

Conservation Halton

Board of Directors



MEETING PACKAGE
MAR 2019



Mountsberg Maple Town

MEETING NO: # 04 19
DATE: March 21, 2019
TIME: 3:00 p.m. – 6:00 p.m.
PLACE: CH Admin. Office, 2596 Britannia Road West, Burlington ON
905.336.1158 x 2236

AGENDA

PAGE

1. **Acceptance of Agenda as distributed**
2. **Disclosure of Pecuniary Interest for Board of Directors**
3. **Presentations:**
 - CHF Strategy Session**
Garner Beckett, Director, CHF
 - FP Mapping Presentation**
Janelle Weppler, Associate Director, Engineering
4. **Consent Items**
 - Roll call & mileage
 - Approval of Board of Director Meeting minutes dated February 28, 2019 4 - 10
 - Approval of Board of Directors Inaugural Meeting minutes dated February 28, 2019 11 - 14
 - Approval of Governance Committee Meeting minutes dated March 21, 2019
(will be distributed at BOD Meeting on March 21, 2019)
 - 4.1 Kelso Dam Update 15 - 16
Report #: CHBD 04 19 01
 - 4.2 Purchasing Report November to December 2018 17 - 18
Report #: CHBD 04 19 02
 - 4.3 Land Disposition - Trafalgar Road Reconstruction over Morrison-Wedgewood Channel 19 - 24
Report #: CHBD 04 19 03
 - 4.4 Conservation Halton Planning & Regulations Year End Report, 2018 25 - 34
CH File No.: ADM 006
Report #: CHBD 04 19 04
 - 4.5 Floodplain Mapping Program Update 35 - 41
Report #: CHBD 04 19 05

5. Action Items

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| 5.1 | Emerald Ash Borer Project Update
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| 5.2 | 2018 Investments and Investment Revenue
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| 5.3 | Purchasing Policy Update
Report #: CHBD 04 19 08 | 50 - 81 |
| 5.4 | 2018 Capital Projects
Report #: CHBD 04 19 09 | 82 - 85 |
| 5.5 | Budget Variance Report
Report #: CHBD 04 19 10 | 86 - 115 |

6. In Camera

- | | |
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| 6.1 | Legal Matter
Report #: CHBD 04 19 11 |
| 6.2 | HR Update
Report #: CHBD 04 19 12 |

7. CAO Verbal Update**8. Other Business**

- | | |
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| 8.1 | CHF Update
Jim Sweetlove, CHF Board Chair |
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9. Adjournment

MEETING NO: # 02 19

MINUTES

A meeting of the Conservation Halton Board of Directors was held on Thursday, February 28, 2019 beginning at 3:00 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present:

- Rob Burton
- Mike Cluett
- Joanne Di Maio
- Cathy Duddeck
- Allan Elgar
- Stephen Gilmour
- Dave Gittings
- Moya Johnson
- Gordon Krantz
- Bryan Lewis
- Gerry Smallegange
- Jim Sweetlove
- John Vice
- Ed Wells
- Marianne Meed Ward (arrived at 4:15 p.m.)
- Jean Williams

Guests:

- Hamza Ansari
- Rick Di Lorenzo
- Rory Nisan (arrived at 4:10 p.m.)

Andrew Grunda, Principal, Watson & Associates

Absent:

- Rob Duvall
- Sue McFadden

Staff present:

- Hassaan Basit, CAO/Secretary-Treasurer
- Adriana Birza, Executive Assistant
- Niamh Buckley, Administrative Assistant
- Gene Matthews, Director, Parks & Recreation
- Kellie McCormack, Senior Manager, Development Planning & Watershed Management
- Marnie Piggott, Director, Finance

Plezzie Ramirez, Manager, People Culture & Creative
Jill Ramseyer, Associate Director, People, Culture & Creative
Janelle Wepler, Associate Director, Engineering
Barb Veale, Director, Planning & Watershed

Chair Gerry Smallegange called the meeting to order at 3:10 p.m.

Consent Item 4.5 Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 (2019) ERO No.: 013-4504/CH File No.: PPL053 will be moved under Action Item 5.5.

1. Acceptance of AMENDED Agenda

CHBD 02 01 Moved by: Mike Cluett
Seconded by: Jean Williams

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 Interest.

3. Presentations: Health & Safety
(Jill Ramseyer, Associate Director, P&C)

Allan Elgar inquired as to how many of the injuries that occurred at Glen Eden were WSIB related. Jill Ramseyer will provide a response at next CH Board meeting on March 21, 2019.

Rates & Fees Review – Presentation attached
(Andrew Grunda, Principal, Watson & Associates)

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

** Approval of AMENDED Board of Directors Minutes dated September 27, 2018

4.1 Kelso Dam Update
Report #: CHBD 02 19 02

4.2 Bill 66, Restoring Ontario's Competitiveness Act, 2018 (ERO # 013-4293)
Report #: CHBD 02 19 03

4.3 Ontario's Housing Supply Action Plan
Report #: CHBD 02 19 04

- 4.4 Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan
ERO No.: 013-4208 CH/File No.: PPL049
Report #: CHBD 02 19 05
- 4.6 Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06
October 1, 2018 to December 31, 2018
Report #: CHBD 02 19 07

Consent items were adopted.

5.0 Action Items

- 5.1 Payroll System Upgrade
Report #: CHBD 02 19 08

CHBD 02 02 Moved by: Rob Burton
Seconded by: Mike Cluett

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.

Carried

- 5.2 Planning Permits, Parks Rates and Fees Review
Report #: CHBD 02 19 09

CHBD 02 03 Moved by: Moya Johnson
Seconded by: Gord Krantz

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.

Carried

- 5.3 Proposed 2019 Plan Review and Permit Application Fee schedules
CH File Number: ADM 049
Report #: CHBD 02 19 10

CHBD 02 04

Moved by: Allan Elgar
Seconded by: Jean Williams

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.**

Carried

- 5.4 Ontario Endangered Species Act 10th Year Review Discussion Paper
ERO NO: 013-4143/CH FILE No. PPL 052
Report #: CHBD 02 19 11

CHBD 02 05

Moved by: Cathy Duddeck
Seconded by: Joanne Di Maio

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.**

Carried

5.5 Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 (2019) ERO No.: 013-4504/CH File No.: PPL053
Report #: CHBD 02 19 06

CHBD 02 06

Moved by: Moya Johnson
Seconded by: Gord Krantz

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).**

THAT the Conservation Halton Board of Directors **approve the addition of a comment advising the provincial government that the designation of a Provincially Significant Employment Zone for the CN Milton Lands is premature as the lands are currently subject to a Canadian Environmental Assessment Panel Review Hearing.**

Carried

6. In Camera Items

CHBD 02 07

Moved by: Jean Williams
Seconded by: Rob Burton

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

Carried

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

CHBD 02 08

Moved by: Rob Burton
Seconded by: Mike Cluett

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

CHBD 02 09

Moved by: Jean Williams
Seconded by: Rob Burton

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

Carried

7. CAO Update

- 7.1 Hassaan Basit provided an update that the Board Self Assessment Survey and the Board Chair survey conducted in November 2018 will be reviewed at the Governance Committee meeting scheduled for Thursday, March 21 and next steps will be shared at the Board Meeting in April 2019.
- 7.2 Hassaan Basit provided an update on a recent event at Crawford Lake. A group of scientists from Brock University and Carleton were there to collect samples from the lake. These samples may define the beginning of the Anthropocene Epoch at Crawford Lake. A documentary team also attended to take video footage. These samples will be shared with a researcher at CERN in Switzerland for further analysis.
- 7.3 Hassaan Basit reported that on the morning of December 24th, 2018 staff at Kelso/Glen Eden discovered the leak of furnace oil at the Main Chalet. After an immediate assessment of the situation the Spills Action Centre was contacted by Senior Parks and Recreation staff (Reference Number: 7661-B7RK2A). As current monitoring does not indicate that the spill has left Conservation Property the matter remains under the jurisdiction of the Technical Standards and Safety Authority (TSSA). The contamination area is largely subsurface with very little on surface spillage.
- 7.4 Gene Matthews provided an update on Glen Eden 2018/2019 season as requested by Jean Williams:
- Glen Eden opened on December 22nd and has remained open despite challenging weather.
 - Gross Sales year to date are 14% increased compared to previous 3-year average.
 - Currently, we are anticipating remaining open with excellent conditions until the end of the March Break – March 17th. We are not planning to remain open after this date.
- Christmas Town:
- September online lottery system continues to work well – though we continuously look to improve registration.
 - Program ran from November 13th through December 24th.
 - 9,107 total visitors – which is the maximum capacity. 18 School classes attended the program.
 - Visitor feedback remains very much positive.
- 7.5 Hassaan Basit reminded members that the “Tap a Tree” event was happening on Friday March 1. MP Karina Gould expected to attend.

8. Other Business

8.1 CH Foundation Update

Jim Sweetlove provided a brief update on the Foundation which will be a reoccurring item for future board meetings.

CH Foundation are currently preparing to kick off their first Capital Campaign. Garner Beckett, Director had hosted a meeting for Board members with KCI as guest speakers discussing viability of the campaign.

Jim Sweetlove encouraged board members to attend the Foundation Gala on June 20th and noted that individual tickets along with full tables are available for purchase.

9. Adjournment

CHBD 02 10 Moved by: Brian Lewis

THAT the Conservation Halton Board of Directors **adjourn at 5:00 p.m.**

Signed:

Hassaan Basit, CAO/Secretary-Treasurer

Date:

MEETING NO: # 03 19

MINUTES

The Inaugural Meeting of the Conservation Halton Board of Directors was held on Thursday, February 28, 2019 beginning at 5:00 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present:

- Hamza Ansari
- Rob Burton
- Mike Cluett
- Rick Di Lorenzo
- Joanne Di Maio
- Cathy Duddeck
- Allan Elgar
- Stephen Gilmour
- Dave Gittings
- Moya Johnson
- Gordon Krantz
- Bryan Lewis
- Rory Nisan
- Gerry Smallegange
- Jim Sweetlove
- Ed Wells
- Marianne Meed Ward
- Jean Williams

Guests: John Vice

Absent with regrets: Zeeshan Hamid

Staff present:

- Hassaan Basit, CAO/Secretary-Treasurer
- Adriana Birza, Executive Assistant
- Niamh Buckley, Administrative Assistant
- Gene Matthews, Director, Parks & Recreation
- Kellie McCormack, Senior Manager, Development Planning & Watershed Management
- Marnie Piggott, Director, Finance
- Plezzie Ramirez, Manager, People Culture & Creative
- Jill Ramseier, Associate Director, People, Culture & Creative
- Janelle Wepler, Associate Director, Engineering
- Barb Veale, Director, Planning & Watershed

Chair Gerry Smallegange called the meeting to order at 5:00 p.m.

1. Acceptance of Agenda as distributed.

CHBD 03 01

Moved by: Moya Johnson
Seconded by: Marianne Meed Ward

THAT the Conservation Halton Board of Directors **accept the Agenda as distributed.**

Carried

2. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest

3. Roll Call & Mileage: 2019 Appointments to Conservation Halton Board of Directors

Date of Term to expire in **February 2022 as per the Conservation Authorities Act.**

(4.1) A member shall be appointed for a term of up to four years, as may be determined by the council that appoints the member. 2017, c. 23, Sched. 4, s. 12 (2). 0 or until a successor is appointed.

4. Action Items

4.1 Election of Officers for 2019

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.

The CAO/Secretary-Treasurer assumed the Chair.

The CAO/Secretary-Treasurer advised that the Elections would be conducted in accordance with Section 10 of the *Conservation Authorities Act*.

Only current members of the Authority may vote.

4.1.1 The CAO/Secretary-Treasurer called for a motion to appoint Election Scrutineers to count the ballots for the election of Chair and Vice Chair.

CHBD 03 02

Moved by: Rob Burton
Seconded by: Jean Williams

THAT Jill Ramseyer, Associate Director People, Culture and Creative and Gene Matthews, Director, Parks & Recreation **be appointed as scrutineers in the event of an election and that all ballots be destroyed by the scrutineers afterwards.**

Carried

4.1.2 The CAO/Secretary-Treasurer called for nominations for the position of Chair of Conservation Halton for 2019.

It was Moved by Cathy Duddeck that Gerry Smallegange be nominated for the position of Chair for 2019.

The CAO/Secretary-Treasurer called for nominations for a second time. There were no nominations. The CAO/Secretary-Treasurer called for nominations for a third time. There were no nominations.

The CAO/Secretary-Treasurer called for a motion to close nominations for the position of Chair of Conservation Halton for 2019.

CHBD 03 03

Moved by: Rob Burton

Seconded by: Jean Williams

THAT nominations **be closed for the position of Chair of Conservation Halton for 2018.**

Carried

Gerry Smallegange confirmed he would allow his name to stand and thanked all present.

The CAO declared Gerry Smallegange, by acclamation, to the position of Chair of Conservation Halton for 2019.

4.1.3 The CAO/Secretary-Treasurer called for nominations for the position of Vice Chair of Conservation Halton for 2019.

It was Moved by Cathy Duddeck that Moya Johnson be nominated for the position of Vice Chair for 2019.

The CAO/Secretary-Treasurer called for nominations for a second time. There were no nominations. The CAO/Secretary-Treasurer called for nominations for a third time. There were no nominations.

The CAO/Secretary-Treasurer called for a motion to close nominations for the position of Vice Chair of Conservation Halton for 2019.

CHBD 03 04

Moved by:

Gord Krantz

Seconded by:

Jean Williams

THAT nominations **be closed for the position of Vice Chair of Conservation Halton for 2018**

Carried

Moya Johnson confirmed she would allow her name to stand and thanked all present.

The CAO declared Moya Johnson, by acclamation, to the position of Vice Chair of Conservation Halton for 2019.

The Chair Gerry Smallegange assumed the Chair for the remainder of the meeting.

4.2 Approval of the Borrowing By-law Resolution

CHBD 03 05

Moved by: Bryan Lewis
Seconded by: Mike Cluett

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.**

(A copy of the Section 3 of The Halton Region Conservation Authority By-law No. 2018-01 is available on line).

Carried

5. Other Business

6. Adjournment

CHBD 03 06

Moved by: Marianne Meed Ward

THAT the Conservation Halton Inaugural meeting be **adjourned at 6:00 p.m.**

Carried

Signed:

Hassaan Basit, CAO/Secretary-Treasurer

Date:

TO: Board of Directors

REPORT NO: # CHBD 04 19 01

FROM: Janelle Wepler, Associate Director, Engineering

DATE: March 21, 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

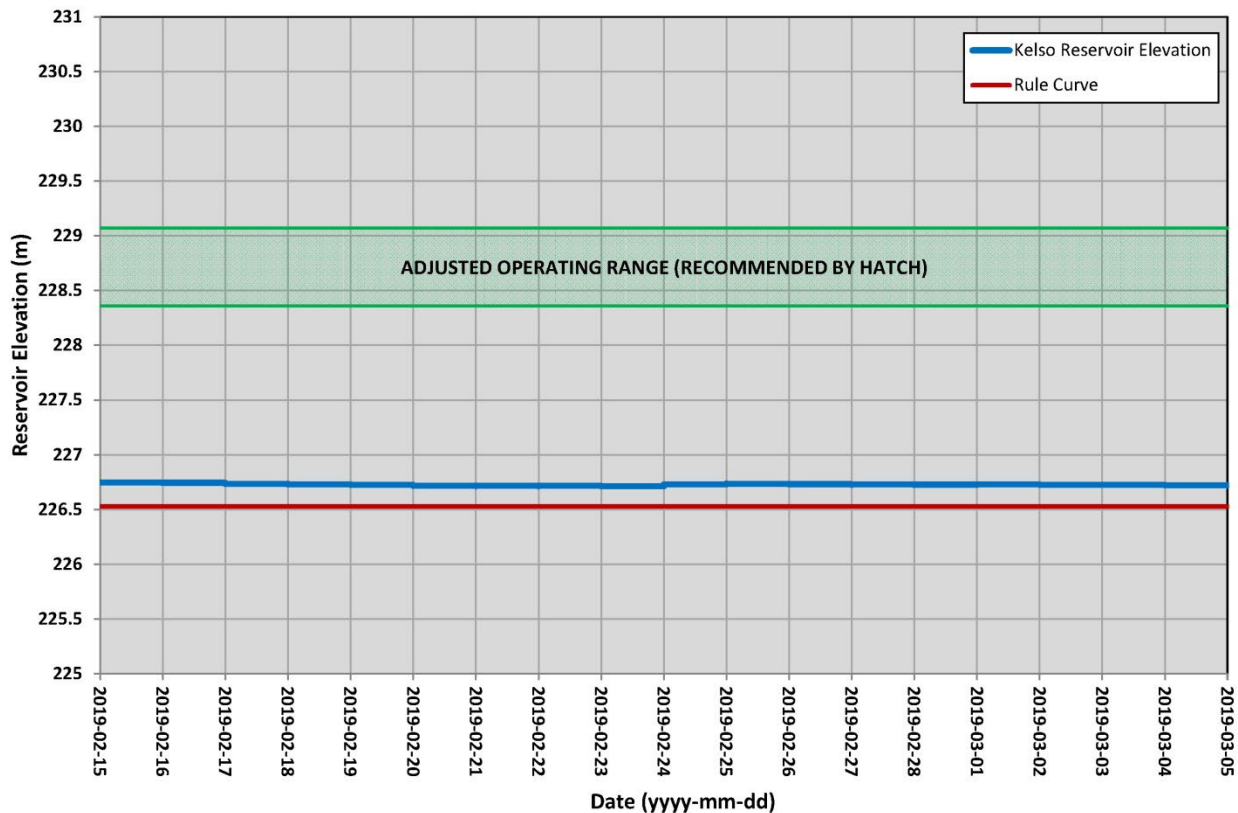
Conservation Halton staff are monitoring and recording the conditions at the Kelso dam as follows:

- 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 February 15, 2019 to March 5, 2019



Recent Work & Next Steps

Phase 2 of construction at the Kelso Dam is now underway with finalization of submissions and detailed designs, procurement of materials and engagement of subcontractors. Phase 2 of construction now underway also includes mobilization, installation of environmental and dewatering controls, and excavation. Phase 2 of construction is scheduled for completion by the end of 2019.

REPORT TO: Board of Directors

REPORT NO: # CHBD 04 19 02

FROM: Marnie Piggot, Director, Finance

DATE: March 21, 2019

SUBJECT: Purchasing Report November to December 2018

Recommendation

That the Conservation Halton Board of Directors **receive for information the Purchasing Report dated March 21, 2019 for the period November 1 to December 31, 2018 in accordance with the Purchasing Policy.**

Report

The following report summarizes purchases to be reported during the period November 1 to December 31, 2018. The Conservation Halton Purchasing Policy requires single or sole source purchases greater than \$25,000 and Requests for Proposals awarded with a value over \$100,000 and Tenders awarded with a value of \$100,000 to \$350,000 to be reported to the Board of Directors for information.

Single or Sole Source Purchases:

Vendor	Amount (excluding HST)	Details
Civica Infrastructure Inc.	\$45,600	Civica has been retained to provide engineering and system development services for the Flood Forecasting & Warning system modernization strategic initiative. Civica was selected in 2018 to carry out the Grindstone Creek Flood Forecasting & Warning system modernization. Civica owns DataCurrent software which is the primary platform used to integrate forecast information with hydraulic models and is used to access the Conservation Halton Flood Forecasting system. This initiative is included in the 2018 Flood Forecasting & Warning capital budget.

Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



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: # CHBD 04 19 03

FROM: Hassaan Basit, CAO/Secretary-Treasurer

DATE: March 21, 2019

SUBJECT: Land Disposition - Trafalgar Road Reconstruction over Morrison-Wedgewood Channel

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the staff report dated March 21, 2019 regarding the Land Disposition for the Trafalgar Road Extension area identified in Appendix 1 as Part 1 – Part of Lot 1 Registered Plan M-14, Oakville to Halton Region.**

Executive Summary

As part of the Trafalgar Road Reconstruction (widening) project, Halton Region requested permanent access or purchase of a strip of property currently owned by Conservation Halton, along the east side of Trafalgar Road over the Oakville Morrison-Wedgewood Channel on August 29, 2018. Two options were identified:

- Halton Region purchases the required lands Fee Simple or;
- Halton Region purchases a Permanent Aerial Easement.

Senior staff at Conservation Halton reviewed the information regarding the request and our Land Securement Strategy. Staff agreed to consider land disposition via Fee Simple purchase. Halton Region agreed to incur all fees for the disposition and purchase.

The Property Purchase Agreement was finalized and signed by Sheryl Ayres (Senior Director, Corporate and Strategic Initiatives) on January 21, 2019.

Report

The Halton Region approached Conservation Halton (CH) with a Property Purchase Agreement - Permanent Easement, on August 29, 2018, for the strip of Land along the East side of Trafalgar Rd in Oakville, which crosses over the Morrison Wedgwood Channel (see **Appendix 1**). Both internal technical review and external legal review was conducted for this request. The initial agreement was circulated internally to Planning and Engineering staff on August 31, 2018 and externally to our lawyer on September 5, 2018.

Additional details were requested by Engineering staff to review the proposed hydro pole locations on September 11, 2018 to ensure no conflict with the function of the channel. It was confirmed that the proposed poles would be installed beside the existing poles shown on the photo in **Appendix 2**, and the final pole placement plan was provided by Halton Region on January 16, 2019 per **Appendix 3**. There were no additional technical concerns from staff.

Our lawyer reviewed the draft agreement from Halton Region and recommended amendments to the Property Purchase Agreement - Permanent Easement that were provided to Halton Region September 24, 2018. Subsequently, Halton Region offered an alternative option of purchase “Fee Simple” October 2, 2018.

A Land Panel meeting (comprised of various senior staff from CH) was held November 7, 2018 to review the information provided and agreed to consider the Fee Simple purchase as long as the region agreed to pay all incurred fees. The Property Purchase Agreement was signed by Sheryl Ayres (Senior Director, Corporate and Strategic Initiatives) on January 18 2019, and three executed copies were sent to Halton Region by Courier on Jan 21, 2019.

Per Board Approved Land Securement Strategy, Conservation Halton 2017

Part Four: Land Disposition

“Why Might Conservation Halton Want to Dispose of Lands?”

Management ability: As collaborative partners and public landowners, some assets and lands that are currently owned and managed by Conservation Halton may be more effectively and efficiently managed by a different public agency. Ensuring that Conservation Halton has a strategic context on which to base such discussions is important.

Disposition of conservation authority lands is facilitated and supported by the Conservation Authorities Act, section 21(2) and at all times, the Policies and Procedures for the Disposition of Conservation Authority Owned Lands will be followed (Conservation Ontario).

These Policies and Procedures outline the specific need for any sale of any property for any reason, or the sale of a permanent interest in any property (such as an easement or other right) to any party, must receive Ministerial Approval under the Act. The only time that Minister approval is not required is in the case of a land transfer to another public agency (municipality or provincial government agency) where there is no money exchanged and the purpose of the transfer is in support of a provincial or municipal project, such as road widening or other infrastructure.”

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of **Striving for service excellence and efficiency**. Conservation Halton endeavours to implement business practices that ensure economic, social and environmental sustainability. **Key Enabler:** Collaborate and enter into agreements with ministries and government agencies, municipal councils and local boards and other organizations.

Financial Impact

Minimal financial impact to Conservation Halton as Halton Region will be incurring all costs associated for this land transfer. Some administrative time was required for this request.

Signed & respectfully submitted:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

Hassaan Basit, 905-336-1158 x 2270,
hbasit@hrca.on.ca

Appendix 2 Photo showing Area for Hydro poles in relation to the Channel



ONE = POLE PREVIOUSLY DID NOT EXIST; AFG = ABOVE FINISHED GRADE (WITH REFERENCE TO ATTACHMENT HEIGHT OR LENGTH OF POLE); PRI = PRIMARY; SEC = SECONDARY; NEUT = NEUTRAL; R/S = ROAD SIDE; F/S = FIELD SIDE; D/G = DOWN GUY; S/G = SPAN GUY; PISA = POWER INSTALLED SCREW ANCHOR; EXP = EXPANSION ANCHOR;
 "H=" NEW FRAMED HEIGHT; "EX.H=" EXISTING HEIGHT TO BE RE-USED (APPROXIMATE FIELD MEASUREMENT); ♠-N = APPROXIMATE PHASE TO NEUTRAL (OR TRIPLEX) CLEARANCE; UNLESS NOTED OTHERWISE, NEUT H= AS SPECIFIED, 600V SEC H= 300mm BELOW NEUT, 120/240V SEC H= 300mm BELOW 600V SEC, STREETLIGHT S/L H=7.00m

GENERAL CONSTRUCTION NOTES:

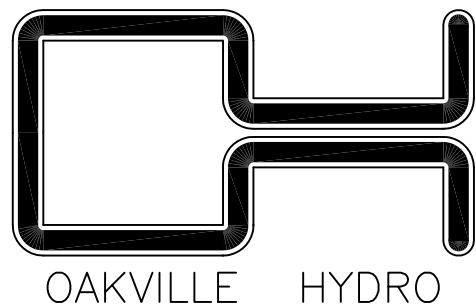
- ## GENERAL CONSTRUCTION NOTES:
1. ALL CLEARANCES SHALL BE PER MINIMUM OKAWILKE HYDRO (OHEH) AND CSA SPECIFICATIONS. REFER TO OHED 1-100 FOR DETAILS.
 2. OHEH SHALL OBTAIN ALL REQUIRED UTILITY LOCATES PRIOR TO EXCAVATION AND POLE SETTING, AND SHALL HAND DIG AROUND ALL UTILITIES.
 3. CONSTRUCTION CREWS SHALL FOLLOW THE OCCUPATIONAL HEALTH AND SAFETY ACT (OHSa) AND ELECTRICAL & UTILITY SAFETY ASSOCIATION (E&Ua) RULES AND GUIDELINES DURING ALL ASPECTS OF CONSTRUCTION.
 4. INSTALL POLES OF HEIGHT AND CLASS IN LOCATIONS SHOWN IN DESIGN PLAN PER OHEH STANDARDS.
 - 4.1. LINE CONSTRUCTION CREWS TO CONFIRM THAT POLES AND ANCHOR STAKE LOCATIONS SATISFY THE INTENT OF THE DESIGN PLAN TO ENSURE THEY HAVE NOT BEEN MOVED BY THE PUBLIC AT LARGE.
 - 4.2. LINE CONSTRUCTION CREWS MAY ADJUST FINAL TANGENT POLE SET LOCATIONS UP TO 2.0m IN ALIGNMENT AS REQUIRED TO SUIT FIELD CONDITIONS.
 - 4.3. LINE CONSTRUCTION CREWS MAY NOT ADJUST FINAL POLE SET LOCATIONS OUT OF ALIGNMENT SUCH THAT IT CREATES AN UNDESIRABLE ANCHOR POINT OR ANCHOR LOCATION.
 - 4.4. CONTACT ENGINEERING IF STANDARD SET DEPTH OF 10% OF POLE LENGTH PLUS 2FT CAN NOT BE ACHIEVED.
 - 4.5. CONTACT ENGINEERING IF SOIL CLASSIFICATION HIGHER THAN THE ASSUMED CLASS 4 (E.G., CLASS 5 OR HIGHER) IS ENCOUNTERED.
 5. LINE CONSTRUCTION CREWS SHALL INSPECT AND CONFIRM THAT ALL POLES AND ANCHORS IDENTIFIED FOR RE-USE ARE OF LIKE NEW CONDITION AND ADEQUATE FOR RE-USE. ELSE CREWS SHALL REPLACE WITH NEW.
 6. LINE CONSTRUCTION CREWS SHALL REPLACE ALL NEW POLES PER OKAWILKE PER OHED 1-100.
 7. FRAME POLES FOR PORTALS REFERENCED IN DESIGN PLANS FRAMING TABLE.
 8. PRIMARY FUSE TYPE AND RATING SHALL BE INDICATED ON THE LINE PROTECTION LATERALS, TAPS, AND UNDERGROUND DIPS AS APPLICABLE.
 9. ALL UNDERGROUND DIPS, PORTALS, AND ROAD CROSSINGS TO BE INFERRED FROM STANDARD RATING AND OVERCURRENT PROTECTION SPECIFICATION NOT PART OF SCOPE OF WORK.
 10. ALL UNDERGROUND C/U/H SHALL BE IN ACCORDANCE WITH SERVICES TO NEW POLES WHERE INDICATED IN DESIGN PLAN.
 - 10.1. INSTALL GUYING AND ANCHORING PER OHEH 1-400 SECTION STANDARDS AND PER STANDARDS REFERENCED IN DESIGN PLAN.
 - 10.1.1. ASSUMED GUY STEEL SIZE FOR NEW DOWN AND SPAN GUY INSTALLATIONS IS 3/8", 7-STRAND, GRADE 180, CLASS A OR B COATING.
 - 10.2. ASSUMED ANCHOR ROD SIZE FOR NEW ANCHOR INSTALLATIONS IS 1" DIA. STEEL.
 - 10.3. INSTALL ALL ANCHORS WITH APPROPRIATE ROD LENGTHS SUCH THAT ROD END IS ABOVE FINAL GRADE AFTER CUT/FILL.
 11. INSTALL OVERHEAD TRANSFORMERS PER OHEH 1-500 SECTION STANDARDS. FUSE AND DRAG LEAD SIZE BY OHEH.
 12. ALL OVERHEAD TRANSFORMERS SHALL BE IN ACCORDANCE WITH SECTION STANDARDS AND STANDARDS REFERENCED IN DESIGN PLAN.
 - 7.1. ALL EXPOSED TRENCHES AND ROAD CROSSINGS TO BE INFERRED PER OHEH STANDARD DRAWINGS 2-200 AND 2-101.
 - 12.1. ALL UNDERGROUND CLOSURES TO BE INFERRED POSSIBLE.
 13. INSTALL GROUNDING PER OHEH 1-800 SECTION STANDARDS.
 14. INSTALL SECONDARY DISTRIBUTION BUS PER OHEH 1-300 SECTION STANDARDS AND DISTRIBUTION SERVICES PER OHEH 1-600 SECTION STANDARDS.
 15. ALL SECONDARY SPICE LOCATIONS ON PRIVATE PROPERTY SHALL BE OFFSET 1.0m BACK FROM PROPERTY LINE (ENSURE OFFSETS FROM PROPERTY AND STREET LINE ARE RECORDED FOR EACH SPICE LOCATION).
 16. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE DESIGNER'S INTENT AND PROCESS PRIOR TO TRANSFER.
 17. OHEH TO EXERCISE CAUTION TO PREVENT DAMAGE TO ALL EXISTING TREES AND LANDSCAPING DURING CONSTRUCTION.

1. DESIGN CRITERIA INCLUDE:
 - 1.1. MINIMUM GRADE OF CONSTRUCTION: 2
 - 1.2. CLIMATIC LOADING: HEAVY
 - 1.3. LOADING CONDITIONS: 12.5mm RADIAL ICE THICKNESS, 400 N/m³ HORIZONTAL WIND LOADING, -20°C TEMPERATURE
 - 1.4. LOAD FACTORS: PER CSA C22.3 10.1-2015
2. STRUCTURAL NON-LINEAR ANALYSIS FOR POLE, GUYING, AND ANCHORING CALCULATIONS AND SELECTION COMPLETED WITH SPIDACalc 6.3.0 (CO-ROTATIONAL WITH DISPLACEMENT BASED LOADING)
3. DESIGN INCLUDE FUTURE PRIMARY 27.6KV 55M KCMC ASC CIRCUIT ADDITION, STREETLIGHT TRANSFERS, AND TELECOMMUNICATION TRANSFERS (BY OTHERS).



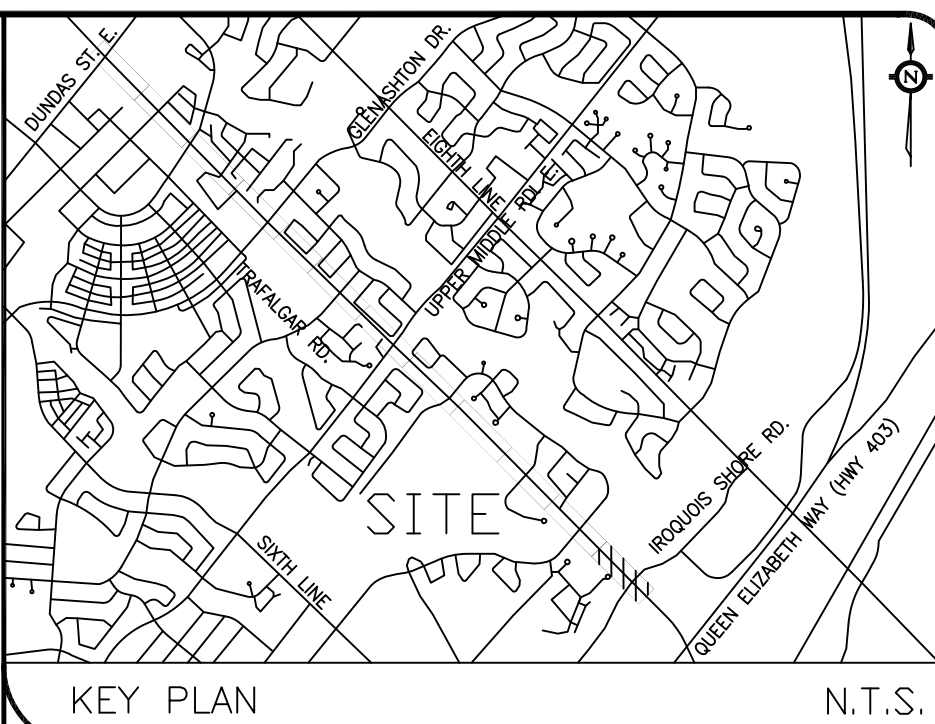
----- PROPOSED U/G PRIMARY, SIZE AS NOTED	----- EXISTING U/G PRIMARY, SIZE AS NOTED	LEGEND		◇ STREET LIGHT
----- PROPOSED 3-556 KCMIL ASC O/H 27.6 CIRCUIT*, REPLACE EXISTING PHASE CONDUCTORS WITH NEW	----- EXISTING 3-556 KCMIL ASC O/H 27.6 CIRCUIT*, RE-USE EXISTING PHASE CONDUCTORS	NEW	EXISTING	◇ PARKING LOT LIGHT
----- *ULTIMATE DESIGN FOR 2x 27.6KV 60KVA OR 6-556 KCMIL ASC PHASE CONDUCTORS C/W 336 KCMIL ASC NEUTRAL FROM P2 TO P55, RE-USE NEUTRAL FROM P2 TO P27, INSTALL NEW NEUTRAL FROM P27 TO P55.	----- EXISTING 3-336 KCMIL ASC 4.16KV O/H PRIMARY	REMOVE	SWITCH, RATING AS NOTED	◇ TRAFFIC LIGHT
----- EXISTING SECONDARY 600V O/H BUS**	----- PROPOSED O/H PRIMARY TAP, DETAILS AS NOTED	○	FUSE, RATING AS NOTED	◇ CUSTOMER POINT
----- EXISTING SECONDARY 120/240V O/H BUS**	----- EXISTING SECONDARY 600V O/H SERVICE	○	POLE MOUNT TX, 2400-120/240V, SIZE AS NOTED	③ TREE (DIAMETER AT BREAST IN cm)
----- **RE-USE/TRANSFER EXISTING 600V BUS, SIZE TO BE CONFIRMED AND RECORDED IN AS-BUILT DRAWINGS AT TIME OF CONSTRUCTION. INSTALL NEW 120/240V TPLEX BUS.	----- EXISTING SECONDARY 120/240V O/H SERVICE	○	POLE MOUNT TX, 4160-347/600V, SIZE AS NOTED	④ QTY. OF 100mm or 50mm (FOR STREETLIGHT) DIRT BURIED DUCTS
----- EXISTING SECONDARY O/H SERVICE	----- AS SHOWN, UNLESS NOTED OTHERWISE IN DESIGN PLAN.	○	PAD MOUNT TX, VOLTAGE AND SIZE AS NOTED	⑤ QTY. OF 100mm PVC CONCRETE ENCASED DUCTS, REINFORCED
		○	VAULT, DETAILS AS NOTED	
		○	POLE	
		○	NEW ANCHOR	⑥ FULL-HEIGHT 612 C/W MANHOLE FRAME, COVER, SUMP PUMP, AND DRAIN
		○	NEW SPAN GUY	
		○	EXISTING ANCHOR	
		○	EXISTING SPAN GUY	

				DATE	DECEMBER 1, 2018
				DRAWN BY	J.CHEN/C.AITKENS
	rH; WEST SIDE UPDATED WHERE NOTED		MBM	DESIGN BY	L.SEBASTIAN/M.B.MEHAGAN
	18 JUN 2018 rG; ISSUED FOR SIDEWALK REVIEW/COORDINATION		MBM		
	23 FEB 2018 rF; POLE, ANCHOR, EASEMENT REVIEW		MBM		
	15 FEB 2018 rE; POLE, ANCHOR, EASEMENT REVIEW		MBM	APPROVED	
	05 JAN 2018 rD; ISSUED FOR RVA REVIEW/COMMENT		MBM		
	REVISIONS			DIRECTOR OF ENGINEERING & CONSTRUCTION	

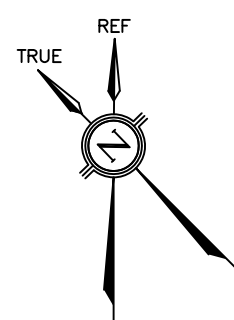
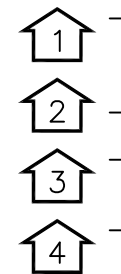


TRAFALGAR ROAD WIDENING
Q.E.W. TO DUNDAS STREET
POLE LINE RELOCATION

FILE XX-XXX	JOB NO. Q61829
SCALE 1:500	DRAWING NO. H-2359A



CONSTRUCTION NOTE DETAILS:



NOT FOR CONSTRUCTION

RECORD OF INSPECTION

THIS CONFIRMS THAT THE INSTALLATION HAS
BEEN COMPLETED ACCORDING TO THIS PLAN
AND ANY APPROVED CHANGES NOTED.

- | | | |
|--|------------------------------|------------------------------|
| <input type="checkbox"/> RECORD OF INSPECTION (APPLIES TO COMPLETE DRAWING) | O/H <input type="checkbox"/> | U/G <input type="checkbox"/> |
| <input type="checkbox"/> PROGRESSIVE RECORD OF INSPECTION (APPLIES TO HIGHLIGHTED AREA ONLY) | O/H <input type="checkbox"/> | U/G <input type="checkbox"/> |

INSPECTION BY:

NAME:

SIGNATURE

DOI: 10.1002/for

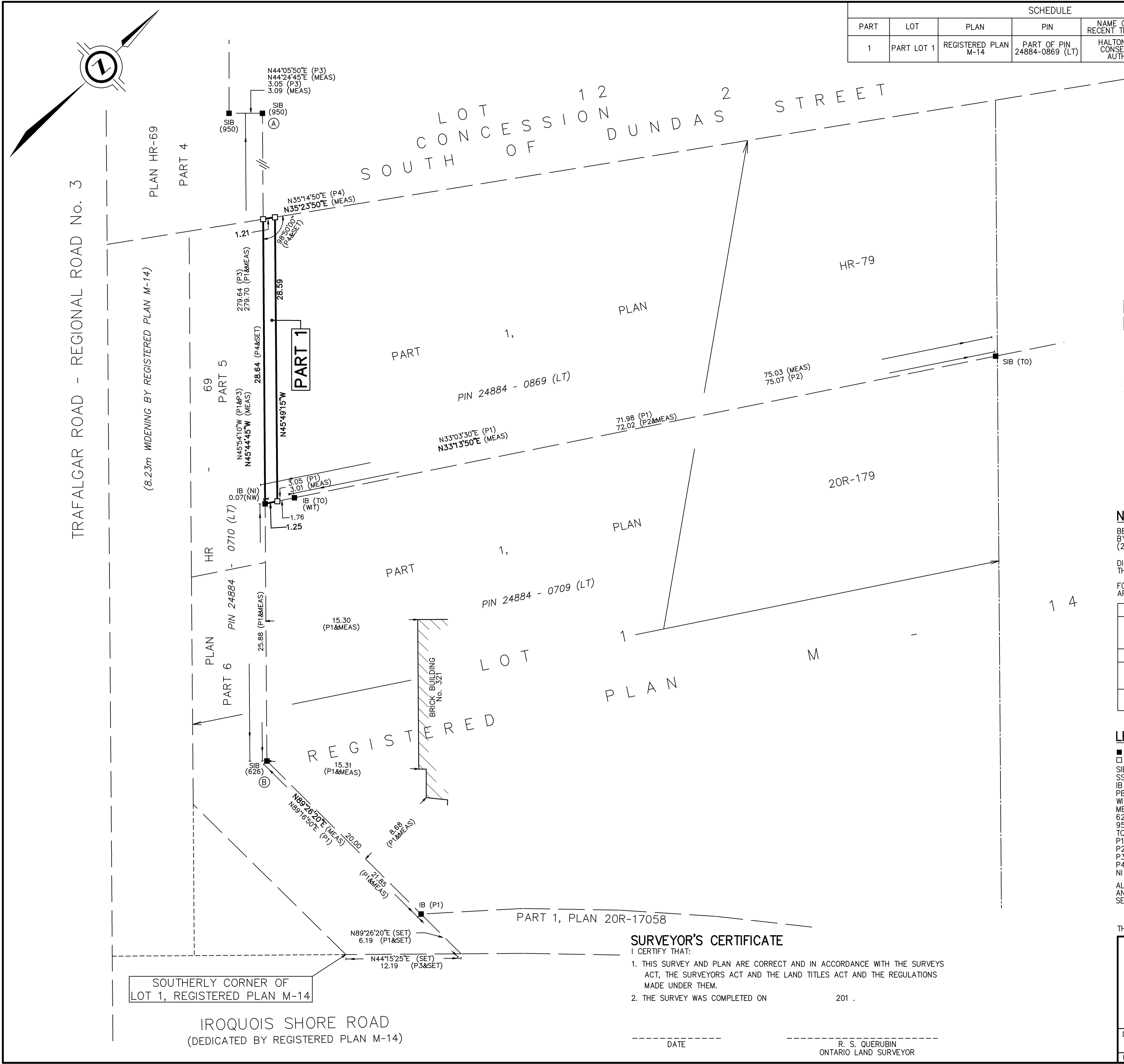
100

CERTIFICATE OF APPROVAL

THE INSTALLATION WORK COVERED BY THIS
DOCUMENT MEETS THE SAFETY STANDARDS OF
SECTION 4 OF ONTARIO REGULATION 22/04

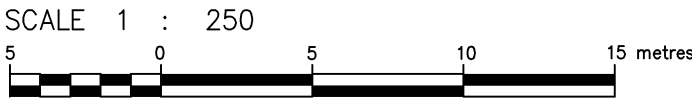
NAME: _____

SIGNATURE: _____



SCHEDULE					
PART	LOT	PLAN	PIN	NAME OF MOST RECENT TRANSFEREE	AREA
1	PART LOT 1	REGISTERED PLAN M-14	PART OF PIN 24884-0869 (LT)	HALTON REGION CONSERVATION AUTHORITY	34.7 sq m.

PLAN OF SURVEY OF
PART OF LOT 1
REGISTERED PLAN M-14
TOWN OF OAKVILLE
REGIONAL MUNICIPALITY OF HALTON



J.D. BARNES LIMITED

THE INTENDED PLOT SIZE OF THIS PLAN IS 609mm IN WIDTH BY 457mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:250

METRIC DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999718.

FOR BEARING COMPARISONS, A ROTATION OF 01°03'10" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN P1 AND P4.

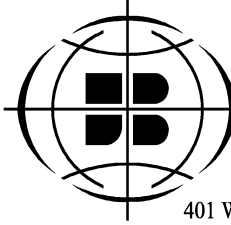
INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).		
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	EASTING	NORTHING
ORP (A)	605 994.66	4 813 457.18
ORP (B)	606 194.94	4 813 262.05
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
IB	DENOTES	IRON BAR
PB	DENOTES	PLASTIC BAR
WIT	DENOTES	WITNESS
MEAS	DENOTES	MEASURED
626	DENOTES	H.D. SEWELL, O.L.S.
950	DENOTES	F.G. CUNNINGHAM, O.L.S.
TO	DENOTES	TOWN OF OAKVILLE
P1	DENOTES	PLAN 20R-17058
P2	DENOTES	PLAN 20R-179
P3	DENOTES	PLAN HR-69
P4	DENOTES	PLAN HR-79
NI	DENOTES	NOT IDENTIFIABLE

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER XXXXXX



J.D.BARNES
LIMITED
SURVEYING
MAPPING
GIS
LAND INFORMATION SPECIALISTS
401 WHEELABRATOR WAY, SUITE A, MILTON, ON L9T 3C1
T: (905) 875-9955 F: (905) 875-9956 www.jdbarnes.com

DRAWN BY: TAB	CHECKED BY:	REFERENCE NO.: 18-30-235-02-101
FILE: G:\18-30-235\00\Drawing\18-30-235-00-101.dgn		DATED: JULY 30, 2018
PLOTTED:		8/1/2018

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON 201 .

DATE

R. S. QUERUBIN
ONTARIO LAND SURVEYOR

REPORT TO: Board of Directors

REPORT NO: CHBD 04 19 04

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

DATE: March 21, 2019

SUBJECT: Conservation Halton Planning & Regulations Year End Report, 2018
CH File No.: ADM 006

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled 'Conservation Halton Planning & Regulations Year End Report, 2018'.**

Executive Summary

The Planning & Regulations (P&R) section of the Planning & Watershed Management Department is involved in the review of a range of planning and permitting applications and plan input initiatives throughout Conservation Halton's watershed. In 2018, P&R staff was involved in numerous new and on-going initiatives, including implementation of the Process Re-Engineering Study, a Rates & Fees Study, and a range of Provincial, Regional and Conservation Halton initiatives.

The total number of new planning and permitting files received and reviewed in 2018 was relatively consistent with previous years. In total, staff received 280 new planning and development files and 427 permit applications. Staff was also involved in the review of numerous new and ongoing large-scale technical reviews for files such as Environmental Assessments, Subwatershed Impact Studies/Environmental Implementation Reports and Subwatershed Studies, as well as an Aggregate Resources Act application.

P&R staff continued to track response times for different types of planning and permit applications. In 2018, 65% of the technical planning reviews were completed within 6 weeks and 94% of the technical permit reviews were completed within 6 weeks. Minor permits were issued within 30 days 96% of the time and major permits were issued within 90 days 97% of the time. RIT technical reviews were completed within 2 weeks 27% of the time and within 4 weeks 23% of the time.

P&R staff anticipates that the number of planning and permit files, as well as large-scale technical reviews, will remain consistent in 2019. However, the number of Provincial and Regional initiatives or reviews is expected to increase. The P&R section will continue to work to find efficiencies, streamline internal processes, clarify roles and responsibilities, improve communications, build relationships and increase staff and organizational capacity in 2019.

Report

Overview

The Planning & Regulations (P&R) section of the Planning & Watershed Management (P&WM) Department is a multidisciplinary team made up of 29 staff and includes Environmental Planners, Planning Ecologists, Regional Infrastructure staff, Regulations Officers and Water Resources Engineers. The P&R section is involved in the review of a range of planning and permitting proposals and plan input initiatives throughout Conservation Halton's (CH) watershed. Five Coordinators, reporting to the Senior Manager, oversee the day-to-day operations of these multidisciplinary teams. The Senior Manager reports directly to the Director of P&WM.

This report provides an overview of the work that was undertaken by the P&R section in 2018. In particular, the purpose of this report is threefold:

1. To provide an update on key initiatives that the Planning & Regulations section has been involved with in 2018;
2. To provide an overview of the key statistics for Planning & Development, Regulatory and Regional Infrastructure files; and
3. To highlight what is anticipated for the P&R section in 2019.

Key P&R Initiatives in 2018

In addition to P&R staff's involvement in the review of a range of planning and permitting applications and large technical studies, staff was involved in numerous new and on-going initiatives in 2018. Key initiatives included the implementation of the Process Re-Engineering Study recommendations, Rates & Fees Study and a range of Provincial, Regional, Conservation Ontario, and Conservation Halton initiatives. There were also a few notable staffing updates. A brief update on the aforementioned initiatives and changes are noted below.

Process Re-engineering Study

In mid-2017, Pat Moyle and Maureen McAuley were retained to undertake a Process Re-Engineering Study to identify and assess CH's processes for reviewing and commenting on planning and permit files. The study was finalized in November 2017 and provided 50 recommendations for improving CH's plan review and permitting processes and service delivery.

Many of the recommendations are easy, common-sense fixes that build on current processes and practices. Others require additional resources and are longer term. The themes inherent in many of the recommendations relate to finding efficiencies, streamlining processes, clarifying roles and responsibilities, improving communications, building relationships and increasing staff and organizational capacity. For example, some of the recommendations involve:

- Reinstatement of the manager position
- Establishment of municipal review teams
- Improvements to CH's correspondence
- Development of CH materials (e.g., Guidelines, BMPs)
- Establishment of a BILD/CH working group
- Upgrades to CH's GIS and file tracking systems

A work plan was developed by P&R staff in early summer 2018 to implement the study recommendations. CH has implemented most of the shorter-term recommendations and continues to work on the longer-term recommendations.

A Senior Manager was hired in April 2018 to oversee the day-to-day operations of the P&R section. Further, the P&R staff complement, as well as roles and responsibilities, were evaluated and a new municipal review team structure was developed. The Planning Ecology Specialist positions were revamped so that they now cover both aquatic and terrestrial reviews, rather than one discipline only.

Internal workshops have been held to improve P&R communications to make correspondence more clear and concise. CH staff has received positive feedback about the changes that CH has implemented. Additional communications training is planned for 2019.

P&R staff has advanced internal drafts of best management practices for homeowners and four sets of guidelines, including Slope Stability Assessment Submission Guidelines, Stormwater Management Submission Guidelines, Landscaping and Rehabilitation Guidelines and Tree Preservation Plan Guidelines. External consultation on the draft guidelines will commence in mid-2019. A number of internal checklists and protocols, as well as an internal Compliance & Enforcement Manual have been completed.

A working group was established with a sub-committee from the Building Industry and Land Development Association (BILD) and a number of items for joint collaboration were identified for 2019, including reviewing and commenting on 2019 proposed fee schedules and CH's draft technical submission guidelines.

P&R staff will be working with CH's IT & GIS staff in 2019 to make improvements to the planning and permit file/time tracking system, as well as to provide site-specific housekeeping updates to CH's regulatory mapping based on technical reviews and reports associated with planning and permit applications and wetland assessments.

P&R staff is working hard to make improvements so that the plan review and permitting processes and services are streamlined, efficient and effective. The measures that have been implemented are helping CH's stakeholders to better understand CH's role and responsibilities in natural hazard and natural heritage management and planning. The measures are also helping CH build internal and organizational capacity, as well as trust and credibility with CH's municipal partners, members of the development community and the public.

Rates & Fees Study

Conservation Halton initiated a Rates and Fees Study in June 2018, which was undertaken by Watson & Associates Economists Ltd., and presented to the Board of Directors in February 2019. P&R staff worked closely with the consultant, providing information and helping to develop process maps for each application type in order to identify the key steps and time required to review and process "average" applications. Staff also reviewed the outputs of Watson & Associate's analysis and recommendations. The results of the study were used to inform CH's 2019 plan review and permit application fee schedules.

Provincial Initiatives

At the end of 2018, staff actively participated in the review of a number of provincial initiatives including: Bill 66 – *Restoring Ontario's Competitiveness Act*, the Made-in-Ontario Environmental Plan, and draft provincial Watershed Planning Guidelines. Input was provided to Conservation Ontario as part of a consolidated conservation authority response to the Province. In addition, staff submitted comments directly to the Province on behalf of Conservation Halton. Staff anticipates that the Province will announce or propose a number of planning or environmental changes in 2019 which will warrant CH's review and response.

Regional Initiatives

In the latter half of 2018, a new Memorandum of Understanding (MOU) was signed by the Region of Halton, local municipalities and conservation authorities related to, among other things, how environmental services relating to plan review and technical clearances would be delivered among the parties.

The new MOU identified that conservation authorities would be included as a member of the Halton Area Planning Partnership (HAPP) and that a new Terms of Reference would be developed for HAPP. Staff attended a few HAPP meetings and is currently working with HAPP members on the Terms of Reference.

Staff also attended a number of technical advisory committee meetings related to the Region's Official Plan Review. Staff anticipates greater involvement in this review in 2019.

In 2018, a review was commenced to renew the City of Hamilton's Memorandum of Agreement (MOA) for planning services with the four conservation authorities that have jurisdiction within the City's municipal boundaries, including Conservation Halton. It is anticipated that a revised MOA will be finalized in 2019.

CH Initiatives

P&R staff has participated and provided support for several CH initiatives such as the Kelso Conservation Area Master Plan and the forthcoming Niagara Escarpment Development Permit and Regional Official Plan Amendment applications related to the servicing at Kelso.

2018 P&R Staffing Updates

A Senior Manager was hired in Spring 2018 to oversee the day-to-day operations of the P&R program. Other staff changes 2018 included the voluntary exits of one environmental planner, one water resources engineer and one planning ecologist, as well as a maternity leave. Recruitment to replace and/or backfill those positions took place at that time. A new water resources engineer position was approved in the 2019 budget and is anticipated to be filled in Q2 2019.

P&R staff participated in a range of training and development opportunities in 2018, including the A. D. Latonell Conservation Symposium, the TRIECA Conference which is focused on Stormwater and Erosion and Sediment Control, DeGroote Executive Leadership workshops, conservation authority and municipality hosted workshops and internal training sessions. P&R staff maintained and/or pursued

professional designations and accreditations (e.g., P.Eng, Registered Professional Planners) and certifications (e.g., Certified Inspector of Sediment & Erosion Control).

All of CH's Regulations Officers and the Coordinator are Provincial Offences Officers; two of the three Officers have Level II enforcement and compliance training and the third will take the training as it becomes available. In addition, a new compliance uniform was introduced for Regulations staff in 2018.

2018 Planning Statistics

Number of Planning & Development Applications Received

Staff is involved in the review of a range of planning and development files. Table 1 outlines the number of new planning and development applications that were received by Conservation Halton for review from 2013 to 2018. The numbers in Table 1 do not account for on-going reviews for files received prior to 2018.

Although the total number of new planning and development files received in 2018 is down by 8% from 2017 numbers, it is relatively consistent with previous years.

Staff was also involved in OMB/LPAT hearings or the negotiation of minutes of settlement for approximately 13 appeals. Reports on the status of these appeals are provided to the CH Board of Directors on a quarterly basis.

Table 1: Planning & Development Applications 2013-2018

Plan Submissions	2013	2014	2015	2016	2017	2018
Site Plans	59	52	66	62	42	69
Consents	16	18	21	14	14	22
Minor Variances	60	88	72	81	69	49
Official Plan Amendments	5	3	1	6	6	13
Zoning Amendments	17	36	9	9	19	22
Subdivisions	3	18	9	7	7	7*
Site Alterations	0	0	10	8	14	3
NEC DP & PBWP	90	84	98	101	131	95

* Includes new submissions received and not ongoing files received in previous years but reviewed in 2018; total subdivisions reviewed in 2018 was 78

Staff was also involved in the review of numerous new and ongoing large-scale technical reviews for files such as Environmental Assessments (EAs), Subwatershed Impact Studies (SIS)/Environmental Implementation Reports (EIR) and Subwatershed Studies in 2018. In addition, CH also received an Aggregate Resources Act (ARA) application for review. Table 2 summarizes the number of "other" or large-scale technical received by CH to review from 2013 to 2018.

Staff participated on a number of Technical Steering Committees for large-scale projects across the watershed, including: the South Milton (Phase Four) Subwatershed Study, Trafalgar / Agerton Secondary Plans and the Milton Education Village Subwatershed Study and Secondary Plan in the Town of Milton; the Tremaine-Dundas Subwatershed Study, Evergreen Secondary Plan, Mobility Hubs Study and Official Plan Review in the City of Burlington; the Southwest Georgetown Subwatershed Plan and Secondary Plan and Premier Gateway Scoped Subwatershed Plan and Secondary in the Town of Halton Hills; and the Ninth Line Subwatershed Study in the City of Mississauga.

Staff also reviewed a range of EAs, related to all types of infrastructure including roads, utilities, water and wastewater. Notable EAs include several projects to assess and mitigate flooding and erosion within the City of Burlington and Town of Oakville and the proposed CN Intermodal Hub in the Town of Milton, which is assessed through the Federal EA process.

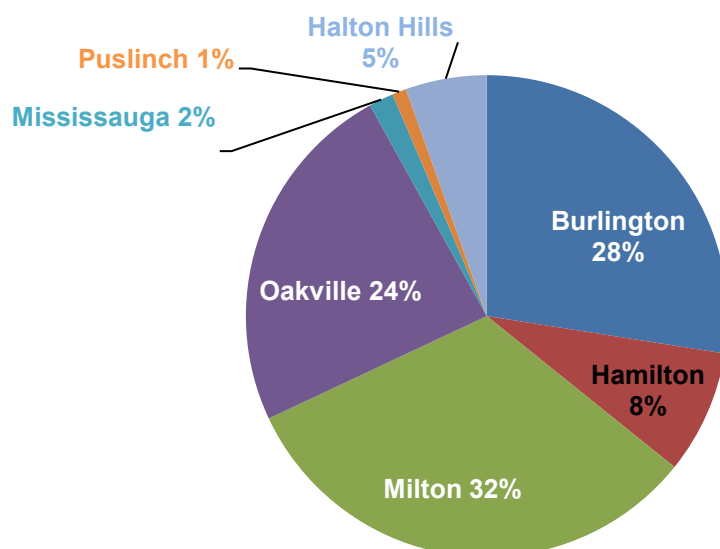
Table 2: Other Technical Reviews 2013-2018 (i.e., Technical studies, EAs)

Plans Reviewed	2013	2014	2015	2016	2017	2018
EAs	21	22	33	28	46	32
EIR/SIS	7	18	15	6	5	7**
Subwatershed Studies	5	6	7	7	7	11
ARA	0	0	0	0	0	1

**** Includes new submissions received and not ongoing**

The breakdown of all planning and development applications and “other” technical reviews by municipality is shown in Figure 1. In 2018, the greatest number of applications was received from the Town of Milton, followed by the City of Burlington and the Town of Oakville.

Figure 1: Percentage of planning and development applications and other technical reviews undertaken by Conservation Halton by municipalities



Response Times for Planning-related Technical Reviews

Staff continued to track response times for different types of applications and levels of review in 2018. The Conservation Halton Strategic Plan established targets for response times to be met by 2020. The target set for 2020 is 95 per cent of technical reviews associated with planning applications to be completed within 6 weeks. In 2018, 65% of the technical planning reviews were completed within 6 weeks.

2018 Regulations Statistics

Number of Ontario Regulation 162/06 Permit Applications Received

Staff is involved in the review and approval of a range of permit file types. Table 3 summarizes the number of new permit applications that were received by Conservation Halton for review and approval from 2013 to 2018.

The numbers below do not account for on-going review for files received prior to 2018. Although the total number of new permit files received in 2018 is down by about 10% from 2017 numbers, it is relatively consistent with previous years.

Table 3: Ontario Regulation 162/06 Permit Applications 2013-2018

Category	2013	2014	2015	2016	2017	2018
Private	125	126	117	138	191	164
Commercial/ Industrial Single Unit	14	18	20	33	31	19
Residential/Industrial/ Commercial/ Multi-Units	11	18	36	25	35	26
Government/Utilities	100	98	95	142	106	118
Letters of Permission	67	53	68	71	74	69
Fish Timing Window	5	4	7	27	4	3
Total with Agreements	333	318	359	467	472	427

Number of Violation and Compliance Files

Many violations are addressed on-site with willing landowners and no violation files are created. Table 4 summarizes the number of violations identified and formal files opened, compliance agreements entered into, and files closed or resolved in 2018.

To resolve the violations on a voluntary basis, staff seeks to enter into a Restoration or Compliance Agreement with the landowner, as appropriate. As of the date of this report, Conservation Halton has three active violation files for activities that have not yet entered a restoration or compliance process, including one violation file from 2017. Staff does not anticipate that these files will require legal action.

Table 4: Violations & Compliance 2018

2018 Violations	Total No. of Files Opened in 2018*	Compliance/ Restoration Agreements entered*	No. of Files Closed**	Charges Laid	Outstanding Violations
Total	28	25*	20	0	3

* Includes previous years

** Includes restoration/compliance completed

Response Times for Permit Reviews

Staff continued to track response times for different types of permit applications in 2018. The Strategic Plan target set for 2020 is that 95 per cent of technical reviews associated with permit applications are to be completed within 6 weeks. Further, 95% of minor permits are to be approved within 30 days. In 2018, 94% of the technical permit reviews were completed within 6 weeks and 96% of minor permits were issued within 30 days. Major permits were issued within 90 days 97% of the time.

General and Solicitor Inquiries

In 2018, staff responded to hundreds of general inquiries in addition to formal requests for information (solicitor inquiries and no objection letters), these are shown in the Table 5.

Table 5: Solicitor Inquiries & No Objections/Clearance Letters 2013-2018

Type	2013	2014	2015	2016	2017	2018
Solicitor Inquiries	n/a	186	171	165	189	131
No Objection Letters	n/a	131	93	132	154	121

2018 RIT Statistics

Number of Regional Infrastructure Team Reviews

The Regional Infrastructure Team (RIT) was created to facilitate the timely review of Regional infrastructure projects. These projects are complicated, large scale, multi-permit, multi-year and multi-agency projects. Projects include, but are not limited to, new Regional roads, road widenings, pipelines, water and wastewater infrastructure.

Some of the 2018 highlights for RIT projects include:

- Tremaine Road extension from Steeles Avenue north to No.3 Sideroad in Milton - Construction began in 2018 and it is anticipated that the next phase of the project, which includes an interchange with Highway 401, will proceed in 2019. The project has been part of the RIT review since 2016.

- William Halton Parkway crossing over Sixteen Mile Creek - Staff was involved in the review of the large bridge span over Sixteen Mile Creek. The project has been part of the RIT review since 2016 and is scheduled to go to construction in 2019
- Dundas Street Widening – Staff was involved in the review of the bridge crossing over Bronte Creek. The project has been part of the RIT review since 2014 and is scheduled to go to construction in 2019.

Table 6: RIT Reviews in 2018

Type	Total No. technical reviews completed	Total No. of permits
Allocation Permits	10	17
Non - Allocation Permits	9	14
Environmental Assessment	7	n/a
TOTAL	26	31

Response Times for RIT Reviews

Although there are no set response targets for RIT projects, CH staff endeavours to meet or exceed the technical review targets established for planning and permit files. In 2018, 77% of the technical RIT reviews were completed within 6 weeks; however, 50% of those reviews were completed within 2 to 4 weeks.

Forecast for 2019

P&R staff is anticipating another busy year in 2019 and expects that the number of planning and permit files, as well as large-scale technical reviews, will remain consistent with previous years. The number of Provincial and Regional initiatives or reviews is expected to increase.

The P&R section will continue to improve service delivery, maintain permit review timelines and improve planning review timelines. P&R staff will also work to deliver several technical Submission Guidelines which will provide more consistent and clear direction to consultants regarding technical requirements for CH review. This should result in better quality technical submissions and fewer resubmissions. The P&R section will continue to work to find further efficiencies, streamline internal processes, clarify roles and responsibilities, improve communications, build relationships, and increase staff and organizational capacity.


Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Barbara J. Veale,
Director, Planning and Watershed Management

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Kellie McCormack, Senior Manager,
Development Planning & Watershed Management
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REPORT TO: Board of Directors

REPORT NO: # CHBD 04 19 05

FROM: Janelle Weppler P.Eng., Associate Director, Engineering

DATE: March 21, 2019

SUBJECT: Floodplain Mapping Program Update

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the staff report Floodplain Mapping Program Update.**

Executive Summary

The devastating impacts from Hurricane Hazel in 1954 prompted the implementation of floodplain regulations to restrict development within the floodplain. Under Ontario Regulation 162/06 (the Regulation), Conservation Halton regulates development in, or adjacent to, and/or interference with natural hazards which include the greater flooding that would occur under either the 1:100 year storm event or Hurricane Hazel.

Updated and accurate floodplain mapping is an important tool for Conservation Halton and partnering municipalities as it supports flood forecasting and warning, emergency planning and response, prioritization and planning for flood mitigation works and land use planning & approvals. Floodplain mapping also helps to mitigate the financial costs associated with flooding damages.

Conservation Halton currently manages more than 1,000 hydraulic models, which are used to define the regulated flood hazard. Many of these models are based on outdated mapping generated in the 1980's as part of the federal Flood Damage Reduction Program (FDRP). A re-invigorated investment in Conservation Halton's floodplain models and mapping is needed to:

- Drive efficiencies related to model management (consolidation);
- Provide more accurate and consistent mapping of the flooding hazard;
- Generate a consistent understanding of flood hazards across the watershed to support flood mitigation prioritization;
- Facilitate approvals for permits from Conservation Halton under the Regulation;
- Inform municipal land use policies and approvals under the Planning Act;
- Improve efficiencies and lower industry costs by eliminating the need for municipalities and developers to generate updated baseline condition models; and
- Support emergency prevention and preparedness efforts by both Conservation Halton and municipal partners.

Conservation Halton's renewed floodplain mapping program commenced in 2018, with the Grindstone Creek Flood Hazard Mapping Study, which is scheduled for completion in September, 2019. The

next planned flood hazard mapping includes an update in 2019 for major tributaries of Sixteen Mile Creek within urban Milton and for the Morrison-Wedgewood diversion channel and associated tributaries. This program is dependent upon National Disaster Mitigation Program (NDMP) grant approval where funding is shared equally with Conservation Halton's capital program (50% NDMP and 50% capital program).

Report

Floodplain Mapping

In October 1954, Hurricane Hazel caused flooding in Ontario that resulted in the loss of 81 lives, left 4,000 families homeless and washed away 32 homes. This natural disaster spurred the Conservation Authority movement by prompting more municipalities to form conservation authorities. This event also initiated the 1960 Land Acquisition Program for hazardous lands, flood management programs, flood control works (dams and channels), flood forecasting and warning and implementation of floodplain regulations to restrict development within the floodplain.

The floodplain is defined as the extent of lands that would be flooded when flow exceeds system capacity. Floodplain mapping generated by Conservation Halton considers flooding related to natural systems, such as: riverine flooding, which occurs when a river spills its banks, and coastal flooding, which is related to storm surge or heavy precipitation. It does not define or include potential for flooding arising from local drainage issues or other flooding mechanisms (e.g., surcharged sewer systems).

The regulated flooding hazard is defined in Conservation Halton's jurisdiction by the greatest extent of flooding that would occur under either the 1:100 year storm event, or the Regional Storm (Hurricane Hazel).

Importance and Application of Floodplain Mapping

Floodplain mapping that accurately delineates flood hazards is an important first step in building community flood resiliency; it forms a basis for mitigation planning and provides critical information to respond to potential flooding. Floodplain mapping also provides an understanding of risk and allows property owners to make informed decisions on property purchases, development and insurance needs.

Floodplain mapping helps mitigate financial costs associated with flooding. In 2016, the Government of Canada forecasted it would spend an average of \$673 million/year on flood-related disaster financial assistance (totalling 75% of federal funding to be allocated for weather-related natural disaster costs).

Flood management programs delivered by Ontario's Conservation Authorities prevent over \$100 million in annual flood damages (*Protecting People and Property: A Business Case for Investing In Flood Prevention and Control*, Conservation Ontario, 2009). Other studies have defined the return on investment for floodplain mapping, which is estimated to be greater than 2:1 (*Flood Mapping for the Nation: A Cost Analysis for the Nation's Flood Map Inventory*, Association of State Floodplain Managers, 2009).

Failure to understand and mitigate flood risk can place a community at risk of significant disaster recovery costs, productivity losses, economic losses, destruction of cultural assets, environmental damage and social consequences, including injuries and deaths.

Floodplain mapping is an important tool for Conservation Halton and partnering municipalities, as it supports flood forecasting and warning, emergency planning and response, prioritization and planning for infrastructure renewal and flood mitigation works, as well as land use planning and regulatory approvals.

Under Ontario Regulation 162/06, Conservation Halton regulates development in, or adjacent to, and/or interference with natural hazards which include the flooding, erosion and dynamic beach hazards. The regulation also extends to hazardous lands such as those with unstable soil and unstable bedrock, and wetlands. Under Ontario Regulation 162/06, only those activities which meet the five tests: control of flooding, control of erosion, control of dynamic beaches, pollution, and conservation of land, may be permitted within the regulated area. Floodplain mapping is needed to define the extent of the flood hazard and inform the regulation limit. Floodplain mapping also supports Conservation Halton's Flood Forecasting and Operations Program by identifying potential areas of flooding concern during a rainfall event.

Municipalities use floodplain mapping (through Regulation Mapping) for both planning and permitting applications. Local zoning bylaws establish setbacks from the floodplain to restrict or prohibit development within or adjacent to the floodplain limit. Municipalities also use floodplain mapping to define developable area for proposed development sites, locating sites for municipal works and design of roadway alignments and watercourse crossings. In addition, municipalities utilize floodplain mapping to support emergency services through identification of areas at risk of flooding and potential evacuation zones and routes.

Status of Conservation Halton's Floodplain Mapping

Conservation Halton's jurisdiction includes 17 watershed systems that all drain into Lake Ontario, including many watersheds that cross multiple municipal boundaries. Watersheds include Grindstone Creek, Bronte Creek, Sixteen Mile Creek and several smaller creeks that drain through the urban areas of Hamilton, Burlington and Oakville, as shown in Figure 1.

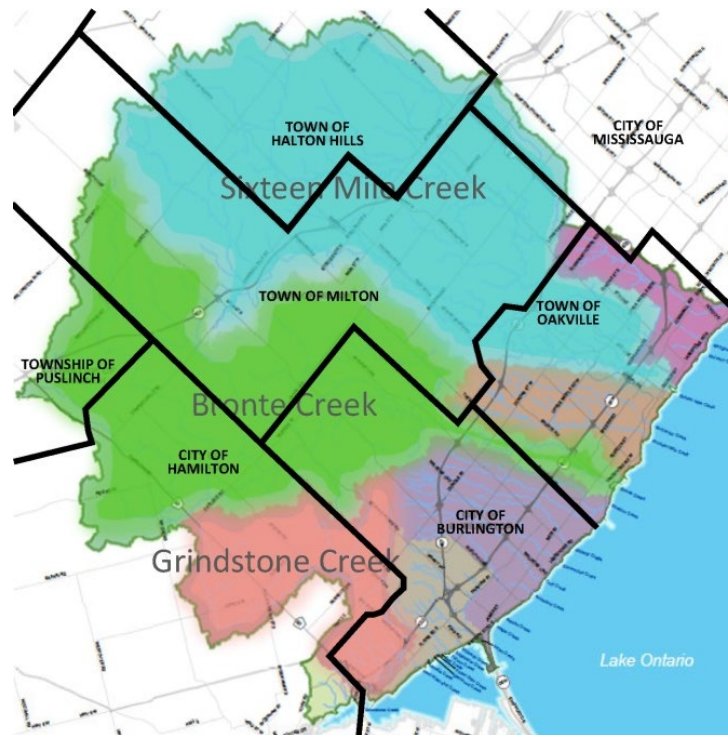


Figure 1 - Conservation Halton Jurisdiction Watersheds

Conservation Halton maintains a dataset of over 1000 models that define the regulatory floodplain throughout the watersheds. These models have been developed to support both larger scale watershed and subwatershed planning and mitigation works, and to define local scale site-specific floodplain alterations.

Figure 2 provides the relative currency of the larger watershed scale studies, which form the base model to support on-going analysis of local scale changes.

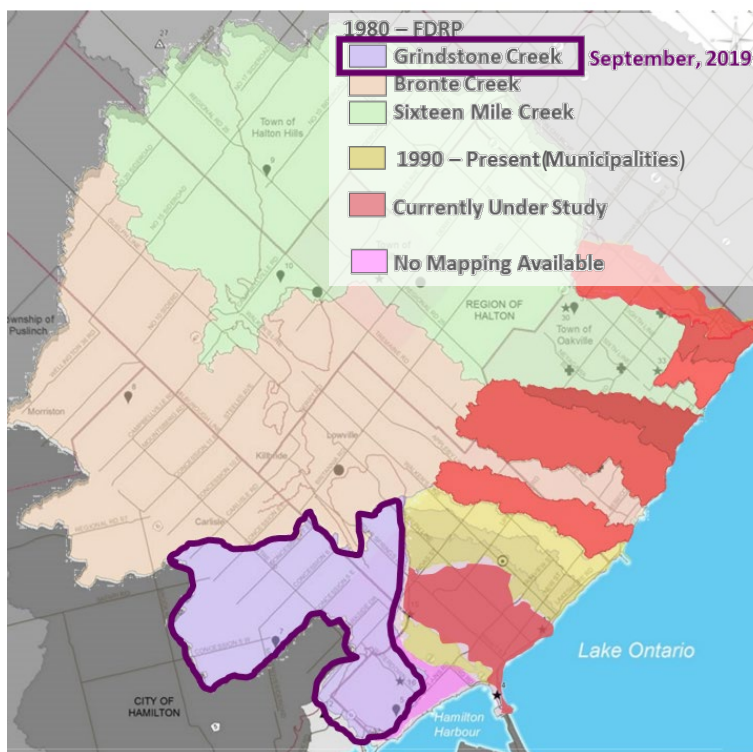


Figure 2 - Conservation Halton's Floodplain Mapping

As shown in Figure 2, the majority of Conservation Halton's Floodplain Mapping was developed as part of the federal Flood Damage Reduction Program (FDRP) during the 1980's. More recently, the Town of Oakville and City of Burlington have completed detailed studies to identify and prioritize the extent of flood risk within their respective municipalities through updated floodplain mapping. The primary intent of these studies has been for the evaluation of flood and erosion risk mitigation works and therefore these studies may not fully comply with the more rigorous standards required for floodplain mapping to support regulation.

Challenges Associated with Existing Floodplain Models and Mapping

While mapping developed through the FDRP program was of high quality at the time of development, the relative accuracy of the models and mapping were limited by technology, data availability and costs associated with more manually intensive processes. Conservation Halton's continued reliance on the older FDRP mapping is challenging due to the following:

- Watershed-wide models were based on assumed future conditions which may not be representative of current watershed conditions to reflect the urban growth and development that Conservation Halton's watersheds have experienced since the 1980's;
- Older models were constrained by computer processing capabilities which resulted in the adoption of both simplified analysis procedures and more conservative assumptions which may impact the mapped flooding extent;
- FDRP modelling and mapping was not generated for all regulated watercourses but focused on communities at risk. Where there are no other guiding studies, the Approximate Regulatory Limit (ARL) mapping used as a regulatory screening tool applies simplified conservative calculations (20 x bankful channel width) or 'in-house'

generic regulations models to estimate the flood hazard, which may not accurately reflect the extent of the floodplain;

- Modeling programs used to create FDRP mapping are outdated and not fully operable on modern computers leading to the development of piecemeal floodplain mapping updates to support analysis of site-specific changes. This has produced many disjointed models representing floodplains in each watershed; and
- Modern elevation data using LiDAR (Light Detection and Ranging) is significantly more accurate than the elevation data that was used to produce the FDRP mapping. LiDAR recently acquired by Conservation Halton has changed the understanding of the location of watercourses, identification of flood susceptible structures and delineation of watershed drainage boundaries.

Conservation Halton's Floodplain Mapping Program

Updated floodplain models and mapping will better equip Conservation Halton and municipal partners to prevent the loss of life and property due to flooding through:

- Prevention - keeping people and development out of the floodplain;
- Protection - informing operations of Conservation Halton's dams and enhancing flood warnings; and
- Emergency Response - efficiently communicating risk to municipal partners charged with emergency response

Updated floodplain models and mapping will promote efficiency of the permit/planning review and approval process for both Conservation Halton and municipal staff. Updated models and mapping will improve efficiencies and lower industry costs by eliminating the need for municipalities and developers to generate a local-scale model to represent baseline conditions before completing analysis to support proposed floodplain alterations. Updated models and mapping will also simplify the process and efforts to manage data, and ensure that current and consistent data is provided by Conservation Halton across the watersheds.

Conservation Halton's Floodplain Mapping Program commenced with the update of modeling and mapping for the Grindstone Creek watershed. Conservation Halton retained Matrix Solutions Inc. (Matrix) in August, 2018 to update the Flood Hazard mapping and supporting models based on the newly acquired LiDAR data. A Public Information Centre was held November 8, 2018 to introduce the Grindstone Creek study and to solicit local information on past flooding events that may help to 'field truth' (calibrate and validate) models and mapping. Another Public Information Centre to solicit public input is planned in August of 2019, once the mapping has been completed. A Technical Advisory Committee, with participants from the City of Burlington, City of Hamilton, Region of Halton, and Hamilton Conservation Authority is being led by Conservation Halton's Coordinator, Floodplain Mapping. Completion of this study is expected in September of 2019 and will be presented to the Board of Directors for approval and subsequent regulatory application.

The Grindstone Creek study has provided Conservation Halton with the opportunity to develop standards that will be applied to future watershed studies, and will support more consistent identification of the flooding hazard across Conservation Halton's jurisdiction.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Taking care of our growing communities.

Conservation Halton's Floodplain Mapping program supports the Strategic Plan key objective to *enhance public safety through the modernization of flood management operations to protect communities from severe weather and natural hazards*. This program supports Conservation Halton's commitment to working with municipal partners to prevent the loss of life and property due to flooding.

Financial Impact

Conservation Halton's 2019 Budget includes funding of up to \$466,626 (including \$233,313 municipal funding, with matching funding through the National Disaster Mitigation Program) for floodplain mapping. These funds are intended to support flood hazard mapping for the major tributaries of Sixteen Mile Creek within urban Milton, and to define flood risk associated with spills from the Morrison Wedgewood Diversion Channel. The work will be completed in partnership with the Town of Milton, Town of Oakville, and Region of Halton, and will commence upon notification of grant approval from Public Safety Canada.

This report supports the capital budget forecast for 2019 and as such there is no financial impact to this report.

Signed & respectfully submitted:



Janelle Weppler
Associate Director, Engineering

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Amy Mayes P.Eng., Coordinator, Floodplain Mapping
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REPORT TO: Board of Directors

REPORT NO: # CHBD 04 19 06

FROM: Kim Barrett, Associate Director, Science & Partnerships

DATE: March 21, 2019

SUBJECT: **Emerald Ash Borer Project Update**

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the staff report below on the performance review of the awarded contractors and the overall progress of the project;**

And Further THAT the Conservation Halton Board of Directors **approve the staff recommendation to continue works as per the Ash and Hazard Tree Removals tender roster awarded in June 2018 to the four contractors, as part of the Emerald Ash Borer capital project.**

Executive Summary

Year 2 of the 10-year Emerald Ash Borer (EAB) capital project was implemented in 2018. Tree removals are ahead of schedule, and other components of the program related to invasive species control (including planting) will be added to the workplan for 2019. Information regarding contractor performance has been analyzed.

Report

2018 Project Progress

In June 2017 the Board approved a 10-year capital project, to be funded by Halton Region, to address the risks posed by ash trees killed by an invasive insect, the Emerald Ash Borer (EAB). Works in 2017 focused on the removal of trees along our urban concrete channels.

In 2018, a roster style tender was issued to allow Conservation Halton to retain competitive pricing from awarded contractors as well as to monitor performance of contractors and collect data for unit costs of tree removals to inform future planning. Two contractors (Schmidt Logging and Diamond Tree Care) were awarded work in June 2018, with a further two contractors (Maple Hill Tree Services and Asplundh Canada ULC) being awarded in July 2018.

Ash removals commenced in August, and up to seven crews were working simultaneously at different locations throughout the watershed in an attempt to meet removal targets originally intended over a period of 12 months. Crews in fact succeeded in surpassing removal targets for 2018, which resulted in an increased expenditure on contractors over the \$870,000 award amount in June 2018. This increased contractor use was funded by 2017 carry over funding, and revenue generated from the sale of salvageable saw-logs.

Contractor Performance Review Summary

- 8,869 trees removed
- Bruce Trail on CH property- 10% complete
- Hydro- 35% complete
- Other property boundary- 23% complete
- Roadside- 80% complete
- Trails & assets- 32% complete
- Unmanaged trails- not started
- Overall Progress: 28% of removal areas on CH land holdings completed.

The analysis clearly displays that the contractors were able to collectively complete a significant amount of work but two exceeded expectations and applied their resources to complete more work, in a quality manner. Based on the analysis of the work completed by the contractors, staff are recommending that works continue as per the Ash and Hazard Tree Removals tender roster awarded to the four contractors.

Moving forward to 2019, the availability of the full year for implementation will allow the pace of removals to be slowed, which will be beneficial for project management and allow other components of the program (i.e. control of invasive species and replanting) to begin. There will be fewer crews working simultaneously, and the bulk of work going forward will be conducted by only the two highest-performing contractors of 2018.

The assessment of the completed works and contractor performance was a critical part of the 2018 year because of the significant variability of the nature and type of work required. This assessment has been completed.

Impact on Strategic Goals

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

Financial Impact

The work is to be delivered under an approved capital project budget of \$1.154 million. The project supports the contractor expenses requested for approval, CH staff management of the contractors and related materials and supplies.

		2018	2018	Variance
Project Costs		Budget	Actual	over Budget
Staff Support		\$284,000	\$245,633	\$38,367
Purchased services and Materials & Supplies		\$870,000	\$1,081,404	(\$211,404)
Total 2018 Project Costs		\$1,154,000	\$1,327,037	(\$173,037)
Project Funding:				
Region of Halton				
	2018 Budget	\$1,154,000	\$1,154,000	\$0
	2017 Budget unspent	\$0	\$145,329	(\$145,329)
Proceeds from sales of logs		\$0	\$27,708	(\$27,708)
Project funding		\$1,154,000	\$1,327,037	(\$173,037)

Signed & respectfully submitted:

Approved for circulation:



Kim Barrett
Associate Director, Science & Partnerships



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Kim Barrett, 905-336-1158, x2229,
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REPORT TO: Board of Directors

REPORT NO: # CHBD 04 19 07

FROM: Marnie Piggot, Director, Finance

DATE: March 21, 2019

SUBJECT: 2018 Investments and Investment Revenue

Recommendation

That the Conservation Halton Board of Directors **receive for information the staff report dated March 21, 2019 on 2018 investments and investment revenue;**

And Further That **the allocation of investment revenue of \$144,248 including transfers to reserves for 2018 investment revenue earned on reserve balances be approved.**

Executive Summary

In 2018, total investment revenue of \$551,976 was earned on a total investment portfolio of \$25,114,031 compared to revenue of \$604,017 in 2017 on a portfolio of \$22,619,525.

Investment revenue of \$144, 248 is recommended to be allocated to capital reserve funds in the amount of \$60,700 and to operating funds for the Watershed Management & Support Services and Conservation Areas programs totaling \$83,548.

Investments are recorded at the lower of cost or market value for accounting purposes. Fair market values for the One Investment program investments exceed the investment cost and are regularly monitored by staff.

Report

Investment balances as of December 31, 2018 by investment type and investment revenue earned, are as follows:

Type of Investment	Investment Balance Dec. 31, 2018	Average Rate of Return (excluding unrealized holding gains)	2018 Investment Revenue (Loss)
Bank Business Investment Account	\$ 796,729	2.0%	\$ 35,424
GIC's	4,500,000	2.2%	96,664
One Investment - High Interest Savings	4,116,896	2.3%	23,328
One Investment - Universal Bond Fund	4,108,345	2.4%	98,175
One Investment - Equity Fund	500,000	0.0%	-
One Investment - Bond Fund	-		(109,343)
Subtotal	14,021,970	1.1%	144,248
Long-term Water Management System Fund	11,092,061	3.7%	407,728
Total	\$ 25,114,031		\$ 551,976

Allocation of Investment Revenue

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

Staff recommend the allocation of the \$144,248 of investment revenue on the Conservation Halton reserve balances and operating funds for 2018 as outlined below. Consistent with prior years, investment revenue is allocated to capital reserves based on the average annual balance and the average annual rate of return being 1.1% for 2018 including a loss on the sale of the One Investment Bond Fund.

Capital Reserve or Operating Fund		2018 Investment Revenue	2018 Budget
Operating Fund			
Watershed Management & Support Services		\$ 45,077	\$ 33,000
Conservation Areas		38,472	30,000
Subtotal		83,548	63,000
Capital Reserves			
Vehicle, Equipment and Building		13,600	-
Land Securement		700	
Water Capital - Municipal		3,100	
Water Capital - Self Generated		15,700	
Conservation Areas - Capital		27,600	
Subtotal		60,700	-
Total Investment Revenue		\$ 144,248	\$ 63,000

2018 Investment Revenue

In 2018, total investment revenue of \$551,976 was earned on a total investment portfolio of \$25,114,031 compared to revenue of \$604,017 in 2017 on a portfolio of \$22,619,525.

Funds to be invested can vary significantly during the year based on seasonal park revenues, capital project expenditures and municipal funding installments. Funds were invested throughout the year in accordance with the Conservation Halton Investment Policy in the following instruments:

- Bank Business Investment Account
- Bank short term money market instruments such as G.I.C.'s, and
- One Investment High Interest Savings Account, Bond, Long Term Bond and Equity Pooled Funds.

Investments are segregated for the Water Management System Fund as required by the funding agreement.

Although Region of Halton staff are not able to invest funds on behalf of Conservation Halton, Halton Region staff do participate on the Water Management System Fund Investment Committee and assist with investment purchases recommended by the Investment Committee. Halton Region staff obtained legal opinions several years ago that a Conservation Authority is not a "local board" causing them to be unable to invest our funds under the Municipal Act.

Interest rates

Interest rates increased significantly over the latter part of 2017 and in 2018. The Bank of Canada increased its benchmark interest rate by .25% five times during the period July 2017 in October 2018

to the current 1.75%. Future interest rate increases are expected to be done more cautiously. Bank and GIC interest rates averaged 2% to 2.3% during 2018.

One Investment - Pooled Funds

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

One Investment funds are recorded at the lower of cost or market value for accounting purposes in accordance with Public Sector Accounting Board (PSAB) standards. With multiple interest rate increases the short-term bond fund book value, consisting of principal and reinvested investment earnings, continued to be below the market value in 2017 and 2018. The market value of the bond fund was not expected to return to the book value in the short term. In reviewing the performance of the bond fund with One Investment staff and investment staff at other municipalities the bond fund was sold incurring an investment loss and these funds were reinvested in an interest-bearing investment.

The market value at December 31, 2018 for the One Fund Universal Bond fund and the Equity fund was \$4,983,880 and exceeds the book value of \$4,608,345 by over \$375,000. Market values for these funds had declined in December and have since increased to a higher current market value at February 28, 2019 of \$5,160,000.

CPA Canada Public Accounting Standards Board has issued an Exposure Draft for the reporting of Financial Instruments. This standard proposes that public sector organizations will be required to report investments on a fair market value basis rather than the current practice of reporting on the book value. The effective date for implementation date of the standard has been extended to fiscal periods beginning on or after April 1, 2021.

Impact on Strategic Goals

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

Financial Impact

Investment revenue is allocated to the operating fund in the amount of \$83,548 compared to a budget of \$63,000 and to capital reserves in the amount of \$60,700.

The 2019 Budget was prepared conservatively as the amount of surplus funds are difficult to predict with anticipated capital project work. The allocation of investment revenue to the capital reserve balances provides reserve funding for future capital projects through self generated revenues rather than municipal funding.

Signed & respectfully submitted:



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: # CHBD 04 19 08

FROM: Marnie Piggot, Director, Finance

DATE: March 21, 2019

SUBJECT: Purchasing Policy Update

Recommendation

That the Conservation Halton Board of Directors **approve the attached Purchasing Policy updated for revisions approved at the March 22, 2018 Board of Directors meeting;**

And Further That **the Purchasing Policy be included in the Conservation Halton Corporate Policy manual.**

Report

The Conservation Halton Purchasing Policy has been updated for changes approved at the March 22, 2018 Conservation Halton Board of Directors meeting.

The changes made in 2018 were recommended to allow for a new efficient process for electronic bidding practices, be compliant with trade agreements and for revisions to the approval and reporting limits. Staff have completed a comprehensive review and update of the attached Purchasing Policy.

Conservation Halton replaced the on-line bid posting service in April 2018 with Bidsandtenders.ca™, owned by eSolutions Group Limited for a three-year term. The Halton area municipalities and Halton Region have also implemented the eSolutions system. This system allows vendors to submit their bid documents electronically. There is no cost to Conservation Halton for using the eSolutions system module. Vendors can preview, at no cost, all our current bid documents. If the vendor is interested in bidding, they can then choose to subscribe for an annual fee or pay a one-time fee to download the document.

The Canada-European Union Comprehensive Economic and Trade Agreement (CETA) became effective in September 2017. CETA applies to public sector agencies procurement of goods and services for amounts exceeding \$344,000 and construction contracts exceeding \$8,585,000 including inflation adjustments. The Canadian Free Trade Agreement (CFTA) became effective July 2017. CFTA applies to the procurement of goods and services exceeding \$101,100 and construction contracts exceeding \$252,700. The CETA and CFTA trade agreements require compliance for procurement practices for bid advertising and award which have been incorporated into the Purchasing Policy.

The increased procurement values approved by the Board in March 2018 are outlined in Section 2.8 Reporting Requirements and Approvals of the Purchasing Policy and are summarized below. The

amounts determine the process to be followed for the procurement of goods and services in an open, fair and transparent manner and is separate from budget approval.

Procedure	Procurement Value	Process, Approvals and Reporting Requirements
No quotation required	< \$10,000	Open procurement by authorized buyer.
Informal quotation	\$10,000 - <\$25,000	Three written quotes solicited. Approval by Program Director & Director, Finance.
Formal Quotation	\$25,000 - <\$50,000	Three written quotes solicited using formal quotation process administered by Finance. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
Formal Request for Proposal	\$25,000 - <\$50,000	Proposals with at least three bids solicited using standard template forms. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
	\$50,000 - <\$100,000	Formal advertised proposal process administered by Finance and Purchasing Consultant. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
	\$100,000 & over	As above and approval by Board of Directors.
Formal Tender	\$50,000- < \$350,000	Formal advertised tender process administered by Finance and Purchasing Consultant. Approval by CAO or Senior Director, Corporate & Strategic Initiatives. Information report >\$100,000 to Board.
	\$350,000 & over	Process as above and approval by Board of Directors.
Other than lowest compliant bid or exceeds budget	>\$25,000	Approval by Board of Directors.
Non-competitive or negotiated bid – Sole, Single Source	>\$25,000-<\$100,000	Approval by Program Director, Director, Finance, and CAO or Senior Director, Corporate & Strategic Initiatives. Information report provided to the Board.
	>\$100,000	Approval by Board of Directors.
Emergency Purchases	>\$25,000	Approval by Program Director, Director, Finance, and CAO or Senior Director, Corporate & Strategic Initiatives. Information report to Board after resolution of the emergency situation.

Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report.

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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CONSERVATION HALTON
PURCHASING POLICY



PURCHASING POLICY

CONSERVATION HALTON
PURCHASING POLICY

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CONSERVATION HALTON PURCHASING POLICY

Purpose of the Purchasing Policy

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

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

Section 1 - Goals and Objectives

The goals and objectives of the Purchasing Policy are to:

a) Ensure efficiency

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

b) Ensure an open, objective and competitive process

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

c) Ensure all costs are considered

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

d) Ensure fairness

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

e) Ensure the environment is considered

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

f) Ensure sustainability is considered

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

CONSERVATION HALTON PURCHASING POLICY

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

g) Ensure health and safety

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

h) Ensure Conservations Halton's Core Values are maintained

- Collaborative
- Sustainable
- Respectful
- Adaptable
- Accountable

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Section 2: Procurement Process

2.1 Authority and Responsibilities

The Director, Finance oversees the decentralized purchasing processes on behalf of Conservation Halton in accordance with the requirements of these policies and procedures. All authorized, designated and delegated buyers will follow the purchasing limits and authorization process outlined in Purchasing Policy Section 2.8 that includes the following:

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

2.2 Electronic Bidding

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

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

Bidder questions for formal bids should be submitted electronically online through the electronic purchasing system by the bidder. The questions submitted and the respective answers will be issued in the form of an addendum and posted on the conservationhalton.bidsandtenders.ca website for all potential bidders prior to closing. Any questions and answers occurring during bidders' meetings, site visits or information sessions shall be treated in the same manner, where possible.

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

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

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2.3 Purchasing Limits and Authorization

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

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

2.3.1 Procurement Process for purchases \$10,000.00 to less than \$50,000.00

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

- Three written quotations are to be obtained from suppliers.
- Standard templates will be used to ensure all terms and conditions for the purchase are included.
- If three written quotes are not obtained, the reasons must be documented, approved by the Director, Finance or Designate and retained on file for audit purposes.
- The reasons for accepting other than the lowest compliant quotation must be documented and approved by the Program Director and the Director, Finance.
- A purchase order requisition will be completed by an Authorized Buyer, with applicable documentation attached to the purchase order requisition, and submitted to Finance to prepare a Purchase Order. The Purchase Order must be completed before the start of work as Finance staff are unable to process invoices for payment without a prior approved Purchase Order.
- Approval of the Program Director is required.

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

- Three written quotations are to be obtained from suppliers.
- Standard templates including terms and conditions are to be included in the request for written quotations.
- It is preferred that bids be obtained for purchases within this range and be posted publicly on Conservation Halton and bidsandtenders™ websites to ensure a fair and competitive process.
- If three written quotes are not obtained, the reasons must be documented in the report template to the Director, Finance. If the lowest compliant bidder is not being recommended for award, the rationale for the recommendation must be documented in a report and approved by the Board of Directors.
- A purchase order requisition is to be completed by an Authorized Buyer, with all documentation attached to the purchase order requisition, and submitted to Finance to prepare a Purchase Order. The Purchase Order must be completed before start of work as Finance staff are unable to process invoices for payment without a prior approved Purchase Order;
- Approval of the Program Director, CAO/Secretary-Treasurer or Senior Director, Corporate & Strategic Initiatives and Director, Finance or designate is required.

Where a purchase order is not completed prior to the receipt of an invoice, Finance staff are authorized to return the invoice to the supplier and advise the supplier of the unauthorized purchase. Finance staff

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do not have the authority to process payment for invoices for which an approved purchase order does not exist. Staff who make purchases without an authorized purchase order may be held personally liable for those unauthorized purchases.

2.3.2 Procurement process for purchases of \$50,000 or more

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

- Goods and services exceeding \$50,000.00 are to be obtained by a formal advertised bid process. The invitation for formal requests for proposals, tenders and prequalifications will be posted on the Conservation Halton and bidsandtenders™ websites at conservationhalton.bidsandtenders.ca. When the bid is subject to the CFTA (Canada Free Trade Agreement) and CETA (Canada-European Union Comprehensive Economic and Trade Agreement) the bid will be posted for a minimum of twenty five days in accordance with CETA regulations. The posting will include the project title, brief description of the goods or services being acquired, timing of submission, website where the bid is posted and contact person.
- Senior staff designated in Section 3 are responsible for preparation of the formal bid documents, including detailed specifications.
- Purchasing consultant, legal or other consultant review of the formal bid document is required prior to issuing the bid document.
- Instructions are to be provided to Reception staff for the receipt and distribution of formal bids.
- Approval of the Program Director, Director, Finance and the CAO/Secretary-Treasurer or Senior Director, Corporate & Strategic Initiatives is required for selection of the successful bidder.
- The reasons for accepting other than the lowest compliant bid must be documented and approved by the Board of Directors.
- A purchase order requisition is to be completed by an Authorized Buyer, with the approved report and summary of formal bids attached to the purchase order requisition and submitted to Finance to prepare a Purchase Order. The Purchase Order must be completed before start of work as Finance staff are unable to process invoices for payment without a prior approved Purchase Order;

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

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

c) Revenue Generating Contracts

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

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2.4 Bid Requests Containing Irregularities

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

2.5 Emergency Purchases

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

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

2.6 Cooperative Purchasing

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

2.7 Negotiation, inclusive of Sole and Single Source

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

- a) when in the judgment of the Authorized Buyer goods are judged to be in short supply due to market conditions and the purchase is critical to the timely completion of work;
- b) there is only one known source of the goods or service (Sole Source);
- c) two or more identical low bids have been received;
- d) the lowest bid substantially exceeds the estimated costs of the goods and services and it is impractical to re-bid;
- e) all bids received fail to comply with the specifications, tender terms and conditions and it is impractical to recall tenders;
- f) the extension of the existing contract would prove more cost effective or beneficial;
- g) a Single Source is recommended because it is more cost effective or beneficial to ensure compatibility with an existing product, facility or service;

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- h) when no bids are received;
- i) when only one bid is received in a bid call;
- j) when work is required at a location where a contractor has already been secured through a bid process, with established unit prices and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed;
- k) after the request for proposal process, it may be necessary for discussion and revision of the proposal.

Award of a single or sole source contract may not be made before a report is submitted by the Authorized Buyer and approval is received from the Program Director and Director, Finance. The report must provide sufficient justification for single/sole source award.

In cases where the award amount exceeds \$25,000, the CAO/Secretary Treasurer or Senior Director, Corporate & Strategic Initiatives must also provide approval. Where the award amount for Requests for Proposals exceeds \$100,000, or for Tenders exceeds \$350,000, Conservation Halton Board approval is required.

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2.8 Reporting Requirements and Approvals

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

Procedure	Procurement Value	Process, Approvals and Reporting Requirements
No quotation required	< \$10,000	Open procurement by authorized buyer.
Informal quotation	\$10,000 - <\$25,000	Three written quotes solicited. Approval by Program Director & Director, Finance.
Formal Quotation	\$25,000 - <\$50,000	Three written quotes solicited using formal quotation process administered by Finance. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
Formal Request for Proposal	\$25,000 - <\$50,000	Proposals with at least three bids solicited using standard template forms. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
	\$50,000 - <\$100,000	Formal advertised proposal process administered by Finance and Purchasing Consultant. Approval by CAO or Senior Director, Corporate & Strategic Initiatives.
	\$100,000 & over	As above and approval by Board of Directors.
Formal Tender	\$50,000 - <\$350,000	Formal advertised tender process, administered by Finance and Purchasing Consultant. Approval by CAO or Senior Director, Corporate & Strategic Initiatives. Information report >\$100,000 to Board.
	\$350,000 & over	Process as above and approval by Board of Directors.
Other than lowest compliant bid or exceeds budget	>\$25,000	Approval by Board of Directors.
Non-competitive or negotiated bid – Sole, Single Source	>\$25,000-<\$100,000	Approval by Program Director, Director, Finance, and CAO or Senior Director, Corporate & Strategic Initiatives. Information report provided to the Board.
	>\$100,000	Approval by Board of Directors.
Emergency Purchases	>\$25,000	Approval by Program Director, Director, Finance, and CAO or Senior Director, Corporate & Strategic Initiatives. Information report to Board after resolution of the emergency situation.

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2.9 Disposal of Surplus Goods

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

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

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

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

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

2.10 Prohibitions

Failure to adhere to the provisions in this policy may be subject to disciplinary action in accordance with Human Resources Policies;

- a) No contract for goods or services including professional and consulting services shall be divided to avoid the requirements of this purchasing policy;
- b) No personal purchases shall be made by Conservation Halton for members of the Board of Directors or employees of Conservation Halton or their families;
- c) An employee or Board member who has the responsibility of declaring goods surplus will not bid or personally obtain any goods they have declared surplus except for when goods are sold by an arms length auction house conducting live or online auctions;
- d) No employee or Board member of Conservation Halton shall purchase or offer to purchase, on behalf of Conservation Halton, any goods or services, except in accordance with this Purchasing Policy;
- e) Any Board member, employee or member of an employee's family of Conservation Halton is expressly prohibited from accepting, directly or indirectly from any person or organization to which a purchase order or contract is, or may be awarded, any rebate, gift or money, except;
 - gifts given for the use and benefit of Conservation Halton;
 - moderate hospitality during the normal course of business that would not significantly exceed what Conservation Halton, through the employee's expense account, would likely provide in return and would not be perceived by others as influencing the making of a business decision.

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- g) No employee shall sell directly to Conservation Halton or use Conservation Halton to purchase goods and services at a reduced price for personal use except as provided by Conservation Halton's Human Resource policies.

2.11 Health and Safety

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

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

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

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

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

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

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

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

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

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2.12 The Freedom of Information and Protection of Privacy Act

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

2.13 References

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

2.14 Local Preference

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

2.15 Disclosure of Bid Information

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

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

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

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

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

2.16 Environmental Considerations

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

2.17 Purchase of Used or Second-Hand Goods

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

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Section 3: Authorized Buyers

Senior Staff

CAO/Secretary-Treasurer

Director, Planning &
Watershed Management

Associate Director, Engineering

Associate Director, Science & Partnerships

Director, Parks & Recreation

Team Lead-Innovation & Project Management

Designated Buyers

Executive Assistant

Senior Manager, Development Planning
Manager, Source Water Protection

Coordinator, Flood Forecasting & Operations
Coordinator, Flood Plain Mapping

Watershed Stewardship Coordinator
Community Outreach Coordinator
Senior Forestry Technician
HHRAP, Coordinator

Manager, Programs & Services, Kelso/Glen Eden
Manager, Visitor Services, Kelso/Glen Eden
Supervisor, Food Services, Kelso/Glen Eden
Retail & Rental Coordinator, Kelso/Glen Eden
Manager, Operations, Kelso/Glen Eden
Supervisor, Facilities & Maintenance (K/GE; MB/CL)
Coordinator, Visitor Safety (Kelso/Glen Eden)
Coordinator, Outdoor Operations (Kelso/Glen Eden)
Coordinator, Recreational Operations (Kelso/Glen Eden)
Supervisor, Equipment Operations (Kelso/Glen Eden)

Area Manager, Mountsberg & Crawford Lake
Coordinator, Visitor Services (MB/CL)
Coordinator, Educational Programming (MB/CL)
Area Manager, Hilton Falls, Mount Nemo & Rattlesnake Point
Assistant Manager, Hilton Falls, Mount Nemo & Rattlesnake Point
Visitor Services Coordinator (HF/RP/MN)

Project Managers
Facility Maintenance Coordinator

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Senior Director, Corporate & Strategic
Initiatives

Director, Finance
Manager, Accounting
Senior Manager, Digital Transformation
Manager, Information Technology
GIS Coordinator
Director, Foundation

Associate Director, People, Culture
& Creative

Manager, People & Wellness
Manager, Marketing
Manager, Communications
Health & Safety Specialist

Delegated Authority:

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

All Authorized Buyers, designated buyers and those who have received delegated authority, will be required to attend training when the policy is approved or revised.

The Director, Finance may remove the authority to purchase from any staff for violations of this policy.

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Section 4: Exempt Goods and Services

1. Petty Cash Items

2. Training and Education

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

3. Employee and Board Member Expenses

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

4. Employer's General Expenses

- a) Employee Payroll
- b) Payroll Deduction Remittances
- c) Medical and Dental Expenses
- d) Licenses (eg. vehicles, radios, lifts)
- e) Software Licensing and Maintenance fees
- f) Insurance Premiums
- g) Damage Claims through insurance
- h) Bank Charges, merchant services
- i) Audit fees

5. Professional and Special Services

- a) Board Per Diems
- b) Artistic and Cultural Services
- c) Honorariums
- d) Legal Fees
- e) Witness Fees
- f) Appraiser Fees
- g) Legal Settlements
- h) Human Resources medical/disability assessments and investigations

6. Utilities

- a) Postage
- b) Hydro, Fuel oil, Gas
- c) Telephone
- d) Telecommunications services

7. Cooperative Purchasing contracts awarded by:

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

8. Real Property purchase and sale

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

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Section 5: Bid Irregularities

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

APPLICABLE TO ELECTRONIC BIDDING ONLY

	<u>Irregularity</u>	Action Taken
1.	<u>Late Bid</u> : Bid received after the closing date and time specified in the bid document.	Bidding System does not accept late bids
2.	<u>Addenda</u> : Addenda not acknowledged	Bidding System does not accept bids that have not acknowledged all addenda
3.	<u>Site Meeting</u> : Bidder did not attend a mandatory site meeting.	Bidding System does not accept bid from bidders that did not attend the mandatory meeting
4..	<u>Method of Delivery</u> : Where the bid has been submitted via any other method other than through the Bidding System, where no such provision is allowed for in the bid document.	Bid Declared Non-Compliant
5.	<u>Suspended Vendor</u> : Bid received by a Bidder who has been suspended from the bidding process.	Bid Declared Non-compliant unless
6.	<u>Format</u> : Bid not on the form supplied by Conservation Halton or not in the format specified in the bid document.	Bid Declared Non-Compliant
7.	<u>Bid Bond/Agreement to Bond</u> : Bond is missing.	Bidding System does not accept bids that do not have the Bid Bond or Agreement to Bond attached.
8.	<u>Bid Bond/Agreement to Bond</u> : The amount is less than the amount indicated in the bid document.	Unless in the opinion of the Director, Finance, the insufficiency is trivial or insignificant. Bidder shall be given five (5) business days to remedy.
9.	<u>Bid Bond/Agreement to Bond</u> : The bonding company is not licensed to conduct business in Ontario.	Bid Declared Non-compliant
10.	<u>Bid Bond</u> : Bond is not an electronically verifiable/enforceable (e-Bond) as indicated in the bid document.	Bidder shall be given five (5) business days to remedy verification

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11.	<u>Documents:</u> Documents provided through the Bidding System were not the required ones and/or documents are not legible	Bid Declared Non-Compliant
12.	<u>Qualified Bid:</u> Where the bid has been qualified by changes to specification or major requirements and acceptance would allow an unfair advantage over competitors.	Bid Declared Non-Compliant
13.	<u>Bid Does Not Meet Major Specifications and is not suitable, Major specification to be determined by Conservation Halton bid representative and Director, Finance.</u>	Bid Declared Non-Compliant
14.	<u>Bid Does Not Meet Minor Specifications and an acceptable alternative is provided as determined by Conservation Halton bid representative and Director, Finance.</u>	Bid to be reviewed by Bid Review team and Director, Finance.
15.	<u>Bid Form not Signed</u>	The Bidding System does not accept bids unless the Bidder has checked a box confirming authority to submit a bid on behalf of the Bidder.
16.	<u>Failure to Execute:</u> Fails to execute a contract or supply supplementary documents after Intent to Award letter has been issued.	Bid Set Aside
17.	<u>Other Bid Irregularities</u>	Ruling by Director, Finance - Bidder <u>may</u> be given up to five (5) business days to remedy the bid irregularity

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

	<u>Irregularity</u>	<u>Action Taken</u>
1.	<u>Late Bid:</u> Bid received after the closing date, location and time specified in the bid document.	Bid Rejected
2.	<u>Addenda:</u> Addenda not acknowledged	Bid Rejected if the Addendum could impact the the bid response. If the Addendum will not impact the bid response, the bidder has two (2) business days to acknowledge the Addenda
3.	<u>Site Meeting:</u> Bidder did not attend a mandatory site meeting.	Bid Rejected
4.	<u>Suspended Vendor:</u> Bid received by a Bidder who has been suspended from the bidding process.	Bid Declared Non-compliant unless.

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5.	<u>Format:</u> Bid not on the form supplied by Conservation Halton or not in the format specified in the bid document.	Bid Declared Non-Compliant if the format is material to the bid
6.	<u>Bid Bond/Agreement to Bond:</u> Bond is missing.	Bid Rejected
7.	<u>Bid Bond/Agreement to Bond:</u> The amount is less than the amount indicated in the bid document.	Unless in the opinion of the Director, Finance, the insufficiency is trivial or insignificant. Bidder shall be given two (2) business day to remedy.
8.	<u>Bid Bond/Agreement to Bond:</u> The bonding company is not licensed to conduct business in Ontario or is not in the form specified, or not signed by the bonding company and/or bidder.	Bid Declared Non-compliant
9.	<u>Documents:</u> Documents are not completed in ink or documents are not legible	Bid Declared Non-compliant
10.	<u>Documents:</u> Documents contain changes, erasures, overwriting, whiteouts, cross outs or strikeouts that are not initialed by the bidder	Bidder shall be given two (2) business days to remedy.
11.	<u>Qualified Bid:</u> Where the bid has been qualified by changes to specification or major requirements and acceptance would allow an unfair advantage over competitors.	Bid Declared Non-Compliant
12.	<u>Bid Does Not Meet Major Specifications and is not suitable. Major specification to be determined by Conservation Halton bid representative and Director, Finance.</u>	Bid Declared Non-Compliant
13.	<u>Bid Does Not Meet Minor Specifications and an acceptable alternative is provided as determined by Conservation Halton bid representative and Director, Finance.</u>	Bid to be reviewed by Bid Review team and Director, Finance.
14.	<u>Bid Form not Signed</u>	Bid Declared Non-Compliant
15.	<u>Mathematical Errors:</u> in extensions, additions or totals	Conservation Halton has the right to correct the mathematical errors. In all cases the unit prices will be used to correct the discrepancy.
16.	<u>Other Bid Irregularities</u>	Ruling by Bid Review Panel - Bidder <u>may</u> be given up to five (5) business days to remedy the bid irregularity

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

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Section 6: Definitions

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

“authorized buyer” means those senior staff members or designated buyers as identified in Appendix 1;

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

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

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

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

“Conservation Halton” means The Halton Region Conservation Authority;

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

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

“contractor” means the party responsible for providing the service also see Vendor;

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

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

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

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

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

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

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

CONSERVATION HALTON PURCHASING POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSERVATION HALTON PURCHASING POLICY

Section 7: Standard Contract Terms and Conditions

1. General purchasing terms and conditions will be posted on the Conservation Halton website. These “simple form” terms and conditions apply to all purchases made by authorized, designated or delegated buyers. The terms are subject to change from time to time and vendors are encouraged to refer to these terms prior to accepting staffs offer to purchase.
2. Standard templates for staff use are available for informal bids, quotations, tenders and RFP’s. These templates can be on the Staff Public Drive or contact Finance staff for assistance. The templates will change from time to time as laws and best practices change, staff is to use the appropriate template for completion of their bid documents. Staff is not to use old or previously released bid document terms and conditions, as they may not contain all relevant clauses.
3. If changes are required to the templates, the Director, Finance is authorized to make any necessary revisions.

CONSERVATION HALTON PURCHASING POLICY

Section 8: Use of Corporate Credit Cards

1. Definition and Purpose

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

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

2. Authority

The credit card issued will be approved by both the Director, Finance and the respective Program Director and issued to those employees who occupy positions with the appropriate delegated purchasing authority. A position with the appropriate delegated authority does not necessarily include all Authorized Buyers in the Conservation Halton Purchasing Policy. Corporate credit cards are issued to the CAO/Secretary-Treasurer, Program Directors and Division Managers as well as Supervisors and Coordinators where the position warrants.

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

3. Restrictions

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

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

4. Staff Travel Expenses

Staff travel expenses paid by corporate credit card must be in accordance with the guidelines provided in Conservation Halton's Human Resources Policies.

CONSERVATION HALTON PURCHASING POLICY

5. Cardholder Responsibilities

The cardholder is responsible for:

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

Cardholders who do not comply with this policy, may have their credit card privileges revoked by the CAO/Secretary-Treasurer without notice and are subject to disciplinary action in accordance with the Discipline Policy in the Human Resources Policy Manual.

6. Late Payment Charges

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

CONSERVATION HALTON PURCHASING POLICY

7. **Reconciliation and Approval of Monthly Statement**

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

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

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

8. **Card Renewal**

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

9. **Use of Personal Credit Cards**

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

CONSERVATION HALTON
PURCHASING POLICY

MISSING RECEIPT FORM

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

Vendor: _____

Description of Expense: _____

Date of Receipt: _____

Amount: _____

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

Name: _____

Signature: _____ Date: _____

Approver's Name: _____

Signature: _____ Date: _____

CONSERVATION HALTON PURCHASING POLICY

Section 9: Certificate of Insurance

Individuals or contractors providing services to Conservation Halton are required to carry and maintain coverage suitable to Conservation Halton. Certificates of insurance must be completed by the vendor and submitted to the Director, Finance prior to the start of work.

Only the forms supplied by Conservation Halton are to be used.

CONSERVATION HALTON PURCHASING POLICY

Section 10: Sustainable Purchasing Guideline

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

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

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

Environmental Procurement

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

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

1. Conserving Resources – purchasing goods and services that:

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

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

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

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

CONSERVATION HALTON
PURCHASING POLICY

3. Life Cycle Cost Review – an assessment will be completed for the full cost of the good or service during its life cycle including the following:

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

REPORT TO: Board of Directors

REPORT NO: # CHBD 04 19 09

FROM: Marnie Piggot, Director, Finance

DATE: March 21, 2019

SUBJECT: 2018 Capital Projects

Recommendation

THAT the Conservation Halton Board of Directors **approve the establishment of a 2018 total capital budget of \$76,973 for Kelso/Glen Eden East Lodge Renovations to be funded by the Conservation Areas Capital Reserve for 2018 costs;**

THAT \$3,793 be transferred to the Vehicle and Equipment Reserve for proceeds received on the sale of equipment;

And Further THAT **capital projects be closed as identified in the staff report dated March 21, 2019.**

Report

The attached Appendix A - Capital Project summary provides an overview of the various capital projects carried out in 2018. The summary includes the capital project budget, life to date costs and the budget remaining to be spent. The 2018 capital project costs include work completed on projects carried over from prior year budgets. The summary also provides the funding sources for the capital projects and indicates if the capital project can be closed as the project is either completed or in a few instances being deferred for inclusion in a future budget.

Total 2018 capital project costs incurred are \$4,726,277 with life to date capital project costs of \$8,315,426. The life to date capital expenses of \$8,315,426 is 47% of the total capital budget of \$17,737,787. The Kelso Dam capital project makes up 82% of the total budget unspent of \$9,422,361. The Kelso Dam capital project commenced in late 2018. This project was delayed as the result of permits and dewatering requirements for the site that are now met before construction could proceed. The dewatering portion of the project is anticipated to be substantially complete by the end of March to meet provincial funding timelines.

There are three capital projects that exceeded the budget amounts in 2018. The Emerald Ash Borer project completed its second year of operation in 2018. The amount spent in 2018 was funded partly by funds carried over from other municipal funding from the 2017 budget and from lumber sales of \$27,708.

In completing the 2018 year-end capital asset additions, costs were identified for upgrades to the East Lodge at Kelso/Glen Eden that will extend the life of the facility. This renovation work was included in the 2018 Kelso operating budget and the planned upgrades were expanded due to flooring, plumbing and electrical deficiencies identified during the renovation. The renovation costs exceed the tangible capital asset policy threshold of \$25,000 and staff recommend that this work be transferred to the Conservation Areas capital program to be funded by a transfer from the Conservation Areas Capital Reserve.

GIS upgrades now complete exceeded the budget of \$80,000 by (\$1,637). This over-expenditure can be accommodated by municipal funding carried over from prior years as a result of savings in the information technology infrastructure capital project. The GIS upgrades project is being closed as of the December 31, 2018 year end along with other completed projects.

Closing of Capital Projects

The capital projects recommended to be closed after 2018 are identified on Appendix A. The projects to be closed total almost \$828,000 in project savings. These projects are being closed as they have been either completed or are annual projects such as information technology infrastructure, vehicle and equipment replacements and Conservation Halton Foundation (Foundation) funded projects, where the capital project amount will be reconsidered during the annual budget process.

There were no vehicle replacements for the Watershed Management & Support Services program in 2018 with program restructuring in 2017 and 2018 that resulted in vehicles that could be reassigned to meet the requirements of other programs. The Conservation Halton Foundation funded capital project budget amount of \$100,000 is an estimate based on previous years. Capital projects funded by the Foundation are also reported in other project categories, including the Conservation Areas Ski Pipe and Longhouse refurbishment projects funded by the Canada 150 grants raised through the Foundation. The Foundation raised over \$441,000 in 2018 for Conservation Halton operating and capital programs.

Municipal Debt Financing

Capital expenditures of \$537,297 are being funded by \$268,658 of municipal debt financing through Halton Region. This amount is within the approved capital project budget amounts to be debt financed. The capital expenditures that are debt financed are 50% of the Kelso Dam Rehabilitation Repairs and Administration Office renovation work. The remainder of these capital project costs are funded by provincial capital funding and reserves.

Debt financing incurred up to 2018 is repaid to Halton Region over a ten-year period and thirty years for the Kelso Dam Major Repairs, including interest at 3.2% for 2018. Annual debt financing charges are included in the Conservation Halton operating budget. The 2018 municipal debt financing balance as of December 31, 2018 is \$2,011,461. This balance is prior to the 2018 debt financing request of \$268,658 that will be added to the debt balance in 2019 when it is received, for a total amount of \$2,280,119.

Impact on Strategic Goals

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

Financial Impact

The report outlines the capital project work completed in 2018 as well as capital project budget increases required for capital projects noted in the report. The respective Reserve balances that are recommended to fund the capital project budget increases are more than sufficient to fund the increased costs.

Signed & respectfully submitted:



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;

CONSERVATION HALTON
APPENDIX A- CAPITAL PROGRAM BUDGET VARIANCE REPORT
FOR THE PERIOD ENDED DECEMBER 31, 2018

Capital Project Description	Total Capital Budget	Prior Years Capital Costs	2018 Capital Costs	Life to Date Capital Costs	Budget Unspent	Project to be Closed	Capital Project Funding
Watershed Management & Support Services (WMSS)							
Kelso Dam - Monitoring, definition study & remediation design	\$1,007,256	\$515,179		\$515,179	\$492,077	Close	50% MNRF; 50% Municipal; Deferred
Kelso Dam - Rehabilitation Repairs	8,365,000	634,694	536,358	1,171,052	7,193,948		50% MNRF; 50% Mun. Debt Financing
Kelso Dam - 10" bypass valve	40,500		10,458	10,458	30,042		50% MNRF; 50% Reserve
Kelso Dam - 10 ft lift gates	79,000		22,784	22,784	56,216		50% MNRF; 50% Reserve
Mountsberg Piezometers	73,500		3,600	3,600	69,900		50% MNRF; 50% Reserve
Hilton Falls Diversion	58,000		8,569	8,569	49,431		50% MNRF; 50% Reserve
Scotch Block updated DSR	104,000		51,359	51,359	52,641		50% MNRF; 50% Reserve
Dams & Channels Maintenance Projects - 2017/2018	385,000	38,301	86,275	124,576	260,424	Close	50% MNRF; 50% Municipal
Dams & Channels Maintenance Projects - 2018 Budget	-			-	-	Closed May 2018	50% MNRF; 50% Reserve
Dam public safety assessment	69,000		52,125	52,125	16,875		50% MNRF; 50% Reserve
Asset Management Plan - Buildings	100,000	-	34,070	34,070	65,930		Reserve; Municipal
Emerald Ash Borer 2017	400,000	227,806	172,194	400,000	-	Close	Municipal - EAB
Emerald Ash Borer 2018	1,154,000		1,181,708	1,181,708	(27,708)	Close	Municipal - EAB; Lumber sales
Flood Forecasting & Warning	189,876		137,335	137,335	52,541		Municipal
Floodplain Mapping	466,626		184,832	184,832	281,794		50% Federal NDMP; 50% Municipal
Geographic Information System (GIS) Technology Upgrades	80,000	-	81,637	81,637	(1,637)	Close	Municipal; Deferred Municipal
Integrated Watershed Management Planning	25,000	10,000		10,000	15,000		Municipal
Integrated Watershed Database Management System	75,000	1,491	30,240	31,731	43,269		Municipal
Administration Office Renovations	440,000	398,004	34,355	432,359	7,641	Close	Debt Financing; Reserves
Administration Office Renovations - Debt Financed	55,000		51,767	51,767	3,233	Close	Debt Financing
Information Technology (IT) Infrastructure - WMSS	191,410		155,475	155,475	35,935	Close	Municipal
Great Plains project module	35,000			-	35,000		Municipal
Program rates & fees review	60,000		51,627	51,627	8,373		Municipal
Vehicle and Equipment Replacements- WMSS	210,395	-		-	210,395	Close	Reserve
Forest/Land Management	73,689	47,460	13,229	60,689	13,000		Deferred Municipal Revenue
Speyside Weir Removal	31,500			-	31,500		Reserve
Land Securement	410,000		408,860	408,860	1,140	Close	Reserves; Donation
Conservation Areas Facility & Infrastructure:							
Kelso/Glen Eden - Ropes Challenge Course	295,000	279,653	11,549	291,202	3,798	Close	Reserve
Kelso/Glen Eden - Master Plan	115,000	56,719	26,142	82,861	32,139		Reserve
Kelso/Glen Eden - Mountain Bike Equipment replacement	20,000	13,517	4,125	17,642	2,358	Close	Reserve
Kelso/Glen Eden - Ski hill Bore/Pipe replacement	645,000	561,692	49,874	611,566	33,434	Close	Reserve; Federal Grant
Kelso/Glen Eden - Ski hill improvements	200,000		191,446	191,446	8,554	Close	Reserve
Kelso/Glen Eden - WOW Camp Equipment	90,000	40,774	47,609	88,383	1,617	Close	Reserve
Kelso/Glen Eden - Water/Wastewater Servicing	579,035	385,800	165,436	551,236	27,799		Reserve
Kelso/Glen Eden - Facility Upgrades (A-Frame)	35,000	21,481	13,519	35,000	-	Closed May 2018	Reserve
Kelso/Glen Eden - Museum Renovation	120,000		119,055	119,055	945	Close	Reserve
Kelso/Glen Eden - East Lodge	-		76,973	76,973	(76,973)	Approve & Close	Reserve
Crawford Lake - Longhouses roof/floor replacement	90,000	-	73,389	73,389	16,611		Reserve
Crawford Lake - Longhouses refurbishment	645,000	321,216	284,191	605,407	39,593	Close	Reserve; Federal Grant
Mountsberg - Playground/barn	50,000		7,158	7,158	42,843		Reserve
Foundation Funded Capital Projects	100,000			-	100,000	Close	CH Foundation
Mount Nemo - Parking Lot	20,000	1,330	4,477	5,807	14,193	Close	Reserve
Mount Nemo - Infrastructure	110,000		43,251	43,251	66,749	Close	Reserve
Information Technology Infrastructure - Conservation Areas	50,000		42,442	42,442	7,558	Close	Reserve
PCI Compliance	235,000	17,512	143,703	161,215	73,785		Reserve 95%; Municipal 5%
Vehicle and Equipment replacements - Conservation Areas	160,000	16,520	113,081	129,601	30,399	Close	Reserve
Total Capital Projects	\$17,737,787	\$3,589,149	\$4,726,277	\$8,315,426	\$9,422,361		

REPORT TO: Board of Directors

REPORT NO: # 04 19 10

FROM: Marnie Piggot, Director, Finance

DATE: March 21, 2019

SUBJECT: 2018 Budget Variance Report

Recommendation

That the Conservation Halton Board of Directors approve the allocation of the 2018 operating surplus to the following Reserves:

- \$248,374 to the Building Reserve;
- \$28,000 to the Watershed Management & Support Services Stabilization Reserve;
- \$200,000 to a new reserve to be established for Legal – Corporate Services;
- \$1,128,047 to the Conservation Areas Capital Reserve;
- \$82,000 to the Conservation Areas Revenue Stabilization Reserve

That a transfer of \$162,449 to the Capital Projects Reserve – Debt Financing Charges be approved for the budget amount in excess of actual 2018 debt financing charges expense;

That a transfer of \$114,011 to the Stewardship & Restoration Reserve be approved for revenue received in prior years for future Stewardship & Restoration projects;

That a new 2019 capital project for Kelso Quarry Facility repairs in the amount of \$60,000 to be funded by a transfer from the Building Reserve be approved;

That a transfer in 2019 of up to \$28,000 from the Watershed Management & Support Services Stabilization Reserve be approved to complete the Conservation Halton Foundation capital campaign study in 2019 that was included in the 2018 projection;

And Further That the Conservation Halton Board of Directors receive for information the Budget Variance Report for the year ended December 31, 2018.

Executive Summary

Attached is the Budget Variance Report for the year ended December 31, 2018. The total operating surplus for 2018 is \$1,686,421. The details of the 2018 operating surplus are summarized below and are included in the attached Budget Variance Report. This operating surplus is comprised of a surplus in the Watershed Management and Support Services (WMSS) programs of \$476,374 and \$1,210,047 in the Conservation Areas.

The projected 2018 operating surplus presented in the September 30, 2018 Budget Variance Report was \$243,455 for the WMSS programs and \$1,254,511 for the Conservation Areas.

The table below summarizes the 2018 year end surplus for WMSS and Conservation Areas.

	YTD		\$	%
	December		VARIANCE	VARIANCE
	2018	BUDGET	OVER (UNDER)	OVER (UNDER)
Program	2018	2018	BUDGET	BUDGET
WATERSHED MANAGEMENT & SUPPORT SERVICES (WMSS)				
Revenue	\$15,195,359	\$15,872,738	(\$677,379)	(\$0)
Expenses	14,718,985	15,872,738	(1,153,753)	-7.3%
Operating Surplus	\$476,374	\$0	\$476,374	100.0%
CONSERVATION AREAS				
Revenue	\$14,210,143	\$11,613,904	\$2,596,239	22.4%
Expenses	13,000,096	11,303,510	1,696,586	15.0%
Operating Surplus	\$1,210,047	\$310,394	\$899,653	289.8%
Total Operating Surplus	\$1,686,421	\$310,394	\$1,376,027	343.3%

The WMSS operating surplus of \$476,374 is primarily the result of staff vacancies and additional recovery of staff time for dams and channels capital and Emerald Ash Borer (EAB) projects. The costs savings and increased funding are offset by increased costs for estimated Workers Safety and Insurance Board (WSIB) experience rating surcharges, compensation system maintenance update, hazard tree clearing and a reduced support services chargeback from the Conservation Areas for staff positions not filled in 2018.

The Conservation Areas operating surplus of \$1,210,047 can be attributed to increased park revenues at all of the Conservation Areas totalling \$1,786,000 as a result of increased park visitation and program enhancements. Increases in expenses include increased part time staff salaries and benefits of \$1,143,000 over the 2018 budget amount of \$3,437,000. This cost increase includes the impact of the 21% minimum wage increase to \$14 from \$11.60 that came into effect on January 1, 2018. Other factors increasing the seasonal staff costs at the parks are increased staffing at the parks with increased park visitors, program changes and customer service enhancements making it difficult to isolate the exact cost of the minimum wage increase.

Also included in the 2018 Conservation Areas revenue and expenses are preliminary estimated amounts related to a furnace fuel leak in December 2018. For the 2018 financial statements, costs of \$820,000 have been recorded for initial spill delineation, remediation and future monitoring costs based on preliminary estimates. Conservation Halton's insurance company was notified of the fuel leak at the time of occurrence and they have been involved in the spill investigation since that time. Through initial discussions with the insurance adjuster they are currently recommending that this claim be covered by insurance and an insurance recovery of \$810,000 has also been recorded as revenue leaving a \$10,000 insurance deductible expense impact for 2018.

Further details on the operating surplus and reserve balances are provided in the attached Budget Variance Report and information provided in this report.

Report

As per Conservation Halton's approved Budget Principles, the following report provides explanations for variances greater than 10% from the approved budget amounts in the attached Budget Variance Report.

Watershed Management & Support Services (WMSS)

Note 1. Office of the CAO

Materials and supplies exceed the budget by \$3,874 and purchased services are over budget by \$25,213 due to increased expenses for meeting and public relation supplies and consulting fees that were not included in the budget.

Note 2. Finance

Salaries and benefits for Finance are under the budget amount by \$111,250 due to a staff vacancy in the later part of the year. Purchased services are under the budget amount by \$10,103 as a result of reduced consulting services.

Chargeback recoveries from the Conservation Areas are under budget by \$43,849 due to staff vacancies. Other revenue exceeds the budget by \$20,830 primarily due to increased investment revenue.

Note 3. General Corporate Services, Construction & Conservation Areas Chargebacks

Three staff positions were not filled in 2018 as a result of the reorganization announced in December 2017. These positions were intended to partially provide support services to the Conservation Areas. As a result of this reorganization, salaries and benefits of \$245,551 and the associated chargeback recoveries of \$160,600 are under budget for General Corporate Services.

General Corporate Services include a Workers Safety and Insurance Board (WSIB) experience rating surcharge of \$143,927 related to a lost time workplace injury.

General Corporate Services financial and other expenses consist of debt financing charges for municipal debt financing and payments made on a mortgage with the Hamilton Community Foundation for land purchased in 2015 that is part of the Cootes to Escarpment Ecopark system. The 2018 expenses exceed the 2018 budget amount for a \$50,000 payment on the land mortgage that is funded by a donation received through the Conservation Halton Foundation of \$50,000 reported under General Corporate Services other revenue. After the principal payment the mortgage balance remaining is \$433,000, down from the original loan of \$858,000 assumed in December 2015.

Note 4. Foundation Administration

Salaries and benefits are under budget by \$79,316 due to a staff vacancy that was filled in August. The 2018 projection for purchased services included \$28,000 to retain a consultant to prepare a feasibility and capacity assessment for a capital campaign. The capital campaign is intended to leverage the funds secured by Halton Region from developer contributions for the three parks capital projects endorsed by the Board. It is recommended that the capital campaign study be funded by the 2018 operating surplus through a transfer from the WMSS Stabilization Reserve in 2019.

The reduced chargeback to the Conservation Halton Foundation of \$14,750 is a result of the position vacancy and is offset by the savings in salaries and benefits.

Note 5. Information Technology

Materials and supplies and purchased services for Information Technology (IT) are over budget amounts in total by \$9,957 for expenses that were included in the IT infrastructure capital project that have been more appropriately reallocated to operating expenses.

Note 6. Geographical Information Systems (GIS)

GIS expenses are under the total budget amount by \$55,749 due to savings in salaries and benefits related to a staff vacancy and reduced consulting services.

Program revenue is under budget by \$18,404 due to reduced requests for data licensing agreements as a result of increased opportunities for open data sharing. The loss in revenue is offset by an employment grant for a student in the later part of the year. This revenue shortfall is more than offset by reduced expenses.

Note 7. Human Resources, Health, Safety & Wellness

Materials and supplies are under the budget amount by \$19,326 for savings in office and program supplies and meeting expenses. Purchased services are over budget by \$24,197 due to staff training initiatives and consulting services to perform a compensation system maintenance review in light of the staff reorganizations that have occurred over the last two years. Staff training includes costs incurred for an Executive MBA program that were approved by the Board of Directors to be funded by a transfer from the WMSS Stabilization Reserve of \$33,000.

Note 8. Communications

Communication expenses exceed the total budget amount by \$13,491 and this budget variance is offset by savings in other programs. Salaries and benefits are over budget by \$42,176 due to a severance and extending a contract position by four months. Materials and supplies are over budget by \$17,224 due to printing costs for the relaunch of the membership package and supplies needed for participation in more special events. Purchased Services is under budget by \$45,908 due to less advertising done in 2018 and more focus placed on special events.

Note 9. Flood Forecasting & Operations and Engineering

Flood Forecasting & Operations purchased services are over budget by \$9,969 and includes required sedimentation removal works in the Morrison-Wedgewood channel to maintain channel capacity. This work was included in the 2018 capital budget with anticipated funding from the provincial government. The funding for the sedimentation removal was not approved by the province in the 2018/2019 WECL program as a large portion of the funds in this program were allocated to the rehabilitation of Kelso dam. In order to mitigate the budget impact, expenses were reduced for Flood Forecasting materials and supplies, and Engineering purchased services.

Increased Engineering materials and supplies expenses of \$1,564 are funded by increased program revenue of \$6,000. Chargeback recoveries are above budget by \$13,215 due to staff time spent managing Engineering capital projects that is within the capital project budget amount.

Note 10. Planning & Watershed Management

Planning & Watershed Management program revenue fell short of the budget amount by \$366,168. This program revenue consists largely of planning and permit fees. This shortfall is the result of a several factors. In 2018 the applications received slowed down due partly to the municipal election and the Regional allocation program. Increased time was also spent by staff on non-revenue generating activities for municipal studies, appeals to the Local Planning Appeal Tribunal (LPAT) and providing provincial comments. The estimated revenue shortfall is offset by decreased total expenses of \$307,606 as a result of staff salaries and benefits savings of \$250,037 for staff vacancies and decreased legal and consulting fees of \$49,225.

Note 11. Regional Infrastructure Team (RIT)

RIT program costs are less than the budget amount by \$50,320 and are offset by decreased program revenue of \$51,796. The Regional Infrastructure Team program is fully funded through a municipal service agreement with the Region of Halton.

Note 12. Source Protection Program

Source Protection program expenses are less than the total budget amount by \$25,346 primarily as a result of a relocation of the program staff to the Administration Office in June. The Source Protection Program is provincially funded program so the reduced program expenses are offset by reduced provincial funding.

Note 13. Ecology

Ecology purchased services are under budget by \$3,568 and include consulting services for a review of the monitoring program. Materials and supplies costs exceed the budget by \$4,340 for the purchase of statistical software recommended in the consultant report and monitoring equipment including data loggers. Program revenue is under budget by \$13,657 due to a decrease in grants and donations received through the Foundation as a result of the staff vacant position. The increased costs and reduced program revenue are more than offset by savings in staffing costs due to an Ecology position vacancy.

Note 14. Stewardship

Program revenue includes revenue collected in prior years of \$69,388 for future stewardship projects. This funding has been transferred from deferred revenue and recognized as revenue in 2018. Staff are recommending that the previously deferred revenue of \$69,388 be transferred to the Stewardship & Restoration Reserve.

Increased Stewardship purchased services of \$5,565 are offset by reduced materials and supplies of \$12,464. Chargeback recoveries are less than the budget amount due a delay in a Stewardship Partnership Project for funding and permit reasons. The transfer from the Stewardship & Restoration Reserve of \$15,000 included in the 2018 budget is not required.

Note 15. Outreach

Salaries and benefits are over budget by \$20,957 for a contract staff position hired to assist with festivals and events that is funded partly by increased program revenue. Program revenue is above budget by \$18,370 due to increased donations and sponsorships from corporations and other Foundations for the Forest Festival public day and special events. The transfer from the Water Festival Reserve is less than the budget amount by \$7,000 as a result of Water Festival expenses being under the budget amount.

Note 16. Hamilton Harbour Remedial Action Plan (HHRAP)

A longstanding funding agreement with the Province of Ontario for the April 2018 to March 2019 provincial year was not confirmed in 2018. In order to mitigate the program funding shortfall of \$36,754 discretionary materials and supplies and purchased services were reduced in order to accommodate the funding reduction. The reduced expenses have further reduced the anticipated municipal funding by \$17,444. Staff have revised the 2019 HHRAP program budget amounts to take into account the reduced provincial funding anticipated for 2019.

Note 17. Forestry Tech. Team

Salaries and benefits for the Forestry Tech. Team exceed the budget amount by \$32,103 for Forest Technician staff working on the Emerald Ash Borer (EAB) capital project that were not included in the budget. This budget variance is more than offset by the increased chargeback of staff time of \$44,915 for work completed on projects including the EAB capital project. Tree planting materials exceed the budget amount by \$14,817 and are offset by increased program revenue of \$16,290.

Note 18. Administration Office Facility

Purchased services are less than the budget amount by \$31,289 for lower Administration Office maintenance costs as a result of infrastructure work completed through the Administration Office capital project and funded by a transfer from reserves.

Note 19. Construction

Construction salaries and benefits are under the budget amount for a position included in the 2018 budget that was not filled. Materials and supplies and purchased services are less than the budget amount due to expenses included in the budget for required repairs to the Kelso Quarry facility. This facility is used by multiple departments during the year for storage and rental to external groups. These

repairs have been delayed to 2019 and staff are recommending that a new capital project be established for this project to be funded by a transfer from the Building Reserve in 2019.

Note 20. Project Management Office

Materials and supplies are under the budget amount by \$2,468 due to the reallocation of staff training and professional licences to the Health, Safety & Wellness program. Purchased services exceed the budget by \$23,151 for the hiring of a consultant, not included in the budget, to assist with workload as a result of a staff vacancy. The total increase in expenses is partially offset by increased chargeback recoveries from the Conservation Areas of \$7,950 as a result of staffing changes.

Note 21. Restoration

Restoration program revenue and expenses are under budget in total by \$120,289 as a result of changes in the Partnership Projects carried out in 2018. The changes in projects resulted in the hiring of one contract position to assist with managing projects instead of the two positions included in the budget.

Program revenue includes \$44,623 for restoration projects collected in prior years for future restoration projects. This funding has been transferred from deferred revenue and recognized as revenue in 2018. Staff are recommending that the previously deferred revenue of \$44,623 be transferred to the Stewardship & Restoration Reserve. This revenue combined with the Stewardship prior year revenue of \$69,388 results in a total transfer to the Stewardship & Restoration Reserve of \$114,011.

Note 22. WMSS Vehicles

Vehicle purchased services are over budget by \$57,589 due to increased maintenance costs and a vehicle lease that was not included in the 2018 Budget. The over-expenditure is partially offset by lower fuel and supplies costs of \$28,866 for the WMSS vehicle fleet.

Note 23. Property Management

Salaries and benefits are under the budget amount by \$9,873 as a result of staffing changes during the year resulting in reduced chargeback recoveries of \$11,700. Materials and purchased services for managed properties maintenance is less than the budget amount in total by \$78,544 based on the work required to be completed during the year.

Note 24. Forestry

Materials and supplies and purchased services are over budget by almost \$45,000 due to the purchase of chainsaws and other supplies along with the hiring of contractors with specialized equipment to clear the hydro lines of hazard trees at Mountsberg. Financial expenses related to a short-term equipment lease also exceeds the budget amount by \$1,869. The over-expenditures are partly offset by savings due to staffing changes and an increased chargeback recovery for time spent on the EAB capital project. Municipal funding is based on the actual work completed in 2018 for property management services at Halton Regional lands and is less than the budget amount by \$14,029.

Note 25. Partnership Projects

Partnership Projects total expenses are less than the budget total amount by \$107,954 and are offset by decreased revenues for the same amount. Partnership project costs are fully funded by related project grants and other funding. The decrease in Partnership Projects is partly a result of work that will be carried over to 2019 where the funding was not confirmed or there is delay in the project work to be carried out.

Conservation Areas

Note 26. Conservation Areas Vehicles

The decrease in 2018 vehicle fuel and other supplies of \$33,688 is offset by increased maintenance costs of \$26,121 required due to servicing on aging vehicles.

Note 27. Conservation Areas Administration

Purchased services are under budget by \$192,290 due to the delay in implementation of a new ecommerce solution. These savings are offset by increased payroll processing costs, based on actual staffing, and training as a result of new staff and staff position changes.

Materials and supplies are below the budget amount by \$24,312 based on reduced maintenance supplies. Financial and other expenditures are also under budget by \$16,845 due to reduced cash handling fees that have resulted from improving internal processes at our Conservation Areas.

Increased program revenue of \$92,545 over the budget amount is the primarily the result of increased park pass sales.

Note 28. Conservation Areas

Overall, expenditures for all Conservation Areas are over the budget by \$1,696,586 due to estimated fuel spill remediation costs of \$820,000 and increased seasonal staffing costs of \$1,143,000 offset by savings in other expense categories. Seasonal staff salaries and benefits exceed the budget with increased visitation to the parks and other program enhancements. The minimum wage increase that took effect at the beginning of this year and increased staff training for succession planning also impacted these expenditures in the Conservation Areas. The increase in expenses is more than offset by the increase in revenues.

Crawford Lake/Mountsberg part time staff costs are also higher with some increased part time staffing costs associated with the longhouses refurbishments that were not covered by the Canada 150 federal funding received for this project. This over-expenditure is partly offset by reduced purchased services for facility maintenance and utilities during the refurbishment and lower animal expenses, special event costs and cash handling fees.

Kelso/Glen Eden expenses include an estimated \$820,000 for furnace fuel spill remediation and future monitoring costs. Kelso/Glen Eden also incurred additional expenses for the repair and maintenance of aging infrastructure, extending snowmaking for the ski seasons, increased advertising, renovations to provide a more robust retail presence for the 2018/2019 ski season, increased visitor events, and cost increases for expanding the Ways of the Woods program.

Kelso/Glen Eden revenue is over budget by \$2,121,100 including an estimated insurance recovery of \$810,000 related to a furnace fuel leak. The remaining park revenue increase of \$1,311,100 is despite no snow tubing revenues with a budget of \$180,000. Snow tubing is no longer in operation and has been converted into ski/snowboard terrain.

Hilton Falls/Mount Nemo/Rattlesnake has not been affected as significantly as the other park groups by the minimum wage increase because of fewer seasonal staff required for the lesser programming offered at these parks relative to the other parks. Revenue is above the budget by \$335,659 as these parks continue to receive increased visitation.

Reserves

A Reserve Continuity schedule is below that provides details of transfers to and from reserves. After the recommended reserve transfers, total reserves as of December 31, 2018 are \$7,792,317.

The Watershed Management and Support Services operating surplus of \$476,374 is recommended to be allocated to reserves as follows:

Building & Equipment Reserve	\$248,374
Watershed Management & Support Services – Stabilization Reserve	28,000
Legal – Corporate	200,000
Total	<u>\$476,374</u>

The Conservation Areas operating surplus of \$1,210,047 is recommended for transfer to the following reserves:

Conservation Areas Capital Reserve	\$1,128,047
Conservation Areas Revenue Stabilization Reserve	82,000
	<u>\$1,210,047</u>

The transfer to the Stabilization Reserve of \$82,000 will bring the reserve balance to 7.5% of the 2019 revenue budget of \$12,489,750 which is mid-way of the target reserve balance of 5% to 10%.

Name of Reserve	Reserve Balances Jan.1, 2018	Previously Approved Reserve Transfers	Reserve Balances Prior to Transfers to be Approved	Reserve Transfers to be Approved at Mar. 21/19 Board Meeting Invest. Rev.	Reserve Transfers to be Approved at Mar. 21/19 Board Meeting Surplus/Cap.	Reserve Balances Dec. 31, 2018 After Transfers to be Approved
Watershed Management & Support Services						
Vehicle	951,235	75,000	1,026,235	11,100	3,793	1,041,128
Building & Equipment	260,879	(69,445)	191,434	2,500	248,374	442,308
Watershed Management Capital-Municipal	174,575	286,000 (74,447)	386,128	3,100		389,228
Watershed Management Capital-Self Gen.	340,609		340,609	15,700		356,309
Watershed Management & Support Services - Stabilization	735,413	(33,000)	702,413		28,000	730,413
Capital Projects - Debt Financing Charges	241,567	(68,935)	172,632		162,449	335,081
Legal - Planning & Watershed Management	258,891		258,891			258,891
Legal - Corporate (new)			0		200,000	200,000
Water Festival	208,911	(20,000)	188,911			188,911
Land Securement	108,337	(100,000)	8,337	700		9,037
Property Management	228,900	(133,860)	95,040			95,040
Stewardship & Restoration	291,500		291,500		114,011	405,511
Conservation Areas						
Capital	2,433,656	(1,108,438)	1,325,218	27,600	(76,973) 1,128,047	2,403,892
Revenue Stabilization	854,568		854,568		82,000	936,568
Total Reserves	\$7,089,041	\$ (1,247,125)	\$ 5,841,917	\$ 60,700	\$ 1,889,700	\$ 7,792,317

Impact on Strategic Goals

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

Financial Impact

The report summarizes the variances that have contributed to the 2018 operating surplus of \$2,142,578 and recommends distribution of the surplus to reserves. The variances that have occurred during the year will inform the management of the approved 2019 Budget and preparation of the 2020 Budget.

Signed & respectfully submitted:



Marnie Piggot
Director, Finance

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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**Conservation Halton
Budget Variance Report
Year ended December 31, 2018**

	YTD 2018	BUDGET 2018	VARIANCE OVER (UNDER) BUDGET	VARIANCE OVER (UNDER) BUDGET
WATERSHED MANAGEMENT & SUPPORT SERVICES (WMSS)				
Corporate & Strategic Initiatives	\$5,528,034	\$5,400,626	\$127,408	2.4%
People, Culture & Creative	(1,230,853)	(1,273,605)	42,752	-3.4%
Engineering	(388,658)	(497,677)	109,019	-21.9%
Planning & Watershed Management	(1,116,043)	(1,056,004)	(60,039)	5.7%
Science & Partnerships	(933,974)	(978,956)	44,982	-4.6%
Innovation & PMO	(610,509)	(810,989)	200,480	-49.3%
WMSS Operations	(771,623)	(783,395)	11,772	-1.5%
Partnership Projects	(0)	0	(0)	0.0%
Total	\$476,374	\$0	\$476,374	100.0%

CONSERVATION AREAS

Vehicles & Equipment	(\$102,323)	(\$109,890)	\$7,567	-6.9%
Conservation Areas Admin	500,311	175,180	325,131	185.6%
Chargebacks	(815,900)	(1,055,786)	239,886	-22.7%
Crawford Lake/Mountsberg	31,760	21,031	10,729	51.0%
Kelso/Glen Eden	1,156,841	1,191,217	(34,376)	-2.9%
Hilton Falls/Mount Nemo/Rattlesnake	439,358	88,642	350,716	395.7%
Total	\$1,210,047	\$310,394	\$899,653	289.8%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
CORPORATE & STRATEGIC INITIATIVES					
OFFICE OF THE CAO					
<u>Expenditures</u>					
Salaries and Benefits		\$361,082	\$380,790	(\$19,708)	-5.2%
Materials and Supplies	1	26,874	23,000	3,874	16.8%
Purchased Services	1	175,613	150,400	25,213	16.8%
Total Expenditures		\$563,569	\$554,190	\$9,379	1.7%
<u>Revenue</u>					
Chargeback Recoveries		\$12,900	\$12,500	\$400	3.2%
Total Revenues		\$12,900	\$12,500	\$400	3.2%
TOTAL OFFICE OF THE CAO		(\$550,669)	(\$541,690)	(\$8,979)	1.7%
FINANCE					
<u>Expenditures</u>					
Salaries and Benefits	2	\$698,245	\$809,495	(\$111,250)	-13.7%
Materials and Supplies		576	0	576	0.0%
Purchased Services	2	61,897	72,000	(10,103)	-14.0%
Financial and other		23,148	24,000	(853)	-3.6%
Total Expenditures		\$783,865	\$905,495	(\$121,630)	-13.4%
<u>Revenue</u>					
Chargeback Recoveries	2	\$178,901	\$222,750	(\$43,849)	-19.7%
Other	2	63,830	43,000	20,830	48.4%
Total Revenues		\$242,731	\$265,750	(\$23,019)	-8.7%
TOTAL FINANCE		(\$541,134)	(\$639,745)	\$98,611	-15.4%

**Conservation Halton
Budget Variance Report
Year ended December 31, 2018**

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
GENERAL CORPORATE SERVICES					
<u>Expenditures</u>					
Salaries and Benefits	3	\$0	\$245,551	(\$245,551)	-100.0%
Materials and Supplies	3	143,927	-	143,927	100.0%
Purchased Services		273	-	273	0.0%
Financial and other		1,015,209	971,586	43,623	4.5%
Total Expenditures		\$1,159,409	\$1,217,137	(\$57,728)	-4.7%
<u>Revenue</u>					
Program Revenue		273	-	273	0.0%
Municipal Funding		8,699,157	8,699,157	0	0.0%
Chargeback Recoveries	3	0	160,600	(160,600)	-100.0%
Other	3	50,000	0	50,000	100.0%
Total Revenues		\$8,749,430	\$8,859,757	(\$110,327)	-1.2%
TOTAL GENERAL CORPORATE SERVICES		\$7,590,021	\$7,642,620	(\$52,599)	-0.7%
FOUNDATION ADMINISTRATION					
<u>Expenditures</u>					
Salaries and Benefits		\$93,242	\$172,558	(\$79,316)	-46.0%
Purchased Services		\$0	\$0	\$0	100.0%
Total Expenditures	4	\$93,242	\$172,558	(\$79,316)	-46.0%
<u>Revenue</u>					
Program Revenue	4	6,250	21,000	(14,750)	-70.2%
Total Revenues		6,250	21,000	(14,750)	-70.2%
TOTAL FOUNDATION ADMINISTRATION		(\$86,992)	(\$151,558)	\$64,566	-42.6%

**Conservation Halton
Budget Variance Report
Year ended December 31, 2018**

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
INFORMATION TECHNOLOGY					
<u>Expenditures</u>					
Salaries and Benefits		\$355,856	\$355,379	\$477	0.1%
Materials and Supplies		30,076	27,000	3,076	11.4%
Purchased Services	5	32,881	26,000	6,881	26.5%
Total Expenditures		\$418,814	\$408,379	\$10,435	2.6%
<u>Revenue</u>					
Chargeback Recoveries		\$57,800	\$59,100	(\$1,300)	-2.2%
Total Revenues		\$57,800	\$59,100	(\$1,300)	-2.2%
TOTAL INFORMATION TECHNOLOGY		(\$361,014)	(\$349,279)	(\$11,735)	3.4%
GEOGRAPHICAL INFORMATION SYSTEMS (GIS)					
<u>Expenditures</u>					
Salaries and Benefits		\$493,410	\$529,722	(\$36,312)	-6.9%
Materials and Supplies	6	2,666	5,000	(2,334)	-46.7%
Purchased Services	6	32,897	50,000	(17,103)	-34.2%
Total Expenditures		\$528,973	\$584,722	(\$55,749)	-9.5%
<u>Revenue</u>					
Program Revenue	6	\$6,596	\$25,000	(\$18,404)	-73.6%
Chargeback Recoveries		\$198	\$0	\$198	0.0%
Total Revenues		\$6,794	\$25,000	(\$18,206)	-72.8%
TOTAL GEOGRAPHICAL INFORMATION SYSTEMS		(\$522,179)	(\$559,722)	\$37,543	-6.7%
TOTAL CORPORATE & STRATEGIC INITIATIVES		\$5,528,034	\$5,400,626	\$127,408	2.4%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
PEOPLE, CULTURE & CREATIVE					
HUMAN RESOURCES, HEALTH, SAFETY & WELLNESS					
<u>Expenditures</u>					
Salaries and Benefits		\$430,183	\$442,466	(\$12,283)	-2.8%
Materials and Supplies	7	94,285	113,611	(19,326)	-17.0%
Purchased Services	7	247,447	223,250	24,197	10.8%
Financial and other		39,402	41,000	(1,598)	-3.9%
Total Expenditures		\$811,316	\$820,327	(\$9,011)	-1.1%
<u>Revenue</u>					
Chargeback Recoveries		\$160,146	\$158,600	\$1,546	1.0%
Reserve Funding	7	\$33,000	\$0	\$33,000	100.0%
Total Revenues		\$193,146	\$158,600	\$34,546	21.8%
TOTAL HUMAN RESOURCES, HEALTH, SAFETY & WELLNESS		(\$618,170)	(\$661,727)	\$43,557	-6.6%
COMMUNICATIONS					
<u>Expenditures</u>					
Salaries and Benefits		\$663,054	\$620,878	\$42,176	6.8%
Materials and Supplies		64,624	47,400	17,224	36.3%
Purchased Services		72,092	118,000	(45,908)	-38.9%
Total Expenditures	8	\$799,769	\$786,278	\$13,491	1.7%
<u>Revenue</u>					
Program Revenue		487	-	487	0.0%
Chargeback Recoveries		171,600	159,400	\$12,200	7.7%
Reserve Funding		15,000	15,000	0	0.0%
Total Revenues		\$187,087	\$174,400	\$12,687	7.3%
TOTAL COMMUNICATIONS		(\$612,682)	(\$611,878)	(\$804)	0.1%
TOTAL PEOPLE, CULTURE & CREATIVE		(\$1,230,853)	(\$1,273,605)	\$42,752	-3.4%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
ENGINEERING					
FLOOD FORECASTING & OPERATIONS					
<u>Expenditures</u>					
Salaries and Benefits		\$393,611	\$386,692	\$6,919	1.8%
Materials and Supplies	9	15,218	45,000	(29,782)	-66.2%
Purchased Services	9	151,169	141,200	9,969	7.1%
Total Expenditures		\$559,998	\$572,892	(\$12,894)	-2.3%
<u>Revenue</u>					
Program Revenue		16,194	-	16,194	0.0%
Provincial Funding		304,311	300,311	4,000	1.3%
Total Revenues		\$320,505	\$300,311	\$20,194	6.7%
TOTAL FLOOD FORECASTING & OPERATIONS		(\$239,493)	(\$272,581)	\$33,088	-12.1%
ENGINEERING					
<u>Expenditures</u>					
Salaries and Benefits		\$272,342	\$302,122	(\$29,780)	-9.9%
Materials and Supplies	9	7,064	5,500	1,564	28.4%
Purchased Services	9	5,600	34,100	(28,500)	-83.6%
Total Expenditures		\$285,005	\$341,722	(\$56,717)	-16.6%
<u>Revenue</u>					
Program Revenue		\$6,000	\$0	\$6,000	0.0%
Chargeback Recoveries	9	129,841	116,626	13,215	11.3%
Total Revenues		\$135,841	\$116,626	\$19,215	16.5%
TOTAL ENGINEERING		(\$149,164)	(\$225,096)	\$75,932	-33.7%
TOTAL ENGINEERING		(\$388,658)	(\$497,677)	\$109,019	-21.9%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
PLANNING & WATERSHED MANAGEMENT					
PLANNING & WATERSHED MANAGEMENT					
<u>Expenditures</u>					
Salaries and Benefits		\$2,656,304	\$2,906,341	(\$250,037)	-8.6%
Materials and Supplies		99,156	107,500	(8,344)	-7.8%
Purchased Services		378,275	427,500	(49,225)	-11.5%
Total Expenditures	10	\$3,133,735	\$3,441,341	(\$307,606)	-8.9%
<u>Revenue</u>					
Program Revenue	10	2,007,832	2,374,000	(366,168)	-15.4%
Total Revenues		\$2,007,832	\$2,374,000	(\$366,168)	-15.4%
TOTAL PLANNING & WATERSHED MANAGEMENT		(\$1,125,903)	(\$1,067,341)	(\$58,562)	5.5%
REGIONAL INFRASTRUCTURE TEAM					
<u>Expenditures</u>					
Salaries and Benefits		\$402,819	\$428,405	(\$25,586)	-6.0%
Materials and Supplies		347	10,000	(9,653)	-96.5%
Purchased Services		3,920	19,000	(15,080)	-79.4%
Total Expenditures	11	\$407,085	\$457,405	(\$50,320)	-11.0%
<u>Revenue</u>					
Municipal Funding		416,946	468,742	(51,796)	-11.0%
Total Revenues	11	\$416,946	\$468,742	(\$51,796)	-11.0%
TOTAL REGIONAL INFRASTRUCTURE TEAM		\$9,861	\$11,337	(\$1,476)	-13.0%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
SOURCE PROTECTION					
<u>Expenditures</u>					
Salaries and Benefits		\$368,071	\$370,119	(\$2,048)	-0.6%
Materials and Supplies		22,327	31,700	(9,373)	-29.6%
Purchased Services		17,317	30,600	(13,283)	-43.4%
Financial and other		2,118	2,760	(642)	-23.2%
Total Expenditures	12	\$409,833	\$435,179	(\$25,346)	-5.8%
<u>Revenue</u>					
Provincial Funding		\$309,604	\$333,179	(\$23,575)	-7.1%
Chargeback Recoveries		98,534	102,000	(3,466)	-3.4%
Other		1,695	0	1,695	0.0%
Total Revenues	12	\$409,832	\$435,179	(\$25,347)	-5.8%
TOTAL SOURCE PROTECTION		(\$0)	\$0	(\$0)	0.0%
TOTAL PLANNING & WATERSHED MANAGEMENT					
		(\$1,116,043)	(\$1,056,004)	(\$60,039)	5.7%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
SCIENCE & PARTNERSHIPS					
ECOLOGY					
<u>Expenditures</u>					
Salaries and Benefits		\$475,324	\$517,151	(\$41,827)	-8.1%
Materials and Supplies	13	15,350	11,010	4,340	39.4%
Purchased Services	13	10,382	13,950	(3,568)	-25.6%
Total Expenditures		\$501,056	\$542,111	(\$41,055)	-7.6%
<u>Revenue</u>					
Program Revenue	13	\$9,301	\$22,958	(\$13,657)	-59.5%
Chargeback Recoveries		488	0	488	0.0%
Total Revenues		\$9,789	\$22,958	(\$13,169)	-57.4%
TOTAL ECOLOGY		(\$491,267)	(\$519,153)	\$27,886	-5.4%
STEWARDSHIP					
<u>Expenditures</u>					
Salaries and Benefits		\$360,361	\$386,374	(\$26,013)	-6.7%
Materials and Supplies		20,536	33,000	(12,464)	-37.8%
Purchased Services		35,065	29,500	5,565	18.9%
Transfer to Stewardship & Restoration Reserve		69,388	-	69,388	100.0%
Total Expenditures	14	\$485,350	\$448,874	\$36,476	8.1%
<u>Revenue</u>					
Program Revenue	14	\$118,711	\$30,000	\$88,711	295.7%
Chargeback Recoveries		87,243	107,969	(20,726)	-19.2%
Reserve Funding	14	0	15,000	(15,000)	-100.0%
Total Revenues		\$205,954	\$152,969	\$52,985	34.6%
TOTAL STEWARDSHIP		(\$279,396)	(\$295,905)	\$16,509	-5.6%

**Conservation Halton
Budget Variance Report
Year ended December 31, 2018**

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
OUTREACH					
<u>Expenditures</u>					
Salaries and Benefits	15	\$134,280	\$113,323	\$20,957	18.5%
Materials and Supplies		37,078	40,527	(3,449)	-8.5%
Purchased Services		79,925	72,818	7,107	9.8%
Total Expenditures		\$251,282	\$226,668	\$24,614	10.9%
<u>Revenue</u>					
Program Revenue	15	\$84,520	\$66,150	\$18,370	27.8%
Reserve Funding	15	5,000	12,000	(7,000)	-58.3%
Municipal Funding		50,000	50,000	0	0.0%
Total Revenues		\$139,520	\$128,150	\$11,370	8.9%
TOTAL OUTREACH		(\$111,762)	(\$98,518)	(\$13,244)	13.4%
HAMILTON HARBOUR REMEDIAL ACTION PLAN					
<u>Expenditures</u>					
Salaries and Benefits		\$207,862	\$212,875	(\$5,013)	-2.4%
Materials and Supplies		5,625	9,000	(3,375)	-37.5%
Purchased Services		45,167	80,250	(35,083)	-43.7%
Total Expenditures	16	\$258,654	\$302,125	(\$43,471)	-14.4%
<u>Revenue</u>					
Provincial Funding	16	\$13,246	\$50,000	(\$36,754)	-73.5%
Municipal Funding		78,406	95,850	(17,444)	-18.2%
Federal Funding		168,589	163,750	4,839	3.0%
Total Revenues		\$265,241	\$309,600	(\$44,359)	-14.3%
TOTAL HAMILTON HARBOUR REMEDIAL ACTION PLAN		\$6,587	\$7,475	(\$888)	-11.9%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
FORESTRY TECH. TEAM					
<u>Expenditures</u>					
Salaries and Benefits		\$213,958	\$181,855	\$32,103	17.7%
Materials and Supplies		139,817	125,000	14,817	11.9%
Purchased Services		5,065	5,500	(435)	-7.9%
Total Expenditures	17	\$358,840	\$312,355	\$46,485	14.9%
<u>Revenue</u>					
Program Revenue		\$168,290	\$152,000	\$16,290	10.7%
Chargeback Recoveries		132,415	87,500	44,915	51.3%
Total Revenues	17	\$300,705	\$239,500	\$61,205	25.6%
FORESTRY TECH. TEAM		(\$58,135)	(\$72,855)	\$14,720	-20.2%
TOTAL SCIENCE & PARTNERSHIPS		(\$933,974)	(\$978,956)	\$44,982	-4.6%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
INNOVATION & PMO					
ADMINISTRATION OFFICE FACILITY					
<u>Expenditures</u>					
Salaries and Benefits		\$71,117	\$75,179	(\$4,062)	-5.4%
Materials and Supplies		39,293	40,000	(707)	-1.8%
Purchased Services	18	107,011	138,300	(31,289)	-22.6%
Total Expenditures		\$217,421	\$253,479	(\$36,058)	-14.2%
<u>Revenue</u>					
Total Revenues		\$0	\$0	\$0	0.0%
TOTAL ADMINISTRATION OFFICE FACILITY		(\$217,421)	(\$253,479)	\$36,058	-14.2%
CONSTRUCTION					
<u>Expenditures</u>					
Salaries and Benefits		\$144,683	\$263,384	(\$118,701)	-45.1%
Materials and Supplies		33,686	62,500	(28,814)	-46.1%
Purchased Services		29,047	64,500	(35,453)	-55.0%
Total Expenditures	19	\$207,416	\$390,384	(\$182,968)	-46.9%
<u>Revenue</u>					
Chargeback Recoveries		\$39,200	\$39,200	\$0	0.0%
Total Revenues		\$39,200	\$39,200	\$0	0.0%
TOTAL CONSTRUCTION		(\$168,216)	(\$351,184)	\$182,968	-52.1%

**Conservation Halton
Budget Variance Report
Year ended December 31, 2018**

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
PROJECT MANAGEMENT					
<u>Expenditures</u>					
Salaries and Benefits		\$270,757	\$265,105	\$5,652	2.1%
Materials and Supplies		1,532	4,000	(2,468)	-61.7%
Purchased Services		32,651	9,500	23,151	243.7%
Total Expenditures	20	\$304,940	\$278,605	\$26,335	9.5%
<u>Revenue</u>					
Chargeback Recoveries	20	\$177,236	\$169,286	\$7,950	4.7%
Total Revenues		\$177,236	\$169,286	\$7,950	4.7%
TOTAL PROJECT MANAGEMENT		(\$127,704)	(\$109,319)	(\$18,385)	16.8%
RESTORATION					
<u>Expenditures</u>					
Salaries and Benefits		\$131,890	\$251,834	(\$119,944)	-47.6%
Materials and Supplies		8,579	30,560	(21,981)	-71.9%
Purchased Services		7,732	30,719	(22,987)	-74.8%
Transfer to Stewardship & Restoration Reserve		44,623	-	44,623	0.0%
Total Expenditures	21	\$192,824	\$313,113	(\$120,289)	-38.4%
<u>Revenue</u>					
Program Revenue	21	\$95,656	\$216,106	(\$120,450)	-55.7%
Total Revenues		\$95,656	\$216,106	(\$120,450)	-55.7%
TOTAL RESTORATION		(\$97,169)	(\$97,007)	(\$162)	0.2%
TOTAL INNOVATION & PMO		(\$610,509)	(\$810,989)	\$200,480	(\$0)

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
WATERSHED MANAGEMENT & SUPPORT SERVICES OPERATIONS					
WATERSHED MANAGEMENT & SUPPORT SERVICES VEHICLES					
Expenditures					
Materials and Supplies		\$78,506	\$107,372	(\$28,866)	-26.9%
Purchased Services		107,256	49,667	57,589	116.0%
Total Expenditures	22	\$185,763	\$157,039	\$28,724	18.3%
Revenue					
Total Revenues		\$0	\$0	\$0	0.0%
TOTAL WMSS VEHICLES		(\$185,763)	(\$157,039)	(\$28,724)	18.3%
PROPERTY MANAGEMENT					
Expenditures					
Salaries and Benefits		\$31,575	\$41,448	(\$9,873)	-23.8%
Materials and Supplies		55,790	72,000	(16,210)	-22.5%
Purchased Services		94,566	156,900	(62,334)	-39.7%
Total Expenditures	23	\$181,931	\$270,348	(\$88,417)	-32.7%
Revenue					
Program Revenue		\$33,354	\$32,000	\$1,354	4.2%
Provincial Funding		125,044	125,000	44	0.0%
Chargeback Recoveries		13,200	24,900	(11,700)	-47.0%
Total Revenues	23	\$171,598	\$181,900	(\$10,302)	-5.7%
TOTAL PROPERTY MANAGEMENT		(\$10,333)	(\$88,448)	\$78,115	-88.3%

**Conservation Halton
Budget Variance Report
Year ended December 31, 2018**

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
FORESTRY					
<u>Expenditures</u>					
Salaries and Benefits		\$444,613	\$474,424	(\$29,811)	-6.3%
Materials and Supplies		22,365	7,000	15,365	219.5%
Purchased Services		52,070	22,600	29,470	130.4%
Financial and other		6,869	5,000	1,869	37.4%
Total Expenditures	24	\$525,917	\$509,024	\$16,893	3.3%
<u>Revenue</u>					
Program Revenue		\$810	\$0	\$810	0.0%
Municipal Funding	24	67,971	82,000	(14,029)	-17.1%
Chargeback Recoveries	24	104,736	87,500	17,236	19.7%
Total Revenues		\$173,517	\$169,500	\$4,017	2.4%
TOTAL FORESTRY OPERATIONS		(\$352,400)	(\$339,524)	(\$12,876)	3.8%
SECURITY					
<u>Expenditures</u>					
Salaries and Benefits		\$291,699	\$268,084	\$23,615	8.8%
Materials and Supplies		6,030	0	6,030	0.0%
Purchased Services		3,798	3,500	298	8.5%
Total Expenditures		\$301,527	\$271,584	\$29,943	11.0%
<u>Revenue</u>					
Chargeback Recoveries		78,400	73,200	5,200	7.1%
Total Revenues		\$78,400	\$73,200	\$5,200	7.1%
TOTAL SECURITY/PARK RANGERS		(\$223,127)	(\$198,384)	(\$24,743)	12.5%
TOTAL WATERSHED MANAGEMENT & SUPPORT SERVICES OPERATIONS		(\$771,623)	(\$783,395)	\$11,772	-1.5%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
PARTNERSHIP PROJECTS					
Expenditures					
Salaries and Benefits		\$158,389	\$190,855	(\$32,466)	-17.0%
Materials and Supplies		67,302	256,695	(189,393)	-73.8%
Purchased Services		565,759	451,854	113,905	25.2%
Total Expenditures	25	\$791,450	\$899,404	(\$107,954)	-12.0%
Revenue					
Program Revenue		\$538,092	\$543,740	(\$5,648)	-1.0%
Provincial Funding - Other		108,823	107,000	1,823	1.7%
Municipal Funding - Other		3,698	44,021	(40,323)	-91.6%
Federal Funding		140,837	204,643	(63,806)	-31.2%
Total Revenues	25	\$791,450	\$899,404	(\$107,954)	-12.0%
TOTAL PARTNERSHIP PROJECTS		(\$0)	\$0	(\$0)	0.0%
TOTAL WMSS REVENUE		\$15,195,359	\$15,872,738	(\$677,379)	-4.3%
TOTAL WMSS EXPENDITURES		14,718,985	15,872,738	(1,153,753)	-7.3%
		\$476,374	\$0	\$476,374	100.0%
TOTAL Watershed Management & Support Services (WMSS)		\$476,374	\$0	\$476,374	0.0%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
CONSERVATION AREAS					
VEHICLES					
Expenditures					
Materials and Supplies		\$46,755	\$80,443	(\$33,688)	-41.9%
Purchased Services		55,568	29,447	26,121	88.7%
Total Expenditures	26	\$102,323	\$109,890	(\$7,567)	-6.9%
Revenue					
Total Revenues		\$0	\$0	\$0	0.0%
TOTAL VEHICLES		(\$102,323)	(\$109,890)	\$7,567	-6.9%
CONSERVATION AREAS ADMINISTRATION					
Expenditures					
Salaries and Benefits		\$127,680	\$126,820	\$860	0.7%
Materials and Supplies		45,688	70,000	(24,312)	-34.7%
Purchased Services		195,710	388,000	(192,290)	-49.6%
Financial and other		58,155	75,000	(16,845)	-22.5%
Total Expenditures	27	\$427,234	\$659,820	(\$232,586)	-35.2%
Revenue					
Program Revenue		\$927,545	\$835,000	\$92,545	11.1%
Total Revenues		\$927,545	\$835,000	\$92,545	11.1%
TOTAL CONSERVATION AREAS ADMINISTRATION		\$500,311	\$175,180	\$325,131	185.6%
CHARGEBACKS					
Expenditures					
Financial and other	3	\$815,900	\$1,055,786	(\$239,886)	-22.7%
Total Expenditures		\$815,900	\$1,055,786	(\$239,886)	-22.7%
Revenue					
Total Revenues		\$0	\$0	\$0	0.0%
TOTAL CHARGEBACKS		(\$815,900)	(\$1,055,786)	\$239,886	-22.7%

**Conservation Halton
Budget Variance Report
Year ended December 31, 2018**

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
CRAWFORD LAKE/MOUNTSBERG					
<u>Expenditures</u>					
Salaries and Benefits		\$1,627,779	\$1,545,823	\$81,956	5.3%
Materials and Supplies		353,769	336,300	17,469	5.2%
Purchased Services		121,826	181,000	(59,174)	-32.7%
Financial and other		6,455	10,500	(4,045)	-38.5%
Total Expenditures	28	\$2,109,828	\$2,073,623	\$36,205	1.7%
<u>Revenue</u>					
Program Revenue		\$1,949,235	\$1,902,300	\$46,935	2.5%
Municipal Funding		192,354	192,354	0	0.0%
Total Revenues	28	\$2,141,589	\$2,094,654	\$46,935	2.2%
TOTAL CRAWFORD LAKE/MOUNTSBERG		\$31,760	\$21,031	\$10,729	51.0%
KELSO/GLEN EDEN					
<u>Expenditures</u>					
Salaries and Benefits		\$5,242,604	\$4,302,971	\$939,633	21.8%
Materials and Supplies		1,053,997	1,100,146	(46,149)	-4.2%
Purchased Services		2,384,282	1,156,416	1,227,866	106.2%
Financial and other		220,627	186,500	34,127	18.3%
Total Expenditures	28	\$8,901,509	\$6,746,033	\$2,155,476	32.0%
<u>Revenue</u>					
Program Revenue		\$10,058,350	\$7,937,250	\$2,121,100	26.7%
Total Revenues	28	\$10,058,350	\$7,937,250	\$2,121,100	26.7%
TOTAL KELSO/GLEN EDEN		\$1,156,841	\$1,191,217	(\$34,376)	-2.9%

Conservation Halton
Budget Variance Report
Year ended December 31, 2018

	NOTE	YTD 2018	BUDGET 2018	\$ VARIANCE OVER (UNDER)	% VARIANCE OVER (UNDER)
HILTON FALLS/MOUNT NEMO/RATTLESNAKE					
<u>Expenditures</u>					
Salaries and Benefits		\$560,178	\$572,058	(\$11,880)	-2.1%
Materials and Supplies		36,331	43,000	(6,669)	-15.5%
Purchased Services		44,079	40,100	3,979	9.9%
Financial and other		2,713	3,200	(487)	-15.2%
Total Expenditures	28	\$643,301	\$658,358	(\$15,057)	-2.3%
<u>Revenue</u>					
Program Revenue		\$1,082,659	\$747,000	\$335,659	44.9%
Total Revenues	28	\$1,082,659	\$747,000	\$335,659	44.9%
TOTAL HILTON FALLS/MOUNT NEMO/RATTLESNAKE		\$439,358	\$88,642	\$350,716	395.7%
TRANSFER TO CONSERVATION AREA CAPITAL RESERVE		(\$1,210,047)	(\$310,394)	(\$899,653)	289.8%
TOTAL CONSERVATION AREAS REVENUE		\$14,210,143	\$11,613,904	\$2,596,239	22.4%
TOTAL CONSERVATION AREAS EXPENDITURES		13,000,096	11,303,510	1,696,586	15.0%
TOTAL CONSERVATION AREAS		\$1,210,047	\$310,394	\$899,653	289.8%