

Conservation Halton

Board of Directors



MEETING PACKAGE
FEB 2020



Buffalo Crag Lookout at Rattlesnake Point

MEETING NO: # 01 20 - Conservation Halton Board of Directors

DATE: February 20, 2020

TIME: 3:00 P.M.

PLACE: CH Admin. Office, 2596 Britannia Road West, Burlington ON
905.336.1158 x 2236

AGENDA

PAGE

1. Acceptance of Agenda as distributed

2. Disclosure of Pecuniary Interest for Board of Directors

3. Presentations

2020 Gala Presentation (1st draft)
Garner Beckett, Director, Conservation Halton Foundation

4. Consent Items

Roll Call & Mileage

Approval of Conservation Halton Board meeting minutes dated November 21, 2019 4-11

4.1 Kelso Dam Update 12-13
(Report #: CHBD 01 20 01)

4.2 Conservation Halton Planning and Watershed Management Year End Report, 2019 14-19
CH File No.: ADM 006
(Report #: CHBD 01 20 02)

4.3 Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06 20-27
September 1, 2019 to December 31, 2019
(Report #: CHBD 01 20 03)

4.4 Sewage Spillage at Chedoke Creek 28
(Report #: CHBD 01 20 04)

4.5 Purchasing Report from November 2019 – January 2020 29-31
(Report #: CHBD 01 20 05)

5. Action Items

- | | | |
|-----|--|-------|
| 5.1 | Purchasing policy update
(Report #: CHBD 01 20 06) | 32-63 |
| 5.2 | Appointment of Members to the Conservation Halton Foundation Board of Directors
(Report #: CHBD 01 20 07) | 63-65 |
| 5.3 | Project Technical Advisory Committee
Halton Watershed Stewardship Program
(Report #: CHBD 01 20 08) | 66-69 |

6. In Camera

- | | | |
|-----|---|--|
| 6.1 | Legal Matter
(Report #: CHBD 01 20 09) | |
| 6.2 | Legal Matter
(Report #: CHBD 01 20 10) | |
| 6.3 | Legal Matter (Presentation) Barb Veale, Director, Planning & Watershed Management | |

7. CAO Verbal Update

- | | | |
|-----|-----------------------------------|--|
| 7.1 | Glen Eden 2019/2020 season update | |
|-----|-----------------------------------|--|

8. Other Business

- | | | |
|----|-------------------------------|--|
| 9. | CHF Update
(Jim Sweetlove) | |
|----|-------------------------------|--|

10. Adjournment

MEETING NO: # 11 19 Conservation Halton Board Meeting

MINUTES

A meeting of the Conservation Halton Board of Directors was held on Thursday, November 21, 2019 beginning at 3:00 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present:

Rob Burton
Mike Cluett
Joanne Di Maio
Cathy Duddeck
Allan Elgar
Steve Gilmour
Dave Gittings
Zeeshan Hamid
Moya Johnson
Gordon Krantz
Marianne Meed Ward
Rory Nisan
Gerry Smallegange
Jean Williams

Absent with regrets:

Rick Di Lorenzo
Bryan Lewis
Jim Sweetlove

Absent:

Hamza Ansari
Zobia Jawed

Guests present:

Councillor Colin Best, Town of Milton
Ernie Crowe, local resident Town of Milton

Staff present:

Hassaan Basit, CAO/Secretary-Treasurer
Garner Beckett, Director, CH Foundation
Adriana Birza, Manager, Office of the CAO
Niamh Buckley, Administrative Assistant
Marnie Piggot, Director, Finance
Plezzie Ramirez, Senior Manager, Human Resources
Jill Ramseyer, Director, Corporate Compliance
Barb Veale, Director, Planning & Watershed Management
Mark Vytvytskyy, Interim Director, Parks and Operations
Lawrence Wagner, Senior Director, Corporate Services

Janelle Wepler, Associate Director, Engineering

Chair Gerry Smallegange called the meeting to order at 3:05 p.m.

1. Acceptance of Agenda as distributed

CHBD 11 01

Moved by: Jean Williams
Seconded by Joanne Di Maio

THAT the Agenda **be approved as distributed.**

Carried

2. Disclosure of Pecuniary Interest for Board of Directors

There were **NONE.**

3. Delegation

Carriage Square Pedestrian Bridge Repair Request
Councillor Colin Best, Town of Milton

4. Presentations

Milton Flood Conveyance Channel – Carriage Square Pedestrian Bridge (Action Item 6.1)
Janelle Wepler, Associate Director, Engineering

2020 Budget & Business Plan (Action Item 6.9)
Hassaan Basit, CAO/Secretary-Treasurer

5. Consent Items

Roll Call & Mileage
Approval of Conservation Halton Board of Director meeting minutes of October 24, 2019
Approval of the Finance & Audit Meeting Minutes of October 24, 2019
Approval of Governance Committee Meeting Minutes of November 7, 2019
(CH Board Work Plan for 2020)

5.1 Kelso Dam Update
(Report: # CHBD 11 19 01)

5.2 Conservation Halton Submission Regarding the Proposed Revisions to the Aggregate Resources Act
ERO No. 019-0556/CH File No.: PPO 052
(Report: # CHBD 11 19 02)

5.3 Purchasing Report August 1 to October 31, 2019
(Report: # CHBD 11 19 03)

5.4 Health & Safety Report
(Report: # CHBD 11 19 04)

5.5 CH Corporate Policies & Procedures
(Report: # CHBD 11 19 05)

The Consent Items **were adopted**.

6.0 Action Items

6.1 Milton Flood Conveyance Channel – Carriage Square Pedestrian Bridge
(Report: # CHBD 11 19 06)

CHBD 11 02 Moved by: Cathy Duddeck
Seconded by Moya Johnson

A Motion was called to amend the recommendations as follows:

THAT the Conservation Halton Board of Directors **approves the decommissioning of the Carriage Square Pedestrian Bridge crossing over the Milton Flood Conveyance Channel effective immediately.**

A vote was recorded as follows:

IN FAVOUR
Rob Burton
Mike Cluett
Joanne Di Maio
Cathy Duddeck
Allan Elgar
Steve Gilmour
Dave Gittings
Zeeshan Hamid
Moya Johnson
Marianne Meed Ward
Rory Nisan
Gerry Smallegange
Jean Williams

AGAINST
Gordon Krantz

Carried

CHBD 11 03 Moved by: Mike Cluett
Seconded by Joanne De Miao

THAT the Conservation Halton Board of Directors **directs CH staff to allow a grace period of 90 days to give interested parties the opportunity to present a solution before commencing with the permanent decommissioning of the Carriage Square Pedestrian Bridge crossing over the Milton Flood Conveyance Channel.**

A unanimous vote in favour was recorded.

IN FAVOUR

Rob Burton
Mike Cluett
Joanne Di Maio
Cathy Duddeck
Allan Elgar
Steve Gilmour
Dave Gittings
Zeeshan Hamid
Moya Johnson
Gordon Krantz
Marianne Meed Ward
Rory Nisan
Gerry Smallegange
Jean Williams

Carried

6.2 CH Committees Terms of Reference Update
(Report: # CHBD 11 19 07)

CHBD 11 04

Moved by: Moya Johnson
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **approves the Updated Terms of Reference for the CH Governance Committee and change the name to “Governance and Risk Committee”;**

AND

THAT the Conservation Halton Board of Directors **approves the Updated Terms of Reference for the CH Finance and Audit Committee;**

AND

THAT the Conservation Halton Board of Directors **approves the Updated Terms of Reference for the CH CAO Compensation Committee.**

Carried

6.3 Business Case – Floodplain Mapping Program
(Report: # CHBD 11 19 08)

CHBD 11 05

Moved: Moya Johnson
Seconded: Allan Elgar

THAT the Conservation Halton Board of Directors **approve the Business Case for Floodplain Mapping Program.**

AND

THAT the Business Case be **shared with Municipal Funding Partners as part of the funding request for 2020-2026.**

Carried

- 6.4 Appointment of Provincial Offences Officer under Ontario Regulation 162/06 pursuant to the Conservation Authorities
(Report: # CHBD 11 19 09)

CHBD 11 06

Moved: Allan Elgar
Seconded: Jean Williams

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

Carried

- 6.5 Proposed 2020 Plan Review and Permit Application Fees
CH File Number: ADM 049
(Report: # CHBD 11 19 10)

CHBD 11 07

Moved: Moya Johnson
Seconded: Allan Elgar

THAT the Conservation Halton Board of Directors **approve the proposed 2020 fees as outlined in the staff report entitled “Proposed 2020 Plan Review and Permit Application Fees,” dated November 21, 2019, with an effective date of January 1, 20 2020;**

AND

THAT the Conservation Halton Board of Directors **provide appropriate notice to municipalities and neighbouring conservation authorities; and, post the revised fee schedules to the Conservation Halton website.**

Carried

- 6.6 Conservation Halton Approximate Regulation Mapping Maintenance Protocol and Consolidated 2019 ARL Mapping
(Report: # CHBD 11 19 11)

CHBD 11 08

Moved by: Rob Burton
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **approves the Conservation Halton Approximate Regulation Mapping Maintenance Protocol;**

AND

THAT the Conservation Halton Board of Directors **approves the consolidated CH 2019 ARL Mapping for posting on the Conservation Halton website and for distribution to member municipalities.**

Carried

6.7 Conservation Halton Reserves Policy
(Report: # CHBD 11 19 12)

CHBD 11 09 Moved by: Gordon Krantz
Seconded by: Rory Nisan

THAT the Conservation Halton Board of Directors **approves the Conservation Halton Reserves Policy attached to the staff report dated November 21, 2019.**

AND

THAT **a new reserve be established for Buildings – State of Good Repair (SOGR) and that the balance be established in the 2019 year-end report to include the 2019 SOGR levy in excess of actual approved state of good repair capital costs incurred in 2019.**

6.8 Budget Variance Report for the Period Ended September 30, 2019 and 2019
Projected Year End Forecast
(Report: # CHBD 11 19 13)

CHBD 11 10 Moved by: Dave Gittings
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board of Directors **receive for information the staff report dated November 21, 2019 on the Budget Variance Report for the period ended September 30, 2019 and 2019 Projected Year End Forecast;**

AND

THAT the Conservation Halton Board of Directors **approve a transfer from the Conservation Areas Capital Reserve of up to \$500,000 related to a potential shortfall in the fuel spill insurance claim recovery costs.**

6.9 2020 Budget & Business Plan
Report: # CHBD 11 19 14

CHBD 11 11 Moved by: Rob Burton
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **approves Municipal funding of \$10,124,318 in the 2020 budget be approved by a weighted vote;**

Recorded Vote:

All present in Favour

Absent

Rob Burton
Mike Cluett
Joanne Di Maio
Cathy Duddeck
Allan Elgar
Steve Gilmour
Dave Gittings
Zeeshan Hamid
Moya Johnson
Gordon Krantz
Marianne Meed Ward
Rory Nisan
Gerry Smallegange
Jean Williams
AND

Hamza Ansari
Rick Di Lorenzo
Zobia Jawed
Bryan Lewis
Jim Sweetlove

THAT the CH Board of Directors **approve other municipal funding of \$330,000 in the 2020 budget for the Floodplain Mapping capital project;**

AND

THAT the CH Board of Directors **approves transfers to and from reserves as outlined in this report;**

AND

THAT the CH Board **approves the 2020 Budget & Business Plan as presented.**

Carried

CH Staff were asked to leave the meeting.

7. In Camera**CHBD 11 12**

Moved by: Rob Burton
Seconded by Moya Johnson

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

Carried

7.1 Legal Matter
Report: #CHBD 11 19 15

7.2 Personnel Matter

CHBD 11 13

Moved by: Rob Burton
Seconded by: Moya Johnson

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

THAT the Conservation Halton Board direct CH Staff to proceed as discussed In Camera.

Carried

8. CAO Update

The CAO provided an update on the recent reports of sewage spills out of Chedoke Creek going back to 2014. CH staff will bring a memo on this matter to the next CH Board meeting in February 2020.

The CAO extended an invite to the CP Christmas Train Event on November 28, 2019 at Glen Eden / Kelso Conservation Area 5234 Kelso Rd. Details will be sent to Board Members.

The CAO extended an invited to the CH New Year's Party on Thursday, January 16, 2020. Details were provided on the invite.

The CAO will be sending out Board Self Assessment and Chair Surveys to all CH Board members.

9. Other Business**9.1 CH Foundation Update**

Moya Johnson provided an update on the CHF report re Eastern Loggerhead Shrike and the recommendation to discontinue with this program. Copy of the report will be sent to all CH Board members.

Moya Johnson noted that the CHF Board of Directors would appreciate the opportunity to engage with the CH Board. It was agreed that the CHF Board would be invited to attend the CH BOD AGM in April 2020.

10. Adjournment**CHBD 11 12**

Moved by: Moya Johnson

THAT the meeting be adjourned at 4:41 p.m.

Carried

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 01 20 01

FROM: Mark Vytvytskyy, Interim Director, Parks & Operations

DATE: February 20, 2020

SUBJECT: **Kelso Dam Update**

MEMO

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

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

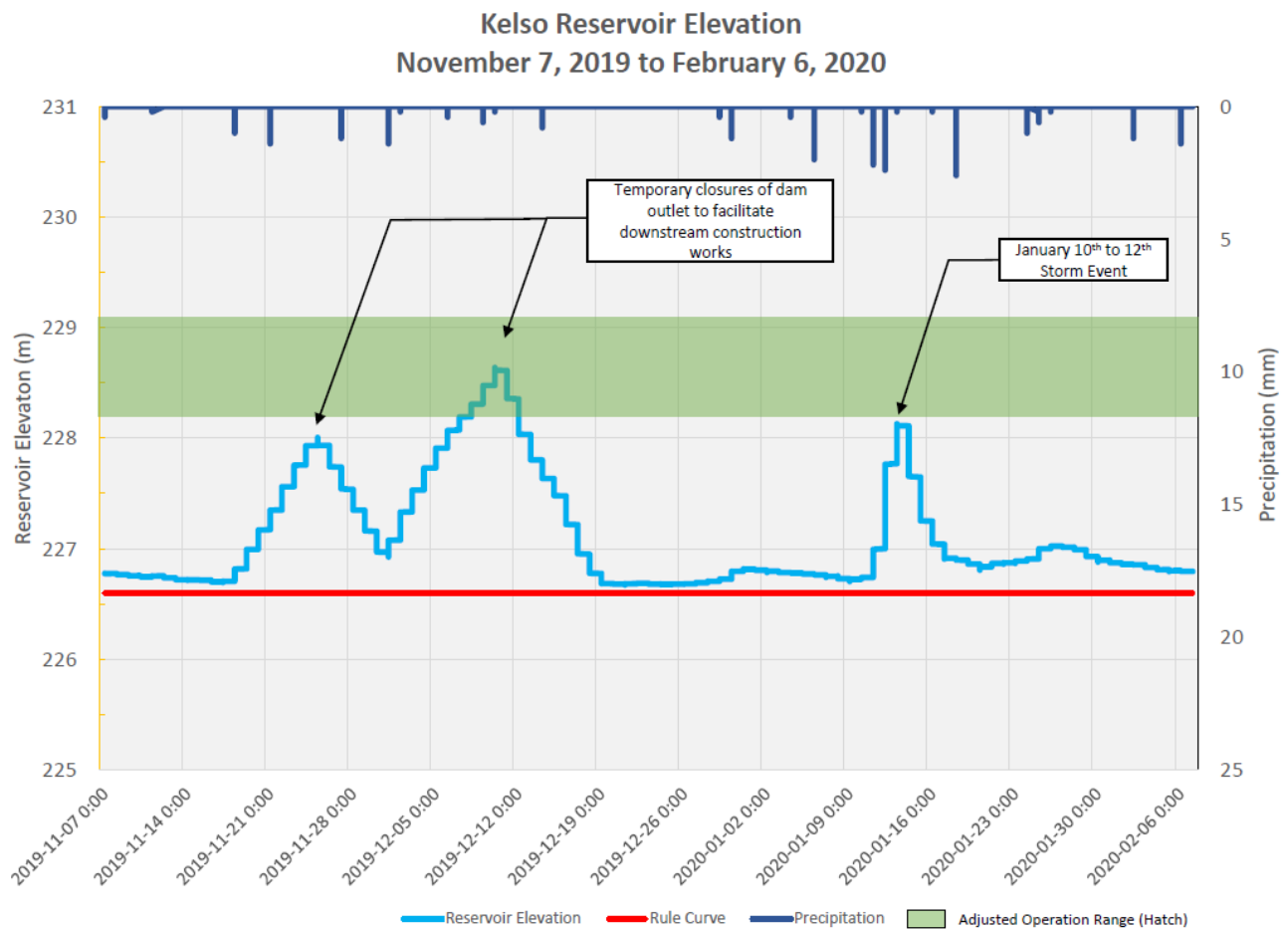
Kelso Reservoir Water Levels and Monitoring

Conservation Halton staff are monitoring and recording the conditions at the Kelso dam as follows:

- Ongoing monitoring onsite on as-needed basis relative to reservoir elevation, as recommended by Hatch; and
- Review of photographic records of the identified boil area taken every 30 minutes throughout the day (visible during daylight hours) has been discontinued given that the camera was disconnected to accommodate the passage of heavy equipment over the dam, to support construction.

No visible observation of sedimentation from the boil area (e.g., no plume sightings) was found within the channel since June 2015, up until dewatering to accommodate construction (late April 2019).

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



Recent Work and Next Steps:

Major construction works were completed in December 2019. However, regular visual inspections continued around the dam and outlet structure for several weeks following completion of the work and decommissioning of the groundwater dewatering system. No observations of leakage, seepage, slumping, slope erosion or abnormal groundwater levels were observed during that time; as a result, monitoring has been reduced to pre-construction conditions. The Kelso reservoir level is currently being maintained at the prescribed winter holding level and will be increased to a normal summer water level (pre-2015) in Spring 2020.

REPORT TO: Conservation Halton Board of Directors

REPORT NO: CHBD 01 20 02

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

DATE: February 20, 2020

SUBJECT: **Conservation Halton Planning and Watershed Management Year End Report, 2019**
CH File No.: ADM 006

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled ‘Conservation Halton Planning Watershed Management Year End Report, 2019’.**

Executive Summary

The Planning & Watershed Management Department focused on five areas: 1) review of development applications and technical studies under the *Planning Act*, *Aggregate Resources Act*, and *Environmental Assessment Act*, 2) compliance and enforcement activities under the *Conservation Authorities Act*, 3) client service and response times, 4) implementing the Source Protection Program, and 5) undertaking Conservation Halton (CH) watershed planning initiatives.

Report

2019 Initiatives

The Process Re-Engineering Study, finalized in 2017, provided 50 recommendations for improving CH's plan review and permitting processes and service delivery. Activities in 2019 focused on developing or updating technical submission guidelines, internal checklists and protocols, a mapping maintenance protocol, an internal fee interpretation guide, and internal staff training manuals. To facilitate clearer and more concise communications, specialized training for staff started in November 2019. Additional training was provided in January 2020 and another workshop is planned in March 2020. A Client Service Policy, developed and approved by the CH Board of Directors, outlines CH's commitments to the service targets and performance measures set in the CH Strategic Plan.

After the finalization of a new Memorandum of Understanding (MOU) between Halton Region, local municipalities and CAs in 2018, CH became a member of the Halton Area Planning Partnership (HAPP) and Halton Area Development Managers (HADM) groups. In 2019, HAPP and HADM worked together preparing Terms of References to update the draft Joint Agency Review Team (JART) protocol and reviewing provincial initiatives and other items identified in the MOU work plan. In addition, further discussion regarding an updated Memorandum of Agreement (MOA) between the City of Hamilton and relevant conservation authorities was advanced. It is anticipated that a new MOA will be finalized in 2020.

P&R staff participated in the review of natural heritage, water resource and climate change-related discussions associated with Halton Region's Official Plan Review. Several key CH initiatives required P&R support including the CH Foundation Gala, the Kelso Conservation Area Master Plan and Regional Official Plan Amendment applications for servicing at Kelso.

2019 Planning Statistics

Table 1 outlines the number of planning and development applications received by Conservation Halton from 2015 to 2019. The number of applications received in 2019 was down about 9% from 2018. Staff was involved in OMB/LPAT hearings or the negotiation of minutes of settlement for approximately 12 appeals.

Table 1: Planning & Development Applications 2015-2019

Plan Submissions	2015	2016	2017	2018	2019
Site Plans	66	62	42	69	39
Consents	21	14	14	22	14
Minor Variances	72	81	69	49	74
Official Plan Amendments	1	6	6	13	8
Zoning Amendments	9	9	19	22	19
Subdivisions	9	7	7	7*	6*
Site Alterations	10	8	14	3	2
NEC DP & PBWP	98	101	131	95	94

* Includes new submissions received and not ongoing files received in previous years but reviewed in 2019; total subdivisions reviewed in 2019 was 57.

Staff reviewed several technical reports for complex files. Table 2 summarizes the large-scale technical reviews undertaken by CH from 2015 to 2019.

Table 2: Other Technical Reviews 2015-2019 (i.e., Technical Studies, EAs)

Plans Reviewed	2015	2016	2017	2018	2019
Environment Assessments (EAs)	33	28	46	32	38
Environmental Implementation Reports / Subwatershed Impact Studies	15	6	5	7**	10**
Subwatershed Studies	7	7	7	11	11
Aggregate Resources Act (ARA)	0	0	0	1	1

** Includes new submissions received and not ongoing. Total submissions EIR/SIS reviewed in 2019 was 18

CH staff reviewed an ARA application for the Reid Road Reservoir Quarry, several municipal EAs for roads, utilities, and flood mitigation and erosion studies, and participated in the Canadian Environmental Assessment Agency hearings hosted by a Review Panel for the CN Intermodal Hub in Milton. Staff also participated Technical Steering Committees for several subwatershed studies and associated Secondary Plans including:

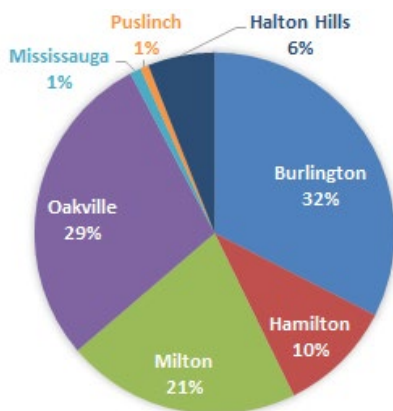
- South Milton Subwatershed Study; Trafalgar/Agerton Secondary Plans (Town of Milton)
- Tremaine-Dundas Subwatershed Study; Evergreen Secondary Plan; Mobility Hubs Study; Official Plan Review (City of Burlington)

- Southwest Georgetown Subwatershed Plan / Secondary Plan; Premier Gateway Scoped Subwatershed Plan (Phase 1 and 2) / Secondary Plan (Town of Halton Hills)
- Ninth Line Subwatershed Study (City of Mississauga)

The Tremaine-Dundas and Premier Gateway Subwatershed Studies were endorsed by the CH Board of Directors in September 2019.

The breakdown of all planning and development applications and “other” technical reviews by municipality is shown in Figure 1. The target set for response times in the CH Strategic Plan for 2020 was 95 per cent of technical reviews associated with planning applications to be completed within 6 weeks. In 2019, 77% of the technical planning reviews were completed within 6 weeks, which is up from 65% in 2018.

Figure 1: Percentage applications and technical by municipality



2019 Regulations Statistics

Table 3 summarizes the number of new permit applications received by Conservation Halton from 2015 to 2019. The total number of new permit files received in 2019 is down by about 6% from 2018.

Table 3: Ontario Regulation 162/06 Permit Applications 2015-2019

Category	2015	2016	2017	2018	2019
Private	117	138	191	164	158
Commercial/ Industrial Single Unit	20	33	31	19	30
Residential/Industrial/ Commercial/ Multi-Units	36	25	35	26	31
Government/Utilities	95	142	106	118	95
Letters of Permission	68	71	74	69	78
Fish Timing Window	7	27	4	3	11
Total with Agreements	359	467	472	427	403

In June 2019, the CH Hearing Board refused a permit application for the reconstruction and expansion of a residential dwelling within the Regional Storm flood plain of Fourteen Mile Creek in Oakville. The

proposed dwelling is over twice the square footage permitted by CH policy. The decision has been appealed to the Mining and Lands Tribunal (MLT). A hearing date has not been set.

Table 4 summarizes status of violation and compliance files as of December 31, 2019. Status reports are provided to the CH Board of Directors every quarter.

Table 4: Violations & Compliance 2019

2019 Violations	Total No. of Files Opened in 2019	Compliance/ Restoration Agreements entered*	No. of Files Closed**	Charges Laid	Outstanding Violations
Total	37	51*	44**	0	2

* Includes previous years

** Includes restoration/compliance completed

The target set in the Strategic Plan is 95% of technical reviews associated with permit applications are to be completed within 6 weeks. Further, 95% of minor permits are to be approved within 30 days. In 2019, 91% of the technical permit reviews were completed within 6 weeks. About 95% of minor permits were issued within 30 days and 98% of major permits were issued within 90 days.

In 2019, staff responded to hundreds of general inquiries and formal requests for information (solicitor inquiries and no objection letters) (Table 5).

Table 5: Solicitor Inquiries & No Objections/Clearance Letters 2015-2019

Type	2015	2016	2017	2018	2019
Solicitor Inquiries	171	165	189	131	125
No Objection Letters	93	132	154	121	139

2019 RIT Statistics

The Regional Infrastructure Team (RIT) was created to facilitate the timely review of Regional infrastructure projects. These are complicated, large scale, multi-permit, multi-year and multi-agency projects, including new regional roads, road widenings, pipelines, water and wastewater infrastructure.

Major files reviewed in 2019 included:

- Wyecroft Road Extension including bridge crossing over Bronte Creek (Town of Oakville)
- William Halton Parkway (Town of Oakville)
- Britannia Road and Trafalgar Road (Town of Milton)
- Regional Road 25 and Steeles Avenue EAs (Town of Milton)

Table 6: RIT Reviews in 2019

Type	Total No. Technical Reviews Completed	Total No. of Permits
Permits	80	24
Environmental Assessment	11	n/a
TOTAL	91	24

In 2019, RIT technical permit reviews were completed within 6 weeks 95% of the time and other technical reviews (e.g., Environmental Assessments) were completed 100% of the time. Major RIT permits were approved within 90 days 100% of the time.

2020 Forecast – Planning and Regulations

The number of planning and permit files, as well as large-scale technical reviews, will likely increase significantly in response to Halton Region's forthcoming allocation program. The focus on finding ways to further streamline approvals, provide excellent client service, improve communications, build relationships, and increase staff and organizational capacity will continue in 2020.

Provincial Initiatives

Responsibility for participating in provincial consultations and responding to proposals for policy or legislative changes and reviewing provincial plans and documents is shared across the P&WM team. In 2019, staff responded to several key Provincial initiatives which have implications for CH programs and services such as:

- Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan
- Proposed Amendments to the *Conservation Authorities Act* and Regulations for Development Permits
- Bill 108, More Homes, More Choice Act, 2019 – Schedule 2, *Conservation Authorities Act*
- Provincial Policy Statement Review – Proposed Policies

For many of these initiatives, CH input was provided to: Conservation Ontario as part of a consolidated CA response to the Province, the Halton Area Planning Partnership (HAPP), and the Province through Environmental Registry submissions. The Province will likely propose further CA-related legislative, regulatory and/or policy changes in 2020 which will warrant CH's review and response.

Source Protection Program

In 2019, the Minister of the Environment, Conservation and Parks (MECP) approved the implementation of the work plan to review and update Halton-Hamilton's Source Protection Plan over the next two years. This work involves technical studies, updated mapping, assessment of new rules and methodologies, as well as reference updates. Studies are underway and results are being discussed with the Source Protection Committee.

Implementation of the Source Protection Plan continued in 2019, with municipalities, provincial ministries and other stakeholders building on the successes realized since the plan was enacted on

December 31, 2015. An online reporting tool was developed for Halton-Hamilton municipal annual progress reporting and it is being used for the 2019 reporting year. The amendments to the Source Protection Program proposed by the Province will likely be approved in 2020 and will require some reassessment of the protection of drinking water sources.

Municipal Natural Assets Initiative – Grindstone Creek

In December 2019, Conservation Halton with the Cities of Burlington and Hamilton, Royal Botanical Gardens and the Greenbelt Foundation partnered with the Municipal Natural Assets Initiative (MNAI) to launch the Grindstone Creek Project. This innovative and collaborative two-year project will use practical strategies to assist partners in identifying, prioritizing, valuing, and managing key natural assets within the Grindstone Creek watershed in the provision of core services such as storm water management in a cost-effective and reliable manner. CH, through the P&WM team, is providing administrative and coordination support for the project.

Impact on Strategic Goals

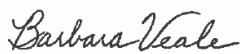
This report supports the Metamorphosis strategic theme of taking care of our growing communities. The theme is supported by the objective to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities.

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:

Approved for circulation:



Barbara J. Veale,
Director, Planning and Watershed Management



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Barbara Veale, Director, Planning and Watershed Management,
905-336-1158 x2273 bveale@hrca.on.ca

Kellie McCormack, Senior Manager, Planning & Regulations, 905-
336-1158 x2228 kmccormack@hrca.on.ca

REPORT TO: Conservation Halton Board of Directors

REPORT NO: CHBD 01 20 03

FROM: Barbara J. Veale, Director Planning & Regulations

DATE: February 20, 2020

SUBJECT: **Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06 September 1, 2019 to December 31, 2019**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the Permits and Letters of Permission issued by staff under Ontario Regulation 162/06 for the period of September 1, 2019 to December 31, 2019, as identified in the staff report dated February 20, 2020.**

Report

Between September 1, 2019 to December 31, 2019, 77 Permits and 25 Letters of Permission were issued (see attached table). By comparison, during approximately the same reporting period in 2018 we had issued, 79 Permits and 6 Letters of Permission. From January 1, 2019 to December 31, 2019 there were 311 Permits and 70 Letters of Permission issued. All approvals were reviewed and approved in accordance with Board approved policies contained in *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document April 27, 2006, revised November 26, 2015*.

Impact on Strategic Goals

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

Financial Impact

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

Signed & respectfully submitted:



Barbara J. Veale
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
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Burlington						
A/19/B/86	7258 **REVISED**	891 Falcon Boulevard	**REVISED** Proposed demolition of an existing dwelling and construction of a new single dwelling with rear covered patio within the 7.5 metre regulatory allowance associated with the valley of Falcon Creek.	2019-11-29	2019-12-03	Cassandra Connolly
A/19/B/91	7279	3153 Ferguson Drive	Proposed construction of an in-ground pool within 7.5m of the floodplain associated with Sheldon Creek.	2019-08-27	2019-09-03	Cassandra Connolly
S/19/B/08	7282	422 North Shore Boulevard East	Proposed grading within the erosion hazard associated with the shoreline of Lake Ontario, as well as alterations to an on-line pond to facilitate golf course enhancements.	2019-08-06	2019-09-05	Charles Priddle
A/19/B/09	7283	6391 Walkers Line	Proposed decommissioning of an existing on-line pond and associated rehabilitation within a tributary of Bronte Creek.	2019-08-29	2019-09-05	Ola Panczyk
A/19/B/95	7284	2611 Bluffs Way	Proposed importation of material to fill an offline pond and minor grading to match the area with existing grades within 30 to 120 metres of a Provincially Significant Wetland PSW).	2019-08-30	2019-09-05	Cassandra Connolly
A/17/B/54	7286	0 New Street (b/w Elwood & Woodview)	Proposed Tuck Creek Phase 2 works inclusive of the replacement of the New Street bridge, upstream and downstream channel widening and rehabilitation and reconfiguration of Bell Mobility lines within Tuck Creek and associated regulated area.	2019-08-26	2019-09-10	Cassandra Connolly
A/19/B/93	7288	2220 Industrial Street	Proposed installation of a 35m monopole and equipment cabinet within 3 to 7.5 metres of the erosion hazard associated with Upper Rambo Creek.	2019-08-22	2019-09-12	Ola Panczyk
A/19/B/25	7295	2187 Sunset Drive	Proposed construction of a new dwelling and installation of a new sewage disposal system within the valley of Bronte Creek.	2019-09-10	2019-09-17	Ola Panczyk
A/19/B/102	7310	4449 Milborough Line	Proposed placement of trailers at existing vacant campsites within 120 metres of a Provincially Significant Wetland (PSW).	2019-09-25	2019-09-27	Cassandra Connolly
A/19/B/79	7311	4468 Escarpment Drive	Proposed construction of a new dwelling including covered patios, patio/deck and swimming pool within 30 metres of a wetland.	2019-09-26	2019-10-01	Cassandra Connolly
A/19/B/100	7312	0 Woodview Road (north of 447)	Proposed removal and replacement of a section of Trans-Norther Pipeline, referred to as MP-373.55-2018 within the flooding and erosion hazards and regulatory allowances associated with Tuck Creek.	2019-09-27	2019-10-03	Cassandra Connolly
A/19/B/101	7313	0 Snake Road (adj. to 1691)	The replacement of an existing pedestrian boardwalk crossing Grindstone Creek with a new pedestrian footbridge in association with a section of the main Bruce Trail.	2019-09-24	2019-10-03	Cassandra Connolly
A/18/B/88	7314	6471 Cedar Springs Road	Proposed construction of a new one storey detached garage, a one storey addition to the existing dwelling, minor driveway extension, installation of a new private sewage disposal system and associated grading within the valley of Bronte Creek.	2019-09-24	2019-10-04	Ola Panczyk
A/19/B/89	7315	2234 Glenwood School Drive	The proposed reconstruction of an existing carport and addition to an existing dwelling within the floodplain and erosion hazard associated with Upper Rambo Creek.	2019-09-13	2019-10-02	Cassandra Connolly
A/19/B/105	7319	3231 Lakeshore Road	Proposed construction of a roof extension covering an existing deck, on an existing dwelling within the 7.5 metre regulatory allowance associated with the floodplain and valley associated with Roseland Creek.	2019-10-11	2019-10-15	Cassandra Connolly
A/19/B/107	7320	2178 Greenway Terrace	Proposed construction of a deck within the 7.5 metre allowance from the floodplain associated with Shoreacres Creek.	2019-10-10	2019-10-16	Ola Panczyk

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/19/B/94	7328	1767 Heather Hills Drive	Proposed restoration and stabilization of a slope failure along a section of the valley of Hager Creek in order to protect private property.	2019-10-23	2019-10-23	Cassandra Connolly
S/19/B/21	7333	608 Edgewater Crescent	Proposed construction of a detached garage connected to the existing dwelling by roof extension within the 7.5m regulatory allowance associated with the floodplain of Falcon Creek and within the erosion hazard of Lake Ontario, maintaining applicable setbacks from the hazards.	2019-10-24	2019-11-04	Cassandra Connolly
A/19/B/109	7334 **REVISED**	50 Fairwood Place West	**REVISED** Proposed re-construction of a swale, construction of a berm and placement of a new 4m long CSP within the 7.5 metre allowance from the valley of West Aldershot Creek.	2019-12-13	2019-12-13	Cassandra Connolly
A/18/B/77	7337	2015 No 1 Sideroad	Proposed replacement of a road culvert conveying a tributary of Grindstone Creek.	2019-11-04	2019-11-05	Cassandra Connolly
A/19/B/112	7339	2084 Grand Boulevard	Proposed construction of a new one-storey dwelling and associated deck, driveway and parking area within the valley of Bronte Creek.	2019-10-31	2019-11-07	Ola Panczyk
A/19/B/110	7340	4372 Appleby Line	Proposed re-construction of a portion of an existing building within the valley of Bronte Creek that was destroyed by fire.	2019-11-05	2019-11-08	Ola Panczyk
A/19/B/116	7344	522 Amanda Crescent	Proposed construction of an in-ground swimming pool and interlock patio within the 7.5 metre regulatory allowance associated with the valley of Sheldon Creek.	2019-11-12	2019-11-13	Cassandra Connolly
A/19/B/118	7347	0 Johnson Drive (adj. to 3250 New St)	Proposed construction of a staging area associated with the Roseland Creek Phase 4 erosion control works. The staging area is to be located within the floodplain associated with Roseland Creek.	2019-11-26	2019-11-27	Ben Davis
A/19/B/119	7352	853 Glenwood Avenue	Proposed construction of a ground floor addition to an existing dwelling, a rear covered deck and a covered front porch within 7.5 metres from the valley of West Aldershot Creek.	2019-12-11	2019-12-13	Cassandra Connolly
A/19/B/97	Letter of Permission	6731 McNiven Road	Proposed construction of an accessory building located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-09-10	2019-09-12	Ola Panczyk
A/19/B/99	Letter of Permission	3312 Milborough Line	Proposed construction of an addition to an existing detached garage located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-09-11	2019-09-13	Ola Panczyk
A/19/B/111	Letter of Permission	6705 Appleby Line	Proposed construction of a detached garage located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-10-25	2019-10-28	Ola Panczyk

Halton Hills						
A/16/HH/08	7326	0 Early Street	Proposed removal of an existing trail and drainage culvert to be replaced with the construction of a new pedestrian boardwalk crossing Sixteen Mile Creek.	2019-10-08	2019-10-23	Cassandra Connolly
A/19/HH/21	7348	13474 Fifth Sideroad	Proposed demolition of existing dwelling and reconstruction including a 2-storey dwelling, septic system, new driveway and minor lot grading within 30 to 120 metres of a Provincially Significant Wetland (PSW).	2019-11-22	2019-12-13	Andrew Fera
A/19/HH/17	Letter of Permission	8373 Fifth Line	Proposed addition of attached garage to existing main dwelling located between 30 & 120 metres of a wetland greater than 2 hectares in size.	2019-09-26	2019-09-27	Emilia Sasso
A/19/HH/18	Letter of Permission	8140 Fifth Line	Proposed removal of an existing buried waste oil tank, backfilling of the area and the placement of a new above ground waste oil tank and concrete pad located between 30 and 120 metres of a wetland greater than 2 hectares in size.	2019-10-18	2019-10-23	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/19/HH/20	Letter of Permission	9187 Eighth Line	Proposed construction of an in-ground pool and concrete patio located between 30 and 120 metres of a wetland greater than 2 hectares in size.	2019-11-07	2019-11-12	Cassandra Connolly
A/19/HH/13	Letter of Permission	11908 Fifth Line	Proposed demolition and reconstruction of existing agricultural storage building within 30 - 120 metres of a wetland greater than 2 hectares in size.	2019-11-25	2019-11-27	Ola Panczyk

Hamilton						
A/19/H/29	7280	39 John Martin Crescent (adj. to right-of-way)	Proposed replacement of a driveway culvert within the floodplain of Grindstone Creek.	2019-08-21	2019-09-03	Cassandra Connolly
A/19/H/38	7290	382 Fifth Concession Road West	Proposed restoration of Grindstone Creek and the adjacent regulated areas following the completion of soil remediation works approved under CH File No.: A/19/H/27	2019-09-03	2019-09-12	Cassandra Connolly
A/19/H/32	7291	293 Eleventh Concession Road East	Proposed partial demolition of an existing dwelling and construction of an addition and wrap around porch within 15 metres of the floodplain associated with Bronte Creek and within 30 metres of a Provincially Significant Wetland (PSW).	2019-09-12	2019-09-13	Cassandra Connolly
A/18/H/05	7321	0 Mallard Trail (GS-1 Branch 3 culvert)	Proposed realignment of a tributary (Branch 3) of Grindstone Creek, including the installation of three (3) culverts along the relocated channel and one (1) culvert beneath Skinner Road, as part of the Mountainview Heights Subdivision.	2019-09-10	2019-10-16	Cassandra Connolly
A/19/H/54	7322	Waterdown Woods Conservation Area	Proposed repair and stabilization of the upper channel and outlet of Pond WE03, which outlets to a tributary of Grindstone Creek, as part the Overall Benefit Activities required by the Ministry of Natural Resources and Forestry under the Endangered Species Act.	2019-10-16	2019-10-16	Cassandra Connolly
A/19/H/52	7342	74 Thomson Drive	Proposed grading and installation of an infiltration gallery between 6 and 15 metres of the stable top of bank associated with the valley of Grindstone Creek.	2019-09-30	2019-11-12	Ola Panczyk
A/19/H/56	7345	Elgin Street (easterly end)	Proposed maintenance upgrades, including excavation works and installation of a concrete slab to the Elgin Street Wastewater Pumping Station within the valley of Grindstone Creek.	2019-11-06	2019-11-18	Ola Panczyk
A/19/H/58	7356	392 Dundas Street (Mountainview Heights)	Proposed minor grading works within the 15 metre regulatory allowance from the floodplain and meander belt hazards to facilitate construction of a trail/path associated with the Waterdown Bay Subdivision.	2019-12-13	2019-12-18	Cassandra Connolly
A/17/H/41	7174 **REVISED**	372 Dundas Street	**REVISED** Proposed extension of asphalt area and installation of two concrete pads and a sampling manhole overflow pipe and associated grading works within the erosion hazard associated with a valley of Grindstone Creek.	2019-10-18	2019-10-18	Ola Panczyk
A/19/H/49	Letter of Permission	302 Carlisle Road	Proposed construction of a 1-storey residential dwelling, driveway, in-ground pool, cabana, septic system and associated grading works between 30 and 120 metres of a Provincially Significant Wetland.	2019-09-09	2019-09-09	Cassandra Connolly
A/19/H/51	Letter of Permission	17 Wildberry Way	Proposed installation of 41m of NPS 1 1/4" pipeline within 30 metres of a wetland greater than 2 hectares in size to service a residential property.	2019-09-19	2019-09-27	Cassandra Connolly
A/19/H/53	Letter of Permission	508 Mountsberg Road	Proposed construction of a new dwelling and septic replacement within 30 to 120 metres of a wetland greater than 2 hectares in size.	2019-10-08	2019-10-09	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/19/H/55	Letter of Permission	550 Tenth Concession Road East	Proposed construction of an accessory building with porch between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-10-22	2019-10-24	Cassandra Connolly
A/19/H/57	Letter of Permission	1538 Brock Road	Proposed partial demolition and reconstruction of an existing dwelling located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-11-13	2019-11-13	Cassandra Connolly
A/19/H/59	Letter of Permission	182 Campbellville Road	Proposed construction of an accessory building within 30-120 metres of the Beverly Swamp Provincially Significant Wetland (PSW).	2019-12-12	2019-12-16	Andrew Fera

Milton						
A/19/M/37	7294	181 Mill Street	Proposed construction of an exterior entranceway within the floodplain associated with Sixteen Mile Creek.	2019-09-11	2019-09-23	Ben Davis
A/19/M/37	7296	1944 Thompson Road	Proposed construction of a temporary clean water diversion with a level spreader within the floodplain associated with a Tributary of Sixteen Mile Creek.	2019-09-13	2019-09-23	Ben Davis
A/19/M/37	7297	1944 Thompson Road South	Proposed construction of temporary Sediment Basin Pond 4 and temporary outfall within 15 metres of the valley associated with Sixteen Mile Creek.	2019-09-13	2019-09-23	Ben Davis
A/19/M/37	7298	1944 Thompson Road South	Proposed grading within 15 metres of the valley associated with Sixteen Mile Creek. Proposed grading is required to facilitate the construction of Sediment Basin (Basin 4).	2019-09-13	2019-09-23	Ben Davis
A/19/M/37	7299	8365 Esquesing Line	Proposed installation of a septic system replacement within 15 metres of the valley associated with Sixteen Mile Creek.	2019-09-20	2019-09-24	Ben Davis
A/19/M/37	7307	1944 Thompson Road (Mattamy Martin East - Rain Garden)	Proposed construction of a rain garden and associate outfall to maintain hydraulic connectivity to an existing wetland. The proposed development is located within 15 metres of a wetland greater than 2ha in size on the Mattamy Martin East Property.	2019-06-25	2019-09-25	Ben Davis
A/19/M/37	7309	160 Mill Street	Proposed construction of a 6m x 4m second storey deck including stairs within the floodplain associated with Sixteen Mile Creek.	2019-09-25	2019-09-26	Ben Davis
A/19/M/37	7316	12061 Guelph Line	Proposed construction of a 1-sotrey, 13m x 17m accessory building within the floodplain associated with Bronte Creek.	2019-10-09	2019-10-10	Ben Davis
A/19/M/37	7318	5507 Regional 25 Road	Proposed installation of approximately 60m of NPS 1/4" pipeline, a portion of which is within 15 metres of the floodplain associated with Sixteen Mile Creek.	2019-10-09	2019-10-11	Ben Davis
A/19/M/37	7325	Britannia (300m west of CN tracks to 300m west) Road	Proposed construction of a temporary detour road, grading and filing for the initial stages of the Britannia Road reconstruction within the floodplain, meander belt and 15 metre hazard allowance associated with Bronte Creek.	2019-10-21	2019-10-21	Matt Howatt
A/19/M/37	7327	0 Whitlock Avenue (adj. to Mattamy Martin West property)	Proposed grading within the floodplain associated with Sixteen Mile Creek for Giant Hogweed Management.	2019-10-21	2019-10-23	Ben Davis
A/19/M/37	7330	Pond i9	Proposed outlet control structure modifications to SWM Pond i9 that outlets to a tributary of Sixteen Mile Creek (tributary I-NW-3). The proposed works will occur within he floodplain associated with that tributary.	2019-09-19	2019-10-23	Ben Davis
A/19/M/37	7336	0 Fifth Line	Proposed construction of the SWM outfall from Pond S5-7 to tributary BP-1-A-1 of Sixteen Mile Creek. The proposed development will occur within the floodplain associated with Sixteen Mile Creek.	2019-11-05	2019-11-06	Ben Davis
A/19/M/37	7346	509 Commercial Street	Proposed upgrades to the Laurier Pumping Station located within the floodplain associated with Sixteen Mile Creek.	2019-11-19	2019-11-20	Matt Howatt

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/19/M/37	7355	0 Louis St. Laurent Boulevard	Proposed natural channel realignment of a tributary of Sixteen Mile Creek (SE-3-B-1 - Omagh Tributary) to facilitate the construction of a secondary school.	2019-12-06	2019-12-17	Ben Davis
A/19/M/37	7123 **REVISED**	0 Louis St. Laurent Avenue (Yates Dr to 180m E. of Fourth Line)	**REVISED** Proposed extension of an existing siphon which conveys a tributary of Sixteen Mile Creek (Omagh Tributary). The proposed works are required as a part of the Louis St Laurent Avenue road widening.	2019-11-14	2019-11-18	Ben Davis
A/19/M/37	Letter of Permission	3017 Fifteenth Sideroad	Proposed installation of 30 metres of NPS 1/2 pipeline located between 30 & 120 metres of a Provincially Significant Wetland (PSW).	2019-08-22	2019-09-03	Ben Davis
A/19/M/37	Letter of Permission	7367 Milborough Line	Proposed construction of a 30' x 60' post frame addition to an existing accessory structure located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-09-09	2019-09-10	Ben Davis
A/19/M/37	Letter of Permission	3232 Twentieth Sideroad	REVISED - Proposed expansion and relocation of a driveway entrance located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-09-11	2019-09-12	Ben Davis
A/19/M/37	Letter of Permission	1161 Fifteenth Sideroad	Proposed installation of 61 metres of NPS 1 1/4" pipeline located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-10-03	2019-10-03	Ben Davis
A/19/M/37	Letter of Permission	8575 First Line	Proposed reconstruction of an existing deck located between 30 & 120 metres of a Provincially Significant Wetland (PSW).	2019-10-17	2019-10-18	Ben Davis
A/19/M/37	Letter of Permission	79 Tremaine Road	Proposed replacement of an existing septic tank less than 10 square metres in size located within the floodplain associated with Sixteen Mile Creek.	2019-11-14	2019-11-14	Ben Davis
A/19/M/37	Letter of Permission	7470 McNiven Road	Proposed renovation of exterior stairs and installation of a vertical geothermal system located between 30 and 120m of a wetland greater than 2 ha in size.	2019-12-03	2019-12-11	Emilia Sasso
A/19/M/37	Letter of Permission	4215 Twenty Sideroad	Proposed reconstruction of an existing barn addition and construction of a 2-car garage with loft located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-12-19	2019-12-19	Ben Davis
A/19/M/37	Letter of Permission **REVISED**	11316 Amos Drive	**REVISED** Proposed replacement of an existing septic system located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-09-26	2019-09-26	Ben Davis

Mississauga						
		NO PERMITS ISSUED				

Oakville						
S/19/O/04	7289	10 Birch Hill Lane	Proposed reconstruction of a two-storey dwelling, pool, deck and associated landscaping within the erosion hazard of Lake Ontario.	2019-08-29	2019-09-24	Laura Schreiner
A/19/O/04	7292	37 Regency Court	Proposed additions to the existing dwelling located between 6 and 15 metres of Stable Top of Bank associated with Sixteen Mile Creek.	2019-08-28	2019-09-13	Laura Head
A/19/O/41	7300	499 Cornwall Road	Proposed new parking area and modifications to an existing parking area within 7.5 metres of the flooding and erosion hazards associated with Lower Morrison Creek.	2019-08-29	2019-10-04	Colleen Bain
A/19/O/13	7301	393 & 407 Dundas Street	Proposed partial creek realignment, grading and landscaping within the future channel block for Shannon's Creek in accordance with the approved EIR/FSS Addendum.	2019-07-23	2019-09-24	Laura Head
A/18/O/54	7302	0 McCraney Street (near 1210)	Proposed stair replacement within the valley of McCraney Creek.	2019-08-14	2019-09-25	Laura Head

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/O/56	7303	0 Miller Street (near 50 Miller)	Proposed replacement of existing stair structure within the valley of Munn's Creek.	2019-08-14	2019-09-25	Laura Head
A/18/O/57	7304	0 Blackthorn Place (adj. to 1273)	Proposed replacement of existing pedestrian bridge and minor pathway reconfiguration within 7.5 metres of the valley associated with Taplow Creek.	2019-08-14	2019-09-25	Laura Head
A/18/O/58	7305	0 Old Abbey Lane (b/h 1160)	Proposed replacement of two existing wood pedestrian bridges with a new steel pedestrian bridge and minor regrading of the pathway within the flooding and erosion hazards associated with McCraney Creek.	2019-08-14	2019-09-25	Laura Head
A/19/O/43	7308	137 Morrison Road	Proposed replacement of existing stone patio with new wooden deck within the valley of Lower Morrison Creek.	2019-09-24	2019-09-26	Laura Head
A/18/O/45	7317	420 Drummond Road	Proposed demolition of the existing dwelling and construction for a two-storey dwelling within the floodplain associated with Lower Wedgewood Creek.	2019-03-29	2019-10-11	Laura Head
A/19/O/14	7323	2170 Lower Base Line	Proposed demolition of the existing dwelling and construction of a new two-storey dwelling, in-ground swimming pool and associated patio within 15 metres of Stable Top of Bank associated with Sixteen Mile Creek.	2019-10-09	2019-10-18	Laura Head
A/19/O/27	7324	150 Water Street	Proposed reconstruction of an accessory building for office purposes associated with the Oakville Power Boat Club within the floodplain of Sixteen Mile Creek.	2019-10-18	2019-10-21	Charles Priddle
A/19/O/45	7329	154 Water Street (Navy Flats Park)	Proposed reconstruction of existing ramp foundation to support the floating docks within the valley of Sixteen Mile Creek.	2019-10-24	2019-10-25	Laura Head
A/17/O/48	7331	1 The Canadian Road	Proposed construction of erosion protection works along the bank of Joshua's Creek.	2019-09-27	2019-10-25	Laura Head
A/19/O/50	7335	3242 South Service Road	Proposed parking lot modifications including the relocation of existing material storage bays further from the top of bank associated with Bronte Creek and the placement of asphalt within the area of existing parking and storage.	2019-11-01	2019-11-04	Cassandra Connolly
S/19/O/20	7338	3300 Lakeshore Road West	Proposed replacement of shoreline protection works, including installing armourstone walls and resurfacing an existing ramp, within the erosion hazard of Lake Ontario shoreline.	2019-10-23	2019-11-12	Colleen Bain
S/19/O/25	7341	21 Allan Street	Proposed replacement of shoreline protection works adjacent to and within the Lake Ontario shoreline.	2019-11-12	2019-11-12	Charles Priddle
S/19/O/24	7343	2078 Water's Edge Drive	Proposed expansion (bump out) of an existing garage on a residence that is partially located within the erosion hazard associated with the Lake Ontario shoreline.	2019-11-08	2019-11-12	Charles Priddle
A/19/O/52	7349	1255 Lakeshore Road East	Proposed natural gas service by horizontal directional drilling to meter and installation mounted on a residential bridge that crosses Morrison Creek.	2019-12-18	2019-12-18	Andrew Fera
A/19/O/51	7350	420 Trafalgar Road	Proposed second storey addition, single car garage and mudroom within the Stable Top of Bank associated with Sixteen Mile Creek, but no further in the valley than existing.	2019-11-08	2019-12-19	Charles Priddle
S/19/O/18	7351	33 Colonial Crescent	Proposed temporary repairs to existing shoreline protection works consisting of the placement of geotextile and boulders within a failed section of the shoreline.	2019-12-10	2019-12-12	Laura Head
A/16/O/17	7353	0 Trafalgar Road (407 to Leighland)	Proposed road widening and 300mm watermain replacement within 7.5 metres of the flooding and erosion hazards associated with East Morrison Creek and the Morrison-Wedgewood Diversion Channel. (R2079B & R2945)	2019-12-05	2019-12-13	Matt Howatt

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/19/O/37	7354	0 Dundas Street (adj. to 5 Dundas)	Proposed decommissioning of a septic system and leaching bed and installation of a new sanitary sewer connection within 7.5 metres of the flooding and erosion hazards associated with West Morrison Creek.	2019-12-13	2019-12-16	Matt Howatt
A/19/O/44	7357	2508 Lakeshore Road (Bronte Inner Harbour)	Proposed maintenance dredging within the inner harbour of Bronte Creek to maintain navigation.	2019-10-24	2019-12-18	Laura Head
A/19/O/06	7358	0 Trafalgar Road	Proposed construction of a pedestrian bridge crossing the Morrison-Wedgewood Diversion Channel	2019-10-09	2019-12-20	Matt Howatt
A/19/O/42	Letter of Permission	3521 Regional 25 Road	Proposed new driveway, parking lot and ramp located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-09-11	2019-10-04	Colleen Bain

Puslinch						
A/19/P/07	Letter of Permission	9 Settlers Court	Proposed installation of an in-ground swimming pool with patio surround and construction of a shed located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-10-04	2019-10-07	Cassandra Connolly
A/19/P/08	Letter of Permission	4297 Victoria Road South	Proposed construction of a new single dwelling and installation of a septic system located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2019-11-01	2019-11-04	Ola Panczyk

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 01 20 04

FROM: Kim Barrett, Associate Director, Science & Partnerships

DATE: February 20, 2020

SUBJECT: **Hamilton combined sewer spill update**

MEMO

In July 2018, the City of Hamilton discovered active discharge from a combined sewer (sanitary + stormwater) overflow tank discharging to Chedoke Creek. The Chedoke Creek watershed is fully contained within Hamilton Conservation Authority's jurisdiction, however it is of interest to Conservation Halton because its receiving waterbody, Cootes Paradise, receives flows from both conservation authority jurisdictions. Conservation Halton also houses the Hamilton Harbour Remedial Action Plan (HHRAP) Office that coordinates efforts to restore Hamilton Harbour, which is directly connected to Cootes Paradise.

In November 2019, the extent and duration of the discharge came to public awareness - 24 billion litres of combined stormwater runoff and sanitary sewage between January 2014 and July 2018. The incident is currently under investigation and the Ministry of Environment, Conservation and Parks has issued a Director's Order to the city to:

- provide an ecological risk assessment report and details on remediation and monitoring of Chedoke Creek (due February 14, 2020)
- submit an evaluation of the environmental impact to Cootes Paradise, and a surface water quality monitoring program for Cootes Paradise (due May 1, 2020)
- provide written biweekly progress updates and meet with the Director to discuss them (commencing December 9, 2019) and
- post the Director's Order on the City's web site.

Royal Botanical Gardens and Hamilton Conservation Authority staff are the lead environmental agencies providing data to assist with the evaluations noted above. However, the environmental impact and surface water quality monitoring results for Cootes Paradise will be of interest to Conservation Halton staff who work within the HHRAP, Cootes to Escarpment EcoPark System and various other programs related to these shared waters.

The City has a web page with a chronology of events and extensive list of FAQs for more information <https://www.hamilton.ca/government-information/chedoke-creek-questions-answers>

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 01 20 05

FROM: Jill Ramseyer, Director, Corporate Compliance

DATE: February 20, 2020

SUBJECT: **Purchasing Report November 1 2019 to January 31, 2020**

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Staff report the Purchasing Report for the period November 1, 2019 to January 31, 2020 in accordance with the Purchasing Policy.**

Report

The following report summarizes purchases to be reported during the period November 1, 2019 to January 31, 2020. The Conservation Halton Purchasing Policy requires single or sole source purchases greater than \$25,000 (not including taxes) and Requests for Proposals awarded with a value over \$100,000 (not including taxes) and Tenders awarded with a value of \$100,000 to \$350,000 (not including taxes) to be reported to the Board of Directors for information.

Single or Sole Source Purchases:

Vendor	Amount (excluding HST)	Details
Hoskin Scientific	\$31,455.00	Purchase of a SonTek Riversurveyor S5 (ADCP) Acoustic Doppler Profiler. Hoskin Scientific is the only distributor of the industry preferred "SonTek" manufactured devices and is used by other CA's in a similar capacity.
TATA Consulting Services (TCS) Canada Inc.	\$90,000.00	Conservation Halton has secured the professional services of Tata Consulting to conduct due diligence studies on our current eCommerce systems, digital asset management readiness and website modernization due to a gap in in-house expertise. As a result, an Engagement Manager from TCS has been secured to lead and complete this work. The value cited includes a potential 3-month extension of

		services.
Civica Infrastructure Inc.	\$99,920.00	Provision of further Engineering & System Development services for the CH Flood Forecasting & Warning system. Continued development work with Civica is warranted as they are the Datacurrent platform software owners (which is the primary platform used to integrate forecast information). The ease of integration of software by the developer yielded cost savings and the ability to customize programs.
Watson & Associates Economists Ltd.	\$39,670.00	<p>Consultant engaged to provide consulting services for the completion of the asset management plan.</p> <p>Watson & Associates is recommended as a single source for the following reasons:</p> <ol style="list-style-type: none"> 1. Schedule: The completion of the third phase of the Asset Management Plan ideally would be completed by May 2020. The comprehensive Asset management Plan should be completed for 2021 budget discussions with our municipal funders in the summer. 2. Understanding: Watson gained in depth knowledge of Conservation Halton's operations and assets during their work on Asset Management Plan - Phase 2. Watson also has further knowledge of Conservation Halton through their consulting work for a Rates and Fees Review. Watson was retained through a competitive proposal process for the Fees Review that considered asset costs in a full cost recovery model they developed for the setting of program fees.

There were no request for proposals or tenders within the reporting thresholds.

Impact on Strategic Goals

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

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 Specialist,
pseth@hrca.on.ca, 905.336.1158.x2249

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 01 20 06

FROM: Jill Ramseyer, Director, Corporate Compliance

DATE: February 20, 2020

SUBJECT: **Purchasing Policy Update**

Recommendation

THAT the Conservation Halton Board of Directors **approve changes to the Purchasing Policy outlined in the staff report dated February 20, 2020.**

Report

The proposed changes to the Conservation Halton Purchasing Policy are largely administrative in nature due to the addition of an in-house Procurement Specialist however one financial change has been proposed to Section 2.3.1 of the policy:

1. Proposed Change to Section 2.3.1 b) Purchases of \$25,000.00 to \$49,999.99:

An increase to the approval limit for in-house authorization associated with the “other than lowest” award strategy between 25K – 50K. This in-house approval limit increase will serve to maximize efficiency of process, align with other public sector agencies and eliminate the requirement for Board of Directors approval for purchased under 50K. There were no purchases within these limits in 2019.

2. General Administrative Changes:

The proposed administrative changes are as a result of the recent addition of an in-house procurement resource and are related to references to this new role as well as an updated position title and the procurement function moving from under Finance to Corporate Compliance. Additional details appear in the summary of changes below.

These changes serve to ensure best practices and increase procurement function governance within the organization.

An updated version of the Purchasing Policy is attached as **Appendix A.**

Summary of Policy Changes

Administrative Impact	Financial Impact
1. Title Change - Director, Corporate & Strategic Initiatives to Sr. Director, Corporate Services 2. New Role / Procurement function - Procurement	1. CAO/Secretary-Treasurer or Director, Corporate Compliance to approve acceptance of "other than lowest" award

<p>Specialist to execute Procurement administration</p> <p>3. Procurement governance - Move from within Finance department to Corporate Compliance</p> <p>4. Addition of a Memorandum of Purchase Approval (MPA) -document required to substantiate process for procurements over \$50K</p>	<p>recommendation (>50K) previously requiring Board approval.</p>
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Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Jill Ramsey
Director, Corporate Compliance

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

CONSERVATION HALTON
PURCHASING POLICY

Appendix A



PURCHASING POLICY

CONSERVATION HALTON
PURCHASING POLICY

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CONSERVATION HALTON PURCHASING POLICY

Purpose of the Purchasing Policy

The purpose of the purchasing policy is to provide the necessary policies and procedures to procure the required quantity and quality of goods and services while obtaining the best value for public funds. The Purchasing Policy supports the procurement of goods and services approved and funded through the annual budget process.

The purchasing policy will protect the integrity of Conservation Halton and the participants in the procurement process. An understanding of the risks of competitive procurement will also serve to safeguard the interests of Conservation Halton.

Section 1 - Goals and Objectives

The goals and objectives of the purchasing policy are to:

a) Ensure efficiency

Goods and services will be procured by purchase, rental or lease in an efficient and cost-effective manner;

b) Ensure an open, objective and competitive process

An open competitive bidding process for the acquisition and disposal of goods and services where practicable will be encouraged. The annual aggregate value or the total project cost of specific goods and services that will be required by Conservation Halton will be considered prior to determining the appropriate acquisition method.

c) Ensure all costs are considered – (TCO) Total Cost of Ownership

All costs will be considered, including acquisition, operating and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors, rather than basing a decision solely on the lowest bid price;

d) Ensure fairness & transparency

The procurement process will be fair and transparent so that any given bidder does not receive an unfair advantage or disadvantage. The policy will comply with Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA);

e) Ensure the environment is considered

Necessary goods and services will be procured with regard to the conservation and preservation of the natural environment. Vendors will be encouraged to supply goods made by a method resulting in the least damage to the environment and incorporating recycled materials where applicable.

f) Ensure sustainability is considered

The purchase of sustainable products and services will be considered at all times. These products and services are defined as those having a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose. Specifications will include,

CONSERVATION HALTON PURCHASING POLICY

unless otherwise justified, sustainable products that: use recycled materials; are durable, reusable or are designed to be recycled; consume fewer resources in their manufacture and/or their use; and services that use sustainable responsible practices.

g) Ensure health and safety

Health and safety in the workplace will be considered to prevent accidents, injuries and occupational illness.

h) Ensure Conservations Halton's Core Values are maintained

- Collaborative
- Sustainable
- Respectful
- Adaptable
- Accountable

CONSERVATION HALTON PURCHASING POLICY

Section 2: Procurement Process

2.1 Authority and Responsibilities

The Procurement Specialist will oversee the procurement processes in accordance with the requirements of these policies and procedures. All designated procurement authorized staff, involved in procurement activity will follow the purchasing limits and authorization process outlined in purchasing policy section 2.8 that includes the following:

- a) The acquisition of goods and services including the purchase of capital assets and the leasing or rental of such goods and services;
- b) The disposal of goods, equipment, supplies, materials and salvage which has been declared surplus;
- c) The development of cooperative purchasing plans with other levels of government and other local agencies, where deemed beneficial to Conservation Halton;
- d) The standardization of goods and services wherever possible;
- e) The issuing, opening, and reviewing formal bids as defined in section 2.3.2. Formal bid documents will be reviewed prior to issuance to ensure appropriate terms and conditions and special provisions, such as a schedule for completion of services and a request to provide satisfactory references as required, have been included.
- f) Certificates of insurance must be approved by the Procurement Specialist prior to start of work.

2.2 Electronic Bidding

Electronic bidding by issuing bids and / or receiving bids through a bidding system over the internet is acceptable for use in informal and formal bids. Formal bids are received electronically through the purchasing software bidsandtenders™. Formal bids received electronically are not released by the purchasing software until the predetermined opening time. A bid is determined to be late when the electronic time stamp through bidsandtenders™ exceeds the corresponding solicitation dictated closing time.

A bidder may withdraw their formal bid prior to the closing time. Withdrawal requests shall be completed by the vendor electronically through bidsandtenders™. The withdrawal of the bid does not disqualify a bidder from submitting another proposal on the same bid call prior to the closing time. Withdrawal requests received after the closing time shall not be considered.

Bidder questions for formal bids should be submitted electronically online through the electronic purchasing system by the bidder. The questions submitted and the respective answers will be issued within the designated period of time, in the form of an addendum and posted on the conservationhalton.bidsandtenders.ca website for all potential bidders at least two (2) days prior to closing. Any questions and answers occurring during bidders' meetings, site visits or information sessions shall be treated in the same manner as outlined above.

Where it is deemed necessary by Conservation Halton to revise the bid documents, an automatic electronic notification will be issued to all registered bidders that a new addendum has been issued. The onus is on the bidder to ensure that the bidder is in receipt of all addenda prior to the bid closing.

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Once a decision to award a vendor has been made, all information received, such as references and evaluation forms used will be submitted to the Procurement Specialist for retention and audit purposes.

2.3 Purchasing Limits and Authorization

The following purchasing limits will apply to the procurement of goods and services at Conservation Halton. Procurement authorized staff whom may be involved in CH procurements are listed in Section 3. Procurement authorized staff may choose to delegate authority to other staff not listed but assume all responsibility for directives within this policy. Items where these limits do not apply are identified in Section 4, where the total cost of the purchase does not exceed the amount approved in the annual budget and the purchase is in compliance with the authorization provisions of this policy.

The dollar amounts referred to in the purchasing policy will be the total cost of all individual items purchased, excluding taxes and freight. For leased goods the purchasing limits will apply to the total amount being financed.

2.3.1 Procurement Process for Purchases \$5,000.00 to less than \$50,000.00

a) Purchases of \$10,000.00 to \$24,999.99

- A minimum of three written quotations are to be obtained from suppliers.
- Standard procurement templates will be used to ensure all terms and conditions for the purchase are included.
- If at least three written quotes are not obtained, the reasons must be documented, approved by the Procurement Specialist or designate and retained on file for audit purposes.
- If the lowest compliant bidder is not being recommended for award, the rationale for the recommendation must be documented in a Purchasing Policy Deviation Report and approved by the CAO/Secretary-Treasurer or Senior Director, Corporate Services
- A purchase order requisition will be completed by procurement authorized staff, with applicable documentation attached to the purchase order requisition, and submitted to finance to prepare a purchase order. The purchase order must be completed before the start of work as finance staff are unable to process invoices for payment without an approved purchase order.
- Approval of the program director is required.

b) Purchases of \$25,000.00 to \$49,999.99

- A minimum of three written quotations are to be obtained from suppliers.
- Standard procurement templates including terms and conditions are to be included in the request for written quotations.
- It is preferred that bids be obtained for purchases within this range and be posted publicly on Conservation Halton and bidsandtenders™ websites to ensure a fair and competitive process.
- If at least three written quotes are not obtained, the reasons must be documented in the report template to the Director, Corporate Compliance via the Procurement Specialist. If the lowest compliant bidder is not being recommended for award, the rationale for the recommendation must be documented in a Purchasing Policy Deviation Report and approved by the CAO/Secretary-Treasurer or Senior Director, Corporate Services.
- A purchase order requisition is to be completed by Procurement authorized staff, with all documentation attached to the purchase order requisition, and submitted to finance to prepare a purchase order. The purchase order must be completed before the start of work as finance staff are unable to process invoices for payment without a prior approved purchase order;
- Approval of (a) program director, (b) Director, Finance and (c) CAO/Secretary-Treasurer or Senior Director, Corporate Services is required on the above noted purchase order requisition.

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Where a purchase order is not completed prior to the receipt of an invoice, finance staff are to return the invoice to the supplier and advise the supplier of the unauthorized purchase. Finance staff do not have the authority to process payment for invoices for which an approved purchase order does not exist. Staff who make purchases without an authorized purchase order may be held personally liable for those unauthorized purchases.

2.3.2 Procurement Process for Purchases of \$50,000 or More

a) Requests for Proposals \$50,000.00 to \$99,999.99 and Tenders \$50,000.00 to \$349,999.99

- Goods and services exceeding \$50,000.00 are to be obtained by a formal publicly advertised bid process. The invitation for formal requests for proposals, tenders and prequalifications will be posted on the Conservation Halton and bidsandtenders™ websites at conservationhalton.bidsandtenders.ca. When the bid is subject to the Canada Free Trade Agreement (CFTA and Canada-European Union Comprehensive Economic and Trade Agreement (CETA) the bid will be posted for a minimum of twenty-five (25) days in accordance with CETA regulations. The posting will include the project title, brief description of the goods or services being acquired, timing of submission, website where the bid is posted and contact person.
- Individual business units along with the Procurement Specialist are responsible for preparation of the formal bid documents, including detailed specifications.
- Procurement Specialist and / or legal review of the formal bid document is required prior to issuing the bid document.
- If utilizing hard copy solicitations, instructions are to be provided to reception staff for the receipt and distribution of formal hard copy bids.
- Approval of (a) program director, (b) Director, Corporate Compliance and (c) CAO/Secretary-Treasurer or Senior Director, Corporate Services are required for the selection of the successful bidder.
- The reasons for accepting other than the lowest compliant or highest overall scoring submission must be documented in a Purchasing Policy Deviation Report and approved by the Board of Directors.
- A Memorandum of Purchase Approval (MPA) document will be required to provide historical detail of the procurement process and secure the necessary approvals prior to commitment.
- A purchase order requisition is to be completed by procurement authorized staff, with the approved MPA report and summary of formal bids attached to the purchase order requisition and submitted to finance to prepare a purchase order. The purchase order must be completed before start of work as finance staff are unable to process invoices for payment without a prior approved purchase order;

b) Request for Proposals of \$100,000 and over and Tenders \$350,000 and over

In addition to the approval outlined in 2.3.2 a), the award must be approved by the Conservation Halton Board of Directors.

c) Revenue Generating Contracts

The same conditions and limits outlined above for goods and services will be applied to revenue generating contracts.

CONSERVATION HALTON PURCHASING POLICY

2.4 Bid Requests Containing Irregularities

Each bid received in response to a bid request will be reviewed to determine whether a bid irregularity exists. Section 5 establishes the actions to be taken if an irregularity exists.

2.5 Purchase Order Change Requests

In accordance with finance policy, if additional funding is required following the approval of a purchase order then approval from the appropriate authority for the requested **cumulative value** including the Director, Finance is required. If funds are to be reallocated from another project or exceed \$25,000.00 CDN, CAO approval is required. If additional funds are not available in the approved budget, approval of the Board is required

2.6 Emergency Purchases

Goods and services required to address an emergency where the purchase is essential to prevent loss of life, potential loss in business, damage to property, or for the continuation of a program or service that is essential to the well being of Conservation Halton shall be acquired by the most open market procedure and the lowest overall cost possible.

A written report, prepared by procurement authorized staff must be submitted to the CAO/Secretary-Treasurer and/or the Director, Corporate Compliance and the respective program director for approval for emergency goods and services with a purchase cost greater than \$25,000 after resolution of the emergency situation. The Director, Finance will report these emergency purchases in the quarterly Budget Variance Report to the Conservation Halton Board of Directors.

2.7 Cooperative Purchasing

Conservation Halton shall encourage and participate in cooperative purchasing with other levels of government or other public agencies whenever the best interests of all participants would be served. As a participant, Conservation Halton shall award contracts to the vendors approved by the issuing agency, selected through a competitive bid process, including the Halton Cooperative Purchasing Group (HCPG) and Province of Ontario Vendor of Record (VOR) program. Purchases made through co-operative buying procedures will follow all approvals and reporting as outlined in this policy.

2.8 Negotiation, inclusive of Sole and Single Source

Purchase by negotiation may be adopted when any of the following conditions apply. Approvals, as noted in the Reporting Requirements and Approvals table in Section 2.8, are required to proceed with the purchase order:

- a) when in the judgment of procurement authorized staff, goods are judged to be in short supply due to market conditions and the purchase is critical to the timely completion of work;
- b) there is only one known source of the goods or service (sole source);
- c) two or more identical low bids have been received;
- d) the lowest bid substantially exceeds the estimated costs of the goods and services and it is impractical to re-bid;

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- e) all bids received fail to comply with the specifications, tender terms and conditions and it is impractical to recall tenders;
- f) the extension of the existing contract would prove more cost effective or beneficial;
- g) a single source is recommended because it is more cost effective or beneficial to ensure compatibility with an existing product, facility or service;
- h) when no bids are received;
- i) when only one bid is received in a bid call;
- j) when work is required at a location where a contractor has already been secured through a bid process, with established unit prices and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed;
- k) after the request for proposal process, it may be necessary for discussion and revision of the proposal.

Award of a single or sole source (non-competitive) contracts may not be made before a request has been reviewed by the Procurement Specialist and a report is submitted and approval is received from the Program Director and Director, Corporate Compliance. The report must provide sufficient justification to support a single/sole source award.

When the award amount exceeds \$25,000, approval by the CAO/Secretary Treasurer or Director, Corporate Compliance is required. When the award amount for requests for proposals exceeds \$100,000, or for tenders exceeding \$350,000, Conservation Halton Board approval is required.

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2.9 Reporting Requirements and Approvals

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

Procedure	Procurement Value	Process, Approvals and Reporting Requirements
Competitive quotations not required	< \$9,999.00	Open procurement by procurement authorized staff.
Informal quotation	\$10,000 - <\$25,000	Three written quotes solicited by procurement authorized staff. Procurement Specialist available to support. Approval by program director & Director, Corporate Compliance.
Formal Quotation	\$25,000 - <\$50,000	Three written quotes solicited using formal quotation process administered by the Procurement Specialist. Approval by CAO or Director, Corporate Compliance.
Formal Request for Proposal	\$25,000 - <\$50,000	Proposals with at least three bids solicited using standard template forms administered by the Procurement Specialist. Approval by CAO or Director, Corporate Compliance.
	\$50,000 - <\$100,000	Formal publicly advertised proposal process administered by the Procurement Specialist. Approval by CAO or Director, Corporate Compliance.
	\$100,000 & over	As above and approval by Board of Directors.
Formal Tender	\$50,000 - <\$350,000	Formal publicly advertised tender process, administered by the Procurement Specialist. Approval by CAO or Director, Corporate Compliance. Information report >\$100,000 to Board.
	\$350,000 & over	Process as above and approval by Board of Directors.
Other than lowest compliant bid or exceeds budget	>\$50,000	Approval by Board of Directors.
Non-competitive or negotiated bid – Sole, Single Source	>\$25,000-<\$100,000	Approval by program director, Director, Corporate Compliance, and CAO or Senior Director, Corporate Services. Information report provided to the Board.
	>\$100,000	Process as above and approval by Board of Directors.

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Emergency Purchases	>\$25,000	Approval by program director, Director, Corporate Compliance, and CAO or Senior Director, Corporate Services. Information report to Board after resolution of the emergency situation.
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2.10 Disposal of Surplus Goods

The C.A.O./Secretary-Treasurer or designate shall have the authority to sell, exchange or otherwise dispose of goods declared as surplus to the needs of Conservation Halton, with the exception of real property, and where it is cost effective and in the interest of Conservation Halton to do so, items or groups of items may:

- a) be offered to other public agencies;
- b) be sold by external advertisement, formal request, auction or public sale;
- c) be advertised internally to employees for sale and sealed bids will be received with award to the highest bidder;

Obsolete or surplus goods may be sold or traded to the original supplier or others in that line of business where it is determined that a higher net return will be obtained.

A reserve price may be established where it is deemed appropriate.

In the event that all efforts to dispose of goods by sale are unsuccessful, the Director, Finance shall be directed to dispose of such items in an appropriate manner and document the disposition.

2.11 Prohibitions (Contravention of Policy)

Failure to adhere to the provisions in this policy may be subject to disciplinary action in accordance with human resources policies;

- a) No contract for goods or services including professional and consulting services shall be divided to avoid the requirements of this purchasing policy;
- b) No personal purchases shall be made by Conservation Halton for members of the Board of Directors or employees of Conservation Halton or their families;
- c) An employee or Board member who has the responsibility of declaring goods surplus will not bid or personally obtain any goods they have declared surplus except for when goods are sold by an arms length auction house conducting live or online auctions;
- d) No employee or Board member of Conservation Halton shall purchase or offer to purchase, on behalf of Conservation Halton, any goods or services, except in accordance with this purchasing policy;
- e) Any Board member, employee or member of an employee's family of Conservation Halton is expressly prohibited from accepting, directly or indirectly from any person or organization to which a purchase order or contract is, or may be awarded, any rebate, gift or money, except;
 - gifts given for the use and benefit of Conservation Halton;

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- moderate hospitality during the normal course of business that would not significantly exceed what Conservation Halton, through the employee's expense account, would likely provide in return and would not be perceived by others as influencing the making of a business decision.
- g) No employee shall sell directly to Conservation Halton or use Conservation Halton to purchase goods and services at a reduced price for personal use except as provided by Conservation Halton's human resources policies.

2.12 Health and Safety

Conservation Halton is committed to promoting health and safety in the workplace by preventing accidents, injuries and occupational illness.

In keeping with this policy, Conservation Halton staff directly responsible for engaging service providers (contractors) must:

- Be on the lookout for and identify potential health and safety hazards.
- Specify health and safety requirements in the contract and ensure the contractor is in compliance with all government regulated policies and training requirements.
- Obtain agreement from the contractor to follow these requirements prior to awarding the contract.
- Actively monitor compliance with health and safety requirements.
- Ensure appropriate staff receives the direction and training to fulfill their responsibilities.

Contractors shall be required at all times to comply with the Occupational Health and Safety Act (Act), Regulations, all Industry standards, training requirements, and guidelines, and shall be responsible for and take every precaution reasonable in the circumstances for the protection of all workers associated with the services being performed, whether employed by the contractor, Conservation Halton or a third party.

Contractors shall acknowledge that they have read, understood and provided training in relation to the Act, Regulations, all industry standards and guidelines to its supervisors and employees. Upon request, the contractor shall provide its health and safety policies and procedures, valid training certificates and other related materials to Conservation Halton for review prior to the commencement of the services.

In the event the contractor determines that any of its material and/or equipment is unsafe, the contractor shall take appropriate action to protect the employees and third parties from all hazards and immediately notify Conservation Halton.

The contractor shall report all serious accidents, critical injuries, fatalities, and accidents involving third parties to Conservation Halton immediately.

In the case of construction projects, Conservation Halton staff shall also comply with the Occupational Health and Safety Act and Regulations for construction projects.

Staff will ensure that Conservation Halton is not put into the position of "Constructor". Contractors will not work in an area together where their work or the flow of workers could interfere or be perceived to interfere with the safety of workers. If this is unavoidable, there must be clear delineation between the work areas as provided for in the Constructor Guidelines from the Ministry of Labour.

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2.13 The Freedom of Information and Protection of Privacy Act

The information collected in response to Conservation Halton's purchasing policy is collected under the authority of the Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purpose stated. Documents submitted by bidders shall become the property of Conservation Halton and shall be subject to the Freedom of Information and Protection of Privacy Act.

2.14 References

Contractors not used previously by Conservation Halton must provide three satisfactory references prior to the award of a contract for services in excess of \$10,000 similar in scope and size of the services requested. References must provide satisfactory evidence of the contractor's ability to complete the work as bid.

2.15 Local Preference

Conservation Halton subscribes to open market, fair and transparent purchasing practices, and as such, does not provide for incentives or means to promote local vendor preference.

2.16 Disclosure of Bid Information

Conservation Halton may disclose the results of the bid process to other suppliers and members of the public as follows:

For Quotations and Tenders – Bidder's names and amount bid.

For Request for Proposals – Bidder's names only as the decision to award to a bidder is based on specific evaluation criteria and price is not the sole criteria for the award.

Upon award, Conservation Halton may disclose name of awarded vendor and total awarded amount.

If the bid was posted on BidsandTenders.ca the award information will be posted on the site.

2.17 Environmental Considerations

Conservation Halton shall encourage the procurement of supplies and services with regard to preservation of the natural environment. Suppliers may be selected to supply goods made by methods resulting in the least damage to the environment, and/or to supply goods incorporating recycled materials where practicable. It is to be understood that total lifecycle cost analysis may be required to ensure that these supplies and services are financially viable and available at competitive prices.

2.18 Purchase of Used or Second-Hand Goods

From time to time there may be a case to be made for the purchase of used or second-hand goods. In all cases the purchase must first be reviewed by the Procurement Specialist. Used goods may only be purchased from other public agencies or government endorsed sources or auction sites. A purchase of used goods made other than as noted above may not be paid for from Conservation Halton funds.

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Section 3: Procurement Authorized Staff

Senior Staff/Department	Procurement Authorized Staff
CAO/Secretary-Treasurer	Manager, Office of the CAO
Director, Foundation	
Senior Manager, Human Resources	Human Resources Generalist
Director, Planning & Watershed Management	Senior Manager, Planning & Regulations Manager, Source Water Protection
Associate Director, Science & Partnerships	Watershed Stewardship Coordinator Community Outreach Coordinator Forestry Technician HHRAP Coordinator
Director, Parks & Operations	Manager, Programs & Services, Kelso/Glen Eden Coordinator, Visitor Services, Kelso/Glen Eden Coordinator, Food Services, Kelso/Glen Eden Coordinator, Rental & Retail, Kelso/Glen Eden Coordinator, Events & Programs, Kelso/Glen Eden Manager, Operations, Kelso/Glen Eden Coordinator, Facilities & Maintenance (Kelso/GE) Coordinator, Visitor Safety (Kelso/Glen Eden) Coordinator, Outdoor Operations (Kelso/Glen Eden) Coordinator, Recreational Ops. (Kelso/Glen Eden) Supervisor, Equipment Operations (Kelso/Glen Eden) Manager, Visitor Services & Programs - Parks Coordinator, Visitor Services Education & Program Manager Coordinator, Events & Programs Senior Manager, Park Operations Manager, Operations Assistant Manager, Operations
Engineering	Coordinator, Flood Forecasting & Operations Coordinator, Floodplain Mapping
Director, Corporate Compliance	Health & Safety Specialist Manager, Risk & Lands Procurement Specialist

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Senior Director, Corporate Services

Director, Finance
Manager, Accounting
Project Managers
Facility Maintenance Coordinator

Associate Director, Marketing & Comm.

Manager, Marketing
Brand Engagement Specialist
Senior Graphic Designer
Marketing and Events Coordinator

Delegated Authority:

Authorized staff noted above may, from time to time, delegate authority to other staff members under their supervision. However, at all times, a procurement authorized staff will be held responsible for the proper execution of the Purchasing Policy.

All procurement authorized staff and those who have received delegated authority, will be required to attend training when the policy is approved or revised.

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Section 4: Exempt Goods and Services

1. Petty Cash Items

2. Training and Education

- a) Conferences, conventions, courses and seminars;
- b) Magazines, books, periodicals;
- c) Professional and association memberships

3. Employee and Board Member Expenses

- a) Advances
- b) Meal Allowances
- c) Travel and Entertainment
- d) Accommodation

4. Employer's General Expenses

- a) Employee payroll
- b) Payroll deduction remittances
- c) Medical and dental expenses
- d) Licenses (eg. vehicles, radios, lifts)
- e) Software licensing and maintenance fees
- f) Insurance premiums
- g) Damage claims through insurance
- h) Bank charges, merchant services
- i) Audit fees

5. Professional and Special Services

- a) Board per diems
- b) Artistic and cultural services
- c) Honorariums
- d) Legal fees
- e) Witness Fees
- f) Appraiser fees
- g) Legal settlements
- h) Human resources medical/disability assessments and investigations

6. Utilities

- a) Postage
- b) Hydro, fuel oil, gas
- c) Telephone
- d) Telecommunications services

7. Cooperative Purchasing Contracts Awarded by:

- a) Halton Cooperative Purchasing Group (HCPG)
- b) Province of Ontario Broader Public Sector (BPS) Agreements and OECM

8. Real Property Purchase and Sale

Note: The exemptions listed in this policy do not exclude a supplier, contractor, consultant or vendor of any kind of the requirement to provide insurance certificates and WSIB certificate.

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Section 5: Bid Irregularities

A bid irregularity is a deviation between the requirements (terms & conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

APPLICABLE TO ELECTRONIC BIDDING ONLY

	<u>Irregularity</u>	Action Taken
1.	<u>Late bid:</u> Bid received after the closing date and time specified in the bid document.	Bidding system does not accept late bids Bid declared non-compliant
2.	<u>Addenda:</u> Addenda not acknowledged	Bidding system does not accept bids that have not acknowledged all addenda Bid declared non-compliant
3.	<u>Site meeting:</u> Bidder did not attend a mandatory site meeting.	Bidding system does not accept bids from bidders that did not attend the mandatory meeting Bid declared non-compliant
4..	<u>Method of delivery:</u> Where the bid has been submitted via any other method other than through the bidding system, where no such provision is allowed for in the bid document.	Bid declared non-compliant
5.	<u>Suspended vendor:</u> Bid received by a bidder who has been suspended from the bidding process.	Bid declared non-compliant unless express approval has been provided by the appropriate authority and evidence of corrective measures and discrepancies have been remedied
6.	<u>Format:</u> Bid not on the form supplied by Conservation Halton or not in the format specified in the bid document.	Bid declared non-compliant
7.	<u>Bid bond/Agreement to bond:</u> Bond is missing.	Bidding system does not accept bids that do not have the bid bond or agreement to bond attached. Bid declared non-compliant
8.	<u>Bid bond/Agreement to bond:</u> The amount is less than the amount indicated in the bid document.	Unless in the opinion of the Procurement Specialist, the insufficiency is trivial or insignificant. Bidder shall be given five (5) business days to rectify.
9.	<u>Bid bond/Agreement to bond:</u>	Bid declared non-compliant

CONSERVATION HALTON
PURCHASING POLICY

	The bonding company is not licensed to conduct business in Ontario.	
10.	<u>Bid bond</u> : Bond is not an electronically verifiable/enforceable (e-Bond) as indicated in the bid document.	Bidder shall be given five (5) business days to rectify
11.	<u>Documents</u> : Documents provided through the Bidding System were not the required ones and/or documents are not legible	Bid declared non-compliant
12.	<u>Qualified bid</u> : Where the bid has been qualified by changes to specification or major requirements and acceptance would allow an unfair advantage over competitors.	Bid declared non-compliant
13.	<u>Bid does not meet major specifications</u> and is not suitable, Major specification to be determined by Conservation Halton bid representative and Director, Corporate Compliance.	Bid declared non-compliant
14.	<u>Bid does not meet minor specifications</u> and an acceptable alternative is provided as determined by Conservation Halton bid representative and Director, Corporate Compliance.	Bid to be reviewed by Bid Review team and Director, Corporate Compliance.
15.	<u>Bid form not signed</u>	The bidding system does not accept bids unless the bidder has checked a box confirming authority to submit a bid on behalf of the bidder.
16.	<u>Failure to execute</u> : Fails to execute a contract or supply supplementary documents after Intent to Award letter has been issued.	Award may be overturned.
17.	<u>Other bid irregularities</u>	Ruling by Director, Corporate Compliance - Bidder may be given up to five (5) business days to remedy the bid irregularity

APPLICABLE TO HARD COPY BIDDING SUBMISSION ONLY (bids between \$10,000-\$50,000)

	<u>Irregularity</u>	<u>Action Taken</u>
1.	<u>Late bid</u> : Bid received after the closing date, location and time specified in the bid document.	Bid rejected

CONSERVATION HALTON
PURCHASING POLICY

2.	Addenda: Addenda not acknowledged	Bid rejected if the addendum could impact the bid response. If the addendum will not impact the bid response, the bidder has two (2) business days to acknowledge and incorporate the addenda
3.	Site meeting: Bidder did not attend a mandatory site meeting.	Bid rejected
4.	Suspended vendor: Bid received by a Bidder who has been suspended from the bidding process.	Bid declared non-compliant unless express approval has been provided by the appropriate authority and evidence of corrective measures and discrepancies have been remedied
5.	Format: Bid not on the form supplied by Conservation Halton or not in the format specified in the bid document.	Bid declared non-compliant if the format is material to the bid
6.	Bid bond/Agreement to bond: Bond is missing.	Bid rejected
7.	Bid bond/Agreement to bond: The amount is less than the amount indicated in the bid document.	Unless in the opinion of the Procurement Specialist, the insufficiency is trivial or insignificant. Bidder shall be given two (2) business day to remedy.
8.	Bid bond/Agreement to bond: The bonding company is not licensed to conduct business in Ontario or is not in the form specified, or not signed by the bonding company and/or bidder.	Bid declared non-compliant
9.	Documents: Documents are not completed in ink or documents are not legible	Bid declared non-compliant
10.	Documents: Documents contain changes, erasures, overwriting, whiteouts, cross outs or strikeouts that are not initialed by the bidder	Bidder shall be given two (2) business days to rectify.
11.	Qualified bid: Where the bid has been qualified by changes to specification or major requirements and acceptance would allow an unfair advantage over competitors.	Bid declared non-compliant
12.	Bid does not meet major specifications and is not suitable, Major specification to be determined by Conservation Halton bid representative and Director, Corporate Compliance.	Bid declared non-compliant

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13.	<u>Bid does not meet minor specifications and an acceptable alternative is provided as determined by Conservation Halton bid representative and Procurement Specialist.</u>	Bid to be reviewed by Bid Review team and Procurement Specialist.
14.	<u>Bid form not signed</u>	Bid declared non-compliant
15.	<u>Mathematical errors:</u> in extensions, additions or totals	Conservation Halton has the right to correct the mathematical errors. In all cases the unit prices will be used to correct the discrepancy.
16.	<u>Other bid irregularities</u>	Ruling by Bid Review Panel - Bidder <u>may</u> be given up to five (5) business days to rectify the bid irregularity

Note: The above noted should not be considered all-inclusive. The Director, Corporate Compliance, in consultation with the requisitioning department will review minor irregularities. The Director, Corporate Compliance may then accept the bid, or request that the bidder rectify the deviation.

CONSERVATION HALTON PURCHASING POLICY

Section 6: Definitions

“acquisition” means the process of obtaining goods or services, including rental or lease;

“award” means the authorization to proceed with the purchase of goods, services or construction;

“bid” means an offer or submission from a vendor in response to a request for quotation, tender or proposal, which is subject to acceptance or rejection;

“bidder” means any legal entity that submits a bid in response to a call for bids;

“bid request” means a written request for bids or a solicitation, which may be in the form of a Request for Quotation, Request for Tender or Request for Proposal;

“Conservation Halton” means The Halton Region Conservation Authority;

“constructor” means “a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer” as defined by the Constructor Guidelines from the Ministry of Labour and as provided for in the Occupational Health and Safety Act.

“contract” means a legally binding agreement between two parties;

“contractor” means the party responsible for providing construction and/or services also see Vendor;

“cooperative purchasing” means the participation of two or more public agencies, in a request for a quotation, tender or proposal;

“electronic bidding” means a method of issuing bids and/or receiving bids through a bidding system over the internet;

“electronic bidding system” means the eSolutions Group bidsandtenders™ proprietary bidding system;

“emergency” means an event or circumstance where the immediate purchase of goods, services or construction is necessary to prevent or alleviate serious delay, a threat to public health, safety or welfare, the disruption of essential services or damage to public property or any other expenditure that is necessary to respond to any such event;

“environmentally preferred” means an environmentally preferred product or service will meet the criteria of a recognized third-party certification program, where such a certification exists for that product category.

“goods and services” includes supplies, equipment, materials and maintenance and service contracts;

“life cycle costs” means the cost of the good or service throughout its life cycle, from production, distribution, usage, end of life and its environmental impacts.

“open market procedure” means obtaining price quotations from vendors verbally or in writing;

“personal purchases” means a purchase of goods and services requested by a member, or by any employee of Conservation Halton or their family members, the requirement for which is not for Conservation Halton or any of its purposes, but is personal to the person requesting the purchase;

CONSERVATION HALTON PURCHASING POLICY

“procurement authorized staff” means those senior staff members or those designated to conduct or participate in procurement activity as identified in Appendix 1;

“program director” means the senior leader of the Conservation Halton program issuing the bid.

“proposal” means an offer from a vendor in response to a request for proposal, acceptance of which may be subject to further negotiation. The selection of the successful supplier is based on the effectiveness of the proposed solution rather than on price alone. The effectiveness of the proposal is measured against a standard set of evaluation criteria;

“purchase order” means a written or electronic offer to purchase goods and services or a written or electronic acceptance of an offer;

“quotation” means an offer from a bidder to buy or sell goods and services;

“senior staff” means a senior staff director of Conservation Halton as identified in Section 3;

“service provider” means the external party responsible for providing services also see Contractor and Vendor;

“signing officer” means one of the Conservation Halton Board Chairman, Vice-Chairman, C.A.O./Secretary-Treasurer, Director, Watershed Management Services and the Director, Finance;

“single source” means although there may be more than one source in the open-market, only one of these is recommended for consideration in a contract;

“sole source” means there is only one source of supply.

“tender” means an offer from a bidder to buy from or sell goods and services in response to a public advertisement requesting tenders;

“third party certification” refers to an independent organization that licenses and certifies products that meet stringent sustainable standards developed by the organization. Some of the known certification programs most frequently used to certify environmentally preferred products are:

Energy Star, EcoLogo / Environmental Choice, Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), Electronic Products Environmental Assessment Tool (EPEAT), Green Seal, Greenguard, Leadership in Energy and Environmental Design (LEED), ecoAction, Canada Organic, Fairtrade Canada

“vendor” means the party responsible for providing the service, also see Contractor

CONSERVATION HALTON PURCHASING POLICY

Section 7: Standard Contract Terms and Conditions

1. General purchasing terms and conditions will be posted on the Conservation Halton website. These “simple form” terms and conditions apply to all purchases made by procurement authorized, or delegated staff. The terms are subject to change from time to time and vendors are encouraged to refer to these terms prior to accepting staffs offer to purchase.
2. Standard templates for staff use are available for informal bids, quotations, tenders and RFP’s. These templates can be found on the corporate compliance page on Sharepoint. Contact the Procurement Specialist for assistance. The templates will change from time to time as laws and best practices change, staff are to use the appropriate template for completion of their bid documents. Staff are not to use old or previously released bid document terms and conditions, as they may not contain all relevant and updated clauses.
3. If changes are required to the templates, the Director, Corporate Compliance along with the Procurement Specialist will ensure any necessary revisions are captured.

CONSERVATION HALTON PURCHASING POLICY

Section 8: Use of Corporate Credit Cards

1. Definition and Purpose

The use of corporate credit cards issued to authorized staff provides an efficient, flexible and convenient means for purchasing low value goods and services and avoids employee out of pocket expenses for business purposes.

Corporate credit cards are not intended to avoid or bypass appropriate purchasing or payment procedures, but to complement existing procedures.

2. Authority

The credit card issued will be approved by both the Director, Finance and the respective program director and issued to those employees who occupy positions with the appropriate delegated purchasing authority. A position with the appropriate delegated authority does not necessarily include all procurement authorized staff in the Conservation Halton Purchasing Policy. Corporate credit cards are issued to the CAO/Secretary-Treasurer, program directors and department managers as well as supervisors and coordinators where the position warrants.

Each credit card will have a unique number, and will be issued both in the name of The Halton Region Conservation Authority and the name of the employee who has been authorized to use the card. The card is not transferable to, or to be used by, any other person including other employees.

3. Restrictions

Corporate credit cards are not to be used for the following purchases:

- When the purchase price exceeds the cardholder's credit limit. Credit cards issued have a predetermined credit limit. A transaction cannot be split into two or more separate amounts to bypass the cardholder's credit limit.
- Contracted services
- Hazardous materials
- Personal purchases or cash advances
- Rental and lease agreements beyond one year
- Illegal transactions

4. Staff Travel Expenses

Staff travel expenses paid by corporate credit card must be in accordance with the guidelines provided in Conservation Halton's human resources policies.

CONSERVATION HALTON PURCHASING POLICY

5. Cardholder Responsibilities

The cardholder is responsible for:

- Using the credit card in accordance with the guidelines set out in this policy and procedure.
- The security of the card and ensuring that documents bearing the card number are kept in a secure location with controlled access. When quoting the credit card number by fax or internet for a purchase, every precaution should be taken to avoid the risk of unauthorized use of the card number. The credit card number is only to be provided for internet purchases if it is known to be a secure site.
- The cardholder must notify immediately Scotiabank VISA and the Director, Finance if the credit card is lost or stolen. Scotiabank VISA can be notified during 24 hours, 7 days a week.
- Obtaining receipts for each purchase and reconciling the receipts with the monthly credit card statement. Detailed credit card receipts showing the purchase breakdown and taxes charged must be submitted with the reconciled statement by the end of each month. Repeated failure to submit receipts will result in card cancellation. Without the detailed receipt, providing the HST Registration number, tax rebates cannot be applied to the purchase resulting in inflated expenses. If no receipt is available, a completed Missing Receipt Form must be completed and attached to the credit card statement.
- The cardholder is responsible for the vendor search and selection, product/service specification, quality, quantity, price negotiation, freight charges, delivery requirements, and resolving any problems arising from the purchase including returns and disputed charges.
- Upon a transfer of position within Conservation Halton or termination from Conservation Halton, the cardholder shall return the credit card to the Director, Finance for immediate cancellation of the card.

Cardholders who do not comply with this policy, may have their credit card privileges revoked by the CAO/Secretary-Treasurer without notice and are subject to disciplinary action in accordance with the human resources progressive discipline policy I.

6. Late Payment Charges

Conservation Halton will not pay late payment charges. All cardholder statements will be paid in full as charged by ScotiaBank, even if they are not reconciled in time for payment. Finance staff will code unreconciled credit card charges to an appropriate account.

CONSERVATION HALTON
PURCHASING POLICY

7. Reconciliation and Approval of Monthly Statement

Monthly statements are emailed to cardholders from ScotiaBank within a few days following the 15th of the month. Cardholders are responsible for printing their statement, attaching receipts (for each charge listed) that include appropriate account code. The statement must be reviewed and approved by the direct supervisor. Supervisors are responsible for reviewing purchases, ensuring all receipts have been attached before signing the statement, and forwarding the signed statement to the Accounts Payable & Capital Assets Coordinator by the end of each month. The cardholder is responsible for settling disputes directly with the merchant or business concerned.

Cardholder monthly statements are to be signed by the cardholder's supervisor indicating approval of the statement as follows:

<u>Cardholder</u>	<u>Approving Supervisor</u>
Supervisor	Area Manager
Managers and Supervisors	Program Director
Program Directors	CAO/Secretary-Treasurer
CAO/Secretary-Treasurer	Conservation Halton Board of Directors Chair or in their absence the Vice Chair

8. Card Renewal

Each credit card is issued for a period of one year. Credit cards will be automatically renewed unless the Director, Finance advises ScotiaBank otherwise.

9. Use of Personal Credit Cards

When a staff has been issued a corporate credit card, that card is the only card that shall be used for purchases made on behalf of Conservation Halton. Personal credit cards for Conservation Halton purchases may only be used with prior permission from the Director, Finance.

CONSERVATION HALTON
PURCHASING POLICY

MISSING RECEIPT FORM

To be completed for missing receipts and attached to credit card statement or expense reimbursement form.

Vendor: _____

Description of Expense: _____

Date of Receipt: _____

Amount: _____

The original receipt for the expenditure noted above is not available and is the correct amount of the original receipt. No reimbursement of this expense will be sought or accepted from any other source.

Name: _____

Signature: _____ Date: _____

Approver's Name: _____

Signature: _____ Date: _____

CONSERVATION HALTON PURCHASING POLICY

Section 9: Certificate of Insurance

Service Providers or contractors providing services to Conservation Halton are required to carry and maintain coverage suitable to Conservation Halton. Certificates of insurance (naming Conservation Halton as an additional insured) must be completed by the service provider or contractor and submitted to the Director, Corporate Compliance or Procurement Specialist prior to the start of work.

CONSERVATION HALTON PURCHASING POLICY

Section 10: Sustainable Purchasing Guideline

The purpose of this guideline is to assist staff in acquiring goods and services for Conservation Halton from suppliers that generate positive environmental outcomes, and to integrate sustainability considerations into product selection so that negative impacts on the environment are minimized throughout the full life cycle of the products.

Environmentally preferred purchasing considers the environmental impacts of all phases of the life cycle of goods and services, including raw materials, manufacturing, packaging, distribution, operation, maintenance, and disposal, including the potential for reuse or ability to be recycled.

Staff are encouraged to consider purchasing environmentally preferred goods and services as part of their purchasing decisions. Purchasing environmentally preferred goods and services demonstrates Conservation Halton's leadership and support for greener business practices, while achieving value for money through the consideration of life-cycle costs.

Environmental Procurement

Conservation Halton shall seek opportunities to encourage the procurement of environmentally preferred goods and services through employee education; pilot testing of potential new products when appropriate; adopting innovative product standards, specifications, and contracts; leveraging buying expertise in Halton Region and cooperative ventures with other organizations.

Wherever possible, the following environmental considerations will be incorporated into the procurement of goods and services.

1. Conserving Resources – purchasing goods and services that:

- a) reduce consumption of resources (e.g. water, energy, raw materials)
- b) maximize recycled, post-consumer content
- c) require less packaging and/or will be taken back for recycling or reuse
- d) promote durability and can be reused, recycled and repaired
- e) minimize toxicity
- f) contains re-usable parts
- g) protects indoor and outdoor air quality

2. Protecting Human Health and the Environment – purchasing goods and services that:

- a) are made from environmentally sustainable harvesting or extraction practices
- b) reduce or eliminate toxic substances released and/or used in their production are properly managed at the end of their useful life
- c) minimize pollutant releases
- d) minimize greenhouse gas emissions
- e) minimize impacts on biodiversity
- f) minimizes human health impacts

Conservation Halton will rely on third-party certification for identification of environmentally preferred products and services when available. The third-party certification process will provide a minimum standard by which to select environmentally preferred products and services. Additional environmental criteria can be added to the requirements, on an as needed basis.

CONSERVATION HALTON
PURCHASING POLICY

- 3. Life Cycle Cost Review** – an assessment will be completed for the full cost of the good or service during its life cycle including the following:
- a) Initial cost of the purchase – including installation and delivery fees;
 - b) Operating costs of using the good or service – including energy used; training; health and safety equipment requirements;
 - c) Required maintenance and repairs – warranty provided by vendor, service agreement costs; cleaning products, cost and frequency of upgrades;
 - d) Disposal costs at the end of the good's useful life – special disposal requirements and fees, recyclable good for return to vendor or reuse by another organization.
 - e) Environmental impacts – air and noise emissions, toxic or hazardous materials used in the good, waste produced.

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 01 20 08

FROM: Jim Sweetlove, Conservation Halton Foundation Chair
and Garner Beckett Foundation Director

DATE: February 20, 2020

SUBJECT: **Appointment of Members to the Conservation Halton Foundation Board of Directors**

Recommendation

THAT the Conservation Halton Board of Directors **approve the appointment of the following individuals, as members to the Conservation Halton Foundation Board of Directors for a two-year term:**

- **Bill Mann**
- **Madhav Murti**
- **Mavis Shang**

Executive Summary

Rebuilding and reinvigorating the Foundation Board of Directors was a key priority for 2019. The appointment of the above mentioned individuals achieves this objective, creating a strong, skilled and diverse group of 14 Directors capable of positioning the Foundation for significant growth.

Report

The Foundation Board is currently undergoing significant transition to achieve future growth targets. The Nominations Committee and Foundation staff conducted a recruitment effort and selection process over the past year to identify community leaders with the talent and skill that will help position the Board for success.

The individuals named above have demonstrated their interest in sitting on the Board of Directors and their commitment to the mission and vision of the organization. The above individuals have participated in a thorough application and interview process with the Foundation's Nominations Committee.

The Conservation Halton Foundation Board of Directors has approved a motion recommending the appointment of the above individuals. In accordance with the Foundation's By-Laws, all members must be formally appointed to the Foundation Board by the Conservation Halton Board of Directors.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Protecting our natural, cultural, and scenic assets.

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Garner Beckett,
Foundation Director

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Garner Beckett, Foundation Director, 905-336-1158 ext.
2256 gbeckett@hrca.on.ca

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 01 20 08

FROM: Kim Barrett, Associate Director, Science and Partnerships

DATE: February 20, 2020

SUBJECT: **Project Technical Advisory Committee
Halton Watershed Stewardship Program**

Recommendation

THAT the Conservation Halton Board of Directors **approve the Terms of Reference of the Project Technical Advisory Committee of the Landowner Outreach and Restoration Program**

Report

Conservation Halton's Landowner Outreach and Restoration program, formerly Hamilton-Halton Watershed Stewardship Program (HHWSP), has been in place since 1994. During this time, the Outreach and Restoration program has used a volunteer committee to review water quality and habitat restoration project proposals seeking financial support.

The Project Technical Advisory Committee (PTAC) reviews projects with respect to their eligibility and merits in meeting habitat and water quality objectives, thereby helping to remove staff from the ultimate decision making as to which projects receive funding and which do not. The PTAC consists of members from various relevant agencies and groups representing different technical disciplines for project peer review, with the added benefit being that many of the committee members are landowners themselves, which brings another perspective to the committee's reviews and recommendations. Agency representation includes:

- Ontario Federation of Agriculture
- City of Hamilton
- Fisheries and Oceans Canada
- Conservation Halton
- Halton Region
- Hamilton Conservation Authority
- Ontario Ministry of Natural Resources and Forestry
- Royal Botanical Gardens

Recognition of the PTAC by Conservation Halton provides formal support of the contribution made by the members to our projects. The members on the PTAC are not paid for their services, however, by formally recognizing their volunteer work, they are provided with protection through Conservation Halton's insurance program with respect to their decisions. Adding the members as volunteers does not affect Conservation Halton's premiums with respect to insurance.

Attached is a copy of the Terms of Reference that has been established for the PTAC for the three-year term from March 2020 until December 2023. It is recognized that committee membership may

change during this time due to retirement, alternative employment opportunities, relocation, etc., and that vacancies will be filled as they arise.

Impact on Strategic Goals

This report supports the Metamorphosis strategic themes of Protecting our natural, cultural, and scenic assets and Preparing for the effects of climate change.

This theme is supported through Metamorphosis Objectives 2 (Strengthen conservation, restoration and responsible management of natural resources with a focus on evidence-based programs) and 3 (Communicate to the public the value of science-based programs that conserve, restore and manage the natural resources of the watershed).

The Project Technical Advisory Committee enables us to ensure our staff and financial resources are supporting conservation and restoration projects that will have the greatest impact.

Financial Impact

While Conservation Halton contributes funding to the program for staffing and landowner contact, funds for the capital programs involving projects on private lands have typically been raised through different sources. Some examples over the years include the following:

- Conservation Halton Foundation – Corporate Sponsorship
- Environment Canada
- Fisheries and Oceans Canada
- Ministry of the Environment, Conservation and Parks
- Ministry of Natural Resources and Forestry
- Ontario Trillium Foundation

Signed & respectfully submitted:



Kim Barrett
Associate Director, Science & Partnerships

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Kent Rundle, Coordinator, Landowner Outreach and
Restoration
905.336.1158 x2319 | krundle@hrca.on.ca

TERMS OF REFERENCE FOR THE PROJECT TECHNICAL ADVISORY COMMITTEE

GOAL

To assist the Hamilton Conservation Authority and Conservation Halton in the implementation of their Water Quality/Habitat Improvement Programs (WQHIP) which serve to provide landowners with the technical and grant assistance necessary to improve water quality and habitat in the watersheds of Hamilton and Halton Conservation Authorities.

MANDATE

The Project Technical Advisory Committee (PTAC) is a voluntary advisory committee that approves grants for water quality and habitat improvement projects. PTAC has been established by the conservation authorities in accordance with these adopted Terms of Reference. PTAC members are bound by these Terms of Reference and are ultimately responsible to the Hamilton Conservation Authority and Conservation Halton.

PURPOSE

The purpose of PTAC is to:

1. Sit as the grant approvals committee when it may:
 - a) recommend eligible items under the WQHIP including grant rates and grant ceilings;
 - b) ensure that the WQHIP is administered on a priority basis;
 - c) review landowners' grant applications submitted to the conservation authorities;
 - d) approve eligible grant applications under the WQHIP; and
 - e) review WQHIP effectiveness as required.
2. Provide a forum for the exchange of information on agricultural, rural and urban issues and initiatives and to advise on potential concerns; and
- 3) Encourage public awareness and education of agricultural, rural and urban issues.

MEMBERSHIP

PTAC consists of the following volunteer members which are appointed for a term of three years with the option of serving additional terms.

- Agricultural Organizations
- Conservation Halton
- Fisheries and Oceans Canada
- Halton-Hamilton Source Protection Committee
- Hamilton Conservation Authority
- Individual Landowners
- Ontario Ministry of Natural Resources and Forestry
- Royal Botanical Gardens

PTAC members represent a variety of natural resources management, agricultural organizations and landowners. The representatives of organizations or agencies should have special urban, rural and agricultural qualifications, water quality and habitat interests and abilities, as well as the ability and willingness to devote the necessary time to PTAC.

MEETINGS

PTAC meets, annually, or as required. Agendas for meetings will be made available to PTAC one week in advance of meeting. Flexibility will allow meetings to be held in various locations throughout the communities that are most convenient for PTAC members. Meetings will be used to review Water Quality and/or Habitat Improvement Funding Application and Agreement forms, WQHIP program success, WQHIP Terms of Reference, and other determined topics.

SUPPORT STAFF

Conservation authority staff will be assigned to provide secretariat and research support to PTAC.

PTAC meeting minutes will be provided to PTAC members following each meeting.

MEETING NO: # 02 20 - Conservation Halton Board of Directors Inaugural Meeting

DATE: February 20, 2020

TIME: 4:00 P.M.

PLACE: CH Admin. Office, 2596 Britannia Road West, Burlington ON
905.336.1158 x 2236

AGENDA

PAGE

1. Acceptance of Agenda as distributed

2. Disclosure of Pecuniary Interest for Board of Directors

3. Consent Items

Roll Call & Mileage: 2020 Inductees to the Conservation Board of Directors

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4. Action Items

4.1 Election of Officers for 2020 (procedure attached)

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4.1.1 Appointment of Election Scrutineers

4.1.2 Election of the position of Chair of Conservation Halton for 2020

4.1.3 Election of the position of Vice Chair of Conservation Halton for 2020

5. Other Business

6. Adjournment

Conservation Halton Board of Directors Inductees for 2020

Term to expire Dec. 31, 2022 or until a successor is appointed

City of Burlington:	Mr. James Sweetlove, Citizen Appointee Mr. Gerry Smallegange, Citizen Appointee Councillor Rory Nisan Mayor Marianne Meed Ward
Town of Halton Hills:	Councillor Moya Johnson Councillor Bryan Lewis
Town of Milton:	Mayor Gord Krantz Councillor Mike Cluett Councillor Rick Di Lorenzo Councillor Zeeshan Hamid
Town of Oakville:	Mayor Rob Burton Councillor Cathy Duddeck Councillor Allan Elgar Councillor Dave Gittings
City of Mississauga:	Ms. Jean Williams (Citizen Appointee) Mr. Aruangaib Ansari (Citizen Appointee)
City of Hamilton:	Ms. Joanne Di Maio, Citizen Appointee Dr. Zobia Jawed, Citizen Appointee
Township of Puslinch:	Mr. Stephen Gilmour, Citizen Appointee

CONSERVATION HALTON PROCEDURE FOR ELECTION OF OFFICERS

Conservation Halton Board of Directors Halton Region Source Protection Authority Board of Directors

The Chair and Vice Chair of the Conservation Halton Board of Directors will also be the Chair and Vice Chair of the Halton-Hamilton Region Source Protection Authority.

Chairman for Election of Officers

An individual other than a Member of Conservation Halton will assume the position of Chair for the purpose of Election of Officers. A Staff member could hold this position.

Appointment of Scrutineers

The appointment of scrutineers is required for the purpose of counting ballots should an election be required. All ballots will be destroyed by the scrutineers afterwards. The appointment of scrutineers requires a mover and seconder by Members of the Authority.

Election of Officers

Only current members of the Authority may vote.

Nominations will be called three (3) times and will only require a mover. The closing of nominations will require both a mover and a seconder.

In the event of an election, each nominee will be permitted not more than five (5) minutes to speak for the office, in the order of the alphabetical listing of his or her surnames.

Upon the acceptance by all nominees for the position of office, ballots will be distributed to the Members for the purpose of election. A Member's choice for a nominee will be written on the ballot and the appointed scrutineers for the counting of the ballots will collect the ballots.

A majority vote will be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes will be removed from further consideration for the office and new ballots will be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots will be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Chief Administration Officer.