

Conservation Halton Board of Directors AMENDED Agenda - 06 21





Zoom Webinar:

<https://us02web.zoom.us/j/85181672627?pwd=cGlEa2lWNHdxWDJQVDUyUDRKRENlZz09> Passcode:
312955



Start: Thursday, September 23, 2021 - 3:00pm

End: Thursday, September 23, 2021 - 5:30pm

-
1. Roll Call
 2. Disclosure of Pecuniary Interest for Conservation Halton Board of Directors
 3. Acceptance of Agenda
 4. CEO Verbal Update
 5. Presentation
 - 5.1. Parks Analytics and Insights - (Mark Vytvytskyy, Chief Operations Officer)
 6. Consent Items
 - 6.1. Approval of Conservation Halton Board of Directors DRAFT Meeting Minutes - June 17, 2021
 Conservation Halton Board of Director DRAFT Meeting Minutes - June 17, 2021
 - 6.2. Purchasing Memo - April 1, 2021, to July 31, 2021 (CHBD 06 21 01)
 Purchasing Memo - April 1 - July 31, 2021.pdf
 - 6.3. East Burlington Creeks Flood Hazard Mapping Study Update/CH File No. ADM 356 (CHBD 06 21 02)
 East Burlington Creeks Flood Hazard Mapping Study Update/CH File No. ADM 356 (CHBD 06 21 02)
 - 6.4. Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1 to June 30, 2021 (CHBD 06 21 03)
 Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1 to June

30, 2021 (CHBD 06 21 03)



Appendix A

7. Action Items

7.1. Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal (CHBD 06 21 04)



Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal (CHBD 06 21 04)



2021-2030 Strat Plan - C2E EcoPark System (Appendix B)



2022-2026 EcoPark System - MOU (Appendix C)

7.2. Budget Variance Report for the Period Ended July 31, 2021 and 2021 Projected Year End Amounts (CHBD 06 21 05)



Budget Variance and Projected Year End Amounts - September 23, 2021 (CHBD 06 21 05)



Budget Variance Report Financial Appendix - July 31, 2021 (Appendix D)



Reserve Continuity - July 31, 2021 (Appendix E)



Capital Project Summary Financial Appendix July 31 2021 (Appendix F)

8. CHF Update (Jim Sweetlove)

9. IN CAMERA

9.1. Legal Matter - Verbal Update (Rod Northey, Partner, Gowling WLG)

9.2. Legal Matter (CHBD 06 21 06)

9.3. Legal Matter (CHBD 06 21 07)

9.4. Legal Matter (CHBD 06 21 08)

9.5. Legal Matter - Verbal Update

10. Other Business

11. Adjournment

MEETING NO: # Conservation Halton Board of Director 05 21

MINUTES

The Conservation Halton Board of Directors Meeting was held on Thursday, June 17 at 3:00 p.m. via Zoom Webinar.

Members Present:

Mike Cluett
Rick Di Lorenzo
Joanne Di Maio
Cathy Duddeck
Steve Gilmour
David Gittings
Zobia Jawed
Moya Johnson
Gordon Krantz
Bryan Lewis
Marianne Meed Ward
Rory Nisan
Gerry Smallegange
Jim Sweetlove
Jean Williams

Absent with regrets:

Hamza Ansari
Rob Burton,
Allan Elgar
Zeeshan Hamid

Guests:

John Olah, Partner, Beard Winter LLP

Staff present

Kim Barrett, Associate Director, Science & Partnerships
Hassaan Basit, President & CEO/Secretary-Treasurer
Garner Beckett, Executive Director, Conservation Halton Foundation
Adriana Birza, Manager, Office of the President & CEO
Niamh Buckley, Administrative Assistant, Office of the President & CEO
Craig Machan, Director, Parks and Operations
Kellie McCormack, Associate Director, Planning & Regulations
Marnie Piggot, Director, Finance
Plezzie Ramirez, Director, Human Resources
Jill Ramseyer, Director, Corporate Compliance
Barb Veale, Director, Planning & Watershed Management
Mark Vytvytskyy, COO

Chair Gerry Smallegange called the meeting to order at 3:05 p.m. The Chair advised that the CEO Update would be shared at the start of the meeting.

1. Roll Call

2. Disclosure of Pecuniary Interest for Conservation Halton Board of Directors

There were **NONE**.

3. Acceptance of AMENDED Agenda

CHBD 05 01

Moved by: David Gittings

Seconded by: Jean Williams

THAT the **AMENDED Agenda** be approved.

Carried

4. CEO Verbal Update/Presentation

CEO & President, Hassaan Basit provided an update on events taking place at CH along with information that pertains to the various reports being brought before the Board at today's meeting.

The "Equity, Diversity and Inclusion" initiative was launched late last year at CH. This staff-driven initiative which creates a culture that honours and embraces our difference, will provide staff with the space to meet to promote more open dialogue. CH has retained Consultant Rachel Baptiste to support staff on this journey. In the Discovery phase, staff will be invited to engage in a one-on-one interview facilitated by Rachel and/or join focus groups.

This invitation is being extended to the CH Board. Board members are encouraged to reach out to Adriana Birza, Manager of the CEO Office if they wish to participate.

Financial Highlights: The CEO is presenting the 2022 Preliminary Budget to the funding Municipalities which is being prepared in accordance with the Halton Region guidelines.

Grants: The CEO provided an update on grants received to date:

- Two Billion Trees (2BT) program conditionally approved. CH has been recognized for the outstanding grant application.
- Major applications pending: Climate Action & Awareness Fund, environment & Climate Change Canada.

CH is excited to launch the "Area 8" Conservation Area at Kelso Quarry. The 2019 CHF Gala event Friluftsliv has provided an excellent opportunity towards creating a new space at the Quarry. CH is working with indigenous partners to come up with a name for this new park.

Sustainability Burlington Award: CH has been recognized for the "Park Pass" economic initiative. Thanks to all staff for the hard work and initiative in rolling this out.

CA Act Phase 1 – Regulatory Proposal Consultation Guide: this has been posted for comment on ERO. This guide reflects the work carried out by the CAWG along with the support of the CH Director of Planning and Watershed Management, Barb Veale, and CH Associate Director of Planning and Regulations, Kellie McCormack.

4.1 2022 Preliminary Budget and Forecast (6.5 2022 Preliminary Budget and Forecasts)
Hassaan Basit, President & CEO

The CEO shared the highlights for the 2022 Preliminary Budget and Forecasts.

5. Consent Items

- 5.1 Approval of the Conservation Halton Board of Directors DRAFT Meeting Minutes dated April 22
- 5.2 Approval of the Finance & Audit Committee DRAFT Meeting Minutes dated June 3
- 5.3 Monitoring Ecology Story Maps
(CHBD 05 21 01)
- 5.4. Source Water Protection Consultation Overview
(CHBD 05 21 02)

The consent items **were adopted**

6. Action Items

- 6.1 Conservation Halton Guidelines for Landscaping and Rehabilitation Plans, 2021
(CHBD 05 21 03)

CHBD 05 02 Moved by: Cathy Duddeck
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled “Conservation Halton Guidelines for Landscaping and Rehabilitation Plans, 2021”**

And

THAT the Conservation Halton Board of Directors **approves the Conservation Halton Guidelines for Landscaping and Rehabilitation Plans, 2021.**

Carried

- 6.2 Appointment of Provincial Offences Officer under R.R.O. 1990, Regulation 108 pursuant to the Conservation Authorities Act
(CHBD 05 21 04)

CHBD 05 03: Moved by: Gordon Krantz
Seconded by: Mike Cluett

THAT the Conservation Halton Board of Directors **approves the appointment of Trudy Kolpean as an Officer, as set out in the Conservation Authorities Act and R.R.O. 1990, Regulation 108.**

Carried

6.3 Appointment of Provincial Offences Officer under Ontario Regulation 162/06 pursuant to the Conservation Authorities Act

CHBD 05 04 Moved by: Marianne Meed Ward
Seconded by: Rick Di Lorenzo

THAT the Conservation Halton Board of Directors **approves the appointment of Justin Vetro as an Officer, as set out in the Conservation Authorities Act and Ontario Regulation 162/06.**

Carried

6.4 Budget Variance Report for the Period Ended April 30, 2021, and 2021 Projected Year End Amounts
(CHBD 05 21 06)

CHBD 05 05 Moved by: Moya Johnson
Seconded by: Jim Sweetlove

THAT the Conservation Halton Board of Directors **approves a transfer of \$820,487 to the Property Management Reserve for a donation received as part of an estate settlement that Conservation Halton was named as one of the beneficiaries;**

And

THAT the closing of and changes to the Dams and Channels capital project amounts noted on the Capital Project Summary Financial Appendix be **approved based on provincial Water and Erosion Control Infrastructure (WECI) funding submissions noted in the staff report dated June 17, 2021.**

And

THAT capital budget amounts in the 2020 and 2021 budgets allocated to Clappison & Waterdown Woods totaling \$50,000 and municipally funded **be approved to be reclassified as Property Management capital projects within non-revenue generating areas to provide for the protection and preservation from damage of the property of Conservation Halton consistent with Section 29 of the Conservation Authorities Act;**

And

That the Conservation Halton Board of Directors **receives for information the staff report dated June 17, 2021, on the Budget Variance Report for the period ended April 30, 2021, and 2021 Projected Year End Amounts.**

Carried

6.5 2022 Preliminary Budget and Forecasts
(CHBD 05 21 07)

CHBD 05 06: Moved by: Rory Nisan
Seconded by: Joanne Di Maio

THAT the Conservation Halton Board of Directors **approves the attached 2022 preliminary budget for budget discussion purposes with funding watershed municipalities;**

And

THAT preliminary design, engineering, and consultation costs included in the 2022 budget that may be incurred in 2021 for the Crawford Lake Boardwalk capital project **be approved and funded by the Conservation Areas Capital Reserve if required until formal funding agreements are confirmed.**

Carried

6.6. Governance Accountability and Transparency Initiative
(CHBD 05 21 08)

CHBD 05 07: Moved by: Jim Sweetlove
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **endorses the Governance Accountability and Transparency Initiative and that the report be sent to the Minister of Environment, Conservation and Parks.**

Carried

Chair Gerry Smallegange thanked the CEO and CH staff for their hard work pulling together this cogent and compelling reporting. Jim Sweetlove also commended staff and the CEO on the analysis and recommendations.

6.7. Regulatory proposals (Phase 1) under the Conservation Authorities Act ERO number
019-2986CH File No.: PPO 048
(CHBD 05 21 09)

CHBD 05 08 Moved by: Cathy Duddeck
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **receives the report entitled 'Regulatory proposals (Phase 1) under the Conservation Authorities Act ERO number 019-2986';**

And

THAT the Conservation Halton Board of Directors **directs staff to submit report CHBD 05 21 09 to the Ministry of Environment, Conservation and Parks as Conservation Halton's formal comments and recommendations on the content of ERO number 019-2986.**

On behalf of the Board, Vice-Chair Moya Johnson and Chair Gerry Smallegange thanked the CEO and the team involved in the CA Working Group for the tremendous work carried out so far.

Carried

- 6.8. Authorization Request for Award Approval Contract: Snowmaking Tracking, Control and Equipment Upgrade RFP # CH-042321 (CHBD 05 21 10) Authorization Request for Award Approval Contract: Snowmaking Tracking, Control and Equipment Upgrade RFP # CH-042321 (CHBD 05 21 10)

CHBD 05 09

Moved by: Mike Cluett

Seconded by: Rory Nisan

THAT the Conservation Halton Board of Directors **approves the award recommendation of the Snowmaking Tracking, Control and Equipment Upgrade contract to HKD Snowmakers on the Basis of “Only Compliant Bid Received” in alignment with the Conservation Halton Purchasing Policy Section 2.3.2 b) requiring RFP award recommendations that exceed \$100,000.00 to require Board approval.**

Carried

7. CHF Update

Chair Jim Sweetlove noted that the CHF Board had cancelled the June & September meeting. A meeting for the CH Foundation Board of Directors is scheduled for August to prepare for the Terra Firma Gala Event on September 16.

CHF Board members have been invited to a planting event at Kelso Quarry on June 23. The Executive Director, Garner Beckett will be announcing the CH programs that have been funded by CHF at this event.

The Chair called for a brief recess and the meeting will resume In Camera at 4:11 p.m.

8. IN CAMERA

CHBD 05 10

Moved by: Jean Williams

Seconded by: Dave Gittings

THAT the Conservation Halton Board of Directors **move In Camera**

8.1 Legal Matter

CHBD 05 11:

Moved by: Marianne Meed Ward

Seconded by: Rory Nisan

THAT the Conservation Halton Board of Directors **reconvene in public forum.**

Carried

9. Other Business

There was **NO** other business

Chair, Gerry Smallegange invited the Board to provide feedback on the Board meetings set-up, timing, and content. Board members can email the Chair and copy Hassaan Basit.

10. Adjournment

CHBD 05 12: Moved by: Moya Johnson

THAT the Conservation Halton Board of Directors Meeting **be adjourned at 5:05 p.m.**

Carried

Signed: Hassaan Basit, President & CEO

Date: September 23, 2021

REPORT TO: Conservation Halton Board of Directors

MEMO NO: # CHBD 06 21 01

FROM: Jill Ramseyer, Director, Corporate Compliance

DATE: September 23, 2021

SUBJECT: Purchasing Memo - April 1, 2021, to July 31, 2021

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Purchasing Memo for the period April 1, 2021 to July 31, 2021 in accordance with the Conservation Halton Purchasing Policy.**

Report

The following report summarizes purchases to be reported during the period of April 1, 2021 to July 31, 2021. The Conservation Halton Purchasing Policy requires single or sole source purchases greater than \$25,000 (not including taxes) and Requests for Proposals awarded up to a value of \$100,000 (not including taxes) and Tenders awarded from a value of \$100,000 up to a value of \$350,000 (not including taxes) to be reported to the Board of Directors for information. Request for Proposal/Quotation award recommendations that exceed \$100,000.00 (not including taxes) and Tenders that exceed \$350,000.00 (not including taxes) will be subject to Board approval prior to award.

Single or Sole Source Purchases (above \$25,000.00):

Vendor	Amount (excluding HST)	Details
Snomax LLC	\$33,286.20	Purchase twenty-five (25) boxes of Snomax. Snomax International is the only distributor of "snomax snow inducer" in our region and are our only available option for purchasing this product. Our snowmaking infrastructure is already setup & equipped to handle this product and using an alternative product would require changes to that infrastructure and additional costs.

Hardwood Ski & Bike	\$95,000.00	The purchase of one (1) 2008 Pisten Bully Groomer sold through a private vendor in Ontario. This (second hand) machine purchased will provide congruency of equipment and maintenance for the Kelso / GE Ski operations permitting more groomers to be used, thus lowering the number of hours being placed on the current two (2) Pisten Bully machines. Training of staff for repairs, maintenance and operation will be streamlined by only having one model of groomer.
KPMG LLP	\$40,000.00 (not to exceed this total contract value)	KPMG has been engaged by CH to complete a forensic investigation into the Cyber and Wire fraud cases that have occurred. The scope of services will include fraud investigation and due diligence consulting services.

Tenders from \$100,000.00 up to \$350,000.00 reported for Board information:

Vendor	Amount (excluding HST)	Details
Anthony's Excavating Central Inc.	\$325,380.00	Construction Contract awarded for the Hilton Falls Dam Diversion Structure Upgrade Phase 2 – Construction all in accordance with RFT C21037-01 awarded April 20, 2021.

Request for Proposals/Quotations up to \$100,000.00 reported for Board information:

Vendor	Amount (excluding HST)	Details
Leitner Poma Canada	\$77,189.76	Gearbox Maintenance & Services Contract. Due to the highly specialized nature of the service requirement and timeline constraints, a private solicitation for Gearbox service requirement was directed to three (3) of the known reputable service providers. Of the three (3) bids solicited, Leitner Poma Canada provided the lowest Gearbox Maintenance and Servicing quotation.

Requests for Proposals / Quotations exceeding a value of \$100,000.00 previously approved by the Board:

Vendor	Amount (excluding HST)	Details
HKD Snowmakers (Approved by the Board via Approval Request Memo dated June 17, 2021)	\$187,757.73	On April 23, 2021, Conservation Halton issued RFP # CH-042321 in order to secure a suitable vendor to provide snowmaking equipment and an associated snowmaking system upgrade. The RFP closed on May 21, 2021, with one (1) submission received from HKD Snowmakers. Pre-approval was secured by the Board via Approval Request Memo dated June 17, 2021.
Wood Canada Ltd. (Approved by the Board to delegate authority to CEO via Authority Delegation Request Memo dated April 23, 2021)	\$187,757.73	RFP S79-2021- East Burlington Creeks Flood Hazard Mapping was publicly advertised to solicit proposals for the East Burlington Creeks Flood Hazard Mapping services requirement. Following the evaluation period, Wood Canada Inc. was awarded after delegation approval was secured by the Board via Delegation Request memo dated April 23, 2021.

Solicitation (RFP / RFT) cancellations:

Vendor	Amount (excluding HST)	Details
N/A	N/A	RFT CA003-21-1 - Headquarters Low Impact Development Construction was publicly issued June 24, 2021 and closed July 22, 2021. One bid was received however due to budgetary constraints the RFT was canceled. A revised scope and schedule are expected to be retendered early in 2022.

Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability by ensuring consistent and transparent processes are in place for reporting large purchases.

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Jill Ramseyer
Director, Corporate Compliance

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Pavan Seth, Procurement Manager,
pseth@hrca.on.ca, 905.336.1158 x2249

TO: Conservation Halton Board of Directors

MEMO: # CHBD 06 21 02

FROM: Barbara J. Veale, Director, Planning and Watershed Management

DATE: September 23, 2021

SUBJECT: East Burlington Creeks Flood Hazard Mapping Study Update
CH File No. ADM 356

MEMO

In 2018, Conservation Halton (CH) renewed its Floodplain Mapping Program to update floodplain mapping across its jurisdiction, as the last comprehensive update was in the 1980s and 1990s. New technologies and tools allow for a more accurate depiction of a flood hazard, including spills. This information is important to support CH's regulatory and planning programs, infrastructure management decisions, flood forecasting and warning, emergency planning and response, prioritization of flood mitigation efforts and infrastructure design. To-date, over 15% of CH's jurisdiction has been mapped through this new program. CH's Board of Directors approved updated floodplain mapping for the Grindstone Creek and Morrison-Wedgewood Diversion Channel (CHBD Report 05 20 06) in 2020 and work is currently underway for the Sixteen Mile Creek watershed and the watersheds of East Burlington.

On April 22, 2021, Conservation Halton's (CH) Board of Directors passed a resolution to enable the President and CEO to award a contract for the *Flood Hazard Mapping - East Burlington Creeks (Tuck, Shoreacres, Appleby & Sheldon Creeks)*, RFP # S79-2021 (Staff Report CHBD 04 21 11), subject to securing National Disaster Mitigation Program (NDMP) funding and provided that the contract value fell within the approved budget amount. The NDMP is a federal-provincial grant program that provides matching funding for flood risk/hazard project costs, including consulting fees, staff costs, consultation, and small-scale flood mitigation infrastructure.

CH secured its NDMP funding and awarded the contract to the successful bidder, John Wood Group PLC ("Wood"). Wood will support CH in the development of flood hazard mapping for Tuck, Shoreacres, Appleby and Sheldon Creeks, including:

- updating modelling and flood hazard mapping, as well as generating new mapping for any large and inter-basin spills associated with the above systems; and
- installing of new flow gauges within the study area.

Floodplain mapping is used to identify areas that may be susceptible to riverine or shoreline flooding hazards and informs the approximate limits of the CH's regulatory floodplain. Updated flood hazard mapping is needed for the watersheds of East Burlington, as current mapping is predominately based on watershed scale studies completed in the late 1990's.

In summer 2021, CH and Wood initiated field work and data collection throughout the study area (Figure 1), including topographic surveying of bridges and culverts. Updates to the hydrologic and hydraulic modelling also commenced. A Technical Advisory Committee, which provides input on the study and consists of representatives from CH, Wood, Region of Halton, City of Burlington, and Town of Oakville, met in June 2021 and has a second meeting scheduled in September 2021.

Throughout fall 2021 and winter 2022, CH staff will engage with residents and other stakeholders through two Public Information Centre (PIC) sessions, CH's website, and traditional and social media. A Notice of Study Commencement will be published in mid-September followed by PIC 1 on October 14. PIC #1 will consist of a live virtual event where CH and Wood will introduce the purpose of the study, engage with residents and stakeholders, and answer questions. PIC #1 information will be published on CH's website with an open commenting period of approximately two weeks following the live event. Staff anticipates that PIC #2 will occur in February 2022 to present updated, draft flood hazard mapping and to gather feedback.

This project must be completed by March 31, 2022, as per NDMP funding requirements and staff will return to the Board shortly after this date in spring 2022 to present the final draft mapping and recommend its endorsement by the Board and inclusion in CH's regulation limit mapping.

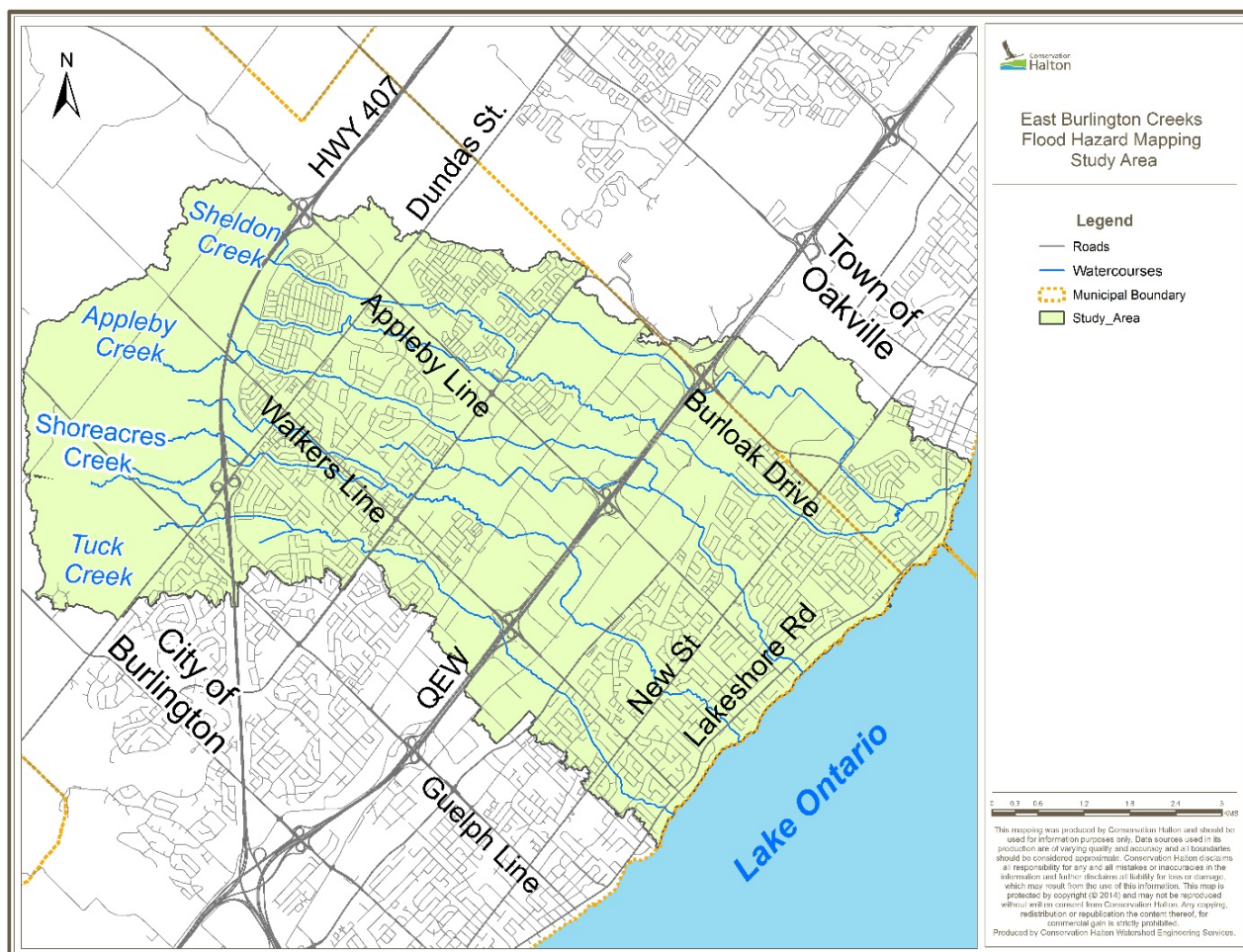


Figure 1: East Burlington Creeks Flood Hazard Mapping Study Area (Tuck, Shoreacres, Appleby and Sheldon Creeks)

REPORT TO: Conservation Halton Board of Directors

REPORT NO: CHBD 06 21 03

FROM: Barbara J. Veale, Director, Planning & Watershed Management

DATE: September 23, 2021

SUBJECT: **Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1 to June 30, 2021**

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Permits and Letters of Permission issued by staff under Ontario Regulation 162/06 for the period of April 1 to June 30, 2021, as identified in Report No. CHBD 06 21 03 dated September 23, 2021.**

Report

Between April 1 and June 30, 2021, Conservation Halton (CH) issued 99 Permits and 20 Letters of Permission (see attached table). All approvals were reviewed and approved in accordance with Board approved policies contained in CH's *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document April 27, 2006, last amended, November 26, 2020.*

Impact on Strategic Priorities

This report supports the Momentum priority of Natural Hazards and Water.

Financial Impact

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

Signed & respectfully submitted:

Approved for circulation:



Barbara J. Veale
Director, Planning & Watershed Management



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Kellie McCormack, Associate Director, Planning & Regulations; 905-336-1158 x 2228;
kmccormack@hrca.on.ca

Appendix A

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Burlington						
A/20/B/142	7778	Adj. to 1098 Lakeshore Road	Temporary excavation and stockpiling, and re-grading associated with a Trans Northern Pipeline integrity dig within the dynamic beach hazard associated with of Lake Ontario.	2021-03-09	2021-04-06	Cassandra Connolly
A/21/B/34	7779	1003 Cedar Avenue	Construction of an inground pool within the floodplain associated with Indian Creek and within the 7.5m regulatory allowance .	2021-03-30	2021-04-06	Cassandra Connolly
A/21/B/48	7786	1925 Fieldgate Drive		2021-03-26	2021-04-12	Cassandra Connolly
A/21/B/49	7789	4058 Lakeshore Road	Construction of a swimming pool, a ± 51 sq. m pavilion, patio, and the reconstruction and reconfiguration of retaining walls and steps within the erosion hazard of the shoreline of Lake Ontario, maintaining setback requirements for non-habitable development.	2021-03-30	2021-04-12	Cassandra Connolly
A/21/B/21	7790	2365 Britannia Road	Installation of 26 m of NPS 1 ½" pipeline within the valley and 15 m regulatory allowance associated with a tributary of Bronte Creek.	2021-03-24	2021-04-12	Ola Panczyk
A/18/B/11	7793	0 Waterdown Road (Craven Ave to Mountainbrow Rd)	Construction and widening of Waterdown Road including excavations and grading to support road construction, utility relocations, and culvert works.	2021-03-26	2021-04-14	Cassandra Connolly
A/21/B/43	7795	1082 Westhaven Drive	Construction of an inground pool with interlock patio partially located within the 7.5m allowance associated with the valley of Indian Creek, maintaining a minimum 3m setback.	2021-03-22	2021-04-15	Cassandra Connolly
A/21/B/54	7796	2150 Birchleaf Lane	Construction of an inground pool with interlock patio within the 7.5m allowance from the floodplain of Sheldon Creek.	2021-04-08	2021-04-15	Cassandra Connolly
A/20/B/13	7799	0 Upper Middle Road (adj. to 2050)	Alteration to Rambo Creek with the construction of an armoustone retaining wall, a ±35m vegetated buttress, and in-stream structures including channel ribs, a boulder weir, and root wad structures for restoration and erosion protection.	2021-03-16	2021-04-16	Cassandra Connolly
A/21/B/55	7800	1950 Kerns Road	Construction of a pergola on an existing patio within the valley of Upper Hager Creek.	2021-04-08	2021-04-19	Cassandra Connolly
A/21/B/31	7803	5420 Lakeshore Road (Burloak Park)	Site servicing and construction of pathways within the erosion hazard of Lake Ontario, as part of the Burloak Regional Waterfront Park Enhancements project, Phase 2.	2021-04-09	2021-04-19	Cassandra Connolly
A/21/B/57	7804	111 Westhaven Drive	Swimming pool, patio, deck, and landscaping areas within the 7.5 metre regulated allowance associated with the top of bank associated with a valley of Upper Hager Creek.	2021-04-09	2021-04-19	Cassandra Connolly
A/21/B/44	7807	4267 Walkers Line	Temporary bridge crossing of a tributary of Bronte Creek for construction equipment.	2021-03-23	2021-04-22	Charles Priddle
A/21/B/61	7808	2110 Headon Road (Units 18-19 & 24-27)	Re-construction of six (6) second-storey decks/balconies located within either the valley, floodplain, and/or the associated 7.5 metre allowance from the floodplain associated with Tuck Creek.	2021-04-12	2021-04-26	Cassandra Connolly
A/21/B/45	7809	2146 Winding Way	Construction of an inground pool and armoustone hardscape wall within the 7.5m regulatory allowance associated with the floodplain of Roseland Creek.	2021-04-15	2021-04-28	Cassandra Connolly
A/21/B/65	7812	5248 Nova Crescent	Construction of a second-storey deck within the 7.5 metre regulated allowance associated with the floodplain of Sheldon Creek.	2021-04-21	2021-04-29	Cassandra Connolly
A/21/B/60	7814	3123 Driftwood Drive (Driftwood Park)	Reconstruction and expansion of a playground, pathway reconstruction with regrading, paving, and armoustone retaining walls within the flooding and erosion hazards associated with Tuck Creek.	2021-04-09	2021-04-30	Cassandra Connolly

Appendix A

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/21/B/52	7817	2174 Hunt Crescent	Construction of a second-storey addition to a dwelling partially located within the 7.5m regulatory allowance from Tuck Creek.	2021-04-08	2021-05-04	Cassandra Connolly
A/21/B/67	7818	4480 Escarpment Drive	Construction of a dwelling, driveway, septic system, retaining wall, and detached garage within 30-120m of a Provincially Significant Wetland (PSW).	2021-05-03	2021-05-05	Cassandra Connolly
A/21/B/62	7824	2158 Kilbride Street	Replacement of a septic system and construction of additions and porches to a dwelling that is located within 15 metres of the valley associated with Bronte Creek.	2021-04-21	2021-05-06	Ola Panczyk
A/21/B/50	7832	1137 Hidden Valley Road (Hidden Valley Park)	Reconstruction, relocation, and addition of playground structures, replacement and/or construction of new accessible pathways throughout the park, landscaping and hardscaping work including minor grading within the flooding and erosion hazards associated with Grindstone.	2021-05-03	2021-05-13	Cassandra Connolly
A/20/B/40	7833	0 Guelph Line (@ No. 1 Sideroad)	Intersection improvements, including the construction of a new left turning lane and retaining wall within 7.5 metres of the stable top of bank associated with a tributary of Shoreacres Creek.	2021-05-13	2021-05-13	Justin McArthur
A/21/B/68	7835	3291 Aventurine Avenue	Construction of a deck with roof overhang within 7.5m of the floodplain associated with Sheldon Creek	2021-05-06	2021-05-17	Cassandra Connolly
A/21/B/73	7838	4504 No. 4 Sideroad	Replacement of a septic system within the valley associated with a tributary of Bronte Creek.	2021-05-12	2021-05-20	Sean Stewart
A/21/B/59	**REVISED** 7811	3410 Spruce Avenue	**REVISED** Construction of a swimming pool and patio partially within the 7.5 metre regulated allowance associated with the floodplain of Tuck Creek.	2021-05-20	2021-05-20	Cassandra Connolly
A/21/B/71	7847	3028 Briarwood Crescent	Construction of a roof extension over an existing deck within the floodplain associated with Roseland Creek.	2021-05-25	2021-06-01	Amanda Roger
A/21/B/70	7848	2619 Bluffs Way	Construction of a dwelling, driveway, septic system, and pool between 15-120 metres of a Provincially Significant Wetland (PSW)	2021-06-01	2021-06-08	Cassandra Connolly
A/21/B/03	7849	4184 Inglewood Drive	Construction of a two-storey dwelling with a rear terrace and swimming pool within the erosion hazard of the shoreline of Lake Ontario.	2021-05-19	2021-06-09	Cassandra Connolly
A/21/B/51	7857	1151 Stephenson Drive	Construction of an inground swimming pool and deck partially located within the 7.5m regulatory allowance from the floodplain and valley of Upper Hager Creek.	2021-06-03	2021-06-14	Cassandra Connolly
A/21/B/35	7858	3305 Aberdeen Avenue	Construction of an inground swimming pool and patio partially located within the 7.5m regulatory allowance from the floodplain and valley of Shoreacres Creek.	2021-05-31	2021-06-14	Cassandra Connolly
A/21/B/72	7861	4295 Longmoor Drive	Construction of an inground pool within the floodplain of Shoreacres Creek and within the 7.5m regulatory allowance associated with the valley of that watercourse.	2021-06-14	2021-06-15	Cassandra Connolly
A/21/B/26	7860	3030 Lakeshore Road	Construction of an inground swimming pool within the erosion hazard of the shoreline of Lake Ontario.	2021-06-04	2021-06-15	Cassandra Connolly
A/21/B/77	7863	6245 Milborough Line	Construction of a deck within the valley of Bronte Creek but no further into the valley than existing development.	2021-06-07	2021-06-21	Cassandra Connolly
A/21/B/81	7866	0 Appleby Line	Re-secure current instream flow diverters, maintenance of erosion control measures, infilling minor depressions associated with cribwall, minor site grading, and vegetation maintenance associated with previously approved works within the valley of Bronte Creek and requiring some in-water works.	2021-06-15	2021-06-24	Ola Panczyk
A/20/B/107	**REVISED** 7604	3525 Fairview Street	REVISED - installation of a new Bell Canada conduit, grade level box and pedestal via open trench, and directional bore excavation and excavation of a pit within the floodplain and 7.5m regulatory allowance associated with Tuck Creek	2021-06-16	2021-06-24	Cassandra Connolly

Appendix A

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/20/B/121	7865	2566 Britannia Road	Construction of an addition and covered deck/terrace to a dwelling located within the 15m regulatory allowance from the stable top of bank of the valley of Bronte Creek.	2021-06-09	2021-06-24	Cassandra Connolly
A/21/B/75	7869	2257 Pathfinder Drive	Construction of an inground pool within the 7.5m regulatory allowance associated with the floodplain of Appleby Creek.	2021-06-14	2021-06-28	Cassandra Connolly
A/21/B/38	**REVISED** 7762	2106 Muirfield Court	**REVISED**Construction of an inground pool, patios, pavilion, and hardscaping within the 7.5m regulatory allowance associated with the floodplain of Appleby Creek.	2021-06-18	2021-06-28	Cassandra Connolly
A/21/B/83	7870	3485 - 3497 Fairview Street	Installation of 5m of new Bell Canada conduit via open trench method within the floodplain and 7.5m regulatory allowance associated with Tuck Creek.	2021-06-16	2021-06-29	Cassandra Connolly
A/21/B/80	7871	0 Colonial Court (behind 103)	Installation of erosion and sedimentation protection measures (Christmas Trees) along the bank of Appleby Creek.	2021-06-18	2021-06-29	Cassandra Connolly

Halton Hills						
A/21/HH/09	Letter of Permission	9562 Sixth Line	Construction of a two-storey dwelling, gazebo, in-ground swimming pool and sports court located between 30 and 120 metres of a wetland greater than 2 hectares in size	2021-03-25	2021-04-01	Ben Davis
A/21/HH/10	Letter of Permission	3 Deer Run Crescent	Construction of a 12ft x 36ft covered pavilion located between 30 and 120 metres of a wetland greater than 2 hectares in size.	2021-03-25	2021-04-01	Ben Davis
A/21/HH/11	7788	16 Oak Street	Installation of a 10ft x 18ft in-ground swimming pool and associated landscaping located within 6 and 15 metres of the floodplain associated with Sixteen Mile Creek.	2021-03-31	2021-04-09	Ben Davis
A/21/HH/13	Letter of Permission	10600 Sixth Line	Construction of a one storey addition, front porch and reconstruction of a sunroom located between 30 and 120 metres of a wetland greater than 2 hectares in size.	2021-04-13	2021-04-16	Ben Davis
A/21/HH/18	Letter of Permission	48 Chaplain Crescent	Construction of a 16ft x 35ft in-ground swimming pool and associated landscaping located between 30 and 120 metres of a wetland greater than 2 hectares in size.	2021-06-09	2021-06-18	Ben Davis

Hamilton						
A/21/H/08	Letter of Permission	210 Eleventh Concession Road East	Construction of a swimming pool and patio between 30 metres and 120 meters of a Provincially Significant Wetland	2021-03-18	2021-04-01	Cassandra Connolly
A/21/H/13	Letter of Permission	237 Carlisle Road	Re-construction and expansion of the second storey of a dwelling located between 30 metres and 120 meters of a wetland greater than 2 hectares in size and Provincially Significant Wetlands (PSW).	2021-04-08	2021-04-19	Cassandra Connolly
A/21/H/10	Letter of Permission	394 Mountsberg Road	Construction of a second-storey deck and patio area beneath, and reconstruction of a shed between 30 metres and 120 meters of a Provincially Significant Wetland (PSW).	2021-03-26	2021-04-21	Cassandra Connolly
A/21/H/14	Letter of Permission	206 Freulton Road	Partial demolition and reconstruction of a dwelling and construction of a new detached garage between 30 metres and 120 meters of a Provincially Significant Wetland (PSW).	2021-04-12	2021-04-21	Cassandra Connolly
A/20/H/14	Letter of Permission	291 Seventh Concession Road East	Proposed construction of a rear deck, an inground pool, and associated pool enclosure between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2020-04-22	2021-04-24	Andrew Fera
A/21/H/15	Letter of Permission	1072 Centre Road	Driveway extension within the 15m regulatory allowance from Grindstone Creek and construction of a detached garage between 30 metres and 120 meters of a Provincially Significant Wetland (PSW).	2021-04-15	2021-04-28	Cassandra Connolly
A/21/H/19	7821	780 Eighth Concession Road West	Replacement of approximately 40m of a NPS 26" natural gas pipeline within 120m of a Provincially Significant Wetland (PSW).	2021-04-23	2021-05-06	Cassandra Connolly

Appendix A

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/21/H/20	7820	125 1/2 Carlisle Road	Installation of sediment mats into the banks and bed of Bronte Creek as part of a Conservation Halton Landowner Outreach and Restoration stream restoration project.	2021-04-27	2021-05-06	Cassandra Connolly
A/21/H/18	Letter of Permission	14 Parkshore Place	Construction of a roof extension over an existing patio/deck, located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2021-04-27	2021-05-10	Amanda Rogers
A/21/H/21	7829	27 Campbellville Road	Installation of Christmas trees and plant materials into the bed and banks of Bronte Creek as part of a Landowner Outreach and Restoration stream restoration project	2021-04-29	2021-05-12	Cassandra Connolly
A/20/H/19	7839	969 Centre Road	Wetland restoration and trail creation, including the replacement of a culvert, within the floodplain of Grindstone Creek and immediately adjacent to the Flamborough Swamp Provincially Significant Wetland (PSW).	2021-05-20	2021-05-20	Charles Priddle
A/21/H/24	Letter of Permission	408 Campbellville Road	Construction of additions to a residence and garage between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2021-05-25	2021-05-26	Charles Priddle
A/21/H/25	7844	1085 Tenth Concession Road West	Proposed construction of 26 new mobile homes and associated septic beds at Rocky Ridge Estates located within 30-120 metres of a Provincially Significant Wetland (PSW).	2021-05-13	2021-06-01	Cassandra Connolly
A/21/H/32	7853	182 Eleventh Concession Road East	Construction of a new septic system (replacement) within a floodplain spill hazard and between 30m and 120m of a Provincially Significant Wetland (PSW).	2021-06-07	2021-06-11	Sean Stewart
A/21/H/33	7856	1389 Progreston Road	Re-construction and expansion of a residence, including front and rear covered porches, a pool and associated decking within 15 metres of the valley associated with Bronte Creek.	2021-06-08	2021-06-14	Charles Priddle
A/21/H/06	**REVISED** Letter of Permission	102 Eleventh Concession Road East	REVISED: Construction of an addition to the dwelling, pool pavilion, and septic system replacement within 30 metres and 120 meters of a Provincially Significant Wetland (PSW).	2021-06-15	2021-06-22	Cassandra Connolly
A/21/H/28	7868	159 Carlisle Road	Creek stabilization/ erosion repair works along the banks of Bronte Creek at two (2) locations, involving the installation of cedar logs and backfilling as part of a Conservation Halton Landowner Outreach and Restoration stream restoration project.	2021-06-18	2021-06-28	Cassandra Connolly

Milton						
A/21/M/25	7784	0 Fifteenth (adj to 1215) Sideroad	Installation of a 38mm fibre optic conduit located within the floodplain associated with Bronte Creek.	2021-03-25	2021-04-07	Ben Davis
A/21/M/26	7785	9266 Guelph Line	Replacement of concrete columns and gas bar canopy within the floodplain associated with Bronte Creek.	2021-03-19	2021-04-08	Ben Davis
A/21/M/27	7787	9720 No. 5 Sideroad	Construction of a 668 square foot accessory building between 6 and 15 metres of the valley associated with Sixteen Mile Creek.	2021-04-09	2021-04-09	Ben Davis
A/19/M/112	**REVISED** 7653	6205 Tremaine Road	**REVISED** Landscaping and planting of the constructed diversion swale including wetland tie-in within the floodplain associated with a tributary of Sixteen Mile Creek and within 30 metres of a Provincially Significant Wetland (PSW).	2021-02-10	2021-04-13	Ben Davis
A/21/M/29	7794	150 McLaren Road	Construction of a 14ft x 28ft in-ground swimming pool and associated landscaping within 6 and 15 metres of the valley associated with Sixteen Mile Creek.	2021-04-09	2021-04-14	Ben Davis
A/21/M/20	7802	2090 Cunningham Court	Construction of a 4.26m x 8.5m inground swimming pool and 1.6m x 3.65m shed within the floodplain associated with Bronte Creek.	2021-03-19	2021-04-19	Ben Davis
A/21/M/30	Letter of Permission	11110 Menzies Court	Construction of a 22ft x 12ft above-ground pool and reconstruction of a 20ft x 37ft deck located between 30 and 120 metres of a Provincially Significant Wetland	2021-04-13	2021-04-21	Ben Davis

Appendix A

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/21/M/31	Letter of Permission	2485 Campbellville Road	Proposed installation of a temporary mobile home (secondary dwelling), and repairs to an existing fire damaged dwelling, located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2021-04-16	2021-04-22	Colleen Bain
A/20/M/87	7725	0 Main (40m East of Commercial) Street East	Concrete and masonry repairs to an existing culvert (Structure 43) which conveys Sixteen Mile Creek.	2021-04-08	2021-04-22	Ben Davis
A/21/M/28	7810	223 Riverplace Crescent	Construction of a 4.26m x 8.53m inground swimming pool within the floodplain associated with Sixteen Mile Creek.	2021-04-09	2021-04-29	Ben Davis
A/20/M/42	**REVISED** 7664	Oxford (derry Green - South Channel Diversion)	Construction of an at-grade haul route to facilitate construction of the southern diversion channel associated with a tributary of Sixteen Mile Creek including grading within the floodplain.	2021-04-22	2021-04-29	Ben Davis
A/21/M/40	Letter of Permission	8663 Wood close	Installation of a septic system replacement located between 30 and 120 metres of a wetland greater than 2 hectares in size.	2021-05-05	2021-05-05	Ben Davis
A/21/M/07	7822	Derry Green Business Park	Site alteration (Phase 4) including the importation of fill within 15 metres of the floodplain associated with a tributary of Sixteen Mile Creek and within 30 metres of a Provincially Significant Wetland (PSW).	2021-03-11	2021-05-07	Ben Davis
A/21/M/32	Letter of Permission	4269 Henderson Road	Construction of a single family dwelling and septic system located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2021-04-23	2021-05-07	Ben Davis
A/21/M/38	7827	10661 First Nassagaweya Line	Construction of a 9.9 square metre 1-storey dwelling addition and 108.2 square metre detached garage within 15 and 30 metres of a wetland greater than 2 hectares in size.	2021-05-06	2021-05-11	Ben Davis
A/21/M/36	7831	400 Chisholm Drive	Installation of a 3rd rail spur line adjacent to 2 existing lines within 6 and 15 metres of the floodplain associated with Sixteen Mile Creek.	2021-05-07	2021-05-13	Ben Davis
A/17/M/82	7834	0 Woodward (@16 Mile Creek) Avenue	Replacement of a 300 millimetre watermain within flooding and erosion hazards associated with a tributary of Sixteen Mile Creek. (PR 3153)	2021-05-13	2021-05-14	Justin McArthur
A/21/M/41	7837	9038 Tremaine Road	Construction of a 16ft x 32 ft inground swimming pool within 6 and 15 metres of the valley associated with Sixteen Mile Creek.	2021-05-06	2021-05-19	Ben Davis
A/20/M/20	7836	Bronte (550 m North of Main St to Steeles Ave.) Street	Replacement of a 350 millimetre watermain within the flooding and erosion hazards associated with Sixteen Mile Creek. (PR3158)	2021-05-14	2021-05-19	Justin McArthur
A/21/M/43	7840	0 Tremaine (Milton Meadows) Road	Site alteration including cut and fill to pre-grade (Phase 1) within the floodplain associated with a tributary of Sixteen Mile Creek and installation of sediment controls and temporary SWM facilities within 15 metres of the floodplain associated with a tributary of Sixteen Mile Creek.	2021-05-26	2021-05-27	Ben Davis
A/21/M/22	7846	6791 Regional 25 Road	Construction of a SWM Outfall pipe, headwall, plunge pool and channel within the valley and floodplain associated with Sixteen Mile Creek.	2021-04-15	2021-06-01	Ben Davis
A/21/M/44	7850	338 Mountainview Drive	Construction of a 4.41m x 7.46m above-ground swimming pool partially within the floodplain associated with Sixteen Mile Creek.	2021-05-27	2021-06-09	Ben Davis
A/21/M/42	7852	0 Derry Road	An anode replacement to an existing NPS 36 pipeline within the floodplain associated with a tributary of Sixteen Mile Creek and within 30 metres of a wetland greater than 2 hectares in size.	2021-05-28	2021-06-10	Ben Davis
A/21/M/47	7855	265 Kingsleigh Court	Re-development of an existing municipal park including grading and improved drainage, new playground equipment and pathways within the floodplain of Sixteen Mile Creek.	2021-06-11	2021-06-14	Charles Priddle
A/21/M/48	Letter of Permission	10719 Fifth Nassagaweya Line	Construction of 1 storey detached garage located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2021-06-16	2021-06-18	Ben Davis

Appendix A

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/21/M/51	7875	3065 Derry Road	Selective reconfiguring of existing log jams and woody debris accumulations, and the installation of water flow deflectors and sediment mats/brush layers in various locations on Limestone Creek.	2021-06-29	2021-06-30	Justin McArthur
Mississauga						
A/21/MS/01	7851	3930 Pondview Way	Installation of a 12ft x 22ft inground swimming pool, within 6 and 15 metres of the floodplain associated with a tributary of Sixteen Mile Creek.	2021-06-03	2021-06-10	Ben Davis
Oakville						
A/21/O/27	7780	479 Caesar Avenue	Construction of an inground swimming pool and associated patio within the floodplain and 7.5m regulation limit associated with Lower Morrison Creek.	2021-03-22	2021-04-06	Laura Head
A/21/O/30	7775	407 Iroquois Shore Road	Grading, curb works, paving, and associated landscaping within a flood hazard (spill) associated with the Morrison-Wedgewood Diversion Channel.	2021-03-26	2021-04-06	Colleen Bain
A/20/O/50	7777	1310 Hillview Crescent	Re-construction of a residential dwelling, including full second-storey addition and front addition, within 7.5m of the valley associated with Morrison-Wedgewood Creek.	2021-04-01	2021-04-06	Charles Priddle
A/21/O/18	7783	3167 Sixth Line (in front of)	Installation of four new conduits under Upper West Morrison Creek and installation of two grade level boxes and one above ground box within the floodplain and 7.5 metre regulation limit.	2021-03-12	2021-04-07	Laura Head
A/21/O/31	7781	2132 Glenfield Road	Construction of an inground swimming pool and associated patio within 7.5m of the Top of Bank associated with Glen Oak Creek.	2021-03-30	2021-04-07	Laura Head
A/21/O/29	7782	284 Royal Albert Court	Construction of an inground swimming pool and associated patio within 15m of the Stable Top of Bank associated with Sixteen Mile Creek.	2021-03-31	2021-04-07	Laura Head
A/21/O/36	7791	415 Brook Place	Construction of a gazebo within 7.5m of the Top of Bank associated with Joshua's Creek.	2021-04-06	2021-04-14	Laura Head
A/21/O/40	7798	203 Wedgewood Drive	Construction of concrete walkway and patio and associated minor grading within 7.5m of the floodplain associated with Lower Wedgewood Creek.	2021-04-08	2021-04-15	Laura Head
A/20/O/48	7797	Munn's Creek (Upper Middle Rd to Culham St)	Erosion control works along Munn's Creek between Upper Middle Road and Culham Street.	2021-03-15	2021-04-15	Laura Head
A/21/O/41	7801	459 Chamerlain Lane	Construction of stairs to a covered porch and minor grading to remove a pond within 7.5 metres of the erosion hazard associated with Lower Wedgewood Creek.	2021-04-09	2021-04-19	Colleen Bain
A/21/O/39	7805	2477 Whistling Springs Crescent	Construction of an inground pool within 7.5m of the Floodplain associated with Fourteen Mile Creek.	2021-04-08	2021-04-21	Laura Head
A/20/O/49	**REVISED** 7610	0 Cross Avenue	**REVISED** - Pipeline integrity digs within the valley and within the 15 metre regulation limit of the erosion hazard associated with Sixteen Mile Creek.	2021-04-16	2021-04-21	Laura Head
A/21/O/33	7806	1670 North Service Road East	Construction of a parking lot and minor grading within the 7.5 metre regulatory erosion allowance associated with the Joshua's Creek valley.	2021-04-09	2021-04-22	Colleen Bain
A/21/O/44	7815	Vista Promenade	Construction of additional erosion protection works along the bank of Lake Ontario.	2021-04-26	2021-05-04	Laura Head
A/21/O/28	**REVISED** 7792	26 Harbourside Court	**REVISED** Construction of a swimming pool, patio and pavilion within the erosion hazard associated with the shoreline of Lake Ontario.	2021-04-23	2021-05-04	Laura Head

Appendix A

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/21/O/15	7816	207 Glen Oak Drive	Construction of a 2-storey addition, car port and front and rear covered patios within the floodplain of Glen Oaks (McCraney) Creek.	2021-03-08	2021-05-05	Laura Head
A/21/O/46	7825	2252 Fairbairn Court	Construction of a second-storey deck within the floodplain and 7.5m of the erosion hazard associated with Fourteen Mile Creek.	2021-05-05	2021-05-11	Laura Head
A/21/O/42	7828	1478-1494 Elm Road (Parking Lot)	Repairs to the existing parking lot within the erosion hazard and erosion protection works along the banks of Munn's Creek.	2021-04-26	2021-05-11	Laura Head
A/21/O/47	7826	2250 Fairbairn Court	Construction of a second-storey deck within the floodplain and 7.5m of the erosion hazard associated with Fourteen Mile Creek.	2021-05-05	2021-05-11	Laura Head
A/21/O/52	7841	0 Settlers Road (@ Sixth Line)	Installation of new NPS 6" pipeline and 2" pipeline using directional drill within the floodplain and 7.5m regulation limit of Upper West Morrison Creek.	2021-05-28	2021-05-28	Laura Head
A/21/O/50	7843	2388 Guildstone Crescent	Proposed construction of a second-storey deck with patio beneath within 7.5m of the erosion hazard associated with Glen Oaks Creek.	2021-05-11	2021-05-31	Laura Head
A/17/O/43	7842	0 Burnhamthorpe Road West (adj. to 1414)	Removal of a failed water control structure within a tributary of Sixteen Mile Creek (SMC-2) and restoration of the creek through natural channel design.	2021-05-07	2021-05-31	Laura Head
A/20/O/87	7845	527 Valley Drive	Construction of a 16x32 inground swimming pool within 7.5m of the erosion hazard associated with Fourteen Mile Creek.	2021-05-20	2021-06-02	Megan Winiecki
A/21/O/03	7854	265 Dunwoody Drive	Re-construction and expansion of a dwelling within the erosion hazard of Lower Wedgewood Creek.	2021-06-14	2021-06-14	Laura Head
A/21/O/51	7862	b/w Royal Windsor Drive & CN Tracks	Integrity dig within the floodplain associated with Joshua's Creek to inspect an existing pipeline.	2021-05-28	2021-06-16	Megan Winiecki
A/21/O/57	7857	114 Ridge Drive	Reconstruction and expansion of an accessory building within the valley associated with the Morrison Wedgewood Diversion Channel.	2021-06-21	2021-06-22	Charles Priddle
A/21/O/60	7873	9 Ennisclare Drive East	Works on an existing dwelling including a one-storey garage addition, foyer extension, and basement excavation, with removal of the second-storey floor area to ensure there is no increase in habitable space within the erosion hazard associated with Lake Ontario.	2021-06-22	2021-06-30	Colleen Bain
A/21/O/64	7874	1509 Pembroke Road	Construction of a residence including an accessory covered patio located between 3m and 7.5m of the valley associated with Munns Creek.	2021-06-29	2021-06-30	Charles Priddle
Puslinch						
A/21/P/02	Letter of Permission	10 Calfass Road	Replacement and expansion of a septic system between 30 meters and 120 metres of a Provincially Significant Wetland (PSW).	2021-05-12	2021-05-14	Charles Priddle

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 06 21 04

FROM: Barbara J. Veale, Director, Planning and Watershed Management
905-336-1158 x. 2273

DATE: September 23, 2021

SUBJECT: Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled “Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal”;**

And

THAT the Conservation Halton Board of Directors **approves the Cootes to Escarpment EcoPark System Strategic Plan 2021-2030 and the Cootes to Escarpment EcoPark System 2022-2026 Memorandum of Understanding.**

Report

The Cootes to Escarpment EcoPark System is a voluntary alliance of nine government, academic and not-for-profit agencies that own and manage more than 2,200 ha of open space and nature sanctuaries. The EcoPark System supports rich biodiversity and provides a critical ecological link between Cootes Paradise, Hamilton Harbour and the Niagara Escarpment. It also provides recreational, educational, research and cultural opportunities for almost a million residents in Hamilton and Burlington, and 8 million other residents of the Greater Golden Horseshoe. Partner agencies maintain ownership of their individual properties but collaborate on areas of mutual interest such as invasive species control, landowner and community outreach, fundraising, restoration, land securement and commissioning research.

The first strategic plan, *Cootes to Escarpment: Conservation Land Management Strategy*, covering 2010-2020, was approved in principle by all partner boards and councils in 2010. The EcoPark System was formally established as a voluntary collaboration operating under a three-year Memorandum of Understanding (MOU) in 2013, which was then extended from 2016-2020. Both the strategic plan (Appendix B) and MOU (Appendix C) have been updated and the purpose of this report is to secure approval for the renewal of this exceptionally successful collaboration

Notable achievements of the EcoPark System to date include the following:

- Investment of over \$8.5 million in the EcoPark System through grants, partner donations, in-kind support, private donors, and other sources.
- Completion of six Heritage Lands Management Plans (2014-2020). These are particularly beneficial for CH lands in this area that do not yet have Master Plans to guide management.

- Securement of over 123 ha of additional lands by partner agencies to support biodiversity and recreation, including the Cartwright (19 ha) and Hopkins (24 ha) tracts secured by CH
- Hosting of 3 “Bioblitz” events to build biodiversity knowledge and engage the community
- Expansion of wildlife corridors projects that are being expanded across CH’s jurisdiction to help guide mitigation efforts in planning and transportation
- Support for an “Ecosystem Goods & Services” project that is currently in progress and will quantify the economic return provided by the natural assets protected within the EcoPark System.

Objectives of the strategic plan address natural heritage, recreation, cultural heritage, interpretation, and management. Strategic Priority Areas, each with associated directions and action items include the following:

- Healthy Ecosystems
- Human Experience
- Innovation and Discovery
- Thriving Partnerships
- Financial Sustainability

An annual report card will be produced to track progress against priority targets.

Impact on Strategic Priorities

This report supports the Momentum priority of Science, Conservation and Restoration, Education, Empowerment and Engagement, and Nature and Parks.

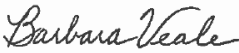
Financial Impact

Together with the other partners, Conservation Halton’s annual financial contribution supports the secretariat implementation of the 2021-2030 Cootes to Escarpment EcoPark System Strategic Plan. In accordance with Table 1 of the MOU, the financial impact of this report is as follows:


2022: \$15,937
2023: \$16,256
2024: \$16,581
2025: \$16,912
2026: \$17,251

As a partner in the alliance, Conservation Halton is committing the time and expertise of staff to represent CH on Governing Council and Management Committee.

Signed & respectfully submitted:


Barbara Veale
Director, Planning and Watershed Management

Approved for circulation:


Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Kim Barrett, Associate Director, Science & Partnerships
905-336-1158 Ext. 2229; kbarrett@hrca.on.ca

Appendix B



Inside

Land Acknowledgment	1
Vision Map	2
Introduction	3
EcoPark System Partners and Values	4
Vision – Naturally Connected	5
Mission	5
Objectives.	6
Strategic Priority Areas	7
1: Healthy Ecosystems.	8
2: Human Experience.	9
3: Innovation and Discovery	10
4: Thriving Partnerships	11
5: Financial Sustainability.	12
Evaluation and Implementation Plan	13

The use of the terms “partner” or “partners” throughout this plan indicates only participating agencies which have signed the EcoPark System Memorandum of Understanding. The EcoPark System is not a legal partnership.

BACKGROUND DOCUMENTS AND RESOURCES

- Cootes to Escarpment Conservation and Land Management Strategy Phase I Background Report, 2008
- The Cootes to Escarpment Park System Conservation and Land Management Strategy Phase II Report, 2009
- Cootes to Escarpment Park System: A Conservation Vision, 2009 (Summary of Phase II report)
- Land Securement Strategy
- Six Individual Heritage Lands Management Plans

PHOTO CREDITS

- All photos by Peter Kelly, except for photo on page 8 and photo by Grace Hunter on page 9

February 2021



Land Acknowledgement

The participating agencies that make up the Cootes to Escarpment EcoPark System recognize the long history of First Nations and Métis people in the province of Ontario, and pay respects to the Mississaugas of the Credit First Nation, the treaty and rights holder to these lands and the Six Nations of the Grand River Territory. These lands are the traditional territory of the Haudenosaunee, Anishinaabe and Huron-Wendat nations.

Cootes to Escarpment EcoPark System Vision Map



- Legend:**
- EcoPark Land Boundaries
 - Privately Owned Outreach Area
 - Hydro Corridors
 - Water Bodies
 - Roads
 - Rail Lines
 - Hiking Trails



STUDY AREA

Introduction

The Cootes to Escarpment EcoPark System is a collaboration among government and not-for-profit agencies that collectively protect nearly 2,200 ha of open space and nature sanctuary between Cootes Paradise Marsh, Hamilton Harbour, and the Niagara Escarpment. Since 2007 the collaboration has evolved as a voluntary park alliance in which the participating agencies own and manage their lands individually but collaborate on areas of mutual interest.

The idea of a partnership around these natural areas was brought forward in 2006 by the Natural Heritage Planning Committee of the Bay Area Restoration Council. Following extensive background research and consultation a first strategic plan, the *Cootes to Escarpment Park System: Conservation Land Management Strategy*, was finalized in 2009 and approved in principle by all participating boards and councils in 2010. The participating agencies agreed to establish the EcoPark System as a voluntary collaboration operating under a three-year Memorandum of Understanding in 2013, which was amended and extended for five years in 2016.

This Strategic Plan, for the years 2021–2030, is an update to the goals and objectives set out in the 2009 plan. Consultations and workshops for this strategic plan began in early 2019 and involved representatives of the participating agencies as well as a diversity of interested individuals from various other organizations and perspectives. This strategic plan sets priorities and objectives for the EcoPark System partner agencies to achieve by 2030 and a framework for tracking and reporting back on each of these objectives.

The goals set out in this strategic plan were identified by the participating partner agencies as crucial for the development of the EcoPark System through 2030. The partner agencies invite participation in achieving these goals by of a wide range of interested persons and groups, other orders of government, NGOs, and the private sector, including those already volunteering as the “Friends of the EcoPark System.”



Produced by Michael Karpavage of Mapformation.com. Last updated February 2021.



Participating agencies in the Cootes to Escarpment EcoPark System include government and not-for-profit agencies that own land in the area and have agreed to the shared values of the park alliance through a formal memorandum of understanding for implementation.

We Value

- Conserving, protecting and restoring the natural lands we own and steward
- Collaborating on initiatives that support ecological connectivity, biodiversity and sustainable recreation to achieving the vision and mission of the ecopark system
- Promoting innovation in education, discovery and research in the ecopark system
- Securing and protecting additional protected lands in the ecopark system to better reconnect isolated habitats
- The support of the public for the EcoPark System and its neighbouring property owners
- Reciprocal and respectful engagement with indigenous communities and the bridging of traditional ecological knowledge and western science in our approaches to land management
- The many municipal, regional, provincial and federal policies, programs and initiatives that help achieve our jointly held goals

Participating agencies (as of August 2020)



Naturally Connected

Our **VISION** for the Cootes to Escarpment EcoPark System is that it becomes a permanently protected natural lands sanctuary linking Cootes Paradise Marshlands with Hamilton Harbour and the Niagara Escarpment.

Our **MISSION** as partners is to collaborate to preserve and enhance the natural lands we own and steward by using sustainable approaches to protect biodiversity, highlight ecosystem services, and enable responsible human connection to nature.





Objectives

Our five objectives for natural lands management are:



Natural Heritage

To protect, restore and enhance the ecological system by ensuring the health and diversity of species, habitats and natural processes.



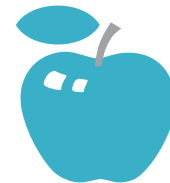
Recreation

To provide opportunities for appropriate passive recreation that support active living while maintaining the biological and physical integrity of the lands.



Cultural Heritage

To identify, protect and preserve cultural heritage features for their valuable reflection of the historical use and occupancy of the area.



Interpretation

To provide educational opportunities that promote knowledge, innovation and discovery that furthers understanding and appreciation of natural and cultural values, environmental sensitivity and significance, and the need for conservation.



Management

To promote responsible stewardship of the lands and involve the community in park planning and management.

Strategic Priority Areas

The EcoPark System partner agencies have identified five strategic priorities to advance in a coordinated manner for the years 2021 to 2030. They reflect the collective values and vision of the partners for the purpose of contributing to the Cootes to Escarpment EcoPark System. These priorities guide our framework for annually tracking and reporting outcomes in the EcoPark System Report Card. They also direct resource allocation for staff planning and budgeting.

1. Healthy Ecosystems
2. Human Experience
3. Innovation and Discovery
4. Thriving Partnerships
5. Financial Sustainability



Healthy Ecosystems

A healthy ecosystem helps ensure that near urban natural areas within Hamilton and Burlington provide society with many benefits.

These benefits include resilience to climate and environmental change, research and educational opportunities, recreational opportunities and support for biodiversity, among others.

Partner agencies aim to effectively manage this connected and biodiverse landscape through ecological restoration, rehabilitation, protection of additional lands and naturalization projects that balance nature's needs with human use.

DIRECTIONS

- D.1.1** Develop and implement joint strategies for ecosystem restoration, rehabilitation and naturalization projects (including through research to advance our understanding of the ecology and other aspects of the land)
- D.1.2** Improve ecological connectivity and increase natural corridors between partner-owned lands through additional land securement research and joint partner-led initiatives
- D.1.3** Guide stewardship efforts with the co-operation of neighbouring private landowners
- D.1.4** Reduce biodiversity loss throughout EcoPark System properties and adjacent properties
- D.1.5** Explore additional opportunities for partner agencies and the public to extend protection to lands that connect and enhance the EcoPark System through restoration, stewardship, land securement and research

ACTION ITEMS

- A.1.1** Facilitate opportunities for partner agency staff to engage in stewardship, ecological restoration, learn about emerging EcoPark System research and create collective goals
- A.1.2** Implement a joint in-depth ecological mapping program to support ecological connectivity, natural corridors and other initiatives
- A.1.3** Inspire, support and recognize landowners interested in restoration and stewardship efforts on their property
- A.1.4** Prioritize and implement recommendations from the Cootes to Escarpment EcoPark System Heritage Lands Management Plans and the 2019 Land Securement Strategy

Human Experience

Connecting with nature provides community members with enriching experiences that include multiple mental and physical health benefits. The opportunity to be in nature from a young age often leads to lifelong support for protecting and conserving natural areas. By supporting opportunities for people to understand, engage and celebrate the landscape, EcoPark System partners will ensure its relevance and importance for present and future Burlington and Hamilton residents.

DIRECTIONS

- D.2.1** Work with partner agencies and stakeholders to provide events and other opportunities for the public to experience the EcoPark System
- D.2.2** Inspire private landowners in the EcoPark System to share their stewardship efforts and results with the community
- D.2.3** Gather and develop relevant educational and outreach material on the EcoPark System's natural and cultural heritage for partner agencies, stakeholders, decision makers and the public

ACTION ITEMS

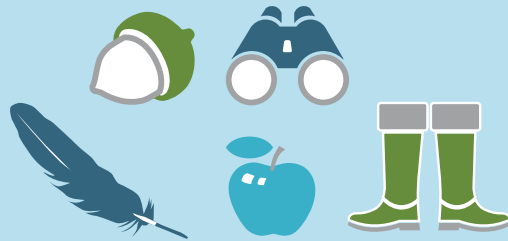
- A.2.1** Promote sustainable recreation opportunities for mental and physical well-being within the EcoPark System for the public, and support partner-led recreational trail development by supporting the Hamilton-Burlington Trails Council
- A.2.2** Finalize and implement a private land-owner stewardship outreach and engagement strategy
- A.2.3** Establish a communications committee that identifies partners gaps, priorities and joint opportunities to connect with various audiences

OBJECTIVES





OBJECTIVES



Innovation and Discovery

The EcoPark System is a collage of ecologically complex landscapes near an intensely urbanized area. Using the lands and resources of partner agencies, the EcoPark System partners and stakeholders will research new approaches in protecting urban natural spaces, supporting human wellbeing through nature and opportunities for citizen science — improving management of these areas in the face of urban growth and population pressures.

DIRECTIONS

- D.3.1** Provide leadership in addressing global climate change and other issues through local solutions
- D.3.2** Inspire citizen science contributions to better understand the EcoPark System on partner-owned lands and surrounding lands
- D.3.3** Identify and explore knowledge gaps and research opportunities on nature connectedness in urban areas
- D.3.4** Advance novel ecological stewardship, land management and restoration research and practices

ACTION ITEMS

- A.3.1** Establish and nurture research projects with local colleges, universities and other research bodies to advance our understanding of the ecology and other aspects of the land
- A.3.2** Develop unique educational resources and organize an annual event to engage landowners and the public
- A.3.3** Disseminate and pursue research priorities within each EcoPark System Heritage Lands Management Plans
- A.3.4** Share timely and relevant research findings with EcoPark System partners, stakeholders and the public

Thriving Partnerships

Strong partnerships are the foundation of the EcoPark System's unique collaboration of landowners, stakeholders and the community working together to conserve, protect and support the natural lands linking Cootes Paradise with the Niagara Escarpment. Ensuring a thriving partnerships means maintaining existing relationships while pursuing new collaborative opportunities and support.

DIRECTIONS

- D.4.1** Maintain existing collaborative relationships with partner agencies
- D.4.2** Promote the uniqueness of the EcoPark System locally, nationally and internationally
- D.4.3** Secure additional support from the provincial and federal government
- D.4.4** Improve support from local stakeholders, including private landowners, businesses and relevant environmental and educational institutions

ACTION ITEMS

- A.4.1** Engage with partner agencies monthly and as required to maintain existing collaborative relationships
- A.4.2** Present the unique EcoPark System story to relevant local, national and international audiences
- A.4.3** Explore Provincial, Federal and/or international recognition of the EcoPark System to align accomplishments with national and global conservation goals
- A.4.4** Explore collaborative opportunities with local stakeholders including landowners, businesses, institutions, youth and other community sectors

OBJECTIVES



Financial Sustainability

The EcoPark System provides efficient and effective services for its alliance of partners, stakeholders and the community. Delivering these functions requires funding for programmatic expenses, land securement, and operational coordination. The secretariat and partner agencies will explore diverse sources for multi-year and self-sustainable funding for existing and future essential EcoPark System work.

DIRECTIONS

- D.5.1** Maintaining multi-year core operational partner funding commitments while diversifying non-core funding for programmatic expenses
- D.5.2** Investing financial resources in 2021–2030 Cootes to Escarpment EcoPark System Strategic Plan actions and priorities
- D.5.3** Exploring and pursuing opportunities for land securement fundraising
- D.5.4** Express the present value of ecosystem services provided by protected lands within the EcoPark System and envision the value provided by ecosystem services under alternative management scenarios

ACTION ITEMS

- A.5.1** Establish a fundraising committee and strategy to:
 - a. Identify and undertake a fundraising and financing plan to secure existing, new and primarily sustainable funding opportunities
 - b. Report on Return on Investment to date and on an ongoing basis
 - c. Plan appropriate investments in the programs and initiatives outlined within the 2021–2030 Cootes to Escarpment EcoPark System Strategic Plan
- A.5.2** Implement suggestions from the 2019 Land Securement Strategy
- A.5.3** Investigate the value of ecosystem services provided by protected lands within the EcoPark System and consider alternative management scenarios to increase that value



OBJECTIVES





Evaluation and Implementation Plan

STRATEGIC:

► Directions ► Action items ► Report card

OPERATIONAL:

► Strategic Plan ► Committee planning ► Annual budget ► Alliance priorities and measurables (Secretariat and Partner Agencies)

Progress will be monitored by the EcoPark System secretariat and Management Committee. Biannually, progress will be reported to the EcoPark System Governing Council, Management Committee and posted on the website. An annual report card will be produced to track progress against the priority targets outlined on pages 8–12 (strategic priority areas).



Cootes to Escarpment EcoPark System 2022-2026 Memorandum of Understanding

Project Charter

2022-2026 Agreement and EcoPark System Secretariat Budget

BETWEEN:

BRUCE TRAIL CONSERVANCY	and	
	and	HAMILTON REGION CONSERVATION
CITY OF BURLINGTON		AUTHORITY
	and	
THE REGIONAL MUNICIPALITY OF HALTON		HAMILTON NATURALISTS' CLUB
	and	
THE HALTON REGION CONSERVATION		McMASTER UNIVERSITY
AUTHORITY (Conservation Halton)	and	
	and	ROYAL BOTANICAL GARDENS
CITY OF HAMILTON		

(hereafter referred interchangeably as “partner agencies”, “partner agency” and “alliance” in the Project Charter and “the Parties” or “Party” in the Declaration and Agreement.)

Henceforth, “Memorandum of Understanding” refers to the Project Charter, Agreement and EcoPark System Secretariat Budget. “The Agreement” refers to the roles, responsibilities, contributions, and expectations of the partner agencies.

BETWEEN:	1
1. Introduction and Summary	3
2. Declaration	4
3. Project Charter	5
3.1 Cootes to Escarpment EcoPark System - Vision and Mission.....	5
3.2 Cootes to Escarpment EcoPark System - Purpose	5
3.3 Overview - Landscape and People	5
3.4 Scope - A Collaborative Near-Urban Nature Alliance	6
3.5 Strategic Alignment – Municipal and Provincial Policy Framework, National and International Recognition	7
4. 2022-2026 Agreement.....	8
4.1 Context	8
4.2 Framework for Joint Decision Making	8
4.3 Roles and Responsibilities of Governing Council, Management Committee, and Secretariat	9
4.3.1 Governing Council, Management Committee, and Subcommittee Conduct	10
4.3.2. Adding Partners and Termination.....	12
4.3.3 Contributions	13
4.3.4 Annual Work Plan, Report, and Report Card.....	13
4.3.5 Review	14
4.3.6 Amendment and Schedules	14
4.3.7 Term	14
4.3.8 Fiscal and Operating Years	14
4.3.9 Insurance	15
4.3.10 Privacy and Confidentiality	15
4.3.11 Limitation.....	16
5. Signatures.....	17
Schedule A: Decision Making, Roles and Responsibilities for Cootes to Escarpment EcoPark System Bodies	19
Schedule B: 2022-2026 Expenses and Budget	21
Table 1. 2022-2026 Partner Financial Contributions	21
Table 2. 2022-2026 EcoPark System Secretariat Budget	22

1. Introduction and Summary

Acknowledgement of Indigenous Traditional Territories

The participating agencies that make up the Cootes to Escarpment EcoPark System recognize the long history of First Nations and Métis people in the province of Ontario and pay respects to the Mississaugas of the Credit First Nation, the treaty and rights holder to these lands, and the Six Nations of the Grand River Territory. These lands are the traditional territories of the Haudenosaunee, Anishinaabe, and Huron-Wendat Nations.

The Cootes to Escarpment EcoPark System is a voluntary park alliance in which the participating agencies own and manage their lands individually but collaborate on areas of mutual interest. The idea of a partnership around these natural areas was brought forward in 2006 by the Natural Heritage Planning Committee of the Bay Area Restoration Council. Following extensive background research and consultation a first strategic plan, the Cootes to Escarpment Park System: Conservation Land Management Strategy, was finalized in 2009 and approved in principle by all participating boards and councils in 2010. The participating agencies agreed to establish the EcoPark System as a voluntary collaboration operating under a three-year Memorandum of Understanding in 2013, which was amended and extended for five years in 2016.

Today, the EcoPark System acts as a collaboration among government and not-for-profit agencies that collectively protect nearly 2,200 ha of open space and nature sanctuary between Cootes Paradise Marsh, Hamilton Harbour, and the Niagara Escarpment (Figure 1).

In 2021, a Strategic Plan updating the goals and objectives set out in the 2009 plan was completed with partner, stakeholder and public input. This Strategic Plan sets directions and actions for the EcoPark System partner agencies to achieve by 2030. To achieve these priorities, a Memorandum of Understanding has been developed and consists of two sections: the Project Charter and the Agreement.

The Project Charter is a document outlining the purpose and scope of the Cootes to Escarpment EcoPark System. It is intended to provide context and direction for the alliance. The Agreement establishes how the partners will work together to accomplish the priorities set out in the 2021-2030 Strategic Plan for the period of 2022 to 2026 and identifies the 2022-2026 Expenses and Budget. These two documents are intended to complement the 2021-2030 Strategic Plan by providing a framework in which partners can effectively operate and co-operate to accomplish the EcoPark System goals and objectives.

2. Declaration

The Parties to the Memorandum of Understanding:

- Embrace the vision and mission of the Cootes to Escarpment EcoPark System (see section 3.1).
- Agree that the Cootes to Escarpment EcoPark System provides an excellent opportunity to preserve, enhance and study in greater depth the remarkable natural heritage of this region.
- Support in delivering on the strategic priorities, directions and actions listed in the *2021-2030 Cootes to Escarpment EcoPark System Strategic Plan*. Activities may include the Parties leveraging their existing resources to provide greater recreational services to the regional community, more effectively promoting the natural spaces of this region, joining together in protecting and enhancing natural lands, and securing new funding. It is also intended that the Parties will work together to provide access across the entire Cootes to Escarpment EcoPark System for educational and research purposes and working in cooperation to allow and promote the responsible use of the lands comprising the Cootes to Escarpment EcoPark System for such purposes.
- Recognize and continue the collaborative and consensus-based decision-making approach that has been used to develop and realize the Cootes to Escarpment EcoPark System vision;
- Confirm the importance of public and stakeholder participation in the on-going processes to establish the EcoPark System;
- Commit to participate as partners in the Cootes to Escarpment EcoPark System, including participating in the Governing Council and the Management Committee, making financial and in-kind contributions, and participating in Cootes to Escarpment EcoPark System initiatives; and
- Previously entered into a Memorandum of Understanding dated August 29, 2016 pertaining to the Cootes to Escarpment EcoPark System, and wish to continue the EcoPark System program by entering into this Agreement for a term of five years commencing January 1, 2022, to December 31, 2026 by affixing the signatures of authorized representatives below.

3. Project Charter

3.1 Cootes to Escarpment EcoPark System - Vision and Mission

Our Vision for the Cootes to Escarpment EcoPark System is that it becomes a permanently protected natural lands sanctuary linking Cootes Paradise Marshlands with Hamilton Harbour and the Niagara Escarpment.

Our Mission as partners is to collaborate to preserve and enhance the natural lands we own and steward by using sustainable approaches to protect biodiversity, highlight ecosystem services, and enable responsible human connection to nature.

3.2 Cootes to Escarpment EcoPark System - Purpose

An effective alliance of agencies that work collaboratively with stakeholders and the public to identify priorities, facilitate opportunities to preserve and enhance natural areas and support enriching experiences in nature for the public.

3.3 Overview - Landscape and People

The Cootes to Escarpment EcoPark System is a unique collaboration of partner agencies, landowners, stakeholders, and the community working together to conserve, protect, and support the natural lands linking Marshlands with Hamilton Harbour and the Niagara Escarpment (Figure 1).

Centered in a complex, biologically diverse, and fragmented landscape of protected lands, open space, urban development, and other uses at the western end of Lake Ontario, the EcoPark System is home to the only remaining unurbanized terrestrial ecological corridor between the Niagara Escarpment and Lake Ontario coastal wetlands. However, it is surrounded by 700,000 residents and is within an hour or two of 8 million other residents of the Greater Golden Horseshoe.

Through land securement, ecological restoration, recovery and remediation, education, research, and outreach with the public and landowners, this collaboration of government and not-for-profit agencies has successfully and voluntarily collaborated to address threats to local natural areas such as habitat fragmentation, invasive species, climate change, water quality impairment, along with other anthropogenic effects within the Cootes to Escarpment EcoPark System.

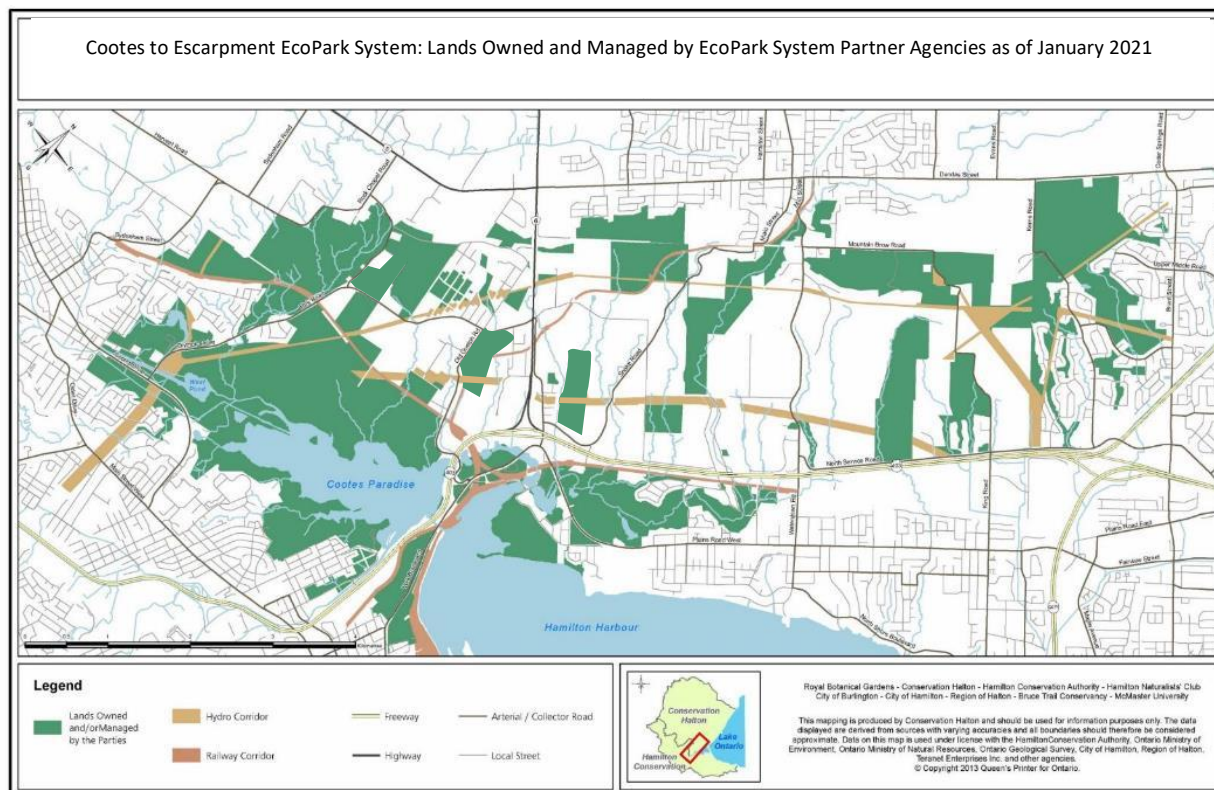


Figure 1: Lands Owned and Managed by Cootes to Escarpment EcoPark System Partner Agencies as of January 2021

3.4 Scope - A Collaborative Near-Urban Nature Alliance

The EcoPark System is a collaborative initiative between a collection of interested individuals and organizations working towards a common goal. The representatives from our partner agencies aim to be transparent and seek out contributions of interested individuals from a wider variety of organizations and walks of life to give shape to their vision and mission. To realize the promise of protecting these lands and amplify successes to date, EcoPark System partner agencies prioritize working with landowners, stakeholders, and the community on:

- **Natural Heritage:** To protect, restore and enhance the ecological system by ensuring the health and diversity of species, habitats and natural processes.
- **Recreation:** To provide opportunities for appropriate passive recreation that support active living while maintaining the biological and physical integrity of the lands.
- **Cultural Heritage:** To identify, protect and preserve cultural heritage features for their valuable reflection of the historical use and occupancy of the area.
- **Interpretation:** To provide educational opportunities that promote knowledge, innovation, and discovery, understanding and appreciation of natural and cultural values, environmental sensitivity and significance, and the need for conservation.
- **Management:** To promote responsible stewardship of the lands and engage community involvement in EcoPark System planning and management.

3.5 Strategic Alignment – Municipal and Provincial Policy Framework, National and International Recognition

The existing planning policy and regulatory framework related to the Cootes to Escarpment EcoPark System vision in this area includes Provincial Plans, Municipal Master Plans, Zoning Bylaws and Minister's Zoning Order (Parkway Belt Land Use regulation), the *Royal Botanical Gardens Act*, the *Conservation Authorities Act*, and others. Many natural areas in the region are classified through the Niagara Escarpment Parks and Open Space System (NEPOSS) and are required to conform to the Niagara Escarpment Plan. It is not the intent of the EcoPark System to obtain any regulatory powers over the lands of the partner agencies or private landowners.

The Cootes to Escarpment EcoPark System Heritage Lands Management Plans (completed in 2019) note how these policies and regulatory frameworks compliment opportunities within the EcoPark System. The plans will be used as guides for partner agencies to protect the natural system and provide a variety of recreational opportunities on their properties within the Cootes to Escarpment EcoPark System (Figure 1).

As this area continues to attract new residents, greenspace that provides ecosystem services, protects biodiversity, and supports human physical and mental health becomes increasingly important. The role of urban greenspace is also of global importance and has been recognized by the United Nations Sustainable Development Goals (e.g., 3, 11 and 15) on sustainable communities along with the need to support citizen health and wellbeing through sustainable cities (IUCN #NatureForAll).

Canada's federal and provincial governments support the protection of ecosystems, landscapes, and biodiversity. The landmark Canada Nature Fund enables community action including efforts to protect 30% of lands and marine areas by 2030. Increasing focus is being directed to how urbanized areas such as the Greater Toronto-Hamilton Area can help with resilience to climate change and other stressors.

There is an opportunity for the EcoPark System to greatly benefit Canadians and become an internationally renowned success story. Partner agencies are actively seeking special recognition and/or legislation from the governments of Ontario and/or Canada, as appropriate, to designate a specific geographic area as the Cootes to Escarpment EcoPark System or to recognize the significance of the natural and cultural heritage within the Cootes to Escarpment EcoPark System.

4. 2022-2026 Agreement

This Agreement defines the responsibilities, roles, contributions and decision-making process, and operating procedure of the EcoPark System partners to advance the vision, mission, and priorities of the alliance.

4.1 Context

- i. The Cootes to Escarpment EcoPark System is a collaborative initiative among nine local government, academic and non-government organizations to protect, enhance and connect more than 2,200 hectares of natural lands in the Hamilton-Burlington area. The Parties at present include the Bruce Trail Conservancy, the City of Burlington, Conservation Halton, the Regional Municipality of Halton, the City of Hamilton, the Hamilton Conservation Authority, the Hamilton Naturalists' Club, McMaster University, and Royal Botanical Gardens.

4.2 Framework for Joint Decision Making

The Parties agree that:

- i. Notwithstanding any provision of this Agreement:
 - a. The Cootes to Escarpment EcoPark System will inform but not replace or supersede the land management and other responsibilities of the Parties.
 - b. The Cootes to Escarpment EcoPark System will not supersede the legal rights and responsibilities of private and public landowners. Nothing in this Agreement compels the Parties to amend their existing planning policies and regulations governing the lands within, between and proximate to the EcoPark System in order to meet the objectives of this Agreement.
 - c. Each Party will determine how EcoPark System matters and decisions link to its internal organizational and decision-making structure, including consultation with and approvals from its Board or Council.
 - d. Nothing in this Agreement shall be deemed to derogate from the decision-making structure of each Party's organization, and accordingly, the Parties acknowledge that members of the Governing Council and Management Committee may be required to seek approvals from their Board or Council from time-to-time.
 - e. If a decision is made by the Parties which does not have unanimous support, then the dissenting Party(ies) may opt out of the action or subject matter of such decision but otherwise may continue its participation in the Cootes to Escarpment EcoPark System.
- ii. A Governing Council will be established for the Cootes to Escarpment EcoPark System subject to the following:
 - a. The Governing Council will consist of one senior decision-maker or elected official from each of the Parties, or their explicit designates. Each Governing Council member shall be in a position to readily obtain authorization from their home organization, if required, to

- make decisions and commitments on behalf of that organization, including, *inter alia*, decisions with financial, human resource or legal implications.
 - b. Subject to Section 4.2i above, the Governing Council will have authority for decisions concerning governance and strategic planning for the Cootes to Escarpment EcoPark System, matters with legal or significant financial implications, and other matters identified by the Governing Council at its discretion.
 - c. Each Party will determine the mechanisms and processes by which Governing Council matters and decisions are taken through its internal organizational and decision-making structure, including its Board or Council.
 - d. Inclusion of a property within the Cootes to Escarpment EcoPark System framework must be approved by both the Party that owns the property in question and the Governing Council. Removal of a property from the Cootes to Escarpment EcoPark System framework is at the sole discretion of the Party owning the property.
- iii. A Management Committee will be established for the Cootes to Escarpment EcoPark System subject to the following:
 - a. The Management Committee will consist of one management-level representative from each of the Parties. Each Management Committee member shall be in a position to readily obtain authorization from their home organization, if required, to make operational decisions and commitments on behalf of that organization from time to time.
 - b. Subject to Section 4.2i above, the Management Committee will be responsible for implementation of strategic directions, objectives and activities identified by the Governing Council and decisions taken by the Governing Council.
- iv. A Secretariat will be established for the Cootes to Escarpment EcoPark System subject to the following:
 - a. The Secretariat will consist of an EcoPark System Coordinator and other staff as needed and will report to the Chair of the Management Committee.
 - b. The Secretariat will be responsible for undertaking administration and leading and coordinating projects and programs for the Cootes to Escarpment EcoPark System.
 - c. The Secretariat will be guided by the decisions of the Governing Council and Management Committee.

4.3 Roles and Responsibilities of Governing Council, Management Committee, and Secretariat

- i. Together, the Parties' staff will support the Secretariat to inform but not replace or supersede the land management and other responsibilities of its Partners. This also applies to the legal rights and responsibilities of private and public landowners. Each Partner determines how EcoPark System matters and decisions link to its internal organizational and decision-making structure. As such, Governing Council and Management Committee representatives may be required to seek approvals from their Board or Council. Any Partner may opt out of an action or subject matter and continue its participation in the Cootes to Escarpment EcoPark System.

- ii. *Schedule A: Decision Making, Roles and Responsibilities for Cootes to Escarpment EcoPark System Bodies*, which forms part of this Agreement, outlines and establishes the decision making, roles and responsibilities of Governing Council, Management Committee and Secretariat.

4.3.1 Governing Council, Management Committee, and Subcommittee Conduct

- i. Consensus
 - a. Consensus is a core value of Management Committee and Governing Council. To promote consensus, the Chair must work to ensure that Governing Council members consider all views and objections, and endeavor to resolve them, whether these views and objections are expressed by the active participants of the Governing Council or by others (including but not limited to user groups, stakeholders, landowners or the general public).
 - b. The Chair has the role of confirming consensus within the Governing Council. Any dissenting views will be noted in the Chair's report.
 - c. Any member who would like to formally object to a Governing Council decision should articulate the reasons for their objection and propose changes that would remove the objection for consideration.
- ii. Voting
 - a. Management Committee and Governing Council should only conduct a vote to approve or reject a proposition after the Chair has determined that all available means of reaching consensus through discussion and compromise have failed, and that a vote is necessary to break a deadlock. In this case the Chair must record the following in the minutes of the meeting:
 - i. An explanation of the issue being voted on,
 - ii. The decision to conduct a vote to resolve the issue,
 - iii. Each member and their vote,
 - iv. The outcome of the vote,
 - v. Any formal objections
 - b. An exception to this process under section 4.3.1 i and ii a. is the election of Executive Officers of the Governing Council and Management Committee, in which case:
 - i. Each Party represented has one vote, including the Chair, even when the organization is represented by more than one participant at the meeting (such as when Alternates may be present for information purposes).
 - ii. Propositions to be decided by vote will be considered approved if voted for by a simple majority of representatives of present Parties, to be taken as 50% plus one. A vote on a proposition that results in a tie shall be deemed to have rejected the proposition.
 - c. Meetings
 - i. The EcoPark System Secretariat will prepare an annual schedule of regular meetings to be held at times and places agreed to by the members. The Chair may call special meetings to be held at times and places as may be determined

by Management Committee and Governing Council. Members may attend meetings via teleconference.

- ii. Minutes of meetings shall record decisions made, factors considered, and information presented during the meeting. They will also include action items as a reminder to members. Minutes of previous meetings shall be approved as part of the agenda.
 - iii. The Chair may invite an individual or individuals with a particular expertise or interest to attend a meeting on an exceptional basis. Such persons will be deemed guests and will not have voting rights.
- d. Quorum
- i. A quorum shall consist of a simple majority (50% plus one) of Parties being present in person, by teleconference, by videoconference or by proxy at a meeting. If the quorum is not present for any meeting of within 15 minutes of the time fixed for the commencement of the meeting, the meeting will be cancelled and rescheduled. If a quorum is not present at a meeting in progress, then no decisions can be made by the Management Committee or Governing Council during that part of the meeting conducted without quorum present. Matters of information may be received during parts of the meeting conducted without quorum present and issues forwarded to a subsequent meeting for decisions.
- e. Declaration of Interest
- i. At the beginning of every meeting, Parties must declare any conflicts of interest, real or potential, that they have with items for discussion at the meeting. The Chair will determine whether a party with a conflict of interest must recuse themselves from discussion of the item in question, or decision-making with respect to that item.
- f. Confidentiality
- i. All Parties acknowledge that while participating in the meetings, each may have access to confidential information, including but not limited to systems, services or planned services, suppliers, data, financial information, processes, methods, knowledge, ideas, marketing promotions, current or planned activities, research, development, and other information relating to the other Parties. Confidential Information disclosed by any of the Parties to any other Party, if in written form, shall be marked or identified as confidential at the time of disclosure. If the confidential information is in oral or visual form, it shall be identified as confidential at the time of disclosure and shall subsequently be designated as such by way of a written memorandum sent to the recipient of the confidential information within 30 days following the disclosure.
 - ii. Each Party receiving confidential information shall not disclose the confidential information to any third party or use the confidential information for any purpose other than for fulfilling its obligations under these this Agreement. Each Party shall use at least the same standard of care in protecting the confidential information of other Parties as it uses in protecting its own information of a similar nature but, in any event, no less than a reasonable standard of care. The

receiving Party may disclose the confidential information only to its employees, directors, officers, agents, students and consultants who have a need to know the confidential information for the purpose of fulfilling the Party's obligations under these The Agreement, and who are bound by substantially the same obligations as the Party with respect to the confidential information.

g. Subcommittees

- i. The Management Committee may choose to establish subcommittees for particular purposes. Sub-committees shall include at least one Management Committee member, and may include other staff of the Parties, stakeholders, or community members with appropriate expertise and interest to participate. A sub-committee should develop a Terms of Reference that clearly identifies the objectives and deliverables and expected duration before being established. The Terms of Reference for any subcommittee is to be approved by Management Committee. Dissolution of Subcommittees may occur at any time should the Governing Council or Management Committee consider dissolution to be appropriate.

h. Governing Council, Management Committee and Subcommittee Records

- i. Staff from the Secretariat Office will co-ordinate and retain meeting records including Agendas, Minutes, Annual Reports and Work Plans.

i. Public Communications from Governing Council or Management Committee

- i. When appearing before the public on behalf of the Governing Council or Management Committee, Members shall present an official position on a particular matter. This does not apply when Members appears before the public and clearly indicates that they are appearing on behalf of another organization or as a citizen-at-large and not in their capacity as a member of the Governing Council.
- ii. Only statements, positions or opinions that have been authorized by the Governing Council through specific direction shall be released publicly as the Governing Council's positions.
- iii. Only statements, positions or opinions that have been authorized by the Management Committee through specific direction shall be released publicly as the Management Committee's positions.
- iv. Governing Council or Management Committee shall not declare that its position is the official position of a Partner's Board/Council unless there is specific authorization in place from that respective Partner's Board/Council to do so.

4.3.2. Adding Partners and Termination

- i. Governing Council may invite any additional government body or not-for-profit organization that agrees to the shared principles expressed in Section 2 of 2022-2026 Memorandum of Understanding to join the alliance as a Partner agency. Approval is subject to consensus of Governing Council Parties and the potentials partner's ability to contribute to the funding of the

Secretariat as specified below in Section 4.3.3 and in *Schedule B: 2022-2026 Expenses and Budget* of this agreement.

- ii. Partners can terminate their involvement in this Agreement with 90 days' notice submitted in writing to the Governing Council. An organization that becomes insolvent and/or ceases operations will no longer be a part of this Agreement, with immediate effect.
- iii. This Agreement will be terminated upon the written request of at least two thirds of the Parties. Unless otherwise specified, the termination will take effect 90 days from the date of the request. The termination of this Agreement will not affect any other agreements or obligations entered by any of the EcoPark System partners which are separate and apart from the subject matter of this Agreement or are meant to survive the termination of this Agreement.

4.3.3 Contributions

- i. Partner agencies agree to provide financial and in-kind resources needed to implement the Cootes to Escarpment EcoPark System Strategic Plan Priorities and approved initiatives, and to commit:
 - a. The time and expertise of their staff as well as other in-kind resources as needed, with such commitment to be determined by each Party at its sole discretion; and
 - b. Providing funding as defined in *Schedule B: 2022-2026 Expenses and Budget* to this Agreement, until the conclusion of the Agreement period or until Schedule B is amended or replaced by a decision of the Governing Council.
- ii. Financial contributions related to the Cootes to Escarpment EcoPark System will be held in trust by the Royal Botanical Gardens on behalf of the Parties. The funds will be managed by the EcoPark System Secretariat subject to the policies and procedures of Royal Botanical Gardens.
- iii. Grant applications can be completed and submitted by one or more partner agency for the purpose of obtaining further funds to support the Cootes to Escarpment EcoPark System. If the application is successful, the funds will be managed and spent in accordance with the terms of the grant.
- iv. Donations of land or any other contributions may be made to the Cootes to Escarpment EcoPark System. Such contributions will be considered, held, managed and applied in accordance with the terms of the donation and the accepting agency's policies and procedures.

4.3.4 Annual Work Plan, Report, and Report Card

- i. Work plans will be prepared by the Management Committee and EcoPark System Secretariat to achieve the vision, mission and objectives articulated in the 2021-2030 Cootes to Escarpment EcoPark System Strategic Plan.
- ii. With input from Management Committee, the EcoPark System Secretariat will produce an Annual Report and Report Card for each calendar year, for approval first by the Management Committee and second by the Governing Council. Both will be developed so that approval by both bodies is obtained before the end of March the following year.

- iii. The Annual Report will contain, *inter alia*, information on progress achieved for each of the Cootes to Escarpment EcoPark System objectives, specific projects and programs, particular achievements and highlights, and outreach and events. An Annual Report Card will monitor progress on 2021-2030 Strategic Plan Strategic Priority Action Items.
- iv. Annual Reports will be publicly available. Report Cards will only be used for internal planning.
- v. The Secretariat, with the support of the Implementing Partner (Royal Botanical Gardens), will produce detailed reports on income and expenditures which will be made available to Management Committee as the committee directs, with no fewer than two full reports per year. A summary of income and expenditures will be provided to Governing Council at each of its meetings.

4.3.5 Review

- i. The work of the Secretariat of the Cootes to Escarpment EcoPark System and its programs will be evaluated by Governing Council through Annual Reports and Report Cards specified in Section 4.3.4 of the Agreement.

4.3.6 Amendment and Schedules

- i. This Agreement and Schedules may be amended. Amendments and approvals must be in writing signed by all the Parties. In the event of a conflict between the provisions of this Agreement and the Schedules attached hereto, the provisions of this Agreement will prevail and be given effect.

4.3.7 Term

- i. This Agreement will be in effect for a period of five years from January 1, 2022 to December 31, 2026 unless terminated earlier. This Agreement may be renewed for an additional five-year term, or other period, with the written agreement of the Parties.

4.3.8 Fiscal and Operating Years

- i. For the purposes of planning and reporting to the governing bodies, a fiscal year for the Secretariat will be the 1st of January to the 31st of December. For audit purposes, all financial records will be kept, and reports prepared to coincide with the January to December Fiscal year of Royal Botanical Gardens.
- ii. For the purposes of Governing Council and Management Committee meetings, “years” will coincide with the January to December period.

4.3.9 Insurance

- i. The Parties acknowledge that some of the Parties are self-insured. In any event, and at all times, the Parties, with the exception of the Hamilton Naturalists' Club, shall ensure and maintain sufficient insurance coverage for general commercial liability in the amount not less than \$5,000,000 per occurrence. The Hamilton Naturalists' Club shall ensure and maintain sufficient insurance coverage for general commercial liability in the amount not less than \$2,000,000 per occurrence. Each Party will provide a copy of its current insurance certificate to be kept on file by the Secretariat.

4.3.10 Privacy and Confidentiality

- I. The Parties acknowledge that during the term of this Agreement, each may have access to confidential information, including but not limited to systems, services or planned services, suppliers, data, financial information, processes, methods, knowledge, ideas, marketing promotions, current or planned activities, research, development, and other information relating to the other Parties and/or third parties. Confidential Information disclosed by any of the Parties to any other Party, if in written form, shall be marked or identified as confidential at the time of disclosure. If the confidential information is in oral or visual form, it shall be identified as confidential at the time of disclosure and shall be subsequently designated as such by way of a written memorandum sent to the recipient of the confidential information within 30 days following the disclosure.

Each Party receiving confidential information shall not disclose the confidential information to any third party or use the confidential information for any purpose other than for fulfilling its obligations under this Agreement. Each Party shall use at least the same standard of care in protecting the confidential information of other Parties as it uses in protecting its own information of a similar nature but, in any event, no less than a reasonable standard of care. The receiving Party may disclose the confidential information only to its employees, directors, officers, agents, students and consultants who have a need to know the confidential information for the purpose of fulfilling the Party's obligations under this Agreement, and who are bound by substantially the same obligations as the Party with respect to the confidential information.

- II. Confidential information will not be disclosed to any third party or used for any purpose other than for fulfilling its obligations under this Agreement. Notwithstanding the foregoing or any other provision of this Agreement, it is acknowledged that some agencies are subject to privacy legislation, including the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario), and accordingly, any information which is collected by those agencies is subject to the rights and safeguards, and disclosure obligations as provided for in relevant privacy legislation.

4.3.11 Limitation

- i. Nothing in this Agreement shall oblige the Parties to participate in any other agreement. This Agreement does not supersede any other agreement or relationship any of the Parties may have with any others.

5. Signatures

IN WITNESS WHEREOF the Parties have signed this Agreement with an effective date January 1, 2022.

THE BRUCE TRAIL CONSERVANCY

Per _____
Michael McDonald
Chief Executive Officer

Date

THE CORPORATION OF THE CITY OF BURLINGTON

Per _____
Allan Magi
Executive Director,
Environment, Infrastructure & Community Services

Date

THE REGIONAL MUNICIPALITY OF HALTON

Per _____
Curt Benson
Director of Planning Services and Chief Planning Official

Date

THE HALTON REGION CONSERVATION AUTHORITY

Per _____
Hassaan Basit,
President and Chief Executive Officer

Date

THE CITY OF HAMILTON

Per	<hr/> Janette Smith City Manager	<hr/> Date
-----	-------------------------------------	------------

HAMILTON REGION CONSERVATION AUTHORITY

Per	<hr/> Lisa Burnside Chief Administrative Officer	<hr/> Date
-----	---	------------

HAMILTON NATURALISTS' CLUB

Per	<hr/> Chris Motherwell President	<hr/> Date
-----	-------------------------------------	------------

McMASTER UNIVERSITY

Per	<hr/> David Farrar President and Vice-Chancellor	<hr/> Date
-----	---	------------

ROYAL BOTANICAL GARDENS

Per	<hr/> Nancy Rowland Chief Executive Officer	<hr/> Date
-----	--	------------

Schedule A: Decision Making, Roles and Responsibilities for Cootes to Escarpment EcoPark System Bodies

	Decision Making	Roles	Responsibilities
Governing Council			
<i>The Governing Council provides leadership for implementing the Cootes to Escarpment EcoPark System and related initiatives. It has authority for decisions concerning governance and strategic planning, matters with legal and significant financial implications, and any other matters identified by the Governing Council at its discretion.</i>	<p>One senior decision-maker or elected official from each EcoPark System Partner agency, or their explicit designates assigned in writing.</p> <p>Each Governing Council member shall be able to readily obtain authorization from their home organization, if required, to make decisions and commitments on behalf of that organization, including, <i>inter alia</i>, decisions with financial, human resource or legal implications.</p> <p>Governing Council will have authority for decisions concerning governance and strategic planning for the Cootes to Escarpment EcoPark System, matters with legal or significant financial implications, and other matters identified by the Governing Council at its discretion.</p>	<p>Executive Member (Chair and Vice Chair)</p>	<p>Manage meeting questions of order, decorum and adjournment.</p> <p>Receive, submit and announce votes for all motions. Decline any vote motions which are beyond the jurisdiction of the Council.</p> <p>Perform other duties when directed by Council.</p>
		General Member	<p>Provide guidance to Management Committee and the Secretariat.</p> <p>Attend and actively participate in all meetings.</p> <p>Ensure the requirements of stakeholders are met.</p> <p>Review the progress of EcoPark System Secretariat coordinated projects.</p>
Management Committee			
<i>The Management Committee provides tactical leadership for implementing the Cootes to Escarpment EcoPark System and related initiatives and for implementing the strategic direction and decisions determined by the Governing Council. It has authority for</i>	<p>One management-level representative from each partner agency.</p> <p>Each Management Committee member shall be able to readily obtain authorization from their home organization, if required, to make operational decisions and commitments on behalf of that organization from time to time.</p>	<p>Executive Member (Chair and Vice Chair)</p>	<p>Manage meeting questions of order, decorum and adjournment.</p> <p>Perform other duties when directed by Council.</p>
		General Member	<p>Provide support to Governing Council and the Secretariat.</p>

<p><i>decisions concerning specific projects and initiatives, except for matters with significant legal and financial implications, in which case they will be referred to the Governing Council.</i></p> <p><i>The Management Committee provides direction to Cootes to Escarpment EcoPark System staff including the EcoPark System Coordinator.</i></p>			<p>Attend and actively participate in all meetings.</p> <p>Ensure the requirements of stakeholders are met.</p> <p>Review the progress of EcoPark System Secretariat coordinated projects.</p>
Secretariat			
<p><i>The Secretariat acts as the administrative and coordinating lead for the Cootes to Escarpment EcoPark System project and programs.</i></p>	<p>The Secretariat will consist of an EcoPark System Coordinator and other staff as needed and will report to the Chair of the Management Committee.</p> <p>Guided by the decisions of the Governing Council and Management Committee.</p>	<p>Cootes to Escarpment EcoPark System Coordinator</p>	<p>Prepare and coordinate Governing Council and Management Committee meetings and related material.</p> <p>Prepare and coordinate Subcommittee meetings and related material.</p> <p>Manage opportunities for stakeholder and public engagement with the program.</p> <p>Facilitate discussion and collaborative opportunities between EcoPark System partner agency staff.</p> <p>Communicate programming to the public and stakeholders.</p> <p>Coordinate programming and research.</p> <p>Prepare detailed accounting of revenue and expenditures quarterly.</p>

Schedule B: 2022-2026 Expenses and Budget

Approximately \$8,500,000 has been invested in protecting, connecting and restoring natural lands in the Cootes to Escarpment EcoPark System since 2010. These funds have gone to 100 ha of additional land securement, ecological restoration, invasive species remediation and recovery of species at risk, promoting sustainable recreational uses, education and research, and private land stewardship and public engagement.

To support the alliance between 2022-2026, the Cootes to Escarpment EcoPark System is requesting financial contributions from partner agencies over five years (Table 1). These funds will support the Secretariat in implementing the Directions and Action Items identified in the 2021-2030 Cootes to Escarpment EcoPark System Strategic Plan, and in implementing the directions of Management Committee and Governing Council (Table 2).

Grants and other outside sources of funding will be sought to support programming and land securement.

Table 1. 2022-2026 Partner Financial Contributions

Partners with annual operating budgets under \$5,000,000 shall contribute the amount of \$1,138 beginning in 2022, with 2% inflation added each year until 2026.

Partners with annual operating budgets of \$5,000,000 per year or more shall contribute the amount of \$15,937 in 2022, with 2% inflation added each year until 2026.

2022-2026 EcoPark System Partner Contributions						
	2022	2023	2024	2025	2026	Total
Bruce Trail Conservancy	\$ 1,138	\$ 1,161	\$ 1,184	\$ 1,208	\$ 1,232	\$ 5,923
City of Burlington	\$ 15,937	\$ 16,256	\$ 16,581	\$ 16,912	\$ 17,251	\$ 82,937
City of Hamilton	\$ 15,937	\$ 16,256	\$ 16,581	\$ 16,912	\$ 17,251	\$ 82,937
Conservation Halton	\$ 15,937	\$ 16,256	\$ 16,581	\$ 16,912	\$ 17,251	\$ 82,937
Halton Region	\$ 15,937	\$ 16,256	\$ 16,581	\$ 16,912	\$ 17,251	\$ 82,937
Hamilton Conservation Authority	\$ 15,937	\$ 16,256	\$ 16,581	\$ 16,912	\$ 17,251	\$ 82,937
Hamilton Naturalists' Club	\$ 1,138	\$ 1,161	\$ 1,184	\$ 1,208	\$ 1,232	\$ 5,923
McMaster University	\$ 15,937	\$ 16,256	\$ 16,581	\$ 16,912	\$ 17,251	\$ 82,937
Royal Botanical Gardens	\$ 15,937	\$ 16,256	\$ 16,581	\$ 16,912	\$ 17,251	\$ 82,937
TOTAL CONTRIBUTIONS	\$113,834	\$116,111	\$118,433	\$120,802	\$123,218	\$592,406

Table 2. 2022-2026 EcoPark System Secretariat Budget

Expenditure of the Secretariat support provided by Partner agencies (Table 1) is under the control of Management Committee, with the assistance of Royal Botanical Gardens as Implementing Partner providing financial services and controls. Expenditures made on behalf of the EcoPark System Secretariat by Royal Botanical Gardens shall conform to the oversight and financial controls in place for RBG. As expenses change each year depending on programs being undertaken, the budget presented here is for illustrative purposes only.

2022-2026 EcoPark System Secretariat Budget							
		2022	2023	2024	2025	2026	Total
Human Resources							
Secretariat Staff Salaries and Benefits	Cootes to Escarpment EcoPark System Coordinator Salary	\$ 72,450	\$ 73,899	\$ 75,377	\$ 76,885	\$ 78,422	\$ 377,033
	MERCs (17.72% of salary)	\$ 12,050	\$ 12,291	\$ 12,536	\$ 12,787	\$ 13,043	\$ 62,707
Human Resources Subtotal		\$ 84,500	\$ 86,190	\$ 87,914	\$ 89,672	\$ 91,466	\$ 439,741
Operating Expenses							
Communications	Web hosting, domain renewal, CMS management	\$ 801	\$ 817	\$ 833	\$ 849	\$ 866	\$ 4,166
Meeting and Travel Expenses	Support for costs representation at conferences and forums, our own meetings and like-minded groups.	\$ 3,500	\$ 3,570	\$ 3,641	\$ 3,714	\$ 3,789	\$ 18,214
Contract Services	Support for Stewardship, Land Securement Services, Research, Trail Management and other services	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,224	\$ 21,649	\$ 104,081
Community Engagement	Support for community outreach had minor events (BioBlitz, etc.).	\$ 2,000	\$ 2,040	\$ 2,081	\$ 2,123	\$ 2,165	\$ 10,409
Finance and Administration	RBG Overhead Payment	\$ 3,035	\$ 3,095	\$ 3,158	\$ 3,221	\$ 3,285	\$ 15,792
Operating Expenses Subtotal		\$ 29,336	\$ 29,922	\$ 30,521	\$ 31,131	\$ 31,754	\$ 152,664
TOTAL EXPENSES		\$ 113,836	\$ 116,112	\$ 118,435	\$ 120,803	\$ 123,218	\$ 592,406

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 06 21 05

FROM: Marnie Piggot, Director Finance

DATE: September 23, 2021

SUBJECT: Budget Variance Report for the Period Ended July 31, 2021, and 2021 Projected Year End Amounts

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the staff report dated September 23, 2021, on the Budget Variance Report for the period ended July 31, 2021, and 2021 Projected Year End Amounts;**

And

THAT the Conservation Halton Board of Directors **approves a new 2021 capital project for Enhancing Trail Systems and Park Infrastructure and budget amount of \$1,041,500 with project expenses to be funded by the Conservation Areas Capital Reserve if required until formal funding agreements are confirmed.**

Executive Summary

A substantially reduced operating deficit for 2021 of approximately \$198,000 is projected in the attached Budget Variance Report Financial Appendix (Appendix D) for the period ended July 31, 2021. The projected deficit has decreased from \$830,000 presented in the June report based on April results and from the \$1.1 million deficit projected for the Parks in the February memo regarding the Glen Eden provincial shutdown closure. Projected year-end amounts continue to be based on conservative estimates by staff for the remainder of the year.

The lower projected deficit is the result of both increased revenues and decreased expenses. Park fee increases implemented in June and summer camp program revenue have helped to increase park revenues over the summer months. This trend in revenue growth along with sales seen in September for Glen Eden 2021-2022 season pass and lesson programs have been factored into projected revenue for the remainder of the year for the parks.

Planning and regulation revenue is anticipated to exceed the 2021 budget amount by over \$530,000 based on applications received to date and estimated work for the remainder of the year. Although increased planning and regulation legal fees are expected to exceed the budget amount by \$660,000 the increase is largely offset by program revenue increases and cost savings in other departments.

Operating revenues and expenses will continue to be monitored for the remainder of the year to ensure a potential deficit is mitigated to the extent possible. Transfers from Stabilization Reserves will be recommended later in the year if required to offset operating fund deficits. A Reserve Continuity

schedule (Appendix E) with reserve balances projected to the end of year is also provided for information.

The projected operating deficit summarized in the table below provides a comparison to 2021 budget amounts for Watershed Management and Support Services (WMSS) and the Conservation Areas. Operating deficits are projected in both the WMSS program of (\$85,075) and (\$112,503) in the Conservation Areas for a combined total of (\$197,578).

	YTD	2021	2021	PROJECTED \$	
	ACTUAL	PROJECTED	BUDGET	VARIANCE	ACTUAL
Program	July 31 2021			OVER (UNDER)	December 31
				BUDGET	2020
WATERSHED MANAGEMENT & SUPPORT SERVICES (WMSS)					
Revenue	11,473,699	18,900,710	18,069,470	831,240	15,398,620
Expenses	9,041,573	18,985,785	18,069,470	916,315	14,267,614
Operating surplus (deficit)	2,432,126	(85,075)	0	(85,075)	1,131,006
CONSERVATION AREAS					
Revenue	6,577,798	9,746,358	13,843,514	(4,097,156)	11,816,692
Expenses	6,120,833	9,858,861	13,592,230	(3,733,369)	10,744,663
Operating surplus (deficit)	456,965	(112,503)	251,284	(363,787)	1,072,029
Total Operating surplus (deficit)	\$2,889,091	(\$197,578)	\$251,284	(\$448,862)	\$2,203,035

The projected WMSS operating deficit is primarily the result of increased legal expenses for the Planning and Regulation program. The legal services are related to the defence of regulation violations, Ontario Land Tribunal, and other claim matters.

The Conservation Areas projected operating deficit can be attributed mainly to the estimated revenue loss of almost \$4 million with Kelso Glen Eden ski operation closed for most of the season and the continued impacts of COVID on Park programs.

Report

Operating Program

COVID-19 continues to impact Conservation Areas operations more significantly than Watershed Management & Support Service (WMSS) programs that are able to carry on services remotely and complete planned projects.

The Budget Variance Report Financial Appendix provides explanations by department for variances that are projected to be greater than 10% that exceed \$10,000 from the 2021 budget amounts.

Canadian Emergency Wage Subsidy (CEWS) claims received in 2021 related to 2020 and 2021 wage expenses continue to be excluded from operating results until Conservation Halton staff confirm eligibility requirements with more certainty. Canada Revenue has denied several claims for other conservation authorities, generally based on board governance, with one claim currently being

appealed. This conservative accounting practice was reviewed with KPMG, Conservation Halton's auditors.

Watershed Management & Support Services (WMSS)

Total WMSS revenue is projected to exceed the budget target by \$831,240. Significant variances of note contributing to the overall revenue increase include:

WMSS REVENUE - BUDGET VARIANCE DETAILS	YTD ACTUAL JULY 31 2021	2021 PROJECTED	2021 BUDGET	PROJECTED \$ VARIANCE OVER (UNDER) BUDGET
Corporate Services; Corporate Compliance, PMO & Operations				
Internal Chargeback Recoveries - WMSS to Parks decrease for staff changes	812,693	1,221,800	1,393,200	(171,400)
Corporate Compliance				
Estate donation	821,357	821,357	-	821,357
Planning & Watershed Management				
Planning and Regulations fees increase	2,147,642	2,912,858	2,380,000	532,858
Partnership Projects				
Estimated decrease in project funding fully offset by decreased expenses	440,098	1,426,748	1,903,647	(476,899)
Various other increases (decreases)				125,324
Total WMSS Revenue Projected Variance over Budget				\$ 831,240

Projected WMSS expenses exceed the budget by \$916,395 and include the following:

WMSS EXPENSES - BUDGET VARIANCE DETAILS	YTD ACTUAL JULY 31 2021	2021 PROJECTED	2021 BUDGET	PROJECTED \$ VARIANCE OVER (UNDER) BUDGET
WMSS various departments				
Staff salaries & benefits decrease - staff changes and vacancies	6,923,298	12,314,367	12,491,385	(177,018)
Corporate Compliance				
Insurance premiums increase	60,818	149,818	100,000	49,818
Transfer to Property Management Reserve - Estate donation	-	820,487	-	820,487
Planning & Watershed Management				
Legal fees increase	530,909	1,035,909	375,000	660,909
Partnership Projects				
Estimated decrease in project expenses fully offset by decreased funding	440,098	1,426,748	1,903,647	(476,899)
Various other increases (decreases)				39,017
Total WMSS Expenses Projected Variance over Budget				\$ 916,315

Conservation Areas

The Park Operating Summary chart below provides further details on the significant projected revenue and expense variances.

Parks Operating Summary by Revenue & Expense Category						
		YTD Actual July 31, 2021	2021 Projection	2021 Budget	Projected \$ Variance Over (Under) Budget	2020 Actual
Revenue						
Ski (season passes, lift fees, lessons, rentals, retail)		\$ 2,215,250	\$ 2,638,250	\$ 6,649,000	(\$4,010,750)	\$ 6,248,788
Entry fees		2,026,921	3,407,064	1,819,000	1,588,064	3,110,821
Program & other		1,009,154	1,960,765	4,150,235	(2,189,470)	1,262,664
Annual park memberships		1,119,224	1,385,000	870,000	515,000	841,027
Municipal funding		207,249	355,279	355,279	-	353,393
		<u>\$ 6,577,798</u>	<u>\$ 9,746,358</u>	<u>\$ 13,843,514</u>	<u>(\$4,097,156)</u>	<u>\$ 11,816,693</u>
Expenses						
Staff salaries & benefits - full time		1,482,571	2,681,204	3,221,645	(540,441)	2,594,176
Staff salaries & benefits - part time		1,693,060	2,678,457	3,453,440	(774,983)	3,217,503
Materials & supplies and Purchased services		2,132,509	3,277,400	5,523,945	(2,246,546)	4,006,085
Internal Chargeback - WMSS Support Services		812,693	1,221,800	1,393,200	(171,400)	926,900
		<u>\$ 6,120,833</u>	<u>\$ 9,858,861</u>	<u>\$ 13,592,230</u>	<u>(\$3,733,369)</u>	<u>\$ 10,744,663</u>
Parks Operating surplus (deficit)		\$456,965	(\$112,503)	\$ 251,284	(\$363,787)	\$ 1,072,029

Park revenues are projected to be lower than the budget amount by \$4.1 million overall. The significant shortfall is primarily related to the closure of Kelso Glen Eden ski programs until mid-February required by the provincial shutdown order and the inability to provide traditional larger park programs such as Education and Maple Town/Sugarbush Season as a result of COVID-19. Park expenses continue to include the Chargeback from Support Service programs projected at

\$1,221,800. Staff and other Park operating expenses have been reduced where possible to mitigate the revenue shortfall.

Glen Eden program revenues fell short of the budget by almost \$4 million with an approximate 30-day season compared to an average 90-day season. Group ski lesson programs were cancelled, though private lessons were offered. The majority of Glen Eden passholders were provided with a refund or deferred their season pass until the following 2021-2022 season. Projected Park revenue for the remainder of 2021 includes a portion of estimated Glen Eden pass, lesson, lift and other ski program revenue assuming a late December opening consistent with an average season.

Park annual membership and entry fee increases approved by the Board in February were implemented in mid June in line with the phased provincial reopening plan. Park pass sales and entry fees continue to be strong after the fee increase. Ways of the Woods summer camp program revenue were also close to the budget target amount.

Park program revenues are conservatively estimated for the remainder of this year as COVID impacts are still uncertain at this time. The lower park program revenue is being closely monitored and mitigated through reductions in staffing and discretionary expenses. Staff continue to generate further revenue through new park programs, membership packages and entry fees including the planned opening of Kelso Quarry Park/Area 8 to the public after the Conservation Halton Foundation Gala.

Capital Program

The Capital Project Summary Financial Appendix (Appendix F) attached includes current capital projects, the respective approved project budget, life to date costs and the budget remaining to be spent. As of July 31, 2021, life to date capital expenses are \$3,987,387 or approximately 39% of the total capital budget.

New capital projects not included in the 2021 budget include:

Flood Plain Mapping Update project for East Burlington with project staff resources and consultant in place. National Disaster Mitigation Program funding was approved in June for up to \$475,000 in addition to matching municipal funding.

The Enhancing Trail Systems and Park Infrastructure capital project is recommended to be added for the construction of new park trails and a shade pavilion with a budget of \$1,041,500. This project is anticipated to be fully funded by grants with agreements still to be completed. In the event expenses are incurred prior to the completion of the funding agreements it is recommended that these expenses be funded by a transfer from the Conservation Areas reserve.

Dams and channels capital projects are funded 50% provincially (WECI) and 50% funded municipally through the Water Management Capital Reserve. WECI funding was approved for \$501,200 in June for the capital projects as noted on the Capital Project Financial Appendix. Projects closed for the most part have been moved out to a later year in the 2022 budget.

Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability.

Financial Impact

The report Recommendation outlines the financial impacts of the Budget Variance Report for the period ended July 31, 2021, and the 2021 projected year end amounts.

Signed & respectfully submitted:

Approved for circulation:



Marnie Piggot
Director, Finance



Hassaan Basit
CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

Appendix D

Conservation Halton Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
WATERSHED MANAGEMENT & SUPPORT SERVICES (WMSS)						
CORPORATE SERVICES						
<u>Expenditures</u>						
Salaries and Benefits	1	1,677,524	3,035,392	3,515,016	(479,624)	(13.6%)
Total Materials & Supplies and Purchased Services	2	563,984	1,083,645	917,528	166,117	18.1%
Debt Financing Charges		28,778	619,245	619,245	-	0.0%
Transfer to Reserves - State of Good Repair Levy		-	503,500	503,500	-	0.0%
Total Expenditures		2,270,286	5,241,782	5,555,289	(313,507)	(5.6%)
<u>Revenue</u>						
Program & Other Revenue	3	4,772,260	213,453	109,000	104,453	95.8%
Municipal Funding		5,727,512	9,818,600	9,818,600	-	0.0%
Internal Chargeback Recoveries	1	536,993	763,949	922,149	(158,200)	(17.2%)
Reserve Funding	2	-	27,000	10,000	17,000	170.0%
Total Revenues		11,036,766	10,823,002	10,859,749	(36,747)	(0.3%)
TOTAL CORPORATE SERVICES		8,766,479	5,581,220	5,304,460	276,760	5.2%

Notes:

- Salaries and benefits are projected to be lower than the budget amount due to staff vacancies in Corporate Service departments. The staff recovery internal chargeback to the Conservation Areas will be reduced as a result of the staffing changes.
- Materials & Purchased Services are projected to be higher than the 2021 budget amount by \$166,117 for costs not included in the budget such as for the financial review of Covid relief funding claims and COO costs offset by salary savings. Additional Digital Transformation expenses were incurred for a new Innovation Hub project that are fully offset by program revenue derived through an associated agreement. Also included in this category are staff professional development program costs of \$27,000 continued on from the 2020 year budget and approved to be funded by a transfer from the WMSS Stabilization Reserve.
- Program & Other Revenue increase of \$104,453 is primarily related to revenue not included in the 2021 budget for 1) staff employment grants of \$30,000; 2) additional recovery of \$15,000 from the Conservation Halton Foundation for staff time spent on Foundation programs and 3) Innovation Hub project revenue of \$50,963.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
CORPORATE COMPLIANCE						
<u>Expenditures</u>						
Salaries and Benefits		291,913	536,479	570,777	(34,298)	(6.0%)
Total Materials & Supplies and Purchased Services	4	143,491	266,191	204,000	62,191	30.5%
Transfer to Reserves - Property Management	5	-	820,487	-	820,487	0.0%
Total Expenditures		435,404	1,623,157	774,777	848,380	109.5%
<u>Revenue</u>						
Program & Other Revenue	5	821,357	821,357	-	821,357	0.0%
Internal Chargeback Recoveries		109,494	174,900	187,700	(12,800)	(6.8%)
Total Revenues		930,851	996,257	187,700	808,557	430.8%
TOTAL CORPORATE COMPLIANCE		495,447	(626,900)	(587,077)	(39,823)	6.8%

Notes:

4. Insurance costs are projected to exceed the budget amount by approximately \$50,000 as a result of COVID impacts on 2021 insurance premiums.
5. A donation of \$820,487 was received from an estate settlement and property sale that Conservation Halton was named as a beneficiary in. These additional funds not included in the budget were approved to be transferred to the Property Management Reserve.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
FLOOD FORECASTING & OPERATIONS						
<u>Expenditures</u>						
Salaries and Benefits	6	231,917	425,457	363,284	62,173	17.1%
Total Materials & Supplies and Purchased Services		57,347	130,847	145,000	(14,153)	(9.8%)
Total Expenditures		289,263	556,303	508,284	48,019	9.4%
<u>Revenue</u>						
Program & Other Revenue		-	-	-	-	0.0%
Provincial Funding		-	159,034	155,034	4,000	2.6%
Internal Chargeback Recoveries	7	13,400	18,400	30,950	(12,550)	(40.5%)
Total Revenues		13,400	177,434	185,984	(8,550)	(4.6%)
TOTAL FLOOD FORECASTING & OPERATIONS		(275,863)	(378,869)	(322,300)	(56,569)	17.6%

Notes:

6. Salaries and benefits are projected to exceed the budget primarily due to a new staff position not included in the budget with the additional cost offset by savings from staff vacancies in other departments.

7. The staff internal chargeback recovery to capital projects is anticipated to be less than the budget amount in this department based on approved WECl funded capital project work.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
PLANNING & WATERSHED MANAGEMENT						
<u>Expenditures</u>						
Salaries and Benefits		2,602,247	4,571,538	4,426,754	144,784	3.3%
Total Materials & Supplies and Purchased Services	8	546,349	1,110,366	466,914	643,452	137.8%
Total Expenditures		3,148,596	5,681,904	4,893,668	788,236	16.1%
<u>Revenue</u>						
Program & Other Revenue	9	2,147,817	2,913,033	2,383,000	530,033	22.2%
Provincial Funding		124,372	265,597	273,464	(7,867)	(2.9%)
Other Municipal Funding		372,047	462,566	507,533	(44,967)	(8.9%)
Internal Chargeback Recoveries		23,840	37,440	37,440	-	0.0%
Total Revenues		2,668,076	3,678,635	3,201,437	477,198	14.9%
TOTAL PLANNING & WATERSHED MANAGEMENT		(480,520)	(2,003,269)	(1,692,231)	(311,038)	18.4%

Notes:

8. Purchased Services include legal expenses projected to exceed the budget by \$660,000 related to Planning & Regulations violation matters, Ontario Land Tribunal and other cases.
9. Planning and regulation program revenues are anticipated to exceed the budget amount by \$533,000 as a result of increased applications.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
SCIENCE & PARTNERSHIPS (S & P)						
<u>Expenditures</u>						
Salaries and Benefits		827,235	1,492,051	1,391,075	100,976	7.3%
Total Materials & Supplies and Purchased Services		49,100	152,916	159,257	(6,341)	(4.0%)
Total Expenditures		876,335	1,644,967	1,550,332	94,635	6.1%
<u>Revenue</u>						
Program & Other Revenue		36,922	124,863	135,426	(10,563)	(7.8%)
Provincial Grant Funding		29,810	64,810	65,000	(190)	(0.3%)
Other Municipal Funding	10	39,236	167,964	117,704	50,260	42.7%
Federal Funding	10	96,036	137,286	163,750	(26,464)	(16.2%)
Internal Chargeback Recoveries	11	133,636	234,123	148,720	85,403	57.4%
Reserve Funding		-	12,500	17,500	(5,000)	(28.6%)
Total Revenues		335,640	741,546	648,100	93,446	14.4%
TOTAL SCIENCE & PARTNERSHIPS		(540,695)	(903,421)	(902,232)	(1,189)	0.1%

Notes:

10. Other municipal program funding carried over from a prior year of approximately \$40,000 will fund water quality analysis expenses for the Hamilton Harbour Remedial Action Plan (HHRAP). HHRAP federal funding will be lower than the budget amount based on projected program expenses and increased other municipal funding.

11. Internal Chargeback Recoveries from Partnership Projects are estimated to be higher than the budget amount based on further confirmation of project funding and costs.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
PROJECT MANAGEMENT OFFICE						
<u>Expenditures</u>						
Salaries and Benefits		631,703	1,098,556	1,036,531	62,024	6.0%
Total Materials & Supplies and Purchased Services	12	85,492	192,957	223,465	(30,508)	(13.7%)
Transfer to Reserves		-	-	-	-	0.0%
Total Expenditures		717,195	1,291,512	1,259,996	31,516	2.5%
<u>Revenue</u>						
Program & Other Revenue		48,456	109,638	102,318	7,320	7.2%
Internal Chargeback Recoveries		159,988	365,957	380,835	(14,878)	(3.9%)
Total Revenues		208,444	475,595	483,153	(7,558)	(1.6%)
TOTAL PROJECT MANAGEMENT OFFICE		(508,751)	(815,917)	(776,843)	(39,073)	5.0%

Notes:

12. Restoration project materials and purchased services are anticipated to be less than the budget with the allocation of costs to projects funded by other grants.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
OPERATIONS						
<u>Expenditures</u>						
Salaries and Benefits		660,759	1,154,894	1,187,947	(33,053)	(2.8%)
Chargeback - Parks staff support		36,918	67,520	63,290	4,230	6.7%
Total Materials & Supplies and Purchased Services	13	166,748	296,998	372,239	(75,241)	(20.2%)
Total Expenditures		864,425	1,519,412	1,623,476	(104,064)	(6.4%)
<u>Revenue</u>						
Program & Other Revenue		131,835	137,835	136,000	1,835	1.3%
Provincial Grants		93,750	125,000	125,000	-	0.0%
Other Municipal Funding		16,958	40,000	42,000	(2,000)	(4.8%)
Internal Chargeback Recoveries		139,814	278,658	296,700	(18,042)	(6.1%)
Total Revenues		382,356	581,493	599,700	(18,207)	(3.0%)
TOTAL OPERATIONS		(482,069)	(937,919)	(1,023,776)	85,857	(8.4%)

Notes:

13. Property Management and Forestry departments materials and purchased services are projected to be less than the budget by approximately \$75,000 as a result of work on partnership projects funded by other grants and reduced discretionary maintenance costs.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
PARTNERSHIP PROJECTS - SCIENCE & PARTNERSHIPS AND PROJECT MANAGEMENT OFFICE						
<u>Expenditures</u>						
Staff support		242,919	566,011	457,433	108,578	23.7%
Total Materials & Supplies and Purchased Services		197,150	860,737	1,446,214	(585,477)	(40.5%)
Total Expenditures	14	440,069	1,426,748	1,903,647	(476,899)	(25.1%)
<u>Revenue</u>						
Program Revenue		320,270	783,006	1,172,298	(389,292)	(33.2%)
Provincial Grants		62,335	427,910	623,015	(195,105)	(31.3%)
Other Municipal Funding		-	-	-	-	0.0%
Federal Funding		57,492	215,832	108,334	107,498	99.2%
Total Revenues	14	440,098	1,426,748	1,903,647	(476,899)	(25.1%)
		29	(0)	-	(0)	0.0%
Notes:						
14. Partnership project costs are fully funded by related project grants and other funding. Reduced Partnership Projects costs and funding are estimated based on confirmed project work.						
TOTAL WMSS REVENUE		16,015,630	18,900,710	18,069,470	831,240	4.6%
TOTAL WMSS EXPENDITURES		9,041,573	18,985,785	18,069,470	916,315	5.1%
TOTAL		6,974,057	(85,075)	0	(85,075)	

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL YTD JULY 31, 2021	PROJECTED 2021	2021 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
CONSERVATION AREAS						
<u>Expenditures</u>						
Salaries and Benefits		3,573,136	5,791,586	8,104,208	(2,312,622)	(28.5%)
Total Materials & Supplies and Purchased Services		1,735,004	2,845,475	4,094,822	(1,249,347)	(30.5%)
Internal Chargeback - WMSS Support Services to Parks		812,693	1,221,800	1,393,200	(171,400)	(12.3%)
Total Expenditures	15	6,120,833	9,858,861	13,592,230	(3,733,369)	(27.5%)
<u>Revenue</u>						
Program Revenue		9,306,655	9,262,850	13,301,330	(4,038,480)	(30.4%)
Other Revenue		5,709	60,709	65,000	(4,291)	(6.6%)
Municipal Funding		72,751	355,279	405,279	(50,000)	(12.3%)
Reserve Funding (Outreach)		-	-	8,615	(8,615)	(100.0%)
Internal Chargeback Recovery - Parks to WMSS		36,918	67,520	63,290	4,230	6.7%
Total Revenues	15	9,422,033	9,746,358	13,843,514	(4,097,156)	(29.6%)
TOTAL - TRANSFER TO (FROM) CONSERVATION AREA RESERVES		3,301,200	(112,503)	251,284	(363,787)	(144.8%)

Notes:

15. Park program costs and revenue will be significantly lower the 2021 budget amounts with the closure of Kelso Glen Eden ski programs until mid February during the provincial shutdown order as well as continued COVID impacts on park programs. Glen Eden program revenues are estimated to be lower than the 2021 budget by almost \$4 million with the reduced operating season and cancellation of group ski lesson programs. The majority of Glen Eden passholders were provided with a refund or deferred their pass until the following 2021-2022 season. Park program revenues including Glen Eden December 2021 revenues are conservatively estimated for the remainder of the year with COVID impacts still uncertain at this time. The lower park program revenue is being closely monitored and mitigated through reductions in staffing and other program expenses. The Outreach program other funding is projected to be lower with the in person Halton Water Festival deferred for this year.

CONSERVATION HALTON
Reserve Continuity
July 31, 2021

Name of Reserve	Reserve Balances Jan.1, 2021	2021 Budget & Previously Approved Reserve Transfers	Projected Reserve Balances Dec. 31, 2021
Watershed Management & Support Services			
Vehicle and equipment	723,967	(167,562)	556,405
Building - State of Good Repair	315,611	(117,854) 102,000	299,757
Building	373,137	(219,667)	153,470
Watershed Management Capital - Municipal Funds	783,983	(601,500) 376,500	558,983
Watershed Management Capital - Self Generated Funds	416,909		416,909
Watershed Management & Support Services Stabilization	1,789,212		1,789,212
Debt Financing Charges	425,564		425,564
Digital Transformation	254,900		254,900
Legal - Planning & Watershed Management	258,891		258,891
Legal - Corporate	200,000		200,000
Water Festival	188,911	(18,615)	170,296
Land Securement	60,437	25,000	85,437
Property Management	145,629	820,487 (65,000)	901,116
Stewardship and restoration	420,511	(161,500)	259,011
Conservation Areas			
Capital	3,294,219	(1,143,412) 251,284	2,402,091
Revenue Stabilization	1,000,568		1,000,568
Total Reserves	\$10,652,449	\$ (919,839)	\$ 9,732,610

Appendix F

CONSERVATION HALTON CAPITAL PROJECT SUMMARY FINANCIAL APPENDIX AS AT JULY 31 2021

Capital Project Description	Budget - Prior Years ** Carryover	2021 Budget	Budget Increase (Decrease)	Total Capital Budget	Prior Years Capital Costs	2021 Capital Costs	Life to Date Capital Costs	Budget Unspent	Project to be Closed	Capital Project Funding
Watershed Management & Support Services (WMSS)										
Milton Channel Main & Millside Slab Repair	\$255,927			255,927	\$0	18,493	18,493	237,434		50% MNRF; 50% Reserve
Kelso Dam Lift Gates and Hoists Refurbishment - West Gate	\$120,000		173,000	293,000	\$17,031	28,467	45,498	247,502		50% MNRF; 50% Reserve
Hilton Falls Dam Diversion Structure Upgrade Construction Phase 2	\$0	740,000	(131,000)	609,000	\$0	124,837	124,837	484,163		50% MNRF; 50% Reserve
Hilton Falls Dam Construction Phase 1 (2020)	\$220,000			220,000	\$168,360	26,251	194,611	25,389	CLOSED	50% MNRF; 50% Reserve
Hilton Falls Dam Safety Repairs & Electrical Upgrades	\$150,000			150,000	\$46,491	108,827	155,318	(5,318)	CLOSED	50% MNRF; 50% Reserve
Morrison Wedgewood Channel Spill Study	\$100,000			100,000	\$78,057	51,092	129,149	(29,149)	CLOSED	50% MNRF; 50% Debt Financing
Scotch Block Dam Safety Repairs	\$300,000			300,000	\$72,142	191,062	263,204	36,796	CLOSED	50% MNRF; 50% Debt Financing
Kelso Dam Safety Repairs	\$110,000			110,000	\$55,069	44,714	99,784	10,217	CLOSED	50% MNRF; 50% Reserve
Channel Replacement Study	\$50,000			50,000	\$16,052	33,862	49,914	86	CLOSED	50% MNRF; 50% Reserve
Hilton Falls 96" sluice gate	\$0	15,000	(15,000)	-	\$0		-	-	CLOSED	50% MNRF; 50% Reserve
Freeman Pond Maintenance	\$0	135,000	(135,000)	-	\$0		-	-	CLOSED	50% debt financing; 50% reserves
Mountsberg Dam Safety Review	\$0	90,000	(90,000)	-	\$0		-	-	CLOSED	50% MNRF; 50% Reserve
Mountsberg Dam 4' sluice gate	\$0	65,000	(65,000)	-	\$0		-	-	CLOSED	50% MNRF; 50% Reserve
Hager-Rambo triple pond sediment removal	\$0	105,000	(105,000)	-	\$0		-	-	CLOSED	50% MNRF; 50% Reserve
Morrison Wedgewood Channel Spill Design	\$0	53,000	(53,000)	-	\$0		-	-	CLOSED	50% MNRF; 50% Debt Financing
Emerald Ash Borer **	\$9,889	820,000		829,889	\$0	554,843	554,843	275,046		Municipal - EAB; Lumber sales
Forest Management - Gypsy Moth**	\$13,000		65,000	78,000	\$0	60,473	60,473	17,527		Municipal; Reserve
Flood Forecasting & Warning **	\$81,525	70,000		151,525	\$0	23,579	23,579	127,946		Municipal
Floodplain Mapping - 2019 (Urban Milton; Morrison-Wedgewood)	\$466,626			466,626	\$464,179	3,628	467,806	(1,180)		50% Federal NDMP; 50% Municipal
Floodplain Mapping - 2020	\$330,000			330,000	\$0	38,750	38,750	291,250		Other Municipal - Halton Region
Floodplain Mapping - 2021 (East Burlington)	\$0	500,000		500,000	\$0	33,892	33,892	466,108		Other Municipal - Halton Region; NDMP
Watershed Planning	\$0	25,000		25,000	\$0		-	25,000		Municipal
Watershed Database Management System	\$75,000			75,000	\$31,731		31,731	43,269		Municipal
WMSS Facility & Admin. Office Renovations - non SOGR	\$279,000	500,000		779,000	\$159,333	7,764	167,097	611,903		Reserve - Building
WMSS Facility & Admin. Office - State of Good Repair (SOGR)	\$102,000	70,136		172,136	\$54,282	4,038	58,320	113,816		Reserve - Building SOGR
Operations Centre Study and Design	\$100,000			100,000	\$0		-	100,000		Reserves
Information Technology - WMSS **	\$49,078	122,000		171,078	\$0	80,234	80,234	90,844		Municipal
Digital Transformation - WMSS **	\$201,047			201,047	\$0		-	201,047		Municipal
Financial system upgrades	\$75,000			75,000	\$0		-	75,000		Municipal
Website Upgrade	\$100,000			100,000	\$0	7,534	7,534	92,466		Municipal; Reserves
Payroll System Upgrade - Phase 2 (Phase 1 Completed)	\$89,500			89,500	\$69,736		69,736	19,764		Municipal; Reserves
GIS Imagery Data Acquisition (Lidar; Ortho)	\$100,000	15,000		115,000	\$10,446		10,446	104,554		Municipal
Vehicle and Equipment Replacements - WMSS	\$0	167,562		167,562	\$0	44,852	44,852	122,710		Reserve; Vehicle Sales
Land Securement	\$0			-	\$0	(2,302)	(2,302)	2,302		Land disposal proceeds; Reserve
Giant's Rib Geopark	\$200,000			200,000	\$0		-	200,000		Other funding
Property Management (prev. Clappison & Waterdown Woods)	\$25,000	25,000		50,000	\$0		-	50,000		Municipal
Speyside Weir Removal	\$32,000	144,000		176,000	\$0		-	176,000		Reserve
Conservation Areas Facility & Infrastructure:										
Foundation Funded Capital Projects	\$0	100,000		100,000	\$0		-	100,000		CH Foundation
Kelso/Glen Eden - Water/Wastewater Servicing	\$704,035			704,035	\$627,593		627,593	76,442		Reserve; Dev. Contribution funds
Kelso & Crawford Lake Visitor Centres (Dev. Contr'n Projects)	\$625,000			625,000	\$162,521		162,521	462,479		Dev. Contribution funds
Kelso/Glen Eden - Ski/Snowboarding Capital Expenditures	\$0	500,000		500,000	\$0	98,147	98,147	401,853		Reserve
Facility and Infrastructure Major Maintenance **	\$82,288	495,000		577,288	\$0	60,330	60,330	516,958		Reserve
Information Technology Infrastructure - Conservation Areas **	\$128,000			128,000	\$0	13,936	13,936	114,064		Reserve
PCI Compliance	\$235,000			235,000	\$175,007		175,007	59,993		Reserve 95%; Municipal 5%
Vehicle and Equipment replacements - Conservation Areas	\$0	148,412		148,412	\$0	32,056	32,056	116,356		Reserve; Vehicle Sales
Total Capital Projects	\$5,408,915	\$4,905,110	(\$356,000)	\$9,958,025	\$2,208,029	\$1,689,358	\$3,897,387	\$6,060,638		