

CONSERVATION HALTON'S PROGRAMS & SERVICES INVENTORY

AUGUST 5, 2022

VERSION 2.0



For questions or additional information, contact:

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Executive Summary

On October 1, 2021, *Ontario Regulation 687/21* (Transition Plans and Agreements for Programs & Services under Section 21.1.2 of the Conservation Authorities Act) came into effect. The regulation outlines the steps that conservation authorities (CAs) must take to develop an inventory of Programs & Services (P&S) and to enter into agreements with participating municipalities to fund non-mandatory P&S through a municipal levy. It also establishes the transition period to enter into those agreements.

Conservation Halton's (CH) P&S Inventory includes all information required under Section 6 of *Ontario Regulation 687/21*, including:

- i. List of CH's P&S (pre-2022 and post-2022)
- ii. Categorization of CH's P&S (i.e., Category 1, 2, or 3)
- iii. Cost of P&S and source(s) of funding
- iv. List of P&S that will require MOUs/service agreements with benefiting municipality and/or whether there is an intent to pursue a cost apportioning agreement

The findings suggest that CH's existing P&S can be delivered without a significant change in total municipal levy support. However, CH will need to engage its municipal partners in discussions on the long-term, sustainable delivery of required P&S such as watershed strategies and passive recreation, as well as discuss the P&S that will require service agreements. There are also some new requirements under *Ontario Regulation 686/21*, to be delivered by December 31, 2024, that were not accounted for in CH's 2022 budget and will require additional analysis to determine how best to fund transition-related costs.

NOTE:

CH's P&S Inventory was submitted to the Province, circulated to its municipal partners, presented to the CH Board of Directors, and posted online in February 2022. Several meetings were held with CH and municipal staff to review and discuss the P&S Inventory and updates were made to the document based on feedback received. The latest version of the CH's P&S Inventory includes the following key updates:

- detailed descriptions of CH's P&S were added to the document;
- the Monitoring P&S (Surface & Groundwater Systems and Reporting) was recategorized as both a Category 1 and Category 2 P&S;
- a portion of Permitting & Planning P&S (Regulatory) was inadvertently categorized as a Category 2 P&S in the previous version and was corrected to be entirely Category 1;
- the Engagement & Outreach P&S (Landowner Programs) was recategorized as both a Category 1 and Category 3 P&S;
- the Corporate Services P&S (CH Foundation) was recategorized as both a Category 1 and Category 3 P&S; and
- the tables in the Appendix and associated costs of P&S were recalculated and updated based on the changes above, as necessary.

Introduction

This document is Conservation Halton's (CH) Inventory of Programs & Services (P&S), as required under *Ontario Regulation 687/21*. This document contains the following:

- 1) **Background** – brief overview of the legislative and regulatory context for the Inventory, as well as a summary of the regulatory requirements
- 2) **Methodology** – overview of the key steps taken by CH to develop the Inventory and review its P&S
- 3) **Key Service Areas** – summary of CH's key service areas, as well as categorization of the P&S under each area
- 4) **Key Findings & New Requirements** - high-level summary of findings of CH's P&S review, as well as a list of new regulatory requirements and P&S CH intends to deliver
- 5) **Next Steps** – summary of next steps for municipal partner engagement, reporting, and additional regulatory requirements

Background

On December 8, 2020, Bill 229, the “Protect, Support and Recover from COVID-19 Act” received Royal Assent and made changes to the *Conservation Authorities Act* and the *Planning Act*. To implement some of the changes, two regulations related to conservation authority (CA) P&S were developed.

1. *Ontario Regulation 686/21*: Mandatory P&S. This regulation prescribes the mandatory P&S that CAs must provide. This regulation came into effect on January 1, 2022.
2. *Ontario Regulation 687/21*: Transition Plans and Agreements for P&S under Section 21.1.2 of the CA Act. The regulation outlines the steps that are to be taken to develop an inventory of P&S and to enter into agreements with participating municipalities to fund non-mandatory P&S through a municipal levy. It also establishes the transition period to enter into those agreements. This regulation came into effect on October 1, 2021.

The first requirement under *Ontario Regulation 687/21*, was for CAs to submit a Transition Plan to the Province and their partner municipalities. Conservation Halton's (CH) Plan was submitted in December 2021. The second requirement was to develop and circulate a P&S Inventory to the Ministry of the Environment, Conservation and Parks (MECP) and all participating municipalities by February 28, 2022, as well as to post online.

Under *Ontario Regulation 687/21*, all CAs are required to develop an inventory of P&S, including costs and funding sources, and classify all P&S based on the categories established under the CA Act. The three categories of P&S include:

- **Category 1**: Mandatory P&S described in O. Reg. 686/21; funded through municipal levy, user fees, or grants
- **Category 2**: P&S that are at the request of a municipality; funded through municipal levy, user fees, or grants; MOU/service agreement required

- **Category 3:** P&S that the CA considers advisable to further the purposes of the CA Act; funded through user fees, or grants; use of municipal funding requires MOU/service agreement

The P&S Inventory must also contain a list of P&S that will require MOUs or service agreements with the benefiting municipality.

Methodology

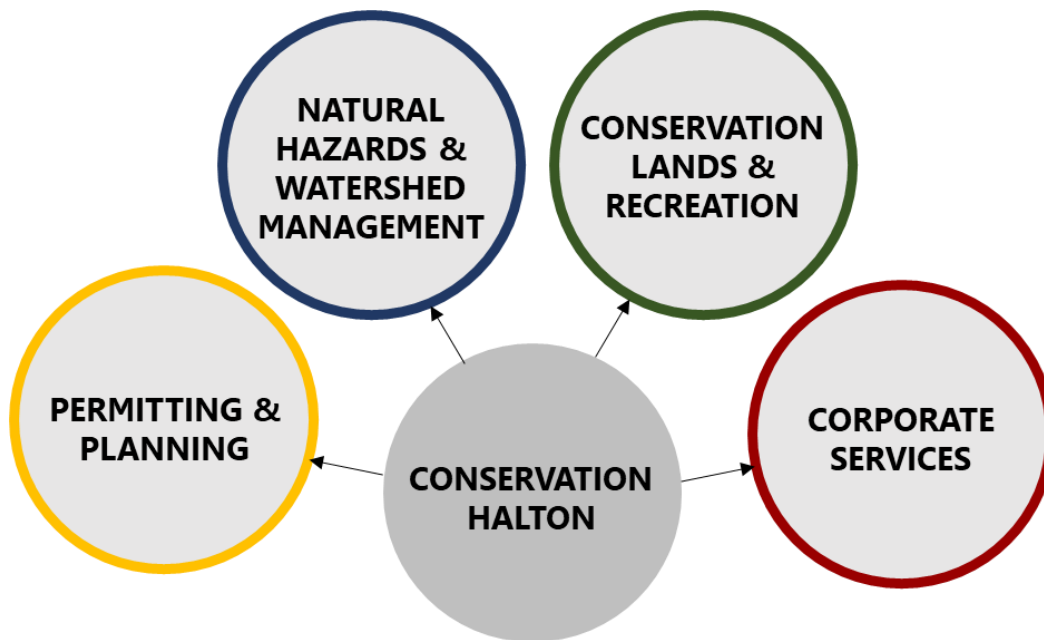
To develop CH's P&S Inventory, a framework was first created using MS Excel. A critical review of Section 6 of *Ontario Regulation 687/21* was also undertaken to ensure that all required information would be contained in the Inventory. Outlined below is an overview of the key steps taken to develop CH's P&S Inventory.

- Step 1:** The first step in developing CH's P&S Inventory involved undertaking a review of CH's existing P&S. To better describe CH's P&S and align with the terminology presented in the *CA Act*, *Ontario Regulation 686/21*, and *Ontario Regulation 687/21*, some of CH's existing P&S and budget categories were renamed or reorganized under one of four key service areas, which include:
- 1) Natural Hazards & Watershed Management
 - 2) Permitting & Planning
 - 3) Conservation Lands & Recreation
 - 4) Corporate Services
- Step 2:** CH's existing P&S were grouped under a key service area and classified as a Category 1, 2, or 3 P&S with a rationale or explanation. **Figures 1 – 5** in the section below graphically present CH's key service areas, as well as the categorization of each P&S. A description of CH's P&S is also provided in the sections below.
- Step 3:** The cost and source of funding of each P&S using CH's approved 2022 Budget (\$40,191,782 operating and capital costs), as well the five-year average annual costs were calculated. Each line item in CH's 2022 Budget Summary was re-classified and grouped based on the key service areas and P&S identified in Steps 1 and 2. Where 2022 Budget items covered more than one P&S and/or covered more than one category (i.e., category 1, 2, or 3), an approximate percentage was allocated to each of the P&S categories. Total P&S costs were then calculated, and sources of funding identified, based on the new groupings of CH's service areas and P&S.
- Step 4:** Municipalities benefitting from the P&S and a list of P&S requiring MOUs or service agreements were identified.
- Step 5:** Gaps in CH's existing P&S, based on those described as mandatory under *Ontario Regulation 686/21*, were identified and costed. Additional deliverables required under *Ontario Regulation 687/21*, but not accounted for in CH's approved 2022 budget, were also identified.

All information required under Section 6 of *Ontario Regulation 687/21* is presented in **Tables 1 and 2 of Appendix 1**. The entire MS Excel file will be sent to municipalities and the Province.

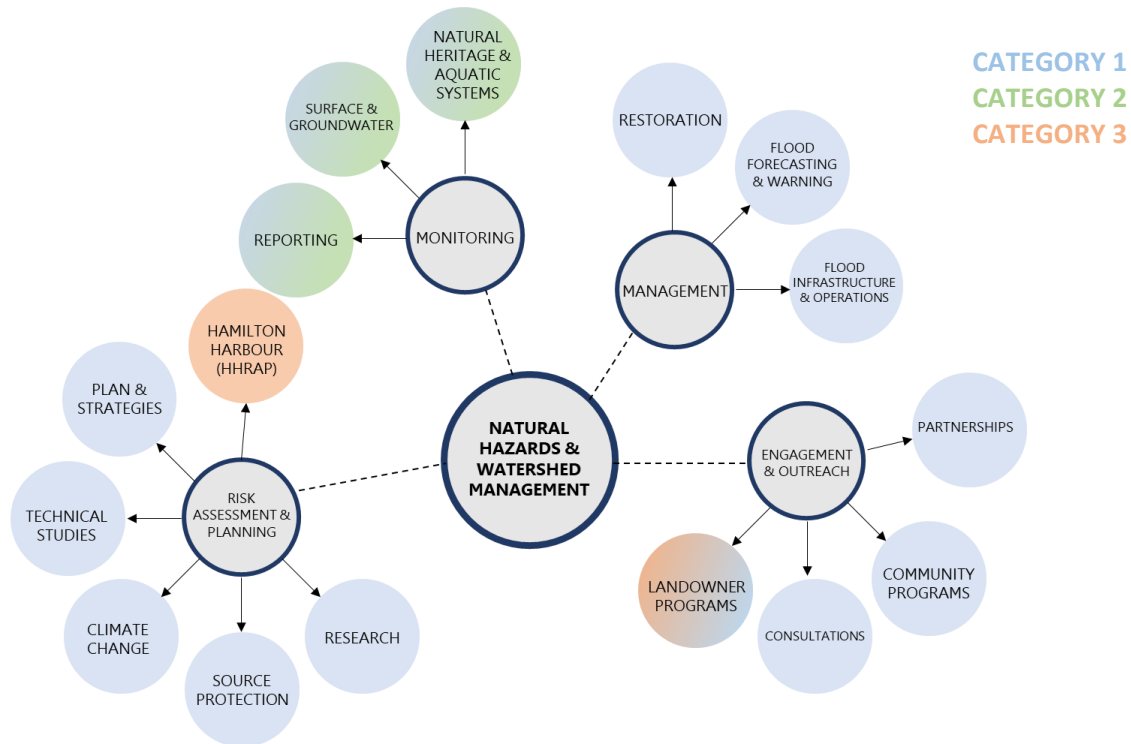
CH's Key Service Areas

Figure 1: CH's Key Service Areas



NATURAL HAZARDS & WATERSHED MANAGEMENT

Figure 2: Natural Hazards & Watershed Management Programs & Services



The Natural Hazards & Watershed Management service areas includes the monitoring, risk assessment, management, and outreach P&S that CH undertakes to address natural hazard or watershed management risks, issues, or opportunities.

The Flood Forecasting & Operations program is responsible for the management, operation, and maintenance of CH's flood management infrastructure with a capital asset value of more than \$100 million, including dams and channels that provide flood protection and low-flow augmentation. This responsibility is integrated with CH's role in supporting municipal emergency response to flooding by monitoring local watershed conditions, predicting flooding potential and providing flood messaging to watershed stakeholders.

CH's Monitoring and Outreach teams inventory, monitor, and assess watershed conditions, trends and risks, such as surface and ground water quality and quantity, forest health, and biodiversity; create partnerships with landowners and funders to address hazard related issues or restore degraded habitats; promote land and water stewardship; and provide support to the Hamilton Harbour Remedial Action Plan (HHRAP).

CH also implements the Source Water Protection Program under the *Clean Water Act* and undertakes watershed planning initiatives, including resource management and climate change strategies.

P&S Description

Monitoring

- Hydrometric / Surface Water Quantity Monitoring (Category 1 P&S)
 - Collect, analyze, and disseminate climate, precipitation, and streamflow data to monitor stream flow conditions across the watershed
 - Issue flood and drought advisories and warnings to municipalities, partners, and the public
 - Data supports Category 1 P&S such as flood forecasting and warning, low water response, watershed/subwatershed planning and reporting, climate change and hazard vulnerability assessments, hazard mitigation and restoration project prioritization, flood hazard modeling and mapping, permit review, and plan input and development reviews (e.g., includes 44 stream gauges which covers 69% of CH's watershed)
 - Data also supports Category 2 P&S such as urban drainage analysis and natural heritage-related studies, plan input, and development reviews
- Surface Water Quality Monitoring (Category 1 & 2 P&S)
 - Measure and analyze water quality (physical, chemical & biological indicators) in creeks/streams/lakes to establish a baseline dataset and identify water quality changes, concerns & causes to build understanding of water quality conditions, trends and risks in the watershed
 - CA/MECP partnership for stream water quality monitoring at 11 Provincial Water Quality Monitoring Network (PWQMN) sites; CA takes water samples and MECP does lab analysis and data management
 - Examples of Category 1 water quality monitoring all PWQMN sites and examples of Category 2 include benthic invertebrate monitoring (95+ stations) and the 2022 two-year water quality agreement with the Region of Halton, Queen's University and CH
 - Data supports Category 1 P&S such as source water protection; watershed/subwatershed planning and reporting, climate change vulnerability assessments, hazard and pollution mitigation (i.e., restoration projects prioritization), permit review and plan input and development reviews (e.g., water quality monitoring all PWQMN sites)
 - Data also supports Category 2 P&S such as natural heritage-related studies, plan input and development reviews
- Groundwater Quality and Quantity Monitoring (Category 1 & 2 P&S)
 - Measure and analyze groundwater quality / quantity to establish a baseline dataset and identify changes and concerns; build understanding of groundwater conditions of watershed
 - Support provincial groundwater monitoring program; CA/MECP partnership for groundwater level and quality monitoring through Provincial Groundwater Monitoring Network (PGMN) stations
 - Examples of Category 1 groundwater monitoring include 10 PGMN sites and examples of Category 2 include 10 wetland groundwater monitoring wells in agreement with Region of Halton
 - Data supports Category 1 P&S such as flood forecasting and warning, low water response, water quality monitoring; source water protection; water balance and climate change vulnerability assessments, wetland assessments and restoration project prioritization, watershed/subwatershed planning and reporting, permit review, and plan input and development reviews
 - Data also supports Category 2 P&S such as climate change vulnerability assessments

and natural heritage-related studies, plan input and development reviews

- Natural Heritage & Aquatic Monitoring (Category 1 & 2 P&S)
 - Collect information about the physical (morphology) and biological attributes of creeks and streams (e.g., temperature, habitat, fish) and natural heritage features and areas (e.g., biodiversity, wetlands, woodlands, species at risk) to establish a baseline dataset and identify changes, concerns & causes to build understanding of natural heritage conditions, trends and risks in the watershed
 - Identify changes in land cover through GIS analysis
 - Examples of Category 1 include channel morphology assessments and examples of Category 2 include ecological monitoring stations (e.g., 85+ fish stations, 9 forest bird stations, 12 forest health stations)
 - Data supports Category 1 P&S such as restoration and landowner outreach project prioritization, regulatory mapping, watershed/subwatershed planning, and plan input and development reviews, and management of CA owned lands
 - Data supports Category 2 P&S such as Ecological Land Classification, Natural Areas Inventory, CH's Long-Term Ecological Monitoring Program (LEMP), natural heritage restoration and landowner outreach project prioritization, watershed/subwatershed planning and natural heritage-related studies, plan input and development reviews

NOTE: MOU required for Category 2 P&S; MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding

Risk Assessment & Watershed Planning

- Plans & Strategies / Technical Studies / Research (Category 1 P&S)
 - Research and report on the condition of the watershed and identify trends, concerns, and risks and identify priority actions to address natural hazard and natural resource issues, including the impacts of climate change
 - Complete a watershed-based resource management strategy as prescribed in regulation; update watershed plans
- Source Protection (Category 1 P&S)
 - Administer the province's drinking water source protection program under the *Clean Water Act* to protect present and future sources of municipal drinking water from contamination and overuse; 100% of Source Protection program administered by CH, with 100% of the program funded by the Province
- HHRAP (Category 3 P&S)
 - HHRAP is a federal-provincial program, mostly funded by Environment Canada and the Province (MECP) (63% - \$190K), with contributions from local municipalities as well (36% - \$110K); CH delivers components of program on behalf of the Bay Area Implementation Team and more than 12 other committees; prepares technical reports, facilitates and sponsors local training opportunities related to stormwater management and sediment control, organizes research and monitoring workshops

NOTE: MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding

Management

- Flood Forecasting & Warning / Flood Infrastructure & Operations (Category 1 P&S)
 - Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow course, flood event forecasting, flood warning, communications and response and equipment maintenance.
 - Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data
 - Issue flood and drought advisories and warnings to municipalities, partners and the public
 - Manage, operate, and maintain flood management infrastructure (dams and channels) to help protect communities from natural hazards
 - Develop preventative measures associated with the control of ice in areas where there is a chronic problem occurring annually to reduce risk to life and property; an Ice Management Plan is to be developed by December 2024
- Restoration (Category 1 P&S)
 - Undertake flood and drought mitigation and climate change resiliency works through wetland restoration efforts; erosion protection/stream bank stabilization works (natural channel design); restoration of stream functions through stream rehabilitation and decommissioning of dams/weirs

NOTE: MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding

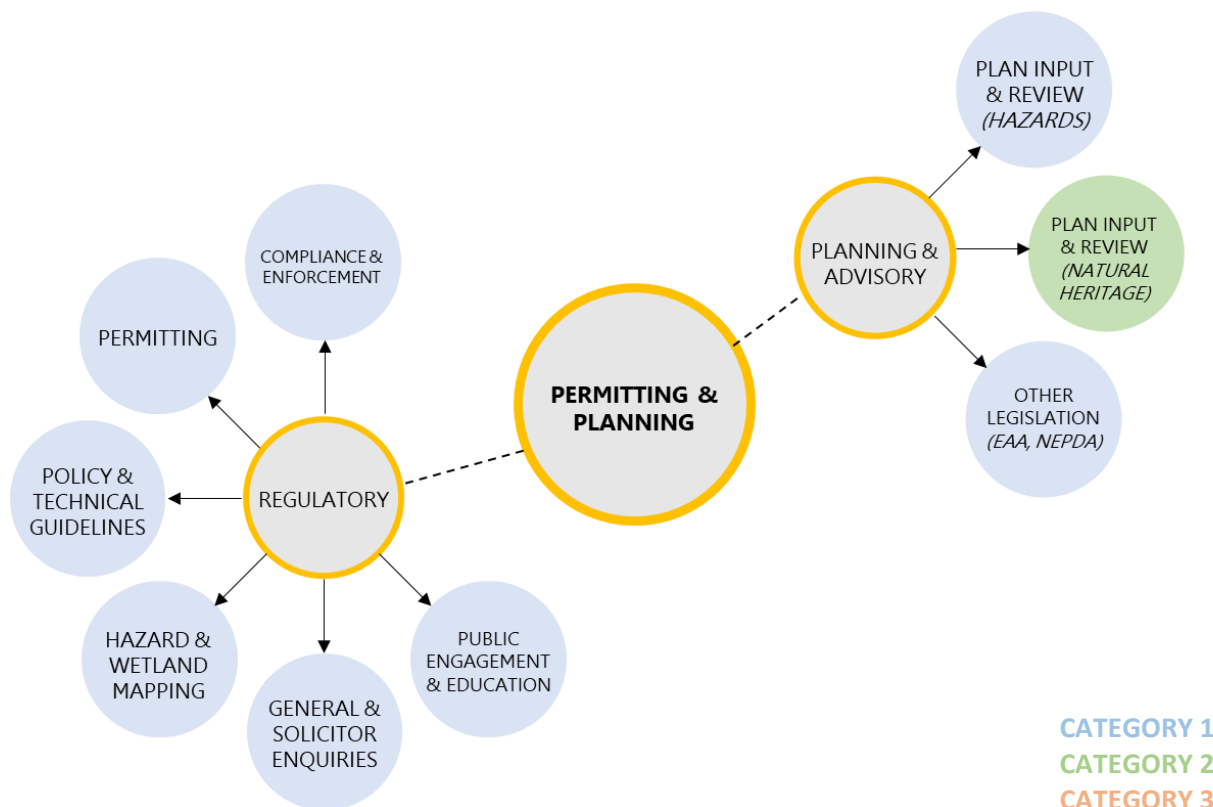
Engagement & Outreach

- Community Programs / Public Consultations / Partnerships (Category 1 P&S)
 - Promote public awareness of natural hazards including flooding, drought, and erosion through public events, partnerships, materials, social media, media relations
 - Regulatory requirement for public consultation/awareness on risk of natural hazards, regulatory policies and plans (e.g., conservation area strategy; watershed-based resource management strategy)
- Landowner Programs (Category 1 & 2 P&S)
 - Technical assistance and grants for landowners to undertake projects on their property that protect or improve water quality, wetlands or natural hazard management
 - Full-service naturalization program for private and public landowners (technical advice, planting plans, site prep, planting)

NOTE: MOU required for Category 2 P&S; MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding

PERMITTING & PLANNING

Figure 3: Planning & Permitting Programs & Services



The Permitting & Planning service area relates to CH's roles and responsibilities as a regulatory authority, a Provincially-delegated reviewer for natural hazards-related matters, service provider, public commenting body, resource management agency, and landowner. The Planning & Regulations team carries out permitting, compliance and enforcement activities as required by regulations enacted under the *Conservation Authorities Act*. The team also reviews a range of planning and development applications, as well as technical studies, under the *Planning Act*, *Niagara Escarpment Planning & Development Act*, *Environmental Assessment Act*, *Aggregate Resources Act*, and provides input on federal, provincial, regional, and municipal policies and initiatives. The team is also responsible for developing Board-approved policies and technical guides for permitting and plan review and responding to changes to the *Conservation Authorities Act*.

The Floodplain Mapping program is responsible for updating flood hazard mapping across the watershed to support the planning and regulatory programs and flood warning and forecasting operations. This mapping also informs infrastructure management decisions, emergency planning and response, prioritization of flood mitigation efforts, and infrastructure design.

P&S Description

Regulatory

- Permitting / Compliance & Enforcement / General & Solicitor Inquiries (Category 1 P&S)
 - Review and process permit applications and associated technical reports under s. 28 of the CA Act and Ontario Regulation 162/06; ensure compliance with regulation, communication with applicants, agents, consultants, and legal representatives; respond to property inquiries
- Hazard & Wetland Mapping (Category 1 P&S)
 - Study and map areas that are at risk from natural hazards such as flood hazards and erosion hazards, as well as wetlands; information is used to develop approximate regulation limit mapping for purposes of review associated with Ontario Regulation 162/06, as well as to support land use planning, and flood / drought and climate change analysis, flood risk, erosion and wetland management decisions, and communications.
- Policy & Technical Guidelines (Category 1 P&S)
 - Develop regulatory policies to support the implementation of Ontario Regulation 162/06; Develop and administer Board-approved regulatory policies to support the implementation of Ontario Regulation 162/06 and develop hazard/wetland related land use policies for plan review
 - Respond to changes to the Conservation Authorities Act and other provincial or municipal policy changes related to natural hazards/wetlands
 - Develop technical submission guidelines to provide applicants with a clear and transparent understanding of CH's regulatory requirements and Board approved policies; Guidelines are specific to CH and do not replace or supersede federal, provincial, or municipal requirements.
- Public Engagement & Education (Category 1 P&S)
 - Undertake public engagement/consultation on draft policies and technical guidelines
 - Promote public awareness of natural hazards including flooding, drought, and erosion through public events, partnerships, materials, social media, media relations
- Regional Infrastructure Team (Category 1 P&S)
 - Provide planning and regulatory services to Halton Region for regional infrastructure-related projects, including the review of Environmental Assessments, and related permitting; service is provided through an agreement with the Region of Halton

NOTE: MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding

Planning & Advisory

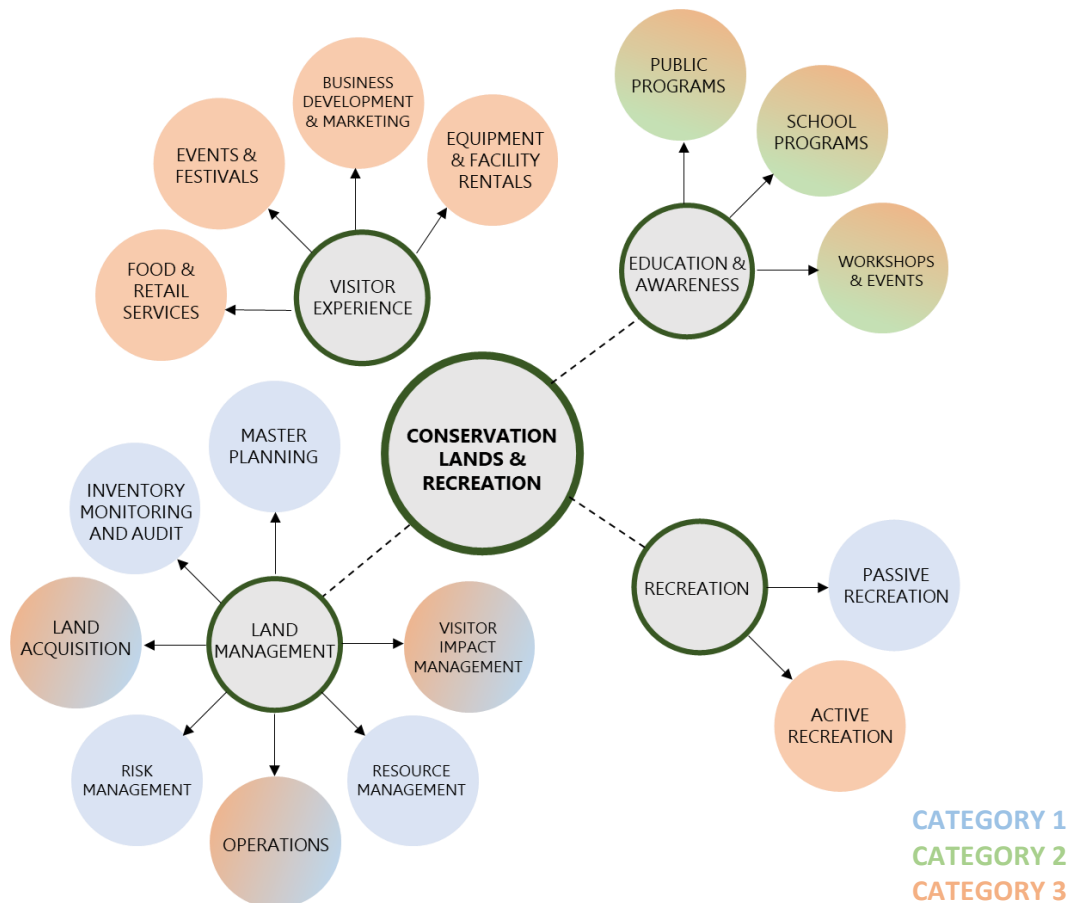
- Plan Input & Review (Hazards) / Other Legislation (e.g., EAA, NEPDA, ARA) (Category 1 P&S)
 - Provide technical input and advice to municipalities on circulated municipal land use planning applications (e.g., Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).
 - Provide input into municipal land-use planning documents and technical studies (e.g., OP, Comprehensive ZB, Secondary Plans, subwatershed studies) related to natural hazards, on behalf of Province

- Provide input into the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 of the CA Act permit requirements.
- Plan Input & Review (e.g., Nat Heritage, SWM) (Category 2 P&S)
 - Provide input into municipal land-use planning documents and technical studies (e.g., OP, Comprehensive ZB, Secondary Plans, subwatershed studies) and technical advice to municipalities on planning applications (e.g., Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances) related to natural heritage, groundwater, and stormwater management

NOTE: MOU required for Category 2 P&S; MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding

CONSERVATION LANDS & RECREATION

Figure 4: Conservation Lands & Recreation Programs & Services



The Conservation Lands & Recreation service area includes the wide variety of recreational and educational programs and services that CH provides to over 1,000,000 annual visitors. It also includes the management and securement of environmentally significant lands, as well as provide for passive recreational uses such as trails. Park operations, programming and services are funded almost entirely through self-generated revenue from annual and seasonal passes, daily access fees, education fees, and lesson and camp registrations.

CH provides community outreach and education programs that have an annual reach of over 200,000 participants (pre-COVID-19). Programs include Halton Children's Water Festival, Stream of Dreams, From The Ground Up and Healthy Neighboursheds. We also work with the local school board to deliver affordable, innovative outdoor education programs.

P&S under this service area also include the long-term planning and management of all CH properties from an administrative perspective (leases, agreements, permits to enter, title searches and records), landscape maintenance (turf management, landscape management and snow clearing support), and security and risk.

P&S Description
<p>Land Management</p> <ul style="list-style-type: none"> • Develop strategies for the management and use of CA-owned or controlled properties; undertake land inventories and develop management / master plans for all CH owned lands (Conservation Areas and other CH owned lands) • Manage and maintain 8 Conservation Areas, other 10,000 acres of CA owned lands, and over 110 km of approved recreational trails; includes passive recreation, active recreation, risk management program, hazard tree management, park infrastructure (pavilions, gates, roads, bridges, etc.), park amenities (picnic tables, garbage/recycling receptacles, etc) brochures, communications, trails, , ski hill, stewardship/restoration • Acquire strategic properties as per CH's Land Securement Strategy • Manage all CH properties from an administrative perspective (leases, agreements, permits to enter, title searches and records) • Undertake natural heritage assessments/management, forest management, hazard tree management and other arboricultural services • Provide operational security services and risk (e.g., incident support and documentation, inspection services) management focus • Enforce S.29 of the CA Act and the Trespass to Property Act to prevent unlawful activity, as well as municipal bylaws • All P&S are considered Category 1 P&S; however, a portion of Operations, Land Acquisition and Visitor Impact Management P&S are also considered Category 3; examples of Category 1 P&S include hazard tree removals and enforcement; examples of Category 3 P&S include maintenance of active recreation infrastructure (e.g., visitors centre, ski infrastructure) <p>NOTE: MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding</p>
<p>Recreation</p> <ul style="list-style-type: none"> • Passive Recreation (Category 1 P&S) <ul style="list-style-type: none"> – Develop and maintain trails on all properties for walking, hiking, and biking – Develop and maintain passive recreation related infrastructure (roads, parking lots, signage) • Active Recreation (Category 3 P&S) <ul style="list-style-type: none"> – Develop and implement active recreation programs (e.g., skiing, mountain biking race series) – Develop and maintain active recreation related services (snowmaking, lifts, some visitor centres) <p>NOTE: MOU not required for Category 1 or 3 P&S</p>
<p>Visitor Experience</p> <ul style="list-style-type: none"> • Develop and implement business and marketing plans for CH programs, events and festivals, as well as active recreation programs, including Hops & Harvest Festival, Christmas Town, Winterlit • Operate retail and food services at select Conservation Areas (e.g., Kelso / Glen Eden) and operate/maintain equipment and facility rentals at all Conservation Areas (e.g., ski/snowboard, boat, and park rentals)

- Provide frontline customer service to both passive and active recreation
- All P&S are considered Category 3 P&S

NOTE: MOU not required for Category 1 or 3 P&S

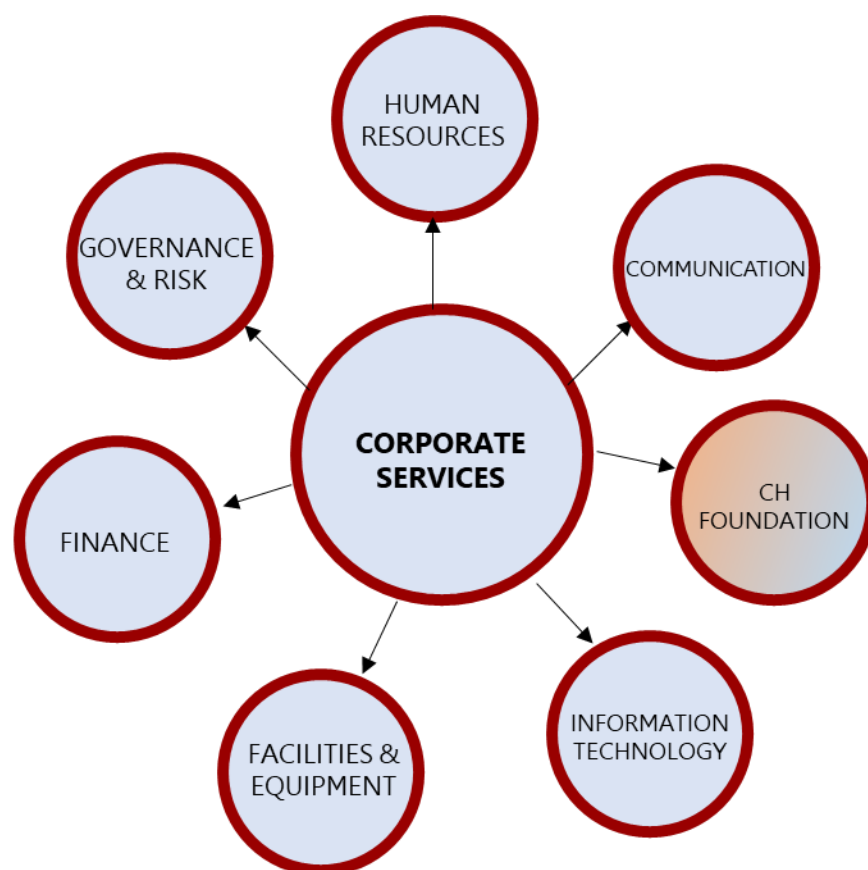
Education & Awareness

- Develop curriculum-based education programs for pre-school, elementary and secondary students with a focus on local watersheds, conservation and environmental stewardship; programs take place in school yards, schools, field trips to conservation areas, community parks and through online learning
- Develop and operate education, day camp, outreach programs and community events to with a focus on local watersheds, conservation, environmental stewardship, and recreation
- Work closely with stakeholders to ensure inclusivity and accuracy of programs
- All P&S are considered Category 2 & 3 P&S; examples of Category 2 P&S include Halton Water Festival, tree planting on municipal property, "From the Ground Up" program; examples of Category 3 P&S include school yard greening and corporate tree planting

NOTE: MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding

CORPORATE SERVICES

Figure 5: Corporate Services Programs & Services



Corporate Service P&S includes the financial, technical, creative and administrative services that CH requires in order to efficiently and effectively deliver the programs and services of the organization. Corporate Services lead the organization in its focus on financial sustainability through the provision of clear financial data and analysis to support informed, strategic and operational decision-making for budget development and long-term planning. Corporate Services P&S are also responsible for implementing business practices that ensure economic, social and environmental sustainability.

P&S	Description
•	<ul style="list-style-type: none"> Corporate Services includes: <ul style="list-style-type: none"> Governance & Risk, Finance, Human Resources, IT/GIS, Communications, Facilities & Equipment, and CH Foundation; All P&S are considered Category 1 P&S; however, a portion of the CH Foundation is also considered Category 3 Overall management and governance of CH including strategic planning, municipal and government relations, work planning, policy and program development, issues management and partnership development

- Finance and human resources support including budgeting, accounting, financial reporting, payroll, employee recruitment, training, employee relations and management and joint health and safety
- Communications support including website development, social media, project planning, outreach (media releases, blog, newsletter, videos), drafting of reports and messaging
- Asset managements and maintenance of all information technology (IT) related infrastructure, including data management and records retention, as well as GIS and the creation and management of internal and public facing databases, geoportals, technical mapping and field apps
- Asset management and a fleet of vehicles and equipment to support the work of the CH, including capital purchases, fuel, licenses, repairs, and maintenance
- Fundraising support including partnership development, outreach with funders, grant writing, fundraising campaigns, and management of endowment funds

NOTE: MOU not required for Category 1 P&S or Category 3 P&S that do not receive municipal funding

Key Findings & New Requirements

Based on staff's analysis, CH's existing P&S can be delivered without a significant change in total municipal levy support. Other key findings include:

- 56% of both the 2022 budget and five-year historical budget average (approximately \$22 million) are Category 1 P&S
- 95% (\$10.1 million) of the 2022 base municipal levy of \$10.8 million is allocated to Category 1 P&S; 5% (\$673,000) of the 2022 base municipal levy is allocated to Category 2 or 3 P&S
- 55% (\$12.2 million) of Category 1 P&S in 2022 budget are funded by self-generated revenue, grants, chargebacks and reserves; municipal levy funds 45% of Category 1 P&S costs

Discussion between CH and its municipal partners are needed to address the following items or new Provincial requirements:

- Long-term, sustainable delivery of new P&S such as watershed strategies and passive recreation
- New MOUs or service agreements that are required for some P&S (e.g., components of CHs monitoring and education programs) and/or any other P&S requested by a municipality for CH to undertake to be completed by January 1, 2024
- MOU updates to select planning-related agreements (e.g., City of Hamilton MOU, SWM-related aspects of Region of Halton MOU) to be completed by January 1, 2024
- New deliverables to be completed by December 31, 2024, not accounted for in CH's 2022 budget:
 - Watershed-based Resource Management Strategy
 - Operational and Asset Management Plans for Natural Hazard Infrastructure (note: CH completed an Asset Management Plans through a phased approach between 2017-2020; Dams & Channels Plan (2017) is being updated this year)
 - Ice Management Plan
 - Conservation Area Strategy
 - Land Inventory

Next Steps

CH's P&S Inventory includes all required information outlined in Section 6 of *Ontario Regulation 687/21*. As presented in CH's Transition Plan (December 2021), Phase 1 of the transition period was considered complete following the submission of the P&S Inventory to the MECP and all participating municipalities by February 28, 2022, as well as once it is posted online.

The second phase of the transition period involves consultation with municipal staff on CH's P&S Inventory and the development of MOUs/service agreements for category 2 and 3 P&S.

Several meetings were held with CH and municipal staff to review and discuss the P&S Inventory and updates were made to the document based on feedback received. The latest version of the CH's P&S Inventory includes the following key updates:

- detailed descriptions of CH's P&S have been added to the document;
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- the Corporate Services P&S (CH Foundation) was recategorized as both a Category 1 and Category 3 P&S; and
- the tables in the Appendix and associated costs of P&S were recalculated and updated based on the changes above, as necessary.

CH has commenced municipal engagement on the development of MOUs/service agreements for category 2 and 3 P&S. CH's Final P&S Inventory and all MOUs/service agreements are to be completed by January 1, 2024.

Progress reports are to be submitted to the Province on a quarterly basis, along with regular updates provided to CH's Board of Directors.

APPENDIX 1

TABLE 1: Conservation Halton Programs & Services Inventory (P&S Review) August 5, 2022							
Key Service Areas	Programs & Services	Category 1 P&S Mandatory P&S described in O. Reg. 686/21; funded through municipal levy, user fees or grants	Category 2 P&S P&S that are at the request of a municipality; funded through municipal levy, user fees, or grants; MOU/service agreement required	Category 3 P&S P&S that CH Board considers advisable to further the purposes of the CA Act; funded through user fees, self-generated revenue, government and other agency grants, donations, etc.; use of municipal funding requires MOU/service agreement and subject to cost apportioning	Explanation/Rationale for Categorization (e.g., Section of CA Act & O. Reg. 686/21, where applicable)	Benefiting Municipality	MOU requirements
Natural Hazards & Watershed Management							
Monitoring							
	Surface & Groundwater Systems	✓	✓		CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12); MOU/MOA with municipality(ies) required [Category 2] as P&S undertaken at municipality's request and to support municipal objectives	All	New MOU required for all municipalities
	Natural Heritage & Aquatic Systems	✓	✓		CA Act 21.1 (1); O.Reg. 686/21 (s.12) [Category 1] & CA Act 21.1.2; MOU/MOA with municipality(ies) required [Category 2] as P&S undertaken at municipality's request and to support municipal objectives	All	New MOU required for all municipalities
	Reporting	✓	✓		CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12); MOU/MOA with municipality(ies) required [Category 2] as P&S undertaken at municipality's request and to support municipal objectives	All	New MOU required for all municipalities
Risk Assessment & Planning							
	Plans & Strategies	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12)	All	n/a
	Technical Studies	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12)	All	n/a
	Climate Change	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12)	All	n/a
	Source Protection	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.13)	All	n/a
	HHRAP			✓	Multi-Government Agreement Federal (EC), Provincial (MECP); Burlington; Hamilton; delivered by CH.	Burlington & Hamilton	n/a
	Research	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12)	All	n/a
Management							
	Flood Forecasting & Warning	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.2)	All	n/a
	Flood Infrastructure & Operations	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.5)	All	n/a
	Restoration	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.9-10, s.12)	All	n/a
Engagement & Outreach							
	Community Programs	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12)	All	n/a
	Public Consultations	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12)	All	n/a
	Landowner Programs	✓		✓	CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12)	All	n/a
	Partnerships	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1-3, s.12)	All	n/a
Permitting & Planning							
Regulatory							
	Compliance & Enforcement	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.1, s.8)	All	n/a
	Permitting	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.1, s.8); non-municipal levy supported, user fees	All	n/a
	Policy & Technical Guidelines	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.1, s.8)	All	n/a
	Hazard & Wetland Mapping	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.1, s.8)	All	n/a
	General & Solicitor Inquiries	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.1, s.8)	All	n/a
	Public Engagement & Education	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.1, s.8)	All	n/a
Planning & Advisory							
	Plan Input & Review (Hazards)	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1, s.6-8); municipal levy and non-levy supported,supported/user fees	All	n/a

	Plan Input & Review (e.g., Nat Heritage, SWM)		✓		CA Act 21.1.2; MOU/MOA with municipality(ies) required, as P&S undertaken at municipality's request and to support municipal objectives; special agreements exist (e.g., IESA with ROH); municipal levy and non-levy supported, supported/user fees		New/updated MOU required for Hamilton (2013) & Peel (2012); Existing MOU in place for Halton (2018; 2021) & Wellington (2017)
	Other Legislation (e.g., EAA, NEPDA, ARA)	✓			CA Act 21.1 (1); O.Reg. 686/21 (s. 1, s.6-8); municipal levy and non-levy supported, supported/user fees	All	n/a
Conservation Lands & Recreation							
Land Management							
	Master Planning/CA Strategy	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.9-11); municipal levy and non-levy supported	All	n/a
	Inventory, Monitoring & Audit	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.9-11); municipal levy supported	All	n/a
	Land Acquisition	✓		✓	CA Act 21.1.2; non-municipal levy supported P&S		n/a
	Risk Management	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.1, s.9-11); municipal levy and non-levy supported	All	n/a
	Operations	✓		✓	CA Act 21.1 (1); O.Reg. 686/21 (s.1, s.9-11) [Category 1] & CA Act 21.1.2 [Category 3]; municipal levy and non-levy supported	All	n/a
	Resource Management	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.9-11); municipal levy supported	All	n/a
	Visitor Impact Management	✓		✓	CA Act 21.1 (1); O.Reg. 686/21 (s. 9-10) [Category 1] & CA Act 21.1.2 [Category 3]; non-municipal levy supported P&S	All	n/a
Recreation							
	Passive Recreation	✓			CA Act 21.1 (1); O.Reg. 686/21 (s.9); currently non-municipal levy supported	All	n/a
	Active Recreation			✓	CA Act 21.1.2; non-tax supported P&S	All	n/a
Visitor Experience							
	Business Development & Marketing			✓	CA Act 21.1.2; non-tax supported P&S	All	n/a
	Events & Festivals			✓	CA Act 21.1.2; non-tax supported P&S	All	n/a
	Retail & Food Services			✓	CA Act 21.1.2; non-tax supported P&S	All	n/a
	Equipment & Facility Rentals			✓	CA Act 21.1.2; non-tax supported P&S	All	n/a
Education & Awareness							
	Public Programs		✓	✓	CA Act 21.1.2 & CA Act 21.1.2; municipal levy and non-levy supported; MOU/MOA with municipality(ies) required, as P&S undertaken at municipality's request and to support municipal objectives	All	New MOU required for all municipalities
	School Programs		✓	✓	CA Act 21.1.2 & CA Act 21.1.2; municipal levy and non-levy supported; MOU/MOA with municipality(ies) required, as P&S undertaken at municipality's request and to support municipal objectives	All	New MOU required for all municipalities
	Workshops & Events		✓	✓	CA Act 21.1.2 & CA Act 21.1.2; municipal levy and non-levy supported; MOU/MOA with municipality(ies) required, as P&S undertaken at municipality's request and to support municipal objectives	All	New MOU required for all municipalities
Corporate Services							
	Governance & Risk	✓					n/a
	Finance	✓					n/a
	Human Resources	✓					n/a
	IT	✓					n/a
	Communications	✓					n/a
	Facilities & Equipment	✓					n/a
	CH Foundation	✓		✓			n/a
Notes: Discussion between CH and its municipal partners will be needed to address the following items or new Provincial requirements:							

- a) Long-term, sustainable delivery of new P&S such as watershed strategies and passive recreation
 - b) New MOUs or service agreements that are required for some P&S (e.g., components of CHs monitoring and education programs) and/or any other P&S requested by a municipality for CH to undertake
 - c) MOU updates to select planning-related agreements (e.g., City of Hamilton MOU, SWM-related aspects of Region of Halton MOU)
 - d) New deliverables to be completed by December 31, 2024:
 - Watershed-based Resource Management Strategy, Operational & Asset Management Plans for Natural Hazard Infrastructure*, Ice Management Plan, Conservation Area Strategy, & Land Inventory
- **CH Asset Management Plan completed through a phased approach 2017-2020; Dams & Channels (2017) is being updated in 2022

TABLE 2: Conservation Halton Programs & Services Inventory (Financial Summary)
August 5, 2022

	Key Service Areas	Programs & Services	Total Expenses (\$)	Program Revenue	Provincial Funding	Other	Internal Chargeback Recoveries	Reserve Funding	Municipal Funding	Total Revenues (\$)	Historical Average (5 year)	Comments
CATEGORY 1	Natural Hazards & Watershed Management	Monitoring	536,221	1%			3%		96%	100%		Flood Plain Mapping funding \$525,000 included in "Other" (special funding arrangement) Emerald Ash Borer \$804,000 funding included in "Other" (special funding arrangement)
	Natural Hazards & Watershed Management	Risk & Assessment	266,141		79%	11%			10%	100%		
	Natural Hazards & Watershed Management	Management	2,336,238		22%		2%	15%	61%	100%		
	Natural Hazards & Watershed Management	Engagement & Outreach	2,945,256			64%	18%	1%	16%	100%		
	Permitting & Planning	Regulatory	3,575,390	41%		29%	1%	3%	26%	100%		
	Permitting & Planning	Planning & Advisory	1,799,446	67%					33%	100%		
	Conservation Lands & Recreation	Land Management	2,875,805	5%	5%	33%	11%	3%	44%	100%		
	Conservation Lands & Recreation	Recreation	1,125,298	100%						100%		
	Corporate Services	Corporate Services	7,036,829	1%		1%	18%	7%	73%	100%		
	Total Category 1		22,496,623	4,307,554	841,660	3,865,297	2,172,839	1,082,961	10,226,313	22,496,623	22,053,120	
CATEGORY 2	Natural Hazards & Watershed Management	Monitoring	94,627	1%			3%		95%	100%		
	Permitting & Planning	Planning & Advisory	317,549	67%					33%	100%		
	Conservation Lands & Recreation	Education & Awareness	1,402,088	74%					26%	100%		
	Total Category 2		1,814,264	1,250,183	-	-	8,851	-	555,231	1,814,264	1,774,516	
CATEGORY 3	Natural Hazards & Watershed Management	Engagement & Outreach	93,180	76%				24%		100%		HHRAP
	Natural Hazards & Watershed Management	Risk & Assessment	289,092			104%			-4%	100%		
	Conservation Lands & Recreation	Land Management	4,382,847	1%	28%	56%	3%	11%	1%	100%		
	Conservation Lands & Recreation	Recreation	6,677,966	90%				10%		100%		
	Conservation Lands & Recreation	Visitor Experience	3,590,532	83%		5%		12%		100%		
	Corporate Services	CH Foundation	30,000				100%			100%		
	Conservation Lands & Recreation	Education & Awareness	817,277	100%						100%		
	Total Category 3		15,880,894	11,596,813	759,924	1,920,076	102,062	1,487,927	14,092	15,880,894	13,413,920	
	Total Programs and Services		40,191,781	17,154,550	1,601,584	5,785,373	2,283,751	2,570,888	10,795,636	40,191,781	37,241,556	

Annual cost estimates for new Category 1 P&S*:

Natural Hazards & Watershed Management P&S - Watershed Strategy \$150-\$200K, in addition to current budget funding of \$25K

Conservation Lands & Recreation P&S - Passive Recreation & Visitor Impact Management - \$75K, less \$25K in current budget

*CH staff will work with municipal staff to phase in costs and minimize the impact of annual municipal funding

New deliverables to be completed by December 31, 2024:**

- Watershed-based Resource Management Strategy, Operational & Asset Management Plans for Natural Hazard Infrastructure***, Ice Management Plan, Conservation Area Strategy, & Land Inventory

**CH staff will work with municipal staff to identify a funding strategy for these items

***CH Asset Management (AM) Plan completed through a phased approach 2017-2020; Dams & Channels AM plan updated June 2022

The historical average of costs is based on the cost of providing the program or service for five years in the 2018 to 2022 annual budgets. Where the program or service has been provided for a period of less than five years, the historical average is based on the cost of providing the program or service for the period the program was offered.

Corporate Services program expenses have been categorized for the most part to Category 1 and are funded municipally and/or by other self generated revenues for costs allocated to programs.

Costs are assessed to specific programs for time spent by staff and funded through internal chargeback recoveries, primarily for Conservation Lands & Recreation active recreation programs

and are funded by the self generated fees generated by the program.