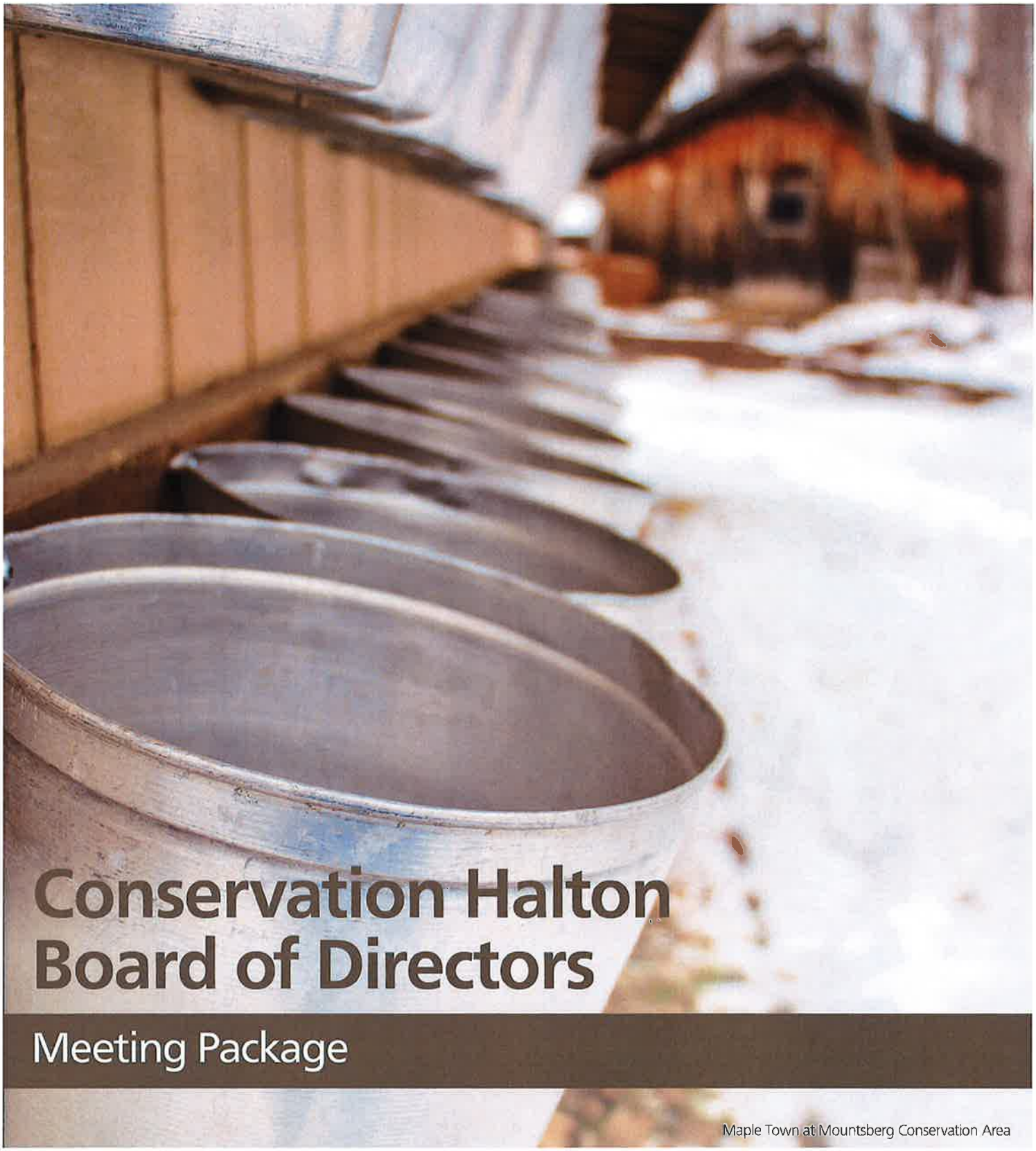


Conservation Halton Board of Directors

Meeting Package

Maple Town at Mountsberg Conservation Area

March 2018

Conservation Halton

Conservation Halton

March 2018

MEETING NO: #	02 18 Board of Directors
DATE:	March 22, 2018
TIME:	3:00 – 6:00
PLACE:	**CH Admin. 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. **Presentations**

Integrated Watershed Management
Mr. Bruce Mitchell,
Water Institute, University of Waterloo

Watershed Report Card
Ms Kim Barrett, Associate Director, Science & Partnerships

Jefferson Salamander/ Annual Closure of King Road, Burlington
Ms Kim Barrett, Associate Director, Science & Partnerships

4. **Consent Items**

Roll Call & Mileage
Approval of Board of Directors Minutes dated February 22, 2018
Briefing Memos:

- Pay Equity & Sexual Harassment / Violence Update 1-2
- Kelso Dam Update 3-4
- Glenorchy Conservation Area 2018 Prescribed Burn 5
- Summary of Grand River Conservation Authority (GRCA) Activities during Flood Event of February, 2018. 6-8
- Clarification of Roles and Responsibilities for Creek Maintenance and Flood Emergencies 9-21

4.1 Year End Summary for Planning and Permit Applications
Report #: CHBD 02 18 01 22-28

5. **Action Items**

5.1 Draft Watershed Planning Guidance – Conservation Halton response to Environmental Registry Posting # 013-1817; CH File #: PPL 047
Report #: CHBD 02 18 02 29-50

Conservation Halton

March 2018

MEETING NO: # 02 18

TO: Board of Directors

FROM: Jill Ramseyer, Associate Director, People, Culture & Creative
905.336.1158 x 2316; jramseyer@hrca.on.ca

DATE: March 22, 2018

SUBJECT: **Pay Equity & Sexual Harassment / Violence Update**

MEMO

At the request of the CH Board of Directors at the February Board meeting, the following update on compliance with pay equity and sexual harassment/violence legislation is respectfully submitted.

Pay Equity:

In 2015 Conservation Halton undertook a comprehensive compensation review which included a review and update to the pay equity plan to ensure compliance with *The Pay Equity Act*. A consultant that specializes in pay equity from McDowall Associates, Human Resource Consultants Inc. completed the review in partnership with the CH Human Resources Department.

In preparing the plan, all job classes at CH were evaluated using a gender neutral job evaluation system. To provide fair, equitable pay equity adjustments that are in keeping with the *Pay Equity Act*, a job-to-job comparison method of determining pay equity adjustments was used. Upon completion of the review, a Revised Pay Equity Plan was created and posted in the workplace for a period of 90 days as required by legislation. Any employee or group of employees had 127 days to file notice of an objection. No objections were filed. The plan was completed and signed by the CAO on June 10, 2015. The changes that were made in 2015 ensure there is no subjectivity and people are paid based on their position and not on their gender.

CH continues to evaluate new and changed positions in order to maintain job evaluation and ensure all pay equity requirements continue to be met.

Sexual Violence & Harassment (Bill 132):

In 2016 the Ontario Government passed Bill 132, An Act to amend various statutes with respect to sexual violence, sexual harassment, domestic violence and related matters as a response to the Government's "It's Never Okay: An Action Plan to Stop Sexual Violence and Harassment" policy statement announced earlier the same year.

/

Bill 132 amended various existing statutes with respect to sexual violence, sexual harassment, and domestic violence. For employers, important changes stemmed from Bill 132's amendments to the *Occupational Health and Safety Act (OHSA)*, which included a modified definition of "workplace harassment" and imposed additional obligations on employers concerning their workplace harassment policies, programs and investigations.

To comply with the legislation, Conservation Halton updated and communicated policies, procedures and forms related to sexual violence and harassment in 2016. In addition, all employees are required to complete an annual online training module on workplace harassment, violence and bullying. Compliance activities are ongoing in order to maintain compliance. Initiatives for 2018 include:

- Investigation training for HR staff (completed in February 2018)
- Review of policy and procedure documents related to sexual violence and harassment by legal counsel
- Mandatory classroom based training for staff on Workplace Sexual Violence & Harassment and Respect in the Workplace

Any questions related to this memo can be directed to Jill Ramseyer, Associate Director, People, Culture & Creative: jramseyer@hrca.on.ca Ph. 905 336 1158 x2316

Conservation Halton

March 2018

MEETING NO: # 02 18

TO: Board of Directors

FROM: Janelle Weppler, Associate Director, Engineering

DATE: March 22, 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

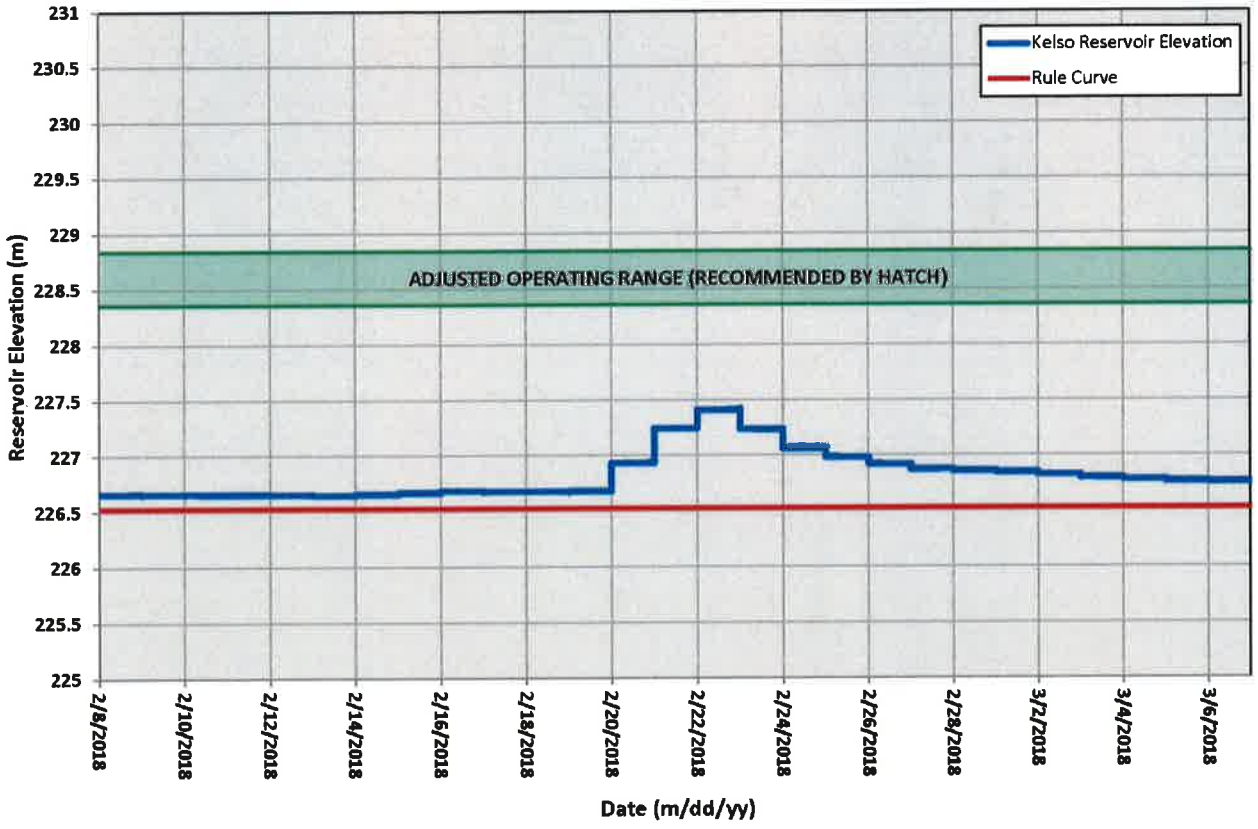
Conservation Halton are monitoring and recording the conditions at the Kelso dam with the reduced winter operating frequency of:

- 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) observed no evidence of sedimentation since June, 2015. Electrical power supporting the camera at the Kelso Dam was disconnected during the week of February 19, 2018 for safety purposes during construction works at the dam. Piezometer readings and site visits will continue however the camera will be disabled until the electrical power source for the camera can safely be reinstated.

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 February 8, 2018.

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
February 8, 2018 to March 7, 2018



Recent Work & Next Steps

Phase 1 of construction at the Kelso Dam will be completed by the end of March, 2018. Works completed include upgrades to the emergency spillway, releveling of precast concrete slabs on the upstream embankment, decommissioning of non-functioning and installation of new instrumentation (piezometers) and replacement of grouted rip-rap near sluiceway.

CH staff continue to work with Hatch and Dufferin to evaluate potential alternatives for engineering controls for use during the construction at the Kelso Dam.

Conservation Halton

March 2018

REPORT TO: Board of Directors

REPORT #: 02 18

FROM: Nigel Finney, Project Manager, Greenspace Restoration & Conservation
905.336.1158 x 2305; nfinney@hrca.on.ca

DATE: March 22, 2018

SUBJECT: **Glenorchy Conservation Area 2018 Prescribed Burn**

MEMO

Conservation Halton has retained Lands and Forests Consulting Limited to plan and conduct a prescribed burn at Glenorchy Conservation Area during the spring of 2018. The burn will be conducted on a portion of the restored grassland between April to mid-May, depending on weather conditions.

The budget for this initiative has been secured through fundraised grassland restoration revenue sources with support from the Conservation Halton Foundation.

The prescribed burn at Glenorchy Conservation Area is essential to manage and restore the newly created tallgrass prairie ecosystem. Of the total 50 hectares of grasslands restored at the property, 17 hectares (42 acres) will be part of this years' burn.

A prescribed burn is a deliberately set, carefully planned and controlled low severity fire which consumes ground level organic materials. The goal of the burn is to remove invasive non-native plans and provide the necessary disturbance to promote growth of deep rooted native grassland plants and increase seed germination. Without a regular fire regime, non-desirable and woody vegetation will displace grassland species.

Lands and Forests Consulting will carry out the prescribed burn with a qualified crew. Conservation Halton staff will assist with the burn site logistics, and the Oakville Fire Department will be on standby capacity. Staff will patrol the area until all woody debris is extinguished.

Local councillors, municipal and government officials, hospital staff, residents, and the media will be notified prior to the burn commencing. Signage will be temporarily installed at the site and at adjacent community parks. The prescribed burn will be approved by Oakville Town Council in accordance with an Approval to Burn Permit to be issued by the Oakville Fire Department. The project will be expected to take a couple of hours to complete.

This land management practice is supported by the ecological restoration plan approved in the Glenorchy Conservation Area Master Plan (2010).

Conservation Halton

March 2018

MEETING NO: # 02 18

TO: Board of Directors

FROM: Janelle Weppler, Associate Director, Engineering

DATE: March 22, 2018

SUBJECT: **Summary of Grand River Conservation Authority (GRCA) Activities during Flood Event of February, 2018**

MEMO

Through communications with Dwight Boyd, the Director of Engineering at the Grand River Conservation Authority (GRCA), GRCA staff were closely monitoring weather forecasts, as well as watershed and river conditions, prior to the storm and runoff event that occurred February 16-26, 2018. Mr. Boyd indicated that GRCA staff predicted a high risk for flooding due to a potential combination for ice jamming, snowmelt and precipitation. Mr. Boyd also indicated that moving sheet ice within watercourses in combination with the higher temperatures resulted in ice jamming. Similar to the Conservation Halton (CH) jurisdiction, Mr. Boyd detailed that the GRCA watershed had been experiencing early winter melts and that this was the largest rainfall in the month of February that the GRCA has ever experienced.

Similar to all Conservation Authorities across Ontario, GRCA's role in emergency response is to communicate flood messages and warnings to municipalities, media, emergency responders and the public throughout the duration of the flooding event, using standardized flood messages. These messages were developed by a committee of representatives from Environment Canada, the Ministry of Natural Resources and Forestry, Conservation Ontario and Conservation Authorities and range from 'Normal' to 'Flood Warning', as shown in the following table:

The two types of flood messages issued by the GRCA during this event included 'Flood Watch' and 'Flood Warning'. Within Conservation Halton's jurisdiction, only a Watershed Conditions Statement – Water Safety followed by a Flood Outlook message was necessary given the lower rainfall and snowpack depths within the watershed.

GRCA staff observed significant rainfall forecasted and with warmer temperatures, were concerned with the potential for snow melt. GRCA staff issued the first Flood Message on February 16, 2018 indicating a Flood Watch (potential for flooding across entire watershed, low-lying areas and from ice jams) and Flood Warning (imminent flooding in areas of Cambridge, Brantford and Cayuga due to ice jams). This Flood Message was effective until February 22, 2018.

The GRCA issued a second Flood Message (Flood Warning) on February 18, 2018 for the entire watershed given heavy rainfall (40-50mm) in the forecast and warmer temperatures causing snow to melt; both contributing to runoff.

Four (4) subsequent Flood Messages (Flood Warning) were issued between February 20, 2018 and February 21, 2018 and identified that in addition the 20-30mm of rainfall received over the previous 24 hours, an additional 20-25mm was forecasted and the continued warmer temperatures would further increase runoff due to snowmelt. These messages also identified that existing ice jams were showing

signs of erosion and were expected to release and identified specific areas of concerns for ice jamming and flooding, including Brantford. These four (4) subsequent messages also identified the release of an ice jam which sent a surge of water downstream, resulting in flooding within the Grand River between Cambridge and Brantford. In addition, these messages recommended that municipal flood coordinators and emergency officials continue to manage the emergency response and residents should follow directions to stay away from all waterways.

During this flooding event, the Canadian Coast Guard undertook icebreaking operations in the mouth of the Grand River, at Lake Erie.

Similar to the GRCA, the Flood Duty Officer at CH issued a Watershed Conditions Statement – Water Safety ahead of the rainfall event that was to remain in effect until February 21, 2018. An upgraded Flood Outlook message was subsequently issued on February 20, 2018 given the amount of rain that had been recorded by local rain gauges and was expected prior to the end of the event. This Flood Outlook message was in effect until February 23, 2018. Based on continuous observations carried out by CH staff at identified Flood Damage Centres and other flood sensitive areas within the watershed, threats from flooding or ice jamming did not increase and therefore, no further escalation in Flood Messaging was necessary.

On February 22, 2018, the GRCA issued a seventh Flood Message that included areas maintained with a Flood Warning and areas that were downgraded to a Flood Watch message. Areas on alert with a Flood Warning continued to have ice jamming, closed roads, high flows within the river systems and included several counties, cities and townships, including the City of Brantford. Areas that were downgraded from a Flood Warning to a Flood Watch saw river levels that started to recede.

The final Flood Message issued by the GRCA was a combined Flood Warning and Flood Watch message on February 23, 2018. Additional areas within the GRCA watershed were downgraded from a Flood Warning to a Flood Watch due to the recession of river levels. Some areas within the GRCA watershed maintained the Flood Warning level due to the continued high water levels within watercourses and associated roadway and bridge closures. The City of Brantford maintained the Flood Warning given the release of the ice jam and resulting release of flows into waterways.

The GRCA issued a Flood Termination Message on February 26, 2018 that indicated all warnings and watches issued between February 16-23, 2018 were now terminated. This message detailed that water levels were receding but remained higher than normal and recommended that municipal staff inspect infrastructure for debris blockage and damages. The GRCA also indicated that railing and safety devices (dike walls) experienced damages and that GRCA and municipal staff were in the process of repairing.

Mr. Boyd indicated that GRCA flood management reservoirs provided storage during this event and were operated to manage runoff to reduce downstream flooding. However, by the end of this event, these reservoirs were above their normal operating levels and the release would increase flows downstream. Similar to the GRCA, CH staff operated a number of flood management reservoirs to manage runoff and reduce the potential for downstream localized flooding. Water levels within all reservoirs were elevated above normal winter holding levels at the end of the event, however CH staff completed additional operations to reduce levels back to normal over the subsequent week.

Conservation Halton

March 2018

MEETING NO: # 02 18

TO: Board of Directors

FROM: Hassaan Basit, CAO/Secretary-Treasurer
905.336.1158 x 2270; hbasit@hrca.on.ca

DATE: March 22, 2018

SUBJECT: **Clarification of Roles and Responsibilities for Creek Maintenance and Flood Emergencies**

MEMO

This letter that will be provided to Jane McCaskill, Chief Administrative Officer, Halton Region once reviewed by the Board of Directors:

Background

The Conservation Authorities Act was passed in 1946 in response to deforestation, soil erosion, poor water quality, sedimentation, and flood damage with the mandate to establish and undertake, the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

Flood forecasting and warning was first identified as a priority following Hurricane Hazel in 1954 where 81 people lost their lives. This also prompted the 1960 Land Acquisition Program, Provincial Flood Control Works Program and New Floodplain Regulations.

One of Conservation Halton's key areas of responsibility is the prevention of loss of life and property due to flooding. This is carried out by Conservation Halton through:

1. Hazard mapping and protection of life and property through the implementation of Ontario Regulation 162/06 through plan input and review;
2. Avoidance of damages from flooding through water control structures including the operation and maintenance of four (4) dams (Hilton Falls, Kelso, Mountsberg and Scotch Block) and three (3) flood conveyance channels (Milton, Morrison-Wedgewood in Oakville and Hager-Rambo in Burlington); and
3. Emergency Response.

This memo speaks specifically to the third area of responsibility – Emergency Response.

Emergency Response Roles & Responsibilities

Emergency response is a responsibility that is shared by Conservation Halton, municipalities and the private landowner.

Conservation Halton

Conservation Halton is responsible for monitoring weather forecast information, local watershed conditions and predicting riverine flooding potential. Conservation Halton issues flood messages to municipal partners, emergency responders, media and other stakeholders within the watershed. Conservation Halton also operates water structures for flood control, as needed.

Municipalities

Municipalities are responsible for communicating Conservation Halton's flood messages and have the primary responsibility and authority (through Emergency Management & Civil Protection Act) to respond to flood emergencies and maintain infrastructure including (but not limited to) cleaning out catch basins, road closures and ordering evacuations. Municipalities are also responsible for initiating disaster relief with the Province of Ontario, if needed.

Private Landowners

Private landowners are responsible for keeping up-to-date and aware of media information during flood events, including messages issued by Conservation Halton and communicated by media and municipalities. Private landowners are responsible for protecting private property.

The following table provides a summary of roles and responsibilities as they relate to responding to imminent flooding:

Works	Responsibility	Permit Requirements
Responding to flood warning messages	Conservation Halton issues flood messages; Municipalities (first responders), Landowners, Residents	No
Sandbagging	Landowners (public or private)	No
Moving items which could be damaged by flood waters	Landowners (public or private); residents	No
Ensuring sump pumps are working properly	Landowners (public or private)	No
Flood-proofing structures in flood susceptible areas	Landowners (public or private)	Yes
Removing debris/trees within channel that are obstructing flow	Landowners (public or private)	As per the *Conservation Halton Routine Channel Maintenance Works Guide* (for municipal maintenance; private landowners should contact Conservation Halton for guidance)
Removing perilous ice jams	Landowners (public or private)	As per the *Conservation Halton Emergency Works Protocol for Municipal Infrastructure* (private landowners should contact Conservation Halton for guidance)

Maintaining water control and flood protection works	Conservation Halton; Municipalities; other landowners (where protection works are privately owned)	Yes (permission may also be required from provincial ministries depending on the scale and scope of the works proposed)
Operating Flood Management Dams	Conservation Halton	As per MNRF Guidelines
Maintaining Flood Conveyance Channels owned by Conservation Halton	Conservation Halton	As per the *Conservation Halton Routine Channel Maintenance Works Guide*
Maintaining Municipal Roadways, Bridges and Culverts	Municipalities	As per the *Conservation Halton Routine Channel Maintenance Works Guide* and *Conservation Halton Emergency Works Protocol for Municipal Infrastructure*

Creek Maintenance Responsibilities

Creek maintenance is the responsibility of the land owner; ownership of creeks throughout Conservation Halton's watershed varies and is either by private owners, municipalities, Conservation Halton or other public agencies. The owner of the creek is responsible for managing the creek areas so that they successfully perform their functions without causing damage to another property.

Conservation Halton is not responsible for undertaking any creek or riparian management on lands it does not own; it is only an approvals body under Ontario Regulation 162/06. Routine and regular creek maintenance works may require the approvals and/or permitting from Conservation Halton and the Ministry of Natural Resources and Forestry (MNRF), as outlined in the attached *Conservation Halton Routine Channel Maintenance Works Guide*, developed in September 2015 with contacts updated on February 28, 2018.

How is Conservation Halton changing?

Conservation Halton's Strategic Plan, adopted in 2016, includes a key objective to enhance public safety through the maintenance and upgrade of flood control structures, and modernization of flood management operations to protect communities from severe weather and natural hazards.

In support of this objective, Conservation Halton is currently updating our floodplain mapping and modernizing our flood forecasting and warning technologies and dam operations. Conservation Halton is working collaboratively with municipal partners through data collection and sharing to streamline the delivery of flood messages and to provide better lead times in the event of a flood.

In September of 2015, Conservation Halton issued *Conservation Halton Emergency Works Protocol for Municipal Infrastructure* to Halton Region, Peel Region, City of Mississauga, City of Hamilton and the Township of Puslinch to facilitate timely response to situations where the municipality must take immediate action to prevent or alleviate an emergency situation that occurs within an area regulated by Conservation Halton. This protocol was developed in September 2015 with contacts updated on February 28, 2018. This protocol allows municipalities to respond to emergency situations in a timely

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and appropriate manner in partnership with Conservation Halton. This protocol does not apply to routine channel maintenance works or other non-emergency works or activities undertaken by the municipalities, nor is it intended to circumvent the permitting process under Ontario Regulation 162/06. This protocol is intended to ensure that collaboratively, we work with our partners on the ground to ensure that actions can be taken to mitigate and minimise damage during a flood.

Conservation Halton also developed and issued the *Conservation Halton Routine Channel Maintenance Works Guide* in September, 2015 that included a chart to assist municipalities in determining when routine channel maintenance works require approval from Conservation Halton, pursuant to Ontario Regulation 162/06. This document was updated on February 28, 2018.

Both of the updated documents *Conservation Halton Emergency Works Protocol for Municipal Infrastructure* and *Conservation Halton Routine Channel Maintenance Works Guide* are attached to this memorandum.

These initiatives are intended to improve Conservation Halton's role in the event of both routine maintenance and a flood emergency through the support of our municipal partners in their maintenance of municipal infrastructure

CONSERVATION HALTON ROUTINE CHANNEL MAINTENANCE WORKS GUIDE

The following chart has been compiled to assist municipalities in determining when routine channel maintenance works require approval from Conservation Halton (CH) pursuant to Ontario Regulation 162/06. CH can also be contacted about inquiries related to Species at Risk (SAR) pursuant to the Endangered Species Act (ESA) however approvals under this Act are issued by the Ministry of Natural Resources and Forestry (MNRF). This chart is a guideline. If uncertainty arises, consult with CH staff.

Conservation Halton no longer reviews projects for the Department of Fisheries and Oceans (DFO). Unless authorized by the Minister of Fisheries and Oceans Canada, the Fisheries Act requires that projects avoid causing serious harm to fish. This applies to works conducted in or near water bodies supporting fish that are part of or support a commercial, recreational or Aboriginal fishery. For further information, see the DFO website http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html or contact DFO at 1-855-852-8320 or email fisheriesprotection@dfo-mpo.gc.ca. To assist proponents with DFO's updated Fisheries Protection Policy Statement, CH staff offers advice to assist in mitigating impacts which may result in serious harm to fish.

Areas of Work	Description of Works	Permit Not Required	Permit Required.
Creek Channels, Inlet Structures, Outfalls to Creeks	Removal of garbage and debris dams obstructing the water flow in creek channels and removal of floating and non-floating debris against inlet structures and outfalls to creeks.	No permit is required for work carried out by hand. No permit is required for work carried out by machine, where public access to the site is used (e.g., public trail) and no restoration works are required.	A permit is required for removal by machine in an area where access and/or restoration works are required. A site visit with CH staff is recommended prior to the submission of a permit application.
Creek Channels	Removal of fallen or cutback of overgrown trees within the banks that may cause an obstruction or provide an area for debris to collect (by hand, tree stumps to remain)	No permit required.	
Inlet Structures	Removal of sediment (between 10-20m upstream and usually undertaken with machinery). When a machine is used works should be done from the creek banks; not in the creek.		A permit is required. A site visit with CH staff is recommended prior to the submission of a permit application.
Inlet Structures Outfalls to Creeks Outfalls to Shoreline Culverts or Bridges	Minor concrete repairs (e.g., patching to the inlet structure)	To Be Determined.	To determine whether or not a CH is required, a site visit with CH staff is required. CH staff will assess whether or not a permit is required in consultation with municipal staff.
Culverts or Bridges	Stabilizing of eroding embankments by placing rip-rap or other materials at wing walls or at the inlet (and outlet) end of culverts.		A permit is required. A site visit/pre-consultation with CH staff is recommended prior to the submission of a permit application.

24 September 2015 (updated February 27, 2018)

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CONSERVATION HALTON ROUTINE CHANNEL MAINTENANCE WORKS GUIDE

Conservation Halton

Operational Statement for Routine Channel Maintenance Work Not Requiring CH Approval

General

- Minimize disturbance to watercourse banks through the following measures:
  - Operate machinery on land above the high water mark [is this a good reference?]
  - Bring machinery on site in a clean, washed condition and maintain it free of fluid leaks.
  - Wash, refuel and service machinery and store fuel and other materials for the machinery away from the water (outside of the regulated area) to avoid any deleterious substance from entering the water.
  - Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.
- Develop a response plan to be implemented immediately in the event of a sediment release or spill of a deleterious substance
- Minimize disturbance to riparian vegetation (riparian vegetation is important for protecting stream banks from erosion, promoting water absorption and storage, recharging groundwater reserves, regulating stream flow and thermal fluctuations, and filtering sediment and contaminants. It also provides habitat and food sources for wildlife). Use existing trails, roads or cut lines wherever possible to avoid disturbance to the riparian vegetation and prevent soil compaction. Minimize impacts to access routes. When practical, prune or top the vegetation instead of grubbing/uprooting.

Timing

- Time routine maintenance to protect fish and fish habitat. Adhere to provincial fisheries timing windows.
- Contact Conservation Halton for the No-Instream Construction Work Window.

Erosion and Sediment Control

- Install effective sediment and erosion control measures before starting work to prevent sediment from entering the waterbody. Inspect them regularly during the course of construction to ensure they are functioning properly. Make all necessary repairs if any damage is discovered.
- Use shrouding/wrapping/screening to trap and prevent construction materials from entering the watercourse.
- Remove erosion and sediment control materials once site has been stabilized.

Debris Removal/Blockages

- Limit the removal of accumulated material (i.e., branches, other woody materials, garbage, etc.) to the area within the culvert, immediately upstream of the culvert and to that which is necessary to maintain culvert function and fish passage.
- Remove accumulated material and debris slowly to allow water to pass and reduce the amount sediment-laden water going downstream. Gradual dewatering will also reduce the potential for standing fish in upstream areas.

Restoration

- Immediately stabilize shoreline or banks disturbed by any activity associated with the project to prevent erosion and/or sedimentation, preferably through re-vegetation with native species suitable for the site.

24 September 2015 (updated February 27, 2018)

Conservation Halton

Conservation Halton Emergency Works Protocol for Municipal Infrastructure

Regional Municipality of Halton
Regional Municipality of Peel
City of Mississauga
City of Hamilton
Township of Puslinch

September 24, 2015
February 27, 2018 (updated)

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PURPOSE

- The objective of the Emergency Works Protocol is to facilitate timely response to situations where the Municipality must take immediate action to prevent or alleviate an *emergency* situation that occurs within an area regulated by Conservation Halton.

- With this protocol in place, the Municipality can respond to *emergency* situations in a timely and appropriate manner in partnership with Conservation Halton.

- The onus is placed on the Municipality to contact all other required authorities (e.g., Ontario Ministry of Natural Resources and Forestry (MNRF); Fisheries and Oceans Canada (DFO)) *as soon as reasonably possible* in order to proceed with the necessary reviews and legislative approvals, and to take all necessary precautions to protect the environment.

- This protocol has been developed with input and advice from municipalities within Conservation Halton's jurisdiction.

- This protocol does not apply to routine channel maintenance works or other non-emergency works or activities undertaken by the Municipality nor is it intended to circumvent the permitting process under Ontario Regulation 162/06.

DEFINITIONS

As soon as reasonably possible: means where emergencies occur outside of regular work hours, due diligence must be taken in order to contact the appropriate agencies in a timely fashion (i.e., 9 a.m. the next working day, or phone message left).

Emergency: means an *unexpected situation* where there is deemed an *imminent (immediate) threat* of injury to persons, loss of life, loss of property, or damage to the environment.

Emergency work(s): means reparative works required to prevent or alleviate an *emergency* situation. In order to facilitate review by all agencies, it is recommended that temporary remediation works be proposed for immediate implementation while agencies are reviewing the ultimate design.

Imminent threat: means where injury to persons, loss of life, loss of property, or damage to the environment will occur if actions are not undertaken immediately (e.g. within 24-48 hours).

Unexpected situation: means an unforeseen situation arising from a **recently-**occurring event, not a recognized chronic problem.

The Protocol

If the Municipality deems a situation to require *emergency work* (i.e., situations where there is an *imminent threat* of injury to persons, loss of life, loss of property, environmental damage), the following will occur:

For emergency works that are structural in nature:

1. The Municipality will arrange a site visit with CH (and other agencies as required) *as soon as reasonably possible* to assess the situation. CH will make the site visit a priority. If it is deemed that there is the potential for immediate loss of life or property, the Municipality should initiate some works prior to the site visit to make the site safe. The work that is completed will be documented and provided to CH as part of the formal Permit application for the final works.

2. On site, the Municipality and CH will decide the nature and extent of *emergency work*. CH staff will indicate what additional information is required at the site or in a follow-up email if not all CH staff are able to attend the site visit. CH will send the follow-up email to the Municipality immediately following the site meeting confirming what additional information is required and providing any conditions/advice.

3. The Municipality will carry out temporary *emergency works* to alleviate the *emergency* in accordance with the conditions/advice of CH (and other agencies as required).

4. CH and the Municipality will agree to work towards the development and approval of permanent restorative works to replace the temporary *emergency works*. The Municipality will submit formal permit applications to CH (and other agencies as required) immediately after completion of the *emergency works* for the final works (Appendix 1). Should temporary works remain in place for a significant amount of time while Municipal staff prepares the ultimate design, CH may require as-built construction drawings to be submitted with the application.

For emergency works such as the removal of debris/blockages during a storm event (not routine maintenance) or the removal of ice jams:

1. The Municipality will notify CH of the need to remove debris/blockages *as soon as reasonably possible*. If possible, the Municipality will arrange a site visit with CH (and other agencies as required) to assess the situation prior to any works being undertaken. On site, the Municipality and CH will decide the nature and extent of emergency work. The work that is completed will be documented and provided to CH.
2. If there is potential for immediate loss of life or property, the Municipality will initiate clean up/removal. The Municipality will contact CH *as soon as reasonably possible* to discuss actions already taken and any additional actions that may help to alleviate the flood risk. If required, the Municipality will undertake further actions as recommended by CH. The work that is completed will be documented and provided to CH.

APPROVAL REQUIREMENTS

Conservation Halton

Approvals may be required under the Development, Interference to Wetlands and Alterations to Shorelines and Watercourses Regulation (*Ontario Regulation 162/06*). Conservation Halton regulates alterations to shorelines and watercourses; development within hazard lands (flood plains, lands susceptible to erosion, valleys, dynamic beaches; hazardous sites); and allowances as specified in *Ontario Regulation 162/06.*

Development means:

- the construction, reconstruction, erection or placing of a building or structure of any kind,
- 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 (*Conservation Authorities Act, R.S.O. 1990, c. 27, s. 28 (25)).*

Conservation Halton has provided mapping, either in digital or paper form, to each municipality, which shows the approximate limit of the regulated area. This mapping is only a guide for preliminary screening purposes as all boundaries are approximate. The ultimate determination of the regulated limit is defined in the text of the regulation and refined through technical studies.

Fisheries and Oceans Canada (DFO)

Where the Municipality contemplates works in and around water to address an *emergency*, an authorization under the *Fisheries Act* may be required. The Municipality should contact DFO to apply for an Emergency Authorization. More information is available at http://www.dfo-mpo.gc.ca/pnw-ppe/reviews-revues/authorization-autorisation-eng.html.

Ontario Ministry of Natural Resources and Forestry (MNRF)

Where *emergency works* involve construction or improvements to a dam, a work permit under the *Lakes and Rivers Improvement Act O. Reg. 454/96 Section 2 (a)* may be required (see 2011 Lakes and Rivers Improvement Act Administrative Guide: https://dr6j45jk9xcmk.cloudfront.net/documents/2705/stdprod-088408.pdf). Similarly, where *emergency works* entail dredging or filling on the bed of a navigable body of water, a work permit under the *Public Lands Act under O. Reg. 335/00 as Amended, Section 2 (1) (c) and (d)* (see Crown Land Work Permits: http://www.ontario.ca/page/crown-land-work-permits). In addition, if *emergency works* are required which may impact the habitats of species at risk (including Redside Dace), a permit or authorization may be required under the *Endangered Species Act* (see How to Get an Endangered Species Act permit or authorization: http://www.ontario.ca/environment-and-energy/how-get-endangered-species-act-permit-or-authorization).

CONSERVATION HALTON CONTACTS

After business hours (between 4:00 p.m. and 8:00 a.m.), municipalities are encouraged to initiate immediate action in case of emergencies and to contact Conservation Halton *as soon as reasonably possible.* If the emergency requires coordination with Conservation Halton, staff can be contacted using the 24-hour emergency telephone number: (289) 635-5354

Emergency contacts are listed below and can be reached during office hours.

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Conservation Halton

March 2018

REPORT TO: Board of Directors

REPORT NO: # 02 18 01

FROM: Barbara Veale, Director Planning and Watershed Management
bveale@hrca.on.ca ; 905.336.1158 x 2273

DATE: March 22, 2018

SUBJECT: **Year End Summary for Planning and Permit Applications**
CH File #: ADM 006

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the staff report 02 18 01 regarding Year End Summary for Planning and Permit Applications, dated March 22, 2018.**

Executive Summary

In 2017, the Department continued to deal with a heavy workload to advance several large development proposals in the Halton area, particularly in North Oakville and Milton (Boyne Survey and Derry Green areas). Although the number of planning files has remained relatively stable, the scale, scope and complexity of files has increased. Several planning files were appealed to the Ontario Municipal Board in advance of changes to the scope and nature of appeals as modified through *Bill 136, Building Better Communities and Conserving Watersheds.* Response times for the review of technical studies associated with *Planning Act* applications was tracked. In 2017, 66% of the technical reviews were processed within six weeks.

The number of permit applications received and reviewed has gradually increased year over year since 2010. In 2017, 472 permit applications were received and 31 restoration and compliance agreements were completed. Response times from the review of technical studies associated with permits was also tracked. In 2017, 79% of the technical reviews were completed within six weeks. Permits for minor applications were issued in a timely fashion, with 92% issued within 30 days and 55% issued within one week.

Staff was also busy responding to Provincial and Conservation Ontario requests for input on a number of initiatives that could have a significant impact on Conservation Halton's planning and permitting programs. Staff are actively involved in the Federal Environmental Assessment process for the CN Mobility Hub proposal in the Town of Milton, in partnership with the Region of Halton and area municipalities.

In 2017, the primary foci for the Department was on improving service delivery and meeting municipal deadlines, tracking files and reducing the time spent on technical review, resolving violations through compliance and restoration agreements, and consolidating comprehensive draft policies for administering Ontario Regulation 162/06.

Report

Reorganization

In November 2016, the Water Resources Engineers, Planning Ecologists, and Regional Infrastructure Team were amalgamated with the Environmental Planning and Regulations sections to create the new Planning and Regulations Department (renamed Planning and Watershed Management in January 2018). Five Coordinators, reporting to the Director, oversee the day-to-day operations of these sections. In 2017, there were 31 staff in the Department.

In 2017, staff participated in a Process Re-Engineering Study that assessed current processes for reviewing and commenting on planning and permitting files. The study produced 50 recommendations for implementation. Many of the recommendations build on current processes and can be implemented easily. Others require additional resources and are longer term. In 2018, staff will implement as many of the recommendations as possible in order to improve internal processes and service delivery to our municipal partners and landowners.

Review Process

Staff coordinated numerous new and on-going initiatives during 2017. Many of the on-going initiatives involved complex planning and technical issues and will take several years to finalize. These initiatives included municipal and provincial Environmental Assessments, Subwatershed Studies, Functional Stormwater and Environmental Management Studies (FSEMS), Subwatershed Impact Studies (SIS), Environmental Implementation Reports (EIR) and Functional Servicing Studies (FSS), secondary plans, and subdivision files. Often, these types of studies require several re-submissions of technical studies and documentation before the municipality, Conservation Halton and other review agencies are satisfied that all planning and regulatory concerns have been met. Staff coordinates a comprehensive and integrated review of these files with staff technical teams. Environmental Planning staff manages the files and are responsible for all formal Conservation Halton correspondence to municipalities, landowners and consultants with respect to development planning matters.

Provincial Policy Initiatives

In 2017, staff actively participated in the review of several provincial initiatives including: *Building Better Communities and Conserving Watersheds, Bill 139*; the proposed Wetlands Conservation Strategy, and the Regulatory Proposal for Excess Soils Management. Staff also contributed to dialogue regarding new provincial Watershed Planning Guidelines.

Infrastructure Projects and Utilities

Reviews for eight (8) Environmental Assessments (EAs) were completed, with another thirty-eight in the process of review, related to all types of infrastructure including roads, utilities, water and wastewater. Notable projects including several EAs to asses and mitigate flooding and erosion within the City of Burlington, including Shoreacres Creek and Tuck Creek; the proposed CN Intermodal Hub in the Town of Milton being assessed through the Federal EA process; and several Provincial projects including the 407 Transitway.

In addition, the Regional Infrastructure Team has been working closely with Regional staff and their consultants on several major infrastructure projects. CH Permits have been issued and construction is now underway for the following major projects in 2017:

Davis Road Feedermain - Halton Region is proposing a new 900mm feedermain to supply water to the Davis Road Booster Pumping Station in the Town of Oakville. This project is derived from Halton's 2014 Budget and Business Plan and the 2011 Sustainable Halton Water and Wastewater Master Plan. The proposed alignment extends over approximately 3 km beginning on Speers Road and ending on Davis Road and includes a crossing of Sixteen Mile Creek between Shepherd Road and Cross Ave., just northwest of the Speers Road/Cornwall Road intersection. The section of the feedermain which crosses beneath the Creek will be installed inside a casing pipe constructed by micro-tunneling methods located 6 meters below the creek bed.

James Snow Parkway - new four-lane roadway from Wedge Way to Tremaine Road in the Town of Milton. This proposed project consists of an extension of James Snow Parkway and a realignment of Campbellville Side Road, north of Hwy 401. The contract includes installation of watermain and sanitary sewers to provide services to the northwestern portion of the Milton 401 business park (EBC West Subdivision and Emery Lands). The south ditchline of Campbellville Side Road will be extended eastward to convey drainage that previously entered a tributary of Sixteen Mile Creek that was slated for removal through the local Secondary Plan. The creek crossing was designed as a span structure to maximize hydraulic capacity but also to not impact the existing watercourse limits given that the subject tributary supports red side dace further downstream.

Regional Road 25 Slope Failure rehabilitation - Following the widening of Regional Road 25 between Louis Saint Laurent and Derry Road in 2011-2012, the Region commissioned an erosion assessment and slope repair design study to identify erosion and stability risks associated with the adjacent West Branch of Sixteen Mile Creek in the Town of Milton. Four (4) areas of concern along the creek and a contributing tributary were identified to be at long term potential risk of erosion. Two of those areas exhibited active toe erosion and slumping. This project ensures the protection of the adjacent Sixteen Mile Creek and the road corridor itself.

Subwatershed Studies, Secondary Plans and Subwatershed Impact Studies

Staff continued participation in a number of Technical Steering Committees for Subwatershed Studies/Secondary Plans including: South Milton (Phase Four) Subwatershed Study, Milton Education Village Subwatershed Study and Secondary Plan, and amendments to the Boyne Area Tertiary Plan, in the Town of Milton; the Tremaine-Dundas Subwatershed Study, Evergreen Secondary Plan, and Grindstone Holdings Inc., in the City of Burlington; Southwest Georgetown Subwatershed Plan and Premier Gateway Scoped Subwatershed Plan, in the Town of Halton Hills; and Ninth Line Subwatershed Study and land use policies in the City of Mississauga.

Staff was involved in ongoing negotiations to meet minutes of settlement for several appeals associated with in Milton OPA 30 and 10 other OMB Appeals. In 2017, staff initiated reporting the status of these appeals to the CH Board of Directors on a quarterly basis. In addition, staff have been involved in the review of 5 large Subwatershed Impact Studies (SIS)/Environmental Implementation Reports (EIR) in the Town of Milton. Environmental Planning staff co-ordinated comments for 68 active subdivision files during 2017. In addition, staff has been working with the City of Burlington throughout their Mobility Hub study and comprehensive Official Plan Update, and with the Township of Puslinch on their Comprehensive Zoning By-law update.

2017 Planning Applications

Outlined in Table 1 are the numbers of new planning applications under the *Planning Act* that were received by Conservation Halton for review in 2017. The numbers below do not account for on-going file review for files received prior to 2017.

Table 1. Planning Act Applications Received for Review, 2012 -2017

Plan Submissions	2012	2013	2014	2015	2016	2017
Site Plans	43	59	52	66	62	42
Consents	25	16	18	21	14	14
Minor Variances	56	60	88	72	81	69
Official Plan Amendments	4	5	3	1	6	6
Zoning Amendments	18	17	36	9	9	19
Subdivisions	8	3	18	9	7	7
Site Alterations	0	0	0	10	8	14
TOTAL	**154**	**160**	**215**	**188**	**187**	**171**

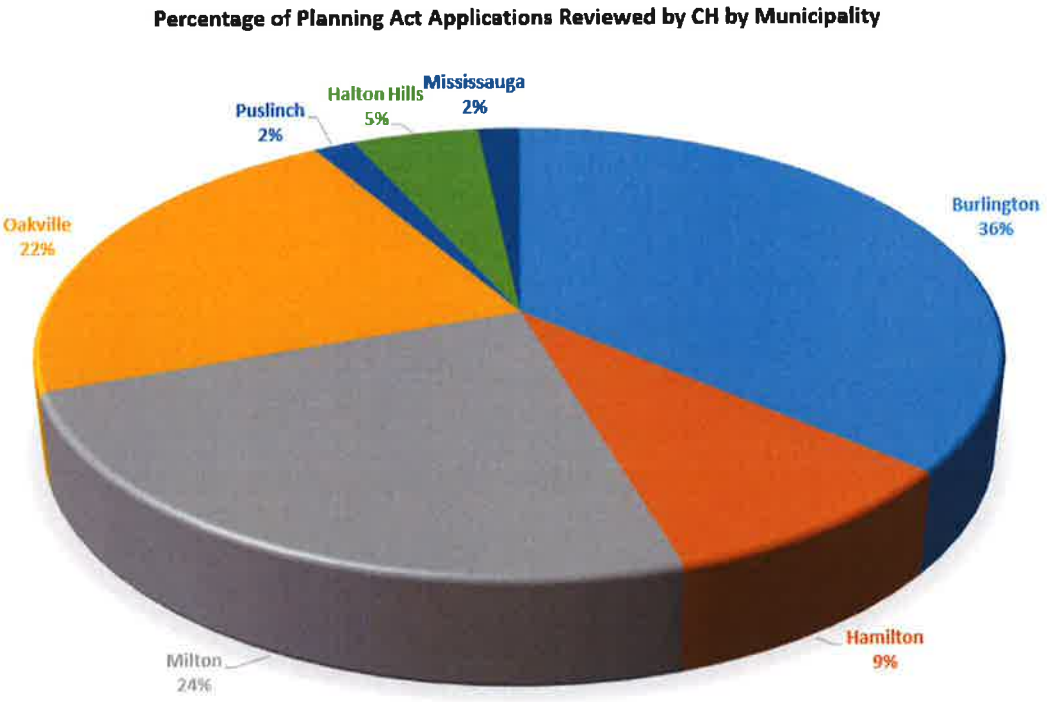
In addition, Conservation Halton reviewed Niagara Escarpment Commission (NEC) Development Permit applications and other complex technical studies and reports as shown on Table 2. NEC Development Permit applications have increased steadily since 2012.

Table 2. Plan Review for Niagara Escarpment Development Permit Applications and Complex Technical Reviews

Plans Reviewed	2012	2013	2014	2015	2016	2017
NEC Development Applications & Parkway Belt	86	90	84	98	101	131
Environmental Assessments*	37	21	22	33	28	46
Environmental Impact Reports/Subwatershed Impact Studies	11	7	18	15	6	5
Subwatershed Studies	5	5	6	7	7	7

The breakdown of all *Planning Act* applications by municipality is shown in Figure 1. In 2017, the greatest number of *Planning Act* applications was received from the City of Burlington, followed by the Town of Milton and the Town of Oakville.

Figure 1. Percentage of Planning Act Applications Reviewed by Conservation Halton for Municipalities



Inquires

In 2017, the Planning and Regulations staff responded to hundreds of general inquiries and formal requests for information (solicitor inquiries and no objection letters) as shown in the Table 3.

Table 3. Solicitor Inquiries and No Objections/Clearance Letters, 2017

2017	Solicitor Inquiries	No Objections Letters
Burlington	75	69
Halton Hills	15	8
Hamilton	8	21
Milton	32	28
Mississauga	5	0
Oakville	52	23
Puslinch	2	5
2017 Totals	189	154
2016 Totals	165	132
2015 Totals	171	93
2014 Totals	186	131

Applications for Permit and Violations under Ontario Regulation 162/06

Over the past seven years, there has been a gradual increase in the number of permit applications. Table 4 summarizes the applications received under Ontario Regulation 162/06.

Table 4. Permit Applications Received, 2010 - 2017

Category	2010	2011	2012	2013	2014	2015	2016	2017
Private	111	117	135	125	126	117	138	191
Commercial/ Industrial Single Unit	15	14	16	14	18	20	33	31
Residential/Industrial/ Commercial Multi-Units /Lots	15	25	25	11	18	36	25	35
Government/Utilities	96	72	71	100	98	95	142	106
Letters of Permission	70	49	61	67	53	68	71	74
Fish Timing Window	0	4	4	5	4	7	27	4
Agreements	0	0	23	11	1	16	31	31
Total	307	281	335	333	318	359	467	472

Violations

In 2017, many violations were addressed on-site with willing landowners and no violation file was created. To resolve the remaining violations on a voluntary basis, Regulations staff pursue either a Restoration or Compliance Agreement with the landowner, as appropriate (Table 5).

Table 5. Status of Violations, 2017

Violations 2017	Confirmed (File Created)	Closed	In Negotiation	Charges Laid	Outstanding Violations*
Total 2017	31	19	8	0	6 (2 from 2016)

Court Cases

At the beginning of 2017, there were four active court cases.

Response Times

Files were tracked in 2017 to determine response times for different types of applications and levels of review. The Conservation Halton Strategic Plan has targets for response times which are anticipated to be met by 2020. The target set for 2020 is 95 per cent of technical reviews associated with permits and planning applications will be completed within 6 weeks. In 2017, the response times for reviews were 66% and 79% for technical studies associated with permit and planning applications, respectively. Minor permits are being processed very quickly with 92% being issued within 30 days and 55% being issued within one week.

Forecast for 2018

It is anticipated that plan review and permitting applications will remain relatively stable. New development applications will slow down a bit as the Region of Halton's allocation program has been currently placed on hold. Staff will still be actively involved in participating in Subwatershed Studies and Secondary Plans in Halton Hills (Southwest Georgetown and Premier Gateway areas), Mississauga (Ninth Line area), Milton (Phase 4 and Milton Education Village), and Burlington (Evergreen Subwatershed Study). CH staff will continue to work with municipal staff, landowners, and the public to review and comment on technical studies, upper level planning documents and secondary plan policies.

In 2017-18, staff will focus on implementing the recommendations identified in the Process Re-engineering Report to further improve internal review processes and improving communication with and service delivery to municipal staff and applicants.

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. It also contributes to objective of Striving for service excellence and efficiency.

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:

Barbara Veale

Barbara J. Veale
Director, Planning and Watershed Management

Approved for circulation:

for:

Hassaan Basit
CAO/Secretary-Treasurer

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

Conservation Halton

March 2018

REPORT TO: Board of Directors

REPORT NO: # 02 18 02

FROM: Barbara Veale, Director Planning and Watershed Management
bveale@hrca.on.ca; 905.336.1158 x 2273

DATE: March 22, 2018

SUBJECT: **Draft Watershed Planning Guidance – Conservation Halton response to Environmental Registry Posting #013-1817**
File No. PPL 047

Recommendation

THAT the report entitled Draft Watershed Planning Guidance – Conservation Halton Response to Environmental Registry Posting #013-1817 dated March 22, 2018 **be approved and forwarded to MOECC and MNRF through the Environmental Registry.**

Executive Summary

The Government of Ontario is seeking input on a draft document *Watershed Planning in Ontario: Guidance for Land-use Planning Authorities*. The Guidance document is intended to support municipalities in watershed planning to meet new and existing requirements in provincial land use plans, including the 2017 Growth Plan for the Greater Golden Horseshoe and Greenbelt Plan, and the Provincial Policy Statement (2014).

This report summarizes the draft Guidance document and key review comments from Conservation Halton (see attached). It is recommended that these comments be submitted to the Province through the Environmental Registry.

Report

Background

The Coordinated Land Use Planning Review (2017) resulted in amendments to four provincial land use plans, including the Growth Plan for the Greater Golden Horseshoe and the Greenbelt Plan. These amendments introduced new requirements for watershed planning to inform planning for growth and development. Conservation Halton supports the requirements for co-ordinated and integrated watershed planning prior to land use change.

The Ontario Ministry of the Environment and Climate Change (MOECC) and Ministry of Natural Resources and Forestry (MNRF) released the draft *Watershed Planning in Ontario: Guidance for Land-use Planning Authorities* on the Environmental Registry for a 60-day public review period closing on April 7th, 2018 (Posting #013-1817). The Guidance document is intended for use by municipalities and other planning authorities in fulfilling provincial land use planning requirements related to watershed and subwatershed planning. Conservation Halton has provided input through

related to watershed and subwatershed planning. Conservation Halton has provided input through Conservation Ontario and a survey distributed by the consultants engaged in developing the Guidance document.

Watershed Planning Policies

The Provincial Policy Statement (PPS) (2014) under the *Planning Act* provides the broad context for watershed planning in Ontario, directing planning authorities to use "the watershed as the ecologically meaningful scale for integrated and long-term planning". Many municipalities within Conservation Halton's jurisdiction already have Official Plan policies that align with this policy, either allowing for, or in some cases requiring, watershed or subwatershed plans to inform land use planning and water management decisions.

Conservation Halton has been guided by watershed planning since the 1950s with the development of watershed conservation reports for Sixteen Mile Creek (1958) and Twelve Mile Creek (Bronte Creek,1960) completed by the Province for the Sixteen Mile Creek Conservation Authority and the Twelve Mile Creek Conservation Authority when the two conservation authorities were formed. These two conservation authorities were amalgamated in 1963 to form the Halton Region Conservation Authority. Since amalgamation, Conservation Halton has partnered with municipalities and other stakeholders to develop watershed plans for Sixteen Mile Creek (1996), Grindstone Creek (1998), Bronte Creek (2000), and North Shore (2006). Conservation Halton was the lead in each watershed plan, except for Sixteen Mile Creek, which was led by the Region of Halton.

The Growth Plan and Greenbelt Plan define watershed planning as providing "a framework for establishing goals, objectives, and direction for the protection of water resources, the management of human activities, land, water, aquatic life, and resources within a watershed and for the assessment of cumulative, cross-jurisdictional, and cross watershed impacts". Subwatershed plans are to reflect and refine watershed planning for smaller drainage areas, focusing on development-related impacts. New policies in these Plans identify municipal growth, land use, development, and infrastructure planning matters that are to be informed by watershed and subwatershed planning.

Watershed planning must inform:

- the feasibility and location of settlement area boundary expansions;
- planning for new or expanded water, wastewater and stormwater infrastructure;
- comprehensive master plans for municipal and private communal water and wastewater systems;
- stormwater master plans for serviced settlement areas;
- co-ordinated planning for potable water, stormwater and wastewater systems by municipalities sharing a receiving water body; and
- identification and protection of water resource systems.

Subwatershed planning must inform:

- stormwater management plans for large scale development;
- planning for large-scale development outside of settlement areas within key hydrologic areas; and
- planning for redevelopment or resort development in developed shoreline areas of inland lakes.

Draft Guidance

The draft document is intended as a guide for municipalities and other agencies to support the Provincial land use plans and Provincial Policy Statement and provide direction about how to develop watershed and subwatershed plans. The following sections outline some of the key comments noted by Conservation Halton staff.

Purpose, Scale and Scope of Planning

The draft Guidance refers to watershed and subwatershed plans but does not adequately address the issues of complexity, scale and scope of planning that are dealt with at each level. The integrated nature of watershed/subwatershed planning is acknowledged but the Guidance document does not tackle how watershed planning can be carried out when multiple municipalities and agencies are impacted by or which influence the management strategies being considered.

The Role of Conservation Authoriteis

While the guideline describes municipal and provincial roles, it does not include conservation authority roles. The history, expertise, roles, resources and contribution of many conservation authorities in watershed planning is significantly underplayed. The draft Guidance document suggests that the municipality should be the lead agency. However, this becomes problematic when planning includes multiple jurisdictions.

In fact, the *Conservation Authorities Act* (CAA) establishes conservation authorities for the purpose of "organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario". Further, conservation authorities have the power "to study and investigate the watershed". Within the Greater Golden Horseshoe area, many conservation authorities have significant experience undertaking watershed/subwatershed planning, managing water resources, and supporting municipal land use planning and infrastructure decisions.

CAs have other roles and responsibilities which inform watershed planning and support implementation. These include administration of Section 28 of the CAA, responsibility for fulfilling the provincial interest with respect to natural hazards (Section 3.1 of the PPS) as a public commenting body in accordance with the *Planning Act*, source protection authority under the *Clean Water Act,* water manager in charge of operating water control infrastructure, and many other conservation programs that are carried out on behalf of member municipalities (e.g., reforestation, land acquisition, flood warning and forecasting, and watershed planning). In the key area of floodplain mapping, the guideline says municipalities "may choose to rely on the services of conservation authorities...but are not required to do so". Lack of engagement with conservation authorities could result in duplication of effort, inefficiencies, and conflict between decision making at planning and permitting stages. The contribution of CA expertise in defining hazards and in the development of watershed plans ensures that watershed plan recommendations and implementation of the above roles and responsibilities are harmonized and provide value-added benefits on a watershed basis.

In addition, the implementation of watershed plans often requires actions that fall beyond the geographic scope and mandate of municipalities. CAs have developed partnerships with a range of watershed stakeholders including other government agencies, community groups, academic institutions, landowners, residents and businesses. The ability of conservation authorities to develop

and continue to foster these partnerships can support development implementation of watershed plan recommendations.

The Guidance document should be revised to include a section on Conservation Authority roles and expertise, and a statement that municipalities should partner with CAs, where they exist, should be included.

Minimum Expectations, Equivalency and Transition Provisions

The Guidance document includes a list of components which should be considered when developing a watershed/subwatershed plan, but do not address minimum requirements. Watershed planning components are described as "typical...to provide municipalities with flexibility". While flexibility is desired, lack of clarity may hamper the ability of municipalities to anticipate watershed planning needs, engage appropriate partners in scoping planning studies, and demonstrate fulfillment of provincial requirements. Lack of minimum expectations may result in inconsistent approaches and quality of watershed planning across the province.

Additional guidance is also required regarding equivalency. Provincial plan policies identify processes and decisions that are to be informed by watershed planning "or equivalent". However, the Guidance document is not specific about what constitutes an "equivalent" study. The discussion on equivalency should address the objectives, scope, level of detail, and currency of existing watershed and subwatershed studies (there are several subwatershed studies that have been completed in the Halton watershed over the past 15 years), and provide more specific criteria for evaluation of their sufficiency to meet provincial requirements. Further, the role of existing single component studies (e.g., assimilative capacity study, natural heritage study, source water assessment report) in partial fulfillment of watershed planning requirements should be addressed.

A regular schedule to update the watershed plan avoids massive investment in the future. Many municipalities are currently engaged in conformity and comprehensive Official Plan review exercises. Transition provisions should describe how municipalities can draw on existing, older, and component studies, engage appropriate partners to fill watershed planning gaps to support current planning decisions, and strategically update watershed planning moving forward.

Long-term Commitment

The Guidance document acknowledges that multi-year baseline monitoring provides the foundation for watershed planning, and that long-term monitoring is required to support adaptive management and updates to watershed plans. Watershed planning is dynamic. There are stressors and influences in the system that cause features and functions to evolve and change. Integrated watershed planning should be considered a process which requires long-term commitment by municipalities, agencies, indigenous communities, and other stakeholders. It requires the monitoring of actions/programs by the participants as well as determining whether or not changes in management delivers anticipated on-the-ground results. In the past, watershed plans have been completed and implemented to a greater or lesser extent. There has not been commitment or resources to maintain monitoring and engagement of partners, resulting in a large investment of time, resources and funding to update plans. For this reason, plans are often not revisited or used as a learning tool. There needs to be a long-term commitment to updating the plan on a regular basis based on monitoring results.

Technical Guidance

"How to do it?" sections in the Guidance document provides general descriptions of the scope of key watershed planning elements (e.g., water budgets) and points to existing technical guidance where available. Minimum technical methods are not identified and there remain gaps where technical guidance is lacking. Notably, no additional definitions or technical methods are provided for delineation of the Water Resource System – identification of which is required by the Growth Plan. As a result, some elements of the Natural Resource System, for example significant surface water contribution areas, have yet to be defined.

The generalized scope of work described for some components, notably climate change and cumulative effects assessment, are substantive and likely beyond the scope of most watershed/subwatershed plans (e.g., the need for greenhouse gas inventories). For each watershed planning element, the methodology section should describe technical methods representing minimum, moderate, and advanced levels of sophistication, and direct municipalities to implement the approach that is suitable to address the plan's scope and purpose, and available resources.

Integration of Watershed Systems

The Guidance document does not strongly reflect the complexity and interrelationships among watershed systems, and the importance of integration in watershed characterisation, scenario analysis, and development of management strategies. Notable gaps include the role of physiography and geology in influencing water systems, surface water-groundwater interactions, stream morphology, and interconnections between water resources and natural heritage. At minimum, the Guidance document should identify all the disciplines required for watershed planning, including geology and hydrogeology, hydrology and hydraulics, water quality, terrestrial and aquatic biology, fluvial geomorphology, and land use planning.

In particular, the document is not reflective of level of inclusion and integration of aquatic and terrestrial natural heritage systems in typical watershed planning practice. The Guidance document should refer to the Growth Plan policy 4.2.2 allowing municipalities to refine provincial Natural Heritage System (NHS) mapping, as refinement of NHS is a typical component of subwatershed planning to inform development. While the document identifies the task of mapping the extent of the NHS in watershed plans, it should be revised to reflect that the quality and sensitivity or vulnerability of elements of the NHS inform the establishment of development constraints and buffers. Further, references to targets and recommendations for protection, restoration and enhancement are often limited to riparian areas. These references should be broadened to encompass aquatic and terrestrial natural areas.

Funding Watershed/Subwatershed Plans

The guidance document is silent on how plans could be funded. Integrated watershed planning is complex and requires cooperation and collaboration of a number of agencies. The solutions for dealing with resource issues on a watershed basis are a shared responsibility. Land use planning is just one tool to implement the actions recommended or committed to in the plan and this should be recognized in the Guidance document. As watershed/subwatershed planning initiatives usually cross municipal boundaries, there needs to be a mechanism which allow municipalities to work together.

In Ontario, we have that unique mechanism – the Conservation Authorities (Conservation Authorities Act, 1946). One of the prime reasons Conservation Authorities were formed was to provide a forum for dialogue, study and remedial/restorative action to deal with watershed issues for the benefit of all watershed residents. The formation of Conservation Authorities was prompted by poor water quality, fluctuating river flows (flooding and droughts) and massive sedimentation due to the denuding of forests in the upper reaches of watersheds in the 1930s and 1940s. In fact, ten Conservation Authorities were formed between 1946 and 1955. Hurricane Hazel prompted the formation of additional Conservation Authorities.

It makes sense to utilize the existing legislative, regulatory, and governance frameworks to move forward with integrated watershed planning in the Province of Ontario. Conservation authorities are the logical agency to take a lead role in the development of Watershed Plans. Funding to carry out and sustain a watershed planning process is a key issue which must be addressed. As the interests of many provincial agencies are dealt with in an integrated manner, funding for watershed planning should be supported by the province, member municipalities and others with an interest. The Conservation Authority can act as the "secretariat" to bring the partners together, manage technical studies, provide a repository for data and information, monitor results and implement actions which fall within their mandates.

Within municipal boundaries, funding for subwatershed plans should be provided by the landowners who have a vested interest and who will reap the financial benefits of developing the land (the down side is that studies are usually limited to the confines of the study area which is defined by land ownership, not drainage area). This type of arrangement is already in place in many municipalities in the Region of Halton. However, for lands which are being municipally developed or lands which are slated for re-development/intensification, a viable funding mechanism for municipalities is required in order for subwatershed planning to proceed with all of the necessary technical work completed to avoid having work deferred and undertaken at a more detailed design stage. To date, this appears to be a necessary for the municipality to avoid costs and pass them on to the developers at a later stage in the process. However, this is a piecemeal approach which is inefficient and results in delays in the long run. Better guidance on funding mechanisms to get the proper studies completed at the onset is required. The Guidance document should provide this support as it relates to funding both watershed and subwatershed plans.

Organization and Content of the Document

The Watershed Planning Document is very disjointed and repetitive in spots. The differences and similarities between watershed planning and subwatershed planning are not well articulated nor are the steps to deal with scale and scope issues well presented. As a result, the document is confusing to the reader. There is a lot of good material in the draft but some if it is outdated and does not represent the "state of the practice" today.

Next Steps

Conservation Halton will continue discussions with the Province, watershed municipalities and other local stakeholders to clarify and confirm Conservation Halton's role in watershed and subwatershed planning, discuss anticipated watershed planning scopes of work and priorities, and support delineation of the Water Resource System.

Impact on Strategic Goals

This report supports the Metamorphosis strategic themes of Taking care of our growing communities; Protecting our natural, cultural, and scenic assets; and Protecting our natural, cultural, and scenic assets. 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 to this report

Signed & respectfully submitted:

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Conservation Halton

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Conservation Halton Comments
Watershed Planning in Ontario: Guidance for Land-use Planning Authorities
March 22, 2018

General Comments

The draft watershed planning guidelines outline a number of components which should be included in watershed and subwatershed planning, but it is difficult to differentiate between the two. The guidelines do not adequately address the issues of complexity, scale and scope of planning that is required at each level, nor does it specify how watershed planning can be carried out when multiple municipalities and agencies are impacted by or which influence the management strategies being considered.

Differentiating Watershed Plans and Subwatershed Plans

Watershed Plans:

Watershed planning includes both products (the plan) and a process (the governance around how the plan is put together, how progress is measured, how adaptive management is carried out, etc.). Watershed plans identify and address key issues/problems within a river or creek drainage system. They typically cross municipal boundaries and have implications for management which is shared among municipalities, Conservation Authorities (CAs) and other agencies. A watershed plan should provide the framework or "road" map of actions which combined, address key issues in the watershed. This means that the process of putting a watershed plan together must be collaborative and that the agencies who can influence results on-the-ground must be included in the planning initiative. If they are not, the actions of one agency can be counterproductive to the actions of another agency. Joint actions to pool resources and undertake activities focused on addressing the issues in a coordinated manner, within the mandate of each agency, are required to avoid incongruent activities and circumvent the wasting of taxpayers' dollars.

Where there are multi-jurisdictional and cross municipal boundary issues, Conservation Authorities provide a vehicle within which municipalities can collaborate and carry out shared planning at the watershed level. Many Conservation Authorities, especially in the GGH, have decades of experience in undertaking watershed planning (the plan and the process) and can act as the "secretariat" to bring partners and stakeholders together in a common cause. In addition, from an operational perspective, Conservation Authorities are responsible for natural hazard delineation according to provincial technical guidelines and for the administration of regulations restricting development in hazard areas and adjacent lands, the operation of water control infrastructure, and targeted watershed stewardship programs including reforestation, wetland restoration, and land acquisition programs, among others, which contribute toward sustaining natural features and functions within the watershed, reducing watershed flooding and erosion problems, addressing water quality issues, improving river health, and resolving other water and related-land issues.

Watershed planning has been carried out by most Conservation Authorities across the province, to a greater or lesser degree, depending on the resource issues which need to be addressed on a watershed scale. The GGH Conservation Authorities all have extensive experience in watershed planning which provides a framework for partners to carry out a wide range of

programs to address water and related-land issues, land use planning being just one aspect of watershed planning. Some funding for watershed plans is available through S. 39 of the Conservation Authorities Act (MNRF) and other government sources (federal, provincial, municipal). However, finding sufficient funds to undertake integrated watershed planning, measure the progress of the partners (did the partners do what they said they would do? and did it make a difference on the ground?) and apply adaptive management actions is a long-term commitment of time, energy and resources that is difficult to sustain without sufficient funds. To have a robust watershed planning initiative across Ontario takes concerted leadership and financial support from all involved. Watershed planning sets of the overall context for subwatershed planning. In the absence of watershed planning, subwatershed plans are being carried out with unintended upstream/downstream influences (explained later in the text). Examples of watershed planning include the Grand River Watershed Water Management Plan and the Thames River Renewal Plan.

Subwatershed Plans:

Subwatershed plans are usually done at much larger scale (smaller area) to determine the potential changes which may occur as a result of land use change, whether it be greenfield development, redevelopment and intensification in built-out areas, or incremental aggregate extraction. Subwatershed plans usually encompass sub-basin drainage areas (areas that small tributaries drain). In the Halton area, rectangular large blocks of land (ranging in size from less than 50 ha to greater than 2,000 ha which cross portions of several drainage areas and include reaches of tributaries or creeks (not the entire drainage area – the typical approach in Halton watersheds) are called subwatershed plans. Clarification of whether or not these types of plans should be considered an "equivalent" plan should be captured in the guidelines.

A subwatershed plan is usually done for drainage areas that are partially or wholly within one municipality and usually in greenfield areas which are being prepared for development within the next few years. Funding for a subwatershed plan within a single municipality within the Halton watersheds is often paid for by the consortium of landowners with an interest in servicing and developing that large block of land (through DC charges and municipal agreements). This is the scale and scope of work that typically informs the OPA/Secondary Plan process and land use planning. Sometimes, subwatershed plans are carried out and funded by the municipality in preparation for servicing and urban expansion (e.g. Ninth Line Corridor, Mississauga and Premier Gateway lands, Halton Hills). Often the range of investigation and study is constrained by budget considerations such that the investigations are scoped and detailed studies (which should be done at the subwatershed level) are pushed further along in the process after the OPA/Secondary Plans are completed. This process causes conflict later in the planning process as detailed designs and CA permits are delayed because further studies are required before clearance of draft plans or CA permits can be issued.

In the case of redevelopment and intensification, subwatershed planning is critical to address the deficiencies of water control infrastructure that was built in the mid to latter part of the 20th century. Many of the designs for creek diversions and upstream flood control storage were done using design storm events (e.g. 1:50 year flood or 1:100 year flood in areas where Hurricane Hazel is the standard) that are below the standard of what would be allowed today. With potential impacts of climate change, these antiquated systems are unable to handle flows, creating flood vulnerable areas in densely populated urban centres. Since these areas are already built-out, retrofitting of infrastructure or daylighting of piped creeks may be necessary,

especially to increase the system's capacity to accept flows. Many of these areas are slated for re-development and intensification, putting more people at risk of loss of life and property damage. In addition, very few of these systems had adequate water quality controls and we are finding that existing storm water management based on keeping pre- and post- flows the same, is in fact, increasing flows downstream. Subwatershed studies in these rapidly evolving and intensifying areas are seldom done because inventories and studies are costly and cause delays.

In summary, there is a difference in the scale, scope and nature of the studies which must be recognized between watershed and subwatershed plans. The differences between and the relationship of watershed planning and subwatershed planning; the links between these two levels of planning to land use planning; and the various steps which need to be undertaken should be described in much more detail in order make the guidelines useful to municipalities and other agencies involved in watershed and subwatershed planning. In this regard, the three documents released by the Ministries of Natural Resources and Environment and Energy in June 1993 still provide good guidance for describing the relationship between watershed and subwatershed plans to municipal planning.

To assist with defining the difference in the complexity, scale and scope of the two levels of planning, it would be advantageous to include schematics which outline the two processes more clearly.

Who are the Partners in Watershed/Subwatershed Planning?

Prior to carrying out any work, a determination of who should be involved in the planning process, for what reason and at what scale should be done (this should be Phase 1). The mandates and responsibilities of all agencies, indigenous communities, and other stakeholders with a role in water and related-land management should be respected.
If a study crosses municipal boundaries, it would make the most sense to engage the local Conservation Authority early in the process to discuss what the purpose of the study is, what the key issues are, who should be involved, what information is readily available, who should carry out the work, and how the work will be funded. This type of study is most likely a watershed plan (done on the basis of watershed boundaries, not municipal boundaries) and is being done to address various water and related-land issues now and in the future.

If the study is specifically linked to preparing an area for development activity within a single municipality, the study is probably a subwatershed study. As mentioned previously, in the Halton area, subwatershed plans using drainage boundaries is not the norm. Preparing lands for development tends to be done in land blocks, defined by roads/transportation corridors. There is a question in this regard as to how far upstream or downstream the study area should be in the absence of an overarching integrated watershed plan. This is where the links between the difference planning levels is important.

For subwatershed studies, the local Conservation Authority should still be involved early in the process to assist in scoping the work, establishing a budget, developing a Terms of Reference, and selecting the consultant. Sometimes subwatershed studies commence without active involvement of the Conservation Authority who regulate development, site alteration or interference proposed in or adjacent to valleylands, shorelines, and wetlands and other hazardous lands. Preparing land for development often includes the creation of creek blocks, realignment of watercourses, buffers around wetlands, and storm water management, all of which ultimately require permits from the Conservation Authority. The determination of the hazard must be completed to the satisfaction of the Conservation Authority, guided by provincial technical guidelines and done throughout upstream and downstream reaches. When studies forge ahead without the active involvement of the Conservation Authority at all stages, they may be unacceptable or inadequate, causing delays and conflicts. It is always best practice to include the local Conservation Authority early in the process. Conservation authorities are not just stakeholders – they have management and regulatory responsibilities which must be considered in both watershed and subwatershed planning.

Subwatershed planning is often done in preparation of a Secondary Plan and further technical studies are required to refine or confirm natural heritage and natural hazard limits and local servicing (e.g., water, wastewater, Storm Water Management, transportation, etc.) This is not acknowledged in the current draft guidelines.

Who Funds the Watershed/Subwatershed Planning Process?

Integrated watershed planning is complex and requires cooperation and collaboration of a number of agencies. The solutions for dealing with resource issues on a watershed basis are a shared responsibility. Land use planning is just one tool to implement the actions recommended or committed to in the plan and this should be recognized in the Watershed Planning Guidelines. As watershed planning and subwatershed planning initiatives usually crosses municipal boundaries, there needs to be a mechanism which allow municipalities to work together. In Ontario, we have that unique mechanism – the Conservation Authorities (Conservation Authorities Act, 1946). One of the prime reasons Conservation Authorities were formed was to provide a forum for dialogue, study and remedial/restorative action to deal with watershed issues for the benefit of all watershed residents. The formation of Conservation Authorities was prompted by poor water quality, fluctuating river flows (flooding and droughts) and massive sedimentation due to the denuding of forests in the upper reaches of watersheds in the 1930s and 1940s. In fact, ten Conservation Authorities were formed between 1946 and 1955. Hurricane Hazel prompted the formation of additional Conservation Authorities.

It makes sense to utilize the existing legislative, regulatory, and governance frameworks to move forward with integrated watershed planning in the Province of Ontario. Conservation authorities are the logical agency to take a lead role in the development of Watershed Plans. Funding to carry out and sustain a watershed planning process is a key issue which must be addressed. As the interests of many provincial agencies are

dealt with in an integrated manner, funding for watershed planning should be supported by the province, member municipalities and others with an interest. The Conservation Authority can act as the "secretariat" to bring the partners together, manage technical studies, provide a repository for data and information, monitor results and implement actions which fall within their mandates.

In greenfield sites, funding for subwatershed plans should be provided by the landowners who have a vested interest and who will reap the financial benefits of developing the land (the down side is that studies are usually limited to the confines of the study area which is defined by land ownership, not drainage area). This type of arrangement is already in place in many municipalities. However, for lands which are being municipally developed or lands which are slated for re-development/intensification, a viable funding mechanism for municipalities is required in order for subwatershed planning to proceed with all of the necessary technical work completed to avoid having work deferred and undertaken at a more detailed design stage. Right now, this appears to be a necessary for the municipality to avoid costs and pass them on to the developers at a later stage in the process. However, this is a piecemeal approach which is inefficient and results in delays in the long run. Better guidance on funding mechanisms to get the proper studies completed at the onset is required. The Watershed Planning Guidelines should provide this guidance as it relates to funding both watershed and subwatershed plans.

Long-term Commitment

Watershed planning is dynamic. There are stressors and influences in the system that cause features and functions to evolve and change. Integrated watershed planning should be considered a process which requires long-term commitment by agencies, indigenous communities and other stakeholders. It requires the monitoring of actions/programs by the participants as well as determining whether or not changes in management results on the ground. In the past, watershed plans have been completed and implemented to a greater or lesser extent and put on the shelf to gather dust. There needs to be a long-term commitment to updating the plan on a regular basis (I suggest every 5 -10 years) based on monitoring results. A regular schedule to update the watershed plan avoids massive investment in the future.

For example, the Grand River Basin Water Management Plan was completed in 1982 and not updated for almost 30 years. It took a lot of time, effort and human and financial resources to define issues and goals, identify how watershed residents valued water, collate studies which had been done over the intervening years, identify partners, and get the process up and running again. The updated water management plan is a new generation of watershed plans which was truly collaborative and brought many of the key players to the table to discuss what actions they were taking towards meeting the collective goals and then what additional actions were necessary to reach goals. The plan was not a series of recommendations that may or may not be implemented. It was a set of commitments offered up by the partners to undertake actions which collectively

help to reach the goals of the study. The plan helped put the actions into a framework or context which informed the municipalities both from a policy and operational perspective. The Grand River Conservation Authority acted as the mechanism to bring the parties together and keep them together over the long-term (see Veale & Cooke, 2016 as cited in the Guidelines). The long-term commitment to watershed planning is missing from the Watershed Planning Guidelines.

Subwatershed planning also needs to have a long-term monitoring and implementation commitment. I would suggest that the pressure-state-response model is limited in its use as the relationships between cause and effect are non-linear. It basically becomes an academic exercise. What we really want to know is whether or not the natural heritage system that was preserved/restored through implementation of the subwatershed plan is functioning as planned, the water conveyance system is working as designed, natural hazards are not aggravated or increased, and storm water quality and quantity is maintained at certain levels, etc. This can be (and is) done by specific monitoring of the features and processes pre-, during and post- development. Large monitoring reports are typically produced according to a defined schedule. However, monitoring reports in my experience do not elicit remedial action on behalf of the developer/municipality. For example, water temperatures (thermal pollution) from storm water management outfalls are often higher than anticipated but there is no commitment to or resources available to undertake remedial measures to decrease water temperatures, so we are not practicing adaptive management or learning as we go. Municipalities are reluctant to use new or innovative methods and tend to follow "best management practices" that are decades old.

In the long term, monitoring should be at the watershed level to determine upstream/downstream impacts on the system. Subwatershed monitoring helps to inform longer term, watershed-wide monitoring.

Organization and Content of the Document

The Watershed Planning Document is very disjointed and repetitive in spots. The differences and similarities between watershed planning and subwatershed planning are not articulated early enough, nor are the steps which how you deal with scale and scope issue well presented. As a result, the document is confusing to the reader. There is a lot of good material in the draft but some if it is outdated and does not represent the "state of the practice" today.

Specific Comments

Section	Comments
2 Introduction	The purpose and differences between watershed and subwatershed plans and their processes should be addressed in this section.
2.1 Watershed Planning Process	This is a process which lends itself more to subwatershed plans and planning. A phase should be added at the beginning of the process which identifies what the key issues are, roles and responsibilities of agencies, who should be involved in the study, what the terms of reference should be (how scoped will it be?), and how the study is to be funded. What are the minimum requirements? The current Phase 1 should include data collection and monitoring of base conditions (monitoring of base conditions should commence as soon as possible). Phase 1 may identify "preliminary" opportunities for protection, restoration and enhancement, which would be confirm during Phase 2/3 and may include updates to previous work which has been carried out. Phase 2 should include modelling and analyses to quantify the processes that control/influence the subwatershed, identify potential impacts of land use change, and the possible effectiveness of proposed management/mitigation/restoration actions. Phase 3 should discuss the relationship between master planning and subwatershed planning (e.g. servicing for water and waste water; storm water management). Monitoring and adaptive management should be Phase 4. Too often this important step is overlooked – it is part of a longer term commitment. Contingency planning to allow for remedial actions in case adjustments to the management strategy need to be made. Phase 1 should define what components of the system have important interrelationships. To try to look at all components as currently stated in the guidelines and the myriads of interconnections is fruitless. This is the phase that should build on previous studies and be fit within the context of an overall watershed plan (if available).
2.2 Principles	There are certain agencies that must be part of the collaboration and engagement. Conservation authorities have regulatory and management responsibility which affects and it affected by subwatershed planning, especially when that "subwatershed" planning is done in a block rather than by drainage boundaries. This principle should provide flexibility in terms of who may take a lead role (currently it states that municipalities should take the lead role). Scale and scope will determine the appropriate lead (municipality or conservation authority). At the very least, the principle should include the CA as a partner rather than a stakeholder. The principle of protect, enhance and restore natural features and functions should be included in subwatershed planning as many greenfield areas have already been degraded. Subwatershed planning provides an opportunity for restoring degraded features and functions on the landscape, thereby providing more resilience to ecosystem stressors such as climate change. The principle of sustainable development is unclear. How can we "equitably

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	meeting economic and social needs?" What does that mean? The most common definition that is used is from "Our Common Future" where sustainable development has been defined as "Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs." (Brundtland Report, 1987).
2.3 Brief History of Watershed Planning in Ontario	This is very brief. The collaborative nature of watershed planning is missing. There is no mention of the TRIC (Thames River Implementation Committee) or GRIC (Grand River Implementation Committee), the Thames River Revival, or the Grand River Watershed Water Management Plan. These studies advanced collaborative watershed management and set the stage for watershed and subwatershed planning. Perhaps this should be better placed at the beginning of the document to provide context right at the beginning of the document.
2.4 Current Framework	The current framework only talks to land use planning and fails to mention that municipalities should be working in conjunction with their local Conservation Authorities where they exist. Conservation authorities have regulatory responsibilities for the protection of valleylands, shorelines, wetlands, hazardous lands and adjacent lands and can assist in providing leadership in situations where multiple jurisdictions and disciplines are involved. It is important to note that not all actions/activities can be achieved through municipal planning documents and that in order to address resource problems, other tools must be used in combination with planning policies. In addition, there are other federal and provincial legislation that exists regarding Natural Heritage Systems management as well as water quality and water quantity targets. We note that the Provincial Policy Statement does not direct municipalities to lead watershed planning, only that it be done for the municipality to use.
2.5 Definitions of Watershed Planning	"Subwatershed planning" should be defined.
2.6 Summary of Policy Requirements	Checklists for Meeting Provincial Policy Requirements: Watershed planning element is repeated twice with different outcomes. Interconnections with Other Policies and Strategies: It is unclear how, or whether, watershed planning is intended to harmonize with and complement other regulatory requirements beyond those of the four provincial land use plans. The first sentence references connections with other provincial policies and strategies, but there are also inherent connections to federal, municipal and non-government policies and strategies. The following are specific examples on pages 20 and 21 that should be considered and incorporated into the document: o Natural Hazards- Conservation Authorities Act (CAA) and associated Regulations and policies *(Conservation Authorities are responsible for delineating natural hazards and allowances as per Regulations approved under the CAA; Conservation Authorities also have delegated responsibility for the review of and comment on S. 3.1.1 – 3.1.7 – Natural Hazards in the PPS 2014.)* o Wetlands and Other Areas- Conservation Authorities Act and associated

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	Regulations and policies administering Ontario Regulation 162/06. o Biodiversity- Endangered Species Act, Species at Risk Act, Fisheries Act, NCC Great Lakes Conservation Blueprints, Carolinian Canada Conservation Action Plans, etc. o Stormwater Management- MOECC Stormwater Management Manual This lack of clarity could result in confusion and delays in planning processes (e.g. Comprehensive Official Plan Reviews and inconsistency in associated subwatershed plans.
2.7 Role & Coordination	The role of the Conservation Authorities (CAs) should be outlined in this section under separate title. Regardless of whether or not the Conservation Authorities have played an active role in watershed planning in the past (some CAs are very rural and there is little need to develop subwatershed plans if development is limited), their involvement should not be discretionary for the municipality. As mentioned above, Conservation Authorities have regulatory and management responsibilities, technical studies and information, and expertise which should be considered and used in developing subwatershed plans. As indicated above, CAs have delegated responsibilities from MNRF under the "one-window approach" to provide input regarding section 3.1 of the PPS, 2014. Since Ontario has the Conservation Authorities model in most areas where development is happening, there should be an obligation on behalf of the member municipalities to include the CAs in any subwatershed planning exercise as noted in Policy 4.2.1.1 of the Growth Plan. In areas where CAs do not exist, then other models should be explored.
2.8 Equivalency & Transportation Provisions	The links between watershed planning, subwatershed planning and master planning (e.g. Subwatershed Impact Studies (SISs); Environmental Implementation Reports (EIRs) and Functional Servicing Studies (FSS); Master Environmental Servicing Plan (MESP)) should be included in this section. Is a subwatershed plan that is bound by property boundaries as opposed to drainage boundaries equivalent to a subwatershed plan? What role could existing single component studies play (e.g. natural heritage study, assimilative capacity study, source water assessment report, Environmental Impact Studies, etc.) in fulfilling requirements?
3 Engagement and Indigenous Perspectives	There are partners and there are stakeholders in the watershed and subwatershed planning process. Partners should be actively involved in the process. Stakeholders may have a range of participation opportunities depending on the scale and scope of the planning being done. Usually at the subwatershed level in greenfield areas, public engagement is minimal as the land base is already owned by developers. In settled areas (e.g. redevelopment/intensification) it would be important to involve a wider range of people. The inclusion of Indigenous perspectives is important. However, the question of how to collaborate as partners or to undertake stakeholder engagement is missing. Engagement alone is not sufficient to advance the plan if actions of others are required – all implementers must be "at the table".
3.1 Effective Engagement &	Municipalities should partner with other agencies with a responsibility for watershed planning and management, including CAs. If they don't, there could

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Committees	be conflicts could emerge later in the process. Effective engagement means that the agencies that have the greatest influence or who are influenced the greatest by decisions should be actively involved. Active engagement is more than consultation. The Engagement Record Template is a record of "consultation". Active participation in the process should be chronicled through minutes of meetings and correspondence. For the template, there should be another column which indicates how the comment has been considered/incorporated into the process or plan.
3.2 Partnering with Indigenous Communities	Many Conservation Authorities have experience in reaching out to indigenous communities. This should be done with tact and diplomacy. Municipalities need to be careful about who they are engaging in the process to ensure that the individuals are representative of the community. Is this outreach mandatory or "nice to do"?
4 Watershed Delineation & Characterization	Municipalities should work with CAs to ensure that subwatershed boundaries are consistent. There should also be acknowledgement that there are interconnections between ground water and surface water and that groundwater influences may extend beyond watershed boundaries. Likewise, natural heritage component which rely on water may straddle watershed boundaries but should be considered as a unitl.
4.1 Delineation of Watersheds & Subwatersheds for Land Use Planning	Specific guidance regarding the identification of information needs and gaps and base information needed should be provided. Hydrogeology should be identified as part of the water system. A discussion related to drainage boundaries v. hydrogeological boundaries and how they will be used should be included.
4.2 Identification of the Water Resource System	Other information such as existing watershed plans, monitoring data, data from existing flow and water quality monitoring stations, and guidance documents such as TRCA/CVC's Headwater Classification Guidelines should be included. Stream classification, a major component of subwatershed studies is missing. The delineation of riparian corridors systems is missing. A discussion on water quality parameters and how they link back to the issues identified needs to be discussed (collecting data for the sake of data is not productive). The targets needs to relevant to the issues in the watershed. More specific information is required to help determine whether or not existing data is sufficient to move forward. In addition, a standard methodology for determining water systems would be beneficial and technical guidance some components are needed in order to ensure consistency. The guidelines acknowledge the interdependencies of the natural heritage system on the water system – the influences of geology should also be considered.
4.3 Characterization of Existing Conditions	The characterization report should include hazard lands, meander belts (fluvial geomorphology), stream classification, erosion hazards, wetlands, tile drainage, recharge and discharge areas, habitats for rare and endangered species, soils, and wildlife. Soils information is critical to determine the kinds of plant

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	communities that may be supported in the study area; habitat should include terrestrial as well as aquatic – terrestrial is linked to drainage systems and has a major influence on the health of the watershed; wildlife should also include plants. Monitoring should be apart from the collection of baseline data so that trends can be tracked. Monitoring should also include dam and reservoir operations and other impediments in the system (historic weirs) and how they impact or influence the water system (rule curves) as well as other barriers in the river systems. Conservation authorities provide watershed report cards which look at the long-term trends in the health of watersheds. These should be included and recognized (p. 42). Watershed indicators focus on water quality characteristics and do not recognize other factors. It is recommended that, in addition to the ECCC sources cited, reference be made to data sets and ongoing collection of data by Conservation Authorities. By way of example, Conservation Halton has been conducting water quality sampling within our jurisdiction since 1964. There seems to be an overemphasis on federally and provincially collected data which are usually collected at a resolution which is not transferrable to the scale of subwatershed plans. The contribution of indigenous knowledge and citizen science is not identified.
5 Setting the Vision, Goals, Objectives & Targets	Developing a vision, goals, objectives and targets is important but can be different between watershed planning and subwatershed planning (again, because their purpose is different). Visioning should be done with representation from a broad range of interests and the vision usually relates not only to environmental targets but to socio-economic ones as well (e.g. outdoor recreation). Targets at the watershed level should measure progress (did the partners do what they said they would do?) and results on the ground (did those actions achieve the desired results). The parameters chosen to measure results should relate back to the issues being addressed by the plan. If the desired results are not being achieved, the reasons why may not be linear or clearly defined. At the subwatershed level, implementation is usually done by individual developers based on the subwatershed study, Secondary Plan policies and more detailed technical studies and are based on more specific environmental parameters. The questions are different (e.g. has implementation achieved the results as anticipated in the plan; if not, why not?). These questions are rarely asked as there is no contingency or commitment on behalf of the developer or the municipality to change management approaches to address a problem after the fact.
6. Watershed Planning Elements & Best Practices	Chapter 6 should include a discussion on watershed modelling and assessment to evaluate processes that affect watershed conditions, the potential impact of land use impacts, and the potential effectiveness of restoration/mitigative measures.
6.1 Water Quantity,	The guidance document refers to "The Water Quantity Geodatabase" and how

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Water Budget & Water Conservation Plans	it will be useful for municipalities undertaking watershed planning. Conservation Halton was not aware of this database and what it provides, and ask that it be released to the CAs for review. The guidance document suggests that water budgets could meet the requirements of the PPS to maintain, restore or improve water quality and quantity. That is not the intent of a water budget, nor is it feasible. Mitigation measures are used to meet the requirements of the PPS based on the results of pre and post-development water budgets. Water budgets can also be used to inform stormwater management targets and planning. The text should acknowledge that seasonal water budgets and water budgets for natural features (e.g. wetlands) are important to the understanding of hydrology and the linkages between hydrology and ecology. Guidance for other important aspects of groundwater quality are missing (e.g. environmental flows, drought contingency planning, water use, and flood damage reduction). Please note that groundwater budgets under Source Water Protection were done specifically for targeted drinking water sources. Caution should be used in trying to extrapolate this work to identify and protect recharge areas, cold water streams, wetlands, woodlands, and discharge areas.
6.2 Water Quality & Nutrient Load Assessment	More details are required for water quality modelling and the interrelationship between physical, chemical and biological process in the river system. This is an evolving science. We should be looking at the "best value solution" rather than trying to deal with all sources regardless of impact or cost. Seasonal source pollution needs to be considered to determine where investment is best applied. The impact of chlorides and nitrogen and how these related to water uses should be included. In addition, the impact of water temperatures should also be considered. The benefits of a wastewater optimization program at WWTP can be significant. There are non-regulatory means to reduce point sources of pollution which need to be considered. The guidance document suggests that planning should be undertaken to address water quality impacts from point and non-point source loads, however, many point discharges are permitted by the province. In this regard, provincial procedures for establishing effluent requirements are provided on page 69. This raises several questions which should be considered and addressed: Will the province be following the recommendations in the guidance document? How will provincial Environmental Compliance Approvals (not Certificates of Approval) link to watershed planning for future activities? Will the province be at the table to discuss watershed planning as the planners will not have the means to direct provincial regulators on requirements for their watershed? Non-point sources can be addressed with the use of best management practices on the land such as res-establishing riparian vegetation along

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	streams. This provide a buffer to reduce sedimentation and soil loss, stream bank erosion, flood attenuation and can increase infiltration and restore aquatic habitats (all of these benefits are important and need to be considered in an integrated way).
6.3 Natural Hazards in Watershed Planning & Subwatershed Plans	It is important to recognize that where CAs exist, the responsibility for delineating natural hazards is shared with the CA. This delineation forms the basis for regulating features and activities within regulated areas and, to a certain extent, defining NHS boundaries in Official Plans. These two tools should be complementary and supportive, where Conservation Authorities exist. In this regard, CAs must be a partner in floodplain mapping and hazards delineation and should be required to partner with CAs in this regard. If it is optional, there is a risk of having two set of mapping produced, one for planning and one for regulations. This would be divisive and create chaos and conflict between CAs and municipalities. In addition, the calculations for defining hazard lands vary between CA regulations and the technical guidelines provided by the Province. This is an issue which must be addressed through an update of the technical guidelines.
6.4 Climate Change & Watershed Management	At the moment, climate change research is evolving. Climate change has implications not only for the design of new infrastructure, but the maintenance, repair or replacement of existing, historical infrastructure not designed to today's standard (in upstream or existing developed areas). Therefore, the impacts of climate change cannot be assessed without a complete inventory of the state of the infrastructure including mapping of all facilities, condition, and capacity (vulnerability assessment). Consideration needs to be given to water supply and demand management and waste water as well. A precautionary approach would be to maintain and restore resilience in the landscape which is drained by a river system. In terms of natural hazards, the technical guidelines need to be reviewed and updated in relation to the trends we are seeing in climate change. There is little technical guidance available to characterize or assess potential impacts and implications.
6.5 Connections to Natural Systems	Again, there should be more guidance on modelling and analysis to link water quality and water quantity to the natural heritage system (including geology) and natural hazards (features and functions) and to identify how these features and functions can be protected and enhanced. There should be a strong link between this chapter and chapter 4 as we cannot manage natural heritage until we know what the ecological and hydrological needs of the system are. The provincially-identified NHS system under the Growth Plan should be able to be refined through a watershed or subwatershed plan, but direction is needed for how to do that. Targets and guidelines should not be set using federal or provincial targets only – the targets need to be set to reflect local conditions and aspirations as well.
6.6 Cumulative Effects Assessment	Cumulative effects assessment is in its infancy. There is no simple way of addressing CEA, particularly if baseline data is sparse. The development of a data base and longitudinal trends are essential components for CEA and the

Section	Comments
	concept is very theoretical and complex. We need to develop better predictive models based on relationships among biological, chemical and physical components of the system in order to predict how changes to land use may impact the system. Interrelationships are complex and simple pressure-state-response models assume a linear relationship between cause and effect. CEA requires a long term commitment to monitoring and is a work in progress. It may be more fruitful to consider carrying capacity. Planning at the moment rarely considers carrying capacity in setting growth target (although population targets were lowered in the Growth Plan for the City of Guelph which had limits to the capacity of the water treatment and waste water treatment plants). As this is an evolving science, this component should not be mandatory.
6.7 Assessment of Land Use & Management Scenarios	The concept of "nested" plans (e.g. watershed v. subwatershed plans) and what level of planning provides what level of management should be included here
7 Implementation	
7.1 Watershed Plan & Subwatershed Plan Development	The differences between watershed/subwatershed planning should be articulated at the beginning of the document. The list of indicators should match the issues of concern being dealt with.
7.2 Informing Land Use Planning & Integrated Planning for Water, Wastewater, & Stormwater	Missing from the list is water control infrastructure (operated and maintained by the CA on behalf of municipalities) and how municipal land use and infrastructure planning can be augmented and supported by CAs. In addition the list should include carrying capacity of the watershed (at the watershed level), climate change response planning, and other resource management consideration beyond land use (recreation, fisheries, wildlife corridors, etc.). We should be working in collaboration and not independently in order to ensure that our activities are valued-added. Integrated planning for water, wastewater and stormwater is not addressed. This section implies review for impacts, not planning for infrastructure or how objectives and targets can be met. As stated previously, redevelopment/intensification in vulnerable historic areas is a challenge. There is no incentive to undertake subwatershed planning in these areas. Many of these areas have aging, substandard water control infrastructure and servicing built in the 1960s and 1970s. Studies in these areas and retrofitting facilities are very expensive.
7.3 Implementing The Plans Beyond Municipal Policy & Land Use Decision-Making	Monitoring requires a long term commitment and willingness to identify and fix problems. This needs to be discussed in more detail. This section is incomplete as there are a lot of components that are missed including PPTW, Drainage Act activities, MOECC COA processes, CA permits, CA dam operations and flood control, etc.
8 Monitoring &	This section suggests that only water parameters are involved in watershed

Section	Comments
Adaptive Management	planning. An aquatic ecosystem is only as healthy as the land that drains to it. It is highly recommended that this section be significantly expanded to include terrestrial parameters such as forest cover, imperviousness, encroachment into natural features, loss of natural cover, indicator species, etc. Thermal pollution is a widespread issue across developing areas of Ontario and should be included as a monitoring parameter. While adaptive management is supported, it is difficult to put into practice. There would need to be enforceable consequences in order for it to work in the short term, and a very long data set in order for it to be effective in the long term. The initiation (trigger), duration, frequency, and acceptable thresholds of change also need to be established at the outset of the program.
9 Resources	This section described Adaptive Management in a theoretical context. Adaptive management has to be deliberate in terms of learning and doing. To date, very little implementation is carried out, informed by results on-the-ground. There is a built-in resistance for most municipalities to innovate with new management techniques if they are not promoted by the province, if they cost too much money to implement, if there is a perception that maintenance is ongoing and or potentially expensive, and/or if there could be potential liability issues (to point out a few deterrents).
10 Abbreviated Terms	
11 Appendix A	

Conservation Halton

March 2018

REPORT TO: Board of Directors

REPORT NO: # 02 18 03

FROM: Sheryl Ayres, Senior Director, Corporate & Strategic Initiatives
905-336-1158, ext. 2240 or sayres@hrca.on.ca

DATE: March 22, 2018

SUBJECT: **2018 Budget Municipal Apportionment**

Recommendation

THAT municipal funding of $9,548,324 in the 2018 Budget be **approved by a weighted majority vote by municipal representation according to the revised municipal apportionment outlined in the staff report dated March 22, 2018.**

Report

A staff report was provided for the January 25, 2018 Board of Directors meeting with the following 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.

In accordance with Conservation Authorities Act Regulation 139/96, notices were sent to the Region of Halton, Region of Peel, City of Hamilton and Township of Puslinch on January 29, 2018 advising that Conservation Halton would be reconsidering the apportionment of municipal funding for the 2018 Budget at the Conservation Halton Board of Directors meeting on March 22, 2018.

Municipal funding in the 2018 Budget of $9,548,324 was approved in November 2017 by a weighted vote by municipal representation based on the historical municipal apportionment. In order for notices to be sent to the Region of Halton, Region of Peel, City of Hamilton and Township of Puslinch with the revised apportioned municipal funding, a further vote is required by the Board of Directors according to the municipal representation based on the revised apportionment.

The historical apportionment percentages were based on an understanding completed in 2001 with Hamilton and the four Conservation Authorities that Hamilton funds. The understanding was completed as a result of the amalgamation of the City of Hamilton in 2001. The Mining and Lands Commissioner ruled this understanding does not constitute an agreement in December 2017. City of Hamilton Council approved a motion on January 24, 2018 directing staff to apply to the Ontario Divisional Court for a judicial review of the decision of the Mining and Lands Commissioner.

The 2018 Budget municipal funding based on the historical and the revised 2018 municipal apportionment is 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**	-

For the weighted vote, the voting percentage by the Board of Directors according to their municipality and the revised apportionment would be:

Municipality:	2018 Apportionment Percentage % (Revised)	Number of Members	Voting % apportioned to each Board member (Revised)
Region of Halton	87.4849%	13	6.7296%
Region of Peel	4.9431%	2	2.4716%
City of Hamilton	7.3485%	2	3.6743%
Township of Puslinch	0.2235%	1	0.2235%
Total	**100.0000%**	**18**	

Once the 2018 municipal funding is approved by the weighted vote according to the revised apportionment, notices will be sent to the Region of Halton, Region of Peel, City of Hamilton and Township of Puslinch advising them of the apportioned 2018 municipal funding.

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 the total amount of municipal funding is not changing from what was approved through the 2018 Budget.

Signed & respectfully submitted:

Sheryl Ayres
Senior Director, Corporate & Strategic Initiatives

Approved for circulation:

Per: Sheryl Ayres
Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Marnie Piggot, Director, Finance
mpiggot@hrca.on.ca; 905-336-1158, ext. 2240

Conservation Halton

March 2018

REPORT TO: Board of Directors

REPORT NO: # 02 18 04

FROM: Sheryl Ayres, Senior Director, Corporate & Strategic Initiatives
905-336-1158, ext. 2240 or sayres@hrca.on.ca

DATE: March 22, 2018

SUBJECT: **2017 Investments and Allocation of Investment Revenue**

Recommendation

THAT the Conservation Halton Board of Directors **approve the allocation of investment revenue of $235,462, including Transfers to Reserves for 2017 for investment revenue earned on Reserve balances, as noted in the staff report dated March 22, 2018.**

Executive Summary

In 2017, total investment revenue of $604,017 was earned on a total investment portfolio of $22,619,525 compared to revenue of $461,587 in 2016 on a portfolio of $21,094,880. The allocation of $235,462 of the investment revenue on Conservation Halton Reserve balances and operating funds for 2017 is recommended in the report below. Investments are recorded at the lower of cost or market value for accounting purposes. Fair market values for The One Investment Program investments exceed the investment cost and are regularly monitored by staff. Although market values continue to exceed the cost for the investments held, the market values for the bond fund investments has been decreasing in recent months as a result of the three interest rate increases that have occurred since July 2017.

Report

Investment balances as of December 31, 2017, by investment type and investment revenue earned, are as follows:

Type of Investment	Investment Balance Dec. 31, 2017	Average Rate of Return (excluding unrealized holding gains)	2017 Investment Revenue
Bank Business Investment Account	$ 432,426	1.2%	$ 32,563
GIC's	4,000,000	1.5%	58,594
The One Investment Program	7,502,557	2.1%	144,305
Subtotal	11,934,983	1.7%	235,462
Long-term Water Management System Fund	10,684,542	3.7%	368,555
Total	$ 22,619,525		$ 604,017

Allocation of Investment Revenue

Investment earnings are allocated to Capital Reserve Funds prior to operating revenues according to Conservation Halton Budget Principles. Operating investment revenue is allocated between the Water Management & Support Service and Conservation Area programs proportionately based on the current year actual amounts.

Staff recommend the allocation of the $235,462 of investment revenue on the Conservation Halton Reserve balances and operating funds for 2017 as outlined below. Consistent with prior years, investment revenue is allocated to Capital Reserves based on the average annual balance and the average annual rate of return being 1.7% for 2017.

Capital Reserve or Operating Fund	Investment Revenue	Budget
Operating Fund		
Watershed Management and Support Services	$ 86,366	$ 23,000
Conservation Areas	68,796	10,000
Subtotal	155,162	33,000
Capital Reserves		
Vehicle, Equipment and Building	15,900	-
Land Securement	900	-
Water Capital - Municipal	2,800	-
Water Capital - Self Generated	19,100	-
Conservation Areas - Capital	41,600	-
Subtotal	80,300	-
Total Investment Revenue	$ 235,462	$ 33,000

2017 Investment Revenue

In 2017, total investment revenue of $604,017 was earned on a total investment portfolio of $22,619,525 compared to revenue of $461,587 in 2016 on a portfolio of $21,094,880.

Surplus cash on hand can vary significantly during the year based on seasonal park revenues, capital project expenditures and municipal funding installments. Surplus cash for the various funds was invested throughout the year in accordance with the Conservation Halton Investment Policy in the following instruments:

- Bank Business Investment Account
- Short term money market instruments being G.I.C.'s, and
- Money Market, Bond, Long Term Bond and Equity Pooled Funds through The One Investment Program for municipalities and eligible public sector organizations.

Investments are also maintained separately for the Water Management System Fund.

Interest rates

Interest rates increased significantly over the latter part of 2017. The Bank of Canada increased its benchmark interest rate by .25% three times during the period July 2017 to January 2018. Interest rates ranged from 1.15% to 2.0% for a one year GIC and from 1.0% to 1.2% on the Bank Business Investment Account in 2017.

One Pooled Investment Funds

In order to maximize return on investments, The One Fund was created to pool together the monies of multiple Ontario public sector investors in each investment portfolio. Investors also benefit from actively managed and diversified investment portfolios, with investment management costs spread over a larger asset base.

The One Fund investments are recorded at the lower of cost or market value for accounting purposes in accordance with Public Sector Accounting Board (PSAB) standards. Although the market value of some One Fund investments has been decreasing in recent months, the total market value of the One Funds at December 31, 2017 is $7,809,118 compared to the book value of $7,502,557, resulting in an unrealized holding gain of $306,561. The One Fund total market value has further decreased to $7,756,632 as of February 28, 2018. Bond yields are anticipated to stabilize over the next year and fair market values for the One Fund investments will continue to be monitored by staff on a regular basis.

CPA Canada Public Accounting Standards Board has issued an Exposure Draft in regards to the reporting of Financial Instruments. Effective for the fiscal period beginning January 1, 2020, the standard proposes that public sector organizations will be required to report for investments on a fair market value basis rather than the current practice of reporting on the book value.

Municipal Act Amendment – Prudent Investor Standard

Conservation Halton's investment policy is consistent with the prescribed investments noted in the Municipal Act. The Municipal Act has recently been updated to include Section 418.1 for prudent investments. With an anticipated effective date of January 1, 2019, this new section will allow municipalities with a $100 million investment balance or with net assets of more than $50 million the ability to invest in any security, provided it is prudent for their circumstances.

In response to the new legislation, the One Investment Program is in the process of establishing a new investment program, in addition to its current prescribed investment program. The new investment program will allow participating public sector organizations, regardless of the amount of the organization's respective financial assets, access to the new prudent investor standard on a combined organization basis. The new One Fund would require that investments be more aligned with short and long-term investment objectives. When further information on the new One program is available, Conservation Halton staff will consider if the prudent standard program is an option that is recommended for Conservation Halton along with the revisions to the Investment Policy that would be required.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Striving for service excellence and efficiency.
This theme is supported by the objective to provide clear financial data and analysis to support informed strategic and operational decision-making for budget development and long term planning.

Financial Impact

Investment revenue is allocated to the operating fund in the amount of $155,162, compared to a budget of $33,000, and to capital reserves in the amount of $80,300.

The 2017 Budget was prepared conservatively as the amount of surplus funds are difficult to predict with anticipated capital project work and the return on investments has been relatively low the last few years. The allocation of investment revenue to the capital reserve balances provides reserve funding for future capital projects through self generated revenues rather than municipal funding.

Signed & respectfully submitted:

Sheryl Ayres
Senior Director, Corporate & Strategic Initiatives

Approved for circulation:

for:
Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Marnie Piggot, Director, Finance
mpiggot@hrca.on.ca; 905-336-1158, ext. 2240

Conservation Halton

March 2018

REPORT TO: Board of Directors

REPORT NO: # 02 18 05

FROM: Sheryl Ayres, Senior Director, Corporate & Strategic Initiatives
905-336-1158, ext. 2240 or sayres@hrca.on.ca

DATE: March 22, 2018

SUBJECT: **2017 Capital Projects**

Recommendation

THAT the Conservation Halton Board of Directors **approve the establishment of a total capital budget of $35,000 for the Renovation of the Kelso Glen Eden A Frame Building to be funded by the Conservation Areas Capital Reserve including a transfer of $21,481 for 2017 project costs;**

THAT the Conservation Halton Board of Directors approve the increase in the Kelso/Glen Eden Master Planning capital project budget by $15,000 to a total capital budget of $115,000 with the increased costs to be funded by a transfer from the Conservation Areas Capital Reserve;

THAT the Conservation Halton Board of Directors approve the establishment of a capital budget for the Crawford Lake Longhouses Refurbishment - Roof and Floor Upgrades of $90,000 to be funded by the reallocation of the Conservation Areas Capital Reserve funding from the closing of the Crawford Lake Accessibility Upgrades and Main Entrance Capital Projects;

THAT the Conservation Halton Board of Directors approve an increase of $15,000 in the Administration Office Renovation Capital Project to $440,000 with the increased costs to be funded by a transfer from the Debt Financing Charges Reserve;

AND FURTHER THAT the Conservation Halton Board of Directors approve the closing of the capital projects identified in the staff report dated March 22, 2018.

Executive Summary

The attached Capital Project summary provides an overview of the various capital projects carried out in 2017. The 2017 capital project costs include work completed on projects carried over from prior year budgets. The summary also provides the funding sources for the capital projects and indicates if the capital project can be closed as it is either completed or in a few instances being deferred for inclusion in a future budget.

Total 2017 capital project costs incurred are $3,507,743 with life to date capital costs of $4,528,059. There are no unfunded amounts in 2017, with the exception of transactions for renovations to the Kelso/ Glen Eden Facility Upgrades at the A-Frame Building which were funded through the operating budget and are being transferred to a capital account due to the nature of the transactions. It is recommended that this capital project be funded through a transfer from the Conservation Areas Capital Reserve.

Report

Attached is Appendix A – Capital Projects Variance Report that includes the capital project budget, the budget increase requested, life to date costs and budget remaining to be spent. The life to date capital expenses are $4,528,059 which is 38% of the total capital budget of $11,919,699. The Kelso Dam capital project makes up 53% 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 completing the 2017 year-end capital asset additions, costs were identified for upgrades to the A-Frame Building at Kelso/Glen Eden that will extend the life of the building. This renovation work was included in the 2017 Kelso operating budget and the planned upgrades were expanded due to flooring and electrical deficiencies identified during the renovation. The renovation costs will exceed the tangible capital asset policy threshold of $25,000 and 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.

A change order of approximately $18,000 was requested by the consultant completing the Kelso/Glen Eden Master Plan for further work not included in the original project scope for the addition of the Kelso Quarry site and a visitor survey. The Master Plan Capital Budget is recommended to be increased by $15,000 to a total of $115,000 to accommodate the increased costs to be funded by the Conservation Areas Capital Reserve.

The Kelso/Glen Eden Bore/Pipe Replacement and Crawford Lake Longhouses Refurbishments will be completed by March 31, 2018 in accordance with the Canada 150 Grant funding agreement. The agreement was recently amended to increase the project funding from 37% to 50%. The Crawford Lake Longhouses Refurbishment project scope was also expanded in the amended agreement to include accessibility renovations at all of the longhouses. Due to increased time and costs for archaeological services during the longhouse refurbishments, the roof and flooring were not able to be replaced. Staff recommend that the Crawford Lake Accessibility and Main Entrance capital projects be closed and the unspent reserve funding of $90,000 be reallocated to the Longhouse Refurbishments capital project for roof and flooring replacements. The Accessibility and Main Entrance projects will be prioritized within the capital forecast in the 2019 Budget.

The Administration Office Renovations were substantially completed in February 2018. An increase in the capital budget of $25,000 was approved by the Board of Directors in November to allow for the removal of the tile and polishing of the floor throughout the building from the main lobby. A savings of $9,800 was realized from this work and it is recommended that this amount be applied to an increase in the project budget of a further $15,000 to a total budget of $440,000 to accommodate completion of the project signage and purchase of a dehumidifier. The additional increase in the capital project of $15,000 is recommended to be funded by a transfer from the Debt Financing Charges Reserve.

Closing of Capital Projects

The capital projects recommended to be closed after 2017 are identified on Appendix A. The projects to be closed total $519,727 in project savings. These projects are being closed as they have been either completed or are annual projects such as vehicle and equipment replacements and Foundation funded projects, where the capital project amount will be reconsidered during the 2019 Budget process.

There were no vehicle replacements in 2017 as a result of the program restructuring that occurred in 2017 that resulted in vehicles that could be reassigned to meet the requirements of other programs. The Conservation Halton Foundation (Foundation) Funded Capital Projects budget amount of $100,000 is an estimate based on previous years. Capital projects funded by the Foundation are also reported in other project categories, including the Conservation Areas Ski Pipe and Longhouse refurbishment projects funded by the Canada 150 grants raised through the Foundation. The Foundation raised over $1.1 million in 2017 for Conservation Halton operating and capital programs.

Municipal Debt Financing

The 2017 capital expenditures to be financed by Municipal Debt Financing through Halton Region totals $660,364. This amount is within the approved budget amounts to be debt financed for capital projects. The capital expenditures that are debt financed are the Administration Office renovation design work and 50% of the Kelso Dam Major Repairs.

Debt financing incurred up to 2017 is repaid to Halton Region over a ten year period and thirty years for the Kelso Dam Major Repairs, including interest at 3.2% for 2017. Annual debt financing charges are included in the Conservation Halton Operating Budget. The 2017 Municipal debt financing balance as of December 31, 2017 is $1,682,791. This balance is prior to the 2017 debt financing of $660,364 that will be added to the debt balance in 2018 when it is received, for a total amount of $2,343,155.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Striving for service excellence and efficiency.
This theme is supported by the objective to provide clear financial data and analysis to support informed strategic and operational decision-making for budget development and long term planning.

Financial Impact

The report outlines the capital project work completed in 2017 as well as capital project budget increases required for capital projects noted in the report. The respective Reserve balances that are recommended to fund the capital project budget increases are more than sufficient to fund the increased costs.

Signed & respectfully submitted:

Sheryl Ayres
Senior Director, Corporate & Strategic Initiatives

Approved for circulation:

for Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Marnie Piggot, Director, Finance
mpiggot@hrca.on.ca; 905-336-1158, ext. 2240

ATTACHMENT: Appendix A – Capital Projects Variance Report

CONSERVATION HALTON
APPENDIX A - CAPITAL PROJECTS VARIANCE REPORT
FOR THE PERIOD ENDED DECEMBER 31, 2017

Capital Project Description	Total Capital Budget	Budget Increase (Decrease)	Total Revised Cap. Budget	Life to Date Capital Costs	Budget Unspent	Project to be Closed	Capital Project Funding
Watershed Management & Support Services							
Kelso Dam - Monitoring, Risk Assessment, Definition Study & Remediation Design	1,007,256		1,007,256	515,179	492,077		50% MNRF; 50% Municipal; Deferred Revenue
Kelso Dam - Major Repairs	5,265,000		5,265,000	634,694	4,630,306		50% MNRF & NDMP; 50% Mun. Debt Financing
Dams & Channels Maintenance Projects - 2016/2017	125,000		125,000	107,620	17,380	Close	50% MNRF; 50% Municipal
Dams & Channels Maintenance Projects - 2017/2018	385,000		385,000	38,302	346,698		50% MNRF; 50% Municipal
Asset Management Plan - Buildings	50,000		50,000	0	50,000		Reserve
Emerald Ash Borer	425,000		425,000	227,806	197,194		Municipal - EAB
Flood Forecasting & Warning	137,355		137,355	81,495	55,860		Municipal and Deferred Muncipal Revenue
Geographic Information System (GIS) Technology Upgrades	80,000		80,000	0	80,000		Municipal
Integrated Watershed Management Planning	25,000		25,000	10,000	15,000		Municipal
Integrated Watershed Database Management System	75,000		75,000	1,491	73,509		Municipal
Administration Office Renovation - Front Offices and Reception Area	425,000	15,000	440,000	398,004	41,996		Debt Financing; Reserves
Information Technology (IT) Infrastructure - WMSS	146,830		146,830	128,129	18,701		Municipal
Vehicle and Equipment Replacements	263,000		263,000	0	263,000	Close	Reserve
Forest/Land Management	73,689		73,689	47,460	26,229		Deferred Municipal Revenue
Foundation Funded Capital Projects							See Conservation Areas
Conservation Areas Facility & Infrastructure:							
Kelso/Glen Eden - Ropes Challenge Course	290,000		290,000	279,653	10,347		Reserve
Kelso/Glen Eden - Master Plan	100,000	15,000	115,000	56,719	58,281		Reserve
Kelso/Glen Eden - Mountain Bike Equipment replacement	20,000		20,000	13,517	6,483		Reserve
Kelso/Glen Eden - Ski hill Bore/Pipe replacement	645,000		645,000	561,692	83,308		Reserve; Foundation-Canada 150 Federal Grant
Kelso/Glen Eden - WOW Camp Equipment	85,000		85,000	40,774	44,226		Reserve
Kelso/Glen Eden - Water System Servicing	429,035		429,035	385,800	43,235		Reserve
Kelso/Glen Eden - Facility Upgrades (A-Frame)	0	35,000	35,000	21,481	13,519		Reserve (Total cost estimated $35,000)
Kelso/Glen Eden - Heritage Workshop renovations	27,534		27,534	27,534	0	Close	Reserve
Kelso/Glen Eden - Groomer Replacement	375,000		375,000	352,725	22,275	Close	Reserve
Crawford Lake - Accessibility Upgrades	60,000	(60,000)	0	0	0	Close	Reserve
Crawford Lake - Longhouses refurbishment	645,000		645,000	321,216	323,784		Reserve; Foundation-Canada 150 Federal Grant
Crawford Lake - Longhouses Refurbishment Roof & Floor Upgrades		90,000	90,000		90,000		Reserve
Crawford Lake - Main Entrance	30,000	(30,000)	0	0	0	Close	Reserve
Mountsberg - Drive Shed	50,000		50,000	18,971	31,029	Close	Reserve
Foundation Funded Capital - Mountsberg Raptor Centre Upgrades	100,000		100,000	20,335	79,665	Close	CH Foundation
Mount Nemo - Parking Lot	20,000		20,000	1,330	18,670		Reserve
Rattlesnake - Paving	125,000		125,000	75,528	49,472	Close	Reserve
Hilton Falls - Visitor Centre Roof replacement	25,000		25,000	12,800	12,200	Close	Reserve
Information Technology Insfrastructure - Conservation Areas	130,000		130,000	113,774	16,226	Close	Reserve
PCI Compliance	235,000		235,000	17,512	217,488		Reserve 95%; Municipal 5%
Vehicle and Equipment replacements	45,000		45,000	16,520	28,480	Close	Reserve
Total Capital Projects	**$11,919,699**	**$65,000**	**$11,984,699**	**$4,528,059**	**$7,456,640**		

Conservation Halton

March 2018

REPORT TO:	Board of Directors
REPORT NO: #	02 18 06
FROM:	Sheryl Ayres, Senior Director Corporate & Strategic Initiatives **sayres@hrca.on.ca**
DATE:	March 22, 2018
SUBJECT:	**Purchasing Policy Update**

Recommendation

THAT the staff report on the Conservation Halton Purchasing Policy **update be received for information;**

THAT the Conservation Halton Board of Directors approve the changes to the Purchasing Policy outlined in the staff report dated March 22, 2018;

AND FURTHER THAT the Purchasing Policy be updated for these changes and brought back to the Conservation Halton Board of Directors meeting on September 27, 2018.

Executive Summary

The Conservation Halton Purchasing Policy requires updating and approval from the Board in order to be compliant with current trade agreements, allow for a new efficient process for electronic bidding practices, and for changes to approval and reporting limits. Staff are requesting approval of these policy changes at this time while a more comprehensive review and update of the policy is underway and will be brought forward to the Board for approval in September.

Conservation Halton will be replacing the current on line bid posting service, Biddingo.com, with Bidsandtenders.ca™, owned by eSolutions Group Limited of Waterloo, by April 2018 for a three year term. The new system will allow vendors to submit their bid documents electronically.

The Canada-European Union Comprehensive Economic and Trade Agreement (CETA) became effective September 21, 2017. CETA applies to public sector agencies procurement of goods and services for amounts exceeding $344,000 and construction contracts exceeding $8,585,000 including 2018 inflation adjustments.

The Canadian Free Trade Agreement (CFTA) became effective July 1, 2017. CFTA applies to the procurement of goods and services exceeding $101,100 and construction contracts exceeding $252,700 for 2018.

The CETA and CFTA trade agreements require compliance for procurement practices for bid advertising, award, formal dispute process and reporting of procurement statistics.

Increases to the procurement values for implementation are outlined in the Purchasing Policy Reporting Requirements attached to this report. These amounts were last increased in spring 2015. The amounts determine the process to be followed that will facilitate the procurement of goods and services in an open, fair and transparent manner and is separate from budget approval.

Report

The Purchasing Policy is being updated as a result of changes in the procurement system to electronic bidding, to ensure compliance with new trade agreements, and to reflect revised procurement values and reporting requirements.

Electronic Bidding

Currently, bids over $50,000 are available for vendors to download from Conservation Halton website through Biddingo.com, a third party software system. The software is free for Conservation Halton to use, while vendors that view bids and download bid documents are charged either an annual subscription fee by Biddingo.com or a per document fee. Bidders must still courier or hand deliver their bids and can attend tender openings.

Conservation Halton is a member of the Halton Cooperative Purchasing Group (HCPG). The City of Hamilton, on behalf of the HCPG participating agencies, issued a request for proposal for Electronic Bidding. After evaluations of the compliant proposals and software demonstrations, eSolutions Group Limited was chosen as the successful vendor. The Halton area municipalities and Halton Region implemented the eSolutions system in late 2017.

The eSolutions system will allow vendors to submit their bids electronically. Vendors are only able to submit a bid if all mandatory information is provided, which will help to reduce non-compliant bids. The eSolutions system will eliminate the need for vendors to courier bids, handling of bids by Reception staff, staff attending bid opening meetings, manual bid analysis and reduce the amount of rejected bids due to missing or incomplete bid submissions.

For Requests for Proposals, submissions would also be submitted electronically by vendors and electronically sent to all evaluation committee members. Evaluations will be handled with online scoring and comments. All evaluations would be stored electronically with debriefing information.

The eSolutions system will also assist staff with contract management for multi-year contracts and evaluate vendor performance at renewals and the end of contracts.

There is no cost to Conservation Halton for using the eSolutions system module. Vendors can preview, at no cost, all of our current bid documents. If the vendor is interested in bidding, they can then choose to subscribe for an annual fee or pay a one-time fee to download the document. The eSolutions annual subscription fee is a slight reduction in the Biddingo.com current amount.

Staff and the Purchasing Consultant for Conservation Halton have been working with eSolutions staff to update the Purchasing Policy and procurement template files to be consistent with e-bidding and compliance with the new CETA and CFTA trade agreements. A communication to advise bidders of the proposed change to e-bidding is also being developed.

The implementation of e-bidding supports the Strategic Plan by implementing best practices and sustainability initiatives in purchasing practices. The implementation of electronic bid posting and bid submission will result in savings in staff time and costs for Conservation Halton and its vendors and, will reduce paper usage and storage space needed for paper bid documents. Staff and eSolutions have developed an implementation schedule that will include training to applicable staff.

Trade Agreements - CETA and CFTA

Administrative changes to the Purchasing Policy are also required to comply with the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), effective September 21, 2017 and the Canada Free Trade Agreement (CFTA) effective July 1, 2017.

These trade agreements are applicable to public sector organizations and will allow for improved access to qualified suppliers across Canada and Europe.

Procurement Thresholds	CETA	CFTA
Goods and Services	$ 340,000	$100,000
Construction	$8,500,000	$250,000

The CETA and CFTA amounts will be adjusted for inflation annually.

CETA will slightly impact the time required to advertise bid opportunities for bid amounts that meet the CETA thresholds. Currently, bids are advertised for 21 calendar days. For bids where CETA will be applicable, Conservation Halton will be required to advertise the bid for a minimum of 25 calendar days. The posting period is based on the CETA requirement to advertise for 40 calendar days that is reduced by 10 days for the electronic posting and submission of bids and a further 5 days for advertising electronically.

Both CETA and CFTA require an independent and impartial process in place for bid disputes. The Province of Ontario is responsible for providing these review procedures.

Revised Procurement Values and Reporting Requirements

Section 2.10 of the Purchasing Policy details the purchasing process to be followed, the approval level required and reporting to the Board of Directors. The Approval and Reporting Requirements summary is oulined below with the current and proposed procurement values.

Revisions to the approval limits would eliminate reporting to the Board of Directors of amounts approved by the CAO for purchases between $50,000 and less than $100,000. In the Purchasing Policy update it is also proposed that amounts can be approved by the Senior Director, Corporate & Strategic Initiatives in the absence of the CAO.

For Tenders, the amount for approval by the CAO or the Senior Director, Corporate & Strategic Initiatives, is proposed to increase from the current $100,000 to $350,000. This level is in line with practices at the area municipalities and will facilitate the award of contracts where a formal tender process was followed for approved budget amounts. Based on 2017 Tenders, there would have been two Tenders that could have been approved by the CAO rather than approval by the Board of Directors. Tender amounts awarded over $100,000 and up to $350,000 will continue to be reported to the Board of Directors in the quarterly Purchasing Report.

Conservation Halton

March 2018

Purchasing Policy Section 2.10 Approval and Reporting Requirements – Current vs. Proposed

The following summary outlines the purchasing process and reporting procurement values, excluding taxes and shipping:

Procedure	Current Procurement Value	Proposed Procurement Value	Recommended Change	Process, Approvals and Reporting Requirements
No quotation required	< $10,000	< $10,000	No change	Open procurement by authorized buyer.
Informal quotation	$10,000 - <$15,000	$10,000 - <$25,000	Combine two previous reporting levels to one level	Three written quotes solicited. Approval by Program Director & Director, Finance.
	$15,000 - <$25,000			
Informal Request for Proposals	$25,000 - <$50,000	$25,000 - <$50,000	Change to include approval by Senior Director, Corporate & Strategic Initiatives	Informal proposals with at least three bids solicited. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
Formal Quotation	$25,000 - <$50,000	$25,000 - <$50,000	Change to include approval by Senior Director, Corporate & Strategic Initiatives	Three written quotes solicited using formal quotation process administered by Finance. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
Formal Request for Proposal	$50,000 - <$100,000	$50,000 - <$100,000	Eliminate information report to Board	Formal proposal process administered by Finance and Purchasing Consultant. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
	$100,000 & over	$100,000 & over	No change	Approval by Board of Directors.
Formal Tender	$50,000 - <$100,000	$50,000 - < $350,000	Eliminate information report to Board $50,000- <$100,000.	Formal tender process, administered by Finance and Purchasing Consultant. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
	$100,000 & over	$350,000 & over	Increase level	Report >$100,000 to Board. Approval by Board of Directors.
Other than lowest compliant bid or exceeds budget	>$25,000	>$25,000	No change	Approval by Board of Directors.

Non-competitive or negotiated bid – Sole, Single Source	>$25,000-<$100,000	>$25,000-<$100,000	Change to include approval by Senior Director, Corporate & Strategic Initiatives	Approval by Program Director, Director, Finance, and CAO or Senior Director, Corporate & Strategic Initiatives. Information report provided to the Board.
Emergency Purchases	>$25,000	>$25,000	Change to include approval by Senior Director, Corporate & Strategic Initiatives	Approval by Program Director, Director, Finance, and CAO or Senior Director, Corporate & Strategic Initiatives. Information report to Board after resolution of the emergency situation.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Striving for service excellence and efficiency. This theme is supported by the objective to provide clear financial data and analysis to support informed strategic and operational decision-making for budget development and long term planning.

Financial Impact

There is no financial impact to Conservation Halton as there is no cost to Conservation Halton for using the eSolutions bidsandtenders.ca™ webhosted software.

Signed & respectfully submitted:

Sheryl Ayres
Senior Director, Corporate & Strategic Initiatives

Approved for circulation:

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Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Marnie Piggot, Director, Finance
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