 16,000.00	88.24%
Residential Multi Units/Lots	RM(3a) Alteration/Development - Minor	\$1,900.00	\$ 1,750.00	-7.89%
	RM(3i) Alteration/Development - Intermediate	\$3,150.00	\$ 3,250.00	3.17%
	RM(3b) Alteration/Development - Major	\$10,000.00	\$ 10,500.00	5.00%
	RM(3c) Alteration/Development - Major Scale	\$15,000.00	\$ 16,000.00	6.67%
Local Municipality, Utility	G(3a) Alteration/Development - Minor	\$1,900.00	\$ 1,750.00	-7.89%
	G(3i) Alteration/Development - Intermediate	\$3,150.00	\$ 3,250.00	3.17%
	G(3b) Alteration/Development - Major	\$10,000.00	\$ 10,500.00	5.00%
	G(3c) Alteration/Development - Major Scale	\$15,000.00	\$ 16,000.00	6.67%
Large Fill Placement (not associated with a planning application)	LF(a) Minor (less than 30m ³)	\$ 465.00	\$ 475.00	2%
	LF(i) Intermediate (greater than 30m ³ but less than 200 m ³)	\$3,000 + \$0.50/m ³	\$3,000 + \$0.50/m ³	
	LF(b) Large (equal to or greater than 200 m ³)	\$ 10,000 + \$1.00/m ³	\$ 10,000 + \$1.00/m ³	
Environmental Projects	EP Stewardship Projects (Technical Review Required)	\$ 80.00	\$ 85.00	6.25%
Letter of Permission (see note 9)	PL(a) No site visit or technical review	\$225.00	\$230.00	2.22%
	PL(b) Site visit or technical review	\$375.00	\$385.00	2.67%
	PL(c) Site visit and technical review	\$600.00	\$615.00	2.50%
Fish Timing Window Extension	FTW	\$450.00	\$ 465.00	3.33%
Red-Line Revisions by CH	Minor (see note 10)	\$525.00	25%	
	Major (see note 10)	\$1,200.00	\$ 1,500.00	
Client-Driven Revisions	Minor revisions to permit applications in progress	35%	35%	0
	Major revisions to permit applications in progress	75%	75%	0
	Minor revisions to approved permits (see note 11)	50%	50%	0
Technical Resubmissions	Percentage of current fee for each additional technical submission (after 1 st resubmission)	45%	50%	5%
Compliance Monitoring	Restoration Agreement (see note 12)	Varies	Varies	
	Compliance Agreement (see note 13)	100% Surcharge	100% Surcharge	
Additional Site Visit (Single Residential/Single Farm)		\$ 210.00	\$ 215.00	2.38%
Additional Site Visit (Major, Major Scale)		\$1,000.00	\$1,250.00	25.00%

Definitions:

Minor: works are small; no technical studies are required (e.g., accessory buildings less than 20m²; additions less than 50% floor area; on-title agreement not required; generally involving less than 30 m³ of fill; small works such as pond outlets, maintenance dredging of intermittent watercourse and simple culvert replacement; minor repairs /maintenance of shoreline protection works).

Intermediate: works require a technical study or detailed plans; on-title agreement may be required.

Major: works require multiple technical studies; on-title agreement may be required; multi-disciplinary technical review is required (e.g. hydraulic analysis, storm water management, geotechnical, etc.)

Major Scale: works are significant in scale/scope/complexity; technical studies are required; multi-disciplinary technical review is required (e.g. major creek realignments; bridge crossings; significant shoreline protection works).

Major Revision: revisions that result in a change in the size, location, footprint or use of a building or structure or the number of dwelling units.

Development: Development is defined in the *Conservation Authorities Act* to mean:

- the construction, reconstruction, erection or placing of a building or structure of any kind (e.g. all buildings, including accessory non-habitable structure such as gazebos, decks, storage sheds, docks, stairs, retaining walls, etc.),
- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- site grading, or;
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere

Alteration: any works that result in changes to a watercourse, wetland or Great Lakes shoreline.

Notes:

Note 1: All applications must be deemed complete, including the fee, before the submission can be processed.

Note 2: Pre-consultation to determine the scale and scope of issues and the technical reports/studies required for the application to be deemed complete is encouraged. The applicant is responsible for undertaking any required technical reports/studies. Fees determined through the pre-consultation process, including fees noted in formal checklists, are approximate only and based on the fee schedules in place and information available at the time of pre-consultation. The final fee may change at the time of submission if the technical review requirements have changed due to the availability of new information or if the fee schedule has changed subsequent to the pre-consultation.

Note 3: Fees charged are for administration purposes and are non-refundable. Permit applications will be closed if additional information/studies have been requested and no submissions have been received from the applicant within one year.

Note 4: Conservation Halton reserves the right to charge additional fees, at a rate of \$135.00/hr., should the review require a substantially greater level of effort. Peer reviews may also be required for geotechnical and specialized modelling and may be charged to the applicant. Where an application exceeds one year to process due to other approval processes, it may remain active if there are no major revisions. Where there are major revisions, a new permit application will be required.

Note 5: Except where specifically stated in the fee schedule (e.g. Letter of Permission, Inquiries), the fees for Conservation Halton permits include one site visit. For major or major-scale permits not associated with single residential/single farm applications, the fee includes three site visits. A fee will be charged for additional site visits as per Schedule "A".

Note 6: Permits will be issued for the maximum of two years. Requests for permit issuance beyond the standard two year time period (up to 5 years) for large projects such as municipal infrastructure will be subject to an additional fee of 50% of the current fee for each additional year. The application requires approval from the Conservation Halton Board of Directors.

Note 7: Permit extensions and/or renewals will not be granted. However, applicants may re-apply for re-issuance of a permit for the original approved works in accordance with the most recent technical requirements. An additional fee of 50% of the current fee will be charged.

Note 8: Permits cannot be transferred to new owners. A change in ownership will require the issuance of a new permit.

Note 9: Letters of Permission are issued for certain activities adjacent to wetlands as per Policies 3.38.4 and 3.39.4 as stated in the *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document, April 27, 2006, as amended August 11, 2011* or for minor works located within the regulated area but outside of the flood or erosion hazard that are less than 10 m² and require a municipal building permit but no site visit or technical review.

Note 10: Red-line revisions will be charged based on the time required to complete the revisions. Revisions requiring greater than two hours to complete will be considered major.

Note 11: Major revisions to permits already approved require the issuance of a new permit.

Note 12: Restoration agreements will be negotiated where violations can be fully removed from the regulated area. An administration fee based on the current applicable category plus a 100% surcharge will be charged, except for fill removal, where an administration fee equal to the base permit application fee for fill placement will be charged.

Note 13: Compliance agreements will be negotiated for violations that can meet Conservation Halton policies and regulatory requirements. An administration fee based on the current applicable category fee plus a 100% surcharge will be charged.

Note 14: Where solicitor, real estate, or appraiser inquiries request information specific to the PIN (Property Identification Number), each inquiry will be charged the inquiry fee.

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Effective January 1, 2018

CONSERVATION HALTON
Ontario Regulation 162/06

SCHEDULE "B"

<u>Category</u>	<u>Fee 2017</u>	<u>Fee 2018</u>	<u>% Change</u>
Solicitor, Real Estate, Appraiser Inquiries	\$ 315.00 (note 13)	\$ 320.00 (note 13)	2%
Clearance/No Objection Letters (Private Landowner Single Residential, Single Farm)			
No Site Visit	\$80.00	\$ 85.00	6%
With Site Visit (visual inspection)	\$210.00	\$ 215.00	2.38%
With Site Visit (staking top of bank or wetland)	\$375.00	\$ 385.00	2.67%
With Site Visit & Technical Review (geotechnical report etc.)	\$600.00	\$ 615.00	2.50%
Fill and Flood Plain Mapping (per property)	\$ 20.00 (incl. HST)	\$ 20.00 (incl. HST)	0
Photocopies (per sheet)	\$ 0.30 (incl. HST)	\$.50 (incl. HST)	66.67%



CONSERVATION HALTON PRELIMINARY PLAN REVIEW FEE SCHEDULE 2018

Effective January 1, 2018

Attachment 2

APPLICATION TYPE	CATEGORY	FEE	HST (13%)	TOTAL FEE (Incl. HST) 2018	% Increase
Subdivisions - Residential/Condominium Multi-Residential/Mixed Use	Base fee	\$ 4,535.40	\$ 589.60	\$ 5,125.00	2.50
	Residential per unit/lot (note 4)	\$ 203.54	\$ 26.46	\$ 230.00	2.22
	Per net hectare (note 4)	\$ 4,424.78	\$ 575.22	\$ 5,000.00	
	Clearances per phase (tech review required) (note 5)	\$ 3,185.84	\$ 414.16	\$ 3,600.00	20.00
	Clearances per phase (no tech review required)	\$ 1,084.07	\$ 140.93	\$ 1,225.00	2.08
Subdivisions - Industrial/Commercial	Base fee	\$ 4,535.40	\$ 589.60	\$ 5,125.00	2.50
	per net hectare (note 4)	\$ 4,424.78	\$ 575.22	\$ 5,000.00	11.11
	Clearances per phase (tech review required) (note 5)	\$ 3,185.84	\$ 414.16	\$ 3,600.00	20.00
	Clearances per phase (no tech review required)	\$ 1,084.07	\$ 140.93	\$ 1,225.00	2.08
Subdivisions - Revisions/Redlines	Major/Intermediate (note 5)	\$ 3,340.71	\$ 434.29	\$ 3,775.00	2.03
	Minor (note 5)	\$ 725.66	\$ 94.34	\$ 820.00	2.50
Technical Review - EIR/FSS/SIS (or equivalent)	Base Fee (25ha or less)	\$ 9,659.29	\$ 1,255.71	\$ 10,915.00	2.01
	Base Fee (25.1ha up to and including 50ha)	\$ 19,318.58	\$ 2,511.42	\$ 21,830.00	2.01
	Base Fee (greater than 50.1ha)	\$ 28,982.30	\$ 3,767.70	\$ 32,750.00	2.02
	Per gross hectare (note 7)	\$ 398.23	\$ 51.77	\$ 450.00	5.88
EA Review- Municipal/Other	Master Plan	\$ 7,964.60	\$ 1,035.40	\$ 9,000.00	7.14
	Individual EA	\$ 7,964.60	\$ 1,035.40	\$ 9,000.00	7.14
	Schedule A			\$ -	
	Schedule B	\$ 2,654.87	\$ 345.13	\$ 3,000.00	5.26
	Schedule C	\$ 5,398.23	\$ 701.77	\$ 6,100.00	5.17
	EA Addendum Reports	\$ 1,858.41	\$ 241.59	\$ 2,100.00	5.00
Official Plan Amendments	Large (greater than 2ha)	\$ 13,539.82	\$ 1,760.18	\$ 15,300.00	2.00
	Major	\$ 3,982.30	\$ 517.70	\$ 4,500.00	4.65
	Intermediate	\$ 2,477.88	\$ 322.12	\$ 2,800.00	3.70
	Minor	\$ 774.34	\$ 100.66	\$ 875.00	2.94
Zoning By-Law Amendments	Large (greater than 2ha)	\$ 13,539.82	\$ 1,760.18	\$ 15,300.00	2.00
	Major	\$ 3,982.30	\$ 517.70	\$ 4,500.00	4.65
	Intermediate	\$ 2,477.88	\$ 322.12	\$ 2,800.00	3.70
	Minor	\$ 774.34	\$ 100.66	\$ 875.00	2.94
Niagara Escarpment Plan Amendments Applicant Driven	All Applications	\$ 3,384.96	\$ 440.04	\$ 3,825.00	2.00
Parkway Belt Applications	All Applications	\$ 774.34	\$ 100.66	\$ 875.00	2.94
Consents	Major/Intermediate	\$ 1,814.16	\$ 235.84	\$ 2,050.00	2.50
	Minor	\$ 774.34	\$ 100.66	\$ 875.00	2.94
Minor Variances	Major/Intermediate	\$ 615.04	\$ 79.96	\$ 695.00	15.37
	Minor	\$ 265.49	\$ 34.51	\$ 300.00	0.00
	No Objections Letter (new)	\$ 88.50	\$ 11.50	\$ 100.00	
Site Plans - Single Residential	Major	\$ 615.04	\$ 79.96	\$ 695.00	11.20
	Intermediate	\$ 384.96	\$ 50.04	\$ 435.00	2.35
	Minor (site visit required)	\$ 212.39	\$ 27.61	\$ 240.00	6.66
	Minor (no site visit required)	\$ 88.50	\$ 11.50	\$ 100.00	11.11
Site Plans - Commercial/Industrial/ Institutional/Multi-Residential > 2ha	Major (per gross ha)	\$ 4,424.78	\$ 575.22	\$ 5,000.00	16.28
	Intermediate	\$ 7,584.07	\$ 985.93	\$ 8,570.00	2.02
	Minor	\$ 1,446.90	\$ 188.10	\$ 1,635.00	2.19
	Clearance (technical review required) (note 5)	\$ 3,185.84	\$ 414.16	\$ 3,600.00	26.32
	Clearance (no technical review required)	\$ 1,084.07	\$ 140.93	\$ 1,225.00	2.08
Site Plans - Commercial/Industrial/ Institutional/Multi-Residential < 2ha	Major	\$ 7,584.07	\$ 985.93	\$ 8,570.00	14.27
	Intermediate	\$ 4,292.04	\$ 557.96	\$ 4,850.00	2.11
	Minor	\$ 1,061.95	\$ 138.05	\$ 1,200.00	0.00
	Clearance (technical review required) (note 5)	\$ 1,446.90	\$ 188.10	\$ 1,635.00	2.19
	Clearance (no technical review required)	\$ 615.04	\$ 79.96	\$ 695.00	20.87
Municipal Site Alteration Applications	Major/Intermediate	\$ 1,769.91	\$ 230.09	\$ 2,000.00	66.67
	Minor	\$ 442.48	\$ 57.52	\$ 500.00	21.95
	Prior to draft plan approval (note 17) (new)			\$ 5,000.00	
Applicant-Driven Amendments (requiring re-circulation)	Major changes (% of current fee)			75%	
	Minor changes (% of current fee)			25%	
Resubmission due to incomplete application	% of the current applicable application fee	\$ 9,292.04	\$ 1,207.96	25% up to \$10,500.00	5.00
Technical Study/Design Resubmission	Third Submission (note 8)	\$ 4,000.00		25% up to \$10, 500	
	Subsequent Submissions (per submission) (note 8)	\$ 8,000.00		50% up to \$21,000	
File reactivation (Inactive for 2 or more years)	Minor (note 16)	\$ 486.73	\$ 63.27	\$ 550.00	0.00
	Intermediate/Major (note 16)	\$ 995.58	\$ 129.42	\$ 1,125.00	2.27
Additional/Pre-consultation Site Visit	Single residential/Single farm (private landowner)	\$ 216.81	\$ 28.19	\$ 245.00	16.67
	Commercial/Industrial/Institutional/Residential (note 1)	\$ 1,261.06	\$ 163.94	\$ 1,425.00	42.50
Pre-application Technical Review	Per submission (single residential) (note 15) (new)	\$ 615.04	\$ 79.96	\$ 695.00	
	Per submission (other) (note 15)	\$ 1,769.91	\$ 230.09	\$ 2,000.00	33.33
	Terms of Reference review per submission (new)	\$ 1,446.90	\$ 188.10	\$ 1,635.00	
Aggregate Extraction Application Below Water Table	No features of interest within 120 m of license limit	\$ 7,964.60	\$ 1,035.40	\$ 9,000.00	0.00
	Features of interest within 120m of license limit	\$ 75,221.24	\$ 9,778.76	\$ 85,000.00	0.00
Aggregate Extraction Application Above Water Table	No features of interest within 120 m of license limit	\$ 707.96	\$ 92.04	\$ 800.00	0.00
	Features of interest within 120m of license limit	\$ 75,221.24	\$ 9,778.76	\$ 85,000.00	0.00

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DEFINITIONS & NOTES

Minor: an application is considered to be "minor" where the site is in the area of interest to Conservation Halton (e.g. natural heritage, natural hazard areas), but no technical studies are required.

Intermediate: an application is considered to be "intermediate" where one technical study is required (e.g. Stormwater Management, Geotechnical, Hydrological, Environmental Impact Assessment, etc.).

Major: an application is considered to be "major" where several technical studies are required (e.g. Stormwater Management, Geotechnical, Hydrological, Environmental Impact Assessment, etc.).

Incomplete Submission: a submission is deemed to be "incomplete" where Conservation Halton has provided a checklist of requirements, and the application has not met all of the requirements, including fees.

Applicant-Driven Amendment: a fee for an "applicant-driven amendment" will be charged where plans are submitted for review after the application has received planning approval from the municipality.

Gross Hectare: Means the entire area subject to a planning application.

Net Hectare: Means the total developable area of the property including development blocks, roads, parks, schools, and stormwater management facilities. It does not include areas regulated by Conservation Halton (CH) or other natural heritage system (NHS) areas.

Note 1: Pre-consultation – Applicants are encouraged to consult with CH staff prior to the submission of a planning application to determine the nature and extent of the information required and the appropriate fee. CH reserves the right to request a preliminary pre-consultation fee. This fee will be deducted from the application fee when a formal application is submitted.

Note 2: Fees – The application fee will be paid at the time of filing an application with the municipality.

Note 3: Residential Site Plan Fees – Where a CH permit is required, the site plan fee will be reduced by 25%. The applicable permit fee will be charged at the time a permit application is submitted.

Note 4: Subdivision and Technical Review Fees – Prior to 2016, the cost of technical study review done prior to submission was included in the subdivision fee. A separate fee is now required for the review of technical studies (e.g., Subwatershed Impact Study (SIS), Environmental Implementation Report (EIR), Functional Servicing Study (FSS) or equivalent). Where technical study review fees are paid per the above, a reduced per unit lot fee of \$215 for the first 750 units and \$180 per unit/lot thereafter or a net per hectare fee of \$4,000 will be required. Where technical study review fees have not been submitted to CH because the studies are complete or are in progress, a per unit lot fee of \$230 for the first 750 units and \$195 per unit/lot thereafter or a net per hectare fee of \$5,000 will be required. All fees are inclusive of HST.

The per unit fee applies to residential singles, duplexes, standard townhouses, and lane-based townhouses. The net hectare fee applies to multi-unit/mixed use residential (including, but not limited to, stacked townhouses, back-to-back townhouses, live-work units, and medium and high-rise units), industrial/commercial/institutional uses, and all other blocks as identified in the Net Hectare definition above.

Subdivision fees include: 1) review of first and second submissions of all studies and technical analysis required to support draft plan approval; subsequent submissions will be charged as per the current CH Planning Fee Schedule, 2) one site visit prior to draft plan approval, 3) consultation meetings, 4) preparation of draft plan conditions, 5) review of the first and second submissions of all detailed design drawings and other submissions required to clear draft plan conditions; subsequent submissions will be charged as per the current CH Planning Fee Schedule, and 6) up to 2 site visits during the detailed design process (if required). The subdivision fee assumes a single phase of detailed design and registration. If the subdivision is phased after draft plan approval, additional fees for the review of detailed design at a rate of 15% of the current subdivision fee (base fee plus per unit fee) will apply. All works associated with municipal site alteration applications and CH permit applications are separate from the subdivision review process and associated fees.

Note 5: Subdivision Revision and Clearance Fees – Fees will be paid directly to CH and must be paid prior to issuance of revised draft conditions or the final clearance letter (registration, pre-servicing and assumption). A draft plan modification fee will be applicable to applicant-driven amendments to a subdivision or condominium application. The prescribed fee assumes a standard approach to the issuance of the CH clearance. Should the applicant want to consider a different approach, CH will charge additional fees to cover administrative and any legal costs (see Note 12). The payment of additional fees does not guarantee that the alternative approach will be accepted.

Note 6: Additional Subdivision Fees – Where a subdivision has received draft plan approval, but conditions have not been cleared for a period of one (1) year after draft plan approval, CH reserves the right to request an additional plan review fee which represents the difference between the base fee paid at the time of the initial review and the current base fee. Similarly, where a subdivision has been draft plan approved and applicant-driven amendments are submitted subsequent to the approval, an additional plan review fee will be required.

Note 7: Technical Review Fee – A fee will be charged for the review of technical studies/analysis such as EIR/FSS/SIS or equivalent reports. This includes a base fee based on the extent of the study area plus a gross per hectare fee of \$450.00 (inclusive of HST).

Note 8: Technical Re-submission – A fee will be charged directly to the applicant when technical reviews of required studies, plans, drawings and models go beyond the first two submissions, including EA reports. A graduated fee of 25% of the original fee for the third submission and 50% of the original fee for subsequent submissions will be charged.

Note 9: No Objections Letter – CH will issue a no objections letter to applicants where the site is in an area regulated by CH (e.g. in or near natural hazard or natural heritage features), but the proposed work is located entirely outside of the regulated area or due to their scale and scope do not require CH permission (either by a Permit or Letter of Permission). If a site visit is required additional fees may apply. Where the works are located within the regulated area, CH permission will be required. CH cannot grant permission until a NEC Development Permit or Exemption Letter has been issued for properties within the Niagara Escarpment Commission development control area.

Note 10: Combined Applications – Combined applications will be charged at 100% of the highest fee rate and 75% of the combined fee for other review categories.

Note 11: Refunds - CH may provide a refund directly to the applicant if it is found that an application charged at the “major” rate only required the level of review normally associated with a minor or intermediate rate. In such cases the minor or intermediate rate will be retained and the difference refunded.

Note 12: Additional Fees – CH reserves the right to request additional fees, at a rate of \$155/hour (inclusive of HST), should the review require a greater level of effort. Additional fees are required for all applicant-initiated revisions.

Note 13: Environmental Assessment Review Fees – Plan review fees for Environmental Assessments will not apply for Region of Halton infrastructure projects as the Region is funding a CH Regional Infrastructure Team.

Note 14: Peer Review Fees – The cost for peer review of technical submissions (e.g., geotechnical reports) will be borne by the applicant.

Note 15: Pre-application Technical Review – A fee will apply for the review of a technical study/analysis where a planning submission has not yet been submitted. This fee will be paid directly to CH and must be paid prior to review. Additional fees, at a rate of \$155/hour (inclusive of HST) will be required for reviews that exceed ten (10) hours. This fee will be deducted from the application fee when a formal application is submitted.

Note 16: File Reactivation – A file reactivation fee will be charged for applications that have been inactive for two or more years. This fee will be charged in addition to the difference in the application fee paid with the original submission and the current approved fee.

Note 17: Site Alteration Prior to Draft Plan Approval – Site alteration applications received prior to draft plan approval require significant technical review, the cost of which is reflected in the fee.



BUILDING A GREATER GTA
Building Industry and Land
Development Association

November 13, 2017

Ms. Barbara Veale
Manager of Planning and Regulation Services
Conservation Halton
2596 Britannia Road West
Burlington, ON
L7P 0G3

Dear Ms. Veale,

Re: Conservation Halton's Draft Proposed 2018 Application and Plan Review Fee Schedules

On behalf of the members of the BILD Halton Chapter, thank you for your presentation regarding Conservation Halton's (CH) draft proposed 2018 Application and Plan Review Fee Schedules at the November 2, 2017 BILD-CH Working Group meeting. We understand that the proposed fees will be brought forward for the Board of Directors' approval on November 23, 2017. As such, in advance of the Board's consideration, we would like to take this opportunity to provide the following comments on behalf of members of the Halton Chapter.

During CH's previous review of the Application and Plan Review Fee Schedules in 2016, BILD members made the request to see a clear connection between the proposed fee increases and staff resources /review timelines. Doing so would assure the industry that fees were commensurate with the level and quality of service being delivered.

As expressed at our most recent meeting, it is the Chapter's view that CH has taken important steps to address the above, and as a result, significant improvements have been seen in CH's review timelines and overall communications with the industry. We believe a great deal of this success can be attributed to the work being done within the BILD-CH Working Group.

We would also like to acknowledge CH's efforts over the past year to put a process in place to monitor and track the time staff commit to each and every application compared to the fees being charged. As a result of your findings, fee increases are being proposed to better reflect the work of staff. This review, and our discussions, have helped establish a clear understanding of the objectives and rationale for the proposed fee changes, as well as, identify opportunities to use these fees to further improve application and planning review services and timelines.

In this latest fee review process, members were provided a one-week window to provide comments, and while we continue to appreciate CH's efforts to maintain an open, and transparent consultative relationship with BILD, we ask for the opportunity to have longer review times in the future in order to give our members the time needed to fully understand the fee changes in relationship to their specific projects.

As it relates to the current proposed fee schedule for 2018, we understand that increases above 2% will correspond to CH's efforts in finding further efficiencies in the review services, timelines, and communications, while also maintaining parity with other conservation authorities (CAs) as required

by the CA Act. As such, Halton Chapter members of BILD find the draft proposed application and planning fees for 2018 reasonable and acceptable.

We look forward to our continued working relationship with CH in 2018, and further assisting the conservation authority with enhancing its organizational services through a technical subcommittee, as discussed at our last meeting.

Thank you for your time and please do not hesitate to contact the undersigned if you have any questions or need anything further.

Sincerely,



Jason Sheldon
BILD Halton Chapter Co-Chair



Glenn Wellings
BILD Halton Chapter Co-Chair

CC: *Carmina Tupe, Policy & Government Relations, BILD*
BILD Halton Chapter Members

REPORT TO: Board of Directors

REPORT NO: # 08 17 05

FROM: Barbara J. Veale, Director, Planning & Regulations

DATE: November 23, 2017

SUBJECT: **Funding Service Agreement - Region of Halton and Conservation Halton
Regional Infrastructure Team
CH File #: ADM 308**

Recommendation

THAT the Conservation Halton Board of Directors **approve the draft Funding Service Agreement as attached and authorize the Chairman and the Chief Administrative Officer to sign the agreement on behalf of Conservation Halton.**

Report

On August 8, 2014, Conservation Halton and the Region of Halton entered into a formal agreement to fund a dedicated staff team to review and permit capital improvement projects related to the Region's allocation program. This arrangement is working well.

The term of the agreement was for three years (August 8, 2014 – August 8, 2017). Discussions were initiated in the spring to renew and update the agreement. Approval from Regional Council to renew the agreement for two years, with an option to extend it for an additional five years at the discretion of the Regional Chief Administration Officer, was obtained on June 14, 2017. Staff have been working since that time in fine-tuning the wording.

The updated agreement provides more flexibility regarding the work completed by Conservation Halton's Regional Infrastructure Team (RIT). The agreement allows RIT to work on other regional permit applications when there is discretionary time to do so (especially until the new allocation program is finalized). There is no additional fee applied to the plan and permit review functions undertaken by RIT as the program is fully funded by the Region of Halton. Fees for other Regional permit applications not processed by the RIT will continue to be applied. The upset limit for the services provided by RIT has been increased from \$450,000/year to \$550,000/year and the termination notification has been changed from three months to six months. The hourly rate for the use of "other qualified" staff in the review of application processed by the RIT team has been set at \$100/hr, subject to an annual adjustment. The staff training budget has been increased from \$2,000 to \$4,000/year. Staff recommend approval of the updated draft Funding Service Agreement as attached.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Taking care of our growing communities. The theme is supported by the objective to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities.

Financial Impact

Costs associated with the work undertaken by the RIT team are fully recovered through the agreement with the Region of Halton.

Prepared and respectfully submitted:



Barbara J. Veale, Director
Planning and Regulations

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Barbara J. Veale, 905.336.1158 x 2273; bveale@hrca.on.ca

This **FUNDING SERVICE AGREEMENT** (“**Agreement**”) made this day of
, 2017

Between: **The Regional Municipality of Halton (“Region”)**

- and -

The Halton Region Conservation Authority (“Conservation Halton”)

WHEREAS the Region is responsible for the timely delivery of capital improvement projects throughout Halton Region;

AND WHEREAS Conservation Halton reviews and processes applications related to said capital improvement projects as submitted by the Region;

AND WHEREAS in order for Conservation Halton to review and process applications in a manner consistent with Conservation Halton’s mandate and at a rate sufficient to meet the Region’s demand, Conservation Halton must acquire additional staff resources;

AND WHEREAS the Region has agreed to compensate Conservation Halton for the defined costs of additional staff resources as further set out in PW-20-17 re: “Extension of the Service Funding Agreement with Conservation Halton for the Acceleration of Capital Project Approvals under the Conservation Authorities Act” approved by Regional Council on June 14, 2017;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants and obligations contained herein and subject to the terms and conditions hereinafter set out, Conservation Halton and the Region hereto agree as follows:

1. Purpose of Agreement

This Agreement provides for the Region to compensate Conservation Halton for additional resources that are above and beyond what is currently available so that, in turn, Conservation Halton can effect the timely review and processing of Regional applications associated with Regional capital improvement projects or other applications or reviews as may be requested by the Region from time to time (“**Regional Applications**”). Through Conservation Halton’s dedication of additional staff resources to the processing of Regional Applications, it is expected that the Region will be better able to meet critical capital project delivery timelines.

2. Responsibilities of Conservation Halton

- a) Conservation Halton shall commit a staff team to review and process the Regional Applications. The following employees (“**Service Delivery Staff**”) shall be hired and committed by Conservation Halton in order to fulfill its obligations under this Agreement:

- 1) 1 Full Time Equivalent - Coordinator/Environmental Planner
- 2) 1 Full Time Equivalent – Water Resources Engineer
- 3) 1 Full Time Equivalent – Planning Ecology Specialist (Terrestrial)
- 4) 1 Full Time Equivalent – Planning Ecology Specialist (Aquatic)

- b) In addition to the Service Delivery Staff, Conservation Halton may, at its discretion, use other qualified staff necessary to undertake the competent review and processing of Regional Applications (“**Other Qualified Staff**”). The use of Other Qualified Staff may include, but is not limited to, the use of the Conservation Halton staff “hydrogeologist” or “coastal engineer” or Conservation Halton regulations staff. Additionally, the following conditions apply with respect to the use of Other Qualified Staff:

- (i) The time utilized for Other Qualified Staff shall be invoiced separately to the Region as detailed in "Schedule "A" to this Agreement; and
- (ii) Conservation Halton shall not utilize more than twenty-five (25) hours of Other Qualified Staff time in any given Quarterly Invoice period (as defined in Schedule "A") without the prior approval of the Region.

c) In the event that Conservation Halton and the Region agree that a Regional Application is beyond the technical expertise of the Service Delivery Staff and/or Other Qualified Staff, Conservation Halton will retain peer review services ("**Peer Review**") in accordance with its procurement policies following receipt of the Region's approval of the scope of work for the Peer Review. Payment for the Peer Review services shall be in accordance with the terms contained in Schedule "A" to this Agreement.

d) Conservation Halton shall be responsible for ensuring that, in addition to the resources currently available to the Region, the Service Delivery Staff are devoted to reviewing Regional Applications in order to satisfy the purpose and intent of this Agreement.

e) Conservation Halton shall be responsible to provide personnel who have the necessary expertise, credentials, or other qualifications to effectively direct the Service Delivery Staff and/or Other Qualified Staff, as required, to review and process the Regional Applications.

f) Conservation Halton shall be responsible to provide training and supervision of the Service Delivery Staff and the Other Qualified Staff.

g) Conservation Halton shall be responsible to provide the Service Delivery Staff and/or Other Qualified Staff, as required, with sufficient resources to review and process the Regional Applications in a timely and expedient manner.

h) Conservation Halton shall designate a staff member to be assigned as a coordinator to lead the Service Delivery Staff and Other Qualified Staff, as required, and work in consultation with Regional staff to ensure that the objectives of this Agreement are achieved and that Regional Applications and reviews are prioritized and tracked.

3. Acknowledgement

Regional Applications shall be the priority of the Service Delivery Staff and as such, Conservation Halton shall ensure that the Service Delivery Staff are allocated to the Regional Applications.

Subject to the above, Conservation Halton has discretion to utilize Service Delivery Staff for work unrelated to Regional Applications, provided that the service delivery standards contained herein remain satisfactorily achieved. The Region shall not be invoiced for any Conservation Halton staff time allocated to non-Regional Applications.

4. Status of the Service Delivery Staff

The Service Delivery Staff and the Other Qualified Staff shall at all times remain employees of Conservation Halton and shall under no circumstances be considered employees of the Region. For added clarity, Conservation Halton acknowledges that the Region is not involved in the hiring, management, or the employee-employer relationship of the Service Delivery Staff and/or the Other Qualified Staff.

5. Responsibilities of the Region

- a) The Region shall be responsible for providing payment to Conservation Halton as per this Agreement including all reasonable defined costs with respect to the Service Delivery Staff. Accordingly, the Region shall be exempt from the application review fees as charged by Conservation Halton for all applications processed by the Service Delivery Staff and/or Other Qualified Staff.

b) The Region agrees to reimburse any required annual professional membership fees of the Service Delivery Staff and any additional staff training and/or professional development for the Service Delivery Staff in accordance with Schedule "A" attached.

c) The Region shall, in a timely manner, provide sufficient copies of all necessary technical reports, studies and documentation related to natural hazard and natural heritage matters affecting specific applications required by Conservation Halton in order to review and process the Regional Applications and to ensure that Regional projects occur in an environmentally responsible manner.

d) The Region shall provide Conservation Halton at the outset of each calendar year a summary of anticipated Regional Applications for that year, a general location map and expected time lines for Regional submissions. The Region may from time to time, in consultation with Conservation Halton, update the timing and priority of the applications to be submitted.

e) The Region shall pay Conservation Halton in accordance with the payment procedure set forth in Schedule "A" of this Agreement.

6. Service Delivery Standards

Conservation Halton shall endeavour to review and process Regional Applications in the most expedient and effective manner possible. In order to develop and manage the service delivery standard, the parties shall review the effect of the Service Delivery Staff on the processing and approval of Regional Applications and propose changes to this Agreement as necessary.

To assist in the review of service delivery, Conservation Halton shall provide on a quarterly basis, in conjunction with the Quarterly Invoice described in Schedule "A", a Regional Application tracking summary ("Tracking Summary"). The Tracking Summary shall be in a form agreed to by the parties, but at a minimum shall include the following detail:

- (i) the date of receipt of each Regional Application;
- (ii) the date of approval of each Regional Application (as applicable);
- (iii) identification of the type of application for each Regional Application;
- (iv) the resources expended by Conservation Halton in reviewing each Regional Application, by the Service Delivery Staff or Other Qualified Staff as described in clause 2(b) of this Agreement; and
- (v) the resources expended by Service Delivery Staff on Non-Regional Applications.

The Tracking Summary and the Region's Regional Application submission plan shall be utilized by the Commissioner of Public Works and the Chief Administrative Officer of Conservation Halton, or their respective designates, in the review of the services provided under the Agreement and with respect to the development and management of the service delivery standard.

7. Non-Assignment

Neither party may assign this Agreement as a whole and shall not sub-contract or assign any part of the work in the Agreement without the written consent of the other.

8. Term

The parties agree that the effective date of this Agreement is August 8, 2017, and that the term of this Agreement is two (2) years from the effective date ("**Initial Term**"). The parties agree that the Region has an option to extend the Agreement beyond the expiry of the Initial Term for an additional five (5) year period at the discretion of the Regional Chief Administrative Officer.

9. Termination

This Agreement may be terminated at any time by either party by providing six (6) months' written notice in accordance with the notice provisions herein. The Region will only be responsible for payment of the defined costs incurred by Conservation Halton with respect to the Service Delivery Staff to the date of termination as indicated within the written notice, without any further costs or liability to either party whatsoever.

10. Notice

Any notice required to be given under this Agreement shall be in writing, and may be given personally, by facsimile or by prepaid registered mail. Notice shall be deemed to be received as follows, as applicable: (i) on the date of personal delivery, or (ii), if delivered by facsimile, on the next day following the date of successful transmittal excluding Saturday, Sunday or a holiday in the Province of Ontario, or (iii) if delivered by prepaid registered mail, ten (10) clear days following the date of mailing.

Notice to the parties may be delivered to the following addresses:

Region:	1151 Bronte Road Oakville, Ontario L6M 3L1
	Fax: 905-825-1823
	Attn: Commissioner of Public Works
Conservation Halton:	2596 Britannia Road West Burlington, Ontario L7P 0G3
	Fax: 905-336-6684, Attn: CAO/Secretary-Treasurer

Either party may at any time give notice in writing to the other party of any change of address and after the giving of such notice the address therein specified shall be deemed to be the address of the party providing notice. In the event of strike, lock-outs or other stoppages in the Canadian postal system, notices, requests or other instruments under this Agreement shall be given by personal delivery or facsimile.

11. Alternative Dispute Resolution

In the event of any dispute between the parties related to this Agreement that the parties are unable to resolve by good-faith negotiation, then the parties shall proceed to a mediation of the dispute. If mediation is not successful, then the parties shall proceed to an arbitration of the dispute. In the event of arbitration, the provisions of the *Arbitration Act, 1991*, S.O. 1991, c. 17, as amended, shall apply.

Notwithstanding the generality of the foregoing, in the event of a dispute between the parties, each party agrees to continue performance of its obligations under this Agreement, except to the extent that issue(s) in dispute may preclude performance. A dispute over payment shall not be deemed to preclude performance.

12. Further Assurances

The parties agree that each of them shall, upon reasonable request of the other, do or cause to be done all further lawful acts, deeds and assurances whatever for the better performance of the terms and conditions of this Agreement.

13. Amendment

This Agreement may be amended by the parties on consent and in writing in a form with consistent formality to this Agreement. Signatories to any amending agreement must warrant sufficient authority to bind the party.

14. Severability

It is intended that all provisions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the particular provision, provisions or part of the provision shall be deemed severed from the remainder of this Agreement and all other provisions shall remain in full force.

15. Successors and Assigns

This Agreement shall enure to the benefit of, and be binding on, the parties and their respective successors and permitted assigns.

16. Interpretation

The parties agree that the recitals to this Agreement are true and correct and form an integral part of this Agreement. All headings and paragraph or section numbers are for reference purposes only. Furthermore, Schedule "A" attached forms an integral part of this Agreement and is to be read in conjunction with the terms of this Agreement. In the event of an inconsistency of interpretation with the provisions of the Schedule, the Agreement terms shall govern.

[remainder of page intentionally blank; signature page to follow]

IN WITNESS WHEREOF the parties have affixed their respective corporate seals, attested by the hands of their respective officers duly authorized in that behalf:

DATED this day of
 , 2017, at the Town
of Oakville, Ontario

THE REGIONAL MUNICIPALITY OF HALTON

Name: Gary Carr
Title: Regional Chair

Name: Graham Milne
Title: Acting Regional Clerk

I/We have authority to bind the corporation.

THE HALTON REGION CONSERVATION AUTHORITY

DATED this day of
 , 2017, at the
 , Ontario

Name: Gerry Smallegange
Title: Chair

Name: Hassaan Basit
Title: Chief Administrative Officer

I/We have authority to bind the corporation.

Schedule "A" – Invoicing Procedure

1. Prior to the commencement of this Agreement, and on an annual basis thereafter, Conservation Halton shall provide to the Region an estimate of the salary and benefit costs of the Service Delivery Staff (the "**Annual Cost Estimate**"). The Region may request supporting documentation and upon receipt of such request, Conservation Halton shall provide same with respect to Annual Cost Estimates.
2. Prior to the commencement of this Agreement, and on a quarterly basis thereafter, Conservation Halton shall invoice the Region for a quarter-portion of the Annual Cost Estimate (the "**Quarterly Invoice**").
3. (a) Notwithstanding paragraph 2, other than the first Quarterly Invoice, each Quarterly Invoice shall include the actual costs for the Service Delivery Staff incurred by Conservation Halton during the preceding quarter, including detail of the salary, benefit, associated administration and training cost of the Service Delivery Staff. Supporting documentation shall also be provided and any further or additional documentation concerning actual costs shall be supplied upon request from the Region.
(b) Conservation Halton shall include an administrative cost of 2.5% in the Quarterly Invoice as a fee representational of related administrative costs incurred by Conservation Halton ("**Administrative Cost**"). The Administrative Cost will be applied to the total invoice amount.
(c) The use of Other Qualified Staff as described in clause 2(b) of this Agreement shall be invoiced to the Region at the rate of \$100.00/hour. This rate shall be subject to an annual adjustment by Conservation Halton in accordance with the approved Conservation Halton Salary Schedule.
(d) The Region agrees to reimburse any required annual professional membership fees of the Service Delivery Staff and any additional staff training and/or professional development to a maximum annual amount of \$4,000.00.
(e) The cost of any Peer Review services approved pursuant to clause 2(c) shall be included in the quarterly invoices.
5. The Region shall pay each Quarterly Invoice within forty-five (45) days.
6. The Region shall be permitted to dispute a Quarterly Invoice at its sole discretion. Notwithstanding the generality of the foregoing, the Region will be required to pay all undisputed portions of each Quarterly Invoice in accordance with this Schedule "A".
7. A dispute concerning a Quarterly Invoice, or a disputed portion therein, shall be resolved in accordance with this Agreement.
8. The Region acknowledges that the Annual Cost Estimate may be adjusted throughout the year based upon any Conservation Halton review of job descriptions, salary adjustments and unanticipated benefit cost increases. In such an event, the revised Annual Cost Estimate shall be provided to the Region at least thirty (30) days in advance of the date of delivery of the next Quarterly Invoice to the Region.
9. All increases to the Annual Cost Estimate beyond permissible costs explicitly identified herein shall require the written approval of the Commissioner of Public Works and the Commissioner of Finance and Regional Treasurer and such approval shall not be unreasonably withheld. Any request for an increase to the Annual Cost Estimate shall be subject to a detailed review which may include comparison with industry compensation standards and supporting documentation shall be provided upon request from the Region.

10. Subject to any prior written approvals previously provided in paragraph 9, it is anticipated that the Annual Cost Estimate should not exceed \$550,000 (Five Hundred and Fifty Thousand Dollars). In the event that an Annual Cost Estimate provided to the Region is greater than \$550,000, the Annual Cost Estimate shall be subject to immediate review and require approval from the Commissioner of Public Works and the Commissioner of Finance and Regional Treasurer.

REPORT TO: Board of Directors

REPORT NO: # 08 17 06

FROM: Barbara J. Veale, Director, Planning & Regulations

DATE: November 23, 2017

SUBJECT: **Proposed development within the 7.5 metre allowance associated with the flood plain of Fourteen Mile Creek, 403 Valley Drive, Town of Oakville, Regional Municipality of Halton**
CH File # A/17/O/56

Recommendation

THAT the Conservation Halton Board of Directors **approve the issuance of a permit for the construction of a second storey addition and construction of a garage within the 7.5 metre allowance associated with the flood plain of Fourteen Mile Creek at 403 Valley Drive, Town of Oakville, Regional Municipality of Halton.**

Executive Summary

The subject property is located at 403 Valley Drive, in the Town of Oakville, and contains a portion of the flood plain associated with Fourteen Mile Creek. Conservation Halton regulates 7.5 metres from the greatest hazard, in this case, the flood plain associated with Fourteen Mile Creek, as it is considered a minor system.

On October 14, 2017, staff received a permit application to construct a second storey addition to the existing single family dwelling, a rear deck and swimming pool and convert the existing carport into a garage. The proposed development will be located partially within the 7.5 metre allowance; specifically, the second storey addition will be located 1.5 metres from the flood plain (Figure 1). The existing residence extends to within 1.5 metres of the flood hazard. The second storey addition will not encroach any closer to the flood hazard than the existing ground floor. The proposed deck and swimming pool encroach within the regulated area but meet policy.

The proposed second storey addition does not meet current Board-approved policy as the policy states that reconstructions, alterations or additions are permitted provided the works do not encroach closer to the hazard than existing development and are not within 6 metres of the flood plain. Staff can only issue permits that meet Board-approved policies. However, based on the unique circumstances described in the below report, staff recommend approval of the proposed works.

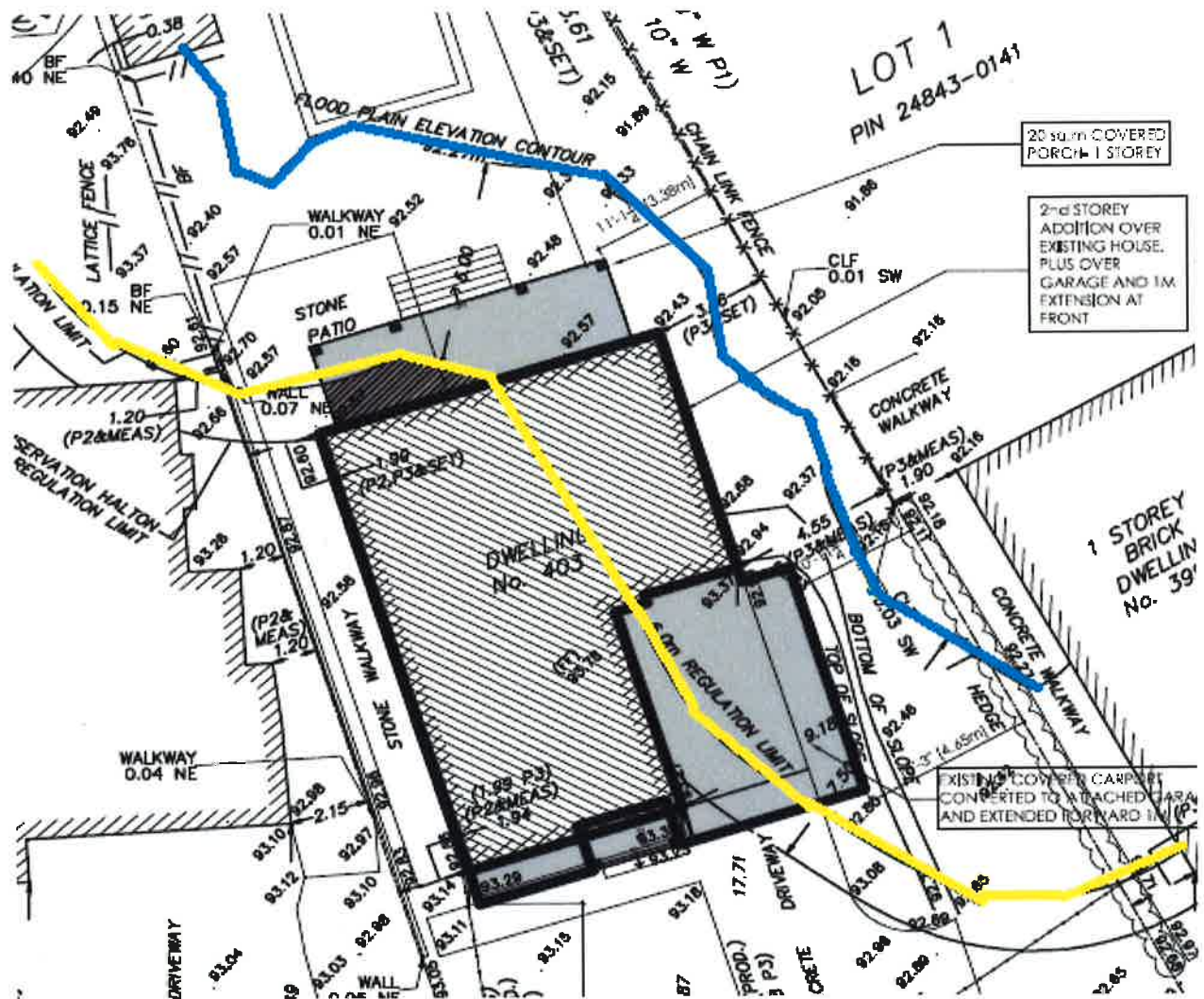


Figure 1: Proposed second storey addition (shown as hatched) over the existing foundation and proposed garage (gray) shown with the 6 metre allowance (yellow) from the regulatory flood plain (blue).

Report

Background

The property, 403 Valley Drive, Oakville (Figure 2), is adjacent to a tributary of Fourteen Mile Creek. The property contains the flooding hazard associated with Fourteen Mile Creek and the 7.5 metre regulation limit associated with that creek. The majority of the property is regulated by Conservation Halton pursuant to Ontario Regulation 162/06. The surrounding neighbourhood is comprised of residential lots; the properties backing onto Fourteen Mile Creek are regulated by Conservation Halton.



Figure 2: 403 Valley Drive, Oakville, Ontario

Proposal

The proposed works involve the construction of a second storey addition to the existing foundation, converting the existing carport to a garage, adding a covered porch in the backyard, and construction of a swimming pool. The existing dwelling is located within the 7.5 metre regulation limit from the flood plain, being 1.5 metres from the flood plain at its closest point. The applicant is proposing a larger home which maintains the existing dwelling's footprint and setback from flood plain, but expands the house to the front and side yards as well as vertically. The proposed dwelling will not encroach closer to the flood plain than the existing dwelling.

According to Conservation Halton policies, staff could approve a reconstruction, alteration or addition provided it does not encroach closer to the flood plain than existing development and the proposed works are not within 6 metres of the flood plain. Accessory structures are permitted within the 7.5 metre allowance, as such, the proposed rear deck and swimming pool meets Conservation Halton policies.

Conservation Halton Policy Review

The proposed development consists of the construction of a second storey addition to be located 1.5 metres from the flood plain on the east side of the property. The applicable policy under which development in the regulated area of the flood plain applies is Policy 3.27 *Minor Valley Systems – Development within 7.5 metres of Flood plain*. The encroachment of the building addition does not meet Board-approved policy which states:

3.27.1 Where buildings and structures already exist within 7.5 metres of the flood plain, reconstruction, alteration or additions may be permitted subject to the following:

- a) The reconstruction, alteration or addition does not encroach any closer to the flood plain than the existing development at its closest point;
- b) Even if existing development is closer than 6 metres to flood plain, no new development is permitted within 6 metres in order to provide for an access allowance as per the Provincial Policy Statement; and,
- c) In cases where the building or structure can be reasonably relocated outside of the setback the applicant will be encouraged to do so.

The intent of Policy 3.27.1 is to restrict development within 7.5 metres of the regulated hazard to ensure an adequate setback from the flooding hazard. However, staff is recommending approval of the permit because of the unique circumstances associated with this file as listed below:

- a) the development is located entirely outside of the flooding hazard,
- b) the development would not encroach further toward the flood plain than existing development on this property,
- c) the proposed second storey addition and conversion of the carport into a garage does provide a small access allowance and does not encroach within any existing access,
- d) the proposed setback from the hazard is in keeping with the properties in the neighbourhood; some properties are within the hazard while this proposal maintains the existing setbacks from features,
- e) it is not reasonable on this property to assume that any additions or reconstructions could be built entirely beyond the 6 metre allowance from the flood plain as the lands outside the regulated limit are confined

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Taking care of our growing communities. The theme is supported by the objective to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities.

Financial Impact

By working with the applicant to find a reasonable solution which addresses their needs and our concerns staff have facilitated an efficient and effective review and saved significant staff time.

Signed & respectfully submitted by:



Barbara J. Veale, Director
Planning & Regulations

Approved for circulation by:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Laura Head, Regulations Officer, Planning & Regulations
905.336.1158 x 2333; lhead@hrca.on.ca