

Crawford Lake along the boardwalk

January 2018



MEETING NO: # 09 17
DATE: January 25, 2018
TIME: 3:00 – 6:00 pm
PLACE: CH Administration Office, 2596 Britannia Road, West, Burlington ON
905.336.1158 x 2236

AGENDA

Page #

1. **Acceptance of Agenda as distributed**
2. **Disclosure of Pecuniary Interest for Board of Directors**
3. **Consent Items**
 - Roll Call & Mileage
 - Approval of Board of Directors Minutes dated November 23, 2017
 - Briefing Memo: Kelso Dam Update 1-2
- 3.1 Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06
October 10, 2017 to December 31, 2017
Report #: CHBD 09 17 01 3-9
- 3.2 Health & Safety Update
Report #: CHBD 09 17 02 10-11
4. **Action Items**
 - 4.1 2018 Budget Municipal Apportionment
Report #: CHBD 09 17 03 12-14
 - 4.2 Purchasing Report for October to December 2017
Report #: CHBD 09 17 04 15-17
 - 4.3 149 Forsythe Drive, Oakville
Report #: CHBD 09 17 05 18-22
5. **In Camera Items**
 - 5.1 Legal Issue – Report #: CHBD 09 17 06 23-26
 - 5.2 Legal Issue – Report #: CHBD 09 17 07 27-29
 - 5.3 Legal Issue - Verbal
6. **CAO Verbal Update**
7. **Other Business**
8. **Adjournment**

MEETING NO: # 09 17

TO: Board of Directors
FROM: Janelle Weppler, Associate Director, Engineering
DATE: 25/01/2018
SUBJECT: Kelso Dam Update

MEMO

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

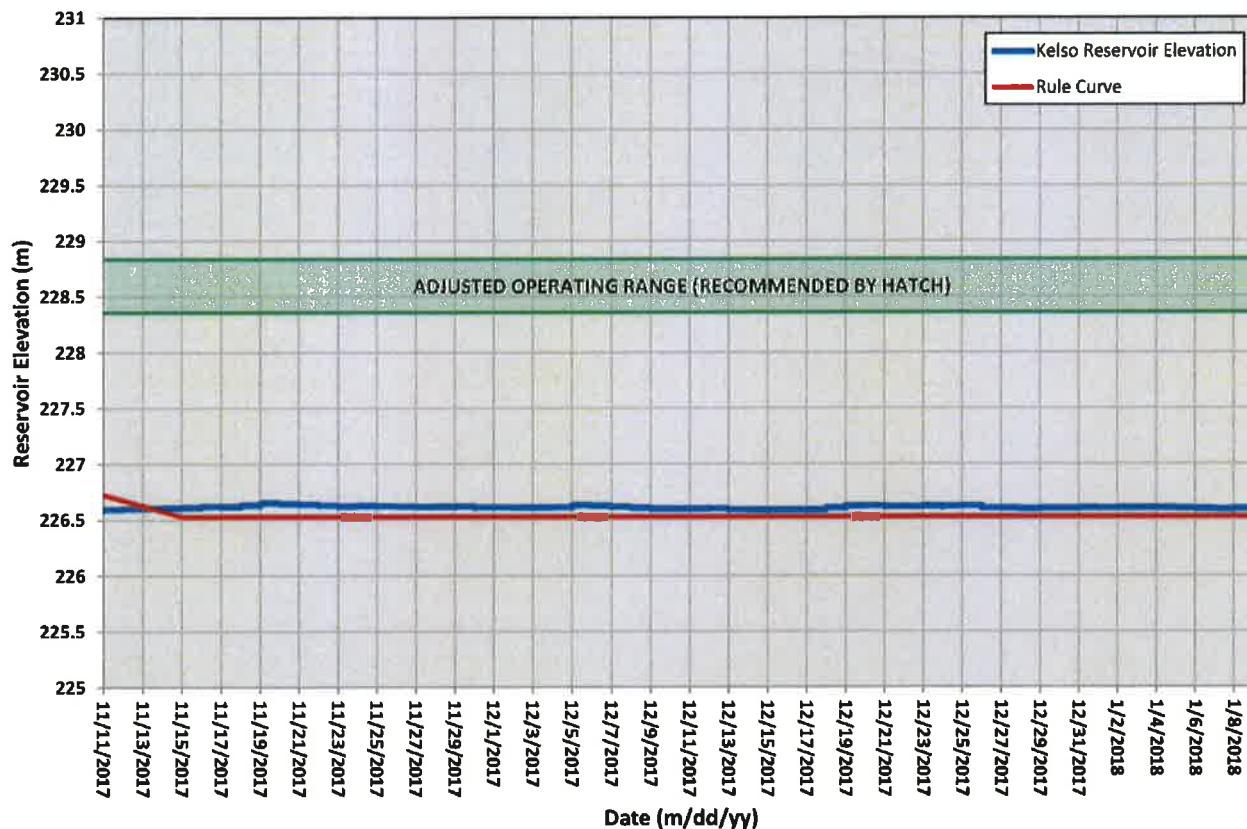
Conservation Halton are monitoring and recording the conditions at the Kelso dam with the reduced winter operating frequency of:

- 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 November 23, 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 November 11, 2017 to January 9, 2018



Recent Work & Next Steps

Pump test results reporting and documentation will be provided by GHD (engineering consultant) to Conservation Halton staff for review by the end of January, 2018. This report will be used to determine dewatering needs during construction. Information gathered during the pump test is also being used to prepare and support the application for the Category 3 PTTW required during construction excavation and associated dewatering.

Conservation Halton staff hosted the kickoff meeting with Dufferin Construction Company and Hatch (contract administrators for the construction) on December 4, 2017. This Kelso team is now working together to commence Phase 1 of Phase 2, of the construction at the Kelso Dam.

REPORT TO: Board of Directors

REPORT NO: 09 17 01

FROM: Barbara J. Veale, Director Planning & Regulations

DATE: January 25, 2018

SUBJECT: **Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06 October 10, 2017 to December 31, 2017**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the Permits and Letters of Permission issued by staff under Ontario Regulation 162/06 for the period of October 10, 2017 to December 31, 2017, as identified in the staff report dated January 25, 2018.**

Report

Between October 10, 2017 and December 31, 2017, 70 Permits and 8 Letters of Permission were issued (see attached table). All approvals were reviewed and approved in accordance with Board approved policies contained in *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document April 27, 2006, revised November 26, 2015.*

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

CH staff work with permit applicants to address their needs while meeting Board approved policies for administering Ontario Regulation 162/06. Fees for permits are based on staff time and effort required to process different types of applications as approved by the Board.

Signed & respectfully submitted:



Barbara J. Veale
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Charles Priddle, Coordinator Regulations Program
cpriddle@hrca.on.ca; 905-336-1158 x 2279

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Burlington						
A/16/B/15	5117 **REVISED**	0 Bridle Wood and Pinedale Ave	Proposed integrity dig to visually inspect the pipeline within the Regulated Area on an existing property that contains a portion of the floodplain associated with Appleby Creek	25/10/2017	25/10/2017	Ben Davis
A/17/B/108	5731	1607 Brookbridge Drive	Proposed construction of a walk-out basement within 7.5m of the valley associated with Upper Hagar Creek	10/10/2017	10/10/2017	Ben Davis
A/17/B/38	5742	4250 Walkers Line	Proposed construction of a new dwelling and barn, driveway modification, new septic system and other associated site works within the Regulated Areas associated with tributaries of Bronte Creek and a wetland less than 2 hectares in size	10/10/2017	10/10/2017	Cassandra Connolly
A/17/B/109	5744	299 Shoreview Road	Proposed construction of a shade pavilion accessory structure within the valley associated with West Aldershot Creek	12/10/2017	12/10/2017	Ben Davis
A/17/B/112	5745	1419 Hidden Valley Road	Proposed septic replacement within the floodplain and valley associated with Grindstone Creek	12/10/2017	12/10/2017	Cassandra Connolly
A/17/B/107	5748	0 Appleby (2.9 km south of Britannia) Line	Proposed concrete patch repairs to the soffit of an existing bridge within the regulated area associated with Bronte Creek	16/10/2017	16/10/2017	Ben Davis
S/17/B/31	5750	222 St. Paul Street	Proposed small deck extension on a property that is partially within the erosion hazard associated with Lake Ontario	18/10/2017	18/10/2017	Charles Priddle
A/17/B/111	5754	569 Sandcherry Drive	Proposed installation of an on-ground pool within 15 metres of the valley associated with Grindstone Creek	25/10/2017	25/10/2017	Cassandra Connolly
A/17/B/111	5754	569 Sandcherry Drive	Proposed installation of an on-ground pool within 15 metres of the valley associated with Grindstone Creek	25/10/2017	25/10/2017	Cassandra Connolly
A/17/B/110	5759	1120 Burloak Drive	Proposed removal of an existing private road crossing and placement of articulated concrete blocks in order to match upstream and downstream conditions within the Regulated Area associated with Sheldon Creek	31/10/2017	31/10/2017	Ben Davis
S/17/B/32	5760	650 North Shore Boulevard	Proposed replacement of decking on top of existing shoreline protection works within Hamilton Harbour/Burlington Bay	31/10/2017	31/10/2017	Charles Priddle
A/17/B/114	5762	0 Woodview (north of 447) Road	Proposed integrity dig of Trans-Northern Pipeline MP-337.55-2017 within the Regulated Area associated with Tuck Creek	02/11/2017	02/11/2017	Cassandra Connolly
A/17/B/119	5765	2619 Bluffs Way	Proposed new two storey dwelling, driveway, septic system and pool to be located between 15 - 120 metres of the Mount Nemo Provincially Significant Wetland (PSW) Complex	02/11/2017	02/11/2017	Cassandra Connolly
A/17/B/117	5766	5071 Spruce Avenue	Proposed second floor addition above the existing garage and one storey addition at the rear of the dwelling within the Regulated Area associated with Appleby Creek	02/11/2017	02/11/2017	Cassandra Connolly
A/17/B/121	5770	4372 Appleby Line	Proposed demolition of a portion of the existing structure destroyed by fire and emergency soil remediation works within the Regulated Area associated with Bronte Creek	06/11/2017	06/11/2017	Cassandra Connolly
A/17/B/75	5771	5600 - 5622 Cedar Springs Road	Proposed replacement of three driveway culverts and ditch grading improvements within the Regulated Area associated with Bronte Creek	06/11/2017	06/11/2017	Cassandra Connolly
A/17/B/120	5775	1390 Waterdown Road	Proposed demolition of the existing dwelling, including basement and septic system and backfilling within the Regulated Area associated with the valley of Grindstone Creek	09/11/2017	09/11/2017	Cassandra Connolly
A/17/B/80	5788	4412 Walkers Line	Proposed demolition of the existing building and backfilling within the Regulated Area associated with the valley of Bronte Creek	23/11/2017	23/11/2017	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/16/B/65	5785	Cedar Springs (Kilbride Street to Britannia Road) Road	Proposed full road reconstruction including resurfacing of asphalt, culvert replacements, guide rails and erosion control within the Regulated Area associated with Bronte Creek.	22/11/2017	22/11/2017	Cassandra Connolly
S/17/B/34	5790	3124 Lakeshore Road	Proposed replacement of stairs down shoreline slope to obtain safe pedestrian access to shoreline protection works	27/11/2017	27/11/2017	Charles Priddle
A/17/B/116	5794	0 Thomas Alton (near 3136 Jenn) Boulevard	Proposed installation of a new 2-1.5" conduits along Thomas Alton Boulevard between Jenn Avenue and Velebit Park within the Regulated Area associated with Bronte Creek	29/11/2017	29/11/2017	Cassandra Connolly
S/17/B/35	5795	642 West Oval Drive	Proposed construction of an open air glass canopy over a rear porch on a property that is located within the erosion hazard associated with Hamilton Harbour	29/11/2017	29/11/2017	Charles Priddle
A/17/B/125	5798	4480 Escarpment Drive	Proposed construction of a new single dwelling, driveway, septic system, fire safety reserve water tanks, future pool, ancillary structures and landscaping located within 30 & 120 metres of a PSW	14/12/2017	14/12/2017	Cassandra Connolly
A/17/B/130	5799	2500 Kerns Road	Proposed construction of 2 boardwalks across Upper Rambo Creek to replace current crossings/culverts within City View Park	18/12/2017	18/12/2017	Cassandra Connolly
A/17/B/128	5800	859 Glenwood Avenue	Proposed construction of a new ground floor solarium addition to an existing dwelling located within the Regulated Area associated with West Aldershot Creek	18/12/2017	18/12/2017	Cassandra Connolly
A/17/B/42	5801	1107 & 1109 Clay Avenue	Proposed grading, alteration, construction of outfall and landscaping works within the regulated area associated with Sheldon Creek	18/12/2017	18/12/2017	Cassandra Connolly
A/11/B/74	5802	0 Itabashi Way	Proposed creek remediation of a knick point and SWM facility outlet and spillway transition repairs within the Regulated Area associated with a tributary of Appleby Creek	20/12/2017	20/12/2017	Ben Davis
A/17/B/124	5805	3242 Sharp Road	Proposed installation of an in-ground pool within the Regulated Area associated with Sheldon Creek	20/12/2017	20/12/2017	Cassandra Connolly
S/17/B/24	5808	4078 Lakeshore Road	Proposed reconstruction of shoreline protection works, including significant slope grading on the shoreline of Lake Ontario	22/12/2017	22/12/2017	Charles Priddle
A/17/B/58	REVISION #2 5602	586 Deborah Crescent	REVISION #2 Proposed construction of a storey addition, a front porch, a cabana and installation of a swimming pool to replace existing within the valley and 7.5 metre regulatory allowance associated with Falcon Creek	30/10/2017	30/10/2017	Ola Pincay
A/17/B/122	Letter of Permission	4476 Escarpment Drive	Proposed 2-storey single dwelling, driveway, septic system and associated site grading to be located between 30 & 120 metres of a Provincially Significant Wetland	08/11/2017	08/11/2017	Ola Panczyk

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Halton Hills						
A/16/HH/15	5757	7974 Sixth Line	Proposed installation of electrical duct banks and upgrades to an existing driveway within the valleylands and floodplain associated with a tributary of Sixteen Mile Creek	30/10/2017	30/10/2017	Matt Howatt
A/17/HH/22	5777	8309 Fifth Line	Proposed replacement of a septic system and construction of a rear covered porch within 15 metres of the flooding and erosion hazard associated with Sixteen Mile Creek	10/11/2017	10/11/2017	Laura Head
A/17/HH/23	5781	13111 Steeles Avenue West	Proposed connection of a sanitary line within the Regulated Area associated with Sixteen Mile Creek	17/11/2017	17/11/2017	Cassandra Connolly
A/17/HH/24	5803	13129 Steeles Avenue	Proposed connection of a sanitary line within the Regulated Area associated with Sixteen Mile Creek and within 120 metres of a wetland greater than 2 hectares in size	20/12/2017	20/12/2017	Laura Head
A/17/HH/21	Letter of Permission	8684 Ninth Line	Proposed construction of a new drive shed located between 30 & 120 metres of a Provincially Significant Wetland	19/10/2017	19/10/2017	Laura Head
Hamilton						
A/17/H/46	5746	28 Raglan Street	Proposed replacement of an existing shed with a new storage shed located within the regulated area associated with Grindstone Creek	16/10/2017	16/10/2017	Cassandra Connolly
A/17/H/45	5747	101 Eleventh Concession Road East	Proposed new single family dwelling, accessory buildings, and ancillary structures within the Regulated Area associated with a Provincially Significant Wetland	16/10/2017	16/10/2017	Cassandra Connolly
A/17/H/40	5749	0 Parkside (470 m east of Churchill - pedestrian bridge) Drive	Proposed replacement of an existing pedestrian bridge within the Regulated Area associated with Grindstone Creek	16/10/2017	16/10/2017	Ben Davis
A/16/H/43	5751	0 Brock Road	Proposed excavation of a 11m x 3m x 3m trench to expose an existing pipeline for inspection within the Regulated Area on an existing property that contains a portion of the floodplain associated with Grindstone Creek and Haylesland-Christie Wetland Complex, a Provincially Significant Wetland	25/10/2017	25/10/2017	Ben Davis
A/17/H/50	5752	24 Tenth Concession Road East	Proposed conversion of an attached 2-car garage to habitable space within the Regulated Area associated with Bronte Creek	25/10/2017	25/10/2017	Ben Davis
A/17/H/47	5755	7 Laurendale Avenue	Proposed installation of an on-ground pool, pool equipment and decking within the Regulated Area associated with Grindstone Creek	30/10/2017	30/10/2017	Ola Panczyk
A/17/H/44	5758	1462 - 1432 Centre Road	Proposed sidewalk installation including catch basins and ditch outlets within the Regulated Area associated with a Provincially Significant Wetland as well as the Regulated Area associated with Grindstone Creek	31/10/2017	31/10/2017	Ben Davis
A/17/H/51	5768	57 & 58 Twelfth Concession Road East	Proposed construction of 100 seasonal trailer sites and ancillary uses, infrastructure to service the sites, and the construction of a swimming pool, comfort station and maintenance buildings within the Regulated Area associated with the Beverly Swamp a Provincially Significant Wetland (PSW) Complex	06/11/2017	06/11/2017	Cassandra Connolly
A/17/H/53	5773	195 Main Street South	Proposed portico over front porch and to replace the existing back deck within the Regulated Area associated with Grindstone Creek	08/11/2017	08/11/2017	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/17/H/38	5779	629 Safari Road	Proposed greenhouse additions and construction of a SWM pond within 30 to 120 metres of a Provincially Significant Wetland (PSW)	13/11/2017	13/11/2017	Cassandra Connolly
A/17/H/57	5784	823 Six Highway North	Proposed reconstruction of a building located within the floodplain of Grindstone Creek	20/11/2017	20/11/2017	Cassandra Connolly
A/17/H/58	5786	0 Dundas (@Grindstone Creek bridge NW side) Street East	Proposed emergency works involving sport repair of a failed 450mm CSP storm sewer and screening of a downstream manhole within the Regulated Area associated with Grindstone Creek	22/11/2017	22/11/2017	Cassandra Connolly
A/17/H/48	5787	1633 - 1653 Six Highway	Proposed regrading of a portion of the property within 3 to 120 metres of a Provincially Significant Wetland	23/11/2017	23/11/2017	Cassandra Connolly
A/17/H/54	Letter of Permission	2 Bridle Street	Proposed replacement of an existing deck located between 30 & 120 metres of a Provincially Significant Wetland	01/11/2017	01/11/2017	Cassandra Connolly
A/17/H/52	Letter of Permission	80 Chesswood Trail	Proposed installation of solar panels, swimming pool, cabana and tennis court between 30 & 120 metres of a Provincially Significant Wetland	03/11/2017	03/11/2017	Cassandra Connolly
A/17/H/49	Letter of Permission	345 Freelon Road	Proposed septic replacement located between 30 & 120 metres from a Provincially Significant Wetland	07/11/2017	07/11/2017	Cassandra Connolly
A/17/H/56	Letter of Permission	24 Wilberry Way	Proposed cabana to be located between 30 & 120 metres of the Carlisle Provincially Significant Wetland	14/11/2017	14/11/2017	Cassandra Connolly

Milton

A/17/M/87	5756	400 Chisholm Drive	Proposed earth berm within the floodplain and regulatory allowance associated with a tributary of Sixteen Mile Creek	30/10/2017	30/10/2017	Emma DeFields
A/17/M/86	5767	11340 Taylor Court	Proposed two storey indoor pool house addition including a new deck and outdoor patio within 15 & 30 metres of the limit of the Badenoch-Moffat Wetland Complex, a Provincially Significant Wetland	07/11/2017	07/11/2017	Ben Davis
A/17/M/89	5772	230 Mary Street	Proposed placement of a food truck within 15 metres of the floodplain associated with the Sixteen Mile Creek	06/11/2017	06/11/2017	Ben Davis
A/17/M/90	5778	11167 First Line	Proposed driveway upgrades and construction of a new dwelling, detached garage and septic system within 120 metres of a Provincially Significant Wetland and within the floodplain associated with Sixteen Mile Creek	10/11/2017	10/11/2017	Laura Head
A/17/M/84	5782	0 Fifth (South of CP Rail line) Line	Proposed cut and fill within the floodplain associated with a tributary of Sixteen Mile Creek	20/11/2017	20/11/2017	Ben Davis
A/17/M/53	5792	9500 Louis St Laurent Boulevard	Proposed construction of a storm outfall swale for a proposed temporary dry stormwater management pond and associated grading, treatments and landscaping within the Regulated Area associated with a tributary of Sixteen Mile Creek	27/11/2017	27/11/2017	Emma DeFields
A/17/M/07	5796	12535 Britannia Road	Proposed removal of existing weir within Sixteen Mile Creek and associated channel restoration works	05/12/2017	05/12/2017	Laura Head
A/17/M/97	5797	14450 Britannia Road	proposed installation of approximately 210 metres of NPS 1 1/4" pipeline within the Regulated Area associated with Sixteen Mile Creek to service the residence at 14450 Britannia Road	13/12/2017	13/12/2017	Ben Davis
A/17/M/76	5804	509 Commercial Street	Proposed internal upgrades to the existing Laurier Pumping Station and construction of a new bypass valve chamber (53096A)	20/12/2017	20/12/2017	Paul Bond

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/17/M/106	5807	13670 Britannia (113520 in GIS) Road	Proposed replacement of an existing driveway culvert within the floodplain associated with Sixteen Mile Creek	21/12/2017	21/12/2017	Laura Head
A/17/M/88	Letter of Permission	10476 Fourth Line	Proposed roof over existing deck between 30 & 120 metres of a wetland greater than 2 hectares in size	02/11/2017	02/11/2017	Ola Pancyzk
A/17/M/103	Letter of Permission	10583 Second Line	Proposed grading to accommodate an addition to existing riding ring and new outdoor riding ring located within 30 metres of wetlands which are less than 2 hectares in size	20/12/2017	20/12/2017	Ben Davis

Mississauga

NOTHING ISSUED FOR TIME PERIOD

Oakville						
A/15/O/48	5753	1154 Sixth (Oakville Golf Club) Line	Proposed construction a new wingwalls along the existing culvert containing Munn's Creek	25/10/2017	25/10/2017	Laura Head
A/17/O/67	5761	0 Leighland Avenue	The installation of a 300mm diameter replacement watermain within the regulatory limits of the Morrison-Wedgewood Channel. (PR 3122)	01/11/2017	01/11/2017	Paul Bond
A/16/O/63	5763	443 Avon Crescent	Proposed construction of a new dwelling and associated accessory structures and reconstruction of tiered valley wall within the valley and within 7.5 metres of the erosion hazard associated with Lower Wedgewood Creek	06/11/2017	06/11/2017	Laura Head
S/17/O/10	5769	1306 Lakeshore Road West	Proposed internal renovations, the addition of a rear porch, extension of a front porch, replacement of a terrace and alteration to external finishing on a house that is within the erosion hazard associated with Lake Ontario	06/11/2017	06/11/2017	Charles Priddle
S/17/O/14	5774	2422 Carrington Place	Proposed porch addition and two single storey additions on a house that is partially within the erosion hazard associated with Lake Ontario	08/11/2017	08/11/2017	Charles Priddle
A/17/O/70	5776	1495 Pembroke Drive	Proposed construction of a new two-storey dwelling within 7.5 metres of the stable top of bank associated with Munn's Creek	09/11/2017	09/11/2017	Laura Head
A/17/O/65	5780	1150 Dundas (Lions Valley Park) Street West	Proposed equipment crossing of Sixteen Mile Creek to clear vegetation and construct a temporary construction access road for bridge pier works for bridge pier works for the bridge structure (PR 2263G)	14/11/2017	14/11/2017	Paul Bond
S/17/O/15	5789	1302 Lakeshore (Gairloch Gardens) Road East	Proposed minor repairs to shoreline protection works and walkways within the flooding and erosion hazards associated with Lake Ontario	23/11/2017	23/11/2017	Charles Priddle
A/17/O/39	5791	251/257 Dundas Street East	Proposed pond modifications and grading works within the Regulated Area associated with East Morrison Creek (Stage 3B)	27/11/2017	24/11/2017	Laura Head
A/17/O/56	5793	403 Valley Drive	Proposed second storey addition, construction of an attached garage and covered porch within 7.5 metres of the floodplain associated with Fourteen Mile Creek	29/11/2017	29/11/2017	Laura Head
A/16/O/79	5809	150 Water Street	Proposed replacement of existing docks and new steel sheet pile wall within Sixteen Mile Creek	30/11/2017	21/12/2018	Laura Head

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Puslinch						
A/17/P/11	5743	7811 Wellington 36 Road	Proposed construction of a front porch replacement within 15 & 30 metres of a Provincially Significant Wetland	10/10/2017	10/10/2017	Ben Davis
A/17/P/12	5783	0 Little (b/w Darkwood & Conc 11) Road	Proposed installation of a 1030mm x 740mm x 11m elliptical CSP culvert replacement within the floodplain associated with a tributary of Bronte Creek	21/11/2017	21/11/2017	Ben Davis

REPORT TO: Board of Directors

REPORT NO: # 09 17 02

FROM: Sheryl Ayres, Senior Director, Corporate & Strategic Initiatives
Ph. 905 336 1158 x 2250

DATE: January 25, 2018

SUBJECT: 2017 Year End Health & Safety Summary

Recommendation:

THAT the Conservation Halton Board of Directors **receive for information the 2017 Year End Health & Safety Summary, dated January 25, 2018.**

Report:

The attached report provides a high level overview of Conservation Halton's health and safety performance for 2017 and year over year trends. The number of incidents are tracked and are categorized depending on severity (whether there was lost time and the number of lost days) and frequency (number of incidents and whether they are reportable to WSIB or not). Several other indicators are tracked such as area of injury, root cause, location, job type and more. Analysis of the data allows us to determine what type of prevention programs, including training, should be implemented. The 2017 year end data is trending positively, showing that the total number of injuries is decreasing year over year.

Impact on Strategic Goals

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

The following report is linked to the strategic objective of creating a corporate performance culture that is results driven and people focused and the strategic initiative of improving safety culture within the organization using formalized metrics for leading and lagging indicators.

Financial Impact

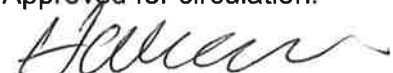
The financial impact of health and safety incidents is both direct and indirect. Tracking incidents allows us to review trends and create prevention programs to reduce injuries, thereby decreasing the associated costs such as WSIB premiums and surcharges, cost of backfilling positions due to lost time, etc.

Signed & respectfully submitted:



Sheryl Ayres
Senior Director, Corporate Services & Strategic Initiatives

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

Attachment: Health and Safety 2017 Year End Incident Summary

FOR QUESTIONS ON CONTENT: Jill Ramseyer, jramseyer@hrca.on.ca; 905 336 1158 x 2316

HEALTH AND SAFETY

2017 Year End Incident Summary

There were a **total** of 57 incidents at Conservation Halton in 2017, a 21% reduction from 2016.

The majority of incidents were not reportable to the WSIB (42).

The **severity** (lost-time and WSIB reportable) of injuries are up from 2016, the **frequency** (total # of injuries and non lost-time injuries) is down.

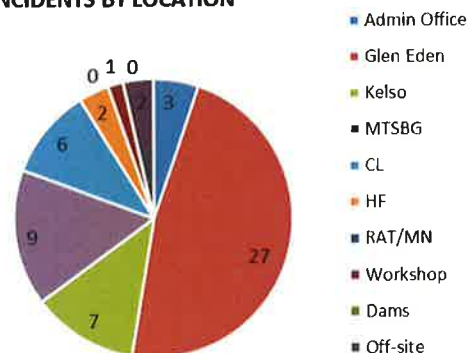
The most common **type of injuries** are struck, caught & pinched, followed closely by slip, trips & falls.

The most common **area of injury** is the lower extremities (legs, knees, feet), followed by the upper extremities (arms, shoulders, hands, fingers) and the head.

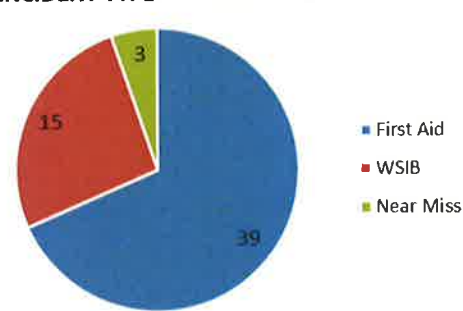


The majority of incidents happened at Glen Eden during ski season (47%), with the Snow School having the highest number of incidents.

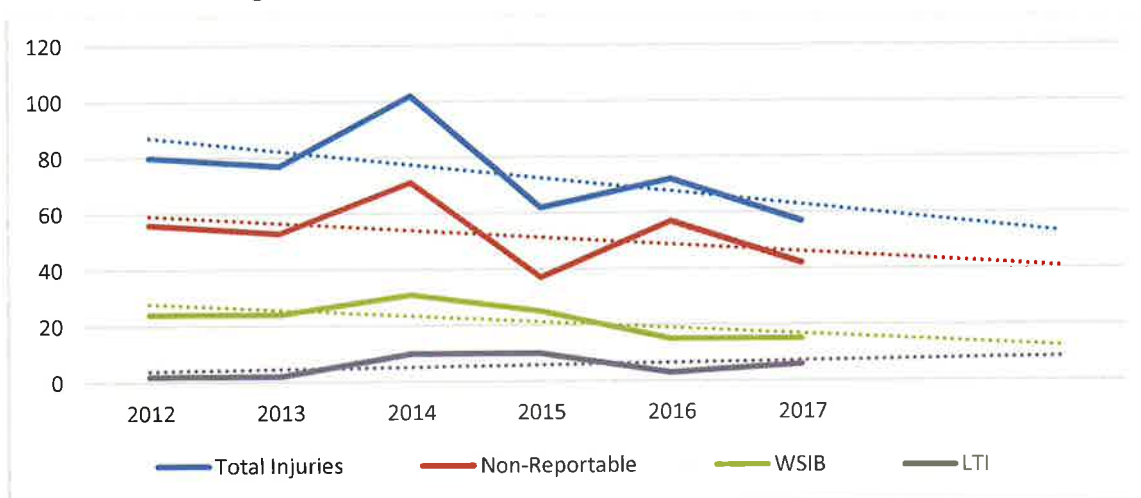
INCIDENTS BY LOCATION



INCIDENT TYPE



Year-Over-Year Trending



LTI = Lost time injury

Recommendations:

- Efforts should be made to improve communication and training for young workers at CH
- A closer examination of the root cause of injury type may help to decrease frequency of accidents
- Lost-time injuries are up slightly from the previous year. Further education for managers on the WSIB process and the rights and obligations for workplace accommodation should help to ensure lost days are minimized going forward

REPORT TO: Board of Directors

REPORT NO: # 09 17 03

FROM: Sheryl Ayres, Senior Director, Corporate & Strategic Initiatives
sayers@hrca.on.ca; 905-336-1158 x 2250

DATE: January 25, 2018

SUBJECT: **2018 Budget Municipal Apportionment**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the revised municipal apportionment as outlined in the staff report dated January 25, 2018 for the municipal funding in the 2018 Budget, as a result of the recent Mining and Lands Commissioner decision related to a City of Hamilton apportionment appeal;**

AND FURTHER THAT the 2018 municipal funding according to the revised apportionment be approved by a weighted majority of the Board of Directors at the March 22, 2018 meeting.

Executive Summary

The Mining and Lands Commissioner (MLC) ruled on December 21, 2017 on an appeal by the City of Hamilton of the apportionment by the Niagara Peninsula Conservation Authority, that an agreement in place since 2001 does not constitute an agreement according to the Conservation Authorities Act and Regulation 607/00. Conservation Halton staff have reviewed the decision of the MLC and are of the understanding that this decision would also apply to Conservation Halton as a party to the agreement with Hamilton approved by the Board of Directors in December 2000. The Province of Ontario Ministry of Natural Resources and Forestry (MNRF) has advised Conservation Halton that the Conservation Authority may use its discretion to determine the apportionment of municipal funding.

Report

The Conservation Halton Board of Directors approved the 2018 Budget on November 23, 2017 and in accordance with the Conservation Authorities Act Regulation 139/96, letters providing thirty days notice of the budget approval were sent to our watershed municipalities and a weighted vote occurred by Board members by their municipal representation.

The municipal apportionment data used by Conservation Halton has been provided by the Ministry of Natural Resources and Forestry. The municipal apportionment provided by MNRF for the City of Hamilton since the 2001 Budget is based on a historical percentage of Hamilton's Current Value Assessment (CVA) data. The apportionment for the other municipalities is based on the percentage of geographic area of Conservation Halton's watershed within the respective municipality. The historical amount of CVA for Hamilton was derived in an agreement with MNRF, the City of Hamilton and the four Conservation Authorities the City of Hamilton provides funding to. The agreement was approved by the Conservation Halton Board of Directors in December 2000. However, the provincial regulation was not updated to reflect this agreement.

The agreement was put in place as a result of the amalgamation by the Province of Ontario of the City of Hamilton and the elimination of the Region of Hamilton-Wentworth. Prior to the agreement, Conservation Halton received CVA data for the municipalities of Flamborough and Dundas. With the amalgamation, the combined CVA for Hamilton was much higher and would have resulted in a significant cost increase to the City of Hamilton. The intent of the agreement was to remove any increase in costs to Hamilton as a result of the amalgamation that was consistent with the Provincial amalgamation directive. The agreement ensured that municipal funding apportioned by Conservation Halton to its watershed municipalities was essentially the same as prior to the amalgamation.

According to MNRF data, 14.17% of the Conservation Halton watershed falls within the City of Hamilton. When this percentage is applied to the City of Hamilton's CVA the municipal apportionments for Conservation Halton are revised as follows:

Municipality:	2018 Apportionment % (Historical)	2018 Municipal Funding (Historical Apport.)	2018 Apportionment % (Revised)	2018 Municipal Funding (Revised Apport.)	Increase / (Decrease) \$
Region of Halton	92.3558%	\$8,818,431	87.4849%	\$ 8,353,342	(465,089)
Region of Peel	5.2183%	\$498,260	4.9431%	\$ 471,983	(26,277)
City of Hamilton	2.1899%	\$209,099	7.3485%	\$ 701,659	492,560
Township of Puslinch	0.2360%	\$22,534	0.2235%	\$ 21,340	(1,194)
	100.0000%	\$9,548,324	100.0000%	\$ 9,548,324	-

Besides Conservation Halton, the City of Hamilton provides funding to Hamilton Conservation Authority (HCA), Niagara Peninsula Conservation Authority (NPCA) and the Grand River Conservation Authority (GRCA). As a result of the MLC decision, staff understand there is essentially no impact to the HCA. NPCA has not been following the agreement since 2015 and it is anticipated that GRCA will be using the revised apportionment percentages in their 2018 Budget approval scheduled for February.

Staff consulted legal counsel regarding the impact of the MLC decision on Conservation Halton. Staff were advised that as the MLC has ruled that the agreement does not constitute an agreement according to the Conservation Authorities Act and Regulation there is a duty by Conservation Halton to correct the apportionment of the municipal funding.

Notices of the revised municipal funding apportionment are being sent to the Region of Halton, Region of Peel, City of Hamilton and Township of Puslinch providing 30 day notice prior to the Board of Directors meeting to vote on the revised apportioned municipal funding according to the revised municipal representation.

Conservation Halton staff will be presenting the 2018 Budget to the City of Hamilton General Issues Committee on January 23, 2018.

Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report as total municipal funding included in the 2018 Budget will remain the same.

Signed & respectfully submitted:



Sheryl Ayres
Senior Director, Corporate & Strategic Initiatives

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Marnie Piggot, Director, Finance
mpiggot@hrca.on.ca; 905-336-1158 x 2240

REPORT TO: Board of Directors

REPORT NO: # 09 17 04

FROM: Sheryl Ayres, Senior Director, Corporate & Strategic Initiatives
905-336-1158 x 2250

DATE: January 25, 2018

SUBJECT: **Purchasing Report October to December 2017**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the Purchasing Report dated January 25, 2018 for the period October to December as required by the Conservation Halton Purchasing Policy.**

Report

The following report summarizes purchases made during the period October 1 to December 31, 2017. The Conservation Halton Purchasing Policy requires single or sole source purchases greater than \$25,000 and, purchases of \$50,000 to \$100,000 to be reported to the Board of Directors on a quarterly basis for information.

Single or Sole Source Purchases:

Vendor	Amount (excluding HST)	Details
Civica Infrastructure Inc.	\$40,000	Civica was selected as the consultant to complete the Grindstone Creek Flood Forecasting & Warning (FF&W) Pilot Study. The study tasks include developing an implementation plan for the system, automating the downloading of data from various sources, and setting up notification alerts. Civica is also the owner of the software being used to develop the proposed FF&W model. Any required changes to the software as a result of the pilot study can be undertaken by Civica as the software owner.

Purchases of amounts over \$50,000 up to \$100,000

Vendor	Amount (excluding HST)	Details
GHD Limited	\$95,891 Change order Total contract amount revised to \$195,078	GHD Limited was awarded the contract to carry out groundwater investigations to determine dewatering needs during the construction at Kelso Dam and to complete two Permits To Take Water at an original cost of \$99,187. Change orders totalling \$95,891 were further requested after the site conditions, that included a very high groundwater table with significant flows, resulted in additional required scope. This project is included in the 2017 Budget Kelso Dam Urgent Repairs Project.
Airborne Imaging	\$79,725	A tender was issued for the acquisition of LIDAR elevation data for use in the development of topographic and base mapping information for projects including floodplain mapping and hydraulic modelling. This project was included in the 2017 GIS Upgrade Capital Budget of \$80,000. Only one tender was received and the price was negotiated to be within the budget amount that will provide access to licensed LIDAR library data for the Conservation Halton watershed. As a result of weather delays this project will carryover to 2018.
Ecosystem Recovery Inc.	\$69,560	A Request for Proposal (RFP) process was completed for the Milton Channel slab replacement design and tender specifications and Morrison - Wedgewood Channel Repair / Rehabilitation Plan. Ecosystem Recovery Inc. was awarded the contract according to the evaluation criteria included in the RFP. This project is funded 50% by provincial capital funding and 50% municipal capital funding included in the 2017 Budget.

Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Sheryl Ayres
Senior Director, Corporate & Strategic Initiatives

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Marnie Piggot, Director, Finance
mpiggot@hrca.on.ca; 905.336.1158 x 2240

REPORT TO: Board of Directors

REPORT NO: 09 17 05

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

DATE: January 25, 2017

SUBJECT: **Proposed Development within the 15 metre allowance associated with the erosion hazard of Sixteen Mile Creek, 149 Forsythe Street, Town of Oakville, Regional Municipality of Halton**
CH File # A/17/O/30

Recommendation

THAT the Conservation Halton Board of Directors **approve the issuance of a permit for the reconstruction and expansion of a dwelling and associated carport within the 15 metre allowance associated with the erosion hazard of Sixteen Mile Creek at 149 Forsythe Street, Town of Oakville, Regional Municipality of Halton.**

Executive Summary

The subject property is located at 149 Forsythe Street, in the Town of Oakville, and contains a portion of the valley of Sixteen Mile Creek. Conservation Halton regulates 15 metres from the greatest hazard, in this case, the long term stable top of bank associated with Sixteen Mile Creek.

On May 9, 2017, staff received an application to reconstruct and expand a dwelling and carport on the subject property. The proposed development is located within the 15 metre allowance; specifically, the new building will be located 1 metre from the stable top of bank associated with Sixteen Mile Creek valley (Figure 1) as confirmed through a geotechnical assessment. Currently, the existing residence and detached garage are located within the long term stable top of bank, with the garage being located at the top of the physical valley. The proposed works remove an existing dwelling and detached garage from within the erosion hazard and proposes a new dwelling with a setback from the erosion hazard; resulting in the proposed dwelling moving between 1.5 metres to 3.5 metres closer to the street.

The proposed dwelling and detached garage 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 erosion hazard. 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.

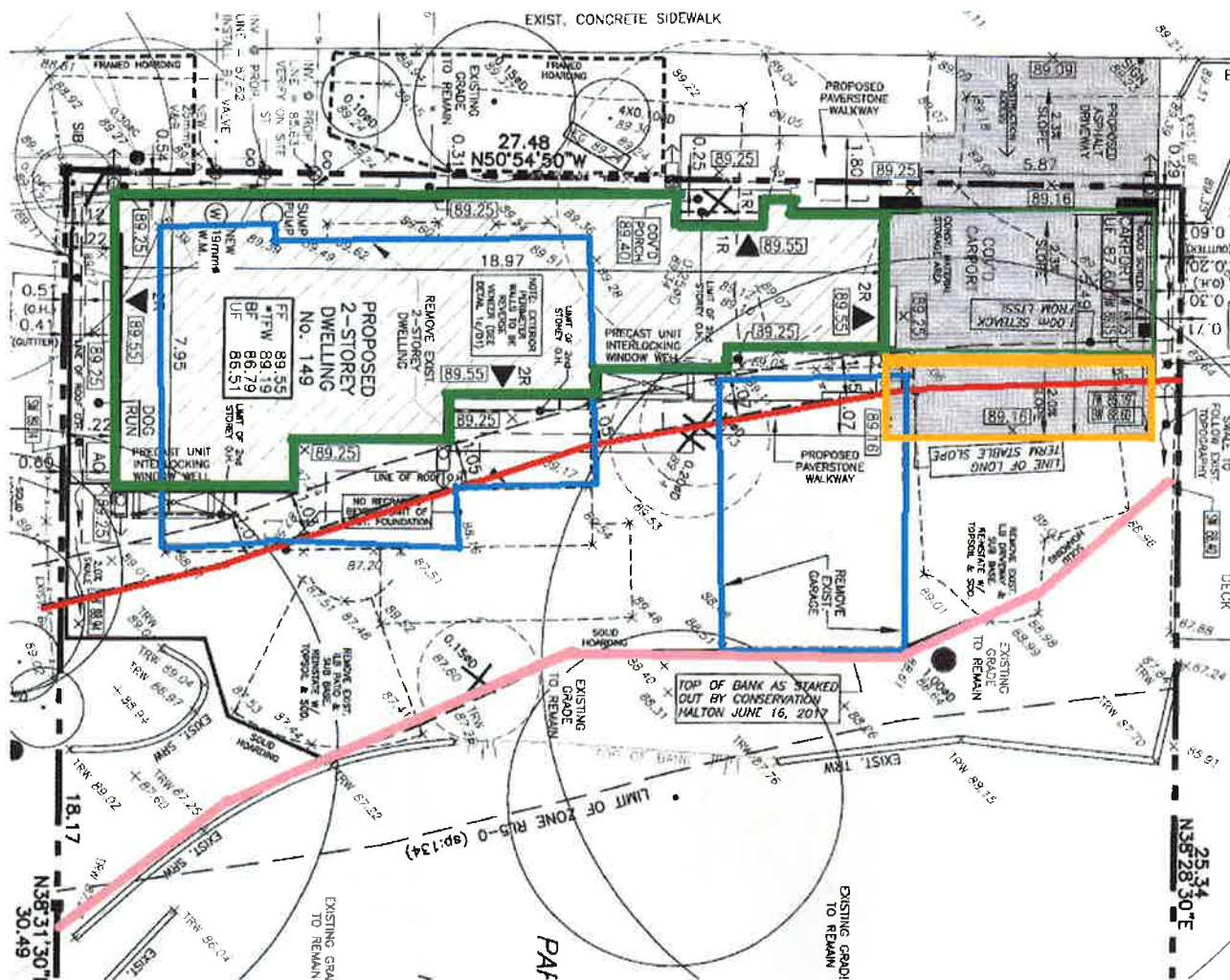


Figure 1: Proposed dwelling and carport (shown in green) as compared to the existing dwelling and detached garage (blue) will be located outside the long term stable top of bank (red) and minor grading associated with the carport (yellow) is located within the erosion hazard and 1.5 metres from the physical top of bank (pink).

Report

Background

The property, 149 Forsythe Drive, Oakville (Figure 2), is adjacent to the main channel of Sixteen Mile Creek. The property contains the erosion hazard associated with the valley of Sixteen Mile Creek and the 15 metre regulation limit associated with that valley. The entire property is regulated by Conservation Halton pursuant to Ontario Regulation 162/06. The surrounding neighbourhood is comprised of residential dwellings and multi-unit high rise buildings. All properties backing onto Sixteen Mile Creek are regulated by Conservation Halton.



Figure 2: 149 Forsythe Drive, Oakville, Ontario

Proposal

The proposed works involve the reconstruction and expansion of a new single family residential dwelling and associated carport. According to Terraprobe's *Geotechnical Investigation and Erosion Risk Assessment 149 Forsythe Street*, revised November 30, 2017, the existing dwelling and detached garage are located within the long term stable top of bank. A slightly larger dwelling (approximately an additional 70m²) is being proposed by the applicant which will be located entirely outside the long term stable top of bank, erosion hazard, associated with Sixteen Mile Creek. The proposed dwelling and carport are located approximately 1 metre from the long term stable top of bank, with minor accessory grading associated with the carport located within the erosion hazard measuring approximately 2 metres from the physical top of bank at its closest point. Staff note the applicant has made best efforts to achieve as large a setback as possible from the erosion hazard given the significant site constraints including the street and municipal setbacks.

According to Conservation Halton policies, staff could approve a reconstruction, alteration or addition provided it does not encroach closer to the erosion hazard than existing development and the proposed works are not within 6 metres of the erosion hazard. Accessory structures are permitted within the 15 metre allowance, but not within 6 metres of the erosion hazard.

Conservation Halton Policy Review

The proposed development consists of the construction of a new dwelling and carport to be located 1 metre from the long term stable top of bank. The applicable policy under which development in the regulated area of the valley land erosion hazard applies is Policy 3.35.2 *Major Valley Systems - Development within 15 metres of Stable Top of Bank*. The encroachment of the new dwelling does not meet Board-approved policy which states:

- 3.35.2.1 Any replacement (same size and use) or additions, to the existing buildings and structures may be permitted subject to the following:
- a) the replacement or addition does not encroach any closer to the stable top of bank than the existing development at its closest point;
 - b) even if existing development is closer than 6 metres to the stable top of bank, no new development is permitted within 6 metres of the stable top of bank in order to provide for an erosion access allowance as per the Provincial Policy Statement;
 - c) a geotechnical assessment by a qualified engineer (at the expense of the applicant), may be required to determine the location of the stable top of bank and to determine if the proposed development would have a negative impact on slope stability. See Policy 3.4.2 and Section 5 for study requirements; and,
 - d) 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 3.35.2.1 is to restrict development within 15 metres of the regulated hazard to ensure an adequate setback from the erosion 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 erosion hazard, whereas previously the house and detached garage were located within the erosion hazard,
- b) the development does not encroach further toward the valley than existing development on this property,
- c) the proposed 1 metre setback from the long term stable top of bank does provide a small erosion access allowance, whereas previously no access was provided,
- d) 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 erosion hazard as the entire property is within the 15 metre regulation limit and the majority of the property is within the erosion access allowance.

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

There is no financial impact as a result of this proposal.

Signed & respectfully submitted:



Barbara Veale
Director of Planning and Regulations

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Laura Head, Regulations Officer,
lhead@hrca.on.ca; 905-336-1158 x 2333