

Conservation Halton

Board of Directors



MEETING PACKAGE
FEB 2019



Glen Eden lesson program

MEETING NO: # 02 19 Board of Directors
DATE: February 28, 2019
TIME: 3:00 p.m.
PLACE: CH Admin. Office, 2596 Britannia Road West, Burlington ON
905.336.1158 x 2236

AGENDA

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1. **Acceptance of Agenda as distributed**
2. **Disclosure of Pecuniary Interest for Board of Directors**
3. **Presentations:**
 - Rates & Fees Review – Presentation attached
(Andrew Grunda, Principal, Watson & Associates)
 - Health & Safety – Presentation to be provided at the meeting
(Jill Ramseyer, Associate Director, P&C)
4. **Consent Items**
 - Roll Call & Mileage
 - Approval of Board of Directors Minutes dated November 22, 2018
 - Approval of Source Protection Authority Minutes dated November 22, 2018
 - 4.1 Kelso Dam Update 52 - 53
Report #: CHBD 02 19 02
 - 4.2 Bill 66, Restoring Ontario's Competitiveness Act, 2018 (ERO # 013-4293) 54 - 57
Report #: CHBD 02 19 03
 - 4.3 Ontario's Housing Supply Action Plan 58 - 59
Report #: CHBD 02 19 04
 - 4.4 Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario 60 - 71
Environment Plan
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Report #: CHBD 02 19 05
 - 4.5 Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 72 - 80
2017 (2019) ERO No.: 013-4504/CH File No.: PPL053

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- 4.6 Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06
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- 5.1 Payroll System Upgrade 90 - 94
Report #: CHBD 02 19 08
- 5.2 Planning Permits, Parks Rates and Fees 95 - 99

Review Report #: CHBD 02 19 09

- 5.3 Proposed 2019 Plan Review and Permit Application Fee schedules 100 - 108
CH File Number: ADM 049
Report #: CHBD 02 19 10
- 5.4 Ontario Endangered Species Act 10th Year Review Discussion Paper 109 - 124
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Report #: CHBD 02 19 11

6. In Camera

- 6.1 Legal Matter
Report #: 02 19 12
- 6.2 Legal Matter
Report #: 02 19 13
- 6.3 CAO goals for 2019
Report #: 02 19 14

7. CAO Verbal Update

8. Other Business

9. Adjourn to Conservation Halton Inaugural Meeting 2019



Parks Program Rates and Fees Review

Conservation Halton

Final Report

February 11, 2019

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Chapter 1

Introduction



1. Introduction

1.1 Background

Conservation Halton (CH) offers a variety of leisure, recreation, and education programs and services through the provision of its eight Halton parks. Program fees are charged for the use of the parks and programs offered. CH has established a policy of recovering the full costs of providing parks services through the imposition of user fees.

CH retained Watson & Associates Economists Ltd. (Watson) to undertake an activity-based costing review of CH's parks user fees to better understand the full costs of services being provided, the current level of cost recovery, and fee recommendation impacts on future cost recovery levels.

While there are some similarities in costing parks user fees compared with processing user fees (e.g. planning and permit fees) there are some notable differences. The primary difference is that full cost parks and recreation user fees should be designed to recover programming cost, operations and maintenance costs, as well as capital replacement costs. These capital replacement costs are more significant for parks services when compared to other application and permit processing user fees. Moreover, in undertaking a parks user fees review, balance should be sought between the recovery of these fixed capital-related costs and maximizing the utilization of services. With respect to other user fees, the fee design may be intended to economize or ration service usage. These fixed cost recovery aspects of parks user fees are an important consideration in developing the ultimate fee design because cost recovery must be balanced with service utilization to prevent the downward spiral of price-induced reductions in service utilization leading to reduced cost recovery.

This technical report summarizes the legislative context for the fees review, provides in detail, the methodology utilized to assess the full costs of parks user fees, and presents the impacts of CH fee recommendations for the 2018/2019 ski season on cost recovery levels. Full cost fee recommendations provided to staff by Watson have been provided in Appendix B.



1.2 Study Process

Set out in Figure 1-1 is the project work plan that has been undertaken in the review of CH's parks user fees.

Figure 1-1
Parks User Fees Review Study Work Plan

<i>Work Plan Component</i>	<i>Description</i>
1. Project Initiation and Orientation	<ul style="list-style-type: none">• Project initiation meeting with Project Team to review project scope, work plan legislative context, fee review trends, and activity-based costing (A.B.C.) full cost methodology
2. Review Background Information	<ul style="list-style-type: none">• Review of cost recovery policies, fee schedules, 2016-2017 cost recovery performance and utilization patterns
3. Parks User Fee Direct Cost Allocation Review.	<ul style="list-style-type: none">• Meetings with Project Team members to review and refine fee design parameters and establish parks costing categories• Preliminary discussion of allocation methodologies for allocating direct costs to service areas
4. Design and Execution of Direct Cost Allocation	<ul style="list-style-type: none">• In collaboration with CH staff, develop allocation methodology for allocating direct costs to service areas
5. Develop A.B.C. model to determine the full costs processes	<ul style="list-style-type: none">• Develop CH's A.B.C. model to reflect the current cost base (i.e. 2018\$), fee costing categories, direct and indirect cost drivers, and full cost fee schedule generation• Meet with CH Finance staff to confirm cost allocation of budget for indirect step-down costing model.
7. Calculation of Full Cost of Service, Full Cost Recovery Fees and Financial Impact Analysis	<ul style="list-style-type: none">• Modeled costing results were used to generate full cost recovery fee structure options• Prepare comparison survey for conservation authority and recreation fees• Full cost recovery fee structure calculated and compared to conservation authority comparators• Review of CH fee recommendations for 2019• Overall financial impact of current and 2019 CH recommended fees was undertaken
8. Draft Report	<ul style="list-style-type: none">• Preparation of Draft Report



<i>Work Plan Component</i>	<i>Description</i>
	<ul style="list-style-type: none">• Presentation of draft report to Senior Team• Training session with CH staff on use of A.B.C. model for future implementation of fee recommendations and consideration of financial impacts.
9. Final Report	<ul style="list-style-type: none">• Final Report and Proposed Fee Schedules prepared for Board of Directors consideration

1.3 Legislative Context for Fees Review

CH is authorized to provide services through the provisions of its parks by the *Conservation Authorities Act*. Section 21.1 of the Act states the programs or services in which an authority is required or permitted to provide, including:

1. Mandatory programs and services that are required by regulation.
2. Municipal programs and services that the authority agrees to provide on behalf of municipalities situated in whole or in part within its area of jurisdiction under a memorandum of understanding referred to in subsection (3).
3. Such other programs and services as the authority may determine are advisable to further its objects. 2017, c. 23, Sched. 4. S. 20 (1)

Section 21.2 of the Act gives Conservation Authorities the ability to impose fees for programs or services provided.



Chapter 2

Activity Based Costing Methodology



2. Activity Based Costing Methodology

2.1 Methodology

An A.B.C. methodology, as it pertains to public sector authorities, assigns an organization's resource costs through activities to the services provided to the public. One of the service channels provided by CH is the provision of parks and programs. An A.B.C. methodology attributes service effort and associated costs from all participating CH business units to the appropriate user fee service categories. The resource costs attributed to parks services includes direct programming costs, direct operating and maintenance costs, indirect support/general administration costs, and capital-replacement costs.

The assessment of each business unit's direct programming costs is accomplished by determining the amount of staff time dedicated to service delivery. This may, as an example, include time spent by ski instructors for a specific snow school lesson program. These time estimates then determine the associated staff costs (e.g. salary, wages and benefits) and program-related operating costs (e.g. materials and supplies) that should be attributed to a specific fee category. The A.B.C. methodology is illustrated in Figure 2-1.

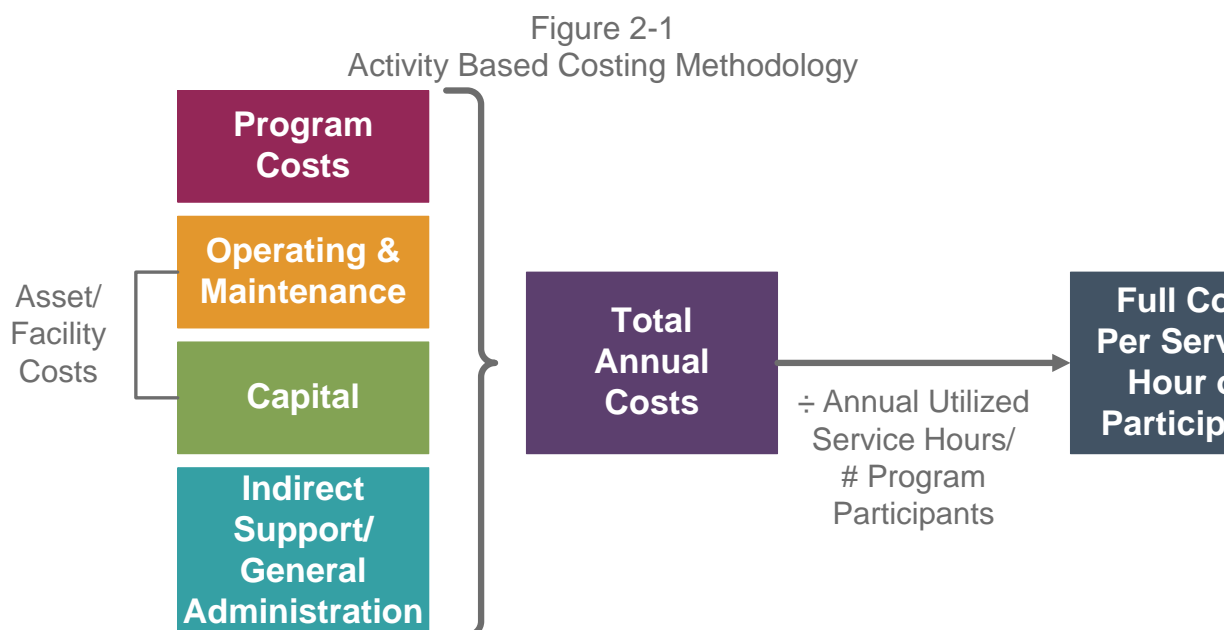
Direct costs of operations and maintenance are also considered for each fee category. The direct operating costs (e.g. general operations costs) were allocated to each parks user fee category based on discussions with CH staff regarding deployment of effort on an annual basis. Similarly, the allocation of direct service maintenance costs (e.g. equipment and facility costs) were allocated to the various fee categories based on service metrics discussed with CH staff (e.g. annual service hours or park entrances).

Indirect costs of general administration support and capital replacement costs for existing service assets are included in the full cost recovery assessment. The indirect costs of general administration include the administration costs of the conservation parks as well as a portion of the costs related the general governance of CH. While the general governance costs are not directly attributable to service delivery, governance support and management of the direct service delivery business units is vital to service delivery.



Annual lifecycle capital replacement costs for assets being utilized to provide parks services have been identified and included in the full cost assessment. These costs are a recognition of the capital assets (i.e. replacement cost sinking fund amount) being consumed by service users annually.

The following sections of this chapter review each component of the ABC methodology as it pertains to the parks program rates and fees review.



2.2 User Fee Category Definition

An important component of the full cost user fees review is the selection of parks user fee categories. This is an important first step as the subsequent costing is based on the categorization decisions. The costing categorization will then permit the design of a user fee structure that will be comparable to current fees and implementable to achieve desired revenue targets. The user fee categorization process occurred at that outset of the assignment through working sessions with CH staff. These working sessions were attended by representatives from each of the three major park areas (Crawford Lake/ Mountsberg/ Robert Edmonson, Hilton Falls/ Mount Nemo/ Rattlesnake Point, and Kelso/ Glen Eden) as well as finance.



The following user fee costing categories were used for each of the three parks groups to reflect the differences in service delivery by CH and utilization by end users:

- Daily Entrances;
- Educational Programs;
- Recreation Programs;
- Special Events;
- Film;
- Rentals; and
- Retail (incl. food)

Figure 2-2 identifies the various types of fees and programs that are included within each of the costing categories above for each park area.



Figure 2-2
User Fee Costing Categories

Costing Categories	CRAWFORD LAKE/ MOUNTSBERG/ ROBERT EDMONDSON	HILTON FALLS/MOUNT NEMO/ RATTLESNAKE POINT	KELSO/ GLEN EDEN
Daily Entrance/ Annual Pass	Daily Entrances	Daily Entrances	Daily Entrances
	Annual Memberships	Annual Memberships	Annual Memberships
	Program Entrances	Program Entrances	Program Entrances
Educational Programs	Guided Programs	N/A	School Groups
Recreational Programs	Christmas Town	Rock Climbing	Kinder Ski
			Primary Ski
			Junior Ski
			Teen & Adult Ski
			Private Lesson
			Snow School Lessons
			Snow School Lessons (singular lessons)
			Mountain Bike Race
Special Events	Raptor and Barn Encounters	Wagon rides	Special Event Permits
	Birthday parties	Meditation Hikes, Moonlight Ski, Try it	
	Wagon rides	Special Event Permits	
	Frog Watchers		
	Moonlight Snowshoe, PJ, Try It		
	NY Hoopla, Taste of Maple, Sugar Makers Raptors in Focus Photography Session		
Film	Hourly Photoshoots and Film Permits	Hourly Photoshoots and Film Permits	Hourly Photoshoots and Film Permits
Rentals	Facility, Picnic, Snowshoe	Picnic, Camp Site, Cross Country Ski	Glen Eden rentals, School Group Rentals, Discover Ski
			Picnic & Camping
			Lease agreement Boat Rentals
			Boat Rentals
Retail (inc. food)	Taffy on Snow, Vendor Fees, Retail sales, Food sales	Fire Wood, Food Concession Sales	Facility Rental of East or West Lodge Fire Wood, Retail Sales, Food Sales

2.3 Direct Cost Business Units

Costs of staff directly involved in the program delivery and operating/maintenance of CH parks are contained in the budgets for the three major CH park areas described in Section 2.2. In allocating these costs to the various user fee categories identified above, multiple working sessions were undertaken with CH staff. With respect to programming costs, service utilization records were consulted to determine the allocation of the services costs to the various user fee categories. For the operating and maintenance costs, administrative costs were allocated based the overall utilization of parks and maintenance costs were allocated based on the provision and utilization of park programs.

In addition, costs related to the general administration and provision of CH parks were allocated to the three parks areas based on the relative utilization of the parks.

Direct costs have been based on CH's 2018 operating budget, re-classified into the 2019 operating budget structure, and include:



- Salaries & Benefits;
- Materials & Supplies;
- Purchased Services;
- Financial & Rent Expense;

It should be noted that transfers to reserves (reserve funds), transfers to capital, and support services charge backs been excluded from the direct service costs, as capital and indirect costs are addressed separately within the analysis.

2.4 Indirect Costs

An A.B.C. review includes both the direct service cost of providing service activities as well as the indirect support costs that allow direct service departments to perform these functions. The method of allocation employed in this analysis is referred to as a step-down costing approach. Under this approach, support function and general corporate overhead functions are classified separate from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to parks and programs fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate information technology support costs would be a department's share of supported IT Hardware. Cost drivers are used for allocation purposes acknowledging that these departments do not typically participate directly in the development review process, but that their efforts facilitate services being provided by the CH's direct departments.

The indirect cost allocation to the front-line service departments was prepared using indirect and corporate overhead cost drivers reflective of accepted practices within the municipal sector. Indirect and corporate overhead costs from the following CH departments have been considered in this review:

- Office of the CAO;
- Information Technology;



- HR, Health, Safety & Wellness;
- Administration Office Facility;
- Finance;
- Marketing & Communications;
- Vehicles and Equipment; and
- Security.

2.5 Capital Costs

The inclusion of capital costs within the full cost user fee calculations follows a methodology similar to indirect costs. The annual replacement value of assets commonly utilized to provide direct department services has been included to reflect capital costs of service. The replacement value approach determines the annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation of the asset over its useful life based on current asset replacement values using a sinking fund approach. This annuity is then allocated across to the fee categories based on the provision of services.

The annual capital replacement contribution has been calculated based on the replacement of the parks buildings, vehicles, computer hardware, furniture & equipment, and other parks infrastructure. Annual capital replacement costs have been calculated using total replacement costs, useful life estimates from CH's asset inventory data and a net interest rate of 2%.



Chapter 3

Parks Program Rates and Fees Review



3. Parks Program Rates and Fees Review

3.1 Service Utilization and Full Cost Calculations

In the introduction it was noted that service utilization is an important consideration in designing parks and recreation user fees. It is important because market sensitivity to pricing changes may result in lower utilization levels, and with the significant fixed cost realities of services, this may result in a cycle of increased pricing and lower utilization. Conversely improved utilization will provide greater returns given the fixed cost economies of scale.

Service utilization information was compiled and reviewed as part of the full cost recovery user fee review. This information was considered to ensure that fee structure decisions were being contemplated based on reasonable service demand assumptions. To illustrate this point further, if the fee structure decisions were being made based on potential full capacity of service demand and in practice utilization levels were lower than full capacity, the overall revenue targets would not be achieved.

3.2 Full Cost Recovery Impacts

Table 3-1 documents the annual costs of providing parks services by park area and by costing category. The annual costs reflect the organizational direct, indirect, and capital costs associated with providing current service levels. These costs are based on 2018 budget estimates.

As summarized in the table below, the direct costs incurred by CH relating to programming, operations/maintenance and administration of parks represent the majority of annual costs, i.e. \$9.5 million or 63% of total costs. Indirect support of general administration and other general governance represents \$3.3 million or 22% of total service costs. Annual capital costs, reflecting the annual sinking fund contribution of depreciating assets, represent \$1.6 million or 15% of total costs. Of the total \$15.0 million in annual costs of service, 70% are related to Kelso/Glen Eden, 22% to Crawford Lake/Mountsberg/Robert Edmonson, and 8% to Hilton Falls/Mount Nemo/Rattlesnake Point. Moreover, across the three major park areas 59% of the total costs have been allocated to Daily Entrances reflecting the fact that the majority of the costs of service to provide and maintain the parks are fixed and incurred regardless of utilization levels.



Table 3-1
Full Costs of Service by Parks User Fee Costing Category

Category		Annual Costs			
		Direct Costs	Indirect Costs	Capital Costs	Total Costs
CRAWFORD LAKE/MOUNTSBERG /ROBERT EDMONDSON	Daily Entrance/ Annual Pass	732,174	238,093	174,143	1,144,411
	Educational Programs	812,058	264,070	193,142	1,269,270
	Recreational Programs	168,495	54,792	40,075	263,362
	Special Events	88,464	28,767	21,041	138,272
	Film	87	28	21	135
	Rentals	13,264	4,313	3,155	20,732
	Retail (inc. food)	259,082	84,250	61,621	404,952
	Subtotal	2,073,623	674,314	493,197	3,241,135
HILTON FALLS/MOUNT NEMO/RATTLESNAK E POINT	Daily Entrance/ Annual Pass	485,751	328,293	116,260	930,303
	Educational Programs	-	-	-	-
	Recreational Programs	23,476	15,866	5,619	44,961
	Special Events	11,546	7,803	2,763	22,112
	Film	5,701	3,853	1,364	10,918
	Rentals	122,885	83,052	29,411	235,349
	Retail (inc. food)	9,000	6,083	2,154	17,237
	Subtotal	658,358	444,949	157,571	1,260,879
KELSO/GLEN EDEN	Daily Entrance/ Annual Pass	4,328,611	1,413,659	1,023,701	6,765,971
	Educational Programs	164,856	53,840	38,988	257,684
	Recreational Programs	1,249,181	407,964	295,427	1,952,572
	Special Events	182,939	59,745	43,264	285,949
	Film	25,519	8,334	6,035	39,888
	Rentals	187,660	61,287	44,381	293,328
	Retail (inc. food)	607,266	198,324	143,616	949,206
	Subtotal	6,746,033	2,203,152	1,595,413	10,544,598
Total		9,478,014	3,322,416	2,246,181	15,046,611

Presented in Table 3-2 are the full costs of service for each major park area and costing category as well as the annual revenue, based on 2016-2017 utilization levels and 2018 user fees. The distribution of total costs between the costing categories has been adjusted from that in Table 3-1 to reflect the fact that specific program and service fees include general entrance to the respective parks. As such, a portion of the costs initially allocated to Daily Entrances have been shifted to the other costing categories so that the full costs of service are aligned with the category in which the fee is collected.



Table 3-2
Annual Parks Services Full Cost/Revenue Impacts

	Category	Total Costs	Total Costss (Adjusted)	Revenue (2018 Fees, Average Utilization)	Cost Recovery %	Surplus/ (Deficit)
CRAWFORD LAKE/MOUNTSBERG/ROB ERT EDMONDSON	Daily Entrance/ Annual Pass	1,144,411	879,998	631,285	72%	(248,713)
	Educational Programs	1,269,270	1,472,806	514,868	35%	(957,938)
	Recreational Programs	263,362	300,058	248,397	83%	(51,662)
	Special Events	138,272	161,509	79,966	50%	(81,543)
	Film	135	1,041	3,891	374%	2,850
	Rentals	20,732	20,771	3,704	18%	(17,067)
	Retail (inc. food)	404,952	404,952	366,034	90%	(38,918)
	Miscellaneous			40,287		40,287
	Municipal Operating Levy (Education Subsidy)			192,354		192,354
	Subtotal	3,241,135	3,241,135	2,080,785	64%	(1,160,350)
HILTON FALLS/MOUNT NEMO/RATTLESNAKE POINT	Daily Entrance/ Annual Pass	930,303	919,481	1,441,308	157%	521,827
	Educational Programs	-				-
	Recreational Programs	44,961	47,993	11,566	24%	(36,427)
	Special Events	22,112	22,424	6,003	27%	(16,421)
	Film	10,918	11,019	23,947	217%	12,928
	Rentals	235,349	242,725	95,031	39%	(147,694)
	Retail (inc. food)	17,237	17,237	16,342	95%	(895)
	Miscellaneous			2,575		2,575
	Subtotal	1,260,879	1,260,879	1,596,772	127%	335,893
KELSO/GLEN EDEN	Daily Entrance/ Annual Pass	6,765,971	6,639,182	4,678,824	70%	(1,960,358)
	Educational Programs	257,684	257,684	94,595	37%	(163,089)
	Recreational Programs	1,952,572	2,079,361	2,681,870	129%	602,509
	Special Events	285,949	285,949	63,050	22%	(222,899)
	Film	39,888	39,888	18,428	46%	(21,461)
	Rentals	293,328	293,328	993,166	339%	699,839
	Retail (inc. food)	949,206	949,206	633,684	67%	(315,522)
	Miscellaneous			47,058		47,058
	Subtotal	10,544,598	10,544,598	9,210,674	87%	(1,333,924)
Total		15,046,611	15,046,611	12,888,231	86%	(2,158,380)

In total, the annual modelled revenue is \$12.9 million or 86% of the total costs of service (\$15.0 million). Across the three major parks areas, the cost recovery levels differ, with Hilton Falls/Mount Nemo/Rattlesnake Point recovering 127% of the costs of service, Kelso/Glen Eden recovering 87% of costs and Crawford Lake/Mountsberg/Robert Edmonson having the lowest level of cost recovery at 64%.

The following subsections summarize the major impacts for each park area and user fee costing category.



3.2.1 Crawford Lake/Mountsberg/Robert Edmonson

User fees for these parks are producing an overall cost recovery of 64% of total costs (\$1.2 million shortfall). Of these user fees, those within the costing category of education programs are the most significant. After adding the \$192,000 municipal levy contribution towards education programs, the current fees are recovering \$707,000 of the total costs of \$1.5 million. This modelled level of cost recovery represents a revenue shortfall of \$766,000 or 66% of the total shortfall for these parks.

Daily entrances, which contribute the greatest share of the total revenue for these parks contributes \$249,000 (21%) to the total short fall. Modelled entrance revenues include daily entrance fees as well as a share of annual parks membership fees that have been allocated to the major park areas based on recorded entrance data for annual pass users.

\$133,000 of the remaining \$146,000 shortfall is comprised of Recreational Programs (Christmas Town) and Special Events (e.g. Birthday Parties, Raptor and Barn Encounters, Wagon Rides).

The highest performing costing category for these parks is the Retail category in which 17% of the total revenue is received, representing 90% of the costs.

3.2.2 Hilton Falls/Mount Nemo/Rattlesnake Point

The total revenues generated from the operations of these parks are 27% greater than the costs of service. This is driven primarily by the revenue for entrance fees, in which 157% of the costs are generated, or a surplus of \$522,000. This greater level of cost recovery than seen in the other parks is expected because CH imposes uniform park entrance fees and annual membership fees across all parks while there is significantly less infrastructure emplaced at these parks and thus lower maintenance, operations, and capital replacement costs.

In terms of the overall impact on cost recovery performance, the fees for the Rental user fee category (incl. Picnic, Camp Site, and Cross-Country Ski rentals) are recovering \$95,000 annually or 39% of annual costs of service of \$243,000.

In aggregate user fees for these parks are performing well relative to costs, contributing revenues in excess of fees of \$336,000.



3.2.3 Kelso/Glen Eden

User fees for Kelso and Glen Eden are performing relatively well, producing modelled revenues of \$9.2 million against annual costs of \$10.5 million (87% cost recovery). However, the revenue shortfall of \$1.3 million represents 62% of the total revenue shortfall of \$2.2 million across all parks.

The two main costing categories in which user fees are producing revenues greater than costs are for Rentals and Recreational Programs. The Rentals user fee costing category includes ski equipment rentals as well as boat and facility rentals at Kelso. The average annual revenues based on 2018 rates and 2016-2017 utilization totals \$993,000 vs. costs of \$293,000. Recreation programs, which primarily include ski instruction lessons and programs, are recovering \$2.7 million or 129% of the full costs of service (\$2.1 million). In aggregate, Rentals and Recreational Programs are contributing surplus revenues of \$1.3 million towards the total costs of providing services through Kelso and Glen Eden.

Current, fees associated with daily entrances at Kelso as well as Glen Eden lift tickets and season passes are recovering 70% of the full cost of service. In total the annual costs of these services totals \$4.7 million, resulting in an annual revenue shortfall of \$2.0 million.

Retail activities, including food sales and concessions, cost \$949,000 annually, yet recover just \$633,000 or 67% of the annual costs.

Special Event Permits, and Educational Programs (School Groups) produce annual revenues in of \$158,000 vs. annual cost of \$544,000. The revenue shortfall associated with these fees represents 29% of the total under recovery of costs for Kelso and Glen Eden.

3.3 Fee Recommendations

CH intends to utilize the full cost of service assessment provided herein to aid in the assessment of how to increase fees to move towards full cost recovery in the provision of its parks, programs, and services. However, at this time, CH has only brought forward recommended changes to the Glen Eden daily lift ticket and rental fees for the 2018-2019 season, which will improve the overall cost recovery performance. Current



and proposed fees are contained Appendix A (Conservation Halton Report No.08 18 07 to the Board of Directors).

The recommended daily lift ticket fee increases are anticipated to increase revenues by \$417,000 while the increases to rental rates will increase modelled revenues by \$34,000. In total the recommended fees will improve CH parks user fee revenue by 3.5% from \$12.9 million annually to \$13.3 million, increasing the overall annual cost recovery percentage across all parks from 86% to 89%.

Full cost fee recommendations provided to CH staff through the review of draft findings are contained in Appendix B. These fee recommendations were prepared with regard for end user affordability, potential impacts on program utilization levels, uniformity of application between parks, and administrative ease of implementation. User fee comparisons were also prepared and discussed with CH Staff in this regard for three other Conservation Authorities and Ski Hills and included in this report (Appendix C)..



Chapter 4

Conclusion



4. Conclusion

Summarized in this technical report is the legislative context for the parks program rates and fees review, the methodology undertaken, A.B.C. results and full cost of service, and impacts on modelled revenue of CH fee recommendations for the 2018/2019 season. CH staff will intend to utilize the full cost assessment presented herein to assist in the design of future fee increases to achieve full cost recovery. In developing the fee recommendations, CH staff will need to give consideration to affordability, market competitiveness and trends in service utilization levels to understand the potential impact on revenue of proposed fee changes.

The full cost assessment and A.B.C. model will also be used by CH staff to assist the assessment of service delivery changes. Additions or retractions to services offered can be assessed in the lens of the potential cost/revenue impacts of those decisions.



Appendix A

Conservation Halton Report No.08 18 07 to the Board of Directors

REPORT TO: Board of Directors

REPORT NO: # 08 18 07

FROM: Gene Matthews, Director Parks & Recreation
gmatthews@hrca.on.ca; 905 878 5011 ext. 1243

DATE: November 22, 2018

SUBJECT: 2018/19 Glen Eden Daily Lift Ticket and Rental Fees

Recommendation

THAT the Conservation Halton Board of Directors **approve the 2018/19 Glen Eden Daily Lift Ticket and Rental Fee Schedule.**

Report

The purpose of this report is to outline recommended fee changes to Glen Eden daily lift ticket and rental products for the 2018/19 ski and snowboard season. Increases in these fees, as identified in Appendix A, reflect the ongoing ability of Glen Eden to meet the demands of increased operating costs, improved visitor services, and risk management needs. Proposed fee changes also reflect a simplification of the Glen Eden daily fee schedule that will alleviate visitor confusion and better align daily fee strategies with season pass and lesson program strategies.

Despite the recommended fee increases, Glen Eden will still remain one of the two most financially accessible ski and snowboard operators, of over 40, in the province of Ontario.

Rationale for the proposed 2018/19 Daily Lift Ticket and Rental Fee Schedule include:

- A need to address increased operation costs which include Living Wage adjustments, facility repairs/improvements directly associated with increased visitation and aging infrastructure, variable utility costs due to ongoing climate change impacts, etc.
- Continued service delivery improvements which include value added special event programs, free provision of beginner lessons with the purchase of a 'Learning Centre' lift ticket, expanded retail area and offerings, electronic waiver processing system, modernization of rental equipment transaction requirements, etc.
- Strategic focus on the growth and continued value towards season pass holders and 8-week lesson participants.
- A simplification of product offerings from approximately 38 price points on daily lift tickets to 4 and approximately 20 price points to 3 for daily rentals.
- The addition of incentivized lift ticket pricing at specific time periods (daily and/or weekly) to capture new interest in the sport, celebrate special occasions, and offer value opportunities to daily lift ticket and rental visitors. This may include discounted tickets during college/university reading weeks, partnership opportunities with aligned businesses to provide discounted lift tickets for specific period of times, end of season specials, etc. These offerings will be approved by the Chief Administration Office and Director, Parks and Recreation.

- Increased flexibility for times of the day that visitors can access the ski and snowboard area. For example, removal of the half day ticket will allow families greater flexibility in planning evening visits while allowing Glen Eden staff to avoid 'bottle necks' in-service delivery associated with hard half day ending and evening pricing start times.

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 'Implement business practices that ensure economic, social, and environmental sustainability.

As the Board of Directors is aware, Conservation Halton staff are completing an organizational wide rates and fees review with Watson & Associates Economists LTD. This review has included Glen Eden programs, operations, and services. Glen Eden staff have worked closely with Finance and the Watson team in this review. Rates and Fees proposed for the 2018/19 season align, and do not exceed, preliminary findings provided by this review. Final findings of this review will be presented to the Board of Directors in February 2019.

Financial Impact

The financial impact created by the proposed fee changes will largely reflect an adjustment in rates that better recover the current costs of service delivery while remaining highly competitive in the local and provincial market. The proposed fee increases have the potential to add a total of \$650,000 in gross Glen Eden revenue when applied to 2017/18 sales. The overall weighted average increase in fees proposed is 12%. Of note the previously approved 2018/19 Glen Eden Season Pass and Lesson Program Fee Schedule (Report no 11 17 02) recognized a 10% average increase in season pass prices and an 8% average increase in lesson prices. Season pass sales to date for the coming season are showing growth of 33% in gross revenue and 894 additional pass holders. Lesson sales to date for the coming season are showing growth of 16% in gross revenue. Extremely limited, if any, negative feedback has been received to date regarding season pass and lesson pricing increases.

Signed & respectfully submitted:



Gene Matthews
Director, Parks and Recreation

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

Attachments: Appendix A – 2018/19 Glen Eden Daily Lift Ticket and Rental Fee Schedule

FOR QUESTIONS ON CONTENT: AJ Leeming, Manager Programs & Services – Kelso/Glen Eden
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Appendix A:

Glen Eden 2017/18 Pricing Schedule

LIFT TICKET RATES	2017 / 2018 Quantities	2017 / 2018 Rates excl. HST	2018 / 2019 Proposed Rate	Weighted Avg % Increase
Under 5				
Full Day	1202	\$10.00	\$10.00	0%
Night	566	\$10.00		0%
1/2 day	1050	\$10.00		0%
Totals (weighted)	2818	\$10.00	\$10.00	0%
Junior				
Full Day	3213	\$35.00	\$36.00	3%
Night	2799	\$33.00		9%
1/2 day	5173	\$32.00		13%
Totals (weighted)	11185	\$33.11	\$36.00	9%
Teen				
Full Day	2888	\$35.00	\$36.00	3%
Night	3010	\$31.00		16%
1/2 day	3471	\$24.00		50%
Totals (weighted)	9369	\$29.64	\$36.00	21%
Adult				
Full Day	11449	\$40.00	\$41.00	3%
Night	13699	\$35.00		17%
1/2 day	15536	\$38.00		8%
Totals (weighted)	40684	\$37.55	\$41.00	9%
Senior				
Full Day	54	\$35.00	\$36.00	3%
Night	89	\$24.00		50%
1/2 day	485	\$24.00		50%
Totals (weighted)	628	\$24.95	\$36.00	44%
Beginner Center				
Full Day	7083	\$24.00	\$30.00	25%
Totals	7083	\$24.00	\$30.00	25%
All Tickets (Weighted)	71767	\$33.30	\$37.22	12%

Appendix A – Cont.

RENTAL RATES	2017 / 2018 Quantities	2017 / 2018 Rates excl. HST	2018 / 2019 Proposed Rate	Weighted Avg % Increase
Ski				
Under 5 days	506	22.00	22.00	0%
Under 5 evening	119	20.00	22.00	10%
Jr day	3705	32.00	32.00	0%
Jr evening	1053	28.00	32.00	14%
Adult day	5598	35.00	35.00	0%
Adult evening	2241	30.00	35.00	17%
Sr day	15	32.00	32.00	0%
Sr evening	8	28.00	32.00	14%
Totals (weighted)	13245	32.12	33.30	4%
Board				
Under 5 days	81	22.00	22.00	0%
Under 5 evenings	16	18.00	22.00	22%
Jr day	1190	30.00	32.00	7%
Jr evening	460	28.00	32.00	14%
Adult day	2537	35.00	35.00	0%
Adult evening	1359	28.00	35.00	25%
Sr day	0	28.00	32.00	14%
Sr evening	4	26.00	32.00	23%
Totals (weighted)	5647	31.45	33.90	8%
All Equipment	18892.00	31.92	33.48	5%



Appendix B

Draft Fee Recommendations

Category	Current Fees			Recommended Fees				
	2018 Rate	Tax	Total	Rate	Tax	Total	% Increase	
DAILY ENTRANCE FEES								
Mountsberg & Crawford Lake (includes Education Centres)								
Adult (15-64)	6.86	0.89	7.75	7.55	0.98	8.53	10%	10% Increase
Senior (65 +)	5.97	0.78	6.75	6.57	0.85	7.42	10%	10% Increase
Child (5-14)	4.87	0.63	5.50	5.36	0.70	6.05	10%	10% Increase
Child (4 and under)			Free	0.00	0.00	0.00	10%	
Edmondson (Rec and Nature Park)								
Adult (15-64)	6.19	0.81	7.00	6.81	0.89	7.69	10%	10% Increase
Senior (65 +)	5.31	0.69	6.00	5.84	0.76	6.60	10%	10% Increase
Child (5-14)	4.65	0.60	5.25	5.12	0.66	5.78	10%	10% Increase
Child (4 and under)			Free	0.00	0.00	0.00	10%	10% Increase
GROUP RATES - Mountsberg & Crawford Lake (includes Education Centres)								
Adult (15-64) Group of 20+/ Lump Sum Pymt Reqd 15% off	5.97	0.78	6.75	6.57	0.85	7.42	10%	10% Increase
Senior (65 +) Group of 20+/ Lump Sum Pymt Reqd 15% off	5.19	0.67	5.86	5.71	0.74	6.45	10%	10% Increase
Child (5-14) Group of 20+/ Lump Sum Pymt Reqd 15% off	4.23	0.55	4.78	4.65	0.60	5.26	10%	10% Increase
Child (4 -) Group of 8 or more \$2/child	1.77	0.23	2.00	1.95	0.25	2.20	10%	10% Increase
Scientific Site Visit	22.12	2.88	25.00	24.33	3.16	27.50	10%	10% Increase
Group of 50+ - Prepaid Vouchers \$5/person	4.65	0.60	5.25	5.12	0.66	5.78	10%	10% Increase
GROUP RATES - Edmondson (Rec and Nature Park)								
Adult (15-64) Group of 20+/ Lump Sum Pymt Reqd 15% off	5.38	0.70	6.08	5.92	0.77	6.69	10%	10% Increase
Senior (65 +) Group of 20+/ Lump Sum Pymt Reqd 15% off	4.62	0.60	5.22	5.08	0.66	5.74	10%	10% Increase
Child (5-14) Group of 20+/ Lump Sum Pymt Reqd 15% off	4.04	0.53	4.57	4.44	0.58	5.02	10%	10% Increase
Child (4 -) Group of 8 or more \$2/child	1.77	0.23	2.00	1.95	0.25	2.20	10%	10% Increase
Group of 50+ - Prepaid Vouchers \$5/person	4.42	0.58	5.00	4.86	0.63	5.49	10%	10% Increase
Mountsberg Dam (Fee Station)								
Per Vehicle Fee	10.62	1.38	12.00	11.68	1.52	13.20	10%	10% Increase
Value Pass								
All visitors in Vehicle - purchased in advance	53.10	6.90	60.00	58.41	7.59	66.00	10%	10% Increase
ANNUAL MEMBERSHIP								
Family Membership Entry	119.91	15.59	135.50	131.90	17.15	149.05	10%	10% Increase
Individual Membership Entry	54.87	7.13	62.00	60.36	7.85	68.20	10%	10% Increase
Annual Senior Family	100.00	13.00	113.00	110.00	14.30	124.30	10%	10% Increase
Bruce Trail Family Membership Entry	65.00	8.45	73.45	71.50	9.30	80.80	10%	10% Increase
Bruce Trail Individual Membership Entry	45.00	5.85	50.85	49.50	6.44	55.94	10%	10% Increase
Family Day 4 pack Entry	55.00	7.15	62.15	60.50	7.87	68.37	10%	10% Increase
Conservation Ontario Staff Pass	44.69	5.81	50.50	49.16	6.39	55.55	10%	10% Increase
Foundation Event	100.00	13.00	113.00	110.00	14.30	124.30	10%	10% Increase
Halton District School Board Event	100.00	13.00	113.00	110.00	14.30	124.30	10%	10% Increase
EDUCATIONAL PROGRAMS - CRAWFORD & MOUNTSBERG								
Guided Program - Half Day/student	7.96	1.04	9.00	12.46	1.62	14.08	57%	Full Cost
Guided Program - Full Day/student	14.16	1.84	16.00	22.16	2.88	25.04	57%	Full Cost
Offsite Program (such as Bird of Prey)	225.00	29.25	254.25	352.17	45.78	397.96	57%	Full Cost
Offsite Mileage	0.47	0.06	0.53	0.74	0.10	0.83	57%	Full Cost
FILMING & SPECIAL EVENTS FEES								
Photoshoots	200.00	26.00	226.00	200.00	26.00	226.00		No change
Film Permit per hour	236.25	30.71	266.96	236.25	30.71	266.96		No change
Special Events Registered Adult (Frog Watchers, Moonlight Snowshoe, PJ, Try It etc)	18.00	2.34	20.34	19.80	2.57	22.37	10%	10% Increase
Special Events Registered Child/SR (Frog Watchers, Moonlight Snowshoe, PJ, Try It etc)	13.00	1.69	14.69	14.30	1.86	16.16	10%	10% Increase
Special Events Reg w Food Adult (NY Hoopla, Taste of Maple, Sugarmakers)	24.00	3.12	27.12	26.40	3.43	29.83	10%	10% Increase
Special Events Reg w Food Child/Sr (NY Hoopla, Taste of Maple, Sugarmakers)	15.00	1.95	16.95	16.50	2.15	18.65	10%	10% Increase
Special Events Child Under 4 Free	0.00	0.00	0.00	0.00	0.00	0.00	10%	10% Increase
Raptors in Focus Photography S								

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Category	Current Fees			Recommended Fees				
	2018 Rate	Tax	Total	Rate	Tax	Total	% Increase	
DAILY ENTRANCE FEES								
Rat, Nemo, Hilton, (Rec and Nature Parks)								
Adult (15-64)	6.19	0.81	7.00	6.81	0.89	7.69	10%	10% Increase
Senior (65 +)	5.31	0.69	6.00	5.84	0.76	6.60	10%	10% Increase
Child (5-14)	4.65	0.60	5.25	5.12	0.66	5.78	10%	10% Increase
Child (4 and under)			Free	0.00	0.00	0.00	10%	10% Increase
GROUP RATES - Rat, Nemo, Hilton, (Rec and Nature Parks)								
Adult (15-64) Group of 20+/ Lump Sum Pymt Reqd 15% off	5.38	0.70	6.08	5.92	0.77	6.69	10%	10% Increase
Senior (65 +) Group of 20+/ Lump Sum Pymt Reqd 15% off	4.62	0.60	5.22	5.08	0.66	5.74	10%	10% Increase
Child (5-14) Group of 20+/ Lump Sum Pymt Reqd 15% off	4.04	0.53	4.57	4.44	0.58	5.02	10%	10% Increase
Child (4 -) Group of 8 or more \$2/child	1.77	0.23	2.00	1.95	0.25	2.20	10%	10% Increase
Group of 50+ - Prepaid Vouchers \$5/person (Includes event participants also)	4.65	0.60	5.25	5.12	0.66	5.78	10%	10% Increase
Value Pass								
All visitors in Vehicle - purchased in advance	53.10	6.90	60.00	58.41	7.59	66.00	10%	10% Increase
SUBTOTAL - DAILY ENTRANCE FEES								
ANNUAL MEMBERSHIP								
Note: these stats are only recorded when a gate attendant is on duty								
Family Membership Entry	119.91	15.59	135.50	131.90	17.15	149.05	10%	10% Increase
Individual Membership Entry	54.87	7.13	62.00	60.36	7.85	68.20	10%	10% Increase
Annual Senior Family	100.00	13.00	113.00	110.00	14.30	124.30	10%	10% Increase
Bruce Trail Family Membership Entry	65.00	8.45	73.45	71.50	9.30	80.80	10%	10% Increase
Bruce Trail Individual Membership Entry	45.00	5.85	50.85	49.50	6.44	55.94	10%	10% Increase
Family Day 4 pack Entry	55.00	7.15	62.15	60.50	7.87	68.37	10%	10% Increase
Friend & Family Perk Coupon Entry							10%	10% Increase
CH Staff Entry								
Value Pack Entry								
Visitor From another Park (paid entry fee elsewhere)								
Support Worker Entry								
Conservation Ontario Staff Pass	44.69	5.81	50.50	49.16	6.39	55.55	10%	10% Increase
Total								
TOTAL DAILY ENTRANCES (EXCL. ANNUAL MEMBERSHIP VISITS WITH NO ATTENDANT)								
FILMING & SPECIAL EVENTS FEES								
Hilton Falls/Rat Film Permit per hour	236.25	30.71	266.96	236.25	30.71	266.96	0%	No Change
Hilton Falls/Rat Film Setup/Wrap Up	118.14	15.36	133.50	118.14	15.36	133.50	0%	No Change
Still Photography	177.00	23.00	200.00	177.00	23.01	200.01	0%	No Change
Special Event Permit	500.00	65.00	565.00	550.00	71.50	621.50	10%	10% Increase
Special Events Registered Adult (Meditation Hikes, Moonlight ski, Try It etc)	18.00	2.34	20.34	19.80	2.57	22.37	10%	10% Increase
Special Events Registered Child/Sr (Meditation Hikes, Moonlight ski, Try It etc)	13.00	1.69	14.69	14.30	1.86	16.16	10%	10% Increase
Wagon Rides Maple and Fall into Nature - Adult	3.32	0.43	3.75	3.65	0.47	4.13	10%	10% Increase
Wagon Rides Maple and Fall into Nature - Child	2.43	0.32	2.75	2.67	0.35	3.02	10%	10% Increase
SUBTOTAL - FILMING & SPECIAL EVENTS FEES								
ACTIVITY PROGRAM FEES								
Rock Climbing instructional only per person	5.31	0.69	6.00	5.84	0.76	6.60	10%	10% Increase
Rock Climbing Permits instructional only One permit	26.55	3.45	30.00	29.21	3.80	33.00	10%	10% Increase
Rock Climbing Permits instructional only One - Ten permits	200.00	26.00	226.00	220.00	28.60	248.60	10%	10% Increase
Rock Climbing Permits instructional only Ten - Thirty permits	327.43	42.57	370.00	360.17	46.82	407.00	10%	10% Increase
Rock Climbing Permits instructional only Thirty + permits	429.20	55.80	485.00	472.12	61.38	533.50	10%	10% Increase
SUBTOTAL - ACTIVITY PROGRAM FEES								
PICNIC AND CAMPING								
Picnic Site - Rattlesnake Pt (admissions not incl)	101.77	\$13.23	115.00	111.95	14.55	126.50	10%	10% Increase
Camp Site - Rattlesnake Pt - 3, 8-11, 14-18 incl 5 campers	44.25	\$5.75	50.00	48.68	6.33	55.00	10%	10% Increase
Camp Site - Rattlesnake Pt - 1, 2, 5 ,6, 12, 13 incl 12 campers	101.77	\$13.23	115.00	111.95	14.55	126.50	10%	10% Increase
Camp Site - Rattlesnake Pt - 7 incl 18 campers	154.87	\$20.13	175.00	170.36	22.15	192.50	10%	10% Increase
Additional Campers each	8.85	\$1.15	10.00	9.74	1.27	11.00	10%	10% Increase
Firewood	7.96	\$1.03	8.99	8.76	1.14	9.89	10%	10% Increase
Cancellation Fee	10.00	\$1.30	11.30	11.00	1.43	12.43	10%	10% Increase
SUBTOTAL - PICNIC AND CAMPING								
CROSS COUNTRY SKI RENTALS								
Cross Country Ski Adult half day	15.93	\$2.07	18.00	17.52	2.28	19.80	10%	10% Increase
Cross Country Ski Adult full day	22.12	\$2.88	25.00	24.33	3.16	27.50	10%	10% Increase
Cross Country Ski Child half day	9.73	\$1.26	10.99	10.70	1.39	12.09	10%	10% Increase
Cross Country Ski Child full day	13.27	\$1.73	15.00	14.60	1.90	16.49	10%	10% Increase
Cross Country Ski School or Group event	13.27	\$1.73	15.00	14.60	1.90	16.49	10%	10% Increase
SUBTOTAL - CROSS COUNTRY SKI RENTALS								
OTHER REVENUE								
Food Concession Sales							5%	Full Cost
Employment Grants								no change
SUBTOTAL - OTHER REVENUE								
Miscellaneous Revenue								no change

Glen Eden, Kelso Fee Recommendations								
Category	Current Fees			Recommended Fees				
	2018 Rate	Tax	Total	Rate	Tax	Total	% Increase	
GLEN EDEN OPERATIONS								
LIFT TICKET RATES								
<i>Mon Tues Wed - Full</i>								
Adult (18-64)	26.55	3.45	30.00	40.00	5.20	45.20	51%	Maintained same relationship
Junior/Teen/Senior	26.55	3.45	30.00	40.00	5.20	45.20	51%	Maintained same relationship
Child (5 and under)	8.85	1.15	10.00	8.85	1.15	10.00	0%	Chicopee Tot Fee
Beginner Center Only	21.24	2.76	24.00	27.00	3.51	30.51	27%	Chicopee Learning Centre Fee
<i>Mon Tues Wed - Day</i>								
Adult (18-64)	21.24	2.76	24.00	30.00	3.90	33.90	41%	Just above Brimacombe
Junior/Teen/Senior	21.24	2.76	24.00	30.00	3.90	33.90	41%	Just above Brimacombe
Child (5 and under)	8.85	1.15	10.00					
Beginner Center Only	21.24	2.76	24.00	27.00	3.51	30.51	27%	Chicopee Learning Centre Fee
<i>Mon Tues Wed - Evening</i>								
Adult (18-64)	21.24	2.76	24.00	30.00	3.90	33.90	41%	Just above Brimacombe
Junior/Teen/Senior	21.24	2.76	24.00	30.00	3.90	33.90	41%	Just above Brimacombe
Child (5 and under)	8.85	1.15	10.00	8.85	1.15	10.00	0%	Chicopee Tot Fee
Beginner Center Only	21.24	2.76	24.00	27.00	3.51	30.51	27%	Chicopee Learning Centre Fee
<i>Thurs Fri - Full</i>								
Adult (18-64)	35.40	4.60	40.00	50.00	6.50	56.50	41%	Bolder Mnt.
Junior/Teen/Senior	30.97	4.03	35.00	45.00	5.85	50.85	45%	Bolder Mnt. & Brimacombe
Child (5 and under)	8.85	1.15	10.00	8.85	1.15	10.00	0%	Chicopee Tot Fee
Beginner Center Only	21.24	2.76	24.00	27.00	3.51	30.51	27%	Chicopee Learning Centre Fee
<i>Thurs Fri - Day</i>								
Adult (18-64)	21.24	2.76	24.00	30.00	3.90	33.90	41%	Just above Brimacombe
Junior/Teen/Senior	21.24	2.76	24.00	30.00	3.90	33.90	41%	Just above Brimacombe
Child (5 and under)	8.85	1.15	10.00	8.85	1.15	10.00	0%	Chicopee Tot Fee
Beginner Center Only	21.24	2.76	24.00	27.00	3.51	30.51	27%	Chicopee Learning Centre Fee
<i>Thurs Fri - Evening</i>								
Adult (18-64)	30.97	4.03	35.00	45.00	5.85	50.85	45%	Maintained same relationship
Junior/Teen/Senior	27.43	3.57	31.00	41.00	5.33	46.33	49%	Maintained same relationship
Child (5 and under)	8.85	1.15	10.00	8.85	1.15	10.00	0%	Chicopee Tot Fee
Beginner Center Only	21.24	2.76	24.00	27.00	3.51	30.51	27%	Chicopee Learning Centre Fee
<i>Weekends and Holidays - Full</i>								
Adult (18-64)	35.40	4.60	40.00	50.00	6.50	56.50	41%	Bolder Mnt.
Junior/Teen/Senior	30.97	4.03	35.00	45.00	5.85	50.85	45%	Bolder Mnt. & Brimacombe
Child (5 and under)	8.85	1.15	10.00	8.85	1.15	10.00	0%	Chicopee Tot Fee
Beginner Center Only	21.24	2.76	24.00	27.00	3.51	30.51	27%	Chicopee Learning Centre Fee
<i>Weekends and Holidays - Day</i>								
Adult (18-64)	33.63	4.37	38.00	48.00	6.24	54.24	43%	Maintained same relationship
Junior/Teen/Senior	29.20	3.80	33.00	43.00	5.59	48.59	47%	Maintained same relationship
Child (5 and under)	8.85	1.15	10.00	8.85	1.15	10.00	0%	Chicopee Tot Fee
Beginner Center Only	20.35	2.65	23.00	27.00	3.51	30.51	33%	Chicopee Learning Centre Fee
<i>Weekends and Holidays - Evening</i>								
Adult (18-64)	30.97	4.03	35.00	45.00	5.85	50.85	45%	Maintained same relationship
Junior/Teen/Senior	28.32	3.68	32.00	42.00	5.46	47.46	48%	Maintained same relationship
Child (5 and under)	8.85	1.15	10.00	8.85	1.15	10.00	0%	Chicopee Tot Fee
Beginner Center Only	21.24	2.76	24.00	27.00	3.51	30.51	27%	Chicopee Learning Centre Fee
RENTAL RATES								
<i>Rental Set - Monday - Friday - Full</i>								
Adult (18-64)	30.09	3.91	34.00	33.10	4.30	37.40	10%	10% Increase
Junior/Teen/Senior	28.32	3.68	32.00	31.15	4.05	35.20	10%	10% Increase
Child (5 and under)	19.47	2.53	22.00	21.42	2.78	24.20	10%	10% Increase
<i>Rental Set - Monday - Friday - Evening</i>								
Adult (18-64)	26.55	3.45	30.00	29.20	3.80	33.00	10%	10% Increase
Junior/Teen/Senior	24.78	3.22	28.00	27.26	3.54	30.80	10%	10% Increase
Child (5 and under)	17.70	2.30	20.00	19.47	2.53	22.00	10%	10% Increase
<i>Rental Set - Weekends and Holidays - Full</i>								
Adult (18-64)	30.97	4.03	35.00	34.07	4.43	38.50	10%	10% Increase
Junior/Teen/Senior	28.32	3.68	32.00	31.15	4.05	35.20	10%	10% Increase
Child (5 and under)	19.47	2.53	22.00	21.42	2.78	24.20	10%	10% Increase
<i>Rental Set - Weekends and Holidays - Evening</i>								
Adult (18-64)	26.55	3.45	30.00	29.20	3.80	33.00	10%	10% Increase
Junior/Teen/Senior	24.78	3.22	28.00	27.26	3.54	30.80	10%	10% Increase
Child (5 and under)	17.70	2.30	20.00	19.47	2.53	22.00	10%	10% Increase
<i>Individual Items</i>								
Skis Only	24.78	3.22	28.00	27.26	3.54	30.80	10%	10% Increase
Snowboard Only	24.78	3.22	28.00	27.26	3.54	30.80	10%	10% Increase
Snowboard Boots Only	17.70	2.30	20.00	19.47	2.53	22.00	10%	10% Increase
Helmet Only	5.31	0.69	6.00	5.84	0.76	6.60	10%	10% Increase
Poles Only	8.85	1.15	10.00	9.73	1.27	11.00	10%	10% Increase
<i>PrePaid Rentals - Lesson Programs Only</i>								
8 week Program (One day per week)	185.00	12.75	197.75	203.50	26.46	229.96	10%	10% Increase
5 day camp	185.00	12.75	197.75	203.50	26.46	229.96	10%	10% Increase
SCHOOL GROUP RATES								
<i>A Rate - Prime Time</i>								
Lift, Lesson, Rentals, Helmet	27.43	3.57	31.00	30.18	3.92	34.10	10%	10% Increase
Lift, Lesson, Helmet	18.58	2.42	21.00	20.44	2.66	23.10	10%	10% Increase
Lesson, Helmet	11.50	1.50	13.00	12.65	1.65	14.30	10%	10% Increase
Additional Supervisor	17.70	2.30	20.00	19.47	2.53	22.00	10%	10% Increase
Supervisor Rental	18.58	2.42	21.00	20.44	2.66	23.10	10%	10% Increase
<i>B Rate - Prime Time</i>								
Lift, Lesson, Rentals, Helmet	23.89	3.11	27.00	26.28	3.42	29.70	10%	10% Increase
Lift, Lesson, Helmet	16.81	2.19	19.00	18.50	2.40	20.90	10%	10% Increase
Lesson, Helmet	11.50	1.50	13.00	12.65	1.65	14.30	10%	10% Increase
Additional Supervisor	17.70	2.30	20.00	19.47	2.53	22.00	10%	10% Increase
Supervisor Rental	14.16	1.84	16.00	15.58	2.02	17.60	10%	10% Increase

Category	Current Fees			Recommended Fees				
	2018 Rate	Tax	Total	Rate	Tax	Total	% Increase	
GLEN EDEN OPERATIONS								
SEASON PASSES								
Weekday Pass All Ages Early Bird (Mar 3)	96.00	12.48	108.48	117.07	15.22	132.29	22%	samre reallionship to 5x7
Weekday Pass All Ages Summer Rate (Apr 2)	113.00	14.69	127.69	137.80	17.91	155.72	22%	samre reallionship to 5x7
Weekday Pass All Ages Regular Rate (Nov 5)	142.00	18.46	160.46	173.17	22.51	195.68	22%	samre reallionship to 5x7
5 day x 7 night All Ages Early Bird (Mar 3)	159.00	20.67	179.67	193.90	25.21	219.11	22%	Maintained same relationship
5 day x 7 night All Ages Summer Rated (Apr 2)	188.00	24.44	212.44	229.27	29.80	259.07	22%	Maintained same relationship
5 day x 7 night All Ages Regular Rate (Nov 5)	246.00	31.98	277.98	300.00	39.00	339.00	22%	Brimacombe, Lower than Boler Mnt.
Individual Advantage Pass Youth/Sr/Teen Early Bird (Mar 3)	290.00	37.70	327.70	344.88	44.83	389.72	19%	Maintained same relationship
Individual Advantage Pass Youth/Sr/Teen Summer Rated (Apr 2)	342.00	44.46	386.46	406.72	52.87	459.60	19%	Maintained same relationship
Individual Advantage Pass Youth/Sr/Teen Regular Rate (Nov 5)	428.00	55.64	483.64	509.00	66.17	575.17	19%	Boler Mnt, Lower than Brimacombe
Individual Advantage Pass Adult Early Bird (Mar 3)	351.00	45.63	396.63	372.68	48.45	421.13	6%	Maintained same relationship
Individual Advantage Pass Adult Summer Rated (Apr 2)	414.00	53.82	467.82	439.58	57.14	496.72	6%	Maintained same relationship
Individual Advantage Pass Adult Regular Rate (Nov 5)	518.00	67.34	585.34	550.00	71.50	621.50	6%	Boler Mnt, Lower than Brimacombe
Individual Advantage Pass 5 and under Early Bird (Mar 3)	70.00	9.10	79.10	74.32	9.66	83.99	6%	Same relationship to Adult
Individual Advantage Pass 5 and under Summer Rated (Apr 2)	83.00	10.79	93.79	88.13	11.46	99.58	6%	Same relationship to Adult
Individual Advantage Pass 5 and under Regular Rate (Nov 5)	103.00	13.39	116.39	109.36	14.22	123.58	6%	Same relationship to Adult
Family Advantage Pass First Member Early Bird (Mar 3)	395.00	51.35	446.35	395.00	51.35	446.35	0%	No Change
Family Advantage Pass First Member Summer Rated (Apr 2)	466.00	60.58	526.58	466.00	60.58	526.58	0%	No Change
Family Advantage Pass First Member Regular Rate (Nov 5)	583.00	75.79	658.79	583.00	75.79	658.79	0%	No Change
Family Advantage Pass Additional Members Early Bird (Mar 3)	194.00	25.22	219.22	257.76	33.51	291.27	33%	Maintained same relationship
Family Advantage Pass Additional Members Summer Rated (Apr 2)	229.00	29.77	258.77	304.27	39.55	343.82	33%	Maintained same relationship
Family Advantage Pass Additional Members Regular Rate (Nov 5)	286.00	37.18	323.18	380.00	49.40	429.40	33%	Boler Mnt, Lower than Brimacombe
Terrain Park Pass	10.00	1.30	11.30	10.00	1.30	11.30	0%	No Change
Lesson Pass (access pass bundled with lesson program)	115.00	14.95	129.95	126.50	16.45	142.95	10%	10% Increase
SNOW SCHOOL LESSON PROGRAMS - CORE								
Kinder Ski and Board 5 Day Camp Early Bird (Mar 3) 1 HR	237.00	Exempt	237.00	260.70	14.95	129.95	10%	10% Increase
Kinder Ski and Board 5 Day Camp Summer Rate (Apr 2) 1 HR	272.00	Exempt	272.00	299.20	14.95	129.95	10%	10% Increase
Kinder Ski and Board 5 Day Camp Regular Rate (Nov 5) 1 HR	287.00	Exempt	287.00	315.70	14.95	129.95	10%	10% Increase
Kinder Ski and Board 8 Week Prog Early Bird (Mar 3) 1 HR	324.00	Exempt	324.00	356.40	14.95	129.95	10%	10% Increase
Kinder Ski and Board 8 Week Prog Summer Rate (Apr 2) 1 HR	356.00	Exempt	356.00	391.60	14.95	129.95	10%	10% Increase
Kinder Ski and Board 8 Week Prog Regular Rate (Nov 5) 1 HR	392.00	Exempt	392.00	431.20	14.95	129.95	10%	10% Increase
Primary Ski and Board 5 Day Camp Early Bird (Mar 3) 2 HR	237.00	Exempt	237.00	260.70	14.95	129.95	10%	10% Increase
Primary Ski and Board 5 Day Camp Summer Rate (Apr 2) 2 HR	272.00	Exempt	272.00	299.20	14.95	129.95	10%	10% Increase
Primary Ski and Board 5 Day Camp Regular Rate (Nov 5) 2 HR	287.00	Exempt	287.00	315.70	14.95	129.95	10%	10% Increase
Primary Ski and Board 8 Week Prog Early Bird (Mar 3) 1 HR	261.00	Exempt	261.00	287.10	14.95	129.95	10%	10% Increase
Primary Ski and Board 8 Week Prog Summer Rate (Apr 2) 1 HR	287.00	Exempt	287.00	315.70	14.95	129.95	10%	10% Increase
Primary Ski and Board 8 Week Prog Regular Rate (Nov 5) 1 HR	315.00	Exempt	315.00	346.50	14.95	129.95	10%	10% Increase
Junior Ski and Board 5 Day Camp Early Bird (Mar 3) 2 HR	198.00	Exempt	198.00	217.80	14.95	129.95	10%	10% Increase
Junior Ski and Board 5 Day Camp Summer Rate (Apr 2) 2 HR	218.00	Exempt	218.00	239.80	14.95	129.95	10%	10% Increase
Junior Ski and Board 5 Day Camp Regular Rate (Nov 5) 2 HR	240.00	Exempt	240.00	264.00	14.95	129.95	10%	10% Increase
Junior Ski and Board 8 Week Prog Early Bird (Mar 3) 1 HR	237.00	Exempt	237.00	260.70	14.95	129.95	10%	10% Increase
Junior Ski and Board 8 Week Prog Summer Rate (Apr 2) 1 HR	260.00	Exempt	260.00	286.00	14.95	129.95	10%	10% Increase
Junior Ski and Board 8 Week Prog Regular Rate (Nov 5) 1 HR	287.00	Exempt	287.00	315.70	14.95	129.95	10%	10% Increase
Junior Ski and Board 8 Week Prog Early Bird (Mar 3) 1.5 HR	272.00	Exempt	272.00	299.20	14.95	129.95	10%	10% Increase
Junior Ski and Board 8 Week Prog Summer Rate (Apr 2) 1.5 HR	299.00	Exempt	299.00	328.90	14.95	129.95	10%	10% Increase
Junior Ski and Board 8 Week Prog Regular Rate (Nov 5) 1.5 HR	329.00	Exempt	329.00	361.90	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 5 Day Camp Early Bird (Mar 3) 2 HR	198.00	25.74	223.74	217.80	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 5 Day Camp Summer Rate (Apr 2) 2 HR	218.00	28.34	246.34	239.80	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 5 Day Camp Regular Rate (Nov 5) 2 HR	240.00	31.20	271.20	264.00	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 8 Week Prog Early Bird (Mar 3) 1 HR	237.00	30.81	267.81	260.70	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 8 Week Prog Summer Rate (Apr 2) 1 HR	260.00	33.80	293.80	286.00	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 8 Week Prog Regular Rate (Nov 5) 1 HR	287.00	37.31	324.31	315.70	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 8 Week Prog Early Bird (Mar 3) 1.5 HR	272.00	35.36	307.36	299.20	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 8 Week Prog Summer Rate (Apr 2) 1.5 HR	299.00	38.87	337.87	328.90	14.95	129.95	10%	10% Increase
Teen & Adult Ski and Board 8 Week Prog Regular Rate (Nov 5) 1.5 HR	329.00	42.77	371.77	361.90	14.95	129.95	10%	10% Increase
Private Lesson Program 5 Day Camp Early Bird (Mar 3) 2 HR	374.00	48.62	422.62	496.46	64.54	561.00	33%	Maintained same relationship
Private Lesson Program 5 Day Camp Summer Rate (Apr 2) 2 HR	411.00	53.43	464.43	545.58	70.92	616.50	33%	Maintained same relationship
Private Lesson Program 5 Day Camp Regular Rate (Nov 5) 2 HR	452.00	58.76	510.76	600.00	78.00	678.00	33%	Boler Mnt.
Private Lesson Program 8 Week Prog Early Bird (Mar 3) 1 HR	600.00	78.00	678.00	619.98	80.60	700.57	3%	Maintained same relationship
Private Lesson Program 8 Week Prog Summer Rate (Apr 2) 1 HR	661.00	85.93	746.93	683.01	88.79	771.80	3%	Maintained same relationship
Private Lesson Program 8 Week Prog Regular Rate (Nov 5) 1 HR	727.00	94.51	821.51	751.21	97.66	848.86	3%	Maintained same relationship
Private Lesson Program 8 Week Prog Early Bird (Mar 3) 1.5 HR	719.00	93.47	812.47	742.94	96.58	839.52	3%	Maintained same relationship
Private Lesson Program 8 Week Prog Summer Rate (Apr 2) 1.5 HR	791.00	102.83	893.83	817.34	106.25	923.59	3%	Maintained same relationship
Private Lesson Program 8 Week Prog Regular Rate (Nov 5) 1.5 HR	871.00	113.23	984.23	900.00	117.00	1,017.00	3%	Boler Mnt.
Private Lesson Additional Participant 5 Day Camp Early Bird (Mar 3) 2 HR	201.00	26.13	227.13	266.81	34.69	301.50	33%	Maintained same relationship
Private Lesson Additional Participant 5 Day Camp Summer Rate (Apr 2) 2 HR	221.00	28.73	249.73	293.36	38.14	331.50	33%	Maintained same relationship
Private Lesson Additional Participant 5 Day Camp Regular Rate (Nov 5) 2 HR	243.00	31.59	274.59	322.57	41.93	364.50	33%	Maintained same relationship
Private Lesson Additional Participant 8 Week Prog Early Bird (Mar 3) 1 HR	321.00	41.73	362.73	331.69	43.12	374.81	3%	Maintained same relationship
Private Lesson Additional Participant 8 Week Prog Summer Rate (Apr 2) 1 HR	353.00	45.89	398.89	364.75	47.42	412.17	3%	Maintained same relationship
Private Lesson Additional Participant 8 Week Prog Regular Rate (Nov 5) 1 HR	388.00	50.44	438.44	400.92	52.12	453.04	3%	Maintained same relationship
Private Lesson Additional Participant 8 Week Prog Early Bird (Mar 3) 1.5 HR	383.00	49.79	432.79	395.75	51.45	447.20	3%	Maintained same relationship
Private Lesson Additional Participant 8 Week Prog Summer Rate (Apr 2) 1.5 HR	421.00	54.73	475.73	435.02	56.55	491.57	3%	Maintained same relationship
Private Lesson Additional Participant 8 Week Prog Regular Rate (Nov 5) 1.5 HR	463.00	60.19	523.19	478.42	62.19	540.61	3%	Maintained same relationship
SNOW SCHOOL LESSON PROGRAMS - ACADEMY								
Learn to Race 5 Day Camp Early Bird (Mar 3) 2 HR	225.00	Exempt	225.00	247.50	Exempt	247.50	10%	10% Increase
Learn to Race 5 Day Camp Summer Rate (Apr 2) 2 HR	225.00	Exempt	225.00	247.50	Exempt	247.50	10%	10% Increase
Learn to Race 5 Day Camp Regular Rate (Nov 5) 2 HR	259.00	Exempt	259.00	284.90	Exempt	284.90	10%	10% Increase
Learn to Race 8 Week Prog Early Bird (Mar 3) 1.5 HR	310.00	Exempt	310.00	341.00	Exempt	341.00	10%	10% Increase
Learn to Race 8 Week Prog Summer Rate (Apr 2) 1.5 HR	341.00	Exempt	341.00	375.10	Exempt	375.10	10%	10% Increase
Learn to Race 8 Week Prog Regular Rate (Nov 5) 1.5 HR	376.00	Exempt	376.00	413.60	Exempt	413.60	10%	10% Increase
Terrain Park & High Perform 5 Day Camp Early Bird (Mar 3) 2 HR	225.00	Exempt	225.00	247.50	Exempt	247.50	10%	10% Increase
Terrain Park & High Perform 5 Day Camp Summer Rate (Apr 2) 2 HR	248.00	Exempt	248.00	272.80	Exempt	272.80	10%	10% Increase
Terrain Park & High Perform 5 Day Camp Regular Rate (Nov 5) 2 HR	259.00	Exempt	259.00	284.90	Exempt	284.90	10%	10% Increase
Terrain Park & High Perform 8 Week Prog Early Bird (Mar 3) 1.5 HR	310.00	Exempt	310.00	341.00	Exempt	341.00	10%	10% Increase
Terrain Park & High Perform 8 Week Prog Summer Rate (Apr 2) 1.5 HR	341.00	Exempt	341.00	375.10	Exempt	375.10	10%	10% Increase
Terrain Park & High Perform 8 Week Prog Regular Rate (Nov 5) 1.5 HR	376.00	Exempt	376.00	413.60	Exempt	413.60	10%	10% Increase

Category	Current Fees			Recommended Fees				
	2018 Rate	Tax	Total	Rate	Tax	Total	% Increase	
GLEN EDEN OPERATIONS								
Peak Performance 8 Week Prog Early Bird (Mar 3) 3 HR	583.00	Exempt	583.00	641.30	Exempt	641.30	10%	10% Increase
Peak Performance 8 Week Prog Summer Rate (Apr 2) 3 HR	642.00	Exempt	642.00	706.20	Exempt	706.20	10%	10% Increase
Peak Performance 8 Week Prog Regular Rate (Nov 5) 3 HR	706.00	Exempt	706.00	776.60	Exempt	776.60	10%	10% Increase
Instructor Prep 8 Week Prog Early Bird (Mar 3) 1.5 HR	310.00	Exempt	310.00	341.00	Exempt	341.00	10%	10% Increase
Instructor Prep 8 Week Prog Summer Rate (Apr 2) 1.5 HR	341.00	Exempt	341.00	375.10	Exempt	375.10	10%	10% Increase
Instructor Prep 8 Week Prog Regular Rate (Nov 5) 1.5 HR	376.00	Exempt	376.00	413.60	Exempt	413.60	10%	10% Increase
Ladies Day 8 Week Prog Early Bird (Mar 3)+ Lunch 2 HR	362.00	47.06	409.06	398.20	398.33	796.53	10%	10% Increase
Ladies Day 8 Week Prog Summer Rate (Apr 2) + Lunch 2 HR	398.00	51.74	449.74	437.80	437.93	875.73	10%	10% Increase
Ladies Day 8 Week Prog Regular Rate (Nov 5) + Lunch 2 HR	438.00	56.94	494.94	481.80	481.93	963.73	10%	10% Increase
Adult High Perform 8 Week Prog Early Bird (Mar 3) 1.5 HR	310.00	40.30	350.30	341.00	341.13	682.13	10%	10% Increase
Adult High Perform 8 Week Prog Summer Rate (Apr 2) 1.5 HR	341.00	44.33	385.33	375.10	375.23	750.33	10%	10% Increase
Adult High Perform 8 Week Prog Regular Rate (Nov 5) 1.5 HR	376.00	48.88	424.88	413.60	413.73	827.33	10%	10% Increase
SNOW SCHOOL LESSONS - SINGULAR LESSONS								
Private Lesson One Hour Ski or Board	95.00	12.35	107.35	104.50	104.63	209.13	10%	10% Increase
Private Lesson Two Hour Ski or Board	129.95	16.89	146.84	142.95	143.08	286.02	10%	10% Increase
Additional Lesson One Hour Ski or Board	53.00	6.89	59.89	58.30	58.43	116.73	10%	10% Increase
Additional Lesson Two Hour Ski or Board	74.95	9.74	84.69	82.45	82.58	165.02	10%	10% Increase
Discover Ski or Board Lesson (includes lift and rentals) Weekday	54.00	7.02	61.02	59.40	59.53	118.93	10%	10% Increase
Discover Ski or Board Lesson (includes lift and rentals) Weekend	59.00	7.67	66.67	64.90	65.03	129.93	10%	10% Increase
GE Admin Fee Exchange	10.00	1.30	11.30	10.00	1.30	11.30	0%	no change
GE Admin Fee Refund	22.12	2.88	25.00	22.12	2.88	25.00	0%	no change
KELSO OPERATIONS								
DAILY ENTRANCE FEES								
Kelso (Rec and Nature Parks)								
Adult (15-64)	6.19	0.81	7.00	6.81	6.94	13.75	10%	10% Increase
Senior (65 +)	5.31	0.69	6.00	5.84	5.97	11.81	10%	10% Increase
Child (5-14)	4.65	0.60	5.25	5.12	5.25	10.36	10%	10% Increase
Child (4 and under)			Free					
GROUP RATES - Kelso (Rec and Nature Parks)								
Adult (15-64) Group of 20+/- Lump Sum Pymt Req'd 15% off	5.38	0.70	6.08	5.92	6.05	11.97	10%	10% Increase
Senior (65 +) Group of 20+/- Lump Sum Pymt Req'd 15% off	4.62	0.60	5.22	5.08	5.21	10.29	10%	10% Increase
Child (5-14) Group of 20+/- Lump Sum Pymt Req'd 15% off	4.04	0.53	4.57	4.44	4.57	9.02	10%	10% Increase
Child (4 -) Group of 8 or more \$2/child	1.77	0.23	2.00	1.95	2.08	4.02	10%	10% Increase
Group of 50+ - Prepaid Vouchers \$5/person (Including Lively Dragon/Milton Triathlon)	4.65	0.60	5.25	5.12	5.25	10.36	10%	10% Increase
Value Pass								
All visitors in Vehicle - purchased in advance	53.10	6.90	60.00	58.41	58.54	116.95	10%	10% Increase
ANNUAL MEMBERSHIP								
Family Membership Entry	119.91	15.59	135.50	131.90	17.15	149.05	10%	10% Increase
Individual Membership Entry	54.87	7.13	62.00	60.36	7.85	68.20	10%	10% Increase
Annual Senior Family	100.00	13.00	113.00	110.00	14.30	124.30	10%	10% Increase
Bruce Trail Family Membership Entry	65.00	8.45	73.45	71.50	9.30	80.80	10%	10% Increase
Bruce Trail Individual Membership Entry	45.00	5.85	50.85	49.50	6.44	55.94	10%	10% Increase
Family Day 4 pack Entry	55.00	7.15	62.15	60.50	7.87	68.37	10%	10% Increase
Conservation Ontario Staff Pass	44.69	5.81	50.50	49.16	6.39	55.55	10%	10% Increase
Halton District School Board Event	100.00	13.00	113.00	110.00	14.30	124.30	10%	10% Increase
FILMING & SPECIAL EVENTS FEES								
Kelso Film Permit per hour	236.25	30.71	266.96	236.25	30.71	266.96	0%	No change
Kelso Film SetUp/Wrap and Misc								
Special Event Permit Kelso Admin Fee Large Event	500.00	65.00	565.00	550.00	550.13	1,100.13	10%	10% Increase
Special Event Kelso Staffing Fees (First Aid, Life Guards, Mtb Patrol, Operations) per hour	32.50	4.22	36.73	35.75	35.88	71.63	10%	10% Increase
Facility Rental of East or West Lodge	300.00	39.00	339.00	330.00	330.13	660.13	10%	10% Increase
Special Event Closure of Kelso Trails (Exclusivity)	3,000.00	390.00	3,390.00	3,300.00	3,300.13	6,600.13	10%	10% Increase
**Other Event fees are determined by Seasonal Factors, park impact, regular programming impact etc.								
Still Photography - Commerical Purposes	157.52	20.48	178.00	173.27	173.40	346.67	10%	10% Increase
GE Ski and Dine New Years	39.00	5.07	44.07	42.90	43.03	85.93	10%	10% Increase
GE Activity Participants Fall into Nature, Archery, Low Ropes 2017 only	15.93	2.07	18.00	17.52	17.65	35.18	10%	10% Increase
GE Participant Instructional Fee	5.31	0.69	6.00	5.84	5.97	11.81	10%	10% Increase
ACTIVITY PROGRAM FEES								
Mountain Bike Race Series Early Bird	120.00	15.60	135.60	132.00	132.13	264.13	10%	10% Increase
Mountain Bike Race Series Regular	160.00	20.80	180.80	176.00	176.13	352.13	10%	10% Increase
Mountain Bike Race Single Event	21.24	2.76	24.00	23.36	23.49	46.86	10%	10% Increase
Mountain Bike Race Series Kids Event	40.00	5.20	45.20	44.00	44.13	88.13	10%	10% Increase
Mountain Bike Private Lesson One Rider	79.00	10.27	89.27	86.90	87.03	173.93	10%	10% Increase
Mountain Bike Private Lesson Additional Rider	29.00	3.77	32.77	31.90	32.03	63.93	10%	10% Increase
Mountain Bike Private Lesson Add Rental Bike	29.00	3.77	32.77	31.90	32.03	63.93	10%	10% Increase
Mountain Bike Group Lesson One Rider - 4 weeks	149.00	19.37	168.37	163.90	164.03	327.93	10%	10% Increase
Mountain Bike Group Lesson Add Rental Bike - 4 weeks	89.00	11.57	100.57	97.90	98.03	195.93	10%	10% Increase
Mountain Bike Guided Ride per person	19.00	2.47	21.47	20.90	21.03	41.93	10%	10% Increase
Mountain Bike Guided Ride Rental	29.00	3.77	32.77	31.90	32.03	63.93	10%	10% Increase
Challenge Course Aerial Course Access 1hr	20.00	2.60	22.60	22.00	22.13	44.13	10%	10% Increase
Challenge Course Climbing Tower Access 1hr	20.00	2.60	22.60	22.00	22.13	44.13	10%	10% Increase
Challenge Course Climbing Tower and Aerial Course Access 2 hr	35.00	4.55	39.55	38.50	38.63	77.13	10%	10% Increase
Challenge Course Add Quick Jump to Tower experience 2 jumps	6.00	0.78	6.78	6.60	6.73	13.33	10%	10% Increase
Challenge Course Lookout Access to Giant Steps for photos 20 min	10.00	1.30	11.30	11.00	11.13	22.13	10%	10% Increase
Challenge Course Single day summer camp visitor 1.5 hr	16.00	2.08	18.08	17.60	17.73	35.33	10%	10% Increase
Challenge Course Partner summer Camp visitor 1.5 hr	12.00	1.56	13.56	13.20	13.33	26.53	10%	10% Increase
Mountain Bike Corporate Sponsorship Level 1	1,000.00	130.00	1,130.00	1,000.00	130.00	1,130.00	0%	No change
Mountain Bike Corporate Sponsorship Level 2	2,500.00	325.00	2,825.00	2,500.00	325.00	2,825.00	0%	No change
WAYS OF THE WOODS DAY CAMPS								

Category	Current Fees			Recommended Fees				
	2018 Rate	Tax	Total	Rate	Tax	Total	% Increase	
GLEN EDEN OPERATIONS								
Kinder WOW (Ages 4-6) Early Bird (Mar 6 to Apr 30)	255.00	Exempt	255.00	280.50	Exempt	280.50	10%	10% Increase
Kinder WOW (Ages 4-6) Pre Season (May 1 to Jun 30)	281.00	Exempt	281.00	309.10	Exempt	309.10	10%	10% Increase
Kinder WOW (Ages 4-6) In Season (after Jun 30)	309.00	Exempt	309.00	339.90	Exempt	339.90	10%	10% Increase
Wee WOW (Age 6 - 8) Early Bird (Mar 6 to Apr 30) incl Raptor	255.00	Exempt	255.00	280.50	Exempt	280.50	10%	10% Increase
Wee WOW (Age 6 - 8) Pre Season (May 1 to Jun 30) incl Raptor	281.00	Exempt	281.00	309.10	Exempt	309.10	10%	10% Increase
Wee WOW (Age 6 - 8) In Season (after Jun 30) incl Raptor	309.00	Exempt	309.00	339.90	Exempt	339.90	10%	10% Increase
Junior WOW (Age 8-12) Early Bird (Mar 6 to Apr 30) (Explorer, Girls, Farm, Raptor, Bike, Trail Builders)	245.00	Exempt	245.00	269.50	Exempt	269.50	10%	10% Increase
Junior WOW (Age 8 - 12) Pre Season (May 1 to Jun 30) (Explorer, Girls, Farm, Raptor, Bike, Trail Builders)	270.00	Exempt	270.00	297.00	Exempt	297.00	10%	10% Increase
Junior WOW (Age 8 - 12) In Season (after Jun 30) (Explorer, Girls, Farm, Raptor, Bike Trail Builders)	296.00	Exempt	296.00	325.60	Exempt	325.60	10%	10% Increase
Junior WOW (Age 8-12) Early Bird (Mar 6 to Apr 30) (Construction, Waterfront, Athletics, Climbing)	270.00	Exempt	270.00	297.00	Exempt	297.00	10%	10% Increase
Junior WOW (Age 8 - 12) Pre Season (May 1 to Jun 30) (Construction, Waterfront, Athletics, Climbing)	297.00	Exempt	297.00	326.70	Exempt	326.70	10%	10% Increase
Junior WOW (Age 8 - 12) In Season (after Jun 30) (Construction, Waterfront, Athletics, Climbing)	327.00	Exempt	327.00	359.70	Exempt	359.70	10%	10% Increase
Senior WOW (Age 12 - 15) Early Bird (Mar 6 to Apr 30) (CIT Camp)	220.00	Exempt	220.00	242.00	Exempt	242.00	10%	10% Increase
Senior WOW (Age 12 - 15) Pre Season (May 1 to Jun 30) (CIT Camp)	242.00	Exempt	242.00	266.20	Exempt	266.20	10%	10% Increase
Senior WOW (Age 12 - 15) In Season (after Jun 30) (CIT Camp)	266.00	Exempt	266.00	292.60	Exempt	292.60	10%	10% Increase
Senior WOW (Age 12 - 15) Early Bird (Mar 6 to Apr 30) (Raptor, Farm, Bike, Trail Builders)	245.00	Exempt	245.00	269.50	Exempt	269.50	10%	10% Increase
Senior WOW (Age 12 - 15) Pre Season (May 1 to Jun 30) (Raptor, Farm, Bike, Trail Builders)	270.00	Exempt	270.00	297.00	Exempt	297.00	10%	10% Increase
Senior WOW (Age 12 - 15) In Season (after Jun 30) (Raptor, Farm, Bike, Trail Builders)	296.00	Exempt	296.00	325.60	Exempt	325.60	10%	10% Increase
Senior WOW (Age 12 - 15) Early Bird (Mar 6 to Apr 30) (Construction, Waterfront, Athletics, Climbing)	270.00	Exempt	270.00	297.00	Exempt	297.00	10%	10% Increase
Senior WOW (Age 12 - 15) Pre Season (May 1 to Jun 30) (Construction, Waterfront, Athletics, Climbing)	297.00	Exempt	297.00	326.70	Exempt	326.70	10%	10% Increase
Senior WOW (Age 12 - 15) In Season (after Jun 30) (Construction, Waterfront, Athletics, Climbing)	327.00	Exempt	327.00	359.70	Exempt	359.70	10%	10% Increase
Senior WOW (Age 12 - 15) Early Bird (Mar 6 to Apr 30) (Jr Lifeguard, Sr Lifeguard)	280.00	Exempt	280.00	308.00	Exempt	308.00	10%	10% Increase
Senior WOW (Age 12 - 15) Pre Season (May 1 to Jun 30) (Jr Lifeguard, Sr Lifeguard)	308.00	Exempt	308.00	338.80	Exempt	338.80	10%	10% Increase
Senior WOW (Age 12 - 15) In Season (after Jun 30) (Jr Lifeguard, Sr Lifeguard)	339.00	Exempt	339.00	372.90	Exempt	372.90	10%	10% Increase
WOW Extended aftercare	30.00	3.90	33.90	33.00	Exempt	33.00	10%	10% Increase
WOW Overnight Camp	65.00	8.45	73.45	71.50	Exempt	71.50	10%	10% Increase
WOW Lunch Program	65.00	8.45	73.45	71.50	Exempt	71.50	10%	10% Increase
WOW Retail sales - bike parts, counsellor shirts, etc		0.00	0.00	0.00	Exempt	0.00	10%	10% Increase
* \$20 off any camp for return campers from year prior								
* \$15 off for Halton Parks Members								
* 10% off for multiple weeks of multiple campers								
Refund Fee - after June 1	22.12	2.88	25.00	24.33	Exempt	24.33	10%	10% Increase
Refund Fee - 0 to 7 days before camp - medical	22.12	2.88	25.00	24.33	Exempt	24.33	10%	10% Increase
Refund Fee - 0 to 7 days before camp	66.37	8.63	75.00	73.01	Exempt	73.01	10%	10% Increase
BOAT RENTALS								
Single Kayak 1 hr	\$15.04	\$1.96	17.00	15.04	1.96	17.00	0%	No change
Single Kayak 2 hr	\$25.66	\$3.34	29.00	25.66	3.34	29.00	0%	No change
Kayak late fee per half hour	\$8.85	\$1.15	10.00	8.85	1.15	10.00	0%	No change
Double Kayak 1 hr	\$17.70	\$2.30	20.00	17.70	2.30	20.00	0%	No change
Double Kayak 2 hr	\$30.09	\$3.91	34.00	30.09	3.91	34.00	0%	No change
Double Kayak late fee per half hour	\$10.62	\$1.38	12.00	10.62	1.38	12.00	0%	No change
Canoe 1 hr	\$17.70	\$2.30	20.00	17.70	2.30	20.00	0%	No change
Canoe 2 hr	\$30.09	\$3.91	34.00	30.09	3.91	34.00	0%	No change
Canoe late fee per half hour	\$10.62	\$1.38	12.00	10.62	1.38	12.00	0%	No change
Pedal Boat 1 hr	\$21.24	\$2.76	24.00	21.24	2.76	24.00	0%	No change
Pedal Boat 2 hr	\$36.28	\$4.72	41.00	36.28	4.72	41.00	0%	No change
Pedal Boat late fee per half hour	\$12.39	\$1.61	14.00	12.39	1.61	14.00	0%	No change
Paddle Board 1 hr	\$18.58	\$2.42	21.00	18.58	2.42	21.00	0%	No change
Paddle Board 2 hr	\$31.86	\$4.14	36.00	31.86	4.14	36.00	0%	No change
Paddle Board late fee per half hour	\$10.62	\$1.38	12.00	10.62	1.38	12.00	0%	No change
PICNIC AND CAMPING								
Picnic Site - Kelso A,H, I, K	199.11	\$25.89	225.00	219.02	28.47	247.49	10%	10% Increase
Picnic Site - Kelso L	101.77	\$13.23	115.00	111.95	14.55	126.50	10%	10% Increase
Picnic Site - Kelso G, J, M, N, O, P, Q, R	44.25	\$5.75	50.00	48.68	6.33	55.00	10%	10% Increase
Camp Site - Kelso - 101 - 112, 305, 308 incl 5 campers	44.25	\$5.75	50.00	48.68	6.33	55.00	10%	10% Increase
Camp Site - Kelso - 301 - 304 incl 12 campers	101.77	\$13.23	115.00	111.95	14.55	126.50	10%	10% Increase
Camp Site - Kelso - 1 and 2 incl 18 campers	154.87	\$20.13	175.00	170.36	22.15	192.50	10%	10% Increase
Additional Campers each	8.85	\$1.15	10.00	9.74	1.27	11.00	10%	10% Increase
Firewood	7.96	\$1.03	8.99	8.76	1.14	9.89	10%	10% Increase
Cancellation Fee	10.00	\$1.30	11.30	10.00	1.30	11.30	0%	No change
OTHER REVENUE								
Retail sales (Rental)							10%	10% Increase
Retail sales (ski repair and tuning)							10%	10% Increase
Food sales (Concessions)							10%	10% Increase
Miscellaneous Revenue								No Change
Employment Grants								No Change
Lease Contracts (External Day Camps YMCA, Planet Kids)								No Change
Vehicle Trade In Kelso GE								No Change
Donations Kelso GE								No Change
Race Program Fees - Milton Height Racing Club								10% Increase
Snow Tubing								



Appendix C

User Fee Comparison

Conservation Halton Fee Survey - Parks Fees

Description	Conservation Halton		Grand River Conservation Authority		Hamilton Conservation Authority		Toronto and Region Conservation Authority	
	Recommended Rate	Total (incl. HST)	Description	Total (incl. HST)	Description	Total (incl. HST)	Description	Total (incl. HST)
DAILY ENTRANCE FEES								
<i>Includes Education Centres</i>								
Adult (15-64)	7.55	8.53	Adult (15-64)	7.00	Christie Lake			
Senior (65+)	6.57	7.42	Senior (65+)/People with disabilities	5.50	Per vehicle	10.00	Adult	6.50
Child (5-14)	5.36	6.05	Child (5-14)	3.00	Passengers 5 yrs +	5.00	Senior	5.50
Child (4 and under)	0.00	0.00	Child (5 and under)		Free		Youth	3.00
<i>Rec and Nature Park</i>								
Adult (15-64)	6.81	7.69	Park admission (automatic gate, attendant off duty)	14.00				
Senior (65+)	5.84	6.60						
Child (5-14)	5.12	5.78						
Child (4 and under)	0.00	0.00						
<i>GROUP RATES (Includes Education Centres)</i>								
Adult (15-64) Group of 20+/- Lump Sum Pymt Reqd 15% off	6.57	7.42	Bus discount (20+ people)	-50.25/person	Bus entry (15+ passengers)			
Senior (65+) Group of 20+/- Lump Sum Pymt Reqd 15% off	5.71	6.45			School Groups	113.00		
Child (5-14) Group of 20+/- Lump Sum Pymt Reqd 15% off	4.65	5.26			Non-School Groups	169.50		
Child (4 -) Group of 8 or more \$2/child	1.95	2.20			School Events (Cross Country, Field Days, Track Meets, etc.)			
Scientific Site Visit	24.33	27.50			Students (all ages)	3.95		
Group of 50+ - Prepaid Vouchers \$5/person	5.12	5.78			Spectator Vehicle (events)	3.00		
<i>GROUP RATES (Rec and Nature Park)</i>								
Adult (15-64) Group of 20+/- Lump Sum Pymt Reqd 15% off	5.92	6.69						
Senior (65+) Group of 20+/- Lump Sum Pymt Reqd 15% off	5.08	5.74						
Child (5-14) Group of 20+/- Lump Sum Pymt Reqd 15% off	4.44	5.02						
Child (4 -) Group of 8 or more \$2/child	1.95	2.20						
Group of 50+ - Prepaid Vouchers \$5/person	4.86	5.49						
<i>Mountsberg Dam (Fee Station)</i>								
Per Vehicle Fee	11.68	13.20						
<i>Value Pass</i>								
All visitors in Vehicle - purchased in advance	58.41	66.00						
ANNUAL MEMBERSHIP								
Family Membership Entry	131.90	149.05	Grand River Parks Membership	130.00	Regular Annual Membership Pass	124.30	Family & Friends Membership	\$96.05 - \$152.55
Individual Membership Entry	60.36	68.20	Individual Pass				Individual Membership	\$56.50 - \$84.75
Annual Senior Family	110.00	124.30						
Bruce Trail Family Membership Entry	71.50	80.80	Child	50.00				
Bruce Trail Individual Membership Entry	49.50	55.94	Adult	70.00				
Family Day 4 pack Entry	60.50	68.37	Seniors/Person with disabilities	60.00				
Conservation Ontario Staff Pass	49.16	55.55						
Foundation Event	110.00	124.30						
Halton District School Board Event	110.00	124.30						
EDUCATIONAL PROGRAMS - CRAWFORD & MOUNTSBERG								
Guided Program - Half Day/Student	12.46	14.08			Half Day Program	5.65		
Guided Program - Full Day/Student	22.15	25.04			Full Day Program	10.13		
Offsite Program (such as Bird of Prey)	352.17	397.96			Full Day (with Lunch - Westfield)	11.00		
Offsite Mileage	0.74	0.83						
FILMING & SPECIAL EVENTS FEES								
Photoshoots	200.00	226.00			Family photo permit	84.75		
Film Permit per hour	236.25	266.96			Wedding Pictures	282.50		
Film Setup/Wrap up	118.14	133.50			Film shoots (daily rate)			
Still Photography	177.00	200.00						
Special Event Permit	550.00	1,100.13						
Special Event Kelso Staffing Fees (First Aid, Life Guards, Mtb Patrol, Operations) per hour	35.75	71.63						
Facility Rental of East or West Lodge	330.00	660.13						
Special Events Registered Adult (ring watchers, Moonlight Snowshoe, Pt. Try It etc)	19.80	22.37						
Special Events Registered Child/SR (ring watchers, Moonlight Snowshoe, Pt. Try It etc)	14.30	16.16						
Special Events Reg w Food Adult (NY Hoopla, Taste of Maple, Sugarmakers)	26.40	29.83						
Special Events Reg w Food Child/Sr (NY Hoopla, Taste of Maple, Sugarmakers)	16.50	18.65						
Special Events Child Under 4 Free	0.00	0.00						
Raptors in Focus Photography Session	38.50	43.51						
Raptor Encounter (Meet and Greet) (incl park admission for up to 5 people)	88.00	99.44						
Barn Encounter (Meet and Greet) (incl park admission for up to 5 people)	88.00	99.44						
Birthday Parties CL & MB incl 10 children and 10 adults	220.00	248.60						
Additional Guest Birthday Parties	7.70	8.70						
Christmastown Adult Ticket	35.30	39.89						
Christmastown Child Ticket	29.96	33.85						
Christmastown Staff Event Adult	10.70	12.09						
Christmastown Staff Event Child	10.70	12.09						
Christmastown Admin Fee	26.74	30.22						
Sleigh/Wagon Rides incl Hot Choc Jan and Feb - Adult	3.89	4.40						
Sleigh/Wagon Rides incl Hot Choc Jan and Feb - Child	2.92	3.29						
Wagon Rides Maple and Fall into Nature - Adult	3.65	4.13						
Wagon Rides Maple and Fall into Nature - Child	2.67	3.02						
Taffy on Snow	1.96	2.21						
Vendor Fees (external vendors at events)	48.99	55.36						
ACTIVITY PROGRAM FEES								
Rock Climbing instructional only per person	5.84	6.60						
Rock Climbing Permits instructional only One permit	29.21	33.00						
Rock Climbing Permits instructional only One - Ten permits	220.00	248.60						
Rock Climbing Permits instructional only Ten - Thirty permits	360.17	407.00						
Rock Climbing Permits instructional only Thirty + permits	472.12	533.50						
PICNIC, CAMPING, AND FACILITY RENTAL								
Facility Rental	330.00	660.13	Pavilion	75.00				
Picnic Site	48.68	55.00	Shelter Rental	\$70 - \$110				
Picnic Site - Rattlesnake Pt (admissions not incl)	111.95	126.50	Picnic Area Rental	25.00	Picnic Area	84.75	Per camper, per day	4.00
Camp Site (incl 5 campers)	48.68	55.00	Barn Rental	\$300 - \$450	Pavilion	\$203.40 to \$327.70	Unserviced (per night)	\$37.29 - \$38.99
Camp Site (incl 12 campers)	111.95	126.50	Unserviced (nightly camp site)	\$34 - \$40	R.V. Site Fee	9.61	Serviced (per night)	\$43.51 - \$45.88
Camp Site (incl 18 campers)	170.36	192.50	Unserviced (nightly camp site)	\$42 - \$53	Group Camping (per person)	7.38	Unserviced (per 28 days)	\$745.80 - \$779.70
Additional Campers each	9.74	11.00	Serviced (seasonal camp site)	\$1,750 - \$2,195	Youth	12.43	Serviced (per 28 days)	\$870.10 - \$1,017
Firewood	8.76	9.89	Firewood	\$1,885 - \$2,625	Adult		Serviced (per season)	\$3,045.35 - \$3,616
Cancellation Fee	11.00	12.43	Cancellation	15.00	Cancellation Fee			
CROSS COUNTRY SKI AND SNOWSHOE RENTALS								
Snowshoe Rental	14.30	16.16	Snowshoe Rental	11.00				
CROSS COUNTRY SKI RENTALS								
Cross Country Ski Adult half day	17.52	19.80					Adult (15-59)	17.25
Cross Country Ski Adult full day	24.33	27.50					Youth (5-14)	10.25
Cross Country Ski Child half day	10.70	12.09					Child (Pre-school)	FREE
Cross Country Ski Child full day	14.60	16.49					Senior (60+)	14.00
Cross Country Ski School or Group event	14.60	16.49					Family (1/2 adults)	45.00
GE Ski and Dine New Years	42.90	85.93						
GE Activity Participants Fall into Nature, Archery, Low Ropes 2017 only	17.52	35.18						
GE Participant Instructional Fee	5.84	11.81						

Description	Conservation Halton		Grand River Conservation Authority		Hamilton Conservation Authority		Toronto and Region Conservation Authority	
	Recommended Rate	Total (incl. HST)	Description	Total (incl. HST)	Description	Total (incl. HST)	Description	Total (incl. HST)
ACTIVITY PROGRAM FEES								
Mountain Bike Race Series Early Bird	132.00	264.13						
Mountain Bike Race Series Regular	176.00	352.13						
Mountain Bike Race Single Event	23.36	46.86						
Mountain Bike Race Series Kids Event	44.00	88.13						
Mountain Bike Private Lesson One Rider	86.90	173.93						
Mountain Bike Private Lesson Additional Rider	31.90	63.93						
Mountain Bike Private Lesson Add Rental Bike	31.90	63.93						
Mountain Bike Group Lesson One Rider - 4 weeks	163.90	327.93						
Mountain Bike Group Lesson Add Rental Bike - 4 weeks	97.90	195.93						
Mountain Bike Guided Ride per person	20.90	41.93						
Mountain Bike Guided Ride Rental	31.90	63.93						
Challenge Course Aerial Course Access 1hr	22.00	44.13						
Challenge Course Climbing Tower Access 1hr	22.00	44.13						
Challenge Course Climbing Tower and Aerial Course Access 2 hr	38.50	77.13						
Challenge Course Add Quick Jump to Tower experience 2 jumps	6.60	13.33						
Challenge Course Lookout Access to Giant Steps for photos 20 min	11.00	22.13						
Challenge Course Single day summer camp visitor 1.5 hr	17.60	35.33						
Challenge Course Partner summer Camp visitor 1.5 hr	13.20	26.53						
Mountain Bike Corporate Sponsorship Level 1	1,000.00	1,130.00						
Mountain Bike Corporate Sponsorship Level 2	2,500.00	2,825.00						
WAYS OF THE WOODS DAY CAMPS (Summer Camps)								
Kinder WOW (Ages 4-6) Early Bird (Mar 6 to Apr 30)	280.50	280.50			Children's Day Camps (Per child (under 14), per session)			
Kinder WOW (Ages 4-6) Pre Season (May 1 to Jun 30)	309.10	309.10			HCA Member	105.00		
Kinder WOW (Ages 4-6) In Season (after Jun 30)	339.90	339.90			Non-Member	125.00		
Wee WOW (Age 6 - 8) Early Bird (Mar 6 to Apr 30) incl Raptor	280.50	280.50						
Wee WOW (Age 6 - 8) Pre Season (May 1 to Jun 30) incl Raptor	309.10	309.10			Leader in Training Camp (3 day program) (per child over 14)			
Wee WOW (Age 6 - 8) In Season (after Jun 30) incl Raptor	339.90	339.90			HCA Member	125.00		
Junior WOW (Age 8-12) Early Bird (Mar 6 to Apr 30) (Explorer, Girls, Farm, Raptor, Bike, Trail Builders)	269.50	269.50			Non-Member	145.00		
Junior WOW (Age 8 - 12) Pre Season (May 1 to Jun 30) (Explorer, Girls, Farm, Raptor, Bike, Trail Builders)	297.00	297.00						
Junior WOW (Age 8 - 12) In Season (after Jun 30) (Explorer, Girls, Farm, Raptor, Bike, Trail Builders)	325.60	325.60						
Junior WOW (Age 8 - 12) Early Bird (Mar 6 to Apr 30) (Construction, Waterfront, Athletics, Climbers)	297.00	297.00						
Junior WOW (Age 8 - 12) Pre Season (May 1 to Jun 30) (Construction, Waterfront, Athletics, Climbers)	326.70	326.70						
Junior WOW (Age 8 - 12) In Season (after Jun 30) (Construction, Waterfront, Athletics, Climbers)	359.70	359.70						
Senior WOW (Age 12 - 15) Early Bird (Mar 6 to Apr 30) (CIT Camp)	242.00	242.00						
Senior WOW (Age 12 - 15) Pre Season (May 1 to Jun 30) (CIT Camp)	266.20	266.20						
Senior WOW (Age 12 - 15) In Season (after Jun 30) (CIT Camp)	292.60	292.60						
Senior WOW (Age 12 - 15) Early Bird (Mar 6 to Apr 30) (Raptor, Farm, Bike, Trail Builders)	269.50	269.50						
Senior WOW (Age 12 - 15) Pre Season (May 1 to Jun 30) (Raptor, Farm, Bike, Trail Builders)	297.00	297.00						
Senior WOW (Age 12 - 15) In Season (after Jun 30) (Raptor, Farm, Bike, Trail Builders)	325.60	325.60						
Senior WOW (Age 12 - 15) Early Bird (Mar 6 to Apr 30) (Construction, Waterfront, Athletics, Climbers)	297.00	297.00						
Senior WOW (Age 12 - 15) Pre Season (May 1 to Jun 30) (Construction, Waterfront, Athletics, Climbers)	326.70	326.70						
Senior WOW (Age 12 - 15) In Season (after Jun 30) (Construction, Waterfront, Athletics, Climbers)	359.70	359.70						
Senior WOW (Age 12 - 15) Early Bird (Mar 6 to Apr 30) (Jr Lifeguard, Sr Lifeguard)	308.00	308.00						
Senior WOW (Age 12 - 15) Pre Season (May 1 to Jun 30) (Jr Lifeguard, Sr Lifeguard)	338.80	338.80						
Senior WOW (Age 12 - 15) In Season (after Jun 30) (Jr Lifeguard, Sr Lifeguard)	372.90	372.90						
WOW Extended aftercare	33.00	33.00						
WOW Overnight Camp	71.50	71.50						
WOW Lunch Program	71.50	71.50						
WOW Retail sales - bike parts, counsellor shirts, etc	0.00	0.00						
BOAT RENTALS								
Single Kayak 1 hr	15.04	17.00			1 hour Rental (weekend)	15.00	Rental of a canoe, pedal boat, or row boat (per hour)	14.00
Single Kayak 2 hr	25.66	29.00			Half Day Rental (2hrs or less)	25.00		
Kayak late fee per half hour	8.85	10.00			Full Day Rental (2hrs or more)	50.00		
Double Kayak 1 hr	17.70	20.00						
Double Kayak 2 hr	30.09	34.00						
Double Kayak late fee per half hour	10.62	12.00						
Canoe 1 hr	17.70	20.00						
Canoe 2 hr	30.09	34.00						
Canoe late fee per half hour	10.62	12.00						
Pedal Boat 1 hr	21.24	24.00						
Pedal Boat 2 hr	36.28	41.00						
Pedal Boat late fee per half hour	12.39	14.00						
Paddle Board 1 hr	18.58	21.00						
Paddle Board 2 hr	31.86	36.00						
Paddle Board late fee per half hour	10.62	12.00						

Conservation Halton Fee Survey - Skiing Fees

Description	Glen Eden		Brimacombe		Boler Mountain		Chicopee	
	2018 Rate	Total (incl. HST)	Description	Total (excl. HST)	Description	Total (excl. HST)	Description	Total (excl. HST)
LIFT TICKET RATES								
Mon Tues Wed - Full			Monday to Friday (Full Day)					
Adult (18-64)	26.55	30.00	All Ages	28.00	(13 and over)		All Access	41.00
Junior/Teen/Senior	26.55	30.00	Nights (4:00pm to 9:30pm)		2 Hours	39.55		
Child (5 and under)	8.85	10.00	13 and Under	34.99	4 Hours	41.81	Tot	10.00
Beginner Center Only	21.24	24.00	students	37.99	6 Hours	44.07	Learning Centre	27.00
Mon Tues Wed - Day			Adults (19+)	39.99	All Day	49.72		
Adult (18-64)	21.24	24.00	Seniors (65+)	37.99				
Junior/Teen/Senior	21.24	24.00	Late Nights (7pm to 9:30pm)		(12 and under) and Senior			
Child (5 and under)	8.85	10.00	All Ages	28.00	65+			
Beginner Center Only	21.24	24.00			2 Hours	33.90		
Mon Tues Wed - Evening					4 Hours	36.16		
Adult (18-64)	21.24	24.00			6 Hours	39.55		
Junior/Teen/Senior	21.24	24.00			All Day	46.33		
Child (5 and under)	8.85	10.00						
Beginner Center Only	21.24	24.00						
Thurs Fri - Full								
Adult (18-64)	35.40	40.00						
Junior/Teen/Senior	30.97	35.00						
Child (5 and under)	8.85	10.00						
Beginner Center Only	21.24	24.00						
Thurs Fri - Day								
Adult (18-64)	21.24	24.00						
Junior/Teen/Senior	21.24	24.00						
Child (5 and under)	8.85	10.00						
Beginner Center Only	21.24	24.00						
Thurs Fri - Evening								
Adult (18-64)	30.97	35.00						
Junior/Teen/Senior	27.43	31.00						
Child (5 and under)	8.85	10.00						
Beginner Center Only	21.24	24.00						
Weekends and Holidays - Full			13 and Under	42.99				
Adult (18-64)	35.40	40.00	students	45.99				
Junior/Teen/Senior	30.97	35.00	Adults (19+)	52.99				
Child (5 and under)	8.85	10.00	Seniors (65+)	45.99				
Beginner Center Only	21.24	24.00						
Weekends and Holidays - Day			13 and Under	37.99				
Adult (18-64)	33.63	38.00	students	40.99				
Junior/Teen/Senior	29.20	33.00	Adults (19+)	47.99				
Child (5 and under)	8.85	10.00	Seniors (65+)	40.99				
Beginner Center Only	20.35	23.00						
Weekends and Holidays - Evening			13 and Under	34.99				
Adult (18-64)	30.97	35.00	students	37.99				
Junior/Teen/Senior	28.32	32.00	Adults (19+)	39.99				
Child (5 and under)	8.85	10.00	Seniors (65+)	37.99				
Beginner Center Only	21.24	24.00						
RENTAL RATES								
Rental Set - Monday - Friday - Full					Equipment Rental Rates, Ski or Snowboard Package, Including Helmet (rates do not include HST)			
Adult (18-64)	30.09	34.00	5 Years & Under (Includes Helmet, while supplies last)	\$5 per hour	2 Hours	33.90	Ski/Board	33.00
Junior/Teen/Senior	28.32	32.00	Ski or Snowboard Package	28.00	4 Hours	36.16	Tot Ski/Board	20.00
Child (5 and under)	19.47	22.00	(13 & Under)	36.00	6 Hours	38.42		
Rental Set - Monday - Friday - Evening			Ski or Snowboard Package					
Adult (18-64)	26.55	30.00	Upgrade your package to include High Performance Skis	Add \$10	All Day	40.68		
Junior/Teen/Senior	24.78	28.00						
Child (5 and under)	17.70	20.00						
Rental Set - Weekends and Holidays - Full								
Adult (18-64)	30.97	35.00						
Junior/Teen/Senior	28.32	32.00						
Child (5 and under)	19.47	22.00						
Rental Set - Weekends and Holidays - Evening								
Adult (18-64)	26.55	30.00						
Junior/Teen/Senior	24.78	28.00						
Child (5 and under)	17.70	20.00						
Individual Items								
Skis Only	24.78	28.00	Helmet	AGES 14+ 10.00				
Snowboard Only	24.78	28.00	Skis	\$19 - 26				
Snowboard Boots Only	17.70	20.00	Ski Boots	\$11 - 16				
Helmet Only	5.31	6.00	Poles	\$3 - \$5				
Poles Only	8.85	10.00	Riglet Boards	\$5 per hour				
PrePaid Rentals - Lesson Programs Only								
8 week Program (One day per week)	185.00	197.75						
5 day camp	185.00	197.75						

Description	Glen Eden		Brimacombe		Boler Mountain		Chicopee	
	2018 Rate	Total (incl. HST)	Description	Total (excl. HST)	Description	Total (excl. HST)	Description	Total (excl. HST)
SCHOOL GROUP RATES								
A Rate - Prime Time								
Lift, Lesson, Rentals, Helmet	27.43	31.00						
Lift, Lesson, Helmet	18.58	21.00						
Lesson, Helmet	11.50	13.00						
Additional Supervisor	17.70	20.00						
Supervisor Rental	18.58	21.00						
B Rate - Prime Time								
Lift, Lesson, Rentals, Helmet	23.89	27.00						
Lift, Lesson, Helmet	16.81	19.00						
Lesson, Helmet	11.50	13.00						
Additional Supervisor	17.70	20.00						
Supervisor Rental	14.16	16.00						
SEASON PASSES								
Weekday Pass All Ages Early Bird (Mar 3)	96.00	108.48	Children 5 and Under	FREE with the purchase of an adult or senior member	Until April 30th			
Weekday Pass All Ages Summer Rate (Apr 2)	113.00	127.69	Until Sept. 16	Adult	551.00	1st Membership	459.00	
Weekday Pass All Ages Regular Rate (Nov 5)	142.00	160.46	PeeWee (13 & Under)	Student	514.00	2nd Membership	429.00	
5 day x 7 night All Ages Early Bird (Mar 3)	159.00	179.67	Students1	Senior (65-79)	407.00	3rd Membership	299.00	
5 day x 7 night All Ages Summer Rated (Apr 2)	188.00	212.44	Adults (19+)	"New" Golden (80+)	225.00	4th Membership	199.00	
5 day x 7 night All Ages Regular Rate (Nov 5)	246.00	277.98	Seniors(65+)	Family of 2	968.00	5th Membership	139.00	
			<u>Night Season Pass</u>	<u>Weekday Pass</u>				
			Until Sept. 16	Before Oct. 21	345.00			
			Until Nov. 16	After Oct. 21	371.00			
			In-Season					
Individual Advantage Pass Youth/Sr/Teen Early Bird (Mar 3)	290.00	327.70	Until Nov. 16	Family of 3	1,360.00	6th+ Membership	\$79 each.	
Individual Advantage Pass Youth/Sr/Teen Summer Rated (Apr 2)	342.00	386.46	PeeWee (13 & Under)	Family of 4	1,591.00	Legend (born 1939-1948)	269.00	
Individual Advantage Pass Youth/Sr/Teen Regular Rate (Nov 5)	428.00	483.64	Students1	Family of 5	1,823.00	Until Sep. 30th		
Individual Advantage Pass Adult Early Bird (Mar 3)	351.00	396.63	Adults (19+)	Family of 6	2,055.00	1st Membership	509.00	
Individual Advantage Pass Adult Summer Rated (Apr 2)	414.00	467.82	Seniors(65+)	Additional Member – after				
Individual Advantage Pass Adult Regular Rate (Nov 5)	518.00	585.34	In Season	a Family of 6	232.00	2nd Membership	479.00	
				5 and Under	52.00	3rd Membership	349.00	
				To be purchased with an Adult Season Pass within the immediate family (Child must still be 5 years as of December 1, 2018)				
Individual Advantage Pass 5 and under Early Bird (Mar 3)	70.00	79.10	PeeWee (13 & Under)	459.00		4th Membership	249.00	
Individual Advantage Pass 5 and under Summer Rated (Apr 2)	83.00	93.79	Students1	509.00	Weekday Pass	371.00	5th Membership	139.00
				Valid Monday 4:00 pm – Close & Tuesday to Friday 9:00 am – Close				
Individual Advantage Pass 5 and under Regular Rate (Nov 5)	103.00	116.39	Adults (19+)	569.00		6th+ Membership	\$79 / each	
			Seniors(65+)	509.00				
Family Advantage Pass First Member Early Bird (Mar 3)	395.00	446.35	Until Sept 16	2019 Summer Pass, when you purchase with Winter Season Pass	93.00	Legend (born 1939-1948)	319.00	
Family Advantage Pass First Member Summer Rated (Apr 2)	466.00	526.58	PeeWee Family Package (2 adults & 2 chn <13)	2019 Ultimate Summer Pass, when you purchase with Winter Season Pass	385.00	After Sep. 30th		
Family Advantage Pass First Member Regular Rate (Nov 5)	583.00	658.79	Each Additional PeeWee	79.00		1st Membership	584.00	
Family Advantage Pass Additional Members Early Bird (Mar 3)	194.00	219.22	Until Nov. 16			2nd Membership	554.00	
Family Advantage Pass Additional Members Summer Rated (Apr 2)	229.00	258.77	PeeWee Family Package (2 adults & 2 chn <13)	1,659.00		3rd Membership	424.00	
Family Advantage Pass Additional Members Regular Rate (Nov 5)	286.00	323.18	Each Additional PeeWee	89.00		4th Membership	324.00	
			In-Season					
			PeeWee Family Package (2 adults & 2 chn <13)	1,759.00				
			Each Additional PeeWee	99.00				
Terrain Park Pass	10.00	11.30				5th Membership	139.00	
Lesson Pass (access pass bundled with lesson program)	115.00	129.95				6th+ Membership	\$79 / each	
						Legend (born 1939-1948)	394.00	
						Legend (born 1938 or earlier) anytime	30.00	

Description	Glen Eden		Brimacombe		Boler Mountain		Chicopee	
	2018 Rate	Total (incl. HST)	Description	Total (excl. HST)	Description	Total (excl. HST)	Description	Total (excl. HST)
SNOW SCHOOL LESSON PROGRAMS - CORE								
Kinder Ski and Board 5 Day Camp Early Bird (Mar 3) 1 HR	237.00	237.00	Kids and Teen Camps		5-6 years	260.00	4 day Holiday Camp Pre-School Primary Junior/Tween	
Kinder Ski and Board 5 Day Camp Summer Rate (Apr 2) 1 HR	272.00	272.00		149.00	9-12 years	465.00		235.00
Kinder Ski and Board 5 Day Camp Regular Rate (Nov 5) 1 HR	287.00	287.00		239.00				275.00
Kinder Ski and Board 8 Week Prog Early Bird (Mar 3) 1 HR	324.00	324.00		299.00	2 Day	78.00	3 day Holiday Camp Pre-School Primary Junior/Tween	320.00
Kinder Ski and Board 8 Week Prog Summer Rate (Apr 2) 1 HR	356.00	356.00		359.00	3 Day	115.00		
Kinder Ski and Board 8 Week Prog Regular Rate (Nov 5) 1 HR	392.00	392.00		399.00	Girls Only 3 Day	170.00		
Primary Ski and Board 5 Day Camp Early Bird (Mar 3) 2 HR	237.00	237.00	8 Week Program Until Sept 16 Until Nov 30 In Season		Freestyle 3 Day	170.00	5 day Holiday Camp Pre-School Primary Junior/Tween	175.00
Primary Ski and Board 5 Day Camp Summer Rate (Apr 2) 2 HR	272.00	272.00		259.00				200.00
Primary Ski and Board 5 Day Camp Regular Rate (Nov 5) 2 HR	287.00	287.00		279.00	8 Week Program	260.00		235.00
Primary Ski and Board 8 Week Prog Early Bird (Mar 3) 1 HR	261.00	261.00		299.00			5 day Holiday Camp Pre-School Primary Junior/Tween	275.00
Primary Ski and Board 8 Week Prog Summer Rate (Apr 2) 1 HR	287.00	287.00						300.00
Primary Ski and Board 8 Week Prog Regular Rate (Nov 5) 1 HR	315.00	315.00						330.00
Junior Ski and Board 5 Day Camp Early Bird (Mar 3) 2 HR	198.00	198.00					8 Week Program (Incl. Lift) Until April 30 Until Sept 30 After Sept 30	
Junior Ski and Board 5 Day Camp Summer Rate (Apr 2) 2 HR	218.00	218.00						399-449
Junior Ski and Board 5 Day Camp Regular Rate (Nov 5) 2 HR	240.00	240.00						429-479
Junior Ski and Board 8 Week Prog Early Bird (Mar 3) 1 HR	237.00	237.00						459-509
Junior Ski and Board 8 Week Prog Summer Rate (Apr 2) 1 HR	260.00	260.00						
Junior Ski and Board 8 Week Prog Regular Rate (Nov 5) 1 HR	287.00	287.00						
Junior Ski and Board 8 Week Prog Early Bird (Mar 3) 1.5 HR	272.00	272.00						
Junior Ski and Board 8 Week Prog Summer Rate (Apr 2) 1.5 HR	299.00	299.00						
Junior Ski and Board 8 Week Prog Regular Rate (Nov 5) 1.5 HR	329.00	329.00						
Teen & Adult Ski and Board 5 Day Camp Early Bird (Mar 3) 2 HR	198.00	223.74						
Teen & Adult Ski and Board 5 Day Camp Summer Rate (Apr 2) 2 HR	218.00	246.34						
Teen & Adult Ski and Board 5 Day Camp Regular Rate (Nov 5) 2 HR	240.00	271.20						
Teen & Adult Ski and Board 8 Week Prog Early Bird (Mar 3) 1 HR	237.00	267.81						
Teen & Adult Ski and Board 8 Week Prog Summer Rate (Apr 2) 1 HR	260.00	293.80						
Teen & Adult Ski and Board 8 Week Prog Regular Rate (Nov 5) 1 HR	287.00	324.31						
Teen & Adult Ski and Board 8 Week Prog Early Bird (Mar 3) 1.5 HR	272.00	307.36						
Teen & Adult Ski and Board 8 Week Prog Summer Rate (Apr 2) 1.5 HR	299.00	337.87						
Teen & Adult Ski and Board 8 Week Prog Regular Rate (Nov 5) 1.5 HR	329.00	371.77						
Private Lesson Program 5 Day Camp Early Bird (Mar 3) 2 HR	374.00	422.62			Private Lesson - 5 Pack, 2 Hour			
Private Lesson Program 5 Day Camp Summer Rate (Apr 2) 2 HR	411.00	464.43				758.00		
Private Lesson Program 5 Day Camp Regular Rate (Nov 5) 2 HR	452.00	510.76			Private Lesson 8 Week, 1 Hour			
Private Lesson Program 8 Week Prog Early Bird (Mar 3) 1 HR	600.00	678.00				599.00		
Private Lesson Program 8 Week Prog Summer Rate (Apr 2) 1 HR	661.00	746.93			Private Lesson 8 Week, 1.5 Hour			
Private Lesson Program 8 Week Prog Regular Rate (Nov 5) 1 HR	727.00	821.51				899.00		
Private Lesson Program 8 Week Prog Early Bird (Mar 3) 1.5 HR	719.00	812.47						
Private Lesson Program 8 Week Prog Summer Rate (Apr 2) 1.5 HR	791.00	893.83						
Private Lesson Program 8 Week Prog Regular Rate (Nov 5) 1.5 HR	871.00	984.23						
Private Lesson Additional Participant 5 Day Camp Early Bird (Mar 3) 2 HR	201.00	227.13						
Private Lesson Additional Participant 5 Day Camp Summer Rate (Apr 2) 2 HR	221.00	249.73						
Private Lesson Additional Participant 5 Day Camp Regular Rate (Nov 5) 2 HR	243.00	274.59						
Private Lesson Additional Participant 8 Week Prog Early Bird (Mar 3) 1 HR	321.00	362.73						
Private Lesson Additional Participant 8 Week Prog Summer Rate (Apr 2) 1 HR	353.00	398.89						
Private Lesson Additional Participant 8 Week Prog Regular Rate (Nov 5) 1 HR	388.00	438.44						
Private Lesson Additional Participant 8 Week Prog Early Bird (Mar 3) 1.5 HR	383.00	432.79						
Private Lesson Additional Participant 8 Week Prog Summer Rate (Apr 2) 1.5 HR	421.00	475.73						
Private Lesson Additional Participant 8 Week Prog Regular Rate (Nov 5) 1.5 HR	463.00	523.19						
SNOW SCHOOL LESSON PROGRAMS - ACADEMY								
Learn to Race 5 Day Camp Early Bird (Mar 3) 2 HR	225.00	225.00						
Learn to Race 5 Day Camp Summer Rate (Apr 2) 2 HR	225.00	225.00						
Learn to Race 5 Day Camp Regular Rate (Nov 5) 2 HR	259.00	259.00						
Learn to Race 8 Week Prog Early Bird (Mar 3) 1.5 HR	310.00	310.00						
Learn to Race 8 Week Prog Summer Rate (Apr 2) 1.5 HR	341.00	341.00						
Learn to Race 8 Week Prog Regular Rate (Nov 5) 1.5 HR	376.00	376.00						
Terrain Park & High Perform 5 Day Camp Early Bird (Mar 3) 2 HR	225.00	225.00						
Terrain Park & High Perform 5 Day Camp Summer Rate (Apr 2) 2 HR	248.00	248.00						
Terrain Park & High Perform 5 Day Camp Regular Rate (Nov 5) 2 HR	259.00	259.00						
Terrain Park & High Perform 8 Week Prog Early Bird (Mar 3) 1.5 HR	310.00	310.00						
Terrain Park & High Perform 8 Week Prog Summer Rate (Apr 2) 1.5 HR	341.00	341.00						
Terrain Park & High Perform 8 Week Prog Regular Rate (Nov 5) 1.5 HR	376.00	376.00						
Peak Performance 8 Week Prog Early Bird (Mar 3) 3 HR	583.00	583.00						
Peak Performance 8 Week Prog Summer Rate (Apr 2) 3 HR	642.00	642.00						
Peak Performance 8 Week Prog Regular Rate (Nov 5) 3 HR	706.00	706.00						
Instructor Prep 8 Week Prog Early Bird (Mar 3) 1.5 HR	310.00	310.00						
Instructor Prep 8 Week Prog Summer Rate (Apr 2) 1.5 HR	341.00	341.00						
Instructor Prep 8 Week Prog Regular Rate (Nov 5) 1.5 HR	376.00	376.00						
Ladies Day 8 Week Prog Early Bird (Mar 3)+ Lunch 2 HR	362.00	409.06						
Ladies Day 8 Week Prog Summer Rate (Apr 2) + Lunch 2 HR	398.00	449.74						
Ladies Day 8 Week Prog Regular Rate (Nov 5) + Lunch 2 HR	438.00	494.94						
Adult High Perform 8 Week Prog Early Bird (Mar 3) 1.5 HR	310.00	350.30						
Adult High Perform 8 Week Prog Summer Rate (Apr 2) 1.5 HR	341.00	385.33						
Adult High Perform 8 Week Prog Regular Rate (Nov 5) 1.5 HR	376.00	424.88						
SNOW SCHOOL LESSONS - SINGULAR LESSONS								
Private Lesson One Hour Ski or Board	95.00	107.35	55 Minute Lesson	90.00				
Private Lesson Two Hour Ski or Board	129.95	146.84	1 Hr 55 minute Lesson	170.00				
Additional Lesson One Hour Ski or Board	53.00	59.89						
Additional Lesson Two Hour Ski or Board	74.95	84.69						
Discover Ski or Board Lesson (includes lift and rentals) Weekday	54.00	61.02						
Discover Ski or Board Lesson (includes lift and rentals) Weekend	59.00	66.67						
GE Admin Fee Exchange	10.00	11.30						
GE Admin Fee Refund	22.12	25.00						



Planning Application and Permit Fees Review

Conservation Halton

Final Report

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February 11, 2019

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List of Acronyms and Abbreviations

L.P.A.T.	Local Planning Appeal Tribunal
O.M.B.	Ontario Municipal Board
F.T.E.	Full Time Equivalent



Chapter 1

Introduction



1. Introduction

1.1 Background

Conservation Halton (CH) provides planning services and approvals to provincial agencies, municipalities, and landowners throughout its watersheds within the Region of Halton, City of Hamilton, County of Wellington, and Region of Peel. Additionally, CH regulates the following through permits granted under O.Reg 162/06:

- all development in or adjacent to river or stream valleys, wetlands, shorelines, or hazardous lands;
- alternations to a river, creek, stream, or watercourse; and
- interference with wetlands.

Recently CH has been experiencing an increase in the complexity of planning applications received as well as greater volumes of permits, requiring increased staff review efforts. In addition to an increase in planning application and permit review activities, CH has also experienced an increase in involvement at the Local Planning Appeals Tribunal (L.P.A.T.), formerly the Ontario Municipal Board, as well as increased time requirements responding to Provincial and Conservation Ontario requests. In response to these pressures, and other organizational initiatives, CH reorganized staff in the Planning and Watershed Management Department and participated in a Process Re-Engineering Study for reviewing and commenting on planning application and permits.

CH has previously established policies of 100% cost recovery for planning application review processes and 80% cost recovery for permit review. The objective of this planning application and permit fee review seeks to assess the sufficiency of current CH fees in achieving those cost recovery policies and to make recommendations to move towards full cost recovery for permit review activities. The fee recommendations contained herein are provided in conformity with legislation, seeks to balance the interests of new and existing development, and provides evidence-based support for any potential future planning application fee appeals.



The primary objectives of the study are to:

- Review CH's current planning application and permit fees and determine historical levels of cost recovery;
- Determine full cost recovery fees;
- Recommend new fees and fee structure improvements that:
 - are defensible and conform with the policies of the Ministry of Natural Resources and Forestry (MNRF) regarding planning and compliance-oriented activities and the requirements of the *Conservation Authorities Act*;
 - balance CH's need to maximize cost recovery with stakeholder interests, affordability, and competitiveness;
 - reflect industry best practices; and
 - consider the administrative implementation of fees.

This technical report summarizes the legislative context for the fees review, provides in detail, the methodology utilized to assess the full costs of processing planning applications and permits, and presents the recommended fees.

1.2 Study Process

Set out in Table 1-1 is the project work plan that has been undertaken in the review of CH's planning application and permit fees.

Table 1-1
Planning Application Fees Review Study Work Plan

<i>Work Plan Component</i>	<i>Description</i>
1. Project Initiation and Orientation	<ul style="list-style-type: none">• Project initiation meeting with Project Team to review project scope, work plan legislative context, fee review trends, and Activity-Based Costing (A.B.C.) full cost methodology.
2. Review Background Information	<ul style="list-style-type: none">• Review of cost recovery policies, by-laws, 2014-2017 cost recovery performance and application patterns
3. Municipal Policy	<ul style="list-style-type: none">• Municipal and Conservation Authority development fee



Research	policy research regarding development fee structures and implementation policies
4. Development Fee Application Processing Effort Review	<ul style="list-style-type: none"> • Meetings with Project Team members to review and refine fee design parameters and establish costing categories • In collaboration with CH staff, develop process maps for categories/processes established through these discussions.
5. Design and Execution of Direct Staff Processing Effort Estimation	<ul style="list-style-type: none"> • Process maps populated by CH staff for review to establish effort estimation data reflecting established processes • Effort estimates were examined to quantify and test overall staff capacity utilization (i.e. capacity analysis) for reasonableness
6. Develop A.B.C. model to determine the full costs processes	<ul style="list-style-type: none"> • Develop CH's A.B.C. model to reflect the current cost base (i.e. 2018\$), fee costing categories, direct and indirect cost drivers, and full cost fee schedule generation • Meet with CH Finance staff to confirm cost allocation of budget for indirect step-down costing model.
7. Calculation of Full Cost Recovery Fees and Financial Impact Analysis	<ul style="list-style-type: none"> • Modeled costing results were used to generate full cost recovery fee structure options • Prepare comparison survey for conservation authorities/municipalities fees • Full cost recovery fee structure calculated and compared to conservation authority comparators • Recommended fee structure developed to increase costs recovery levels while maintaining market competitiveness • Overall financial impact and planning application fee structure impact analysis was undertaken • Provided impact analysis for sample development types and for conservation authority/municipal comparators • Draft fee structure and findings presented to the CH Staff
8. Draft Report	<ul style="list-style-type: none"> • Preparation of Draft Report • Presentation of draft report to Senior Team
9. Final Report	<ul style="list-style-type: none"> • Final Report and Proposed Fee Schedules prepared for Board of Directors consideration



1.3 Legislative Context for Fees Review

The context for the fees review is framed by the statutory authority available to CH to recover the costs of service. The statutory authority for imposing fees for services, including plan review and O.Reg 162/06 permits is conferred through Section 21.1 of the *Conservation Authorities Act*. Section 21.1 of the Act states the programs or services in which an authority is required or permitted to provide, including “Mandatory programs and services that are required by regulation” (paragraph 1). Furthermore, Section 21.2 of the Act gives authorities the ability to impose fees for programs or services provided.

Further policies and principles have been provided by the MNRF regarding the charging of Conservation Authority fees. These policies and principles include the requirement to develop a policy or guideline including:

- A fee schedule;
- A process for public notification about the establishment of or any proposed changes to any fees schedule;
- A clearly defined review and revision process; and
- A process for appeals for fee structure proposed or in place.

The policies also state that for planning and compliance-oriented activities such as regulatory or permitting services, the fee structures should be designed to recover, but not exceed the full costs of administering and delivering the services on a program basis. Moreover, fee for planning services should also be designed and administered in accordance with Section 69 of the *Planning Act*, which are detailed in the following subsection.

1.3.1 *Planning Act, 1990*

The *Planning Act, 1990* governs the imposition of fees for recovery of the anticipated costs of processing each type of planning application. The following summarizes the provisions of this statute as it pertains to application fees.

Section 69 of the *Planning Act*, allows municipalities to impose fees through by-law for the purposes of processing planning applications. In determining the associated fees, the Act requires that:



The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff.

Section 69 establishes many cost recovery requirements that municipalities imposing fees under Section 69, must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost justified by application type as defined in the tariff of fees (e.g. Subdivision, Zoning By-Law Amendment, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning application fee revenues across application types is not permissible. For instance, if Site Plan application fees were set at levels below full cost recovery for policy purposes this discount could not be funded by Subdivision application fees set at levels higher than full cost recovery. Our interpretation of Section 69 is that any fee discount must be funded from other general revenue sources.

The legislation further indicates that the fees may be designed to recover the “anticipated cost” of processing each type of application, reflecting the estimated costs of processing activities for an application type. This reference to anticipated costs represents a further costing requirement for a municipality. It is noted that the statutory requirement is not the actual processing costs related to any one specific application. As such, actual time docketing of staff processing effort against application categories or specific applications does not appear to be a requirement of the Act for compliance purposes. As such our methodology, which is based on staff estimates of application processing effort, meets with the requirements of the Act and is in our opinion a reasonable approach in determining anticipated costs.

The Act does not specifically define the scope of eligible processing activities and there are no explicit restrictions to direct costs as previously witnessed in other statutes. Moreover, recent amendments to the fee provisions of the *Municipal Act* and *Building Code Act* are providing for broader recognition of indirect costs. Acknowledging that staff effort from multiple departments are involved in processing planning applications, it is our opinion that such fees may include direct costs, capital-related costs, support



function costs directly related to the service provided, and general corporate overhead costs apportioned to the service provided.

1.3.2 Mediation of Fee Disputes

There is currently no formal fee appeal mechanism to an independent third party body, however, where there is a dispute regarding the payment of Conservation Authority fees, the applicant is entitled to request an administrative review of the fee by the Conservation Authority General Manager or Chief Administrative Officer. If the applicant is still not satisfied, an administrative review by the Conservation Authority Board of Directors or Sub-Committee designated to hear fee-related matters may be requested.



Chapter 2

Activity Based Costing Methodology



2. Activity Based Costing Methodology

2.1 Methodology

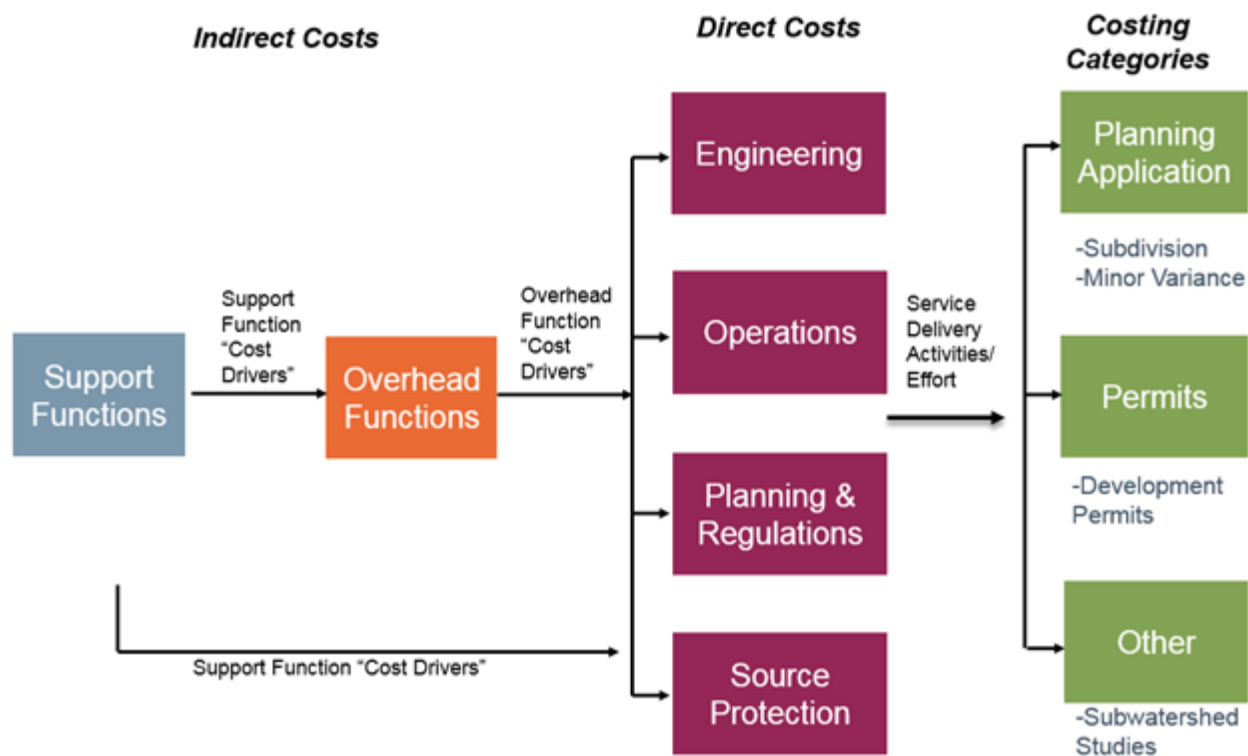
An A.B.C. methodology, as it pertains to authorities, assigns an organization's resource costs through activities to the services provided to the public. Conventional public sector accounting structures are typically not well suited to the costing challenges associated with development or other service processing activities, as these accounting structures are department focussed and thereby inadequate for fully costing services with involvement from multiple departments. An A.B.C. approach better identifies the costs associated with the processing activities for specific user fee types and thus is an ideal method for determining full cost recovery planning application and permit fees.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating departments to the appropriate planning application and permit categories. The resource costs attributed to processing activities and application categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct departments according to operational cost drivers (e.g. information technology costs allocated based on the relative share of departmental IT hardware supported). Once support costs have been allocated amongst direct departments, the accumulated costs (i.e. indirect, direct, and capital costs) are then distributed across the various fee categories, based on the department's direct involvement in the processing activities. The assessment of each department's direct involvement in the planning application and permit review process is accomplished by tracking the relative shares of staff processing effort across each fee category's sequence of mapped process steps. The results of employing this costing methodology provides authorities with a better recognition of the costs utilized in delivering fee review processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.

The following sections of this chapter reviews each component of the A.B.C. methodology as it pertains to the planning application and permitting fees review.



Figure 2-1
Activity Based Costing Conceptual Cost Flow Diagram



2.2 Application Category Definition

A critical component of the full cost recovery fees review is the selection of the planning application and permit costing categories. This is an important first step as the process design, effort estimation and subsequent costing is based on these categorization decisions. It is also important from a compliance stand point where, as noted previously, the *Planning Act* requires application fees to be cost justified by application type consistent with the categorization contained within the tariff of fees. Moreover, the cost categorization process will provide insight into any differences in processing costs for each costing category within an application type, which is informative to the fee structure design exercise.

Fee categorization decisions were made using the CH's existing fee structure and discussions on the potential further disaggregation of application types to understand differences in costs by application complexity and size. Through these discussions it was determined that costing categories used in the fee review should reflect CH's



current application and permit fee types as well as additional categories for processes in which there is currently no associated fee. These discussions and the fee categorization process were undertaken during the initial working sessions with CH staff at the outset of this review.

Given the cost justification requirements of the *Planning Act* and comments of the L.P.A.T. with respect to marginal costing, this level of disaggregation within application types is in direct response to the comments of the L.P.A.T. and reflects an evolution in the costing methodology to exceed the statutory requirements and to better understand the factors influencing processing effort.

Summarized in Table 2-1, are the planning application and permit fee costing categories that have been included in the A.B.C. model and used to rationalize changes to CH's planning application and permit user fee schedule.

The following explains the rationale for the major planning application and permit categorization decisions utilized in the fee review:

Planning Applications

- Official Plan Amendment and Zoning By-Law Amendments were disaggregated between applications greater than 2 hectares and less than 2 hectares in size to the processes undertaken and intensity of effort involved;
- Subdivision and Technical Review (EIR/FSS/SIS) applications have been included separately to reflect the occasions when a technical review is undertaken separately from the Subdivision process;
- Minor Variance have been assessed for minor applications not requiring a technical review and major applications requiring a technical review; and
- Additional application submissions above those allowed for within current fees were identified to assess additional time/costs expended supplementary reviews.

Permits

- CH Alteration/Development Permits have been assessed for minor, intermediate, major, and major scale permits to assess differences in processes such as the requirement for and intensity of pre-application consultation;
- Letter of Permission and Clearance/No Objection letters have been assessed for permits with and without the requirement for a technical review; and



- Additional permit submissions above those allowed for within current fees were identified to assess additional time/costs expended supplementary reviews.

Other Conservation Halton Reviews

- CH reviews with associated fees such as Municipal Environmental Assessments, Niagara Escarpment Plan Amendments, and Aggregate License Applications were also assessed application were assessed; and
- Other CH review with no current cost recovery mechanism such as Subwatershed Studies, Official Plan Reviews, municipally initiated Secondary Plans, comprehensive Zoning By-law Reviews, and Niagara Escarpment Development Permits were also assessed to understand the level of effort and associated costs being expended in this regard.

In addition to the effort expended on the above activities, CH staff expend substantial effort on other reviews and activities not included in the fee review such as, Provincial reviews, CH policy development and public consultation, provincial and federal EA reviews, CH internal reviews for other departments, administration, etc.).



Figure 2-1
Planning Application and Permit Fee Types and Costing Categories

Planning Applications
Subdivision
Technical Review (EIR/FSS/SIS)
Official Plan Amendment/Zoning By-law Amendment (Greater than 2 ha.)
Official Plan Amendment/Zoning By-law Amendment (Minor)
Parkway Belt Applications
Consents
Minor Variance (Major, with technical review)
Minor Variance (Minor)
Site Plan (Greater than 2 ha.)
Site Plan (Minor)
Minor Site Alteration
Additional Submissions
O.Reg 162/06 Permits
Alteration/Development Permit (Minor)
Alteration/Development Permit (Intermediate)
Alteration/Development Permit (Major)
Alteration/Development Permit (Major Scale)
Large Fill Placement (less than 30 m3)
Large Fill Placement (30 m3 or greater, but less than 200 m3)
Large Fill Placement (200 m3 or greater)
Environmental Project (Technical Review Req'd)
Letter of Permission (No site visit or technical review)
Letter of Permission (With site visit or technical review)
Clearance/No Objection Letters (No site visit or technical review)
Clearance/No Objection Letters (With site visit or technical review)
Fish Timing Window Extension
Solicitor/Real Estate/Appraiser Inquiries
Additional Submissions
Other Conservation Halton Reviews
EA Review (Master Plan)
EA Review (Simple)
EA Review (Complex)
Niagara Escarpment Plan Amendment
Aggregate Extraction Application (Below water table)
Subwatershed Studies
OP Reviews
Comprehensive Zoning By-Law Reviews
Secondary Plan/OPA (Municipally Initiated)
NEC Development Permit - major with technical review
NEC Development Permit - minor no technical review



2.3 Processing Effort Cost Allocation

To capture each participating CH staff member's relative level of effort in processing planning applications and permits, process templates were prepared for each of the above-referenced costing categories. The process templates were generated using sample templates based on processes in Halton Region municipalities and then refined and modified to reflect the planning application review process as provided by CH. The process mapping decisions also assessed potential inefficiencies that may exist in current practices so that the process maps reflect the desired process.

The individual process maps were populated by CH staff in internal working sessions. The effort estimates used reflect the time related to the planning application processing activities by participating staff within each department by application type. These effort estimates were applied to average historical planning application and permit volumes, by application type, to produce annual processing effort estimates by CH staff position.

Annual processing effort per staff position was compared with available processing capacity to determine overall service levels. Subsequent to this initial capacity analysis, working sessions were held with the CH staff to further define the scope and nature of staff involvement in planning application and permit fee review activities to reflect current staff utilization levels. These refinements provided for the recognition of efforts within the fees review ancillary to direct processing tasks, i.e. departmental support activities, management and application oversight activities by departmental senior management, general inquiries, and pre-application consultation. Effort related to planning policy, preparation for and defence of applications at L.P.A.T., and special projects related to planning applications were not included in the definition of planning application processing activities.

The capacity utilization results are critical to the full cost recovery fee review because the associated resourcing costs follow the activity generated effort of each participating staff member into the identified costing categories. As such, considerable time and effort was spent ensuring the reasonableness of the capacity utilization results. The overall departmental fee recovery levels underlying the calculations are provided in Chapter 3 of this report.



2.4 Direct Costs

Direct costs refer to the employee costs (salaries, wages, and benefits), supplies, materials, and equipment, and purchased services, that are typically consumed by directly involved departments. Based on the results of the resource capacity analysis summarized above, the proportionate share of each individual's direct costs is allocated to the respective fee categories. The direct costs included in CH's costing model are taken from CH's 2018 Operating Budget and includes cost components such as:

- Labour Costs, e.g. salary, wages and benefits;
- Other Materials & Supplies; and
- Consulting Services; and

It should be noted that transfers to reserves funds and capital costs have been excluded from the direct service costs, as these been provided for separately within the analysis. Internal charges (support services chargebacks) have also been excluded from direct costs as these costs are accounted for within the indirect cost allocation.

Based on the modelling results, the following departments and divisions have direct participation in the review and approval of planning applications and permits:

- Science and Partnerships
 - Watershed Stewardship
- Planning and Watershed Management
 - Development Planning
 - Environmental Planning
 - Regulations Program
 - Water Resources Engineering
 - Coastal Programs
 - Source Water Protection
- Engineering

2.5 Indirect Cost Functions and Cost Drivers

An A.B.C. review includes both the direct service cost of providing service activities as well as the indirect support costs that allow direct service departments to perform these



functions. The method of allocation employed in this analysis is referred to as a step-down costing approach. Under this approach, support function and general corporate overhead functions are classified separate from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to planning application and permit fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate information technology support costs would be a department's share of supported IT Hardware. Cost drivers are used for allocation purposes acknowledging that these departments do not typically participate directly in the development review process, but that their efforts facilitate services being provided by the CH's direct departments.

The indirect cost allocation to the front-line service departments was prepared using indirect and corporate overhead cost drivers reflective of accepted practices within the municipal and Conservation Authority sector. Indirect and corporate overhead costs from the following CH departments have been considered in this review:

- Office of the CAO
- Information Technology
- HR, Health, Safety & Wellness
- Administration Office Facility
- Finance
- Marketing & Communications
- Vehicles and Equipment
- Security

2.6 Capital Costs

The inclusion of capital costs within the full cost planning application and permit fees calculations follow a methodology similar to indirect costs. The annual replacement value of assets commonly utilized to provide direct department services has been included to reflect capital costs of service. The replacement value approach determines



the annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation of the asset over its useful life based on current asset replacement values using a sinking fund approach. This annuity is then allocated across all fee categories based on the capacity utilization of direct departments.

The annual capital replacement contribution has been calculated based on the replacement of the CH administration facility, equipment, computer hardware, and non-CH parks vehicles utilized in the provision of planning application and permit review services. These annual capital cost estimates were then allocated to the fee categories based on resource capacity utilization.



Chapter 3

Planning Application and Permit Fees Review



3. Planning Application and Permit Fees Review

3.1 Staff Capacity Utilization Results

The planning application and permit review process considered within this assessment involves to varying degrees, staff from multiple departments across the organization. The planning application and permit processing effort estimates in this report reflect CH's current business processes, 2014-2017 average application/permit volumes, and staffing allocation patterns currently in place across CH departments. Moreover, the processing effort estimates were developed with regard to the typical application/permit types within the 2014-2017 period.

Table 3-1 summarizes the staff capacity utilization and number of full time equivalent (F.T.E.) positions attributable to planning application and permit review processes considered as part of this review (i.e. excluding policy review, provincial and federal EAs, etc.) Currently, CH planning application and permit processes consume the efforts of approximately 21 F.T.E.s annually across the organization.

Table 3-1
Planning Application and Permit Resource Utilization by Department/Division

Description	FTE	Subtotal - Planning Applications	Subtotal - O.Reg 162/06 Permits	Subtotal - Other Conservation Halton Reviews	Subtotal - Additional Submissions	Total Annual Capacity Utilization	F.T.E.
Science & Partnerships	17		<0.1%			<0.1%	<0.1
Planning & Watershed Management							
<i>Regional Infrastructure</i>	4						
<i>Environmental Planning</i>	6	63.9%		11.2%	4.7%	79.8%	4.8
<i>Regulations Program</i>	5	12.8%	53.3%		1.6%	67.7%	3.4
<i>Water Resources Engineering</i>	6	31.6%	29.6%	12.2%	4.6%	78.0%	4.7
<i>Planning Ecology</i>	7	35.8%	19.0%	16.3%	5.0%	76.1%	5.3
Development Planning Subtotal	29	31.4%	20.5%	9.1%	3.5%	64.6%	18.7
<i>Coastal Programs</i>	1	0.1%				0.1%	0.0
<i>Source Water Protection</i>	3	7.6%		4.6%	0.2%	12.3%	0.3
Planning & Watershed Management Total	35	28.5%	18.7%	8.4%	3.1%	58.7%	20.3
Engineering	7	6.8%	4.5%	2.0%	0.8%	5.8%	0.4
Total Conservation Halton	147	6.8%	4.5%	2.0%	0.8%	14.1%	20.7



The following observations are provided based on the results of the capacity analysis presented in Table 3-1:

- Approximately 10 F.T.E. positions are consumed annually processing planning applications, with 60% of these efforts provided for processing permits, 30% provided for conducting other CH reviews, and 10% related to additional planning application and permit submissions.
- On average approximately 60% of all available staff resources (20 F.T.E.s) within the Planning & Watershed Management Department are fully consumed annually processing planning applications, permits, and other CH reviews. This level of involvement does not reflect the significant amount of non-processing effort provided by staff for other provincial review, corporate management, policy initiatives, and review of fees, consistent with the approach utilized in other Ontario municipalities.
- Staff from the Planning and Watershed Management Department provide the majority of effort within the organization (i.e. 98% of overall organizational involvement).
 - Within this department the Planning Ecology, Environmental Planning and Water Resources Engineering contribute similar amounts of staff involvement annually (i.e. approximately 5 F.T.E.s annually from each division), followed by staff in the regulations program at approximately 3 F.T.E.s annually.
- Staff within the Science and Partnerships and Engineering Departments provide minor amounts of processing involvement (i.e. approximately 2% of the total level of effort or 50% of one F.T.E. annually).

3.2 Impacts

As presented in the introduction, the *Planning Act* requires fees to be cost justified at the application type level. Moreover, recent L.P.A.T. decisions require that there is consideration given to the marginal costs of processing applications of varying size and complexity. In this regard, planning application review processes have been costed at the application type and sub-type level. This level of analysis goes beyond the statutory requirements of cost justification by application type to better understand costing distinctions at the application sub-type level to provide the basis for a more defensible fee structure and fee design decisions.



Application costs reflect the organizational direct, indirect and capital costs based on 2018 budget estimates. Fees for O.Reg. 162/06 permits and other CH reviews under the authority of the *Conservation Authorities Act* are imposed for services provided and are cost justified for the service provided vs. the individual application type as per the *Planning Act*. The following subsections summarize the overall cost recovery levels for planning applications, permits, and other CH reviews. Annual cost impacts include the direct, indirect, and capital costs by application type and costing category. The overall recovery levels are based on the weighted average annual historical application and permit volumes over the 2013-2017 period and current 2018 application fees.

3.2.1 Planning Applications

As summarized in Table 3-2 below, the annual processing costs of planning applications is \$1.6 million. Current planning application fees are recovering 74% of the total cost of processing compared to the CH's current cost recovery policy of 100%. All application fees are recovering less than the full cost of service, ranging from 24% cost recovery for Minor Variance applications to 97% cost recovery for Technical Review Studies.

Table 3-2
Planning Application Impacts (2018\$)

Costing Categories	Annual Costs			2018 Fees	
	Total Direct Cost	Indirect Costs	Capital Costs	Total Costs	Annual Revenue Cost Recovery %
Planning Applications Total	1,210,102	366,295	26,226	1,602,623	1,181,310 74%

Subdivision review represents the greatest share of annual processing costs at \$1.1 million, or 68% of the total costs of processing.

The impacts for additional submissions have not been included within the overall cost recovery levels for planning applications as these fees have historically not been imposed consistently on all applications received. Effort related to additional planning application submissions is estimated to contribute \$153,000 annually to the total costs of service.



3.2.2 Permits

Historically CH has set a cost recovery target for permit review of 80%. Current permit fees are recovering 72% of the full costs of service annually, 10% below the policy target, as shown in Table 3-3.

Table 3-3
Permit Review Impacts

Costing Categories	Annual Costs				2018 Fees	
	Total Direct Cost	Indirect Costs	Capital Costs	Total Costs	Annual Revenue	Cost Recovery %
O.Reg 162/06 Permits Total	798,620	240,902	17,237	1,056,759	762,038	72%

Within the spectrum of permit fees, only Solicitor, Real Estate, and Appraiser Inquiries are recovering greater than the full costs of service. Furthermore, similar to additional submissions for planning applications, additional permit submissions have not been included within the total impacts for permit review and would contribute an additional \$25,000 to the total annual costs of \$1.1 million.

3.2.3 Other Conservation Halton Reviews

The total costs of other CH reviews included in the costing exercise is approximately \$479,000 annually. The majority of these costs (77%) relate to subwatershed studies, for which CH currently does not impose fees. CH currently charges fees for municipal EA Reviews, Niagara Escarpment Plan Amendments, and Aggregate Extraction Applications included in other CH reviews. Based on the average application volumes over the 2014-2017 period, the current level of cost recovery for other CH reviews is approximately 4% annually.

Table 3-4
Other Conservation Halton Review Impacts

Costing Categories	Annual Costs				2018 Fees	
	Total Direct Cost	Indirect Costs	Capital Costs	Total Costs	Annual Revenue	Cost Recovery %
Other Conservation Halton Reviews Total	364,743	107,314	7,685	479,743	19,296	4%

3.2.4 Summary

In aggregate, the processing costs for planning applications, permit review, and other CH reviews totals \$3.3 million (including costs for additional submissions). The total



annual level of cost recovery, assuming full application of additional submission fees, would be 67% for the processes considered herein.

3.3 Rate Structure Analysis

Fee structure recommendations were developed in regard to the cost and revenue impacts presented in Tables 3-2 to 3-4. The recommended fee structure, presented in Tables 3-5 to 3-7, seeks to align the recovery of processing costs to application characteristics to balance *Planning Act* compliance, applicant benefits and affordability, and municipal revenue certainty. CH's current fee structure has been generally maintained within the recommended fee structures, with the exception of revising the variable per unit fee structure for Subdivision applications in recognition of the decreasing marginal costs of processing within larger applications.

The fee structure recommendations are anticipated to increase overall planning application cost recovery performance from 74% currently to 99% cost recovery levels. Fees for consent applications have been set at levels below full cost recovery, in line with municipal fees, resulting in less than full cost recovery for planning application fees.

Recommended fees for O.Reg 162/06 permits have been designed to move towards full cost recovery levels as compared to the current CH policy of 80% cost recovery for these services. Moreover, the fee recommendations have been made with input from CH staff to consider applicant affordability for individual landowners and other stakeholder interests (e.g environmental/stewardship projects which enhance/restore the environment). Based on the 2014-2017 average permit volumes and characteristics, the fee recommendations are anticipated to recover the full costs of service.

In addition to the applications and permits discussed above, CH currently imposes fees for complex Municipal Environmental Assessment reviews, Niagara Escarpment Plan Amendments, and Aggregate Extraction Applications (whether associated with a Planning Act application or not). Full cost fee recommendations are provided herein, as well as potential fees for Subwatershed Studies and Niagara Escarpment Development Permits for which CH does not currently impose fees.



Overall, the recommended fee structure has been calculated in 2018\$ values and inflated to 2019\$ values assuming 3.0% annual inflation. Furthermore, the recommended fees exclude HST.

3.3.1 Planning Applications

The major changes to the planning application fees are summarized as follows:

Subdivision

The current fee for Subdivision applications is \$4,535 plus \$204 per lot/unit for the first 750 units and \$173 per unit for units in excess of 750 units per application, or \$4,425 per net hectare. Additionally, clearance fees for each application phase are also imposed.

The fee structure recommendations for Subdivision applications have been designed to have consideration for applicant affordability, fee structures imposed in neighbouring municipalities, and the decreasing marginal costs of processing applications as they increase in size. The recommended fees are anticipated to recover the full costs of Subdivision review.

- Fee Recommendations:
 - Impose base application fee of \$5,967 plus
 - A decreasing block per unit/lot fee to recognize the decreasing marginal costs of processing as applications increase in size:
 - 0-25 Units/Lots - \$268 per unit/lot
 - 26-100 Units/Lots - \$214 per unit/lot
 - 101-200 Units/Lots - \$171 per unit/lot
 - 200+ Units/Lots - \$137 per unit/lot
 - A decreasing block per net hectare fee:
 - 0-2 net hectares - \$6,225 per net hectare
 - 2-5 net hectares - \$4,980 per net hectare
 - 5-10 net hectares - \$3,984 per net hectare
 - 10+ net hectares - \$3,187 per net hectare
 - Inflationary increases to Clearance fees and Revision fees



Technical Review

Technical reviews are recommended to increase by 5.7%, including inflation to recover the full costs of service.

- Fee Recommendations:
 - Base Fee (25 ha or less) - \$10,210
 - Base Fee (25.1 ha up to and including 50 ha) - \$20,420
 - Base Fee (greater than 50.1 ha) - \$30,634
 - Per gross hectare - \$421

Consent

Consent fees have been recommended to increase from \$774 for minor applications and \$1,814 for major applications to \$1,850 and \$3,500 respectively.



Table 3-5
Recommended Fee Structure
Planning Applications

APPLICATION TYPE	CATEGORY	2018 FEE (Excl. HST)		RECOMMENDED FEES (2019\$, Excl. HST)
Subdivisions - Residential/Condominium Multi Residential/Mixed Use	Base fee	\$4,535		\$5,967
	Residential per unit/lot	\$204	Per unit/lot	
	*2018 per unit/lot fee reduced to \$173 for units in excess of 750 per application		0-25 units/lots	\$268
			26-100 units/lots	\$214
			101-200 units/lots	\$171
			200+ units/lots	\$137
	Per net hectare (note 4)	\$4,425	Per net hectare	
			0-2 ha	\$6,225
			2-5 ha	\$4,980
			5-10 ha	\$3,984
			10+ ha	\$3,187
	Clearances per phase (tech review required) (note 5)	\$3,186		\$3,281
	Clearances per phase (no tech review required)	\$1,084		\$1,117
Subdivisions - Industrial/Commercial	Base fee	\$4,535		\$5,967
	per net hectare (note 4)	\$4,425		\$5,821
	Clearances per phase (tech review required) (note 5)	\$3,186		\$3,281
	Clearances per phase (no tech review required)	\$1,084		\$1,117
Subdivisions - Revisions/Redlines	Major/Intermediate (note 5)	\$3,341		\$3,441
	Minor (note 5)	\$726		\$747
Technical Review - EIR/FSS/SIS (or equivalent)	Base Fee (25ha or less)	\$9,659		\$10,210
	Base Fee (25.1ha up to and including 50ha)	\$19,319		\$20,420
	Base Fee (greater than 50.1ha)	\$28,982		\$30,634
	Per gross hectare (note 7)	\$398		\$421
Official Plan Amendments	Large (greater than 2ha)	\$13,540		\$16,000
	Major	\$3,982		\$5,750
	Intermediate	\$2,478		\$3,800
	Minor	\$774		\$1,100
Zoning By-Law Amendments	Large (greater than 2ha)	\$13,540		\$16,000
	Major	\$3,982		\$5,750
	Intermediate	\$2,478		\$3,800
	Minor	\$774		\$1,100
Parkway Belt Applications	All Applications	\$774		\$3,000
Consents	Major/Intermediate	\$1,814		\$3,500
	Minor	\$774		\$1,850
Minor Variances	Major/Intermediate	\$615		\$1,600
	Minor	\$265		\$520
	No Objections Letter	\$89		\$105



Table 3-5 (Cont'd)
Recommended Fee Structure
Planning Applications

APPLICATION TYPE	CATEGORY	2018 FEE (Excl. HST)	RECOMMENDED FEES (2019\$, Excl. HST)
Site Plans - Single Residential	Major	\$615	\$875
	Intermediate	\$385	\$550
	Minor (site visit required)	\$212	\$300
	Minor (no site visit required)	\$89	\$125
Site Plans - Commercial/Industrial/Institutional/Multi-Residential > 2ha	Major (per gross ha)	\$4,425	\$5,500
	Intermediate	\$7,584	\$9,600
	Minor	\$1,447	\$2,000
	Clearance (technical review required) (note 5)	\$3,186	\$3,710
	Clearance (no technical review required)	\$1,084	\$1,260
Site Plans - Commercial/Industrial/Institutional/Multi-Residential < 2ha	Major	\$7,584	\$9,540
	Intermediate	\$4,292	\$6,200
	Minor	\$1,062	\$1,336
	Clearance (technical review required) (note 5)	\$1,447	\$1,685
	Clearance (no technical review required)	\$615	\$715
Municipal Site Alteration Applications	Major/Intermediate	\$1,770	\$3,475
	Minor	\$442	\$850
	Prior to draft plan approval (note 17)	\$8,515	\$8,700
Applicant-Driven Amendments (requiring re-circulation)	Major changes (% of current fee)	75%	75%
	Minor changes (% of current fee)	25%	25%
Resubmission due to incomplete application	% of the current applicable application fee	25% up to \$9,292	25% up to \$9,571
Technical Study/Design Resubmission		25% up to	25% up to
	Third Submission (note 8)	\$10,500	\$10,815
		50% up to	50% up to
	Subsequent Submissions (per submission) (note 8)	\$21,000	\$21,630
File reactivation (inactive for 2 or more years)	Minor (note 16)	\$487	\$501
	Intermediate/Major (note 16)	\$996	\$1,025
Additional/Pre-consultation Site Visit	Single residential/Single farm (private landowner)	\$217	\$223
	Commercial/Industrial/Institutional/Residential	\$1,261	\$1,299
Pre-application Technical Review	Per submission (single residential) (note 15)	\$615	\$633
	Per submission (other) (note 15)	\$1,770	\$1,823
	Terms of Reference review per submission	\$1,447	\$1,490

3.3.2 O.Reg. 162/06 Permits

Permit fee structures have been largely maintained with the most significant fee increases imposed for Major and Major Scale Alteration and Development Permits. Minor and Intermediate Alteration and Development Permits as well as Major permits for private landowner single residential/single farms have nominal fee increases in recognition of stakeholder affordability concerns.

Pre-Application Fees

In consultation with CH staff, the imposition of a Pre-Application fees is recommended equal to 50% of the minor permit fee for private land owner single residential/single farm permits. This fee would be intended to recover the costs associated with technical



analysis occurring prior to permit applications being received. Moreover, a Pre-Application Technical Review fees equal to those for planning applications is also recommended. These fees, which would be credited against permit fee, once the application is received, are:

- Per submission (single residential) - \$633
- Per submission (other) - \$1,823
- Terms of Reference Review per Submission - \$1,490



Table 3-6
Recommended Fee Structure
O.Reg. 162/06 Permits

CATEGORY		TYPE	2018 FEE	RECOMMENDED FEES (2019\$)
Private Landowner Single Residential/Single Farm	P(3a)	<i>Alteration/Development - Minor</i>	\$475	\$490
	P(3i)	<i>Alteration/Development - Intermediate</i>	\$1,380	\$1,600
	P(3b)	<i>Alteration/Development - Major</i>	\$3,425	\$5,210
Industrial/Commercial/ / Institutional	ICI(3a)	<i>Alteration/Development - Minor</i>	\$1,750	\$1,900
	ICI(3i)	<i>Alteration/Development - Intermediate</i>	\$3,250	\$4,000
	ICI(3b)	<i>Alteration/Development - Major</i>	\$10,500	\$20,665
	ICI(3c)	<i>Alteration/Development - Major Scale</i>	\$16,000	\$27,500
Residential Multi-Units/Lots	RM(3a)	<i>Alteration/Development - Minor</i>	\$1,750	\$1,900
	RM(3i)	<i>Alteration/Development - Intermediate</i>	\$3,250	\$4,000
	RM(3b)	<i>Alteration/Development - Major</i>	\$10,500	\$20,665
	RM(3c)	<i>Alteration/Development - Major Scale</i>	\$16,000	\$27,500
Local Municipality, Utility	G(3a)	<i>Alteration/Development - Minor</i>	\$1,750	\$1,900
	G(3i)	<i>Alteration/Development - Intermediate</i>	\$3,250	\$4,000
	G(3b)	<i>Alteration/Development - Major</i>	\$10,500	\$20,665
	G(3c)	<i>Alteration/Development - Major Scale</i>	\$16,000	\$27,500
Large Fill Placement (not associated with a planning application)	LF(a)	<i>Minor (less than 30m³)</i>	\$475	\$490
	LF(i)	<i>Intermediate (greater than 30m³ but less than 500 m³)</i>	\$ 3,000.00 + \$0.50/ m ³	\$3500 + \$0.55/m ³
	LF(b)	<i>Large (equal to or greater than 500 m³)</i>	\$10,000.00 + \$1.00/ m ³	\$12000 + \$1.05/m ³
Environmental Projects	EP	<i>Stewardship Projects (Technical Review Required)</i>	\$85	\$125
Letter of Permission (see note 9)	PL(a)	<i>No site visit or technical review</i>	\$230	\$250
	PL(b)	<i>Site visit or technical review</i>	\$385	\$490
	PL(c)	<i>Site visit and technical review</i>	\$615	\$1,540
Fish Timing Window Extension	FTW		\$465	\$500
Red-Line Revisions by CH		<i>Minor (see note 10)</i>	25%	25%
		<i>Major (see note 10)</i>	\$1,500	\$1,500
Client-Driven Revisions (of current fee schedule)		<i>Minor revisions to permit applications in progress</i>	35%	35%
		<i>Major revisions to permit applications in progress</i>	75%	75%
		<i>Minor revisions to approved permits (see note 11)</i>	50%	50%
Technical Resubmissions		<i>Percentage of current fee for each additional technical submission (after 1st resubmission)</i>	50%	50%
Compliance Monitoring		<i>Restoration Agreement (see note 12)</i>	Varies	Varies
		<i>Compliance Agreement (see note 13)</i>	100% Surcharge	100% Surcharge
Additional Site Visit (Single Residential/Single Farm)			\$215	\$225
Additional Site Visit (Major; Major Scale)			\$1,250	\$1,300
Solicitor/Real Estate/Appraiser Inquiries			\$320	\$330
Clearance/No Objection Letters		<i>No site visit</i>	\$85	\$125
		<i>With Site Visit (visual inspection)</i>	\$215	\$225
		<i>With Site Visit (staking top of bank or wetland)</i>	\$385	\$400
		<i>With Site Visit & Technical Review (geotechnical report etc.)</i>	\$615	\$650



3.3.3 Other Conservation Halton Reviews

Table 3-7
Recommended Fee Structure
Other Conservation Halton Reviews

APPLICATION TYPE	CATEGORY	FEE (Excl. HST)		RECOMMENDED FEES (2019\$, Excl. HST)
EA Review- Municipal/Other	Master Plan	\$7,965		\$36,144
	Individual EA	\$7,965		\$36,144
	Schedule A			
	Schedule B	\$2,655		\$12,409
	Schedule C	\$5,398		\$37,173
	EA Addendum Reports	\$1,858		\$2,163
Niagara Escarpment Plan Amendments - Applicant Driven	All Applications	\$3,385		\$16,000
Aggregate Extraction Application Below Water Table	No features of interest within 120 m of license limit	\$7,965		\$8,204
	Features of interest within 120m of license limit	\$75,221		\$77,478
Aggregate Extraction Application Above Water Table	No features of interest within 120 m of license limit	\$708		\$729
	Features of interest within 120m of license limit	\$75,221		\$75,221
Subwatershed Studies	Per gross hectare			\$160
NEC Development Permit	Major with Technical Review			\$4,089
	Minor - No Technical Review			\$730

The changes to the other CH review fees are summarized as follows:

- Fee recommendations for NEC Development Permits include \$4,089 for major applications including a technical review, and \$730 for minor applications with no technical review
- Municipal Environmental Assessments - EA Reviews are recovering between 14%-21% of the full costs of service (Table 3-4). As such, significant fee increases have been recommended in Table 3-7 to achieve full cost recovery.
- Niagara Escarpment Plan Amendments - Fees for applicant driven Niagara Escarpment Plan Amendments are recommended to increase from \$3,385 to \$16,000 per application.
- Aggregate Extraction Applications - Only inflationary increases are recommended to Aggregate Extraction Applications as these applications are currently recovering the full costs of service.
- Subwatershed Studies - CH does not currently impose fees for the required review of Subwatershed Studies. Based on the average costs of processing of \$189,000 (2019\$) and the average size characteristics of Subwatershed Studies



(i.e. 1,180 gross hectares per review), CH could impose a fee of \$160 per gross hectare for the review.



Chapter 4

Impact Analysis of Recommended Planning Application Fee Structure



4. Impact Analysis of Recommended Planning Application Fee Structure

4.1 Impact Analysis

In order to understand the impacts of the recommended planning application fee structure (in 2019\$), an impact analysis for sample developments has been prepared.

Six development types have been considered, including

- Official Plan Amendment, Zoning By-Law Amendment and Plan of Subdivision application for a residential subdivision of 50 single detached units;
- Official Plan Amendment, Zoning By-Law Amendment and Plan of Subdivision application for a residential subdivision of 200 single detached units;
- Zoning By-Law Amendment and Site Plan application for a retail development of 1,000 m²;
- Site Plan application for an industrial development of 30,000 m²;
- A residential Consent application; and
- A residential Minor Variance application.

In addition to providing the fee impacts for CH, Figures 4-1 through 4-6 provide development fee comparisons for developments occurring in selected municipalities and the following conservation authorities:

- Central Lake Ontario
- Toronto and Region
- Credit Valley
- Hamilton
- Grand River

The development fee comparison includes planning application fees, building permit fees and development charges. The comparison illustrates the impacts of the CH planning application fee structure recommendations in the context of the total development fees payable to provide a broader context for the fee considerations.



The positions of the Halton Region area municipalities within the broader comparison are highlighted with blue arrows for the Town of Oakville, green arrows for the City of Burlington, orange arrows for the Town of Halton Hills, and black arrows for the Town of Milton.

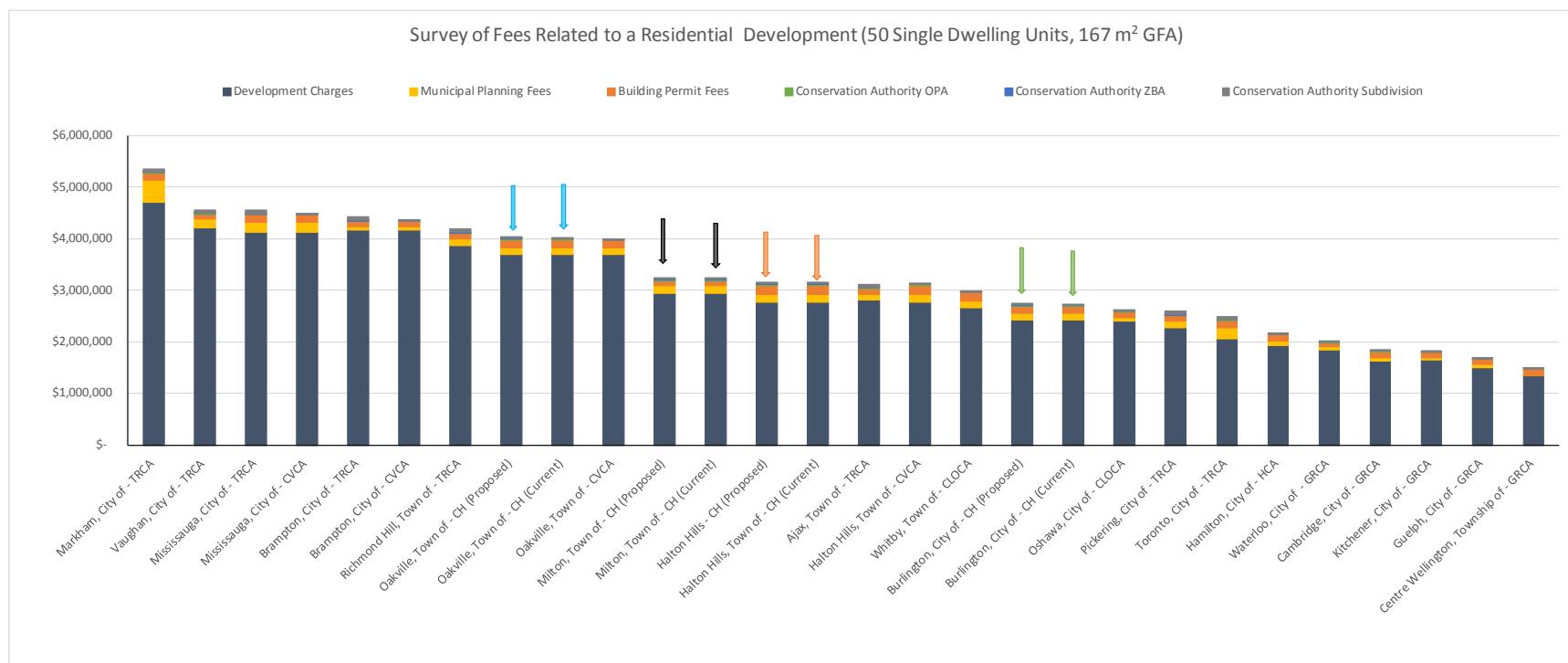
4.1.1 Official Plan Amendment, Zoning By-Law Amendment and Plan of Subdivision Application for a Residential Subdivision of 50 Single Detached Units

A 50 single detached residential unit development within the CH watershed would pay \$15,300 for each of the required Official Plan Amendment and Zoning-By-Law Amendment and \$16,625 for the Subdivision application under CH's current fee structure.

Under the recommended fee structure, Official Plan Amendment and Zoning By-Law Amendment fees would increase by 18% to \$18,080. Subdivision fees would increase to \$20,194 (21% increase). In total CH application fees would increase by 19% or \$9,129. Including municipal planning application fees, building permit fees and development charges, total development fees for this type of applicant would increase by 0.2% in the Region of Halton. The changes in planning application fees would not change the area-municipalities position within the overall ranking of the municipalities surveyed. Figure 4-1 displays this comparison graphically with all four Halton Region municipalities maintaining their position in the mid range of the comparison.



Figure 4-1
Development Fee Impacts Survey
Official Plan Amendment, Zoning By-Law Amendment and Plan of Subdivision application for a residential subdivision of 50 single detached units





4.1.2 Official Plan Amendment, Zoning By-Law Amendment and Plan of Subdivision Application for a Residential Subdivision of 200 Single Detached Units

A 200 single detached residential unit subdivision in the CH watershed would pay \$76 per unit in Official Plan Amendment and Zoning By-Law fees, and \$255 per unit in Subdivision fees under CH's current fee structure.

Under the recommended fee structure, Official Plan Amendment and Zoning-By-Law Amendment fees would increase to \$90 per unit (+18%) and Subdivision fees would increase to \$258 per unit (+1%). In combination the applicant would see a 7% increase in CH planning application fees. In comparison to the relative increases in Subdivision fees for a 50-unit application, this 225-unit application would experience less of an increase due to the recommended decreasing variable per unit rate. Including municipal planning application fees, building permit fees, and development charges, total development fees for this type of applicant would increase by 0.05%. Again, the changes in planning application fees would not change the area-municipalities position within the overall ranking of the municipalities surveyed, maintaining the position in the mid -range of the comparison below other municipalities such as the City of Markham, City of Mississauga.

4.1.3 Zoning By-Law Amendment and Site Plan application for a Retail Development of 1,000 m²

Under the current CH fee structure a retail development of 1,000 m² would pay \$4,500 in Zoning By-Law Amendment fees and \$8,570 in Site Plan fees. The recommended fees for 2019 will increase the total application fees payable for this applicant by \$4,208 (\$1,998 for Zoning By-Law Amendment, and \$2,210 for Site Plan) or 32%.

When considering the impact of other municipal development fees (planning applications, building permits, and development charges), a 32% increase in CH planning application fees would result in a 0.8% increase in total development fees. The impact on the positioning of the Halton Region area municipalities would be relatively minor with only the City of Burlington moving upward in the comparison above that of The Town of Oakville (within the Credit Valley Conservation Authority).

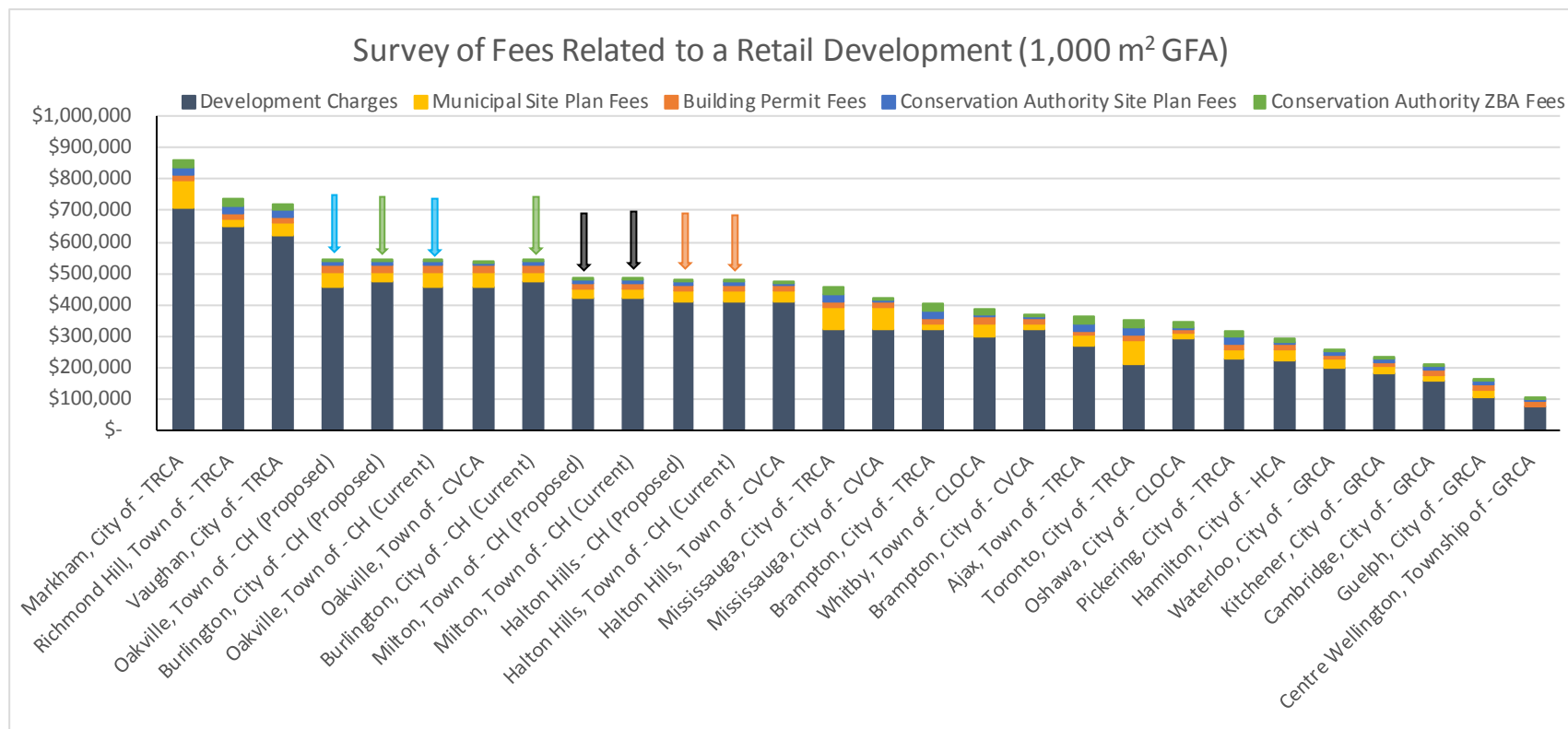


Figure 4-2
Development Fee Impacts Survey
Official Plan Amendment, Zoning By-Law Amendment and Plan of Subdivision application for a residential subdivision of 200 single detached units





Figure 4-3
Development Fee Impacts Survey
Zoning By-Law Amendment and Site Plan application for a retail development of 1,000 m² GFA





4.1.4 Site Plan Application for an Industrial Development of 30,000 m²

CH planning application fees for this type of development would be \$50,000 under the current fee structure. The proposed fee structure includes a 10% increase in applicable site plan fees, increasing the CH Site Plan application review fees by \$5,000.

Similar to the comparisons for the other development types, the impact on this applicant would be relatively nominal, with total development fees increasing by less than 0.1%.

4.1.5 Residential Consent Application

Consent application fees for CH are proposed to increase by \$1,905 (+113%). Including municipal consent application fees in the Halton Region, total Consent fees would increase between 14% in the Town of Halton Hills on the low end to 27% in the City of Burlington on the high end.

The proposed fee increase would see the rank of the Halton Region local municipalities increase towards the upper end of the surveyed comparators with the Town of Halton Hills being below only that of the City of Markham in the Toronto and Area Conservation Authority.

4.1.6 Residential Minor Variance Application

CH Minor Variance application fees are currently \$695. The recommended fee increases would see those fees increase by 160% to \$1,808. In combination with municipal Minor Variance fees, the impacts are less significant, with Halton Region area-municipality fees increasing between 15% in the Town of Milton and 31% in the City of Burlington.



Figure 4-4
Development Fee Impacts Survey
Site Plan application for an industrial development of 30,000 m² GFA

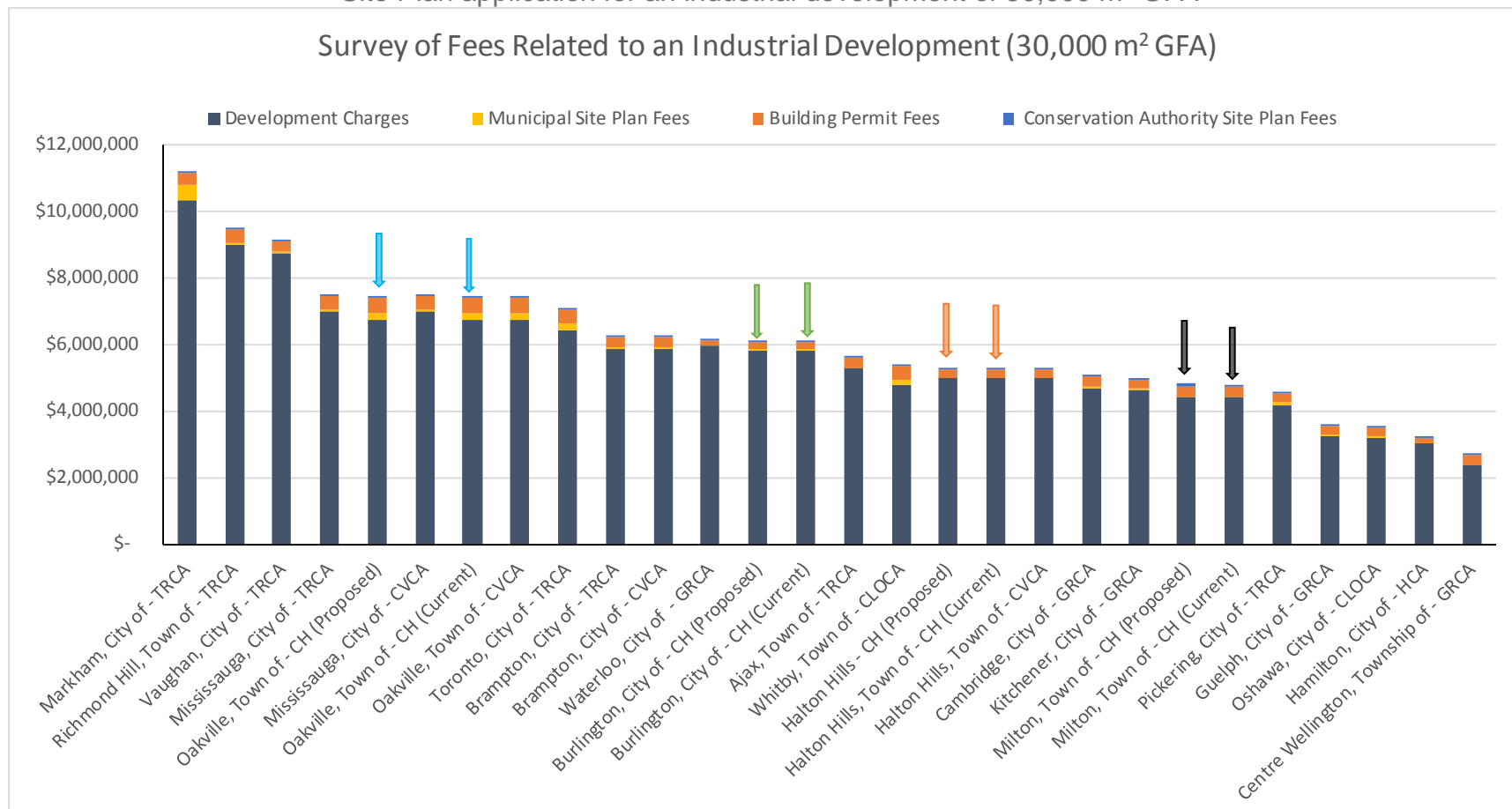




Figure 4-5
Development Fee Impacts Survey
Consent Application Fees

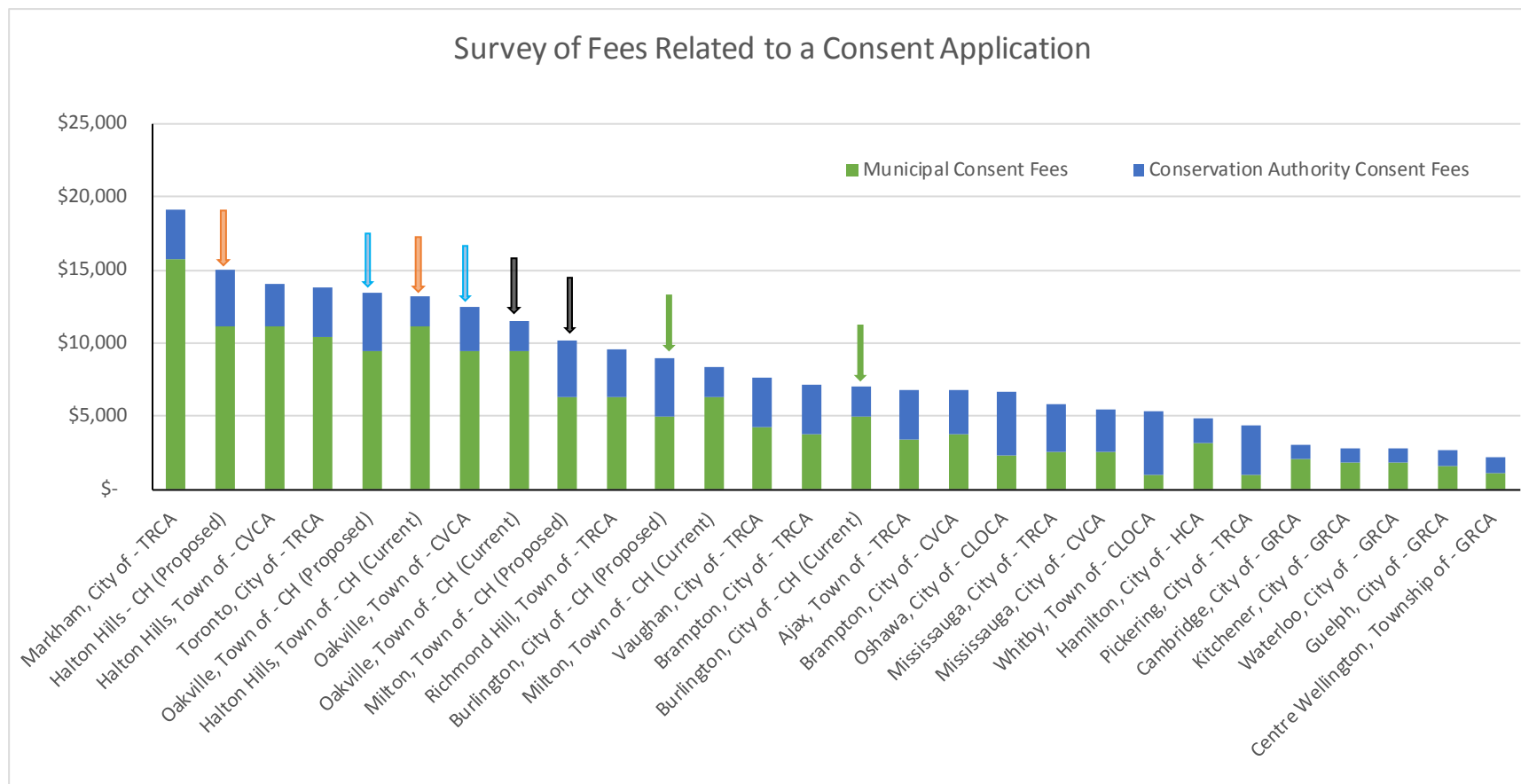
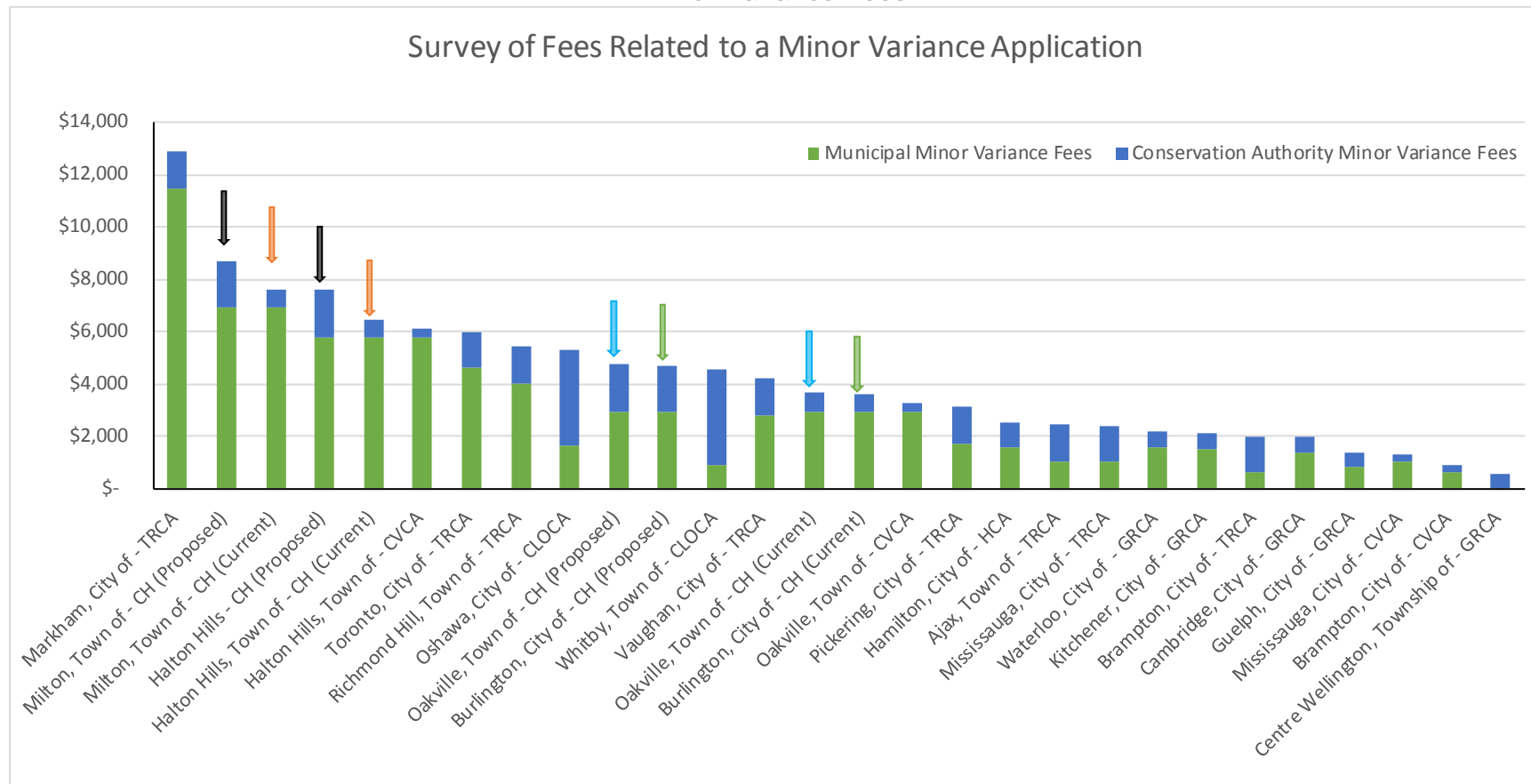




Figure 4-2
Development Fee Impacts Survey
Minor Variance Fees





4.2 Impact Analysis Summary

Based on the survey results, the recommended fees produce development fees greater than those provided under the current fee structure. However, the ranking of the Halton Region municipalities within the CH watershed amongst the municipal comparators remains largely unchanged, except of Committee of Adjustment Fees (Minor Variance and Consent) where the increases are more significant. Finally, while the isolated planning impacts are significant in some cases, when measured on a total development cost basis, including building permits and development charges, the overall cost impacts are nominal.



Chapter 5

Conclusion



5. Conclusion

Summarized in this technical report is the legislative context for the planning application and permit fees review, the methodology undertaken, A.B.C. results and full cost of service, and fee structure recommendations. In developing the recommended fee structure, careful consideration was given affordability, market competitiveness, and to the recent trends pertaining to planning fees, including recent comments of the L.P.A.T. concerning planning application fees. The recommended fee structures contained in Tables 3-5, 3-6, and 3-7 herein are provided below for convenience.

The recommendations of the planning application and permit fees review have been designed to provide CH with a recommended fee structure for CH's consideration to increase the planning application and O.Reg. 162/06 permit cost recovery levels by recovering the full costs of service from benefiting parties. CH will ultimately determine the level of cost recovery and phasing strategy that is suitable for their objectives.



Table 5-1
Recommended Fee Structure
Planning Applications

APPLICATION TYPE	CATEGORY	2018 FEE (Excl. HST)		RECOMMENDED FEES (2019\$, Excl. HST)
Subdivisions - Residential/Condominium Multi Residential/Mixed Use	Base fee	\$4,535		\$5,967
	Residential per unit/lot	\$204	Per unit/lot	
	*2018 per unit/lot fee reduced to \$173 for units in excess of 750 per application		0-25 units/lots	\$268
			26-100 units/lots	\$214
			101-200 units/lots	\$171
			200+ units/lots	\$137
	Per net hectare (note 4)	\$4,425	Per net hectare	
			0-2 ha	\$6,225
			2-5 ha	\$4,980
			5-10 ha	\$3,984
			10+ ha	\$3,187
	Clearances per phase (tech review required) (note 5)	\$3,186		\$3,281
	Clearances per phase (no tech review required)	\$1,084		\$1,117
Subdivisions - Industrial/Commercial	Base fee	\$4,535		\$5,967
	per net hectare (note 4)	\$4,425		\$5,821
	Clearances per phase (tech review required) (note 5)	\$3,186		\$3,281
	Clearances per phase (no tech review required)	\$1,084		\$1,117
Subdivisions - Revisions/Redlines	Major/Intermediate (note 5)	\$3,341		\$3,441
	Minor (note 5)	\$726		\$747
Technical Review - EIR/FSS/SIS (or equivalent)	Base Fee (25ha or less)	\$9,659		\$10,210
	Base Fee (25.1ha up to and including 50ha)	\$19,319		\$20,420
	Base Fee (greater than 50.1ha)	\$28,982		\$30,634
	Per gross hectare (note 7)	\$398		\$421
Official Plan Amendments	Large (greater than 2ha)	\$13,540		\$16,000
	Major	\$3,982		\$5,750
	Intermediate	\$2,478		\$3,800
	Minor	\$774		\$1,100
Zoning By-Law Amendments	Large (greater than 2ha)	\$13,540		\$16,000
	Major	\$3,982		\$5,750
	Intermediate	\$2,478		\$3,800
	Minor	\$774		\$1,100
Parkway Belt Applications	All Applications	\$774		\$3,000
Consents	Major/Intermediate	\$1,814		\$3,500
	Minor	\$774		\$1,850
Minor Variances	Major/Intermediate	\$615		\$1,600
	Minor	\$265		\$520
	No Objections Letter	\$89		\$105



Table 5-1(Cont'd)
Recommended Fee Structure
Planning Applications

APPLICATION TYPE	CATEGORY	2018 FEE (Excl. HST)		RECOMMENDED FEES (2019\$, Excl. HST)
Site Plans - Single Residential	Major	\$615		\$875
	Intermediate	\$385		\$550
	Minor (site visit required)	\$212		\$300
	Minor (no site visit required)	\$89		\$125
Site Plans - Commercial/Industrial/Institutional/Multi-Residential > 2ha	Major (per gross ha)	\$4,425		\$5,500
	Intermediate	\$7,584		\$9,600
	Minor	\$1,447		\$2,000
	Clearance (technical review required) (note 5)	\$3,186		\$3,710
	Clearance (no technical review required)	\$1,084		\$1,260
Site Plans - Commercial/Industrial/Institutional/Multi-Residential < 2ha	Major	\$7,584		\$9,540
	Intermediate	\$4,292		\$6,200
	Minor	\$1,062		\$1,336
	Clearance (technical review required) (note 5)	\$1,447		\$1,685
	Clearance (no technical review required)	\$615		\$715
Municipal Site Alteration Applications	Major/Intermediate	\$1,770		\$3,475
	Minor	\$442		\$850
	Prior to draft plan approval (note 17)	\$8,515		\$8,700
Applicant-Driven Amendments (requiring re-circulation)	Major changes (% of current fee)	75%		75%
	Minor changes (% of current fee)	25%		25%
Resubmission due to incomplete application	% of the current applicable application fee	25% up to \$9,292		25% up to \$9,571
Technical Study/Design Resubmission		25% up to		25% up to
	Third Submission (note 8)	\$10,500		\$10,815
		50% up to		50% up to
	Subsequent Submissions (per submission) (note 8)	\$21,000		\$21,630
File reactivation (inactive for 2 or more years)	Minor (note 16)	\$487		\$501
	Intermediate/Major (note 16)	\$996		\$1,025
Additional/Pre-consultation Site Visit	Single residential/Single farm (private landowner)	\$217		\$223
	Commercial/Industrial/Institutional/Residential	\$1,261		\$1,299
Pre-application Technical Review	Per submission (single residential) (note 15)	\$615		\$633
	Per submission (other) (note 15)	\$1,770		\$1,823
	Terms of Reference review per submission	\$1,447		\$1,490



Table 5-2
Recommended Fee Structure
O.Reg. 162/06 Permits

CATEGORY		TYPE	2018 FEE	RECOMMENDED FEES (2019\$)
Private Landowner	P(3a)	<i>Alteration/Development - Minor</i>	\$475	\$490
Single Residential/Single Farm	P(3i)	<i>Alteration/Development - Intermediate</i>	\$1,380	\$1,600
	P(3b)	<i>Alteration/Development - Major</i>	\$3,425	\$5,210
Industrial/Commercial/ / Institutional	ICI(3a)	<i>Alteration/Development - Minor</i>	\$1,750	\$1,900
	ICI(3i)	<i>Alteration/Development - Intermediate</i>	\$3,250	\$4,000
	ICI(3b)	<i>Alteration/Development - Major</i>	\$10,500	\$20,665
	ICI(3c)	<i>Alteration/Development - Major Scale</i>	\$16,000	\$27,500
Residential Multi-Units/Lots	RM(3a)	<i>Alteration/Development - Minor</i>	\$1,750	\$1,900
	RM(3i)	<i>Alteration/Development - Intermediate</i>	\$3,250	\$4,000
	RM(3b)	<i>Alteration/Development - Major</i>	\$10,500	\$20,665
	RM(3c)	<i>Alteration/Development - Major Scale</i>	\$16,000	\$27,500
Local Municipality, Utility	G(3a)	<i>Alteration/Development - Minor</i>	\$1,750	\$1,900
	G(3i)	<i>Alteration/Development - Intermediate</i>	\$3,250	\$4,000
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Large Fill Placement (not associated with a planning application)	LF(a)	<i>Minor (less than 30m³)</i>	\$475	\$490
	LF(i)	<i>Intermediate (greater than 30m³ but less than 500 m³)</i>	\$ 3,000.00 + \$0.50/ m ³	\$3500 + \$0.55/m ³
	LF(b)	<i>Large (equal to or greater than 500 m³)</i>	\$10,000.00 + \$1.00/ m ³	\$12000 + \$1.05/m ³
Environmental Projects	EP	<i>Stewardship Projects (Technical Review Required)</i>	\$85	\$125
Letter of Permission (see note 9)	PL(a)	<i>No site visit or technical review</i>	\$230	\$250
	PL(b)	<i>Site visit or technical review</i>	\$385	\$490
	PL(c)	<i>Site visit and technical review</i>	\$615	\$1,540
Fish Timing Window Extension	FTW		\$465	\$500
Red-Line Revisions by CH		<i>Minor (see note 10)</i>	25%	25%
		<i>Major (see note 10)</i>	\$1,500	\$1,500
Client-Driven Revisions (of current fee schedule)		<i>Minor revisions to permit applications in progress</i>	35%	35%
		<i>Major revisions to permit applications in progress</i>	75%	75%
		<i>Minor revisions to approved permits (see note 11)</i>	50%	50%
Technical Resubmissions		<i>Percentage of current fee for each additional technical submission (after 1st resubmission)</i>	50%	50%
Compliance Monitoring		<i>Restoration Agreement (see note 12)</i>	Varies	Varies
		<i>Compliance Agreement (see note 13)</i>	100% Surcharge	100% Surcharge
Additional Site Visit (Single Residential/Single Farm)			\$215	\$225
Additional Site Visit (Major; Major Scale)			\$1,250	\$1,300
Solicitor/Real Estate/Appraiser Inquiries			\$320	\$330
Clearance/No Objection Letters		<i>No site visit</i>	\$85	\$125
		<i>With Site Visit (visual inspection)</i>	\$215	\$225
		<i>With Site Visit (staking top of bank or wetland)</i>	\$385	\$400
		<i>With Site Visit & Technical Review (geotechnical report etc.)</i>	\$615	\$650



O.Reg 162/06 Permit Pre-Application Fees

In consultation with CH staff, the imposition of a Pre-Application fees are recommended equal to 50% of the minor permit fee for private land owner single residential/single farm permits. This fee would be intended to recover the costs associated with technical analysis occurring prior to permit applications being received. Moreover, a Pre-Application Technical Review fees equal to those for planning applications is also recommended. These fees, which would be credited against permit fee, once the application is received, are:

- Per submission (single residential) - \$633
- Per submission (other) - \$1,823
- Terms of Reference Review per Submission - \$1,490

Table 5-3
Recommended Fee Structure
Other Conservation Halton Reviews

APPLICATION TYPE	CATEGORY	FEE (Excl. HST)		RECOMMENDED FEES (2019\$, Excl. HST)
EA Review- Municipal/Other	Master Plan	\$7,965		\$36,144
	Individual EA	\$7,965		\$36,144
	Schedule A			
	Schedule B	\$2,655		\$12,409
	Schedule C	\$5,398		\$37,173
	EA Addendum Reports	\$1,858		\$2,163
Niagara Escarpment Plan Amendments - Applicant Driven	All Applications	\$3,385		\$16,000
Aggregate Extraction Application Below Water Table	No features of interest within 120 m of license limit	\$7,965		\$8,204
	Features of interest within 120m of license limit	\$75,221		\$77,478
Aggregate Extraction Application Above Water Table	No features of interest within 120 m of license limit	\$708		\$729
	Features of interest within 120m of license limit	\$75,221		\$75,221
Subwatershed Studies	Per gross hectare			\$160
NEC Development Permit	Major with Technical Review			\$4,089
	Minor - No Technical Review			\$730

MEETING NO: # 08 18

Minutes

A meeting of the Conservation Halton Board of Directors was held on Thursday, November 22, 2018 beginning at 3:30 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present: Rob Burton
Mike Cluett
Joanne Di Maio
Stephen Gilmour
Dave Gittings
Moya Johnson
Gordon Krantz
Bryan Lewis
Gerry Smallegange
Jim Sweetlove
John Vice
Marianne Meed Ward
Jean Williams

Absent with regrets: Cathy Duddeck
Allan Elgar
Sue McFadden
Ed Wells

Absent: Rob Duvall

Staff present: Robin Ashton
Sheryl Ayres
Kim Barrett
Brenna Bartley
Hassaan Basit
Garner Beckett
Adriana Birza
Diane Bloomfield
Niamh Buckley
Gene Matthews
Patrick Moyle
Marnie Piggot
Jill Ramseyer
Janelle Weppler
Barb Veale

Chair Gerry Smallegange called the meeting to order at 3:30 p.m. after the Source Protection Authority meeting ended.

1. Acceptance of proposed AMENDED Agenda

CHBD 08 01

Moved by: Rob Burton

Seconded by: Marianne Meed Ward

That Conservation Halton Board of Directors **accept the AMENDED Agenda.**

Carried

2. Disclosure of Pecuniary Interest for Board of Directors

There was **NO** disclosure of Pecuniary items.

3. Consent Items

Roll Call & Mileage

Conservation Halton Board of Directors Minutes dated October 25, 2018

Approval of Amended Finance & Audit Committee Minutes dated October 25, 2018

3.1 Kelso Dam Update

Report #: 08 18 01

3.2 Budget Variance Report for the Period Ended September 30, 2018 and 2018 Projected Year End Amounts

Report #: 08 18 02

3.4 Indigenous naming of the Crawford Lake Longhouse Village

Report #: 08 18 04

Consent items were adopted except for **3.3 Developer Contribution Funding Update which was moved to Section 8. Other Business** - for discussion as per request from John Vice.

4. Presentations were given by staff as follows:

Indigenous naming of the Crawford Lake Longhouse Village
(Brenna Bartley, Coordinator, Education Program)

Budget 2019

(Hassan Basit, CAO)

5.0 Action Items

5.1 2019 Budget & Business Plan

Report #: 08 18 05

CHBD 08 02

Moved by: Ed Wells

Seconded by: Cathy Duddeck

THAT the Conservation Halton Board of Directors **approve by a weighted vote;**

- **The 2019 Budget & Business Plan as presented;**
- **Municipal funding of \$9,677,687 in the 2019 Budget & Business Plan by a weighted vote;**
- **Municipal funding of \$300,311 being the Provincial funding matching portion included in the 2019 Budget;**

- **Transfers to and from Reserves as outlined in the 2019 Budget & Business Plan.**

Recorded Vote:

For

Rob Burton
Mike Cluett
Joanne Di Maio
Stephen Gilmour
Dave Gittings
Moya Johnson
Gordon Krantz
Bryan Lewis
Gerry Smallegange
Jim Sweetlove
John Vice
Marianne Meed Ward
Jean Williams

Against

Absent

Cathy Duddeck
Rob Duvall
Allan Elgar
Sue McFadden
Ed Wells

Carried

Bryan Lewis inquired about the percentage of area regulated by Conservation Halton compared to the total area of the watershed. Barb Veale will follow up.

- 5.2 Conservation Halton revised By-law
Report #: 08 18 06

CHBD 08 03

Moved by: Bryan Lewis
Seconded by: Stephen Gilmour

THAT the Conservation Halton Board of Directors **approve the AMENDED (Section 13. Remuneration of Members; 3rd paragraph - highlighted below) Halton Region Conservation Authority General Membership By-law No. 2018-01 and that the HRCA's existing MEETING PROCEDURE BY-LAW (approved in November 2008; revised in November 2016) be repealed, as of November 22, 2018.**

3. Remuneration of Members

Where a Member is duly authorized **by the General Membership** to attend to General Membership's business other than a Meeting, the Member shall be eligible for a travel allowance from his principal place of residence to the location of the business and return.

- 5.3 2018/19 Glen Eden Daily Lift Ticket and Rental Fees
Report #: 08 18 07

CHBD 08 04

Moved by: Jean Williams
Seconded by: Bryan Lewis

THAT the Conservation Halton Board of Directors **approve the 2018/19 Glen Eden Daily Lift Ticket and Rental Fee Schedule.**

Carried

Section **7.0 CAO Update and 8.0 Other Business** were addressed prior to **Section 6. In Camera items** in the interest of CH Staff.

7. CAO Update

Presentation was made by the CAO regarding the Conservation Halton Foundation Gala event which will take place on Thursday, June 20.

CH Foundation members Moya Johnson and Jim Sweetlove requested the presentation to be made to the CH Board following the CH Foundation Board meeting held on November 21, 2018. CAO introduced Garner Beckett, newly appointed Foundation Director. A "Save the date" will be sent out to the Board members along with the Gala package including a potential master sponsorship list.

CP Holiday Train event at Kelso park on November 28, 2018.

- CP Holiday Train has requested that GE be the Milton stop on Wed November 28.
- Train decorated for Christmas stops at GE, just west of pedestrian overpass at 4:45pm.
- Box car stage has a show that starts at 5pm until 5:30pm (JJ Mason sings 2 or 3 songs, then speeches by Mayor Krantz and local MP, MPP, present cheque to Milton Food Bank, then Sam Roberts performs 5 songs).
- Spectators watch the show from west parking lot and CP collects food bank donations in the parking lot.
- CP Police on train for security/safety and Halton Police on site for safety
- West gate remains closed, except for getting dignitaries onto the box car for speeches
- GE to enhance the experience for spectators if we are able (hot chocolate, campfire etc.) in the parking lot; washrooms available
- Train departs at 5:40pm.
- CP expects attendance would be 2,000 to 3,000 people.

CAO extended an invite to Board Members to attend the CH Staff Christmas Party on Thursday, January 17, 2019 from 6:30 p.m. – 11:30 p.m. at LaSalle Park Banquet Centre, Burlington.

7.1 Chair Update

Gerry Smallegange provided an update on the Board Orientation meeting scheduled Thursday February 14 and encouraged all CH Members to attend if possible.

Gerry Smallegange expressed his thanks to all members for supporting him in his role as Chair of the Board throughout his term.

John Vice announced his resignation from the Conservation Halton Board of Directors and noted that this will be his last Board Meeting with CH.

8.0 Other Business

3.3 Developer Contribution Funding Update Report #: 08 18 03

John Vice asked the following:

1. How much of our money does the Region hold from developers?

Sheryl Ayres reported that the Region is currently holding \$18.3 million.

2. How much interest accrues to CH each year and how is it paid?

Sheryl Ayres reported that the Halton Region will allocate interest based on the rate they accrue to their reserves. For example, the Region's 2018 Budget included interest on reserves of 3.4%.

3. How much money we pay the Region for the debt that may not conform to the Conservation Act?

Sheryl Ayres reported that the 2019 budget includes \$696,639 in debt principal and interest charges payable to the Region.

Gerry Smallegange commended Hassaan Basit, Sheryl Ayres and Patrick Moyle for the outstanding efforts in working with Halton Region on this matter.

6. In Camera Items

6.1 Legal Issues

6.2 Personnel Matters

CHBD 08 06

Moved by: Jean Williams
Seconded by: Mike Cluett

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

CHBD 08 07

Moved by: Jean Williams
Seconded by: Mike Cluett

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

CHBD 08 08

Moved by: Jean Williams
Seconded by: Mike Cluett

THAT the Conservation Halton Board of Directors **direct staff to proceed as discussed In Camera.**

Carried

9. Adjournment

CHBD 08 09

Moved by: Rob Burton

THAT the Conservation Halton Board of Directors **adjourn at 5:35 p.m.**

Carried

Signed:

Hassaan Basit, CAO Conservation

Halton Date:

HALTON REGION SOURCE PROTECTION AUTHORITY MEETING 03 18

MINUTES

A meeting of the HRSPA Board of Directors was held on Thursday, November 22, 2018 beginning at 3:00 p.m. at Conservation Halton Administration Office.

Members Present: Rob Burton
Mike Cluett
Joanne Di Maio
Stephen Gilmour
Dave Gittings
Moya Johnson
Gordon Krantz
Bryan Lewis
Gerry Smallegange
Jim Sweetlove
John Vice
Marianne Meed Ward
Jean Williams

Absent with regrets: Cathy Duddeck
Allan Elgar
Sue McFadden
Ed Wells

Absent: Rob Duvall

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

1.0 Acceptance of Agenda as distributed

HRSPA 03 01 Moved by: Jean Williams
Seconded by: Moya Johnson

THAT the Halton Region Source Protection Authority accept the Agenda for the Source Protection Authority as distributed.

Carried

2.0 Disclosure of Pecuniary Interest for Board of Directors There were NO disclosure of Pecuniary Items

3.0 Consent Items Roll Call & Mileage Approval of HRSPA Board of Directors Minutes dated September 27, 2018

4.0 Action Items

4.1 Comprehensive Review and Update of the Halton Region and Hamilton Region Source Protection Plan Report #: 03 18 02

HRSPA 03 02

Moved by: Moya Johnson

Seconded by: Gordon Krantz

THAT the Halton Region Source Protection Authority **approve the attached “Work Plan for a Comprehensive Review and Update of the Halton Region and Hamilton Region Source Protection Plans” for submission to the Ministry of the Environment, Conservation and Parks to satisfy the Minister’s Order from August 5, 2015. (As attached).**

Moya Johnson suggested that a note be added to page 2 of the the Work Plan report stating that ***Acton does not fall within the Halton Hamilton SPA area.***

Carried

5.0 Other Business

There was no other business.

6.0 Adjournment

Moved by: Gordon Krantz

THAT the Halton Region Source Protection Authority **adjourn at 3.30 p.m.**

Signed:

Hassaan Basit, CAO Conservation Halton

Date:

MEETING NO: # 02 19 02
TO: Board of Directors
FROM: Janelle Weppler, Associate Director, Engineering
DATE: 28/02/2019
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

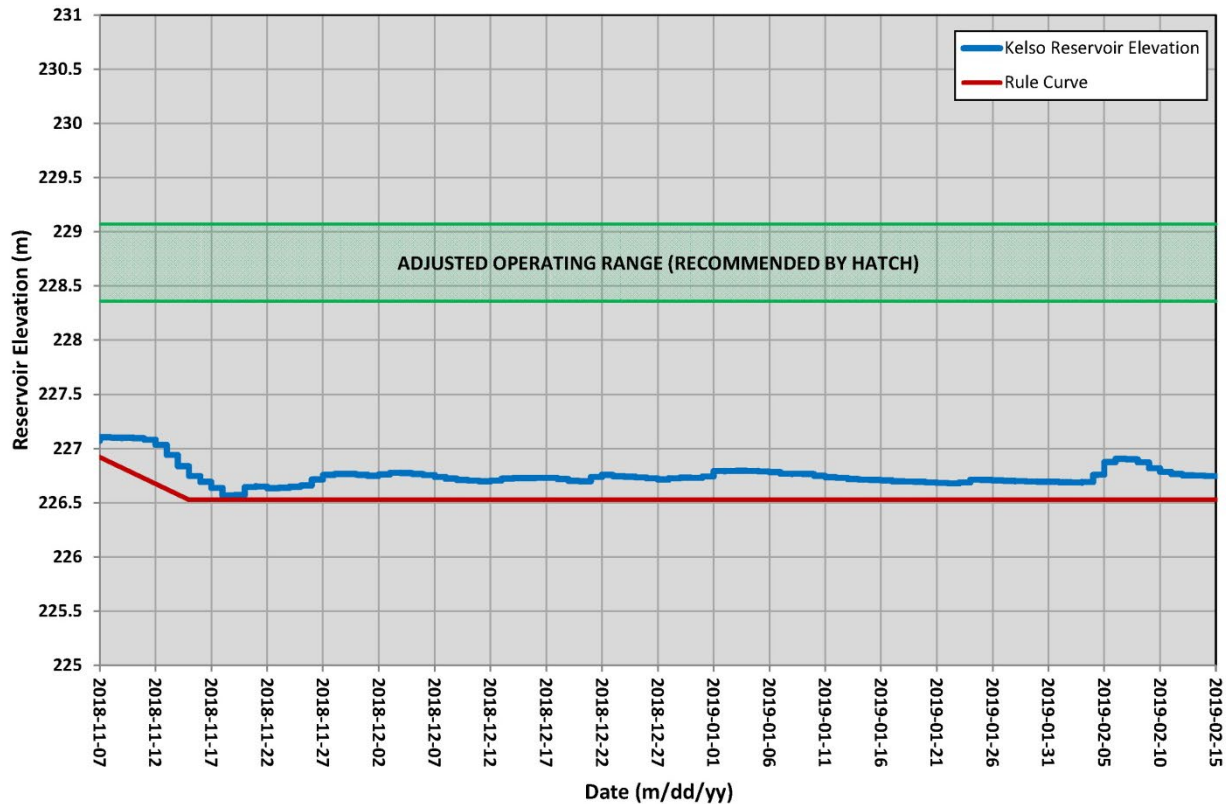
Conservation Halton are monitoring and recording the conditions at the Kelso dam as follows:

- Automated and continuous piezometer (groundwater) readings within the earthen embankment with automated alarming of programmed thresholds;
- Reduced winter operating frequency of site visits every 2 weeks; and
- Review of photographic records of the identified boil area taken every 30 minutes throughout the day (visible during daylight hours).

There continues to be no visible observation of sedimentation from the boil area (i.e. no plume sightings) since June, 2015.

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

Kelso Reservoir Elevation November 7, 2018 to February 15, 2019



Recent Work & Next Steps

Conservation Halton staff with representatives from both Hatch and Dufferin, collaboratively worked together to determine a dewatering and construction solution that is within Conservation Halton's budget. Phase 2 of construction at the Kelso Dam has commenced with preliminary stages including the submission of required plans and drawings and the procurement of materials and subcontractors. Phase 2 of construction is scheduled for completion by the end of 2019.

TO: Board of Directors
REPORT NO: # 02 19 03
FROM: Barbara Veale, Director of Planning and Watershed Management
DATE: February 28, 2019
SUBJECT: ***Restoring Ontario's Competitiveness Act, 2018 (Bill 66) and related regulations***

MEMO

On December 6, 2018, the Government of Ontario introduced Bill 66 entitled *Restoring Ontario's Competitiveness Act, 2018*. The Bill includes 30 actions and "along with regulatory changes, eliminates red tape and burdensome regulations so businesses can grow, create and protect good jobs." The Act would result in changes to legislation administered by 12 different Ministries. This memo summarizes Conservation Halton's submission to the province, with a focus on the proposed legislative changes which relate to the protection of the environment.

A proposed new Section 34.1 of the *Planning Act* will allow municipalities to create a new type of zoning by-law called an "Open-for-Business planning by-law" (OFB-ZBL). An OFB-ZBL will be considered for approval by the Minister where the primary purpose of the by-law is to facilitate new major employment uses. If a municipality passes an OFB-ZBL under the proposed law, the current legal requirement that municipal land use decisions must conform to certain legislation will no longer apply including, but not limited to: s. 3(5) *Planning Act*; s. 7 *Greenbelt Act*; s. 39 *Clean Water Act*; s. 20 *Great Lakes Protection Act*; s. 6 *Lake Simcoe Protection Act*; s. 7 *Oak Ridges Moraine Conservation Act*; and s. 13 *Ontario Planning and Development Act*. This means that an OFB-ZBL is not required to be consistent with the Provincial Policy Statement or conform to an Official Plan, the Growth Plan or the Greenbelt Plan and in regards to Source Water Protection, significant threat policies which affect *Planning Act* decisions, as established in the Source Protection Plan, would not apply. An OFB-ZBL can also be passed without the statutory notice and there are no appeal rights in the process. The rationale for this legislation is to remove planning barriers and allow municipalities to act quickly to attract major employment opportunities. The province's stated goal is to facilitate obtaining provincial approvals so that construction can start within one year.

The proposed changes and a proposed draft regulation were posted on the Environmental Registry of Ontario for a commenting period of 45 days ending on January 20, 2019. There was no pre-consultation with Conservation Ontario or any individual conservation authority.

Conservation Halton provided comment to the provincial government on January 18, 2019. In the correspondence, the following key comments were made:

1. Given that the *Planning Act* was recently amended and new Provincial Plans and the Local Planning Appeal Tribunal (LPAT) are now in effect to streamline approvals and ensure that policy requirements are harmonized, it would be prudent to first determine to what extent these new instruments/tools are reducing delays for business and other approvals.

In addition, there are multiple areas in the planning process where efficiencies could be found without the need for legislative change, including ensuring that public agencies receive complete, high-quality submissions from developers and their consultants. In Conservation Halton's experience, developers who provide quality, well-organized submissions already receive their approvals in a timely fashion.

Further efficiencies and clarity of requirements under environmental legislation could be realized through updating provincial guidelines under the Provincial Policy Statement which provide direction for implementing provincial policies (e.g. Stormwater Management Guidelines, Watershed Planning Guidelines).

In particular, the technical manuals for natural hazards are not only outdated but, in some instances, conflict with Ontario Regulations under the *Conservation Authorities Act*. Modernizing and coordinating these guidelines would provide clarity to the development community, improve consistency in natural hazard and land use decisions, reduce duplication, and promote more effective and efficient reviews of technical background studies.

2. The recently released *Made-in-Ontario Environmental Plan* states that population growth, rapid urban development, aging infrastructure and invasive species are putting pressure and threatening Ontario's water resources. Conservation Halton agrees with this assessment and also agrees that droughts, floods and extreme storm events, resulting from climate change, will only compound the pressures that are facing natural heritage and water resource systems.

Legislation such as the *Clean Water Act*, as well as the natural heritage, water and natural hazard policies of the Provincial Policy Statement (PPS), Greenbelt Plan and Growth Plan help to safeguard these important natural resources.

In order to ensure that Bill 66 does not result in unintended consequences for the quality and quantity of water resources, and for the protection of natural heritage features, Conservation Halton recommends that Bill 66 clarify the process by which these features and functions are protected or that the Bill be amended to remove or limit the non-application of listed provisions related to natural heritage, natural hazards and source drinking water that would apply under an open-for-business by-law. Opportunities to further streamline planning processes without potentially compromising provincial environmental interests should be explored rather than precluding conformity to environmental legislation and provincial planning policies.

3. The *Made-in-Ontario Environmental Plan* outlines the Province's commitment to protecting water resources, addressing climate change, conserving land and greenspace and protecting the Greenbelt for future generations. Bill 66, as written, has the potential to

compromise the Province's efforts to protect and conserve natural resources through cumulative encroachment and/or removal of natural heritage areas by trading off environmental assets for short-term economic gain. This may, in turn, trigger negative downstream impacts such as increased flooding, erosion, and/or sedimentation causing the need for future costly remedial/restorative works. It is important that both short-term and long-term economic prosperity and well-being be considered when making decisions which impact the environment. Safeguards to protect these resources need to be built into the legislation.

4. Section 34.1, as currently drafted, automatically exempts critical public health and safety provisions related to drinking water source protection, land use policies that direct new development away from flooding and erosion natural hazards, including areas that would be unsafe for people in the event of a natural disaster and basic environmental protections for natural heritage including wetlands, woodlands, valleylands and watercourses. The section is sweeping and provides the minister with broad discretion to make decisions without providing a framework for decision making. Clarity related to the decision making framework should be provided and it should be made clear that the minister must apply all relevant health and safety and environmental protection precautions, as a condition to any approval of a Section 34.1 by-law. Finally, if the proposed section is to be enacted, its use should be limited to lands that are currently within an urban or rural Settlement Area in order to maintain the integrity of land use planning within the province.
5. The new Regulation under the *Planning Act* for Open-for-Business Planning Tool (ERO # 013-4239) / Proposed open-for-business planning tool (ERO # 013-4125) allows municipalities to undertake public consultation at their discretion. This runs counter to good planning. Public consultation and the expertise of planning professionals are cornerstones of the planning process and should not be compromised when making land use decisions. The provision to limit public consultation should be revisited.
6. The intent and purpose of an "Open for Business Planning By-law" is not at issue. However, staff recommend that the Government of Ontario also confer with municipalities and other public agencies to investigate further ideas and options for streamlining planning processes, encourage complete and quality planning submissions, and develop updated technical guidelines to clarify expectations for developers, and foster a more consistent and streamlined approach to technical reviews across the Province.

In addition, a number of recommendations for amendments to Bill 66 and its accompanying regulations have been submitted to the Government of Ontario to meet the January 20, 2019 due date for comments. Staff have recommended amendments which would.

- direct municipalities to identify specific lands to which the open-for-business planning by-laws apply and deliver the promised employment gains over the long term;
- ensure municipalities consult with public agencies (e.g., conservation authorities) and include formal, written communications from these agencies to the Province as part of their request;

- maintain the integrity of the planning system and protect agricultural lands and environmental areas by directing employment uses to settlement areas or where employment lands are constrained within settlement areas, directing municipalities to demonstrate that there are no feasible employment land areas within the settlement area and provide planning justification;
- confirm that the by-law power is only to be used for employment uses;
- provide for streamlined public consultation process that municipalities must follow, at minimum;
- provide for consultation by the province with public bodies that have relevant technical expertise, such as conservation authorities prior to granting approval; and,
- ensure that provincial approval criteria uphold environmental protections related to public health and safety, the environment and drinking water sources, both on a site-specific and sub-watershed basis (upstream, downstream and cumulative).

TO: Board of Directors
REPORT NO: # 02 19 04
FROM: Barbara Veale, Director of Planning and Watershed Management
DATE: February 28, 2019
SUBJECT: Ontario's Housing Supply Action Plan

MEMO

On November 28, 2018, the Government of Ontario introduced a discussion paper on Ontario's housing supply for consultation. Comments were due on January 25, 2019. The focus of the paper is to solicit comments on how rapidly rising housing costs and rents can be curbed and how lack of supply can be handled.

Conservation Ontario provided comment on the consultation document on January 22, 2019. The following comments were offered for consideration:

1. How can we streamline development approval processes, while balancing competing interests and the broader public interest?

The consultation document suggests that there is a link between limited housing supply and the current planning approvals process. However, it is unclear how amending the process will result in a greater housing supply. Statutory timeframes for development review are needed to engage in meaningful consultation and to allow for professional review and transparent decision-making.

Conservation Halton staff is of the opinion that there are many opportunities exist to improve the development approval process, which could include:

- Enabling agencies to determine the sufficiency of a submission and the accompanying studies as part of the complete application requirements of the *Planning Act*. In Conservation Halton's experience, incomplete or inadequate submissions are quite common and often lead to more lengthy processing times, delays and confusion. Developers who provide quality, well-organized submissions are more likely to receive their approvals in a timely fashion.
- Encouraging municipalities and review agencies to engage in a comprehensive pre-consultation process so that submission requirements are clear and more thorough first submissions can be made.
- Ensuring that comprehensive, long-range technical studies (e.g., watershed plans, subwatershed studies, transportation/transit) are completed prior to advancing planning or development applications. These studies enable municipalities and conservation authorities to make more informed decisions about the allocation of growth and land use, stormwater management, conservation and restoration of the natural heritage system, and the protection of new development from natural hazards. They also clarify expectations and requirements for development prior to detailed subdivision design and provide developers and review agencies with a clear understanding of the critical community building objectives or targets and environmental goals that need to be achieved as part of a development

proposal. When adhered to, these studies help to speed up the planning process. Delays in the process are often experienced when developers submit development proposals in advance of the completion of these technical studies.

- Consolidating environmental reviews to agencies with local expertise rather than having multiple agencies undertake similar reviews (i.e., municipality, conservation authority and MNRF all reviewing same environmental study). Many conservation authorities have experience and professional expertise that can assist the Province and municipalities in this regard.
- Further efficiencies and clarity of requirements under environmental legislation could be realized through updating provincial guidelines under the Provincial Policy Statement which provide direction for implementing provincial policies (e.g., Stormwater Management Guidelines, Watershed Planning Guidelines, Flood and Erosion Hazard Management, etc.).
- Providing incentives to developers to encourage comprehensive, complete submissions.
- Limiting the ability for appeals to the Local Planning Appeals Tribunal (LPAT) on decisions that conform to and are consistent with provincial and municipal plans and policies.

3. How can we lower the cost of developing new housing while ensuring that funds are available for growth-related infrastructure (e.g., water and sewer systems, fire and police services, schools, roads and transit)?

How can we make sure that serviced land is available in the right places for housing?

The consultation document suggests that government fees and charges are the reason for high development costs and that these fees are a barrier to new affordable housing. Further, it is suggested that land prices are driven up because there is a lack of serviced land in locations where people want to live. Conservation Halton staff is not convinced that lowering government fees and charges will result in a reduction in housing prices, particularly given that development charges represent a small portion of the overall development costs. These fees and charges are intended to fund the essential infrastructure needed to support new growth and community building, so that existing residents are not burdened with property tax or user rate increases. The *Development Charges Act* could be improved to ensure that it better supports the principle that growth pays for growth.

Directing population and employment growth to existing urban areas and identified intensification and transit supportive areas, as well as maximizing or retrofitting existing infrastructure before putting in new infrastructure, would help to improve the availability of serviced land, as well as help to manage growth. Continued expansion of urban boundaries requires significant investment in costly infrastructure. It also jeopardizes the Province's ability to protect valuable natural and agricultural resources for the long term.

In addition, in the Halton area, the experienced and anticipated growth in Halton Region is putting more and more pressure on Conservation Halton's recreational facilities such as Kelso/Glen Eden, Mt. Nemo, Crawford Lake and Mountsberg. Currently, development charges cannot be allocated to recreational properties owned by Conservation Authorities. Yet, the need for new facilities and upgrades to accommodate the increasing demand for near urban recreational experiences is a challenge specifically associated with growth. These needs should be considered by the province when contemplating changes to how growth can be funded in the future.

REPORT TO: Board of Directors

REPORT NO: 02 19 05

FROM: Barbara Veale
905-336-1158 x. 2273

DATE: February 28, 2019

SUBJECT: **Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan**
ERO No.: 013-4208
CH File No.: PPL 049

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Staff report Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan.**

Report

The *Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan* (the Plan) was released on November 29, 2018 and posted to the Environmental Registry for comment. The deadline for comments was January 28, 2019. The purpose of the Plan is four-fold:

- Protect air, lakes and rivers
- Address climate change
- Reduce litter and waste
- Conserve land and green space

The proposed Plan is intended to integrate both new and continued actions across government to address pressing environmental issues.

Conservation Halton staff has reviewed “*Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan*” (the Plan) and is heartened by the emphasis the provincial government has placed on the preservation and protection of the environment. Conservation Halton staff strongly supports the need for a healthy environment as it is essential to supporting a robust economy and a high quality of life.

Specific comments regarding the Plan have been submitted to the Government of Ontario as attached (Attachment 1). Many of the actions proposed are supported by programs and activities undertaken at the watershed level by conservation authorities across Ontario. Conservation Halton staff comments point out these synergies and request that the provincial government work closely, not only with municipalities and other stakeholders, but also with conservation authorities to implement the actions outlined in the Plan. Staff comments also point to some gaps and other considerations which

are currently not mentioned in the Plan and recommend additional edits to incorporate these considerations.

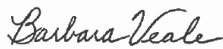
Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report

Signed & respectfully submitted:



Barbara J. Veale
Director, Planning and Watershed Management

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

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

January 22, 2019

Nathaniel Aguda, Project Manager
Ministry of the Environment, Conservation and Parks
Environmental Policy Division, Environmental Policy Branch
40 St Clair Avenue West, Floor 10
Toronto ON M4V 1M2

BY EMAIL

Dear Mr. Aguda,

Re: **Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan**
ERO No.: 013-4208
CH File No.: PPL 049

Conservation Halton has reviewed “*Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan*” (the Plan) and is heartened by the emphasis the provincial government has placed on the preservation and protection of the environment. Conservation Halton strongly supports the need for a healthy environment as it is essential to supporting a robust economy and a high quality of life. Where the environment has been degraded, major financial expenditures are required for remedial works. In many cases, degradation takes decades to reverse. With increasing population growth and development pressure and climate change impacts, an integrated watershed management approach can play an integral role in developing collaborative strategies which protect and enhance the environment while avoiding the cost of researching, designing, and constructing major remedial/restorative works.

Conservation Authorities were established as planning, coordinating and management agencies to facilitate municipal and provincial partnerships and to promote a comprehensive approach to resource management, especially in populated areas of the province. Over the past 70 years, Conservation Authorities have delivered a variety of programs in partnership with the provincial government, partner municipalities, indigenous communities, businesses, institutions, landowners and non-government groups, including:

- Watershed and sub-watershed planning
- Regulation of development and alteration to wetlands and watercourses through Ontario Regulations
- Plan review under the *Ontario Planning Act* and advice to municipalities regarding methods to minimize adverse resource and environmental impacts
- Environmentally sensitive land acquisition and management

- Hazard management (e.g., flooding, drought and erosion control)
- Bank and slope stabilization
- Low flow augmentation and water supply
- Outreach and stewardship activities
- Reforestation
- Aquatic and terrestrial habitat restoration
- Conservation information and environmental education
- Outdoor recreation and tourism opportunities

Most Conservation Authorities are nimble organizations that have a proven track record of delivering effective, value-added, and collaborative environmental services to Ontario residents. The programs and projects led by Conservation Authorities have been successful in reducing flood damages and threats to public safety from flooding and erosion, improving water quality, maintaining river flows, preventing soil erosion, and improving socio-economic conditions and quality of life. These programs have also helped to temper the impacts of climate change by maintaining resiliency on the landscape and protecting and enhancing the natural infrastructure. Given this past history, experience and expertise, Conservation Authorities can continue to be an effective partner with the provincial government. Conservation Halton is confident that Conservation Authorities can help the Province to streamline processes and reduce duplication of efforts by providing cost-effective service delivery for many of the actions outlined in the *Made-in-Ontario Environment Plan*.

Comments regarding the guiding principles and actions identified in the Plan are outlined below:

General Comments

1. With the exception of a brief reference on p. 12, there is limited discussion or actions proposed to outline how the provincial government intends to address the impacts of population increases and changes in land use change on water and natural heritage resources, as well as how that may impact Ontario's ability to be resilient to climate change. The Plan should address the provincial government's approach to dealing with these pressures on natural features and areas, as well as climate change. While Conservation Halton supports many of the overarching goals outlined by the Plan, additional comments may be provided once any accompanying regulations, policies, plan or programs are developed.

Our Province Today

2. **Page 7, Doing Our Part:** There are references throughout the document to Ontarians "doing their share" to reduce greenhouse gas emissions. The importance of setting and reaching targets is recognized. Ontario can be a leader in addressing climate change and that there is tremendous

opportunity for innovations that will provide opportunities for economic diversification and growth and that will also address our current, collective environmental and climate challenges.

3. **Page 8, Guiding Principles, Clear Rules and Strong Enforcement:** The business case for regulation and enforcement should be contrasted with a business case for market-based instruments. The two need not be mutually exclusive.
4. **Page 8, Guiding Principles, Trust and Transparency:** Many Conservation Authorities have a network of real-time stream gauges that measure both water quality and water quantity parameters, as well as ecological monitoring programs. Conservation Authorities are well-equipped to help the provincial government collect important natural heritage, water resource and climate change-related data. There are opportunities to assess what data are currently being collected at the provincial, conservation authority and municipal levels to identify data gaps, coordinate efforts in order to avoid duplicating efforts, and to strengthen the data network to ensure that the right data is being collected at the right time using the right methods.
5. **Page 8, Guiding Principles, Resilient Communities and Local Solutions:** A systems approach is necessary to identify cause-effect and upstream-downstream relationships. Where they exist, Conservation Authorities are uniquely positioned to work with the provincial government and member municipalities within the watershed context to identify best scientific practices, technical studies, monitoring requirements, and other evidence-based methods to characterize key resource issues and find collaborative solutions with the provincial government, municipalities, agencies, and with community stakeholders.

Protecting our Air, Lakes and Rivers

6. **Page 9, Protecting our Air, Lakes and Rivers:** The implementation of a “one size fits all” reporting, service delivery and response system could be challenging. The proposed program outlined in the Plan should be broadened to include investment in preventing spills and incidents from occurring in the first place.
7. **Page 10, Actions, Improve understanding of different sources of air pollution and their impact:** Expanding the road-side monitoring of pollutants is welcomed. The knowledge gained regarding actions that have resulted in improved air quality through the existing program in Toronto could help to further inform the Plan.
8. **Page 10, Reduce emissions from heavy-duty vehicles:** According to Statistics Canada, there were over 8 million vehicles weighing under 4,500 kg registered in Ontario in 2017, and only 129,084 vehicles weighing over 15,000 kg. Additional gains in air quality could be achieved with increased adoption of electric and plug-in hybrid passenger cars.

9. **Page 11, Clean Water:** The Plan outlines the provincial government's commitment to protecting water resources. Ontario's lakes, waterways and groundwater are the foundation of Ontario's economic prosperity and wellbeing. However, if Bill 66 is passed as currently proposed and an open for business planning by-law is approved, the policies of the PPS, Greenbelt Plan, Growth Plan and Clean Water Act / Source Protection Plans would not apply. Provincial land use planning policy and source protection policy supports the provincial government's efforts in protecting the quality and quantity of water resources. Bill 66, as it stands, appears to be contrary to the *Made-in-Ontario Environment Plan* and could over time compromise Ontario's water resources and, in turn, Ontario's economy.
10. **Page 12, Clean Water, Restore and Protect the Great Lakes:** It is stated in the first paragraph that "...excess road salt can damage roads, cause vehicle corrosion and be harmful to fish in our waterways." Salt can and does work its way into groundwater. This should be acknowledged. While enforcement is necessary, Conservation Halton has found success in conserving clean water by supporting both public and private stewardship activities to protect the resource. In this regard, the Plan should acknowledge a broader suite of actions, including support for stewardship, rather than focusing primarily on punitive measures.
11. **Page 12, Clean Water, Restore and Protect the Great Lakes, Actions:** Continued work to restore and protect the Great Lakes should also include resource management activities in the watersheds draining into them. This is another area where collaborative and integrated watershed planning should be recognized and supported as a future action.
12. **Page 12, Continue to protect and identify vulnerable waterways and inland waters:** Other waterbodies within Ontario, in addition to Lake of the Woods, are being impacted by blue-green algae. The Plan should protect the water quality in all waterbodies, such as Hamilton Harbour, by providing direction for partners to reduce phosphorus loadings.
13. **Page 13, Continue to protect and identify vulnerable waterways and inland waters:** The government of Ontario is commended for focusing on road salt impacts on waters. However, it has been reported that one of the major barriers to reducing the amount of salt used is liability. The provincial government is encouraged to review ways to reduce the liability of applicators and owners when they are certified; optimizing application rates for the conditions; using methods that reduce salt use, such as pre-treatment or pre-wetting; and using technology that appropriately guides and tracks road salt use.
14. **Page 13, Continue to protect and identify vulnerable waterways and inland waters:** The examples referenced in this section of the Plan are good examples of the how the Province and its partners are working to protect and identify vulnerable waterways and inland waters. However, there are

numerous other actions that could be taken to achieve this goal. Conservation Authorities have a long history of managing water resources within their watersheds and have considerable expertise, monitoring capabilities and data available, without duplicating efforts. In this regard, they are well suited to assist the provincial government.

15. **Page 13, Continue to protect and identify vulnerable waterways and inland lakes:** The successes of the watershed approach in protecting and enhancing the natural environment have been substantial over the last 80 years through the work led by Conservation Authorities. There is a tremendous amount of expertise and partnerships which can be leveraged in a cost effective manner to help the provincial government achieve its goals. The investments made in the Conservation Authorities' programs over the years have shown positive dividends in terms of avoiding problems or mitigating and reducing existing problems.
16. **Page 14, Clean Water, Sustainable Water Use and Water Security:** The data collected and the knowledge gained through the drinking water source protection program is already being integrated into the work of the Conservation Authorities and the municipalities. This is an important program which provides additional insight to how the watersheds function, particularly with respect to groundwater and surface water interactions. This information is not only used to inform the Source Protection Program, but also for watershed management, sub-watershed studies, and site specific development applications.
17. **Page 15, Help people conserve water and save money:** A very thorough water conservation study in the community of Carlisle, City of Hamilton has shown that the major barrier to water conservation in the rural area is the irrigation of large lawns. The Plan should include innovative ways to promote water conservation on non-essential practices.
18. **Page 15, Quick Fact:** This is an excellent example of how locally developed plans can be a model for how to protect the Province's valuable natural resources. Source protection plans are implemented by multiple stakeholders and were developed based on best available data/monitoring at the watershed scale, which is an appropriate scale for managing resources. This is another example of how a collaborative, systems approach with provincial, municipal and Conservation Authority partners, can deliver successful resource management programs.
19. **Page 15, Clean Water, Municipal and Stormwater Management and Reporting:** Not all municipalities have funding capability or existing hydraulic capacity in wastewater treatment plants or capacity in receiving water bodies to assimilate waste to accommodate future growth. The Plan should consider optimization of existing infrastructure, particularly wastewater treatment plants, to stretch existing capacity and improve wastewater effluent as part of infrastructure planning. This approach has been quite successful in several municipalities within Ontario; the costs of upgrades to

wastewater treatment plants have been avoided and/or delayed significantly, while the effluent quality has improved.

20. **Page 15, Improve municipal wastewater and stormwater management and reporting:** Real-time monitoring and notifications are welcomed for residents to make informed decisions about recreational activities in waterbodies. However, emphasis and investment should be prioritized to reduce the number of bypasses or overflows that occur.

21. **Page 15 – Improve municipal wastewater and stormwater management and reporting:** Conservation Halton supports the use of new and innovative technologies and approaches, including low impact development (LID) to improve stormwater. The finalization of the updated provincial stormwater management guidelines should assist in this regard.

The use of stormwater credit programs as a means of financing maintenance and improvements to the stormwater management system is currently being utilized by some municipalities (Mississauga, Waterloo and Kitchener) to encourage homeowners to manage stormwater on their own properties. Conservation Halton offers a homeowner workshop series that provides homeowners with ideas, expertise and in some cases financial support for undertaking sustainable lot-level storm water management initiatives. The Plan should acknowledge a suite of opportunities for improving storm water management in partnership with municipalities and Conservation Authorities.

Addressing Climate Change

22. **Page 18 – Building Resilience: Helping Families and Communities Prepare:** Many Conservation Authorities are well-suited to help the provincial government and municipalities deal with the risks and challenges associated with climate change. Over the years, conservation authorities' programs have supported building resilience on the landscape. With the information obtained through local monitoring and data collection programs, they have successfully managed natural hazards, including assessing risks, potential impacts and vulnerabilities and helped municipalities, developers and homeowners understand the potential impacts of climate change in their communities. Conservation Authorities have also supported Ontarians in climate change mitigation efforts by protecting and conserving greenspaces.
23. **Page 19, Improve our understanding of how climate change will impact Ontario:** The Plan should list the health sector as a key sector for which impact and vulnerability assessment is required.
24. **Page 19, Help Ontarians understand the impacts of climate change, Actions:** As watershed management agencies with established environmental education programs, Conservation Authorities are in a position to assist the provincial government in providing relevant information to help communities and stakeholders understand the impacts of climate change. Through public

consultation as a member of the leadership team of the Halton Climate Collective, Conservation Halton staff has heard clearly from the community that they are most interested in learning about tangible actions that can be taken to mitigate and adapt to climate change at a local level.

- 25. Pages 20 & 21, Update government policies and build partnerships, Actions:** Conservation Authorities administer Ontario Regulations under the *Conservation Authorities Act* to address public health and safety risks as they relate to natural hazards. Extreme weather events can increase flood and erosion risks to existing communities. It is important that the provincial government works with Conservation Authorities and municipalities to ensure that floodplain and natural hazard mapping is updated based on new technologies in modelling and mapping to ensure that flood vulnerable areas are identified, emergency plans put in place, and new development is located outside of natural hazards.

Technical guidelines for appropriate floodproofing of existing building and structures need to be modernized to assist Conservation Authority and municipal decision makers in assessing redevelopment/replacement proposals in existing floodplains to ensure that not only basements, but the structural integrity of buildings and structures is addressed. This applies to both riverine and Great Lakes coastal flooding, erosion and ice hazards.

- 26. Pages 20 & 21, Update government policies and build partnerships:** Municipalities, Conservation Authorities, business, industry, academic institutions and other community agencies are already working collaboratively to address climate change, and support from the provincial government would expedite local progress. One such example is the Bay Area Centre for Climate Change Management in the Hamilton-Burlington area.
- 27. Page 21, Update government policies and build partnerships:** Conservation Authorities are well-positioned to work with the provincial government to deliver on-farm soil and water quality programming through our stewardship programs which are already well established within local communities. For decades, Conservation Halton has worked with farmers to plant buffers along watercourses, fence livestock out of streams and undertake many other activities that help keep soil on farms and maintain good water quality in streams.
- 28. Page 21 – Update government policies and build partnerships to improve local resilience:** Conservation Halton welcomes further direction from the provincial government regarding land use planning policy on climate change resilience and supports the provincial government's intent to make communities better planned and designed to be more responsive to changing weather conditions.
- 29. Page 21 – Update government policies and build partnerships to improve local resilience:** This Plan outlines the provincial government's commitment to addressing climate change. However, Bill 66 provides a means for a municipality to avoid the requirements of the PPS, Greenbelt Plan and Growth

Plan in favour of providing employment lands. This may lead to encroachments/destruction of natural areas. Current land use planning policy in Ontario as stated in the aforementioned plans supports the provincial government's efforts in building climate change resilience. Bill 66 appears to be contrary to the direction outlined in the *Made-in-Ontario Plan*, particularly the emphasis placed on ensuring that communities are planned and designed to be responsive and resilient to changing weather conditions.

30. **Page 24, Achieving the Paris Agreement Targets:** Forests, wetlands, woodlands and soils act as natural carbon sinks. As such, they soak up some of the greenhouse gas emissions providing an important benefit to addressing climate change. This benefit, as well as the socio-economic benefit, is not specifically linked to the climate change actions in the Plan and should be acknowledged.
31. **Page 33 – Increase access to clean and affordable energy for families:** The Plan states that environmental approvals for businesses that use low-carbon technology and that maintain high standards for environmental protection are to be streamlined and prioritized. The proposed new Regulation under the *Planning Act* for open-for-business planning tool could include a criterion in this regard.
32. **Page 37, Doing Our Part, Empower effective local leadership on climate change, Actions:** Conservation Authorities through their role as watershed agencies have an important part to play in maintaining functioning ecosystems at the watershed level and resilience on the landscape. Through collaborative watershed planning, Conservation Authorities can assist the provincial government and the local municipalities in reviewing climate-change related issues at the watershed scale. This role should be acknowledged in the Plan. The Plan should also acknowledge that many municipalities have already undertaken significant actions to mitigate and adapt to climate change. For example within Conservation Halton's jurisdiction, Hamilton already has a community climate change action plan, Burlington has a community energy plan, Halton Hills will complete a climate change adaptation plan in 2019, and Oakville has a number of different climate change initiatives.
33. **Page 38, Support Green Infrastructure Projects:** Conservation Authorities carry out projects and programs to lower greenhouse gas emissions (through carbon sequestration) and reduce pollution, and also have flood and erosion control infrastructure which needs to be modernized and repaired.

Reducing Litter and Waste in Our Communities & Keeping Our Land and Soil Clean

34. **Page 45, Clean Soil, Make it easier and safer to reuse excess soil:** In the Halton area, illegal dumping of excess soil is a substantial problem. The soil is often contaminated or placed in areas where it alters drainage patterns, encroaches on wetlands and valley lands, and may cause flooding. Enforcement is costly. Assistance from the province to increase enforcement of this practice is welcomed.

35. **Page 45, Increase the redevelopment and clean-up of contaminated lands in Ontario to put land back into good use:** The brownfields regulation is a vital part of the clean-up of contaminated land and the re-establishment of productive use of the land. It helps to protect existing and future owners and users of that land from exposure to potentially toxic substances, and protects the natural environment and water sources from contamination. Former industrial sites have become parks or agricultural fields where children play and our food is grown. Any amendments to the regulation should maintain these protections.

Conserving Land and Greenspace

36. **Page 46 – Conserving Land and Greenspace:** While the Plan emphasizes the need to conserve land and greenspace, Bill 66 provides a loophole in favour of employment opportunities. This approach may be short-sighted as over time, the cumulative effects of encroachments into natural areas may cause negative downstream environmental and economic impacts, resulting in the need for costly remedial/restorative works.
37. **Page 47, Conserving Land and Greenspace, Improving the resilience of natural ecosystems:** Conservation Authorities look forward to working with the provincial government and municipalities to further the conservation and restoration of natural ecosystems and significant habitats. It is important that conservation and protection include goals, target and measures of performance in order to assess how well initiatives are influencing results on-the-ground. This can be done, in part, through undertaking integrated watershed planning which looks at opportunities for actions which provide the most benefits on a watershed basis. Conservation Authorities are one of the largest landowners in Ontario, owning a total area of 80,000 ha. Conservation Authorities also work with a wide network of private landowners, helping them steward the natural resources on their properties.
38. **Page 47 – Improve resilience of natural ecosystems:** Conservation Halton encourages the provincial government to update provincial technical guidelines related to watershed planning and protecting people and property from natural related hazards. In this regard, Conservation Authorities have staff expertise and experience to actively assist from both policy and technical perspectives.
39. **Page 48, Conserving Land and Greenspace, Support conservation and environmental planning:** In addition to working with municipalities to ensure that Conservation Authorities focus on protecting people and property from flooding and other natural hazards and conserving natural resources, the context for doing so should be collaborative watershed planning. Collaborative watershed planning provides a means for conservation authorities, municipalities and other stakeholders to assess the opportunities for and the value of individual and collective actions.

Improved coordination and consistency in dealing with natural hazards regulated through Ontario Regulations, as provided for in the *Conservation Authorities Act*, could be achieved with a set of

modernized and updated technical guidelines which provide guidance for the administration of the Ontario Regulations and Conservation Authority decision makers. These updated guidelines are long overdue.

40. **Page 48 – Box Highlight:** The Plan emphasizes the provincial government’s commitment to protecting the Greenbelt for future generations. Bill 66, if approved, could provide a means by which a municipality could by-pass the requirements of the Greenbelt Plan, trading them off for employment lands. While this may make economic sense in the short-term, the long-term impacts of cumulative encroachments could lead to environmental degradation and loss of green spaces which function to buffer Ontarians from the effects of climate change, flooding and erosion. This appears to run counter to the commitment made in the Plan.
41. **Page 49, Conserving Land and Greenspace, Promote parks and increased recreational opportunities:** In southern Ontario, where the bulk of Ontarians are located, quality recreational space is provided, in large part, by Conservation Authorities. Expansion of near urban parks which are accessible to the majority of Ontarians, within a short drive is very important. Conservation Authorities can work with the provincial government in providing opportunities for recreation and world-class experiences and this should be acknowledged in the Plan.
42. **Page 50, Conserving Land and Greenspace, Sustainable Forest Management:** In addition to municipalities, Conservation Authorities own large tracts of wooded areas within southern Ontario. The important forest management roles the Conservation Authorities play in this regard should be acknowledged.

In conclusion, there are many environmental programs that are shared among provincial agencies, conservation authorities, municipalities, indigenous communities and other stakeholders. The residents of Ontario would be better served by the plan if these roles and responsibilities are fully acknowledged and leveraged in the *Made-in-Ontario Plan*. In this way, we can collectively ensure that our environment is preserved, protected and restored for future generations.

If you have any questions regarding Conservation Halton’s submission, please contact the undersigned.

Regards,



Barbara J. Veale
Director, Planning and Watershed Management

REPORT TO: Board of Directors

REPORT NO: 02 19 06

FROM: Barbara Veale
905-336-1158 x. 2273

DATE: February 28, 2019

SUBJECT: **Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 (2019)**
ERO No.: 013-4504
CH File No.: PPL 053

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Staff report Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 (2019).**

Report

The *Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 (2019)* was released on January 15, 2019 and posted to the Environmental Registry for comment. The deadline for comments was February 28, 2019.

The Growth Plan for the Greater Golden Horseshoe, 2017 provides a long-term framework for growth. It aims to:

- Increase and promote economic growth; reduce congestion and provide residents easy access to businesses and services;
- Build communities that maximize infrastructure investments, while balancing local needs for the agricultural industry and natural areas.

The proposed amendment to the Growth Plan, 2017 would change the policy framework for protecting employment areas by allowing employment area conversions to be approved ahead of the next municipal comprehensive review. This proposed amendment would allow municipalities to support mixed use development, while maintaining employment area protections where needed. To ensure employment areas are not converted without a more comprehensive assessment of employment land need, and the implications for economic development, the Ministry of Municipal Affairs and Housing is proposing to identify provincially significant employment zones. Employment areas within these zones would require provincial approval in order to be converted. It is anticipated that any conversions of employment lands in the zones would be considered as part of the next municipal comprehensive review.

Identifying provincially significant employment zones serves a longer-term purpose by providing a regional picture of some of the key employment areas that make up the Greater Golden Horseshoe economic land base.

Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe (EBR Registry Number: 013-4504)
Specific Comments and Recommendations from Halton Region Conservation Authority (Conservation Halton), February 12, 2019

Comment #	Policy	Proposed Growth Plan Amendment	CH Comment
1.	1.2	Amended by deleting “, a clean and healthy environment” and “social equity” and replacing it with “an approach that puts people first”.	<p>The <i>Made-in-Ontario Environmental Plan</i> outlines the Province’s commitment to protecting water resources, addressing climate change, conserving land and greenspace and protecting the Greenbelt for future generations. It also suggests that a clean and healthy environment is the foundation of Ontario’s economic prosperity and wellbeing.</p> <p>Conservation Halton (CH) considers a clean and healthy environment to be a “people first” approach that includes both current and future generations. CH recommends that the concept of clean and healthy environment be explicitly stated as one that supports a “people first” approach by revising the statement to read: “This approach protects the Greenbelt and will ensure a cleaner <i>and healthier</i> environment is passed on to future generations.”</p>
2.	1.2	Amended by deleting “offer a wide variety of choices for living” and replacing it with “have sufficient housing supply that reflects market demand and what is needed in local communities”.	This proposed revision only considers current market demands / needs and not the needs of future generations. Recommended revision: “have sufficient <i>mix of</i> housing supply that will provide a wide variety of choices and address current and future market demands of local communities”.
3.	1.2	Amended by deleting “long-term” and deleting “net-zero” and replacing it with “environmentally sustainable”.	The proposed revision is vague as the term “environmentally sustainable” has many and divergent meanings. CH recommends that the Province consider providing a definition for what is meant by “ <i>environmentally sustainable</i> ” which refers to both current and future conditions, including the potential impacts of climate change. Municipalities, Conservation Authorities, businesses, industries, academic institutions and other community agencies are already working collaboratively to address climate change adaptation and mitigation. Support from the provincial government would expedite local progress.
4.	1.2.1	Amended by deleting “low-carbon” and replacing it with “environmentally sustainable” and deleting “, with the long-term goal of net-zero communities.”	Planning for more resilient communities and infrastructure that is adaptive to the impacts of climate change is an important goal and supported by CH. However, the next statement “and moving towards environmentally sustainable communities by incorporating approaches to reduce greenhouse gas emissions” is very narrow. Resilience for communities to adapt and mitigate the effects of climate change begins with a broad approach that recognizes climate change factors at different scales and scopes. It- includes integrating low impact development, green infrastructure approaches and

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			<p>actions which reduce green house gases, provision of adequate green space, and protection and enhancement of natural features and functions.</p> <p>CH recommends that the statement be amended to remove “by incorporating approaches to reduce greenhouse gas emissions” as this is just one of many ways to address climate change at the local level.</p>
5.	2.1	<p>Amended by deleting “There is a large supply of land already designated for future urban development in the <i>GGH</i>. In some communities, there may be more land designated for development than is required to accommodate forecasted growth to the horizon of this Plan.”</p> <p>Also amended by deleting “further” and adding “while also providing flexibility for local decision-makers to respond to housing need and market demand”.</p>	<p>The requirement for municipalities to consider the supply of land already designated for future development as part of a municipal comprehensive review process and for any settlement area boundary expansions is critical for ensuring that municipalities do not adjust boundaries or expand further into greenfield areas in a piecemeal manner. While the Province’s desire to give local municipalities’ greater flexibility to make some changes to settlement area boundaries is commendable, it should not be done if excess lands are already available. In this regard, the proposed changes will limit the ability of the Province and municipalities to follow good planning principles, appropriately manage growth, and plan for critical public infrastructure.</p>
6.	2.2.1.4 f)	Amended by deleting “build” and replacing it with “improve”, adding “and”, and deleting “towards the achievement of low-carbon communities” and replacing it with “to environmental sustainability”.	Refer to comment #3.
7.	2.2.1.4 g)	<p>To be 2.2.1.4 g) is amended by adding “appropriate”.</p> <p>The sub-policy would read “integrate green infrastructure and appropriate <i>low impact development</i>.”</p>	<p>The Made-in-Ontario Plan outlines the provincial government’s commitment to addressing climate change, empowering effective local leadership on climate change, and supporting green infrastructure, among other actions. CH recommends that the Province include more incisive wording in the Growth Plan to reflect this approach.</p> <p>The proposed wording may be interpreted to suggest that LIDs (low impact development) are not widely applicable. The use of LIDs should be encouraged and supported. CH recommends that the wording be changed to read: “integrate green infrastructure and low impact development <i>as recommended in an integrated plan done on a subwatershed or catchment basis</i>”</p>

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			Conservation Authorities can help the provincial government and municipalities deal with the risks and challenges associated with climate change, including supporting green infrastructure and low impact development in community planning through subwatershed/catchment planning.
8.	2.2.2.1	<p>Amended to delete 2.2.2.1 and replaced with new minimum intensification targets for municipalities.</p> <p>a. A minimum of 60 per cent of all residential development occurring annually within each of the City of Hamilton and the Regions of Peel, Waterloo and York will be within the <i>delineated built-up area</i>;</p> <p>b. A minimum of 50 per cent of all residential development occurring annually within each of the Cities of Barrie, Brantford, Guelph, Orillia and Peterborough and the Regions of Durham, Halton and Niagara will be within the <i>delineated built-up area</i>;</p>	Managing growth in Greater Golden Horseshoe is important. The proposed policy change, which lowers minimum intensification targets, will impact the rate at which new land is required and will necessitate earlier urban boundary expansions and substantial investment in public infrastructure to support this growth.
9.	2.2.4.4	<p>Amended by replacing 2.2.4.4 with “For a particular major <i>transit station area</i>, the Minister may approve a target that is lower than the applicable target established in policy 2.2.4.3 where it has been demonstrated that this target cannot be achieved because:</p> <p>a. Development is prohibited by provincial policy or severely restricted on a significant portion of lands within the delineated area; or</p> <p>b. There are a limited number of resident and jobs associated with the built form, but a <i>major trip generator</i> or feeder service will sustain high ridership at the station or stop.</p>	The intent of this policy is supported by CH. However, clarity could be improved by providing examples of where development may be restricted by provincial policy and by requiring municipalities to demonstrate that there are no applicable provincial policies that restrict targets. For example, restrictions in development potential may be present because of risks associated with natural hazards (e.g., flooding or erosion). The nature and extent of these restrictions should be identified as part of the justification to the Minister for not achieving the target.

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10.	2.2.7.2	<p>Amended to delete 2.2.7.2 and replace with new minimum density targets for municipalities.</p> <p>The minimum density target applicable to the <i>designated greenfield area</i> of each upper- and single-tier municipality is as follows:</p> <ul style="list-style-type: none"> a. The City of Hamilton and the Regions of Peel, Waterloo and York will plan to achieve within the horizon of this Plan a minimum density target that is not less than 60 residents and jobs combined per hectare; b. The Cities of Barrie, Brantford, Guelph, Orillia and Peterborough and the Regions of Durham, Halton and Niagara will plan to achieve within the horizon of this Plan a minimum density target that is not less than 50 residents and jobs combined per hectare; 	Refer to Comment #8.
11.	2.2.8.3 a)	Amended by deleting “are” and replacing it with “is sufficient capacity in” and deleting “to support the achievement of <i>complete communities</i> ”.	CH supports the development of complete communities, where people can live, work and play in a clean, healthy and safe environment. CH recommends that the current wording of the Growth Plan be maintained as it provides a clearer picture of the overall goal.
12.	2.2.8.3 c) & d)	Amended such that 2.2.8.3 c) and d) are deleted and replaced with “the proposed expansion would be informed by applicable water and wastewater master plans or equivalent and <i>stormwater master plans</i> or equivalent, as appropriate;”.	<p>It is understandable that there is a desire to focus on outcomes rather than specifying types of studies required for settlement boundary expansions, particularly because the nomenclature for similar studies often differs across municipalities. However, the proposed policy deletes references to policies 3.2.6 and 3.2.7, which provide important direction on the type of studies and information needed to support boundary expansions and good planning. CH recommends that the revised policy be amended to reinstate references to policy 3.2.6 and 3.2.7.</p> <p>CH also recommends that the policy be revised to state that the proposed</p>

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			expansion would “align with” rather than “be informed by” the applicable plans. These studies must demonstrate that proposed land use changes and development will not compromise the safety and health of residents or the environment. New development should be consistent with the recommendations outlined in these studies.
13.	2.2.8.3 e) (new 2.2.8.3 d))	Amended by deleting “watershed planning or equivalent has demonstrated that, “adding “water, wastewater and stormwater” and deleting “not negatively impact” and replacing it with “be planned and demonstrated to avoid, or if avoidance is not possible, minimize and mitigate any potential negative impacts on watershed conditions and”.	<p>CH finds this proposed change problematic. Focusing only on water, wastewater and stormwater servicing is too narrow in scope. Integrated watershed planning (or equivalent) provides a means for Conservation Authorities, municipalities and other stakeholders to consider important factors beyond water, wastewater and stormwater and that should be considered as part of any boundary expansion. This includes, but is not limited to, natural heritage features and areas, as well as environmental, economic, social considerations at the watershed scale. A subwatershed plan may be the more appropriate scale of study to undertake for most boundary expansion proposals. It is recommended that the proposed change be removed and the following modification be made to require that “subwatershed planning or equivalent has demonstrated that,”</p> <p>Furthermore, the addition of the phrase “be planned and demonstrated to avoid, or if avoidance is not possible, minimize and mitigate any potential negative impacts on watershed conditions and...”, as the test for “negative impacts on watershed conditions” is ambiguous and will be difficult to implement without reference to how the assessment should occur. There are clear policy tests for natural heritage and water resource features already identified in the Provincial Policy Statement and Growth Plan which would conflict with this proposed change (e.g., PPS states that no development is permitted in significant wetlands or significant wildlife habitat unless it is demonstrated that there will be “no negative impacts” the features or functions). The most effective way of demonstrating how these tests will be met is through a subwatershed plan or equivalent.</p>
14.	2.2.8.3 g)	Amended to delete entire 2.2.8.3 g) that states: “for settlement areas that receive their water from or discharge their sewage to inland lakes, rivers, or groundwater, a completed	It is important for municipalities to ensure that a proposed boundary expansion does not compromise surface or groundwater quality. The Province should not remove a test that protects Ontarians from poor water quality. CH strongly recommends that the existing policy be reinstated. See Comment #13 above.

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		environmental assessment for new or expanded services has identified how expanded water and wastewater treatment capacity would be addressed in a manner that is fiscally and environmentally sustainable;”	
15.	2.2.8.4	Amended to delete entire 2.2.8.4 and replaced in part by a policy that states: “...Notwithstanding policy 2.2.8.2 and 5.2.4.3, a <i>settlement area</i> boundary expansion may occur in advance of a <i>municipal comprehensive review</i> , provided...”	Refer to Comment #5.
16.	2.2.9.7 d)	Amended to add new policy 2.2.9.7 d) that states: “Notwithstanding policy 2.2.8.2, minor adjustments may be made to the boundaries of <i>rural settlements</i> outside of a <i>municipal comprehensive review</i> , subject to the following: d) Sections 2 (Wise Use and Management of Resources) and 3 (Protecting Public Health and Safety) of the PPS are applied.”	CH supports the inclusion of Policy 2.2.9.7 d) and recommends that a similar policy be considered for inclusion in 2.2.8 Settlement Area Boundary.
17.	3.2.1.2	Amended by adding “, environmental planning”, by deleting “ <i>infrastructure</i> master plans, asset management plans, community energy plans, <i>watershed planning</i> , environmental assessments, and other” and by deleting “where appropriate.”	CH supports “ <i>environmental planning</i> ” but is unclear what the provincial expectation is in this regard. In order to avoid confusion, as well as interpretation and implementation challenges, CH recommends that the Province clarify its intentions and expectations by adding a definition or further explanation of what is meant by the term.
18.	3.2.6 & 3.2.7	Both policies are Amended to add: “...informed by watershed planning <u>or equivalent</u> ”	As defined in the Growth Plan, watershed planning can be done at different scales and scopes. However, it’s purpose is not defined in the Growth Plan. It is CH’s position that a watershed plan provides context for watershed management in general (sets a context for conservation authority, stakeholder and municipal resource management programs and projects) and informs the development of general land use and servicing approaches in municipal Official Plans.

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Specific Comments and Recommendations from Halton Region Conservation Authority (Conservation Halton), February 12, 2019

Comment #	Policy	Proposed Growth Plan Amendment	CH Comment
			A subwatershed plan is typically done for catchment areas being prepared for greenfield development or land use change prior to development or change, to protect the health and safety of residents and environmental features and functions doing and after construction. Typically, this is where the approach to water and wastewater systems and stormwater management is addressed. The Growth Plan is not clear on when these different studies should be used and for what purpose. It is recommended that the definitions contained in Section 7 be revisited and that references to watershed planning and subwatershed planning (and equivalents) be used in the proper context throughout the Growth Plan. Otherwise, the interpretation of what type of planning is needed and when will be confusing and ambiguous.
19.	4.1	Amended by deleting “the long-term goal of net-zero” and replacing it with “environmentally sustainable”.	Refer to Comment #3.
20.	4.2.1.3	Amended by deleting 4.2.1.3 and splitting it into two policies as follows “ <i>Watershed planning</i> or equivalent will inform: a) The identification of <i>water resource systems</i> ; b) The protection, enhancement, or restoration of the <i>quality and quantity of water</i> ; c) Decisions on allocation of growth d) Planning for water, wastewater, and stormwater <i>infrastructure</i> . A new policy 4.2.1.4 would read, “Planning for large-scale development in designated greenfield areas, including secondary plans, will be informed by a <i>subwatershed plan</i> or equivalent.”	This revision provides additional clarity regarding the need for watershed and subwatershed planning. However, the difference between the two should be clearer. See Comment #18. CH recommends that an additional bullet point be added to the list of what the watershed plan will inform as follows: “e) the identification of natural hazards such as flooding, erosion, wetlands and other hazardous lands. In addition, the new policy 4.2.1.4 should specify that planning should be aligned with subwatershed plans as per CH’s Comment #12.
21.	4.2.2.4	Amended to delete 4.2.2.4 and replaced with a new policy that states: “Provincial mapping of the <i>Natural Heritage System for the Growth Plan</i> does not apply until it has been	CH supports the Province’s intent to have mapping that better reflects local conditions and that is based on better data and at a more refined scale. CH also supports transition policies for implementing the <i>NHS for the Growth Plan</i> .

Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe (EBR Registry Number: 013-4504)
Specific Comments and Recommendations from Halton Region Conservation Authority (Conservation Halton), February 12, 2019

Comment #	Policy	Proposed Growth Plan Amendment	CH Comment
		implemented in the applicable upper- or single-tier official plan. Until that time, the policies in this Plan that refer to the <i>Natural Heritage System for the Growth Plan</i> will apply outside <i>settlement areas</i> to the natural heritage systems identified in official plans that were approved and in effect as of July 1, 2017.”	Mapping natural heritage features has been undertaken by Conservation Authorities and municipalities, although further work may be required to refine the boundaries. CH is pleased to assist in refining mapping and providing data to municipalities and the Province.
22.	4.2.2.5	Amended to delete 4.2.2.5 and replaced with a new policy that states: “Upper- and single-tier municipalities may refine provincial mapping of the <i>Natural Heritage System for the Growth Plan</i> at the time of initial implementation in their official plans. For upper-tier municipalities, the initial implementation of provincial mapping may be done separately for each lower-tier municipality. After the <i>Natural Heritage System for the Growth Plan</i> has been implemented in official plans, further refinements may only occur through a <i>municipal comprehensive review</i> .”	It is CH’s understanding that the Natural Heritage System for the Growth Plan applies to areas outside of settlement areas and that revisions to the Natural Heritage System (NHS) mapping that are within the settlement boundaries can occur through the planning process (e.g., NHS mapping within settlement boundaries can be refined through more detailed environmental studies and/or official plan amendments). This nuance is very difficult to distinguish. CH recommends that further clarity on this point be included in the amendments to the Growth Plan.
23.	Definitions	There have been several proposed revisions to existing definitions in the Growth Plan. An addition is being suggested for the definition of subwatershed plan, “, as available at the time a <i>subwatershed plan</i> is completed,”	CH supports the revisions to most definitions and recommends that definitions be provided for the terms “ <i>environmentally sustainable</i> ” and “ <i>environmental planning</i> ”. Further changes to the definition of watershed planning and subwatershed planning are suggested as per CH Comment # 18. Moreover, the addition of wording to the definition of subwatershed planning should include a time frame for how long the study is valid before it needs to be updated. This would avoid the submission of development proposals based on outdated information and old policy rules.

REPORT TO: Board of Directors

REPORT NO: 02 19 07

FROM: Barbara J. Veale, Director Planning & Regulations

DATE: February 28, 2019

SUBJECT: **Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06 October 1, 2018 to December 31, 2018**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the Permits and Letters of Permission issued by staff under Ontario Regulation 162/06 for the period of October 1, 2018 to December 31, 2018, as identified in the staff report dated February 28, 2019.**

Report

Between October 1, 2018 and December 31, 2018, 79 Permits and 6 Letters of Permission were issued (see attached table). All approvals were reviewed and approved in accordance with Board approved policies contained in *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document April 27, 2006, revised November 26, 2015.*

Impact on Strategic Goals


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

Financial Impact

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

Signed & respectfully submitted:

Approved for circulation:



Barbara J. Veale
Director, Planning & Regulations



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Kellie McCormack, 905-336-1158 x 2228; kmccormack@hrca.on.ca

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Burlington						
A/16/B/76	5479 **REISSUE**	0 Guelph Line (ROW - Prospect to Mainway)	**REISSUE** Installation of a 900mm diameter feedermain and 300mm diameter distribution main (using trenchless and open trench methods) within the limits of the floodplain of Roseland Creek within the Guelph Line & Prospect Street Right of Ways.	13-11-2018	26-11-2018	Paul Bond
A/16/B/77	5480 **REISSUE**	0 Mainway (ROW)	**REISSUE** - Proposed installation of a 900mm diameter feedermain (using trenchless technology and open trench methods) within the regulatory limits associated with Roseland Creek within the Mainway Right of Way.	13-11-2018	26-11-2018	Paul Bond
A/17/B/125	5798 **REVISED**	4480 Escarpment Drive	**REVISED** Proposed construction of a new single dwelling, driveway, retaining wall, septic system and future garage to be located within 30 and 120 metres of a Provincially Significant Wetland (PSW).	16-11-2018	19-11-2018	Cassandra Connolly
A/18/B/39	5898 **REVISED**	6121 Guelph Line	**REVISED** Proposed excavation and grading associated with the construction of a dwelling with a covered porch and concrete cistern, and the installation of a new septic within 15 metres of the stable top of bank associated with the valley of Bronte Creek.	11-10-2018	12-10-2018	Cassandra Connolly
A/18/B/40	5904 **REVISED**	3051 Britannia Road	**REVISED** - Proposed reconstruction of a dwelling to include an addition, construction of a rear deck and septic system replacement within the 6 to 15 metre floodplain setback associated with Bronte Creek, but no closer than existing.	09-11-2018	09-11-2018	Ola Panczyk
A/18/B/02	6014 **REISSUED**	1767 Heather Hills Drive	**REISSUE** Proposed restoration and stabilization of section of Hager Creek and associated valley slope in order to protect private property.	12-07-2018	13-12-2018	Cassandra Connolly
A/18/B/99	6076 **REVISED**	2049 Angus Court	**REVISED** Proposed new pool and interlock patio with retaining wall to be located within the floodplain of Appleby Creek and the associated 7.5 metre regulatory allowance.	26-10-2018	31-10-2018	Cassandra Connolly
A/18/B/125	6097 **REVISED**	4016 Alexan Court	**REVISED** Proposed installation of a new in-ground swimming pool, concrete patio and deck and gazebo within the floodplain of Shoreacres creek and the 7.5 metre regulatory allowance.	14-11-2018	16-11-2018	Cassandra Connolly
A/18/B/105	6078	3162 - 4100 Britannia Road	Proposed removal of corroded drain pipes and replacement with new pipes on the deck and the removal, repair, and replacement of concrete at the girder soffit of the bridge conveying Bronte Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project (B-110016).	30-08-2018	04-10-2018	Cassandra Connolly
A/18/B/110	6079	4425 No. 4 Sideroad	Proposed removal and replacement of corroded drain pipes and the coring and placement of new pipes on the deck of the bridge conveying Bronte Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project (B-210008).	30-08-2018	09-10-2018	Cassandra Connolly
S/18/B/28	6080	140 Secord Lane	Proposed in-ground pool partially located within the erosion hazard of Lake Ontario.	28-09-2018	09-10-2018	Cassandra Connolly
A/18/B/122	6081	0 Brant Street (140m North of Upper Middle Rd)	Proposed replacement of a 14.0 metre long section of 0.2m diameter sanitary sewer along Brant Street via open cut due to insufficient slope. The works are located within the regulatory setback associated with the flooding and erosion hazards of Upper Rambo Creek.	26-09-2018	11-10-2018	Paul Bond

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/B/123	6082	1141 - 1145 Crofton Way	Proposed replacement of approximately 25 m section of 0.2m diameter sanitary sewer along Crofton Way via open cut within the flooding hazard associated with Upper Rambo Creek.	26-09-2018	11-10-2018	Paul Bond
A/18/B/94	6084	1323 Hidden Valley Road	Proposed reconstruction of a 1 storey dwelling, detached garage, septic system, and well within the floodplain and valley associated with Grindstone Creek.	20-09-2018	19-10-2018	Cassandra Connolly
A/18/B/113	6085	3111 Glencrest Road	Proposed routing and sealing asphalt and the repair and replacement of cracked and delaminated concrete on the soffit and abutments of a bridge and culvert conveying Roseland Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project.(B-310008)	30-08-2018	16-10-2018	Cassandra Connolly
A/18/B/106	6086	New Street (b/w Deerhurst & Amanda)	Proposed repair, patching, and replacement of cracked and delaminated concrete on the outside walls of a bridge and barrier walls of a culvert conveying Sheldon Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project.(C-110025)	30-08-2018	16-10-2018	Cassandra Connolly
A/18/B/130	6089	2066 McKerlie Crescent	Proposed installation of an in-ground swimming pool within the 7.5 metre regulatory allowance from the meander belt erosion hazard associated with Appleby Creek.	16-10-2018	17-10-2018	Cassandra Connolly
A/18/B/132	6091	6474 Panton Street	Proposed new storage shed within the 15 metre regulatory allowance, but no closer than 6 metres, of the top of bank erosion hazard associated with the valley of Bronte Creek.	17-10-2018	18-10-2018	Cassandra Connolly
A/18/B/133	6092	4476 Escarpment Drive	Proposed installation of 55 metres of NPS 1-1/4" natural gas pipeline, within 30-120 metres of a Provincially Significant Wetland, to service a new residential customer.	17-10-2018	05-11-2018	Cassandra Connolly
A/18/B/17	6094	0 Appleby Line (@ Bronte Creek)	Proposed restoration of the Appleby Line road drainage outlet, including construction of a new stormwater drainage system including the outlet swale along the western roadside ditch to its confluence with Bronte Creek and associated works within the flooding and erosion hazards associated with Bronte Creek. (PR2733J).	17-10-2018	19-10-2018	Paul Bond
A/18/B/127	6095	4245 No. 4 Sideroad	Proposed second storey addition and deck to be constructed between 6 and 15 metres of the top of bank associated with a valley of Bronte Creek, but no closer to the erosion hazard than existing.	11-10-2018	19-10-2018	Ola Panczyk
A/18/B/128	6098	1293 Beaufort Drive	Proposed second storey addition and deck to be constructed between 6 and 7.5 metres of the top of bank associated with a valley of Upper Rambo Creek, but no closer to the erosion hazard than existing.	12-10-2018	22-10-2018	Ola Panczyk
A/18/B/107	6099	5491 Spruce Avenue (behind)	Proposed routing and sealing cracks on asphalt pavement and repair and replacement of deteriorated concrete on the underside of the precast slab girder on a bridge and culvert conveying Sheldon Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (B-210001)	30-08-2018	22-10-2018	Cassandra Connolly

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/B/96	7000	5117 New Street (E. of 5447 Timber)	Proposed installation of rip rap within Appleby Creek, the repair and replacement of asphalt, and the removal, repair, and replacement of cracked and delaminated concrete on the soffit and abutment of a bridge and culvert conveying Appleby Creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (B-110003)	30-08-2018	22-10-2018	Cassandra Connolly
A/18/B/97	7001	4260 - 4304 Lakeshore Road (w. of 4306)	Proposed removal and replacement of spalled, cracked, and delaminated concrete on the soffit of a bridge and culvert conveying Shoreacres creek as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (B-110004)	30-08-2018	22-10-2018	Cassandra Connolly
A/18/B/101	7002	5008 - 5054 Spruce Avenue	Proposed installation of rip rap to match existing invert level of a culvert conveying Appleby Creek and installation of a standard connection between the culvert concrete parapet wall and guide rails as part of the City of Burlington's Bridge and Culvert Minor Rehabilitation Project. (C-22002)	30-08-2018	22-10-2018	Cassandra Connolly
A/18/B/22	7006	1034 Shepherd's Drive	Proposed rear deck that will partially encroach within 7.5 metres of the floodplain associated with Indian Creek.	15-10-2018	24-10-2018	Ola Panczyk
A/18/B/126	7010	2395 No. 1 Sideroad (easement at rear)	Proposed preventative maintenance dig of an existing Enbridge pipeline requiring the temporary crossing of a tributary of Grindstone Creek and works located within 30-120 metres of a Provincially Significant Wetland (PSW).	12-10-2018	29-10-2018	Cassandra Connolly
A/18/B/89	7015	4118a Cedar Springs Road	Two proposed integrity digs located within the floodplain associated with a tributary of Grindstone Creek and adjacent to a wetland greater than 2 hectares in size.	01-11-2018	06-11-2018	Ola Panczyk
A/18/B/135	7019	1100 Walkers Line (south of)	Proposed temporary protection of an existing Bell pole within the flooding and erosion hazards associated with Tuck Creek.	30-10-2018	12-11-2018	Cassandra Connolly
A/18/B/136	7022	1154 King Road	Proposed new stormwater outfall which includes a pipe, headwall and wing walls. The construction of an outfall channel, and associated grading and landscaping works within the flooding and erosion hazards associated with Indian Creek	06-11-2018	16-11-2018	Ola Panczyk
S/18/B/10	7024	90 Oaklands Park Court	Proposed repairs to shoreline protection works within Hamilton Harbour/Burlington Bay	22-10-2018	21-11-2018	Charles Priddle
A/18/B/137	7026	676 Bayshore Boulevard	Proposed construction of dormers to the existing dwelling and a new rear deck within 7.5 metres of the top of bank erosion hazard associated with the valley of West Aldershot Creek	21-11-2018	26-11-2018	Cassandra Connolly
A/18/B/118	7028	0 No. 8 Sideroad (b/w Guelph Line & Twiss Rd)	Proposed ditch maintenance and sediment removal from a culvert conveying Bronte Creek within the City of Burlington right-of-way.	12-11-2018	29-11-2018	Cassandra Connolly
A/17/B/49	7031	From Lakeshore to 260m upstream	Proposed erosion control works to repair channel deterioration along Roseland Creek extending 260 metres upstream from Lakeshore Road within the creek corridor.	02-11-2018	03-12-2018	Ben Davis
A/18/B/32	7040	1265 Tyandaga Park Drive (Tyandaga Golf Club)	Proposed reconstruction of an existing asphalt golf cart path, grading work and installation of a retaining wall within the valley of Upper Rambo Creek.	19-11-2018	07-12-2018	Cassandra Connolly
A/18/B/31	7044	1324 Nevarc Drive	Proposed stone retaining wall, swim spa and deck with stairs within the valley of Grindstone Creek.	17-12-2018	18-12-2018	Cassandra Connolly
S/18/B/32	7046	3249 Lakeshore Road	Routine maintenance work involving the replacement of HDPE chlorine intake pipes, diffuser and sluice gates as part of the Burlington Water Purification Plant within the regulated shoreline hazard of Lake Ontario. (PR 3176A)	07-12-2018	19-12-2018	Paul Bond

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/17/B/26	7049	0 Duncaster Road	Proposed bank stabilization and armourstone wall within Rambo Creek.	19-10-2018	20-12-2018	Cassandra Connolly
A/18/B/134	Letter of Permission	4476 Escarpment Drive	Proposed in-ground swimming pool, interlock deck, and wood pavilion to be located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	01-11-2018	01-11-2018	Cassandra Connolly

Halton Hills

A/18/HH/17	7005	11245 Fifth Sideroad	Proposed creation of a new amphibian pond measuring approximately 450 square metres between 30 and 120 metres of a Provincially Significant Wetland (PSW).	10/2/2018	10/24/2018	Laura Head
A/18/HH/14	Letter of Permission	13056 Third Line	Proposed re-grading and stabilization of a portion of the bank of Sixteen Mile Creek	10/19/2018	10/23/2018	Laura Head

Hamilton

A/18/H/46	7004	1085 Tenth Concession Road West	Proposed construction of 26 new mobile homes and associated septic beds within 30 - 120 metres of a Provincially Significant Wetland (PSW)	10/18/2018	10/23/2018	Cassandra Connolly
A/18/H/06	7008	0 Mountain Brow Road (Culvert replacement)	A proposed tie-in from a newly constructed channel within Mountain Brow Road right-of-way to the headwaters of a tributary of Grindstone Creek.	10/23/2018	10/24/2018	Cassandra Connolly
A/18/H/38	7013	374 Fifth Concession Road East	Proposed construction of a warehouse within 30-120 metres of a Provincially Significant Wetland (PSW).	10/23/2018	11/1/2018	Ola Panczyk
A/18/H/45	7014	518 Parkside Drive	Proposed installation of approximately 20 metres of NPS 1 ¼" natural gas pipeline adjacent to a wetland greater than 2 hectares in size.	11/1/2018	11/5/2018	Ola Panczyk
A/18/H/49	7021	375 Fifth Concession Road West	Proposed construction of two minor additions to the existing building and expansion of paved areas within the floodplain associated with Grindstone Creek.	10/31/2018	11/19/2018	Ola Panczyk
A/18/H/50	7029	78 Thomson Drive	Proposed construction of a new rear deck to be located between 6 and 15 metres of the top of bank associated with a valley of Grindstone Creek.	11/20/2018	11/29/2018	Cassandra Connolly
A/18/H/51	7035	1630 Six Highway North	Proposed replacement of an existing septic tank within the floodplain of Bronte Creek.	12/3/2018	12/4/2018	Cassandra Connolly
A/18/H/52	7038	7 Oldenburg Road	Proposed installation of 20m of NPS 1 1/4" natural gas pipeline within 30 - 120 metres of a wetland greater than 2 hectares in size.	12/5/2018	12/6/2018	Cassandra Connolly
A/18/H/53	7051	43 Parkshore Place	Proposed construction of a new sunroom and deck within 6 to 15 metres of the top of bank associated with a valley of Bronte Creek	12/19/2018	12/20/2018	Cassandra Connolly
A/18/H/16	Letter of Permission	103 Seventh Concession Road East	Proposed demolition of the existing dwelling and construction of a new two-storey dwelling and associated driveway and septic system between 30 & 120 metres of a Provincially Significant Wetland (PSW).	10/10/2018	10/12/2018	Cassandra Connolly
A/18/H/29	Letter of Permission	1117 Edgewood Road	**REVISED** Proposed sunroom addition and rear deck to be located between 30 & 120 metres of a Provincially Significant Wetland (PSW)	10/3/2018	10/3/2018	Cassandra Connolly

Milton

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/16/M/78	6096 **REVISED **	Tremaine Road ROW (south of No. 3 Sideroad)	**REVISED** the proposed construction of a new 72.5m 3-span bridge across the East Branch of Sixteen Mile Creek with additional excavation in the floodplain and enhanced with a new by-pass channel to increase the conveyance capacity of the crossing as part of the Tremaine Road extension project. These works are in addition to the previously approved shoring works (shoring in advance of Bridge structure) on October 19, 2018.	10/18/2018	12/19/2018	Ekaterina Sapozhnikova
A/16/M/78	6096 **REVISED **	Tremaine Road ROW (south of No. 3 Sideroad)	**REVISED** the proposed construction of a new 72.5m 3-span bridge across the East Branch of Sixteen Mile Creek with additional excavation in the floodplain and enhanced with a new by-pass channel to increase the conveyance capacity of the crossing as part of the Tremaine Road extension project. These works are in addition to the previously approved shoring works (shoring in advance of Bridge structure) on October 19, 2018.	12/17/2018	12/19/2018	Ekaterina Sapozhnikova
A/18/M/101	7047	50 Steeles Avenue East	The proposed construction of two additional multi-tenant industrial buildings (each 1814 m2) and associated asphalt parking area between 30m and 120m of a Provincially Significant Wetland (PSW).	11/30/2018	12/19/2018	Laura Schreiner
A/18/M/102	7048	50 Steeles Avenue East	Proposed removal of an abandoned tank and restoration within the valley of Sixteen Mile Creek and within 30 metres of a Provincially Significant Wetland (PSW).	11/30/2018	12/19/2018	Laura Schreiner
A/18/M/103	7033	2068 Fifteenth Sideroad	Proposed installation of 46m of NPS 1 1/4" pipeline within 30 and 120m of the Badenoch Moffat Provincially Significant Wetland Complex.	12/3/2018	12/4/2018	Ben Davis
A/18/M/105	7050	885 Lower Base Line	Proposed construction of a 19' x 24' deck and installation of a 500 gallon propane tank between 6 and 15 metres of the valley associated with Sixteen Mile Creek.	12/18/2018	12/20/2018	Ben Davis
A/18/M/29	7012	0 Fifteenth Sideroad (First Line to Cedar Trail)	Proposed construction of a multi-use path sidewalk within an existing road allowance and adjacent to portions of the Badenoch-Moffat Provincially Significant Wetland Complex.	10/24/2018	11/1/2018	Ben Davis
A/18/M/77	6090	10253 Second Line	Proposed placement of 38,811.20 cubic metres of clean fill to gradually slope an existing horse track within 30 and 120 metres of a Provincially Significant Wetland (PSW).	10/9/2018	10/18/2018	Ben Davis
A/18/M/78	6088	11855 Britannia Road	Proposed septic tank replacement in same location as existing; within 15 metres of the floodplain associated with Sixteen Mile Creek.	10/17/2018	10/17/2018	Ben Davis
A/18/M/79	7016	0 Regional Road 25	Proposed installation of 102.7m of 4" communication cable conduit beneath a tributary of Sixteen Mile Creek by directional drilling.	11/7/2018	11/9/2018	Ben Davis
A/18/M/85	7003	7056 Appleby Line	Proposed demolition of existing sunroom and deck; decommissioning of existing sewage system and installation of new sewage system; construction of a new deck and new ground floor and second floor additions and site alterations within 15 metres of the floodplain and meander belt associated with Bronte Creek.	10/18/2018	10/23/2018	Emma DeFields
A/18/M/87	7023	0 Britannia Road (440m East of Tremaine)	Proposed rehabilitation of the existing 24400mm x 1070mm concrete box culvert located in Indian Creek to ensure its' structural stability including localized concrete replacement and associated works. (PR 2280)	11/21/2018	11/21/2018	Paul Bond

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/M/99	7027	480 Alymer Crescent	Proposed modifications of an existing SWM Pond (Pond 8B) emergency spillway within the floodplain associated with a tributary of Sixteen Mile Creek.	11/26/2018	11/27/2018	Ben Davis
A/18/M/104	Letter of Permission	100 Martin Street	Proposed replacement of an existing 14ft x 65ft deck to be located between 30 and 120m metres of a Provincially Significant Wetland (PSW).	12/10/2018	12/11/2018	Ben Davis
A/18/M/97	Letter of Permission	6086 Campbellville Road	Proposed construction of a one-storey rear addition and one-storey side addition to an existing dwelling located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	11/9/2018	11/12/2018	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/17/M/27	Letter of Permission **REVISED**	0 First Line	Proposed installation of a vertical geothermal system on a property within 30 to 120 metres of a Provincially Significant Wetland (PSW).	11/5/2018	11/5/2018	Ben Davis

Mississauga						
A/18/MS/07	Letter of Permission	6135 Lisgar Drive	Proposed installation of a 32ft x 23.5ft portable that is located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	10/15/2018	10/23/2018	Ben Davis

Oakville						
A/15/O/33	7020	1255 Lakeshore Road	Proposed construction of a new bridge across Lower Morrison Creek and a new driveway within the floodplain and meander belt of Lower Morrison Creek.	11/9/2018	11/13/2018	Laura Head
A/17/O/24	7041	4449 Regional Road 25	Proposed upgrades to the Biosolids Management Centre pump station and forcemain, including new watermain and new sanitary connection, crossing under tributaries of Sixteen Mile Creek and within 30 metres of Provincially Significant Wetlands (PSWs).	12/11/2018	12/13/2018	Emma DeFields
A/18/O/17	6087	151 Randall Street	Proposed construction of a Mechanically Stabilized Earth (MSE) Wall to stabilize a failure within the valley of Sixteen Mile Creek.	10/9/2018	10/17/2018	Charles Priddle
A/18/O/35	7037	479 Avon Crescent	Proposed construction of a new two-storey dwelling within the valley of Lower Wedgewood Creek.	11/12/2018	12/5/2018	Laura Head
A/18/O/48	6083	0 Royal Windsor Drive (behind 2175 Cornwall)	Proposed Trans-Northern Pipeline integrity dig within the flooding hazard of Joshua's Creek.	10/5/2018	10/12/2018	Laura Head
A/18/O/53	7025	0 Dundas Street West	Proposed installation of a temporary 12m x 600mm culvert within tributary MC-4A of McCraney Creek to enable agricultural/farm access for field cultivation. (PR 2538)	11/8/2018	11/21/2018	Paul Bond
A/18/O/60	7030	156 Randall Street	Proposed construction of storm sewer and watermain connections and associated grading restoration within the 15 metre allowance from the stable top of bank associated with Sixteen Mile Creek.	11/28/2018	11/30/2018	Emma DeFields
A/18/O/61	7032	2311 Devon Road	Proposed second storey deck within 7.5 metres of the stable top of bank associated with Joshua's Creek and a kitchen bay window located outside of the Regulated Area.	11/23/2018	12/4/2018	Laura Head
A/18/O/62	7039	1400 The Canadian Road	Proposed installation of a temporary tent within the floodplain associated with Lower Wedgewood Creek.	12/5/2018	12/7/2018	Laura Head
A/18/O/63	7045	0 William Halton Line (Sixth Line to Trafalgar Rd)	Proposed construction of a 1.8km section of a 4-lane roadway (William Halton Parkway) from west of Sixth Line, easterly to west of Trafalgar Road, including a 1143mm x 737mm concrete horizontal elliptical amphibian crossing and approximately 200m of retaining wall within 120m of a regulated wetland (PSW). (PR 2263 D)	12/4/2018	12/18/2018	Paul Bond
A/18/O/64	7042	3164 Ninth Line (Area 2)	Proposed site grading and road construction including a cross culvert within 120m, but beyond 30m of the North Oakville-Milton East Wetland Complex, a Provincially Significant Wetland (PSW).	12/10/2018	12/13/2018	Charles Priddle
A/18/O/65	7043	3164 Ninth Line (Area 3)	Proposed site grading and road construction including a cross culvert within 120m, but beyond 30m of the North Oakville-Milton East Wetland Complex, a Provincially Significant Wetland (PSW).	12/10/2018	12/13/2018	Charles Priddle
S/18/O/26	6077	3266 Shelburne Place	Proposed reconstruction and expansion of a single family dwelling, including porches and associated landscaping that meet appropriate setbacks within the erosion hazard of Lake Ontario.	9/10/2018	10/1/2018	Charles Priddle

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
S/18/O/28	7011	97 Forsythe Street	Proposed dredging within the mouth of 16 Mile creek to maintain navigation - Shipyard Park to Oyster Bay (97 Forsythe Street).	10/2/2018	10/30/2018	Charles Priddle
S/18/O/34	7034	22 George Street	Proposed construction of an attached garage on a property that is partially regulated by the erosion hazard of Lake Ontario.	11/28/2018	12/4/2018	Laura Head

Puslinch						
A/18/P/01	6002	0 Little Road (east of 11th Conc.)	Proposed emergency replacement of two culverts that convey a tributary of Bronte Creek.	13-07-2018	19-07-2018	Charles Priddle
A/18/P/03	6019	4162 Eleventh Concession Road	Proposed replacement of a 600mm x 12m CSP culvert within the floodplain associated with a tributary of Bronte Creek.	03-07-2018	07-08-2018	Ben Davis

REPORT TO: Board of Directors

REPORT NO: # 02 19 08

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

DATE: February 28, 2019

SUBJECT: Payroll System Upgrade

Recommendation

THAT the Conservation Halton Board of Directors approve advancing the upgrade of the payroll system from the 2020 capital forecast to 2019 with a total implementation cost for Phases 1 and 2 of \$89,500;

THAT Conservation Halton enters into a three-year agreement with Ceridian for the payroll system upgrade implementation and annual payroll services;

THAT the upgrade be funded as proposed in the report for Phases 1 and 2 with deferred capital funding for \$33,375 and a transfer from the Watershed Management Stabilization Reserve of up to \$6,925 for Watershed Management and Support Services allocated costs and a transfer from the Conservation Areas capital reserve up to \$49,200;

THAT the payroll system be included in future budgets and forecasts for future upgrades at least every 5 years consistent with the digital transformation objectives in the strategic plan and

FURTHER THAT the estimated costs for payroll processing in 2019 be funded by savings expected in benefit costs.

Executive Summary

Staff have identified the need to upgrade the payroll system and are requesting approval to enter into an agreement with the current payroll service provider for an upgrade of the current payroll system and annual payroll services for a three-year period. The payroll system upgrade was included in the 2020 Information Technology (IT) Infrastructure upgrades capital forecast in the 2019 Budget.

Funding for the payroll upgrade project would be through existing capital funding and transfers from reserves. The upgrade will achieve greater efficiencies for Finance, Human Resources and program staff resources that are needed to complete the biweekly payroll process. The upgrade will also result in the reduced risk of payroll errors, additional information and reporting to allow for better cost management and analysis and improved document management of numerous employee files. The Phase 2 upgrade will also reduce the legal risk related to the Human Resource function specifically related to compensation, performance management and recruitment.

Report

Payroll payments to employees and the Board of Directors and the related deductions for amounts owing for various benefits are currently processed bi-weekly using an external payroll provider, Ceridian. Ceridian was awarded the payroll services contract as a result of a request for proposal process with implementation completed in late 2010. Prior to that time payroll was processed internally by staff through the accounting system payroll module. Staff recommended the outsourcing of the payroll process after a cost benefit analysis.

Upgrading technology and software is a best practice that should be completed on a regular basis; however, since the original implementation, there have been no significant investments in upgrading the Ceridian payroll system.

Conservation Halton has one full time staff dedicated to the payroll function with back up performed by other staff when needed. The payroll function was transferred to the Finance department in September 2017 from Human Resources. Currently there are 132 full time employees and approximately 600 part time employees working primarily at Glen Eden. Salaries and benefit expenses represent the most significant expense of the Conservation Halton operating budget at \$19.1 million or almost 66% of the total 2019 operating budget of \$29.1 million.

The current payroll system poses many challenges to staff involved in the bi-weekly payroll process resulting in significant inefficiencies. Staff have also been advised by Ceridian that support for the existing payroll system will no longer be offered by the end of 2020. The upgrade of the payroll system has been identified in 2019 as a priority issue. The upgrade of the payroll system was originally included for \$60,000 in the 2020 IT Infrastructure capital forecast in the 2019 budget.

Conservation Halton staff are recommending that an upgrade from the current Ceridian InSync system to the Ceridian Dayforce system be implemented in 2019. The current payroll system is very limited in the information and reports that can be generated so that analysis of payroll costs has to be done manually. Payroll costs are provided for the total pay period rather than on a daily basis. Payroll expense accruals to the end of the month from the last pay period are estimated manually by Finance staff based on the total pay period costs. This process results in less than accurate cost accruals which can be especially significant for the year end audited financial statements with the increased number of part time staff in the parks at this time.

The current system reporting limitations were evident with the implementation of the 21% increase in the minimum wage to \$14 in January 2018. Part time staff costs included in the 2019 budget for the Conservation Areas are almost \$4 million. Without available data from the payroll system it is extremely difficult to isolate the amount of the minimum wage impact from service level increases.

The Ceridian Dayforce system has been demonstrated to various staff stakeholder groups with positive responses. A demonstration of the current accounting system payroll module was done, and it was felt that it would not be adequate in meeting various needs for staff and payroll cost information.

The Ceridian Dayforce system will offer many advances from the current system. Part time staff will be able to clock in using their cell phones which will allow for more efficient park opening procedures. Payroll costs can be provided daily to assist park staff with better managing their part time staff budgets and labour cost to revenue ratios. The Ceridian Dayforce system will allow for a digital document management system of employee information reducing storage space needs for current paper-based

files. The system will also achieve greater efficiencies of Human Resource and Park staff resources currently needed for the recruitment and onboarding of staff through electronic processes.

Phase 1 of the upgrade will be for the Dayforce Payroll module that includes some Human Resource information, onboarding, employee self service, unlimited pay runs and the ability for built in tutorials for staff. Phase 2 of the proposed system upgrade will include additional modules for performance management, compensation planning, recruitment and dashboards which would provide a more robust Human Resources Information System.

Implementation and annual costs

Ceridian has provided estimated implementation and annual recurring costs based on the average annual employees on the system and a further three-year agreement as follows:

			Implementation Costs Phase 1 & Phase 2	Estimated Annual Recurring Costs (3 year agreement)
Phase				
Phase 1 - Payroll module & time clocks			\$71,000	\$71,200
Phase 2 modules			\$6,800	\$40,200
Contingency - 15%			<u>\$11,700</u>	<u>\$0</u>
Total Estimated Costs Phases 1 & 2			<u>\$89,500</u>	<u>\$111,400</u>

Ceridian has indicated the current implementation lead time is approximately four months, so the earliest implementation will start, is July 1, 2019. Ceridian has also estimated a four to six-month implementation time, so the system upgrade can be in place by November 1, 2019 prior to the start of the 2019 – 2020 ski season. A 15% contingency has been included in the implementation project cost to account for any increases in estimated costs based on the average number of employees and other incidental costs that may arise.

The system upgrade implementation and recurring costs need to be allocated for program funding purposes. In the 2019 budget, part time staff numbers are converted to FTE staff positions for consistency in comparisons. The Watershed Management and Support Services (WMSS) programs have 113 FTE's and the Conservation Areas have 136 FTE's for a total of 249 FTE staff. Based on the total 2019 budget FTE's, the WMSS programs represents 45% of total FTE staff and the Conservation Areas is 55%.

Based on this ratio the allocation of the payroll upgrade costs are as follows:

				Conservation	
Costs			WMSS 45%	Areas 55%	Total 100%
Implementation					
Phase 1			\$36,800	\$44,900	\$81,700
Phase 2			<u>\$3,500</u>	<u>\$4,300</u>	<u>\$7,800</u>
Total Implementation Phases 1 & 2			<u>\$40,300</u>	<u>\$49,200</u>	<u>\$89,500</u>
Recurring annual charges					
Total Phase 1 Recurring			\$32,000	\$39,200	\$71,200
Total Phase 2 Recurring			<u>\$18,100</u>	<u>\$22,100</u>	<u>\$40,200</u>
Total Recurring Charges			<u>\$50,100</u>	<u>\$61,300</u>	<u>\$111,400</u>

Staff are recommending the implementation costs of \$89,500 be funded through deferred municipal capital funding of \$33,375 that was previously approved by the Board to be designated for further accounting system upgrades and transfers from WMSS and Conservation Area reserves. There are no accounting system upgrades planned for 2019 requiring this funding and future upgrades will be included in future budgets and capital forecasts.

In the 2019 budget, the payroll recurring services charges budget is \$30,000 and the 2018 actual amount was closer to \$40,000 with \$10,000 in higher actual charges for park seasonal staff. The increase in annual total costs to \$111,400 would require an increase in annual expenses over the \$30,000 budget amount of \$81,400. For 2019, assuming a November implementation for Phase 1 the upgrade would result in an increase in recurring charges of almost \$7,000. This increase in costs could be accommodated in the 2019 budget. The Conservation Authority group insurance provider recently announced reduced health and dental rates for 2019 that would provide annual benefit savings over the amount included in the budget of \$55,000 per year. The increased total annual payroll charges of \$81,400 could be partially offset in the future by these benefit cost savings.

Impact on Strategic Goals


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

Financial Impact


The implementation of the Ceridian Dayforce system upgrade would result in more efficient processes and more effective use of staff resources. The new system would also result in significant improvements in the ability to manage staff salary and benefit costs which is the largest expense in the operating budget. The advancing of the implementation to 2019 from 2020 will result in project funding requirements for 2019 with funding sources that have been identified and 2019 budget variances that can be accommodated in the current budget as outlined in the table below:

			2019 Budget	2019 Projected Actuals	2020 Estimated Actuals
Capital Budget					
Implementation					
WMSS			\$0	\$40,300	\$0
Conservation Areas			\$0	\$49,200	\$0
Total Costs			\$0	\$89,500	\$0
Funding					
Transfer from deferred capital revenue			\$0	\$33,375	\$0
Transfer from WMSS Stabilization Reserve			\$0	\$6,925	\$0
Transfer from Cons. Areas Capital Reserve			\$0	\$49,200	\$0
Total Funding			\$0	\$89,500	\$0
Operating Budget					
Recurring annual charges					
WMSS - Current system			\$15,000	\$12,500	\$0
Conservation Areas - Current			\$15,000	\$20,800	\$0
WMSS - Phase 1				\$5,300	\$32,000
Conservation Areas - Phase 1				\$6,500	\$39,200
WMSS - Phase 2				\$0	\$18,100
Conservation Areas - Phase 2				\$0	\$22,100
Total Costs			\$30,000	\$45,100	\$111,400
Funding:					
WMSS - 2019 operating budget			\$15,000	\$15,000	\$15,000
Cons. Areas - 2019 operating budget			\$15,000	\$15,000	\$15,000
WMSS - 2019 est. benefit cost savings				\$2,800	\$40,000
Cons. Areas-2019 est. benefit cost savings				\$12,300	\$15,000
WMSS - 2020 budget impact					-\$4,900
Cons. Areas - 2020 budget impact					\$31,300
Total Funding			\$30,000	\$45,100	\$111,400

Signed & respectfully submitted:


Marnie Piggot
Director, Finance

Approved for circulation:


Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

REPORT TO: Board of Directors

REPORT NO: # 02 19 09

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

DATE: February 28, 2019

SUBJECT: Planning, Permits and Parks Rates and Fees Review

Recommendation

THAT the Conservation Halton Board of Directors approve a guiding principle for the setting of fees for services, not funded through other funding sources, of a target recovery rate of 100% of costs for the review of planning and permit applications and Conservation Areas, consistent with the recommended methodology outlined in the Watson Rates and Fees Review reports;

THAT for fees below the 100% costs recovery target level, fee increases be phased in to the extent possible during the annual budget process and

FURTHER THAT the Watson & Associates Rates and Fees reports be received for information.

Executive Summary

A comprehensive rates and fees review has been recently completed by Conservation Halton staff working with Watson & Associates Economists. Watson & Associates were selected in June 2018 as the consultant after a request for proposal process. The rates and fees review was included in the 2018 capital budget with a total budget of \$60,000. Conservation Halton has not previously undertaken a rates and fees review and staff are not aware of any other Conservation Authority completing a similar review.

Watson & Associates was retained to complete a comprehensive review of Conservation Halton's program rates and fees to ensure costs are being recovered and to provide recommendations on updates to program rates and fees. The review included the development of an activity-based costing user fee model for planning, permit and park fees. The model that was developed by Watson & Associates has been provided to Conservation Halton staff along with training on the application of the model. The model will provide the technology for staff going forward for developing recommended annual fee increases and fees for other services while taking into account the full cost of providing the services.

An overview of the review completed, summary of the findings and the recommendations prepared by Watson & Associates are included in this staff report. The reports prepared by Watson & Associates for Planning Application, Permit Fees and Parks Program Fees are attached for information. Andrew Grunda, Principal with Watson & Associates will be in attendance at the February 28, 2019 Board of Directors meeting to present an overview of the review they conducted and their fee recommendations.

Report

Background

Conservation Halton offers a wide range of services and programs for which user fees are charged to recover the costs of providing those programs and services. Conservation Halton has been proactive in ensuring cost recovery is achieved for the programs and services provided to mitigate annual municipal funding increases. Self generated program revenues of \$16.1 million included in the 2019 operating budget account for 46% of Conservation Halton's total annual funding sources. The most significant of these revenues are derived from planning and permit services and Conservation Area park program fees.

Annually planning, permit and park fees are reviewed by staff during the budget process and adjusted for inflation and market conditions. Recommendations for annual increases in these fees are made by staff and are approved by the Board of Directors. The updated fee schedules are posted on the Conservation Halton website.

Conservation Halton's watershed and neighbouring municipalities have been experiencing significant population growth along with residential and industrial development over the last few years that is expected to continue in the near term. This growth has impacted the delivery of services provided by Conservation Halton through greater demand for services requiring increased resources for program delivery to meet service levels. The delivery of services by Conservation Halton is expected to be undertaken while maintaining municipal funding increases within regional guidelines of approximately 3.5% annually and ensuring that park fee increases are competitive and affordable.

Planning and permitting services are currently funded partly by applicants and municipal funding included in the annual budget. Planning services includes plan input and plan review. Plan input includes the review of policies, long-range plans generated by municipalities and other non-revenue generating services that are partly funded by municipal funding. Plan review includes the review of planning applications under the Planning Act. Conservation Halton has historically set fees for planning services based using a 100% cost recovery guideline. Conservation Halton also administers Ontario Regulation 162/06 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation on a fee-for-service basis and a guideline of 80% cost recovery was previously approved by the Board of Directors for these fees.

The Conservation Authorities Act Section 21 empowers Conservation Authorities to set rates and charge fees for services. The Ministry of Natural Resource and Forestry policy regarding the charging of fees encourages Conservation Authorities to be more self-sufficient by applying the user pay principle. The policy also states that fees for planning and permitting services should be designed to recover but not exceed the costs associated with administering and delivering these services. The policy further states that fees for planning services should be designed in conjunction with planning authorities and section 69 of the Planning Act.

Program User Fees Rationale

The rationale for charging program user fees is that those who benefit from a service should be the one to pay for the cost of providing the service including capital replacement costs for the assets used. Historically, Conservation Halton has had a philosophy of maximizing user fees to mitigate municipal funding increases. According to Conservation Halton budget principles, the Conservation Areas recreation programs do not receive municipal funding. Annual park operating surpluses fund reserves to sustain long-term capital infrastructure requirements in the parks. Good business practices would require that staff look at all of the costs required to provide the services Conservation Halton offers.

Program user fees allow for adjustments in programs and services to meet service demands and they promote efficiency in the allocation of public resources and reduce wasteful consumption of public services. Since user fees are based on consumption they provide insight into the levels of service to be provided. However, user fees do not always provide a secure source of revenue and are subject to fluctuations resulting from variances in service demands. Conservation Halton has established separate stabilization reserves for Watershed Management and Support Services and Conservation Areas programs to fund significant variances in program revenues that cannot be accommodated within the annual budget.

Rates and Fees Review

Over the last several months, staff have spent considerable time working with the consultant to develop an activity-based costing (ABC) methodology to establish user fees. The ABC model identifies and accumulates all direct and indirect operating costs as well as capital costs associated with providing services. Direct operating costs include such items as labour costs, materials and supplies and purchased services directly attributable to a program or service. Direct costs also include capital asset replacement costs for facilities and other assets used in the delivery of the services. Indirect costs are the operating costs associated with staff supporting the direct service departments such as Finance, Human Resources and Information Technology staff.

Staff time is the most significant component in the cost of services provided. Significant analysis was performed by staff and the consultant to determine staff effort in delivering services compared to the total available staff resource capacity. A process review was completed in 2017 for planning and permitting services so that the services costed in the rates and fee review ensure an efficient service delivery process.

Once total costs were determined for each service, the calculated costs were compared to estimated revenue based on 2018 fees to determine the cost recovery rate for planning, permits, other reviews and the parks. The review also included a comparison of fees with those of neighbouring Conservation Authorities, municipalities and Conservation Halton market competitors.

Consultant findings and fee recommendations

The attached Rates and Fees Review reports prepared by Watson & Associates for Planning Application, Permit and Parks provide the respective current cost recovery percentages. Planning application fees are recovering 74% of the overall total cost of these service with cost recovery rates ranging from 9% to 97%. Permit fees are recovering 72% of the full costs of service. Other reviews include subwatershed studies, municipal EA reviews and Niagara Escarpment Plan amendments are currently recovering 4% of the total activity-based costs.

A summary of the current cost recovery percentages compared to estimated 2018 fees annual revenue determined through the Watson review are included in the following chart.

Program or Services	Direct Costs	Indirect Costs	Capital Costs	2018 Activity Based Total Costs	2018 Fees Annual Revenue	Activity Based Cost Recovery %	Shortfall in Revenue over Total Activity Based Costs
Planning	\$ 1,210,102	\$ 366,295	\$ 26,226	\$ 1,602,623	\$ 1,181,310	74%	-\$ 421,313
Permit	\$ 798,620	\$ 240,902	\$ 17,237	\$ 1,056,759	\$ 762,038	72%	-\$ 294,721
Other Reviews	\$ 364,743	\$ 107,314	\$ 7,685	\$ 479,742	\$ 19,296	4%	-\$ 460,446
Parks	\$9,478,014	\$3,322,416	\$2,246,181	\$15,046,611	\$12,888,231	86%	-\$ 2,158,380

Watson & Associates has provided fee recommendations in the reports to improve cost recovery and close the gap to achieve 100% cost recovery. The current shortfall in activity costs over annual revenue for the planning and permit review process is generally funded by the allocation of municipal funding to the Planning and Watershed Management program.

The fee increases recommended for implementation March 1, 2019 for planning, permit and other review services have been provided in a separate staff report in the February 28, 2019 Board of Director meeting agenda. The fees recommended by staff are expected to achieve 99% cost recovery for the review of planning and permit applications. The recommended fee increases will also allow for the partial reallocation of municipal funding from the Planning and Watershed Management program to other needs such as strategic initiatives and other priority needs.

Fee recommendations for Kelso/Glen Eden programs were approved at the November 22, 2018 Board of Directors meeting. According to the Watson & Associates Parks report the fee increases recommended by staff are estimated to have the potential to increase annual revenues by \$451,000 and increase the cost recovery percentage to 89%. Staff are recommending no significant further fees increases be implemented for the parks at this time. Future fee increases will be considered in conjunction with the 2020 budget process. The gap in the parks total activity-based costs from annual estimated revenues is the primarily the result of the allocation of capital costs. Future fee increases, and the annual budgets will need to continue to ensure the transfer of park operating surpluses to the capital reserve to ensure funds are set aside for capital asset replacement included in the Asset Management Plan currently being developed.

Other factors will also be considered for park and recreational services fees such as market comparisons and affordable access to services. Conservation Halton does participate through the Region of Halton in a Fee Assistance program to provide affordable access to recreation for low income families.

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

Conservation Halton delivers its planning, permit and park services to an increasing number of residents in the watershed and visitors to its Conservation Areas. The adoption of the user fee model and 100% cost recovery approach will assist Conservation Halton in achieving a more equitable approach to user fees with the customer benefiting from the service paying for the service. The recommended fees to be implemented or phased in will result in some additional revenues to reduce the municipal funding required for planning and permit activities and meeting budget target amounts. The 2019 budget ten-year forecast provides for the Rates and Fees review to be updated every five years.

Signed & respectfully submitted:



Marnie Piggot
Director, Finance

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Marnie Piggot 905-336-1158, ext. 2240
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REPORT TO: Board of Directors

REPORT NO: 02 19 10

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

DATE: February 28, 2019

SUBJECT: **Proposed 2019 Plan Review and Permit Application Fee Schedules**
CH File Number: ADM 049

Recommendation

THAT the Conservation Halton Board of Directors **approve a target cost recovery rate of 100% for the review and processing of both planning and permit applications, effective March 1, 2019;**

THAT the Conservation Halton Board of Directors **approve the proposed Plan Review and Permit Application Fee Schedules as outlined in the staff report entitled “Proposed 2019 Plan Review and Permit Application Fee Schedules,” dated February 28, 2019, with an effective date of March 1, 2019; provide appropriate notice to municipalities and neighbouring conservation authorities; and, post the revised fee schedules to the Conservation Halton website;**

THAT the Conservation Halton Board of Directors **direct staff to investigate opportunities for further cost recovery for other services provided through the Planning and Watershed Management Department;**

THAT the Conservation Halton Board of Directors **direct staff to review fees and recommend fee adjustments on an annual basis.**

Executive Summary

In 2018, Conservation Halton initiated a Rates and Fees Study (Watson Report) undertaken by Watson & Associates Economists Ltd. (Watson) and completed in January 2019. Based on the analysis undertaken by Watson and summarized in CH Report No. 02 19 09, Conservation Halton is currently recovering an average of 74% of the annual review cost for all categories of planning applications and 72% of the costs for all categories of permit applications.

The current Board-approved targets for cost recovery are 100% for planning applications and 80% for permit applications. The Watson Report recommends full cost recovery (100%) for both planning and permit reviews. Staff agree with this recommendation.

The attached proposed fee schedules correspond to the fee structures recommended in the Watson Report, with a few exceptions. The proposed fees include HST, where applicable, and are rounded to the nearest five dollars for ease of administration.

Staff recommends that the CH Board of Directors approve the 2019 proposed plan review and permit application fee schedules and direct staff to pursue cost recovery opportunities for other planning and permitting services, monitor processes and assumptions which support the assessment model, and bring proposed fee adjustments to the Board for approval on an annual basis.

Report

The Region of Halton is one of the fastest growing areas in Canada and it is anticipated that it will continue to grow rapidly. The staff complement in the Planning and Watershed Management Department has increased in past years to meet the growing demand for plan review and regulatory services and to improve service delivery.

Conservation Halton staff has implemented the majority of recommendations for streamlining internal review processes and improving customer services as recommended in the Process Re-engineering Review undertaken by McCauley and Moyle in 2017, and approved by the CH Board. While there is still opportunity for improvement, great strides have been taken to ensure that internal processes are efficient and do not duplicate other available review services. Staff's commitment to improving plan review and permitting services will continue.

The planning and permit fee schedules have been reviewed and adjusted on an annual basis based on estimated cost recovery rates. However, a comprehensive and rigorous assessment of the actual cost recovery rates based on direct (staffing, materials and supplies, peer review), indirect (support costs and corporate overhead costs) and capital costs (e.g., equipment, computer hardware) has never been done.

The current Board-approved targets for cost recovery are 100% for planning applications and 80% for permit applications. The Watson Report recommends full cost recovery (100%) for both planning and permit reviews. It also estimates the rate of cost recovery for planning and permit application review based on a rigorous methodology. Watson & Associates Economists Ltd. was hired in the fall of 2018, to undertake a Rates and Fees Study for Conservation Halton and to recommend appropriate fees for service.

Overall, the recommended fee structure has been calculated in 2018 dollar values and inflated to 2019 dollar values assuming a 3% inflation rate. Each application category was reviewed and recovery costs assigned, based on CH's planning and permit review process maps for each application type (using the process steps and the time it takes to process an "average" application of that type) and the calculated direct, indirect and capital costs. Adjustments were then made to the recommended fee structure to achieve a 100% recovery rate, rather than a blanket percentage increase. For some categories, the fee adjustment is greater than others. Through this review, the recommended fee structure was found to be in line with what other Conservation Authorities and municipalities in the GTA charge for similar reviews.

Proposed Fees for 2019

The attached proposed permit fee schedules correspond to the fees recommended in the Watson report, with a few exceptions as outlined in this report. The proposed permit fees are rounded to the nearest five dollars for ease of administration.

Proposed Permit Application Fee Schedule

The annual cost of processing permits is about \$1.05 million. All categories of permit fees are recovering less than 100% of costs with the exception of Solicitor, Real Estate, and Appraiser Inquiries. The overall cost recovery rate is currently 72%. The most significant permit fee increases are proposed for Major and Major Scale permit applications, based on the 2014-2017 average permit volumes and characteristics, while maintaining an affordable permit fee for private landowners (single residential/farm). The majority of increases are close to the 3% inflation rate.

Proposed Planning Application Fee Schedule

The annual costs of planning application reviews is \$1.6 million (without HST). All planning application fees in all categories are recovering less than the full cost of service, ranging from 24% for Minor Variance applications to 97% cost recovery for Technical Reviews. The overall cost recovery rate is 74%.

Major changes to the planning fee schedule relate to residential subdivision fees, technical review fees and consent and minor variance fees. The fee structure for subdivision applications has been designed to recognize the decreasing marginal costs of processing applications as they increase in size and consider fees imposed by municipalities. Technical review fees for complex studies such as Environmental Implementation Reports/Functional Servicing Studies (EIR/FSS) and Sub-watershed Impact Studies (SIS) or equivalents have been increased by 5.7%. In implementing these fees, Conservation Halton staff were advised to eliminate the existing dual fee system where different fee rates are applied to subdivision fees, depending on whether an EIR/FSS or SIS is submitted concurrently with the subdivision or not. The recommended fee structure now includes two separate fees, a Technical Review Fee and a subdivision fee, regardless of whether the two are submitted concurrently or not. This change will not result in a large increase in overall subdivision fees and will make the fee schedule much easier to understand and administer.

There is a substantial increase in the consent and minor variance fees proposed in 2019 to more accurately reflect the real costs associated with their review. However, the cost recovery rate is still below 100% for consent applications to bring them in line with municipal fees.

Other Conservation Halton Reviews

In consultation with Conservation Halton, the Watson Report recommends that a pre-application fee be imposed where a landowner is requesting technical analysis or a site visit/staking of regulated features prior to the submission of a permit or planning application. These fees would be credited against the review fee, once the application is received. This approach ensures that staff time spent on a file in advance of an application is adequately compensated for, particularly in those situations where the prospective applicant ultimately decides not to submit an application. These fees are included in the attached Schedule B.

For planning and permitting, the municipal levy to Conservation Halton is expected to cover the cost of reviewing Official Plans and municipal Official Plan Amendments, Comprehensive Zoning By-laws, Sub-watershed Studies, policy development and provincial/municipal policy and comprehensive plan reviews, federal and provincial Environmental Assessment (EA) reviews, development of CH submission guidelines, legal fees, other planning and permitting projects not associated with planning and permitting fees, and some other CH projects (some stewardship activities), in addition to the associated administrative support costs. The municipal levy also covers a portion of the technical review costs for municipal EAs. The non-revenue generating services provided by the Planning and Watershed Management department that is covered by municipal funding fluctuates on a yearly basis depending on the nature and extent of the services being requested.

Review fees charged for services listed in the “other” category include municipal Environmental Assessments, Niagara Escarpment Plan Amendments (applicant driven), and Aggregate License applications for new extraction or expansions. In addition to adjusting fees upward for these services and making funding for review services more consistent and sustainable, the Watson Report also recommends new fees for Sub-watershed Studies and NEC Development Permits. The fees collected for the “other” services combined represent only a 4% cost recovery rate in 2018.

In 2015, Conservation Halton introduced fees for the review of complex municipal Environmental Assessments under the *Environmental Assessment Act* (e.g., Master Plans, full Environmental Assessments, and Schedule B and C Environmental Assessments). These fees currently represent less than 25% of the cost of review. The Watson Report recommends that the fees be increased to provide a 100% cost recovery rate. In 2019, Conservation Halton staff recommends a much lower increase in EA fees to cover approximately 33% of the cost of review for the more complex EAs. The remainder of the cost would be covered by the municipal levy. It is further recommended that this recovery rate be reviewed in consultation with member municipalities on an annual basis.

Currently, Conservation Halton does not charge fees for the review of Niagara Escarpment Commission Development Permits at this time. Conservation Halton staff recommends that a fee not be imposed for this review because the Niagara Escarpment Commission does not charge applicants for this service and there is no mechanism for Conservation Halton to collect fees for this service.

Similarly, Conservation Halton does not charge fees for the technical review of Sub-watershed Studies undertaken by the municipality. Conservation Halton staff recommend that a fee not be charged for this review and that staff initiate discussion with municipalities to look at options for fee recovery.

Review fees for Aggregate Extraction Licenses are often related to a *Planning Act* application and the technical review fees are reflected in the Planning Fees Schedule. Fees for technical review of aggregate extraction proposals not associated with a *Planning Act* application are requested on a voluntary basis as there is no mechanism available to compel the landowner/applicant to pay for review.

Consultation

Consultation with the development community has been undertaken with the Halton Chapter of the Building Industry and Land Development Association (Canada) (BILD), as suggested in guidelines provided by the Ministry of Natural Resources and Forestry. A preliminary version of the fee schedules was circulated to the BILD members and discussed at the BILD/Conservation Halton liaison meeting held on January 23, 2019. A formal response from BILD requesting clarity for some fees was received on February 7, 2019. Conservation Halton staff responded to this correspondence on February 12, 2019. BILD has indicated that the increases appear reasonable.

The proposed fee schedules were also sent to all Planning Directors within Conservation Halton's jurisdiction for comment and input on January 24, 2019. No comments have been received.

In summary, the Watson Report demonstrates that fee adjustments for plan review services are required in order to achieve a 100% cost recovery rate for both planning and permit review services. If approved, the fee structure recommended for implementation on March 1, 2019 should provide more sustainable funding to support planning and permitting services.

Review and Annual Adjustments

As part of their contract, Watson has provided CH with a model which can be used to predict recovery costs should factors like staff changes, internal review processes or assumptions change. Staff recommends that review processes and assumptions built into the model be assessed on an annual basis. In addition, staff recommends that further opportunities to recover costs which are currently below the 100% recovery rate be actively pursued and that all of these factors be considered in the annual update of the planning and permitting fee schedules. It is anticipated that any significant changes in fees into the foreseeable future will be based mostly on inflation rates. Major adjustments should not be necessary for most planning and permit application categories.

Public Notification

Once approved, the fees schedules are typically posted to the Conservation Halton website and notices are sent to the municipal planning departments as well as neighbouring conservation authorities. It is recommended that this notification be undertaken immediately.

Impact on Strategic Goals

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

Financial Impact

The fee schedules more accurately reflect the actual cost of processing different types of permit and planning applications and have been structured to meet the 2019 budget for the review of planning and permit applications.

Signed & respectfully submitted by:



Barbara Veale, Director, Planning and
Watershed Management

Approved for circulation by:



Hassaan Basit
CAO/Secretary-Treasurer

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

APPLICATION TYPE	CATEGORY	FEE	HST (13%)	TOTAL FEE (incl. HST) 2018	FEE	HST (13%)	TOTAL FEE (incl. HST) 2019*
Subdivisions - Residential/Condominium Multi-Residential/Mixed Use	Base fee	\$ 4,535.40	\$ 589.60	\$ 5,125.00	\$ 5,969.03	\$ 775.97	\$ 6,745.00
	Residential per unit/lot (up to 25 units/lots)	\$ 203.54	\$ 26.46	\$ 230.00	\$ 269.91	\$ 35.09	\$ 305.00
	Residential per unit/lot (26-100 units/lots)				\$ 216.81	\$ 28.19	\$ 245.00
	Residential per unit/lot (101-200 units/lots)				\$ 172.57	\$ 22.43	\$ 195.00
	Residential per unit/lot (200+ units/lots)				\$ 137.17	\$ 17.83	\$ 155.00
	Per net hectare (note 2)	\$ 4,424.78	\$ 575.22	\$ 5,000.00			
	O - 2 ha				\$ 6,225.66	\$ 809.34	\$ 7,035.00
	Greater than 2 ha - 5 ha				\$ 4,991.15	\$ 648.85	\$ 5,640.00
	Greater than 5 ha - 10 ha				\$ 3,995.58	\$ 519.42	\$ 4,515.00
	Greater than 10 ha				\$ 3,185.84	\$ 414.16	\$ 3,600.00
	Clearances per phase (tech review required) (note 3)	\$ 3,185.84	\$ 414.16	\$ 3,600.00	\$ 3,283.19	\$ 426.81	\$ 3,710.00
	Clearances per phase (no tech review required)	\$ 1,084.07	\$ 140.93	\$ 1,225.00	\$ 1,119.47	\$ 145.53	\$ 1,265.00
Subdivisions - Industrial/Commercial	Base fee	\$ 4,535.40	\$ 589.60	\$ 5,125.00	\$ 5,969.03	\$ 775.97	\$ 6,745.00
	Per net hectare	\$ 4,424.78	\$ 575.22	\$ 5,000.00	\$ 5,823.01	\$ 756.99	\$ 6,580.00
	Clearances per phase (tech review required) (note 3)	\$ 3,185.84	\$ 414.16	\$ 3,600.00	\$ 3,283.19	\$ 426.81	\$ 3,710.00
	Clearances per phase (no tech review required)	\$ 1,084.07	\$ 140.93	\$ 1,225.00	\$ 1,119.47	\$ 145.53	\$ 1,265.00
Subdivisions - Revisions/Redlines	Major/Intermediate (note 4)	\$ 3,340.71	\$ 434.29	\$ 3,775.00	\$ 3,442.48	\$ 447.52	\$ 3,890.00
	Minor (note 4)	\$ 725.66	\$ 94.34	\$ 820.00	\$ 747.79	\$ 97.21	\$ 845.00
Technical Review - EIR/FSS/SIS (or equivalent)	Base Fee (25ha or less)	\$ 9,659.29	\$ 1,255.71	\$ 10,915.00	\$ 10,207.96	\$ 1,327.04	\$ 11,535.00
	Base Fee (25.1ha up to and including 50ha)	\$ 19,318.58	\$ 2,511.42	\$ 21,830.00	\$ 20,420.35	\$ 2,654.65	\$ 23,075.00
	Base Fee (greater than 50.1ha)	\$ 28,982.30	\$ 3,767.70	\$ 32,750.00	\$ 30,637.17	\$ 3,982.83	\$ 34,620.00
	Per gross hectare (note 1)	\$ 398.23	\$ 51.77	\$ 450.00	\$ 420.35	\$ 54.65	\$ 475.00
Official Plan Amendments	Large (greater than 2ha)	\$ 13,539.82	\$ 1,760.18	\$ 15,300.00	\$ 16,000.00	\$ 2,080.00	\$ 18,080.00
	Major	\$ 3,982.30	\$ 517.70	\$ 4,500.00	\$ 5,752.21	\$ 747.79	\$ 6,500.00
	Intermediate	\$ 2,477.88	\$ 322.12	\$ 2,800.00	\$ 3,805.31	\$ 494.69	\$ 4,300.00
	Minor	\$ 774.34	\$ 100.66	\$ 875.00	\$ 1,106.20	\$ 143.81	\$ 1,250.01
Zoning By-Law Amendments	Large (greater than 2ha)	\$ 13,539.82	\$ 1,760.18	\$ 15,300.00	\$ 16,000.00	\$ 2,080.00	\$ 18,080.00
	Major	\$ 3,982.30	\$ 517.70	\$ 4,500.00	\$ 5,752.21	\$ 747.79	\$ 6,500.00
	Intermediate	\$ 2,477.88	\$ 322.12	\$ 2,800.00	\$ 3,805.31	\$ 494.69	\$ 4,300.00
	Minor	\$ 774.34	\$ 100.66	\$ 875.00	\$ 1,106.20	\$ 143.80	\$ 1,250.00
Consents	Major/Intermediate	\$ 1,814.16	\$ 235.84	\$ 2,050.00	\$ 3,500.00	\$ 455.00	\$ 3,955.00
	Minor	\$ 774.34	\$ 100.66	\$ 875.00	\$ 1,849.56	\$ 240.44	\$ 2,090.00
Minor Variances	Major/Intermediate	\$ 615.04	\$ 79.96	\$ 695.00	\$ 1,601.77	\$ 208.23	\$ 1,810.00
	Minor	\$ 265.49	\$ 34.51	\$ 300.00	\$ 522.12	\$ 67.88	\$ 590.00
	No Objections Letter	\$ 88.50	\$ 11.50	\$ 100.00	\$ 106.20	\$ 13.80	\$ 120.00
Site Plans - Single Residential	Major	\$ 615.04	\$ 79.96	\$ 695.00	\$ 876.11	\$ 113.89	\$ 990.00
	Intermediate	\$ 384.96	\$ 50.04	\$ 435.00	\$ 550.44	\$ 71.56	\$ 622.00
	Minor (site visit required)	\$ 212.39	\$ 27.61	\$ 240.00	\$ 300.89	\$ 39.11	\$ 340.00
	Minor (no site visit requried)	\$ 88.50	\$ 11.50	\$ 100.00	\$ 128.32	\$ 16.68	\$ 145.00
Site Plans - Commercial/Industrial/Institutional/Multi-Residential > 2ha	Major (per gross ha)	\$ 4,424.78	\$ 575.22	\$ 5,000.00	\$ 5,500.00	\$ 715.00	\$ 6,215.00
	Intermediate	\$ 7,584.07	\$ 985.93	\$ 8,570.00	\$ 9,601.77	\$ 1,248.23	\$ 10,850.00
	Minor	\$ 1,446.90	\$ 188.10	\$ 1,635.00	\$ 2,000.00	\$ 260.00	\$ 2,260.00
	Clearance (technical review required) (note 3)	\$ 3,185.84	\$ 414.16	\$ 3,600.00	\$ 3,712.39	\$ 482.61	\$ 4,195.00
	Clearance (no technical review required)	\$ 1,084.07	\$ 140.93	\$ 1,225.00	\$ 1,261.06	\$ 163.94	\$ 1,425.00
Site Plans - Commercial/Industrial/Institutional/Multi-Residential < 2ha	Major	\$ 7,584.07	\$ 985.93	\$ 8,570.00	\$ 9,539.82	\$ 1,240.18	\$ 10,780.00
	Intermediate	\$ 4,292.04	\$ 557.96	\$ 4,850.00	\$ 6,199.11	\$ 805.88	\$ 7,005.00
	Minor	\$ 1,061.95	\$ 138.05	\$ 1,200.00	\$ 1,336.28	\$ 173.72	\$ 1,510.00
	Clearance (technical review required) (note 3)	\$ 1,446.90	\$ 188.10	\$ 1,635.00	\$ 1,685.84	\$ 219.16	\$ 1,905.00
	Clearance (no technical review required)	\$ 615.04	\$ 79.96	\$ 695.00	\$ 717.97	\$ 92.03	\$ 810.00
Municipal Site Alteration Applications	Major/Intermediate	\$ 1,769.91	\$ 230.09	\$ 2,000.00	\$ 3,477.88	\$ 452.12	\$ 3,930.00
	Minor	\$ 442.48	\$ 57.52	\$ 500.00	\$ 849.56	\$ 110.44	\$ 960.00
	Prior to draft plan approval (note 5)			\$ 5,000.00	\$ 8,700.00	\$ 1,131.00	\$ 9,831.00
Applicant-Driven Amendments (requiring re-circulation)	Major changes (% of current fee)			75%			75%
	Minor changes (% of current fee)			25%			25%
Resubmission due to incomplete application	% of current applicable application fee	\$ 9,292.04	\$ 1,207.96	25% up to \$10,500.00	\$ 9,570.80	\$ 1,244.20	25% up to \$ 10,815.00
Technical Study/Design Resubmission	Third Submission (note 5)			25% up to \$10,500.00			25% up to \$12,220.00
	Subsequent Submissions (per submission) (note 5)			50% up to \$21,000.00			50% up to \$24,425.00
File reactivation (inactive for 2 or more years)	Minor (note 6)	\$ 486.73	\$ 63.27	\$ 550.00	\$ 504.42	\$ 65.57	\$ 570.00
	Intermediate/Major (note 6)	\$ 995.58	\$ 129.42	\$ 1,125.00	\$ 1,026.55	\$ 133.45	\$ 1,160.00
Additional/Pre-consultation Site Visit	Single residential/Single farm (private landowner)	\$ 216.81	\$ 28.19	\$ 245.00	\$ 221.24	\$ 28.76	\$ 250.00
	Commercial/Industrial/Institutional/Residential (note 7)	\$ 1,261.06	\$ 163.94	\$ 1,425.00	\$ 1,305.31	\$ 169.69	\$ 1,475.00
Terms of Reference Technical Review	Terms of Reference Review (per submission)	\$ 1,446.90	\$ 188.10	\$ 1,635.00	\$ 1,491.15	\$ 193.85	\$ 1,685.00
Aggregate Extraction Application Below Water Table	No features of interest within 120 m of license limit	\$ 7,964.60	\$ 1,035.40	\$ 9,000.00	\$ 8,207.97	\$ 1,067.03	\$ 9,275.00
	Features of interest within 120m of license limit	\$ 75,221.24	\$ 9,778.76	\$ 85,000.00	\$ 77,477.88	\$ 10,072.12	\$ 87,550.00
Aggregate Extraction Application Above Water Table	No features of interest within 120m of license limit	\$ 707.96	\$ 92.04	\$ 800.00	\$ 730.01	\$ 94.89	\$ 824.90
	Features of interest within 120m of license limit	\$ 75,221.24	\$ 9,778.76	\$ 85,000.00	\$ 77,477.88	\$ 10,072.12	\$ 87,550.00
Other Reviews							
EA Review- Municipal/Other	Master Plan	\$ 7,964.60	\$ 1,035.40	\$ 9,000.00	\$ 12,000.00	\$ 1,560.00	\$ 13,560.00
	Individual EA	\$ 7,964.60	\$ 1,035.40	\$ 9,000.00	\$ 12,000.00	\$ 1,560.00	\$ 13,560.00
	Schedule A or A+			\$ -	\$ -	\$ -	\$ -
	Schedule B (or equivalent)	\$ 2,654.87	\$ 345.13	\$ 3,000.00	\$ 5,000.00	\$ 650.00	\$ 5,650.00
	Schedule C (or equivalent)	\$ 5,398.23	\$ 701.77	\$ 6,100.00	\$ 8,000.00	\$ 1,040.00	\$ 9,040.00
	EA Addendum Reports (note 8)	\$ 1,858.41	\$ 241.59	\$ 2,100.00	\$ 2,163.72	\$ 281.28	\$ 2,445.00
Niagara Escarpment Plan Amendments Applicant Driven	All Applications	\$ 3,384.96	\$ 440.04	\$ 3,825.00	\$ 16,000.00	\$ 2,080.00	\$ 18,080.00
Parkway Belt Applications	All Applications	\$ 774.34	\$ 100.66	\$ 875.00	\$ 3,000.00	\$ 390.00	\$ 3,390.00

* 2019 fees as recommended in Planning and Permit Fees Review by Watson and Associates Economists Ltd., January 2019 rounded to the nearest five (5) dollars and based on 100% cost recovery (Schedule "A" and "B"). Exceptions: Fees for Municipal EA reviews and consents are below the recommended fees. HST # 10746 2483 RT001

DEFINITIONS

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

Intermediate: an application is considered to be “intermediate” where one technical study is required by Conservation Halton

Major: an application is considered to be “major” where more than one technical study is required by Conservation Halton

Incomplete Submission: a submission is deemed to be “incomplete” where Conservation Halton has provided a checklist of requirements through the municipal pre-consultation process, and the application has not met all of the requirements, including fees

Applicant-Driven Revision: An amendment or revision to an application that has been initiate by a private landowner, after municipal approval has been granted.

Gross Hectare: Means the entire area subject to a planning application or technical study

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

GENERAL PROVISIONS

- **Plan Review Fees** – The application fee for plan review will be paid to the municipality at the time of filing an application. Other review fees will be paid directly to Conservation Halton.
- **Pre-application Technical Review** – A fee will apply for the review of a technical study/analysis where a planning submission has not yet been submitted as outlined on **Schedule B – Fees for Other Services**. This fee will be paid directly to Conservation Halton and must be paid prior to review. The review of one technical submission prior to a formal application will be deducted from the cost of the planning application at the time it is submitted. Any additional technical submissions received for review prior to a formal application will be charged separately and no additional deduction will be made.
- **Concurrent Applications** – Planning applications submitted concurrently for the same property (with the exception of Technical Reviews and Subdivisions) will be charged at 100% of the highest fee rate and 75% the fee for each additional planning application.
- **Peer Review Fees** – The cost for peer review of technical submissions will be borne by the applicant.
- **Additional Fees** – CH reserves the right to request additional fees, at a rate of \$160/hour (inclusive of HST). Additional fees are required for all applicant-initiated revisions.
- **Fee Appeal Process:** - Any dispute of fee calculations that cannot be resolved through consultation with Conservation Halton’s Senior Manager, Development Planning, Director of Planning and Watershed Management, and/or CAO’s office, can be appealed to the Board of Directors:

NOTES

Note 1: Technical Review Fee – A fee will be charged for the review of technical studies/analysis such as EIR/FSS/SIS or equivalent reports. This includes a base fee and a gross per hectare fee based on the extent of existing sub-catchment area. Technical review fees will be charged separately, whether a subdivision application is filed concurrently or not.

Note 2: Subdivision Fees - A per unit graduated fee applies to residential singles, duplexes, standard townhouses, and lane-based townhouses. The net hectare fee applies to multi-unit/mixed use residential (including, but not limited to, stacked townhouses, back-to-back townhouses, live-work units, and medium and high-rise units), industrial/commercial/institutional uses, and all other blocks as identified in the Net Hectare definition above.

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

Note 3: Revision and Clearance Fees – Fees will be paid directly to CH and must be paid prior to issuance of revised draft conditions or the final clearance letter (registration, pre-servicing and assumption). A draft plan modification fee will be applicable to applicant-driven revisions to a subdivision or condominium application. The prescribed fee assumes a standard approach to the issuance of the CH clearance. Should the applicant want to consider a different approach, CH will charge additional fees to cover administrative and any legal costs. The payment of additional fees does not guarantee that the alternative approach will be accepted.

Note 4: Additional Subdivision Fees – Where a subdivision has received draft plan approval, but conditions have not been cleared for a period of one (1) year after draft plan approval, CH reserves the right to request an additional plan review fee which represents the difference between the subdivision fee paid at the time of the initial review and the current subdivision fee. Similarly, where a subdivision has been draft plan approved and applicant-driven revisions are submitted subsequent to the approval, an additional plan review fee will be required.

Note 5: Technical Study/Design Resubmission – A fee will be charged directly to the applicant when technical reviews of required studies, plans, drawings and models go beyond two submissions. A graduated fee of 25% of the current fee for the third submission and 50% of the current fee for subsequent submissions will be charged.

Note 6: File Reactivation – A file reactivation fee will be charged for applications that have been inactive for two or more years. This fee will be charged in addition to the difference in the application fee paid with the original submission and the current approved fee. After five (5) years of inactivity, any technical or planning review will be charged the full current application submission fee.

Note 7: Pre-consultation – Applicants are encouraged to consult with CH staff prior to the submission of a planning application to confirm the nature and extent of the information required and the appropriate fee. CH reserves the right to request a preliminary pre-consultation fee. This fee will be deducted from the application fee if a formal application is submitted within one (1) year of the pre-consultation.

Note 8: Environmental Assessment Review Fees – Plan review fees for Environmental Assessments will not apply for Region of Halton infrastructure projects as the Region is funding a CH Regional Infrastructure Team.

CONSERVATION HALTON
2019 Fee Schedule
Development, Interference or Alteration Applications Pursuant to Ontario Regulation 162/06
EFFECTIVE March 1, 2019

<u>Category</u>	<u>Type</u>	<u>2018 Fee</u>	<u>Recommended 2019 Fee*</u>
Letter of Permission (see note 1)	<i>No site visit or technical review</i>	\$230	\$250
	<i>Technical Site visit or technical review</i>	\$385	\$490
	<i>Technical Site visit and technical review</i>	\$615	\$1,540
Private Landowner Single Residential/Single Farm	<i>Minor</i>	\$475	\$490
	<i>Intermediate</i>	\$1,380	\$1,600
	<i>Major</i>	\$3,425	\$5,210
Residential Multi-Unit Lots	<i>Minor</i>	\$1,750	\$1,900
Local Municipality, Utility	<i>Intermediate</i>	\$3,250	\$4,000
Industrial/Commercial/Institutional	<i>Major</i>	\$10,500	\$20,665
	<i>Major Scale</i>	\$16,000	\$27,500
Large Fill Placement (not associated with a planning application)	<i>Minor (< 30m³)</i>	\$475	\$490
	<i>Intermediate (> 30m³ but < 200 m³)</i>	\$3,000+\$0.50/ m³	\$3,500+\$0.55/m³
	<i>Large (equal to or > 200 m³)</i>	\$10,000+\$1.00/ m³	\$12,000+\$1.05/m³
Environmental Projects (Technical Review Required)		\$ 85	\$125
Fish Timing Window Extension		\$465	\$500
Red-Line Revisions by CH	<i>Minor (see note 2)</i>	25%	25%
	<i>Major (see note 2)</i>	\$1,500	\$1,500
Client-Driven Revisions	<i>Minor revisions in progress</i>	35%	35%
	<i>Major revisions in progress</i>	75%	75%
	<i>Minor revisions to approved permits (see note 3)</i>	50%	50%
	<i>Percentage of current fee for each additional technical submission (after 1st resubmission)</i>	50%	50%
Technical Resubmissions			
Additional Site Visit (Single Residential/Single Farm)			\$225
Additional Site Visit ((Major; Major scale)			\$1,825
Agreements	<i>Restoration (see note 4)</i>	Varies	
	<i>Compliance (see note 5)</i>	100% Surcharge	

Schedule “B”
Fees for Other Services
EFFECTIVE March 1, 2019

<u>Category</u>	<u>2018 Fee</u>	<u>Recommended 2019 Fee*</u>
Solicitor, Real Estate, Appraiser Inquiries (see note 6)	\$320	\$330
Clearance/No Objection Letters (Private Landowner Single Residential, Single Farm)		
No Site Visit	\$85	\$125
With Site Visit (visual inspection)	\$215	\$225
With Site Visit (staking top of bank or wetland)	\$385	\$400
With Site Visit & Technical Review (includes review of one report; requests for additional reviews will be charged at the rate of \$650 per technical submission)	\$615	\$650
Pre-Application Requests (no permit or planning application has been submitted) (Private Landowner Single Residential, Single Farm)		
With Site Visit (staking top of bank or wetland)		\$400
With One Technical Review (prior to application submission) (note 7)		\$650
Pre-Application Requests (no permit or planning application has been submitted) (Other)		
With Site Visit (staking top of bank or wetland) (per visit)		\$1,825
With One Technical Review (prior to application submission) (note 7)		\$1,490
Hard Copy Maps (per property)	\$20 (incl. HST)	\$20 (incl. HST)
Photocopies (per sheet)	\$0.50 (incl. HST)	\$0.50 (incl. HST)
HST # 10746 2483 RT001		

Definitions:

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

Intermediate: works require one technical study or detailed plan; an on-title agreement may be required.

Major: works require more than one technical study; an on-title agreement may be required; multi-disciplinary technical review is required

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

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

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

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

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

Interference: any act or instance which hinders, disrupts, degrades or impedes the natural features or hydrologic and ecologic functions of a wetland or watercourse.

General Provisions:

- All applications must be deemed complete including all technical studies and fees before the submission can be processed.
- Pre-consultation to determine the scale and scope of issues and the technical reports/studies required for the application to be deemed complete is encouraged. The applicant is responsible for undertaking required technical reports/studies. Fees determined through the pre-consultation process, including fees noted in formal checklists, are approximate only and based on the fee schedules in place and information available at the time of pre-consultation. The final fee may change at the time of submission if the technical review requirements have changed due to the availability of new information or if the fee schedule has changed subsequent to the pre-consultation.
- Fees charged are for administration purposes and are non-refundable. Permit applications will be closed if additional information/studies have been requested by Conservation Halton and no submissions have been received from the applicant within one year.
- Conservation Halton reserves the right to charge additional fees, at a rate of \$140.00/hr.
- Peer reviews may be required for technical reports, as necessary. The cost of peer review will be charged to the applicant.
- Where an application exceeds one year to process due to other approval processes (e.g., site plan; Niagara Escarpment Development Permit, etc.), it may remain active for a period of two years, if there are no major revisions. Where there are major revisions, a new permit application will be required.
- Except where specifically stated in the fee schedule (e.g., Letter of Permission, Inquiries), permit fees include one site visit. For major or major-scale permits not associated with single residential/single farm applications, the fee includes three site visits. A fee will be charged for additional site visits as per Schedule "A".
- Permits will be issued for the maximum of two years. Requests for permit issuance beyond the standard two-year time period (up to 5 years) will be considered for large projects such as municipal infrastructure. These permits require approval from the Conservation Halton Board of Directors and will be subject to an additional fee of 50% for each year the permit is valid beyond the standard two-year time period.
- Permit extensions and/or renewals will not be granted. However, applicants may re-apply for re-issuance of a permit for the original approved works in accordance with the most recent technical requirements. An additional fee of 50% of the current fee will be charged for each year the re-issuance of the permit is valid (up to two years). An expired permit is not valid. A new permit is required for any work which extends beyond the expiry date at the current fee rate.
- Permits are issued to current landowners and cannot be transferred to new owners. A change in ownership will require the submission of a new, complete permit application.
- In areas under the jurisdiction of the Niagara Escarpment Commission (NEC), Conservation Halton cannot issue a permit under Ontario 162/06 until a NEC Development Permit or Exemption Letter has been issued.
- Any dispute of fee calculations that cannot be resolved through consultation with Conservation Halton's Senior Manager, Development Planning, Director of Planning and Watershed Management, and/or CAO's office, can be appealed to the Board of Directors:

Notes:

- Note 1:** Letters of Permission are issued for certain activities adjacent to wetlands as per Policies 3.38.4 and 3.39.4 in the *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document (as amended)* or for minor works located within the regulated area but outside of the flood or erosion hazard that are less than 10 m² and require a municipal building permit but no site visit or technical review.
- Note 2:** Red-line revisions will be charged based on the time required to complete the revisions. Revisions requiring greater than two hours to complete will be considered major.
- Note 3:** Major revisions to permits already approved require the issuance of a new permit.
- Note 4:** Restoration agreements will be applied where violations can be fully removed from the regulated area. An administration fee based on the current applicable category plus a 100% surcharge will be charged, except for fill removal, where an administration fee equal to the base permit application fee for fill placement will be charged.
- Note 5:** Compliance agreements will be applied for violations that can meet Conservation Halton policies and regulatory requirements. An administration fee based on the current applicable category fee plus a 100% surcharge will be charged.
- Note 6:** Solicitor, real estate, or appraiser inquiries for information specific to a PIN (Property Identification Number) will be charged the inquiry fee for each PIN.
- Note 7:** The review of one technical submission prior to a formal application will be deducted from the cost of the permit application at the time it is submitted, if the application is received within one (1) year of the review of the technical submission. Any additional technical submission received for review prior to a formal application (as a result of major changes to the proposal) will be charged separately and no additional deduction will be made.

REPORT TO: Board of Directors

REPORT NO: # 02 19 11

FROM: Barbara Veale, Director, Planning and Watershed Management
Kim Barrett, Associate Director, Science and Partnerships

DATE: February 28, 2019

SUBJECT: Conservation Halton's Draft Comments on the Ontario
Endangered Species Act 10th Year Review Discussion Paper
ERO NO: 013-4143
CH File No: PPL 052

Recommendation

THAT the Conservation Halton Board of Directors **approve Conservation Halton's Draft Comments on the Ontario *Endangered Species Act* 10th Year Review Discussion Paper (as attached) and direct staff to submit them to the Ministry of Environment, Conservation and Parks.**

Executive Summary

The Ontario government is undertaking a review of the *Endangered Species Act* to improve protections for species at risk, consider modern and innovative approaches to achieve positive outcomes for species at risk, and streamline approvals and provide clarity to support economic development. The attached draft correspondence outlines Conservation Halton's response, including suggestions for moving forward. The deadline for submissions to the Province is March 4, 2019.

Report

The *Endangered Species Act* has been in effect for ten years. Conservation Halton staff supports the 10th Year Review. Rather than making wholesale legislative or regulatory changes, staff are of the opinion that improvements could be made to better streamline and integrate various approval processes, including the *Planning Act* or *Environmental Assessment Act*. This would help to make the *Endangered Species Act* approval process more efficient while ensuring that Ontario's species at risk are protected. Draft correspondence proposed to be submitted to the Ministry of Environment, Conservation and Parks on behalf of Conservation Halton is attached to this report.

Impact on Strategic Goals

This report supports the Metamorphosis strategic themes of Taking care of our growing communities; Protecting our natural, cultural, and scenic assets; and Protecting our natural, cultural, and scenic assets. The themes are supported by the objectives: to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities; and Strengthen conservation, restoration and responsible management of natural resources with a focus on evidence-based programs

Financial Impact

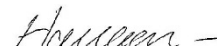
There is no financial impact to this report.

Signed & respectfully submitted:



Barbara J. Veale
Director, Planning and Watershed Management

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer



Kim Barrett
Associate Director, Science and Partnerships

FOR QUESTIONS ON CONTENT: Kim Barrett, 905.336.1158 x 2229; kbarrett@hrca.on.ca

February 11, 2019

Public Input Coordinator
Species Conservation Policy Branch
300 Water Street
Floor 5N
Peterborough ON K9J 3C7

BY EMAIL

To Whom It May Concern:

Re: **10th Year Review of Ontario's Endangered Species Act: Discussion Paper**
ERO number 013-4143
CH File No.: PPL 052

Conservation Halton has reviewed the above-referenced Discussion Paper on the Province's review of the Endangered Species Act and offers the comments below.

Area of Focus 1 - Landscape Approaches

In general, Conservation Halton supports the Province taking a landscape approach to managing of Species at Risk (SAR), including the protection and recovery of SAR. Although individual species will still require tailored management strategies based on their needs or threats, coordinating *Endangered Species Act* (ESA) authorizations within specified geographic areas will benefit SAR, as well as help to streamline and simplify approvals for proponents.

Notwithstanding, Conservation Halton recommends that local biodiversity be considered when determining areas of compensation and equal representation of compensation should be provided across the province.

In what circumstances would a more strategic approach support a proposed activity while also ensuring or improving outcomes for species at risk? (e.g., by using a landscape approach instead of a case-by-case approach, which tends to be species and/or site-specific.)

Circumstances where a more strategic approach would be beneficial include:

- Projects where a proponent requires authorization for more than one species at the same project location;
- Instances where different project proponents in proximity to one another require authorization for the same species; and
- As part of a larger planning process (e.g., Subwatershed Study for a Secondary Plan) where other components of a natural heritage system are being evaluated and management approaches are being developed.

Are there existing tools or processes that support managing for species risk at a landscape scale that could be recognized under the Endangered Species Act?

The municipal land use planning framework in Ontario provides a framework within which the ESA could be better integrated. An opportunity exists to integrate ESA approvals within key stages of the planning process, as well as other approvals (e.g., conservation authority approvals). In particular, an opportunity exists to better integrate ESA approval processes with higher level planning studies and approvals, as a more holistic and landscape approach can more easily be employed. If a land use proposal requires changes as a result of an ESA approval received late in the planning approval process, it can result in time delays and require additional agency review and/or revisions to the planning approval. Greater integration of approval processes and coordination among agencies would help to streamline processes for proponents. Conservation Authorities are well positioned to provide local expertise and on-the-ground knowledge that could assist the process.

Area of Focus 2: Listing Process and Protections for Species at Risk

What changes would improve the notification process of a new species being listed on the Species at Risk in Ontario List? (e.g., longer timelines before a species is listed.)

To improve the notification process, Conservation Halton recommends that the existing online platforms (e.g., COSSARO and the Natural Heritage Information Centre) be regularly updated so that stakeholders and the public are well advised of new listings. Listings should be current and accessible.

Should there be a different approach or alternative to automatic species and habitat protections? (e.g., longer transition periods or ministerial discretion on whether to apply, remove or temporarily delay protections for a threatened or endangered species, or its habitat.)

If listing decisions by COSSARO were made public immediately following meetings (as is the practice of COSEWIC), it would allow the Ministry to begin research and consultation with affected stakeholders earlier in the process. This would enable more timely development of recovery strategies and government response statements. Changing automatic species and habitat protections should be decoupled from the listing process.

In what circumstances would a different approach to automatic species and habitat protections be appropriate? (e.g., there is significant intersection between a species or its habitat and human activities, complexity in addressing species threats, or where a species' habitat is not limiting.)

Rather than making wholesale legislative or regulatory changes as it relates to the ESA, opportunities exists to better integrate ESA approvals within key stages of the planning process, as well as with other legislative or regulatory approvals (e.g., conservation authority approvals, environmental assessments).

How can the process regarding assessment and classification of a species by the Committee on the Status of Species at Risk in Ontario be improved? (e.g., request an additional review and assessment in cases where there is emerging science or conflicting information.)

Better communication among COSSARO, the review agencies and targeted stakeholders would improve the ESA assessment process. This would enable better understanding of Provincial priorities and upcoming listings when available. In addition, Conservation Halton recommends that efforts be made to keep the NHIC current and user friendly, which would facilitate better and more publicly accessible SAR information.

In what circumstances would a species and/or Ontarians benefit from additional time for the development of the Government Response Statement? (e.g., enable extending the timeline for the Government Response Statement when needed, such as when recovery approaches for a species are complex or when additional engagement is required with businesses, Indigenous peoples, landowners and conservation groups.)

Conservation Halton acknowledges that nine months may be an insufficient amount of time within which to develop a Government Response Statement (GRS) for complex species. However, caution should be exercised when considering extensions to this timeline. Additional time for the development of a GRS could be beneficial when the species' life cycle is complex and therefore additional time to prepare the GRS should be considered. Extensions should only occur when it is for the benefit of the species to slow down the process and in order to ensure that the GRS is well thought out. However, we recommend that the Province ensure that a GRS is released within a reasonable timeframe. Ideally, Ministry staff will commence research and consultation on complex species before species listing has been finalized.

In what circumstances would a longer timeline improve the merit and relevance of conducting a review of progress towards protection and recovery? (e.g., for species where additional

data is likely to be made available over a longer timeframe, or where stewardship actions are likely to be completed over a longer timeframe.)

Reporting on activities and work that has been completed is not the same as reporting on how the species population has responded to those interventions. There may be a need for a second type of reporting based on the demographic response of the species. The timing for such reporting would best be specified within the GRS based on the life history attributes of the species in question.

In what circumstances is the development of a habitat regulation warranted, or not warranted? (e.g., to improve certainty for businesses and others about the scope of habitat that is protected.)

Habitat regulations should be developed for every species within the timeframe specified within the Act; however, the following circumstances may warrant an extension of the timeline:

- When a species is only found within protected areas (e.g., Provincial Parks) and lack of a habitat regulation does not pose a risk of harm or impediment to species recovery; or,
- When the protection of historic or recovery habitat is not required to recover the species.

What new authorization tools could help businesses achieve benefits for species at risk? (e.g., in lieu of activity-based requirements enable paying into a conservation fund dedicated to species at risk conservation, or allow conservation banking to enable addressing requirements for species at risk prior to activities.)

Conservation Halton recommends that if a conservation fund or conservation banking is to be introduced, the decision should remain with an approval agency and be made on the basis of achieving positive outcomes for species at risk. The use of a conservation fund may be better than activity-based requirements if a species is under threat by factors other than habitat loss/degradation. Many Conservation Authorities would be able to deliver on-the-ground habitat improvements under alternative authorization tools such as conservation banking and/or a conservation fund and well-equipped to partner with the Province in this regard.

Notwithstanding, some of the potential pitfalls of a conservation fund or conservation banking includes:

- Loss of regional or watershed habitat and biodiversity in areas with high land values if offsets are provided elsewhere;
- Difficulty in establishing equivalency, additionality and monetary value of lost habitat plus overall benefit;
- Costs of administering a fund;
- Pressure to move toward a strictly cash-in-lieu approach solely for the purposes of expediency; and,

- For the fund, transfer of responsibility for providing offsets and overall benefit from the proponent to the Ministry.

Any efforts to move toward a conservation banking approach for species at risk should be coordinated with other provincial initiatives regarding offsetting.

Are there other approaches to authorizations that could enable applicants to take a more strategic or collaborative approach to address impacts to species at risk? (e.g., create a new authorization, such as a conservation agreement.)

Rather than creating a new authorization, Conservation Halton recommends that the ESA approval process be streamlined and better integrated with other approvals. Since the Province is often not involved in day-to-day planning matters that relate to other components of the natural heritage system (e.g., wetlands, woodlands) delegating responsibilities to Conservation Authorities or municipalities should be explored. This would help to reduce duplication of efforts and streamline processes.

What changes to authorization requirements would better enable economic development while providing positive outcomes and protections for species at risk? (e.g., simplify the requirements for a permit under s. 17(2) d, and exemptions set out by regulation.)

Conservation Halton believes that barriers to economic development are generally best addressed through procedural refinements that would allow for better integration with other legislative or regulatory frameworks rather than changes to the regulation.

How can the needs of species at risk be met in a way that is more efficient for activities subject to other legislative or regulatory frameworks? (e.g., better enable meeting Endangered Species Act requirements in other approval processes.)

As noted above, there is an opportunity to better integrate numerous approval processes. In areas of the province where they are present, Conservation Authorities have the local knowledge and expertise to assist the Province, particularly where they already provide technical advice to municipalities on ecological matters. The approval process could incorporate the need to address rules in regulation and/or provide overall benefit.

In what circumstances would enhanced inspection and compliance powers be warranted? (e.g., regulations.)

Conservation Halton recommends that enhanced inspection and compliance powers are warranted in areas of extreme species sensitivity or where pressure on the habitat is greater than elsewhere in the province.

General Comments

Conservation Halton supports the government's goal to improve protections for species at risk, implement modern and innovative approaches to achieve positive outcomes, and explore ways to streamline approvals and provide clarity to support economic development. With 10 years of implementation experience, there are several areas in which improvements can be made. As discussed above, many improvements could be made to update procedures and facilitate implementation and without extensive legislative changes.

Conservation Halton believes there are opportunities to modernize the implementation of the Act through better integration with planning and land use development frameworks. We would be pleased to discuss these opportunities further with Ministry staff.

Yours very truly,

Barbara Veale
Director, Planning and Watershed Management



10th Year Review of Ontario's Endangered Species Act: Discussion Paper

**Protecting and Recovering
Species at Risk in Ontario**

10th Year Review of Ontario's Endangered Species Act: Discussion Paper

PROTECTING AND RECOVERING SPECIES AT RISK IN ONTARIO

Protecting and recovering our province's species at risk is part of the Ministry of the Environment, Conservation and Parks' made-in-Ontario environment plan, "Preserving and Protecting our Environment for Future Generations," launched in November 2018. The Ontario environment plan will protect our air, land and water, prevent and reduce litter and waste, support Ontarians to continue to do their share to reduce greenhouse gas emissions, and help communities and families prepare for climate change.

Ontarians are fortunate to live in a province that is filled with clean air, land and water, valuable resources, and an incredible diversity of more than 30,000 species of plants, insects, fish and wildlife. These species and their habitats are found in forests, rivers, lakes, wetlands, grasslands, and other important ecosystems that make up Ontario's rich biodiversity. While many of these species have stable populations, 243 are listed on the [Species at Risk in Ontario List](#) due to threats such as habitat loss, pollution, invasive species, climate change

and disease. Species that are at risk include birds, fish, mussels, mammals, amphibians, reptiles, plants and insects, and they occur across Ontario from the southern tip near Point Pelee to the northern edge near Fort Severn. As of January 2019, Ontario has developed and put in place 140 recovery strategies for species at risk in the province.

The *Endangered Species Act, 2007*

(Endangered Species Act) came into effect on June 30, 2008. Species that are listed as 'endangered' or 'threatened' are protected from being harmed, harassed or killed, and their habitats are protected from being damaged or destroyed. Avoiding impacts to species at risk and their habitat is an integral part of protection and recovery. Where activities may have impacts that cannot be avoided, an authorization or compliance with a regulatory provision (which in some cases requires registration with the ministry) can allow those activities to occur under certain conditions (e.g. creating and following a mitigation plan).

Both scientific and implementation-focused expertise are essential to informing the protection and recovery of species at risk in Ontario. The Minister of Environment, Conservation and Parks has two committees that provide the Minister and government with this expertise and advice: the

[Committee on the Status of Species at Risk in Ontario \(COSSARO\)](#) and the [Species at Risk Program Advisory Committee \(SARPAC\)](#).

COSSARO is an independent committee with up to 12 experts that use best available scientific and Traditional Ecological Knowledge to assess native plants or animals that may be at risk, and to provide a classification. SARPAC is an advisory committee with up to 12 representatives from conservation and business groups from

across the province as well as from Indigenous communities. SARPAC provides advice to the Minister on species at risk matters including species at risk policies, best management practices and stewardship and recovery approaches under the Act to promote sustainable social and economic activities that assist in the protection and recovery of species.

The government is committed to ensuring that the Endangered Species Act provides stringent protections for species at risk, continuing to work with stakeholders and Indigenous peoples to improve its effectiveness, and modernizing the program based on best practices in other jurisdictions. During the past decade of implementing the Endangered Species Act, we have heard what works well and what could work better – for species at risk, conservation groups, the public, Indigenous peoples and economic development. It is clear that while the Act has brought many successes, there are also challenges and possible areas for improvement. Since coming into effect, the Act has been criticized for being ineffective in its aim to protect and recover species at risk, for being unclear, administratively burdensome, time consuming and costly for applicants, and for creating barriers to economic development.

In recognition of these challenges, the Ontario government is currently undertaking a review of the Endangered Species Act to improve protections for species at risk, consider modern and innovative approaches to achieve positive outcomes for species at risk, as well as to look for ways to streamline approvals and provide clarity to support economic development.

The desired outcomes of any proposed changes to the Endangered Species Act are to:

- Enable positive outcomes for species at risk
- Ensure species assessments are based on up-to-date science
- Address multiple objectives for ecosystem management through stewardship and protection activities
- Increase efficiencies in service delivery for authorization clients
- Streamline processes and provide clarity for those who need to implement the Act
- Maintain an effective government oversight role

To inform the review of the Endangered Species Act, the government wants to hear your comments and suggestions about how the Act can enable positive outcomes for species at risk, consider modern and innovative approaches to achieve these outcomes as well as consider ways to streamline and provide clarity for those who need to implement the Act. All comments received during the consultation period will be considered in the review of the Act. In the next section, key challenges and discussion questions are outlined under four areas of focus.

10TH YEAR REVIEW OF THE ENDANGERED SPECIES ACT

AREA OF FOCUS 1 – LANDSCAPE APPROACHES

The Endangered Species Act sets requirements that must be met for each species that is listed as endangered or threatened. Landscape approaches may provide new tools for managing species at risk within specific geographic areas or ecosystems where the needs of multiple species at risk can be addressed.

To learn more: [Species at risk](#).

CHALLENGES

- The case-by-case and species-specific policy approach to implementing the Endangered Species Act can sometimes limit the ability to achieve positive outcomes for species at risk. More broadly, protection and recovery approaches for individual species can limit or conflict with one another. For certain species or habitats, the ability to take a more strategic approach may be preferred.
- For species that depend on habitat across wide ranges, a landscape approach that enables planning and authorizing activities at a broad scale may be preferred.

DISCUSSION QUESTIONS

- In what circumstances would a more strategic approach support a proposed activity while also ensuring or improving outcomes for species at risk? (e.g., by using a landscape approach instead of a case-by-case approach, which tends to be species and/or site-specific.)
- Are there existing tools or processes that support managing for species risk at a landscape scale that could be recognized under the Endangered Species Act?

AREA OF FOCUS 2 – LISTING PROCESS AND PROTECTIONS FOR SPECIES AT RISK

The Endangered Species Act provides science-based assessments of native plants or animals by an independent committee of experts called the Committee on the Status of Species at Risk in Ontario (COSSARO). Species that are assessed by COSSARO as being extirpated, endangered, threatened or special concern are then classified as such on the Species at Risk in Ontario List. The Endangered Species Act provides automatic species and habitat protections for species that are listed as endangered or threatened.

To learn more: [How species at risk are listed](#) and [How species at risk are protected](#)

CHALLENGES

- There is not enough public notice before a new species is automatically listed on the Species at Risk in Ontario List.
- In some cases, automatic species and habitat protections can contribute to high uncertainty and costly impacts to businesses and the public.
- In some cases, the information around the assessment and classification of a species as threatened or endangered by the independent Committee on the Status of Species at Risk in Ontario is not transparent enough.

DISCUSSION QUESTIONS

- What changes would improve the notification process of a new species being listed on the Species at Risk in Ontario List? (e.g., longer timelines before a species is listed.)
- Should there be a different approach or alternative to automatic species and habitat protections? (e.g., longer transition periods or ministerial discretion on whether to apply, remove or temporarily delay protections for a threatened or endangered species, or its habitat.)
- In what circumstances would a different approach to automatic species and habitat protections be appropriate? (e.g., there is significant intersection between a species or its habitat and human activities, complexity in addressing species threats, or where a species' habitat is not limiting.)
- How can the process regarding assessment and classification of a species by the Committee on the Status of Species at Risk in Ontario be improved? (e.g., request an additional review and assessment in cases where there is emerging science or conflicting information.)

AREA OF FOCUS 3 – SPECIES RECOVERY POLICIES AND HABITAT REGULATIONS

A Government Response Statement outlines the actions the government intends to take or support to help recover each species that is endangered or threatened (i.e. it is a species-specific policy). The Endangered Species Act requires that a Government Response Statement be published within nine months after a recovery strategy is prepared. The response statement is based on advice provided in the recovery strategy, social and economic factors, and input from stakeholders, other jurisdictions, Indigenous peoples and the public.

No later than five years after a Government Response Statement is published, the Act requires a review of progress be conducted towards the protection and recovery of the species.

When a species is listed as endangered or threatened, its general habitat is protected. A species' "general habitat" is the habitat the species depends on for its life processes. In addition, the Act requires that a habitat regulation be developed for each species that is endangered or threatened. A habitat regulation provides a description of the habitat that is protected and replaces the general habitat protection.

To learn more: [How species at risk are protected](#)

CHALLENGES

- In some cases, the time limit of nine months to develop the Government Response Statement for an endangered or threatened species is too short, and there is no option under the Act to extend this timeline when needed.
- In many cases, conducting a review of progress towards the protection and recovery of a species within five years of the Government Response Statement is too soon.
- The development of a habitat regulation is not needed for each species that is endangered and threatened since general habitat protection applies and can be clarified through the use of general habitat descriptions.

DISCUSSION QUESTIONS

- In what circumstances would a species and/or Ontarians benefit from additional time for the development of the Government Response Statement? (e.g., enable extending the timeline for the Government Response Statement when needed, such as when recovery approaches for a species are complex or when additional engagement is required with businesses, Indigenous peoples, landowners and conservation groups.)
- In what circumstances would a longer timeline improve the merit and relevance of conducting a review of progress towards protection and recovery? (e.g., for species where additional data is likely to be made available over a longer timeframe, or where stewardship actions are likely to be completed over a longer timeframe.)
- In what circumstances is the development of a habitat regulation warranted, or not warranted? (e.g., to improve certainty for businesses and others about the scope of habitat that is protected.)

AREA OF FOCUS 4 – AUTHORIZATION PROCESSES

The Endangered Species Act includes prohibitions against the harm, harassment or killing of species listed as endangered or threatened and prohibits the damage or destruction of their habitat. Under the Act, the government can issue different types of permits or other authorizations for activities that would otherwise not be allowed.

There are a variety of different provisions under the Endangered Species Act that would enable activities otherwise prohibited by the Act. These are:

- Stewardship agreement, s. 16: An agreement may be entered into under this section for activities to assist in the protection and recovery of species at risk.
- Health or safety permit, s. 17(2)(a): A health or safety permit may be issued for a situation that involves actions necessary to protect human health or safety.
- Protection or recovery permit, s. 17(2)(b): A protection or recovery permit may be issued for an activity that is meant to help a species at risk or its habitat, but the activity may involve actions that are otherwise prohibited under the Act (e.g., capturing or possessing the species).
- Overall benefit permit, s. 17(2)(c): An overall benefit permit may be issued for an activity that would have an adverse effect on species at risk or their habitat, as long as an overall benefit is provided to the species in Ontario through conditions of the permit. Providing an overall benefit to a species means undertaking actions that contribute to improving the circumstances for the species.
- Significant social or economic benefit permit, s. 17(2)(d): A significant social or economic benefit permit may be issued for an activity that will result in a significant social or economic benefit to Ontario, but the activity would have impacts that are otherwise prohibited under the Act.
- Instruments under other Acts, s. 18: An instrument issued under other legislation may have the same effect as a permit issued under the Endangered Species Act, if specific conditions are met.
- Aboriginal persons – permits and agreements, s. 19: Instruments under this section may be issued to (or entered into with) a band (as defined in the federal *Indian Act*), a tribal council, or an organization that represents a territorially-based Aboriginal community.
- Regulatory exemption, s. 55: An exemption may be made in a regulation that allows activities to impact species at risk without requiring a permit, provided the requirements of the regulation are met.

To learn more: [How to get an Endangered Species Act permit or authorization](#) and [Species at risk overall benefit permits](#)

CHALLENGES

- Authorization processes can create significant administrative burdens and delays, in particular for applicants filing numerous authorizations or registrations under the rules-in-regulations, for routine activities.
- The requirements that applicants must fulfill to obtain an authorization can be extensive, creating barriers to economic development (e.g., in some cases achieving an overall benefit to a species as required under a s. 17(2)(c) permit can be long, onerous, and unpredictable).
- The Act adds duplication and delay for activities that are subject to other legislative or regulatory frameworks, like forestry under Ontario's Crown Forest Sustainability Act.
- Enforcement powers are inconsistent across authorizations and regulations, which can limit the ability to inspect and enforce compliance with regulations.

DISCUSSION QUESTIONS

- What new authorization tools could help businesses achieve benefits for species at risk? (e.g., in lieu of activity-based requirements enable paying into a conservation fund dedicated to species at risk conservation, or allow conservation banking to enable addressing requirements for species at risk prior to activities.)
- Are there other approaches to authorizations that could enable applicants to take a more strategic or collaborative approach to address impacts to species at risk? (e.g., create a new authorization, such as a conservation agreement.)
- What changes to authorization requirements would better enable economic development while providing positive outcomes and protections for species at risk? (e.g., simplify the requirements for a permit under s. 17(2)d, and exemptions set out by regulation.)
- How can the needs of species at risk be met in a way that is more efficient for activities subject to other legislative or regulatory frameworks? (e.g., better enable meeting Endangered Species Act requirements in other approval processes.)
- In what circumstances would enhanced inspection and compliance powers be warranted? (e.g., regulations.)

This discussion paper has been posted on the Environmental Registry for a 45-day consultation period, closing on March 3, 2019. During the consultation period, comments may be submitted through the [Environmental Registry](#) or via email to ESAReg@Ontario.ca.

MEETING NO: # 03 19 Board of Directors Inaugural Meeting
DATE: February 28, 2019
TIME: 4:00 – 6:00 pm
PLACE: CH Admin. Office, 2596 Britannia Road West, Burlington ON
905.336.1158 x 2236

AGENDA

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1. **Acceptance of Agenda as distributed**
2. **Disclosure of Pecuniary Interest**
3. **Consent Items**
Roll Call & Mileage: 2019 Inductees to the Conservation Halton Board of Directors
4. **Action Items**
 - 4.1 **Election of Officers for 2019** 126 - 131
 - 4.1.1 Appointment of Election Scrutineers
 - 4.1.2 Election of the position of Chair of Conservation Halton for 2019
 - 4.1.3 Election of the position of Vice Chair of Conservation Halton for 2019
 - 4.2 Board Committees: Terms of Reference and Membership
 - 4.3 Approval of Borrowing By-law for 2019 (resolution attached) 132
5. **Other Business**
6. **Adjournment**

Conservation Halton Board of Directors Inductees for 2019

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:	Jean Williams Aruangzaib Ansari
City of Hamilton:	Ms Joanne Di Maio, Citizen Appointee (TBC) Mr. Ed Wells, Citizen Appointee (TBC)
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.

MEETING NO: # 03 19 02
TO: Board of Directors
FROM: Hassaan Basit
DATE: 28/02/2019
SUBJECT: Conservation Halton Board of Directors 2019 Committees Membership

MEMO

In accordance with Section 18(2) of the Conservation Authorities Act, the Board of Directors has established three committees for which the membership is reviewed annually. The terms of reference are listed as Appendix A to this memo (to be reviewed in 2019).

Each member is asked to share their preference to serve on one of these committees at the February 28, 2019 Conservation Halton Inaugural Board Meeting. Final committee memberships will be announced with the distribution of the Minutes from the Inaugural Meeting.

The Chair and the Vice Chair for each committee will be elected by the members of the respective committee at the first meeting of the year.

Finance & Audit Committee (Budget) (6 members in total)

April 11, 2019 (1:30 – 2:30 pm)
June 13, 2019 (9.30 – 11:00 am)
October 24, 2019 (1:30 – 2:30 pm)

Governance Committee (6 members in total)

March 21, 2019 (1:30 – 2.30)
November 7, 2019 (3:00 – 4:00 p.m.)

CAO Compensation Committee (6 members in total)

November 12, 2019 (1:30 – 2:30 p.m.)

FOR QUESTIONS ON CONTENT: Hassaan Basit, 905.336.1158 x2270; hbasit@hrca.on.ca

Appendix A

TERMS OF REFERENCE

CAO Compensation Committee

Purpose:

The purpose of the CAO Compensation Committee is to advise the Conservation Halton Board of Directors on recommendations on the compensation for the CAO on an annual basis following a successful performance appraisal by the Chair.

Mandate:

The Committee will review CAO compensation to ensure it is in line with the external market and remains competitive as a retention and motivation tool for performance and will make recommendations to the Board.

The committee will provide coaching resources and support for the CAO to ensure deliverables can be met. The committee can provide a resource for the CAO to help provide feedback and suggestions for the annual work plan.

To fulfill any other duties as assigned by the Board of Directors of Conservation Halton

Frequency of Meetings:

The committee will meet a minimum of 3 times annually:

- a. At the beginning of each new year, by the end of January.
- b. Mid-year review, by the end of June
- c. End of year, by end of November

Staff Support:

The Senior Director – People, Performance & Culture will act as an advisor and resource to the Committee, accountable for all records and documentation and ensuring consistency and compliance with Conservation Halton's policies and procedures.

Membership:

6 members: Chair, Vice Chair and 4 members representative of the Board composition.

TERMS OF REFERENCE

Finance and Audit Advisory Committee

Purpose:

The purpose of the Finance and Audit Advisory Committee is to advise the Conservation Halton Board of Directors on the appropriate policies in the areas of finance and financial management.

Mandate:

The Finance and Audit Committee will operate in accordance with the approved Terms of Reference and provide recommendations to the Board of Directors of Conservation Halton.

1. To review the annual budget and long-term budget forecast for Conservation Halton.
2. To review, annual audited financial statements and auditors' report and make applicable recommendations to the Board of Directors of Conservation Halton.
3. To establish and regularly review guiding principles and policies related to budget, purchasing, other financial matters.
4. To fulfill any other duties as assigned by the Board of Directors of Conservation Halton.

Frequency of Meetings:

The Committee will meet a minimum of 4 times annually:

- a) Mid April for the Audited Financial Statements
- b) June for the Preliminary Budget
- c) September for the Preliminary Budget Update
- d) October for the Budget Approval to the Board

Staff Support:

The Senior Director, Finance and Strategic Initiatives and Director, Finance will act as the advisors and resource to the Committee, accountable for all records and documentation and ensuring consistency and compliance with Conservation Halton's policies and procedures.

Membership:

7 members: Chair, Vice Chair and 5 members representative of the Board composition.

TERMS OF REFERENCE

Governance Committee

Purpose:

The purpose of the Governance Committee is to advise the Conservation Halton Board of Directors on the appropriate policies and bylaws in the areas of governance of the Board

Mandate:

The Governance Committee will operate in accordance with the approved Terms of Reference and provide recommendations to the Board of Directors of Conservation Halton.

1. To recommend and regularly review, at a minimum on an annual basis, guiding principles, policies and bylaws related to Conservation Halton's Board of Directors and Committees and any amendments thereto.
2. The Governance Committee will approve the Finance and Audit Committee and the CAO Review Committee Terms of Reference.
3. To establish and conduct a Board evaluation process on an annual basis.
4. To fulfill any other duties as assigned by the Board of Directors of Conservation Halton

Frequency of Meetings:

The committee will meet a minimum of 3 times annually. Dates will be determined based on need.

Staff Support:

The CAO/Secretary-Treasurer will act as an advisor and resource to the Committee, accountable for all records and documentation and ensuring consistency and compliance with Conservation Halton's and Board of Directors policies and procedures.

Membership:

6 members: Chair, Vice Chair and 4 members representative of the Board composition

MEETING NO: # 03 19 03
TO: Board of Directors
FROM: Hassaan Basit
DATE: 28/02/2019
SUBJECT: 2019 Borrowing By-law Resolution

RESOLUTION

THE HALTON REGION CONSERVATION AUTHORITY GENERAL MEMBERSHIP
By-law No. 2018-01

8. Borrowing Resolution
If required, the General Membership shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

Borrowing By-law Resolution

Be it resolved that the Conservation Halton Signing Officers are hereby authorized on behalf of Conservation Halton to borrow from time to time, from the banking institution under agreement with Conservation Halton, up to \$2,000,000 with interest as may be determined by agreement between the bank and Conservation Halton to meet current expenditures, until Provincial grants and Municipal funding are received.

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