



Conservation Halton Board of Directors

Conservation Halton

Zoom Webinar

Sep 22, 2022 1:00 PM - 4:00 PM EDT

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Conservation Halton Board of Directors Meeting Minutes
Jun 23, 2022 at 1:00 PM EDT
Zoom Webinar

1. Roll Call

Members Present:

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

Members absent:

Hamza Ansari
Zobia Jawed
Bryan Lewis

Staff Present:

Kim Barrett, Associate Director, Science & Partnerships
Hassaan Basit, President & CEO
Garner Beckett, Executive Director Foundation
Adriana Birza, Senior Advisor, Office of the President & CEO
Niamh Buckley, Admin Assistant, Office of the President & CEO
Nigel Finney, Project Manager, Restoration & Conservation
Craig Machan, Director, Parks & Operations
Kellie McCormack, Director, Planning & Regulations
Marnie Piggot, Director Finance
Plezzie Ramirez, Director, HR
Mark Vytvytskyy, COO
Barb Veale, Senior Director, Watershed Strategies & Climate Change
Justin Wei, Senior Manager, Finance

The Chair called the meeting to order at 1:03 p.m.

The Chair advised that item **No. 10 Other Business will be addressed prior to Item No. 11 In Camera.**

2. Disclosure of Pecuniary interest for the Conservation Halton Board of Directors

There were **NO** disclosures of Pecuniary Interest.

3. Approval of Agenda

CHBD 05 01

Moved by: Rory Nisan
Seconded by: Zeeshan Hamid

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

Carried

4. Presentations

- 4.1 Preliminary 2023 Priorities & Preliminary Budget Presentation - Hassaan Basit, President & CEO (Report #: 7.10 DRAFT Preliminary 2023 Budget)
- 4.2 Capital Campaign Launch & Re:Generations 2022 Gala - Jim Sweetlove & Garner Beckett, Executive Director, Foundation (Report #: 8.1 CHF Update)

5. CEO Verbal Update:

- **Right to Disconnect Policy:** new requirement implemented by the Province has been rolled out at CH.
- **Reopening of CH administrative office:** CH Admin office reopened on May 16 with some staff remaining remote while other staff return in a hybrid model of 2 days in the office and 3 days remote. Staff welcomed the opportunity to collaborate and engage in person. CH will revisit this in the fall with a staff survey asking staff to share their feedback on the hybrid arrangement.
- **CH New Website:** CH launched a new customer focused website on June 14. It is AODA compliant, mobile user friendly and available in 5 languages.
- MECP reporting on CA Act transition starting quarterly on July 1, 2022. CH Board will be provided with an update at the September meeting.
- **Grant and Funding Approvals** (to June 20) – \$3.2M approved YTD (~\$1M increase since last BOD update in April)
- **Parks update:**
 - o Area 8 is open and is CH's first AODA compliant trail.
 - o The second Pride in Nature event at Area 8 took place on June 14, 2022.

6. Consent Items

- 6.1 Approval of Conservation Halton Board of Directors DRAFT Meeting/AGM Minutes – April 21 2022
- 6.2 Approval of Finance & Audit Committee DRAFT Meeting Minutes - June 9 2022
- 6.3 Status of Conservation Halton's Spill Flood Hazard Policy Review & Update – revised timeline (CHBD 05 22 01)
- 6.4 Status of Conservation Halton's Land Use Planning Policy Review and Update

(CHBD 05 22 02)

6.5 Recent Environmental Registry of Ontario (ERO) Postings
(CHBD 05 22 03)

6.6 East Burlington Creeks Flood Hazard Mapping Study (CH File No. ADM 356) and Urban
Milton Flood Hazard Mapping Study (CH File No. ADM 347) Update
(CHBD 05 22 04)

6.7 Permits & Letters of Permission issued under Ontario Regulation 162/06 from January 1 to
March 31, 2022
(CHBD 05 22 05)

6.8 Conservation Halton comments on Recovery Strategy for the Chimney Swift (*Chaetura
Pelagica*) in Canada
(CHBD 05 22 06)

6.9 Limehouse Pond Bypass Restoration Project
(CHBD 05 22 07)

6.10 Expansion of Water Quality Monitoring Program
(CHBD 05 22 08)

The consent items **were adopted.**

7. Action Items

7.1 Work Plan for Consultation on Conservation Halton's Guidelines for Wetland Water
Balance Assessments
(CHBD 05 22 09)

CHBD 05 02 Moved by: Gordon Krantz
Seconded by: Rob Burton

THAT the Conservation Halton Board of Directors **approves the staff report entitled "Work
Plan for Consultation on Conservation Halton's Guidelines for Wetland Water Balance
Assessments."**

Carried

7.2 Conservation Halton's Wetland Mapping Review & Update
(CHBD 05 22 10)

CHBD 05 03 Moved by: Mike Cluett
Seconded by: Allan Elgar

THAT the Conservation Halton Board of Directors **approves the public engagement plan
outlined in the staff report entitled "Conservation Halton's Wetland Mapping Review &
Update."**

Carried



- 7.3 Water Quality and Habitat Improvement Program (WQHIP) Guidelines for Countryside and Commercial landowners
(CHBD 05 22 11)

CHBD 05 04 Moved by: Jim Sweetlove
Seconded by: Joanne Di Maio

THAT the Conservation Halton Board of Directors **approves the “Countryside Properties Financial Incentive Program Guidelines and the Commercial Properties Financial Incentive Program Guidelines.”**

And

THAT the Conservation Halton Board of Directors **approves housekeeping changes to the “Urban Properties Financial Incentive Program Guidelines.”**

Carried

- 7.4 Tansley Bridge over Bronte Creek – Offsite Restoration Funding Agreement
(CHBD 05 22 12)

CHBD 05 06 Moved by: Marianne Meed Ward
Seconded by: Dave Gittings

THAT the Conservation Halton Board of Directors **approves the Memorandum of Agreement with the Region of Halton for the offsite ecological restoration project for the Tansley Bridge over Bronte Creek project.**

And

THAT the Conservation Halton Board of Directors **authorizes the Chief Executive Officer to sign the agreement on behalf of Conservation Halton.**

Carried

- 7.5 Authorization Request for Award Approval Contract: CH Administrative Office Low Impact Development Construction Services RFT # CA003-22-3
(CHBD 05 22 13)

CHBD 05 07 Moved by: Steve Gilmour
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board of Directors **approves the award recommendation of the Conservation Halton Administrative Office Low Impact Development Construction Services contract to Forest Ridge Landscaping Inc.;**

And

THAT the Conservation Halton Board of Directors **approves a budget increase for the Low Impact Development project of \$798,000 (including \$67,000 contingency) from the**

\$500,000 included in the 2021 budget.

Carried

- 7.6 Authorization Request for Award Approval Contract: Kelso Dam - Lift Gate and Hoist Refurbishment, East Gate (C22016)
(CHBD 05 22 14)

CHBD 05 08 Moved by: Jean Williams
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board of Directors **approves the award recommendation of the Kelso Dam - Lift Gate and Hoist Refurbishment, East Gate (C22016) contract as a single source.**

Carried

- 7.7 Budget Variance Report for the Period Ended April 30, 2022 and December 31, 2022
Projected Year End Amounts
(CHBD 05 22 15)

CHBD 05 09 Moved by: Rob Burton
Seconded by: Marianne Meed Ward

THAT the Conservation Halton Board of Directors **approves a transfer of up to \$20,000 from the Water Festival Reserve due to estimated increased staffing and bussing costs for the 2022 Water Festival event;**

And

THAT the Conservation Halton Board of Directors **approves the closing of and changes to the Dams and Channels capital project amounts noted on the Capital Project Summary Financial based on provincial Water and Erosion Control Infrastructure (WECI) funding submissions noted in the staff report dated June 23, 2022;**

And

That the Conservation Halton Board of Directors **receives for information the staff report dated June 23, 2022, on the Budget Variance Report for the period ended April 30, 2022, and 2022 Projected Year End Amounts.**

Carried

- 7.8 Asset Management Plan (2022) – Dams and Channels
(CHBD 05 22 16)

CHBD 05 11 Moved by: Dave Gittings
Seconded by: Mike Cluett

THAT the Conservation Halton Board of Directors **approves the Asset Management Plan (2022) – Dams and Channels.**

- 7.9 Appointment of Auditors

CHBD 05 12

Moved by: Moya Johnson
Seconded by: Gordon Krantz

THAT the Conservation Halton Board of Directors **approves the reappointment of KPMG LLP as auditor for Conservation Halton for the 2022 Fiscal Year-End Audit;**

And

THAT The Conservation Halton Board of Directors **approves the KPMG LLP audit fees noted in the report for up to a further five years subject to annual reappointment as auditors for Conservation Halton.**

Carried

7.9 DRAFT Preliminary 2023 Budget
(CHBD 05 22 18)

CHBD 05 13

Moved by: Rob Burton
Seconded by: Dave Gittings

That the Conservation Halton Board of Directors **approves the attached 2023 preliminary budget for budget discussion purposes with funding watershed municipalities.**

Carried

8. CHF Chair Update (Jim Sweetlove)

8.1 Capital Campaign Launch & Re:Generations 2022 Gala - Jim Sweetlove & Garner Beckett, Executive Director, Foundation

The Executive Director shared a presentation on the Capital Campaign Launch. The Foundation has been developing the campaign during the past few years and is excited to announce the launch at the Re:Generations Gala event on September 15, 2022. Catherine Mulvale, Foundation Board member, with extensive experience in fundraising, has accepted the Chair role for the campaign.

The Executive Director welcome Board's engagement in identifying potential donors or sponsors.

The Executive Director went on to present this year's Gala event "Re:Generations" which signifies regrowth and education. The Gala will take place at Crawford Lake Conservation Area on September 15, 2022 and it is being developed with support from CH's indigenous partners, stakeholders and donors. The funds raised will go towards education programmes at Crawford Lake and will honour generations of the past and the future.

The Executive Director provided a "sneak peak" at the evenings programme:

- Event will open in the village traditional experience in the Deer Clan Longhouse with

Key note by Hassaan Basit, President & CEO Conservation Halton

- Dinner and a live auction

The foundation will create engagement packages, and, welcome ideas from the Board.

Jean Williams congratulated Garner on the efforts he has made in developing the Foundation and the Gala events.

10. Other Business

10.1 Correspondence from North Aldershot Environmental Protection Association

The CEO advised that this letter is an information only piece for the Board.

9.0 In Camera

CHBD 05 14

Moved by: Rick Di Lorenzo
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **moves in camera.**

9.1 Legal Matter (CHBD 05 22 19)

9.2 Legal Matter (CHBD 05 22 20)

CHBD 05 15

Moved by: Rick Di Lorenzo
Seconded by: Jean Williams

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

Carried

11. Adjournment

CHBD 05 16

Moved by: Rick Di Lorenzo

THAT the Conservation Halton Board of Directors meeting be **adjourned at 2:56 p.m.**

Carried

Signed by: Hassaan Basit, President & CEO/Secretary-Treasurer

Date: September 22, 2022

TO: Conservation Halton Board of Directors

MEMO NO: # CHBD 06 22 02

FROM: Hassaan Basit, President & CEO/Secretary-Treasurer

DATE: September 22, 2022

SUBJECT: Momentum Progress Report: Q1 & Q2 2022

MEMO

Conservation Halton's strategic plan, Momentum, outlines the objectives and key performance indicators (KPI) identified for staff to focus on priority areas and continually work toward the progression of action items to achieve our target outcomes of a healthy watershed, resilient ecosystems and engaged communities.

The attached Progress Report outlines the objectives of each priority area, and the status of all KPI's. The action items for the KPI's continue to trend positively towards their completion date.

Impact on Strategic Priorities

This report supports the Momentum (Strategic Plan) commitment to maintain a transparent performance measurement and reporting process, where staff will monitor and share progress towards achieving our strategic objectives.

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Hassaan Basit
President & CEO/Secretary-Treasurer

momentum

OUR STRATEGIC DIRECTION:

OUR PURPOSE

Protect our communities from natural hazards, conserve our watershed, support partners in sustainable development and provide opportunities for outdoor recreation and education.

OUR AMBITION

A green, resilient, connected tomorrow.

GUIDES OUR PRIORITIES:

DELIVER VALUE



EDUCATION,
EMPOWERMENT
& ENGAGEMENT



NATURE
& PARKS



SCIENCE,
CONSERVATION
& RESTORATION



NATURAL
HAZARDS &
WATER



DIGITAL
TRANSFORMATION
& INNOVATION



ORGANIZATIONAL
SUSTAINABILITY



PEOPLE
& TALENT

TO ACHIEVE OUTCOMES:

HEALTHY WATERSHED

RESILIENT ECOSYSTEMS

ENGAGED COMMUNITIES



Priority	Strategic Objectives
Protect people, property, drinking water sources and natural resources to support development that is in balance with the environment	<ul style="list-style-type: none"> • Optimize dam safety, operations, and flood forecasting within a sustainable funding model • Lead the Halton-Hamilton source water protection program through a comprehensive review and update of drinking water science and source protection plan policies • Modernize Planning and Regulations policies and mapping and adopt a sustainable program delivery model • Lead in delivering planning and permitting customer service and experience excellence • Foster partnerships and identify opportunities to build mutual understanding, trust, respect, and support with watershed stakeholders

Progress Summary
<p>The indicators related to flood forecasting are making progress or have met their target, in the first half of 2022.</p> <p>The Halton-Hamilton source water protection KPIs are making solid progress or have met their targets, and the 2022 action items under this area are on track to be completed by end of the calendar year.</p> <p>With the changes to the CA Act, the KPIs around MOUs and Agreements have seen no progress so far this year. However, a workshop is being held in late September 2022 to launch the work required for new/updated MOU and so progress is expected to be seen later this year.</p> <p>Most of the KPIs under Planning and Regulations are on target or achieved, and generally are trending upwards. The exception is around the number of complex technical reviews for municipal applications; this trended downwards due to a number of constraints and external factors but is expected to be back on target by the end of the year.</p>



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Lead the Halton-Hamilton source water protection program through a comprehensive review and update of drinking water science and source protection plan policies	% of SWP policies reviewed and updated	100% by 2024	75%	75%	Reviewed and updated through a comprehensive update process. Further work is possible through 2024.
	% annual reporting requirements completed and submitted to MECP on time	100% by 2024	25%	25%	Annual reporting for 2021 is complete
	% of municipal residential drinking water systems that are online are included or identified for future inclusion in the local source protection plan	100%	100%	100%	Required to be 100% at all times
Foster partnerships and identify opportunities to build mutual understanding, trust, respect and support with watershed stakeholders	% of public engagement strategy for P&WM completed and implemented	100%/2024	0%	25%	Development of Strategy has begun; two internal staff meetings have been held; draft is progressing.
	# of public engagement/input opportunities provided for CH policy and planning initiatives	3-5/year	2	4	
	# of new/renewed MOU/agreements for services	1-2/year			Workshop to launch MOU process as a result of the CA Act changes is taking place late September 2022, with MOUs to be finalized by Q4 2023. Planning MOU for Hamilton is in progress
	# of committees/groups in which CH takes a leadership role	30-40/year	32	30	The number of committees CH is involved in has decreased slightly due to staff vacancies.
Modernize Planning and Regulations policies and mapping and adopt a sustainable program delivery model	% of jurisdiction with updated wetland mapping	100%/2024	50%	60%	Mapping complete; public consultation required
	% of jurisdiction with updated floodplain mapping	50%/2024	15%	15%	
	% of jurisdiction with updated confined valley mapping	100%/2024	5%	5%	
	% complete of CH's Regulatory and Land Use policies reviewed and updated	100%/2024	20%	20%	



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Optimize dam safety, operations, and flood forecasting within a sustainable funding model	% of CH jurisdiction covered by real-time hydrometric monitoring stations	70-80%/2024	67%	69%	Equipment procurement, site planning/approvals and station installations ongoing in Q2
	# of additional watersheds integrated into real-time flood forecasting & warning system	4-8/2024	1	1	Procurement for new phase of FF&W modernization plan underway
	% of identified safety, maintenance, inspection and repair concerns addressed within assigned response time	90%	90%	92%	
	Overall rating of major capital flood control assets according to the Canadian National Infrastructure Report Card (NIRC) 5-point conditional rating system	4 (Good) – 5 (Very Good)	4	4	
	% of major capital repair projects for dam and channel within scope, budget and on schedule	75%	81%	89%	
Lead in delivering planning and permitting customer service and experience excellence	% of minor permit applications processed within 30 days	95%	100%	93%	
	% of major permit applications processed within 90 days	95%	100%	100%	
	% of regulatory technical reviews for permit applications reviewed within six weeks	95%	100%	97%	
	% of violations resolved through voluntary compliance process	80-90%	95%	78%	Staff is in discussions with owners not yet signed onto CHs voluntary compliance process, but they are anticipated to be on-track in early Q3
	% of minor RIT permit applications processed within 30 days	95%	100%	100%	
	% of major RIT permit applications processed within 90 days	95%	100%	100%	
	% of RIT technical reviews completed within six weeks (e.g., EAs)	95%	100%	100%	
	% of planning & development files reviewed by municipal / NEC deadline (no technical review)	95%	95%	100%	
	% of planning technical reviews completed within six weeks (standard technical review)	75-85%	58%	78%	
	% of planning technical reviews completed by municipal deadline (complex technical review)	75-85%	90%	53%	Delays due to tight municipal deadlines (less than 4 weeks), staff transitioning between roles, and clearing backlog from high volume of submissions in Q1; overall planning review volumes higher than previous years (119 total reviews in Q2)
	% of planning technical reviews completed by municipal deadline (municipal files; complex technical & plan review)	75-85%	100%	100%	



Priority	Strategic Objectives
Inspire action by fostering an appreciation of our environment and heritage through leading edge educational programming and outdoor experiences	<ul style="list-style-type: none"> • Leverage brand to build community awareness of climate change and support for flood preparedness • Deliver community programming and events to landowners and the public to inspire local environmental action and volunteerism • Develop community informed programming through greater allyship with Indigenous, Black, People of Colour, Racialized, LGBTQ+, and Disability communities • Provide outdoor experiential opportunities that are curriculum-linked and accessible for school boards and students

Progress Summary

The 2022 action items under the priority area are progressing as either on track to be completed by end of the calendar year or have been completed. For those in progress, the trends are moving in a positive direction.

The Strategic Objectives under this priority area will foster the appreciation of the environment, and the heritage of our lands, and increase the community-informed programming for positive diverse experiences.

2022 targets are based primarily on pre-pandemic levels of engagement; therefore, we may find that some targets may need shifting as we close out the year.



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Leverage Brand to Build Community Awareness of Climate Change and Support for Flood Preparedness	Social media Engagement rate	15,000/quarter		13,455	Creating baseline by end of Q2
	Social media Impressions	200,000/quarter	194,800	195,600	Based on positive and neutral messages
	Increase in climate change/flood preparedness content	20/quarter	21	16	Establish baseline by end of Q2 based on 2021
Deliver Community Programming and Events to Landowners and the Public to Inspire Local Environmental Action and Volunteerism	# of landowner collaborations	115 per year	36	56	Annual target, reflected quarterly
	% increase in total annual volunteer hours	15%	40%	18%	Restarting GE programs responsible for significant increase
	% increase in corporate stewardship event attendees	5-8%	5%	5%	No 2021 Q1 metrics available for annual comparison
Develop community informed programming through greater allyship with Indigenous, Black, People of Colour, Racialized, LGBTQ+, and Disability communities	% increase in \$ invested in developing programs and relationships with Indigenous, Black, People of Colour, Racialized, LGBTQ2S+ and disability communities	4-5%/year	8%	5%	\$94,117 spent Q1. \$144,000 spent by end of Q2. Numbers listed as percentage increase in amount raised over 2021 (111,000 annual '21 investment)
	% of educational and recreational programming staff who participate in Indigenous led training and community-informed EDI training	80-90%/2024	18%		Whole team training to take place September 2022.
	% increase of participants in designated programs	4-5%/year	3	1	740 participants in Q1, 200 in Q2.
	# of CH programs assessed and modified, or introduced to ensure they meet the needs of our changing community	3-5/year	2	3	
Provide Outdoor Experiential Opportunities that are Curriculum-Linked and Accessible for School Boards and Students	% of youth participating in education and recreation programs	3-5%/year	66	41	Based on pre-covid programming numbers 5% increase = approx. 300 additional students. 2022, Q1 1573 total, Q2 11,004 total 2021 Q1 950 total, Q2 7959 total
	% of guests who would recommend our education and recreation programs	80%	95%	97%	Q1 - Winterlit 97%, Maple Town 92%, Q2 Education Programs 100%
	% eligible repeat visitors	35%		66%	Baselined and started reporting Q2

	No Progress/No Data
	Making Progress
	Target Met

Priority	Strategic Objectives
Grow our network of parks and greenspaces to promote equitable access and provide unique experiences that connect people with nature and heritage	<ul style="list-style-type: none"> • Enhance customer experience and inform product development through market research, analysis and branding • Enhance access to greenspace today and in the future through investments in infrastructure including capital assets and land to meet growth pressures • Enhance operational excellence and safety • Ensure parks financial performance

Progress Summary
<p>The indicators for the Nature and Parks Strategic Objectives are trending positively, making progress or having met their annual targets.</p> <p>Several KPIs show no data so far for 2022, and this is due to ongoing baselining efforts and deriving the mechanisms for tracking progress of the Strategic Objectives.</p> <p>The 2022 action planning cycle was used to identify long-term efforts to support attracting new visitor groups to CH park and increasing the operational safety for staff and visitors. These efforts are reflected in the KPIs.</p>



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Enhance customer experience and inform product development through market research, analysis and branding	New/Key Product Adoption Ratio (target sales vs actual - %)	TBD		78%	Target Sales for Pride in Nature (800), Blooms & Bubbles (1500) & Virtual Water Festival (Target TBD)
	Customer satisfaction rating	90%/year	83	87	Based on the customer surveys.
	Visitors' services response time via telephone/email etc. (wait times, response rate etc. to reduce volume)	24hr by 2024			Baseline and tracking mechanism to be established in 2021. Reporting to begin in 2023.
Enhance access to greenspace today and in the future through investments in infrastructure including capital assets and land to meet growth pressures	# park visitors	1.75 million by 2024	355,541	481,317	With 1.4M visitors in 2022, the trend looks positive to meet the target.
	# properties/green spaces reviewed and evaluated for future use	2/ year		1	Review criteria being created
	% gate activations by use of technology	TBD			Tracking mechanism being established
	AODA implementation rate (number of accessible trails, buildings, and experiences)	10% increase/year		2	Current state being evaluated. This will establish baseline. Q2 - New AODA trail installed.
	# of assets reviewed, and upgrades / enhancement completed (based on Facility Condition Assessment Report)	50% by 2024		10	Work has not begun on 2022 projects
	% of 10-year capital completed in year	75%/year	2	10	Capital work has not been started for 2022. Some projects will be pushed to 2023 based on delays from suppliers.
Enhance operational excellence and safety	% of SoPs reviewed and updated	100% by 2024	5%	7%	Incremental progress to review and update per department.
	% reduction in lost time	Less than 10%/year	3%	2.7%	
	% of Park Operations EE's completing training prior to assuming duties	100%			The baseline is being established through the Glen Eden onboarding process. Target to be derived once the 2022 season is complete
	# of compliance audit recommendations completed	TBD			GE has been selected as the primary area for compliance analysis. RFP in progress to move this forward



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Ensure parks financial performance	% of net revenue increase	5%	10%	29%	When compared to 2020
	Revenue per employee (labour cost ratio)	55%			Baseline and tracking mechanism to be established
	Net Revenue per customer	TBD	\$22.91	\$20.58	Total revenue collected, divided by number of visitors

	No Progress/No Data
	Making Progress
	Target Met



Priority	Strategic Objectives
Use environmental science, collaborative research and collective data to protect the integrity and strengthen the resilience of our ecosystems	<ul style="list-style-type: none"> • Implement Watershed Plans to Manage Natural Hazards and Natural Resources • Expand monitoring and analytical capabilities to support Watershed Planning and Management • Implement restoration activities to manage natural hazards and Natural Resources • Implement Climate Change Actions for Watershed Resiliency

Progress Summary
<p>Science, Conservation and Restoration indicators are trending as on track to meet their targets by end of the year or have met their targets for the year.</p> <p>Resourcing constraints meant progress on climate change KPIs was delayed; however, we expect to see positive movement in this area with the hiring of the Senior Manager, Watershed Planning & Source Protection.</p>



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Implement Watershed Plans to Manage Natural Hazards and Natural Resources	% of Watershed-Based Resource Management Strategy completed	100%/2024	10%	10%	Draft goals, objectives and principles completed as draft.
	# of partners secured in support of CH's watershed planning program	10 by 2024			Work will not begin until 2023 due to CA act changes and internal resource constraints (hiring of Senior Manager, Watershed Planning & Source Protection)
	% of characterization reports completed for major creek systems	100%/2024	10%	25%	SWP assessment reports updated and approved; consolidation of reports as background for the WBRMS (watershed strategy) will be put on hold until a position has been approved.
Implement restoration activities to manage natural hazards and Natural resources	# of trees and shrubs planted	75-85K/year	2,880	60,940	Planting will ramp up significantly in 2022
	# of Ha of floodplain, forest and wetland restored	50-60 ha/year	0.9	33.8	Includes plantings, invasive species removals, litter clean-up
	# of kilometers of streams restored	3-4 km/year	0.4	2.3	Work to date includes riparian plantings
	# of invasive species managed	15-25/year	1	16	Only Emerald Ash Borer management underway in Q1
	# of restoration projects completed	120-130/year	13	36	
	# of ash trees removed (Emerald Ash Borer)	12,000-15,000 additional per year	2,520	367	
	% of 5-year restoration forestry plan completed	100% by 2024	2%	7%	





KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Expand monitoring and Analytical Capabilities to support Watershed Planning and Management	% of watershed monitoring program modernized	100% by 2024	45%	47%	Progress on terrestrial modernization delayed by staff vacancies; will need to incorporate outcomes of MOU discussions
	# of new assessment tools, techniques and methods used	10-15 /year	8	5	Includes use of Voice Directed Tally System, carbon soil sampling and several new Source Water Protection assessments
	# of environmental parameters monitored	40-50 /year	42	58	Includes ecological indicators, surface and ground water quality, hydrometric, invasive species, soil moisture
	# of watershed monitoring sites	350-375 /year	73	325	Large increase in number of water quality sampling sites from CH-Halton Region-Queens partnership
	# of monitoring data requests through DLAs	10-15 /year	4	7	
	# of communication products conveying issues, trends and conditions completed	15-20	8	12	
Implement Climate Change Actions for Watershed Resiliency	% Watershed Climate Change Resiliency Strategy completed	100% by 2024	5%	10%	
	# of partners actively participating in CH's Watershed Climate Change Resiliency Strategy	10 by 2024			Work will not begin until 2023 due to CA act changes and internal resource constraints (hiring of Senior Manager, Watershed Planning & Source Protection)
	# of climate change assessments completed	3 by 2024			Work will not begin until 2023 due to CA act changes and internal resource constraints (hiring of Senior Manager, Watershed Planning & Source Protection)
	# of projects for climate change mitigation and adaption completed	5 by 2024			Work will not begin until 2023 due to CA act changes and internal resource constraints (hiring of Senior Manager, Watershed Planning & Source Protection)



Priority	Strategic Objectives
<p>Implement organizational practices that support the social, environmental and economic dimensions of sustainability</p>	<ul style="list-style-type: none"> • Reduce CH's Carbon Footprint • Apply an integrated approach to operational risk, governance and compliance • Implement a CH Park experiences and cost recovery model • Ensure Long Term Financial Sustainability • Increase Employee Safety Competency through Enhanced Training and Development Process

Progress Summary

The organizational sustainability KPIs are generally trending positively, with some having met their targets for the year.

Work on the reduction of CH's carbon footprint was slowed due to staff turnover, however, a Green Task Force has now been established and it is expected that the KPIs and associated action items will trend upwards by year-end. The 2022 action items are progressing well and are on track to be completed by end of the calendar year.

KPIs around the operational risk and compliance objectives are progressing well and are on track to achieve their targets by year end.



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Reduce CH's carbon footprint	% Implementation of sustainability actions	TBD			Sustainability plan to be drafted by Q4
	% Reduction in GHG emissions/yearly	10%/year			18.58% reduction in 2021 emissions as compared to 2018; 2022 data to be assessed in early 2023
Apply an integrated approach to risk, governance and compliance	# of operational reviews conducted and baseline established	TBD			Baseline to be established in 2022
	# of risk management focused initiatives launched/year	1-3/year	1	2	Visitor waiver review, Transition to EdgeAuditor, Digitized Risk Register to come
	% of policies reviewed & updated	6-8%	3%	7%	
	% of CA Act transition plan completed	100%/by 2024	25%	25%	
Increase Employee Safety Competency through Enhanced Training and Development Process	# of new and enhanced safety training initiatives implemented/year	2-4/year	3	1	
	% of trained employees participating in the Safety Observation Program	60-70%	21%	39%	
Ensure long term financial stability	% increase in annual tax supported municipal levy against the regional budget guidelines	<3-3.7%/year	3.5%		Annual metric; achieved

	No Progress/No Data
	Making Progress
	Target Met



Priority	Strategic Objectives
Attract, support and invest in the brightest and most passionate people to collectively achieve our ambition	<ul style="list-style-type: none"> • Position CH as an employer of choice to attract, invest in and retain talent • Broaden the wellness program initiatives to invest in employee well-being • Establish a growth mindset, learning organization to enable and empower employees to achieve our collective ambition

Progress Summary
<p>Lack of data to baseline resulted in the yellow trends we see in Q1 of 2022, however tracking mechanisms were implemented in order to report on progress from Q2 onwards. As a result, we see that progress is being made against the 2022 KPIs, or they have already been achieved.</p> <p>One KPI has not progressed as yet, as it is contingent on a survey being launched. This is due to be actioned later this year, and we will see results by Q4, 2022.</p>



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Position CH as an employer of choice to attract, invest in and retain talent	# of Employer of Choice categories recognized	1/year		1	Nomination submitted, will see results in Q3
	# of Employer of Choice initiatives HR supports	10-15/year		17	
	# of qualified candidates from 2 new sourcing channels	10/year		6	
Broaden the wellness program initiatives to invest in employee well-being	# of wellness programs added	1-2/year		6	
	% of employees participating in wellness programming	30-40%		23	
Establish a growth mindset, learning organization to enable and empower employees to achieve our collective ambition	% of participants who agree that CoL initiatives help them learn something new for their work or for themselves	80%			Survey to be completed in 2022

	No Progress/No Data
	Making Progress
	Target Met



Priority	Strategic Objectives
<p>Integrate digital technologies, processes, and mindsets to strengthen adaptability and problem-solving capabilities</p>	<ul style="list-style-type: none"> • Improve Cyber security, IT and Data Standards • Enable a digital culture across the organization & invest in technologies to improve problem-solving • Enhance Business Intelligence through Insights Visualizations and Analytics • Establish CH Innovation Hub to Enable Partnerships with Agencies, Companies and Academia to Develop Innovative Environmental Solutions • Implement an Enterprise Information Management Framework for Document Digitization
Progress Summary	
<p>The Strategic Objectives for Digital Transformation & Innovation were revised and strengthened for 2022 based on the experiences in 2021. Generally, the KPIs are trending positively, and are either on track or have been achieved for this year.</p> <p>An outstanding KPI is around the digitization of CH's paper documents. This project was complicated by the ongoing legal review, and the RFP was delayed due to various factors. The RFP submissions are currently under review and the pilot program to digitize a small section of the documents is expected to be completed by the end of the year.</p>	



KPI Scorecard

Strategic Objective	Key Performance Measures	Target	Q1 2022	Q2 2022	Comments
Improve Cyber security, IT and Data Standards	% of security vulnerabilities improved (identified vs resolved, based on the results of vulnerability scans)	95%		88	This is based on the phishing email simulation. The project with KPMG is being kicked off in August to conduct in-depth vulnerability scans
	Number of cybersecurity incidents reported by employees	12		18	Based on simulation conducted by IT in April 2022
	Ticket resolution time	4 hours		24	Current baseline for ticket turnaround; determined in June 2022. This includes urgent and non-urgent tickets, and tickets that stay in pending state for days. Next update will exclude tickets that are pending due to third party or user feedback.
Enable a digital culture across the organization & invest in technologies to improve problem solving	% of priority processes digitized (e.g., Planning & Permit, Procurement, HR, Parks & Finance, Land Management)	85% by 2024		40%	Based off of Q2 data. Next data collection in Q1 2023
	Number of recommendations and/or solutions proposed by frontline staff	3/year		3	The drone program, new work order system, and forestry communication tools are now operationalized.
Establish CH Innovation Hub to Enable Partnerships with Agencies, Companies and Academia to Develop Innovative Environmental Solution	Innovation rate - number of solutions launched via Innovation Hub	2/year		1	Drone partnership program was launched
	Number of internal business units using innovation product	2/year	2	2	Flood Forecasting and Forestry are leading for this reporting period
Enhance Business Intelligence through Insights Visualizations and Analytics	# of unique insights and reports developed	3/year		3	Forestry, Science, and Risk portfolios have now received access to the analytics tool.
Implement an Enterprise Information Management Framework for Document Digitization	% of the organization's legacy documents converted to digital	100% by 2024			RFP for pilot project is under review. Pilot to be completed by end of 2022
	% of the organization fully managing assets and process digitally	100% by 2024	50%	60%	Ongoing review and replacement of paper-based assets and manual process. During this reporting period - waivers, risk reports, and fleet check-ins are being fully digitized.

	No Progress/No Data
	Making Progress
	Target Met

REPORT TO: Board of Directors

REPORT NO: # CHBD 06 22 03

FROM: Mark Vytvytskyy, COO

DATE: September 22, 2022

SUBJECT: Purchasing Activity Memo – April 1, 2022, to July 31, 2022

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Purchasing memo for the period April 1, 2022, to July 31, 2022, in accordance with the Conservation Halton Purchasing Policy.**

Report

The following report summarizes purchases to be reported during the period of April 1, 2022, to July 31, 2022. The Conservation Halton Purchasing Policy requires single or sole source purchases greater than \$25,000 (not including taxes) and Requests for Proposals awarded up to a value of \$100,000 (not including taxes) and Tenders awarded from a value of \$100,000.00 up to a value of \$350,000 (not including taxes) to be reported to the Board of Directors for information. Request for Proposal/Quotation award recommendations that exceed \$100,000.00 (not included taxes) and Tenders that exceed \$350,000.00 (not including taxes) will be subject to Board approval prior to award.

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

Vendor	Amount (excluding HST)	Details
HKD Snowmakers	\$74,458.29	HKD Snowmakers was engaged to provide eleven (11) snowmaking tower guns, (eight (8) 20ft tower guns and three (3) 30ft tower guns, as well as eleven (11) sets of snowmaking hoses. HKD was the only bidder for the Snow Making RFP issued in 2021. The intent is to keep equipment consistent for maintenance purposes.
Dufferin Construction Company (DCC)	\$93,618.00	Dufferin Construction Company (DCC) was retained to provide construction services for the Kingsleigh Court Retaining Wall Repair (C22018) project to meet an aggressive schedule due to constraints with Halton District School Board (HDSB). DCC has proven experience with the required scope.

Somerville Seedlings	\$41,676.50	Somerville Seedlings is to be retained to provide approx. 50,000 tree seedlings. Somerville is the only nursery that can provide the appropriate bareroot tree stock in the numbers required to fulfill our annual allocations for the 50 Million Tree program.
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Single or Sole Source Purchases (above \$100,000.00) requiring Board Approval:

Sutherland-Schultz Limited	\$156,351.00	SSL approved via Single Source by the Board of Directors on June 23, 2022, to provide refurbishment of the embedded gate components, hoist and associated components of a new east lift gate at the Kelso Dam.
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Tender values that exceed \$350,000.00 requiring for Board approval:

Vendor	Amount (excluding HST)	Details
Forest Ridge Landscaping Inc.	\$682,636.00	Forest Ridge Landscaping Inc. was awarded the Low Impact Development (LID) RFT construction project (located at 2596 Britannia Road West, Burlington) following Board approval on June 23, 2022.

Request for Proposals/Quotations exceeding \$100,000.00 requiring Board approval:

Vendor	Amount (excluding HST)	Details
Green Propeller Design Inc.	\$187,330.00	As Part of Conservation Halton's Asset Management Plan, the central workshop facilities located at 4052 Milborough Line Puslinch Ontario, need refurbishment or replacement. Green Propeller Design Inc. was awarded the architectural consultant's role via RFP following pre-approval by the Board June 23, 2022.

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

Vendor	Amount (excluding HST)	Details
Somerville Nurseries	\$94,065.00	The contract award of the 2022 Bare Root & Shrub Seedlings to Somerville Seedlings Inc was done in accordance with RFQ 200722.
Hatch Ltd.	\$80,177.00	Contract awarded for the 2022 Mountsberg Dam Safety Review Update project to Hatch Ltd. As a result of RFP C22013-01.
WSP Canada Inc.	\$69,972.00	The contract award of Crawford Lake Boardwalk Conceptual Design contract to WSP Canada Inc. was done as a result of RFP # CL0062-01.
Terrain Excavation Inc.	\$83,040.00	The contract award of the Boyne Valley Wetland Restoration Site Preparation Construction to Terrain Excavation Inc. was done as a result of RFQ # PW0047-6-22-1

Impact on Strategic Goals

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


Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:


 Mark Vytvytskyy
 Chief Operations Officer

Approved for circulation:


 Hassaan Basit
 Chief Executive Officer

FOR QUESTIONS ON CONTENT:

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

REPORT TO: Conservation Halton Board of Directors

REPORT NO: CHBD 06 22 05

FROM: Kellie McCormack, Director, Planning & Regulations

DATE: September 22, 2022

SUBJECT: **Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1, 2022, to June 30, 2022 (Q2 2022)**

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the staff report entitled “Permits and Letters of Permission issued under Ontario Regulation 162/06 from April 1, 2022, to June 30, 2022 (Q2 2022)”**.

Report

Between April 1, 2022, to June 30, 2022, Conservation Halton (CH) staff issued 98 Permits and 17 Letters of Permission (Appendix A). All approvals were reviewed and approved in accordance with Board approved policies contained in CH's *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document April 27, 2006, last amended, November 26, 2020*.

Impact on Strategic Priorities

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

Financial Impact

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

Signed & respectfully submitted:



Kellie McCormack
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

Charles Priddle, Manager, Regulations Program; 905-336-1158 x2276; cpriddle@hrca.on.ca

Appendix A

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Burlington						
A/21/B/36	8123	143 Fruitland Road	Construction of a pool and patio within the erosion hazard of the shoreline of Lake Ontario, maintaining minimum setback requirements for non-habitable development.	2022-03-11	2022-04-01	Cassandra Connolly
A/22/B/26	8124	3347 Hiscott Avenue	Construction of a swimming pool and surrounding patio within the 7.5m regulatory allowance from the meander belt erosion hazard of Sheldon Creek.	2022-03-22	2022-04-01	Cassandra Connolly
A/22/B/27	8125	844 Walkers Line	Installation of ± 8.0m of NPS 1" natural gas pipeline via horizontal directional drill within the floodplain of Tuck Creek	2022-03-21	2022-04-01	Cassandra Connolly
A/22/B/30	8126	4206 Saunders Crescent	Construction of a swimming pool and surrounding patio within the 7.5m regulatory allowance from the floodplain of Appleby Creek.	2022-03-31	2022-04-01	Cassandra Connolly
A/22/B/29	8133	3142 Sandcliffe Court	Construction of a swimming pool and surrounding patio within the 7.5m regulatory allowance from a piped section of Tuck Creek.	2022-03-29	2022-04-13	Cassandra Connolly
A/22/B/31	8134	3219 Birkshire Lane	Construction of a swimming pool and surrounding patio within the 7.5m regulatory allowance from a piped section of Tuck Creek.	2022-03-29	2022-04-13	Cassandra Connolly
A/16/B/55	8135	5233 Guelph Line	Alteration of the floodplain of Bronte Creek involving a cut and fill balance with grading works to facilitate the future construction of a dwelling addition and accessory structure.	2021-12-22	2022-04-13	Cassandra Connolly
A/21/B/117	8146	2306 Emerald Crescent	Demolition of an existing dwelling and re-construction of a two storey dwelling within the 7.5m regulatory allowance of the floodplain of Lower Rambo Creek.	2022-04-14	2022-04-25	Sean Stewart
A/22/B/28	8148	5091 Meadowhill Road	Reconstruction and expansion of an existing on-grade patio and steps, construction of a second storey deck and construction of on-grade flagstone patio within the flooding and erosion hazards of Appleby Creek and the 7.5m regulatory allowances, no closer toward the valley and watercourse than existing development.	2022-03-28	2022-04-25	Cassandra Connolly
A/22/B/43	8149	603 Geneva Park Drive	Construction of a swimming pool with a concrete surround maintaining a 3m minimum setback from the valley and located within the floodplain of Tuck Creek.	2022-04-22	2022-04-25	Cassandra Connolly
A/22/B/39	8150	387 Pomona Drive	Reconstruction of a pool and patio, and construction of a pool house partially within the 7.5 metre allowance of the valley of Roseland Creek, beyond the 3m minimum setback required for accessory structures.	2022-04-14	2022-04-25	Cassandra Connolly
A/21/B/138	8153	1154 King Road	Grading within the 7.5 metre regulatory allowance associated with the erosion hazard of Indian Creek to ensure drainage to an existing storm outlet.	2021-11-02	2022-04-29	Ola Panczyk
A/22/B/41	8155	4463 Escarpment Drive	Construction of a new dwelling, driveway, septic system, detached pool house, and patios/terraces partially within 30-120m of a Provincially Significant Wetland (PSW).	2022-04-14	2022-05-02	Cassandra Connolly
A/21/B/109	8157	2391 Colling Road	Construction of a minor addition to a dwelling, accessory structure, and replacement of a sewage disposal system within the flooding hazard associated with Bronte Creek and within 15 – 120 metres of a Provincially Significant Wetland.	2022-04-08	2022-05-03	Ola Panczyk
A/22/B/45	8159	Various Burlington Locations	Installation of HDPE conduit for fibre optic cable within road right of ways and HDPE vaults and lateral service lines across Bronte Creek and its tributaries and the associated flooding and erosion hazards, as well as across the other areas associated with the Indian Creek Provincially Significant Wetland Complex and wetland greater than 2 hectares in size.	2022-05-06	2022-05-09	Sean Stewart
A/22/B/24	8167	5280 Lakeshore Road	Removal of the existing stacked armourstone shoreline protection wall and construction of a new two-layer armourstone revetment along the shoreline of Lake Ontario.	2022-03-09	2022-05-13	Cassandra

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/22/B/50	8173	0 Plains Road West (W.of Patricia)	Installation of Cogeco conduit and cable via directional bore and open trench methods partially within the valley and 15m regulatory allowance of Grindstone Creek and within 120m of a Provincially Significant Wetland (PSW).	2022-05-19	2022-05-20	Cassandra Connolly
A/20/B/141	8178	6207 Lowville Park Road (Lowville Park)	Replacement of a pedestrian bridge over Bronte Creek with abutments within the flooding and erosion hazards.	2022-05-30	2022-05-31	Sean Stewart
A/22/B/47	8182	0 Cedar Springs Road (200-360m south of McNiven Rd.)	Municipal ditch maintenance requiring grading and excavation within the valley and floodplain associated with Bronte Creek.	2022-06-01	2022-06-06	Charles Priddle
A/22/B/56	8186	1199 Waterdown Road	Installation of ± 61.0 meters of new Enbridge NPS 1¼ natural gas pipeline within flooding hazard of Grindstone Creek.	2022-06-02	2022-06-07	Cassandra Connolly
A/22/B/32	8187	777 Guelph Line	Installation of ±256.0m of a Rogers Communications' 4" duct within the flooding hazards associated with Roseland Creek.	2022-06-03	2022-06-07	Cassandra Connolly
A/22/B/33	8188	777 Guelph Line	Installation of ± 270.9m of a Rogers Communications' 4" duct within the flooding hazards associated with Roseland Creek	2022-06-03	2022-06-07	Cassandra Connolly
A/22/B/34	8189	3027 - 3100 Harvester Road	Installation of ± 301.1m of a Rogers Communications' 4" duct within floodplain of Roseland Creek and requiring the crossing of the watercourse	2022-06-03	2022-06-07	Cassandra Connolly
A/22/B/35	8190	Guelph Line & Prospect Street	Installation of ± 110m of a Rogers Communications' 4" duct within floodplain and 15m regulatory allowance of Roseland Creek.	2022-06-03	2022-06-07	Cassandra Connolly
A/22/B/37	8192	955 Falcon Boulevard	Construction of a tiered deck within the 7.5m regulatory allowance from the stable top of bank of the valley of Falcon Creek, no closer toward the valley than the existing patio.	2022-06-06	2022-06-08	Cassandra Connolly
A/22/B/51	8207	1471 Reynolds Drive	Re-construction of a second-storey deck located partially within the 7.5m regulatory allowance from the valley and floodplain of Tuck Creek.	2022-05-18	2022-06-20	Cassandra Connolly
A/22/B/51	8207	1471 Reynolds Drive	Re-construction of a second-storey deck located partially within the 7.5m regulatory allowance from the valley and floodplain of Tuck Creek.	2022-06-09	2022-06-20	Cassandra Connolly
A/22/B/55	8208	254 Linwood Crescent	Re-construction of a patio and retaining walls, like-for-like, within the 7.5m regulatory allowance from the stable top of bank of the valley and floodplain of Falcon Creek.	2022-06-08	2022-06-21	Cassandra Connolly
A/22/B/18	8092 **REVISED**	818 Belhaven Crescent	**REVISED** Partial demolition and re-construction and expansion of a dwelling and deck within the valley of a tributary within the West Aldershot Creek watershed, no further into the valley than existing development.	2022-06-17	2022-06-22	Cassandra Connolly
A/21/B/79	8213	280 Gardenview Drive	Construction of a second storey addition and roof reconstruction to a dwelling located within the valley and 15m regulatory allowance of Grindstone Creek.	2022-06-20	2022-06-30	Cassandra Connolly
A/22/B/36	Letter of Permission	1305 Kilbride Street	Demolition of an existing deck and construction of a new deck between 30 metres and 120 metres of a Provincially Significant Wetland (PSW).	2022-04-01	2022-04-12	Sean Stewart
A/22/B/59	Letter of Permission	1400 No. 1 Sideroad	Construction of an inground pool and patio, totaling ± 370m² between 30 metres and 120 meters of a Provincially Significant Wetland (PSW).	2022-06-14	2022-06-16	Sean Stewart

Halton Hills						
A/21/HH/12	8131	0 Eighth Line	Construction of 4000m of 400 and 600mm watermain on Eighth Line and 10 Sideroad by trenchless direction drilling and construction of 5000m of 1200mm wastewater main in Eighth Line, 10 Sideroad and Mountainview Road by trenchless directional drilling within the flooding and erosion hazards of tributaries of Sixteen Mile Creek.	2022-03-18	2022-04-08	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/21/HH/26	8195	8813 Fifth Line	Replacement of a retaining wall within the valley and within 15 metres of the floodplain associated with a tributary of Sixteen Mile Creek.	2022-05-30	2022-06-09	Justin McArthur
A/22/HH/07	Letter of Permission	12509 Dublin Line	Construction of barn between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2022-04-28	2022-04-28	Justin McArthur

Hamilton						
A/21/H/16	8137	120 Dundas Street East	Clean out of outfall and downstream channel associated with Stormwater Management Pond Facility 90 involving mechanical dredging and grading within a tributary of Grindstone Creek.	2022-04-21	2022-04-21	Ola Panczyk
A/21/H/22	8144	855 Millgrove Sideroad	Drainage/stormwater management infrastructure improvements at Millgrove Park, within the floodplain of Grindstone Creek and adjacent to a Provincially Significant Wetland (PSW).	2022-03-25	2022-04-21	Cassandra Connolly
A/22/H/15	8147	27 James Street	Construction of additions to a dwelling within the valley of Grindstone Creek.	2022-03-29	2022-04-22	Cassandra Connolly
A/22/H/22	8151	830 Centre Road	Installation of a ± 400mm CSP culvert within the floodplain of Grindstone Creek and within 30m from a wetland less than 2ha in size, for a new access to an agricultural property.	2022-04-20	2022-04-25	Cassandra Connolly
A/22/H/13	8154	29 Tenth Concession Road East	Re-construction and expansion of a new detached accessory structure within the floodplain of Bronte Creek and within 120m of a wetland greater than 2ha in size.	2022-05-10	2022-05-02	Cassandra Connolly
A/22/H/23	8156	821 Millgrove Sideroad	Construction of a detached accessory (storage) building partially within the 15m regulatory allowance from the floodplain of Grindstone Creek.	2022-04-22	2022-05-03	Cassandra Connolly
A/22/H/17	8158	73 Nelson Street	Removal of an inground swimming pool located within the valley of Grindstone Creek and the importation and placement of fill within the excavation site	2022-04-25	2022-05-04	Cassandra Connolly
A/22/H/29	8161	79 Appaloosa Trail	Construction of an inground pool and patio within 30m from a wetland greater than 2ha in size.	2022-04-29	2022-05-10	Cassandra Connolly
A/22/H/24	8169	1535 Centre Road	Installation/replacement of ±332m of an Enbridge NPS 34" natural gas pipeline located partially within 120m from a wetland greater than 2ha in size.	2022-04-27	2022-05-17	Cassandra Connolly
A/22/H/26	8179	Adj to 330 Old Guelph Road	Replacement of a municipal road culvert which outlets to a tributary of Grindstone Creek.	2022-05-24	2022-05-31	Cassandra Connolly
A/22/H/25	8184	877 Millgrove Sideroad	Re-construction and minor expansion of a detached accessory (storage) building within the floodplain of Grindstone Creek .	2022-06-01	2022-06-06	Cassandra Connolly
A/22/H/32	8191	752 Centre Road	Installation of deflectors, sediment mats, and sweepers within and along the banks of Grindstone Creek to improve channel sinuosity, establish a new creek bank, and narrow the channel width as part of a stream restoration project.	2022-06-03	2022-06-07	Cassandra Connolly
A/22/H/34	8194	856 Eighth Concession Road West	Construction of an addition to a dwelling and a new concrete patio/walkway within 120m from a Provincially Significant Wetland and 15m from the floodplain of Bronte Creek.	2022-05-31	2022-06-08	Cassandra Connolly
A/22/H/08	8115 **REVISED**	17 Willaim Street	REVISED - Roof and wall reconstruction and construction of additions to a dwelling located within 30m of a wetland greater than 2 hectares in size.	2022-06-08	2022-06-14	Cassandra Connolly
A/22/H/02	8200	45 Huisman Lane	Maintenance dig, requiring excavation and grading within 120 metres of a Provincially Significant Wetland (PSW).	2022-06-09	2022-06-17	Cassandra Connolly
A/22/H/03	8201	888 Beeforth	Maintenance dig, requiring excavation and grading within a Provincially Significant Wetland (PSW).	2022-06-09	2022-06-17	Laura Head

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/22/H/04	8202	513 Fifth Concession Road East	Maintenance dig requiring excavation and grading within 15m of the erosion hazard associated with Grindstone Creek and 120m of a Provincially Significant Wetland (PSW).	2022-06-09	2022-06-17	Laura Head
A/22/H/18	8204	0 Robson Road (Culvert adj to 681)	Replacement of a municipal crossroad culvert conveying a tributary of Grindstone Creek and adjacent to a Provincially Significant Wetland (PSW).	2022-05-03	2022-06-20	Cassandra Connolly
A/22/H/19	8205	0 Millgrove Sideroad (Ditching adj to 855)	Municipal ditching requiring excavation, grading, and restoration adjacent to a tributary of Grindstone Creek and within/adjacent to a Provincially Significant Wetland (PSW).	2022-06-07	2022-06-20	Cassandra Connolly
A/22/H/20	8206	0 Robson Road (b/w Concession 5 East and 723 Robson)	Municipal ditching requiring excavation and grading within a tributary of Grindstone Creek and within/adjacent to a Provincially Significant Wetland (PSW).	2022-05-03	2022-06-20	Cassandra Connolly
A/22/H/45	8211	Conc. 8 @ Middletown Rd	Directional bore of ±971.6m of three (3) 38mm Cogeco Connexion conduits and installation of at-grade vaults within 30m of Provincially Significant Wetland and within the floodplain of Bronte Creek and the 15m regulatory allowance.	2022-06-17	2022-06-28	Cassandra Connolly
A/22/H/44	8212	Conc. 8 @ Brock Rd	Directional bore of ±669.6m of three (3) 38mm Cogeco Connexion conduits and installation of at-grade vaults within 120m of Provincially Significant Wetland and within the 15m regulatory allowance from the floodplain of Bronte Creek.	2022-06-17	2022-06-28	Cassandra Connolly
A/22/H/27	8214	Intersection of Oldenburg Rd and Apploosa Trail	Installation of ±71m of pipe to replace an existing pipeline located within 0-30m of a Provincially Significant Wetland and adjacent to a tributary of Bronte Creek.	2022-06-22	2022-06-30	Cassandra Connolly
A/22/H/21	Letter of Permission	269 Mountsberg Road	Construction of an accessory structure within 30 and 120 meters of a Provincially Significant Wetland (PSW).	2022-04-04	2022-04-12	Cassandra Connolly
A/21/H/23	Letter of Permission	23 Blueheron Lane	Construction of a covered deck on a dwelling located within 30 metres and 120 meters of a wetland greater than 2 hectares in size.	2022-04-22	2022-05-06	Cassandra Connolly
A/22/H/30	Letter of Permission	514 Fifth Concession Road East	Construction of an addition to an existing dwelling and detached garage, totaling ± 148 m², and the replacement of a septic system between 30 metres and 120 meters of a Provincially Significant Wetland (PSW).	2022-05-19	2022-05-20	Sean Stewart

Milton						
A/22/M/19	8127	Trafalgar Road (Britannia Rd to Lower Base Line)	Repaving of Trafalgar Road (Britannia Road to Lower Base Line) including paved widening of the graveled shoulder and re-ditching of road swales within the within the floodplain of Sixteen Mile Creek.	2022-03-29	2022-04-04	Ben Davis
A/22/M/16	8130	6548 Fifth Line (Oxford Derry Green Property)	Excavation within the floodplain associated with a tributary of Sixteen Mile Creek for habitat restoration that is required as part of an approved plan of subdivision.	2022-03-22	2022-04-06	Justin McArthur
A/22/M/21	8132	7095 Fifth Line	Excavation within the floodplain associated with a tributary of Sixteen Mile Creek for habitat restoration that is required as part of an approved plan of subdivision.	2022-04-07	2022-04-07	Justin McArthur
A/22/M/23	8129	30 Court Street North	Construction of a swimming pool within 15 metres of the erosion hazard associated with valley of Sixteen Mile Creek but no closer than existing development.	2022-04-05	2022-04-11	Justin McArthur
A/22/M/14	8136	Boyne IO Lands	Wetland creation involving grading within the floodplain associated with Sixteen Mile Creek in conjunction with the Sixteen Mile Creek Ecological Master Plan.	2022-04-13	2022-04-13	Justin McArthur

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/22/M/26	8152	805 Steeles Avenue East	Redevelopment of the site including reworking of an existing fire lane, servicing, grading, paving, and landscaping within 15 metres of the floodplain and erosion hazards, and partially within but no further into the floodplain, associated with a tributary of Sixteen Mile Creek.	2022-04-08	2022-04-25	Colleen Bain
A/22/M/13	8168	805 Santa Maria Boulevard	Construction of a drainage spillway including grading between 6 and 15 metres of the valley associated with Sixteen Mile Creek.	2022-04-01	2022-05-16	Justin McArthur
A/22/M/33	8177	26 Court Street North	Construction of a garage between 6 and 15 metres of the erosion hazard associated with the valley of Sixteen Mile Creek.	2022-05-30	2022-05-30	Justin McArthur
A/22/M/39	8199	0 James Snow Parkway (adj 6390 Fifth Line)	Installation of a NPS 8-inch natural gas pipeline via horizontal directional drill within the floodplain associated with a tributary of Sixteen Mile Creek.	2022-06-10	2022-06-20	Justin McArthur
A/22/M/36	8203	8627 Appleby Line	A septic system replacement (including removal of holding tank) and an exaction trench to waterproof the foundation of an existing dwelling within the erosion hazard and within 15m of the flooding hazard associated with Sixteen Mile Creek.	2022-06-08	2022-06-21	Matthew Lauzon
A/22/M/38	8209	11544 Guelph Line	Replacement of two collapsed culverts which convey a tributary of Sixteen Mile Creek.	2022-06-14	2022-06-23	Justin McArthur
A/22/M/42	8210	79 Fulton Street	Reconstruction of a dwelling including a minor addition within the floodplain associated with Sixteen Mile Creek..	2022-06-23	2022-06-23	Justin McArthur
A/22/M/22	Letter of Permission	0 Britannia Road (RR25 to 8175 Britannia)	Installation of a NPS 6-inch natural gas pipeline between 30 and 120 metres of a wetland greater than 2 hectares in size.	2022-04-01	2022-04-06	Justin McArthur
A/22/HH/05	Letter of Permission	9419 Regional 25 Road	Construction of a garage between 30 and 120 metres of a wetland greater than 2 hectares in size.	2022-04-21	2022-04-25	Justin McArthur
A/22/M/30	Letter of Permission	3059 Burnhamthorpe Road West	Construction of a second-floor addition to the existing dwelling between 30 and 120 metres of a Provincially Significant Wetland (PSW)	2022-04-28	2022-04-28	Justin McArthur
A/22/M/34	Letter of Permission	85 Dewar Court	Installation of an inground swimming pool and patio between 15 and 30 metres of a wetland less than 2 hectares in size.	2022-05-27	2022-05-27	Justin McArthur
A/22/M/37	Letter of Permission	5329 Twentieth Sideroad	Installation of an inground swimming pool and patio between 30 and 120 metres of a Provincially Significant Wetland.	2022-06-07	2022-06-09	Justin McArthur
A/22/M/40	Letter of Permission	12272 Sixth Nassagaweya Line	Construction of a dwelling, deck, and septic system between 15 and 30 metres of a wetland less than 2 hectare in size and between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2022-06-14	2022-06-20	Justin McArthur
A/22/M/41	Letter of Permission	10675 Fifth Nassagaweya Line	Replacement of a septic system including filter bed, tank, and pump chamber between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2022-06-23	2022-06-23	Justin McArthur

Mississauga

A/22/MS/02	8093	6863 Gracefield Drive	Construction of a below grade stairwell between 6 and 15 metres of the floodplain associated with a tributary of Sixteen Mile Creek.	2022-02-23	2022-04-01	Megan Winiecki
A/22/MS/03	8145	3458 Pintail Circle	Installation of an inground swimming pool, between 6 and 15 metres of the floodplain associated with a tributary of Sixteen Mile Creek.	2022-04-11	2022-04-21	Megan Winiecki

Oakville

A/22/O/05	8117	514 Stafford Drive	Construction of a minor addition to an existing dwelling located within the floodplain of McCraney Creek.	2022-01-25	2022-04-01	Megan Winiecki
A/22/O/14	8122	Speers @ McCraney Creek Road	Relocation of gas pipelines under McCraney Creek and within the flooding and erosion hazards associated with that watercourse to facilitate road widening.	2022-04-01	2022-04-01	Megan Winiecki

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/21/O/61	7883 **REVISED**	237 Creek Path Avenue	REVISED: Construction of a basement walkout, inground swimming pool and associated patio and landscaping within 15m of a wetland which is less than 2ha in size.	2021-06-28	2022-04-06	Charles Priddle
A/22/O/04	8128	265 Dunwoody Drive	Re-construction of a 2-storey single detached dwelling, covered deck, patio, and pool no further within the valley associated with Lower Morrison Creek than the existing development.	2022-03-18	2022-04-06	Megan Winiecki
A/22/O/27	8138	1248 Lakeshore Road West	Construction of a pool cabana with outdoor fireplace, washroom and changeroom within the erosion hazard associated with the shoreline of Lake Ontario, with no works occurring closer to the Lake than existing.	2022-04-14	2022-04-19	Megan Winiecki
A/22/M/24	8139	409 Valleyview Crescent	Construction of a new deck and new accessory structure no further into a valley associated with Sixteen Mile Creek than existing development.	2022-04-07	2022-04-19	Matthew Lauzon
A/22/O/26	8140	21 Kerr Street	Replacement of chlorine pipelines and diffusers that are necessary for biofouling control at the Oakville Water Treatment Plant, including grading (Manhole A) within the regulated shoreline hazard of Lake Ontario.	2022-04-04	2022-04-19	Ben Davis
A/22/O/23	8141	346 Burton Road	Reconstruction of a deck with new roof and screens within the floodplain associated with McCraney Creek.	2022-03-31	2022-04-20	Megan Winiecki
A/21/O/100	8143	1214 Richards Crescent	Construction of a front porch structure and stairs on an existing residence which is partially within 15 metres of stable top of bank associated with Sixteen Mile Creek.	2022-01-25	2022-04-25	Megan Winiecki
A/20/O/22	8160	0 Shorewood Place (Holyrood Park)	Shoreline improvement works including the construction of an armour stone revetment within the shoreline of Lake Ontario which will require a temporary access road down the shoreline slope.	2022-05-06	2022-05-10	Charles Priddle
A/22/O/39	8162	231 Weldon Avenue	Construction of a covered patio within 7.5m of the floodplain, and within 7.5m of the erosion hazard (stable top of bank), associated with McCraney Creek.	2022-05-10	2022-05-11	Charles Priddle
A/22/O/29	8163	262 Royal Oak Court	Reconstruction of a rear deck and stairs between 6 and 15 metres of the valley associated with Sixteen Mile Creek.	2022-05-02	2022-05-11	Justin McArthur
A/22/O/37	8164	2046 Deer Park Road	Construction of a new below grade entrance to the dwelling and reconstruction and relocation of deck stairs within the 7.5m regulatory allowance from the valley and floodplain of Morrison-Wedgewood Creek.	2022-05-05	2022-05-11	Charles Priddle
A/22/O/38	8165	1489 Litchfield Road	Construction of a rear deck and stairs partially within the 7.5m regulatory allowance from the valley of Morrison Creek.	2022-05-05	2022-05-11	Cassandra Connolly
A/22/O/17	8166	0 Dundas Street (Meadowridge Dr. and Dundas Street)	Installation of an open-bottom culvert/crossing which conveys a tributary of Joshua's Creek, channel realignment, grading and restoration work within the flooding and erosion hazards associated with the watercourse.	2022-03-17	2022-05-13	Charles Priddle
A/22/O/28	8142	439 River Side Drive	Reconstruction of a 2-storey dwelling with attached garage covered decks between 6 and 15 metres of the valley associated with Sixteen Mile Creek.	2022-04-25	2022-05-18	Charles Priddle
A/22/O/46	8170	1638 Heritage Way	Construction of a pool and decking within 7.5m of the erosion hazard of a valley associated with Fourteen Mile Creek with no works to occur within 3m of that valley.	2022-05-17	2022-05-18	Charles Priddle
A/22/O/44	8171	18 West Street	Installation of ± 60m of a new NPS 1¼ natural gas pipeline using horizontal directional drill method within the erosion hazard of Lake Ontario, to service a residence.	2022-05-16	2022-05-18	Cassandra Connolly
A/22/O/48	8172	271 Dalewood Avenue	Construction of a pool and decking within 7.5m of the erosion hazard of a valley associated with Lower Wedgewood Creek, with no works to occur within 3m of that valley.	2022-05-17	2022-05-19	Charles Priddle

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/22/B/48	8174	842 Danforth Place	Partial re-construction of a rear terrace and renovations to a dwelling located within the erosion hazard of the shoreline of Lake Ontario.	2022-05-10	2022-05-25	Cassandra Connolly
A/21/O/22	8175	Sixth Line (north of 3158 Sixth Line)	Temporary grading and realignment of Upper West Morrison Creek and to contain the watercourse and hazards.	2022-05-18	2022-05-25	Charles Priddle
A/22/O/53	8180	2172 Colonel William Parkway	Construction of a pool and decking within 7.5m of the floodplain associated with Fourteen Mile Creek with no works to occur within 3m of that valley.	2022-05-31	2022-06-02	Charles Priddle
A/22/O/51	8183	56 Water Street	Reconstruction/repair of existing deck with glass railing and other external repairs to external siding within the floodplain and erosion hazard associated with Sixteen Mile Creek.	2022-06-01	2022-06-06	Charles Priddle
A/21/O/108	8185	200 Morrison Road	Construction of a new two storey dwelling and accessory structure within 7.5 metres of the floodplain associated with Lower Morrison Creek and minor cut and fill within the floodplain.	2022-06-01	2022-06-07	Charles Priddle
A/21/O/97	8193	150 Water Street	Maintenance Dredging within the mouth of Sixteen Mile Creek.	2022-05-31	2022-06-08	Laura Head
A/22/O/57	8196	1211 Willowbrook Drive	Construction of a pergola within the floodplain associated with Fourteen Mile Creek.	2022-06-09	2022-06-10	Laura Head
A/22/O/58	8197	238 Lakewood Drive	Construction of a new canopy over the front door and alteration to a bay window within the erosion hazard associated with Lake Ontario.	2022-06-10	2022-06-14	Laura Head
A/22/O/56	8198	3 Cross Avenue (Hogs Back Park)	Installation of a hydrometric station inclusive of a small (under 20sqm) walk-in shelter within the flooding and erosion hazards of Sixteen Mile Creek and intake lines extending into the watercourse.	2022-06-10	2022-06-15	Charles Priddle
A/22/O/41	8212	3270 Sixth Line	Directional bore of ±669.6m of three (3) 38mm Cogeco Connexion conduits and installation of at-grade vaults within 120m of Provincially Significant Wetland and within the 15m regulatory allowance from the floodplain of Bronte Creek.	2022-06-22	2022-06-28	Charles Priddle
A/22/O/45	Letter of Permission	65-89 Loyalist Trail	Installation of 620 metres of NPS 6", 18 metres of NPS 4" and 335 metres of NPS 2" natural gas pipeline using horizontal directional drill between 30 and 120 metres of a Provincially Significant Wetland (PSW).	2022-05-16	2022-05-16	Justin McArthur
Puslinch						
A/22/P/04	Letter of Permission	4106 Eleventh Concession Road	Reconstruction of an accessory deck between 30 metres and 120 metres of a Provincially Significant Wetland (PSW).	2022-04-05	2022-04-06	Charles Priddle
A/21/P/04	Letter of Permission **REVISED**	0 Watson Road South (north of 4116)	REVISED: New dwelling with driveway, septic system, and associated landscaping between 30 meters and 120 metres of a Provincially Significant Wetland (PSW).	2022-06-10	2022-06-15	Charles Priddle
A/22/P/05	Letter of Permission	3 Settlers Court	Installation of pool, retaining wall and associated decking between 30 metres and 120 metres of a wetland larger than 2ha in size.	2022-06-17	2022-06-20	Charles Priddle

REPORT TO: Conservation Halton Board of Directors

MEMO NO: # CHBD 06 22 06

FROM: Marnie Piggot, Director Finance

DATE: September 22, 2022

SUBJECT: Budget Variance Report for the Period Ended July 31, 2022, and 2022 Projected Year-End Amounts

Recommendation

THAT the Conservation Halton (CH) Board of Directors **receives for information the staff report dated September 22, 2022, on the Budget Variance Report for the period ended July 31, 2022, and 2022 Projected Year-End Amounts.**

Executive Summary

An operating surplus for 2022 of \$1,625,510 is projected in the attached Budget Variance Report (Appendix B) and is summarized in the revenue and expense table below for the period ended July 31, 2022. Projected year-end amounts are based on conservative estimates by staff for the remainder of the year. The projected surplus is a favourable increase of \$1,253,392 compared to the budgeted surplus of \$372,118 and an increase of \$371,743 compared to the projected year end surplus of \$1,253,766 for the April 30, 2022, report.

The surplus is primarily driven by a favourable Conservation Areas projected surplus totalling \$1,395,390. With a full Glen Eden winter ski season completed for fiscal 2022 and the lessened impact of COVID measures on park operations, there is an overall increase of program revenues across the Parks combined with a decrease in operating expenses as operations begin to normalize. The remainder surplus is attributed to the Watershed Management & Support Services programs (WMSS), totalling \$230,119 primarily due to higher-than-expected Planning & Regulation fees.

The table below provides a summary of the projected year-end surplus compared to the budgeted year-end balances, as well as the total actuals amounts as of July 31, 2022.

Budget Summary	Projected Dec 31, 2022	Budget Dec 31, 2022	Budget Variance	Actual July 31, 2022
Revenue				
Program Revenue	\$ 19,396,428	\$ 19,135,296	\$ 261,132	\$ 14,921,152
Municipal Funding	10,179,817	10,172,173	7,644	5,933,767
Other Funding & Municipal Special Levies	1,600,517	1,341,113	259,404	855,055
Internal Chargeback Recoveries	1,843,841	1,891,702	(47,861)	960,125
Transfers from Reserves	20,000	142,500	(122,500)	885
Provincial Funding	779,735	659,875	119,860	372,474
Total Revenues	\$ 33,820,339	\$ 33,342,659	\$ 477,680	\$ 23,043,458
Expenses				
Corporate Services	\$ 6,368,548	\$ 6,372,829	(\$ 4,281)	\$ 3,638,388
Natural Hazards & Watershed Management	4,876,354	5,091,964	(215,610)	2,497,250
Permitting & Planning	5,074,863	4,748,905	325,958	2,890,738
<i>Conservation Lands & Recreation</i>				
Land Management	1,538,661	1,617,647	(78,986)	854,080
Parks & Recreation	13,210,351	14,013,145	(802,794)	7,795,401
Debt Financing	620,551	620,551	-	28,778
Transfers to Reserves	505,500	505,500	-	-
Total Expenses	\$ 32,194,829	\$ 32,970,541	(\$ 775,712)	\$ 17,704,635
Total Operating Surplus	\$ 1,625,510	\$ 372,118	\$ 1,253,392	\$ 5,338,823

Further details on the projected surplus and capital project life to date costs are provided in the attached Budget Variance Report Financial Appendix and in the information contained in this report.

Additional appendices provided with this report include:

- Capital Project Summary (Appendix C) and
- Reserve Continuity schedule (Appendix D) with reserve balances projected to the end of year.

Report

Operating Program

The Budget Variance Report (Appendix B) provides explanations by department for variances that are projected to be greater than 10% that exceed \$10,000 from the 2022 budget amounts.

Canadian Emergency Wage Subsidy (CEWS) claims received in 2021 continue to be excluded until Conservation Halton staff confirm eligibility requirements with more certainty. Although the impacts of COVID are lessened compared to prior year, CH staff continue to monitor the potential uncertainties surrounding the pandemic and continue to take a conservative approach for any estimates related to fiscal 2022.

Revenue

Total WMSS revenue is projected to exceed the budget target by \$477,680. Significant variances of note contributing to the overall revenue increase are detailed in the chart below.

Revenue	Projected Dec 31, 2022	Budget Dec 31, 2022	Budget Variance	Actual July 31, 2022
Various Departments				
Total Internal Chargeback Recoveries from Parks - increase for staff changes	1,371,400	1,364,100	7,300	795,739
Corporate Services				
Program & other revenue increase (CH Foundation administration recovery, investment, employment grants)	432,478	355,200	77,278	245,748
Permitting & Planning				
Planning & Regulations fees and other revenue increase	3,559,983	2,921,100	638,883	2,629,254
Partnership Projects				
Project revenue decrease fully offset by lower expenses	1,290,104	1,828,397	(538,293)	521,054
Conservation Areas				
Park revenue total increase	14,605,741	14,385,263	220,478	11,671,436
Various other increases			72,033	
Total Revenue Variance from Budget			\$477,680	

Expenses

Total expenses are projected to be lower than the budget by \$775,712. Significant variances of note contributing to the overall decrease in expenses are detailed in the chart below.

Expenses	Projected Dec 31, 2022	Budget Dec 31, 2022	Budget Variance	Actual July 31, 2022
WMSS Various Departments				
Staff salaries & benefits - staff changes	13,060,294	12,721,543	338,751	7,403,420
Planning & Watershed Management				
Legal fees increase	643,099	392,500	250,599	319,931
Operations				
Property management and Forestry purchased services	374,500	474,239	(99,739)	212,350
Partnership Projects				
Project expenses decrease fully offset by matching lower funding	1,290,104	1,828,397	(538,293)	521,054
Conservation Areas				
Park expenses total decrease	13,210,351	14,013,145	(802,794)	7,795,401
Various other increases (decreases)			75,764	
Total Expense Variance from Budget			(\$775,712)	

Conservation Areas

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

Parks Operating Summary	2022 Projected Year End	2022 Budget	Budget Variance	Actual July 31, 2022
Revenue				
Ski (season passes, lift fees, lessons, rentals, retail)	\$ 6,839,820	\$ 6,674,000	\$ 165,820	\$ 6,739,820
Entry fees	2,867,917	2,269,000	598,917	1,807,917
Program & other	3,250,047	3,980,800	(730,753)	1,883,427
Annual park memberships	1,294,138	1,100,000	194,138	994,138
Municipal funding - Education & Outreach	353,819	361,463	(7,644)	246,132
Total Revenue	\$ 14,605,741	\$ 14,385,263	\$ 220,478	\$ 11,671,435
Expenses				
Staff salaries & benefits - full time	\$ 2,982,543	\$ 3,399,892	(\$ 417,349)	\$ 1,412,228
Staff salaries & benefits - part time	4,651,084	4,475,158	175,926	3,087,316
Materials & supplies and Purchased services	4,205,324	4,773,995	(568,671)	2,500,118
Internal chargeback - WMSS support services	1,371,400	1,364,100	7,300	795,739
Total Expenses	\$ 13,210,351	\$ 14,013,145	(\$ 802,794)	\$ 7,795,401
Parks Operating Surplus	\$ 1,395,390	\$ 372,118	\$ 1,023,272	\$ 3,876,033

With the full season Kelso Glen Eden ski programs and the expected lessened impacts of COVID across the Parks, total revenues are estimated to be higher than the budget amount by \$219,600. This is primarily attributed to an increase in entry fees and annual park memberships, offset by lower program revenues. The lower program revenue is mainly related to reduced offerings for Education and Maple Town programs that have not returned to the level anticipated in the 2022 budget. Additionally, Park expenses are projected to be favourable compared to budget by (\$802,794) due to lower-than-expected staffing costs, with staffing vacancies and a decrease in general program expenses in line with the decrease in program revenues.

Capital Program

The Capital Project Summary (Appendix C) attached includes current capital projects, the respective approved project budget, life to date costs and the budget remaining to be spent. As of July 31, 2022, life to date capital expenses total \$4,411,097 or approximately 42% of the total capital budget.

Dams and channels capital projects are funded 50% provincially and 50% funded municipally through the Water Management Capital Reserve. Dams and channels capital projects completed by March 31st to meet the provincial MNRF Water and Erosion Control Infrastructure (WECl) funding period are closed as noted on the Capital Project Summary Financial Appendix.

Investments

Information on investment balances and investment revenue earned to July 31, 2022, is provided in the chart below. Current investments, including the long-term Water Management System fund, total almost \$44 million. Total market values for the investments held exceed the cost of the total investments. Investment balances have increased since December 31, 2021, with the successful Glen Eden operating season and the timing of municipal funding payments.

Investment	Investment Cost Book Value July 31, 2022	Current Rates of Return	Operating & Reserve funds 2022 YTD Investment Revenue	Investment Fair Market Value July 31, 2022	Investment Cost Book Value Dec. 31, 2021
Bank Business Investment Account	\$ 2,903,123	1.70%	\$ 21,415	\$ 2,903,123	\$ 5,203,184
Bank 31 day Notice Plan	10,154,080	3.15%	68,274	10,154,080	10,085,806
GICs (Guaranteed Investment Certificates)	8,000,000	1.20%-3.62%	31,963	8,000,000	5,000,000
One Investment - High Interest Savings	5,329,013	2.97%	9,800	5,329,013	2,314,090
One Investment - Universal Bond Fund	4,488,587	1.01%	45,210	4,045,709	4,443,377
One Investment - Equity Fund	614,604	0.00%	-	1,246,642	614,604
Subtotal - Operating and Reserve funds	31,489,407		176,662	31,678,567	27,661,061
Long-term Water Management System Fund	12,463,727	.95%-4.15%	112,110	12,081,055	12,351,617
Total	\$ 43,953,134		\$ 288,772	\$ 43,759,622	\$ 40,012,678

Funds continue to be invested in accordance with the Conservation Halton Investment Policy in the following instruments:

- Bank Business Investment and Notice Plan Accounts;
- Bank short term money market instruments such as GICs; and
- One Investment High Interest Savings, Long-term Bond and Equity Pooled Funds.

The current investment market is subject to increased market fluctuations with recent interest rate increases by the Bank of Canada totaling 3.0% from March through September. As a result, investment revenue is projected to exceed the 2022 budget amounts. Investments held have varying maturity dates that will allow for reinvestment at higher rates. The investment funds include the CEWS funds received in 2021.

Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability.

Financial Impact

The report Recommendation outlines the financial impacts of the Budget Variance Report for the period ended July 31, 2022, and the 2022 projected year-end amounts.

Signed & respectfully submitted:

Approved for circulation:



Marnie Piggot,
Director, Finance



Hassaan Basit
CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

Justin Wei; Senior Manager, Finance
905-336-1158, ext. 2300; jwei@hrca.on.ca;

Appendix B

Conservation Halton Budget Variance Report Financial Appendix

	NOTES	ACTUAL JULY 31 2022	2022 PROJECTED	2022 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
WATERSHED MANAGEMENT & SUPPORT SERVICES (WMSS)						
CORPORATE SERVICES						
<u>Expenditures</u>						
Salaries and Benefits		2,742,073	4,850,150	4,778,062	72,088	1.5%
Total Materials & Supplies and Purchased Services, Finance & other Debt		896,315	1,518,398	1,594,767	(76,369)	(4.8%)
Financing Charges		28,778	620,551	620,551	-	0.0%
Transfer to Reserves - Land Securement		-	25,000	25,000	-	0.0%
Transfer to Reserves - State of Good Repair Levy		-	480,500	480,500	-	0.0%
Total Expenditures		3,667,166	7,494,599	7,498,880	(4,281)	(0.1%)
<u>Revenue</u>						
Program & Other Revenue Provincial	1	245,748	432,478	355,200	77,278	21.8%
Funding		-	-	-	-	0.0%
Municipal Funding		5,933,767	10,179,817	10,172,173	7,644	0.1%
Internal Chargeback Recoveries Reserve		619,496	1,033,600	1,091,500	(57,900)	(5.3%)
Funding	2	-	-	20,000	(20,000)	(100.0%)
Total Revenues		6,799,011	11,645,895	11,638,873	7,022	0.1%
TOTAL CORPORATE SERVICES		3,131,845	4,151,296	4,139,993	11,303	0.3%

Notes:
Corporate Services category includes: Office of the CEO, CH Foundation Administration, Finance, Human Resources, Marketing & Communications, Office of the COO, GIS, IT, Project Management Office, Risk & Health and Fleet Operations.

1. Other revenue includes investment revenue allocated to the Watershed Management & Support Services program that is anticipated to be significantly higher than the 2022 budget amount as a result of increasing interest rates in 2022.

2. Reserve funding for revised staff office workspace needs because of COVID 19 impacts is not anticipated to be required due to savings in other costs.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL JULY 31 2022	2022 PROJECTED	2022 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
NATURAL HAZARDS & WATERSHED MANAGEMENT						
<u>Expenditures</u>						
Salaries and Benefits		1,932,730	3,626,949	3,397,701	229,248	6.7%
Total Materials & Supplies and Purchased Service	3	564,520	1,249,405	1,694,263	(444,858)	(26.3%)
Total Expenditures		2,497,250	4,876,354	5,091,964	(215,610)	(4.2%)
<u>Revenue</u>						
Program & Other Revenue	3	475,284	1,126,250	1,785,966	(659,716)	(36.9%)
Provincial Funding	3	278,724	654,735	534,875	119,860	22.4%
Other Municipal Funding Federal	3	127,034	325,684	110,000	215,684	196.1%
Funding	3	186,836	340,527	190,000	150,527	79.2%
Reserves	4	885	-	122,500	(122,500)	(100.0%)
Internal Chargeback Recoveries		165,053	532,041	546,032	(13,991)	(2.6%)
Total Revenues		1,233,815	2,979,238	3,289,373	(310,135)	(9.4%)
TOTAL NATURAL HAZARDS & WATERSHED MANAGEMENT		(1,263,434)	(1,897,116)	(1,802,591)	(94,525)	5.2%

Notes:

Natural Hazards & Watershed Management category includes: Flood Forecasting, Monitoring Ecology, Land Owner Outreach & Restoration, Restoration & Conservation, Hamilton Harbour Remedial Action Plan (HHRAP), Partnership Projects, Source Protection, and Watershed Strategies & Climate Change (WSCC).

3. Total Operations and Partnership Projects costs for Salaries, Materials & Supplies, and Purchased Services, are estimated to be less than the budget amount by (\$444,858). This will be offset by the allocation of Program & Other Revenue and confirmed grants to other programs such as Partnership Projects with minimal impact to the overall operating surplus.

4. Reserve funding included in the budget related to funding of Legal and Landowner Outreach program expenses is not anticipated to be required as a result of cost savings and increased other revenues.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL JULY 31 2022	2022 PROJECTED	2022 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
PERMITTING & PLANNING						
<u>Expenditures</u>						
Salaries and Benefits		2,570,240	4,408,753	4,333,255	75,498	1.7%
Total Materials & Supplies and Purchased Service	5	320,498	666,111	415,650	250,461	60.3%
Total Expenditures		2,890,738	5,074,863	4,748,905	325,958	6.9%
<u>Revenue</u>						
Program & Other Revenue	6	2,629,254	3,559,983	2,921,100	638,883	21.9%
Provincial Funding		-	-	-	-	0.0%
Other Municipal Funding	7	294,343	388,498	522,650	(134,152)	(25.7%)
Internal Chargeback Recoveries		20,907	20,907	-	20,907	0.0%
Total Revenues		2,944,504	3,969,389	3,443,750	525,639	15.3%
TOTAL PERMITTING & PLANNING		53,766	(1,105,474)	(1,305,155)	199,681	(15.3%)

Notes:
 Permitting & Planning category includes: Planning & Regulations, Floodplain Mapping, and the Regional Infrastructure Team (RIT).
 5. Purchased Services include legal expenses that exceed the budget by \$250,461 primarily due to increased legal costs under Planning & Regulations.
 6. Program & Other Revenues are projected to exceed the budget amount by \$638,883 as a result of increased applications, permits and services in year.
 7. Other municipal funding is projected to be lower than budget by (\$134,152) for the Regional Infrastructure Team (RIT). As RIT funding is based on actual expenses, there are savings in salaries and benefits primarily due to staffing vacancies with no impact on RIT work.

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL JULY 31 2022	2022 PROJECTED	2022 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
CONSERVATION LANDS & RECREATION (LAND MANAGEMENT)						
<u>Expenditures</u>						
Salaries and Benefits		690,909	1,249,547	1,232,227	17,320	1.4%
Chargeback - Parks staff support		41,867	70,360	71,770	(1,410)	(2.0%)
Total Materials & Supplies and Purchased Service	8	121,304	218,754	313,650	(94,896)	(30.3%)
Total Expenditures		854,080	1,538,661	1,617,647	(78,986)	(4.9%)
<u>Revenue</u>						
Program & Other Revenue Provincial	9	152,152	266,152	236,000	30,152	12.8%
Grants		93,750	125,000	125,000	-	0.0%
Other Municipal Funding Internal		35,988	41,988	42,000	(12)	(0.0%)
Chargeback Recoveries		112,802	186,933	182,400	4,533	2.5%
Total Revenues		394,693	620,074	585,400	34,674	5.9%
TOTAL CONSERVATION LANDS & RECREATION (LAND MANAGEMENT)		(459,388)	(918,588)	(1,032,247)	113,659	(11.0%)

Notes:
 Conservation Lands & Recreation (Lands Management) includes: Forestry, Property Management, and Secur
 8. Purchased Services are projected to be lower than budget by (\$94,896) primarily due to lower than expected Property Management and Forestry operating costs and project costs funded by grants such as 2 Billion Trees.
 9. Program & Other Revenue is expected to exceed the budget target as a result of additional employment grants received in 2022.

TOTAL WMSS REVENUE	11,372,023	19,214,597	18,957,396	257,201	1.4%
TOTAL WMSS EXPENDITURES	9,909,234	18,984,478	18,957,396	27,082	0.1%
TOTAL	1,462,789	230,119	-	230,119	

Conservation Halton
Budget Variance Report Financial Appendix

	NOTES	ACTUAL JULY 31 2022	2022 PROJECTED	2022 BUDGET	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
CONSERVATION LANDS & RECREATION (RECREATION)						
<u>Expenditures</u>						
Salaries and Benefits		4,766,098	7,641,093	8,057,964	(416,871)	(5.2%)
Total Materials & Supplies and Purchased Service Internal		2,233,565	4,197,858	4,591,081	(393,223)	(8.6%)
Chargeback - WMSS Support Services to Park		795,739	1,371,400	1,364,100	7,300	0.5%
Total Expenditures		7,795,401	13,210,351	14,013,145	(802,794)	(5.7%)
<u>Revenue</u>						
Program Revenue		11,418,714	14,011,562	13,837,030	174,532	1.3%
Other Revenue	10	-	100,000	65,000	35,000	53.8%
Municipal Funding		210,854	403,819	411,463	(7,644)	(1.9%)
Reserve Funding (Outreach)		-	20,000	-	20,000	0.0%
Internal Chargeback Recovery - Parks to WMSS		41,867	70,360	71,770	(1,410)	(2.0%)
Total Revenues		11,671,436	14,605,741	14,385,263	220,479	1.5%
TOTAL - TRANSFER TO (FROM) CONSERVATION LANDS & RECREATION (RECREATION)		3,876,033	1,395,390	372,118	1,023,272	275.0%

Notes:

Conservation Land & Recreation (Recreation) includes: Education & Awareness, Recreation, Risk Management, and Visitor Experience programming.

10. Other revenue consists of investment revenue allocated to the parks operating program and is anticipated to be higher than the 2022 budget amount due to increasing interest

Appendix C

CONSERVATION HALTON CAPITAL PROJECT SUMMARY FINANCIAL APPENDIX AS AT JULY 31, 2022

Capital Project Description	Total Capital Budget	Prior Years Capital Costs	2022 Capital Costs	Total Capital Costs	Total Unspent	Project to be Closed	Capital Project Funding
Watershed Management & Support Services (WMSS)							
Hilton Falls Dam Diversion Structure Upgrade Construction Phase 2	609,000	\$630,992	-	630,992	(21,992)	CLOSED	50% Provincial; 50% Reserve
Milton Channel Main & Millside Slab Repair	255,927	\$175,905	-	175,905	80,022	CLOSED	50% Provincial; 50% Reserve
Kelso Dam Lift Gates and Hoists Refurbishment - West Gate	173,000	\$5,409	167,591	173,000	0	CLOSED	50% Provincial; 50% Reserve
Kelso Dam Lift Gates and Hoists Refurbishment & East Gate	395,970	\$49,791	39,297	89,088	306,882		50% Provincial; 50% Reserve
Milton Channel - Kingsleigh Court	190,000	-	96,629	96,629	93,371		50% Provincial; 50% Reserve
Hilton Falls Dam - 96" Actuator & Trashrack	130,000	-	25,519	25,519	104,481		50% Provincial; 50% Reserve
Mountsberg Dam Safety Review	80,000	-	-	-	80,000		50% Provincial; 50% Reserve
Scotch Block Dam Intake Assessment	25,000	-	-	-	25,000		50% Provincial; 50% Reserve
Emerald Ash Borer **	877,664	-	633,632	633,632	244,032		Municipal - EAB; Lumber sales
Flood Forecasting & Warning **	215,862	-	13,094	13,094	202,768		Municipal
Floodplain Mapping - 2019 (Urban Milton; Morrison-Wedgewood)	506,626	\$469,638	-	469,638	36,988		50% Federal NDMP; 50% Municipal
Floodplain Mapping - 2020	330,000	\$111,335	101,205	212,540	117,460		Other Municipal Halton Region
Floodplain Mapping - 2021 (East Burlington)	975,000	\$270,816	131,549	402,365	572,635		50% Halton Region; 50% NDMP
Floodplain Mapping - 2022	525,000	-	-	-	525,000		Other Municipal Halton Region
Watershed Planning	80,000	-	-	-	80,000		Municipal
Watershed Database Management System**	43,269	-	-	-	43,269		Municipal
WMSS Facility & Admin. Office Renovations - non SOGR **	158,602	-	7,123	7,123	151,479		Reserve - Building; CCRF Grant
WMSS Facility & Admin. Office - State of Good Repair (SOGR) **	213,816	-	109,070	109,070	104,746		Reserve - Building SOGR
Green Infrastructure Low Impact Development - Admin. Office	798,000	-	-	-	798,000		Debt Financing \$500K; CCRF Grant
Operations Centre Study and Design	100,000	-	-	-	100,000		Reserves
Information Technology - WMSS **	105,108	-	32,904	32,904	72,204		Municipal
Digital Transformation - WMSS **	401,047	-	-	-	401,047		Municipal; Reserves \$200K
Asset Management Plan	40,000	\$2,621	21,315	23,936	16,064		Municipal
Compensation Review	30,000	-	-	-	30,000		Municipal
Financial system upgrades	75,000	-	-	-	75,000		Municipal
Website Upgrade	100,000	\$58,969	12,468	71,436	28,564		Municipal; Reserves
Payroll System Upgrade - Phase 2 (Phase 1 Completed)	89,500	\$69,736	-	69,736	19,764		Municipal; Reserves
GIS Imagery Data Acquisition (Lidar; Ortho)	115,000	\$21,168	-	21,168	93,832		Municipal
Vehicle and Equipment Replacements - WMSS	94,000	-	2,504	2,504	91,496		Reserve; Vehicle Sales
Property Management	75,000	-	-	-	75,000		Municipal
Speyside Weir Removal	176,000	-	4,088	4,088	171,912		Reserve
Roots Ridge Acquisition & Restoration	61,250	-	22,759	22,759	38,491		Federal; Reserve
Fuciarelli Restoration	43,000	-	10,099	10,099	32,901		Federal
NSCS Burlington Beach	-	-	2,235	2,235	(2,235)		NSCS Federal funding through Conservation Ontario to CH
Conservation Areas Facility & Infrastructure:							
Kelso/Glen Eden - Water/Wastewater Servicing	704,035	\$627,593	-	627,593	76,442		Reserve; Dev. Contribution funds
Kelso & Crawford Lake Visitor Centres (Dev. Contr'n Projects)	625,000	\$162,521	-	162,521	462,479		Dev. Contribution funds
Kelso/Glen Eden - Ski/Snowboarding Capital Expenditures	950,000	-	56,586	56,586	893,414		Reserve
Kelso Quarry Park	100,000	-	837	837	99,163		Reserve; Other Funding
Kelso Quarry (Spirit of Giving)	100,000	6,004.50	115,346	121,351	(21,351)		Grants - Spirit of Giving Fund & other
Crawford Lake Boardwalk	2,280,000	\$5,283	29,636	34,919	2,245,081		ICIP Grant; Dev. Contr'n funds
Facility and Infrastructure Major Maintenance **	515,171	-	3,831	3,831	511,340		Reserve
Enhancing Trail Systems and Park Infrastructure	1,041,500	\$45,132	46,536	91,668	949,832		ICIP Grant
Foundation Funded Capital Projects	100,000	-	-	-	100,000		CH Foundation
Information Technology Infrastructure - Conservation Areas **	156,703	-	9,135	9,135	147,568		Reserve
Vehicle and Equipment replacements - Conservation Areas	269,903	-	3,196	3,196	266,707		Reserve; Vehicle Sales
Total Capital Projects	\$14,929,953	\$2,712,913	\$1,698,184	\$4,411,097	\$10,518,856		

Appendix D

CONSERVATION HALTON
Reserve Continuity
July 31, 2022

Reserve	Reserve Balances Jan 1, 2022	Budgeted & Previously Approved Transfers	Projected Reserve Balances Dec 31, 2022
Watershed Management & Support Services			
Vehicle and equipment	704,901	(94,000)	610,901
Building - State of Good Repair	418,674	164,000 (217,854)	364,820
Building	316,872	(200,000)	116,872
Watershed Management Capital - Municipal Funds	740,360	316,500 (350,485)	706,375
Watershed Management Capital - Self Generated Funds	434,909	-	434,909
Watershed Management & Support Services Stabilization	1,789,212	(470,000)	1,319,212
Debt Financing Charges	471,596	-	471,596
Digital Transformation	278,400	(200,000)	78,400
Legal - Planning & Watershed Management	941,995		941,995
Legal - Corporate	200,000		200,000
Water Festival	188,911	(30,000)	158,911
Land Securement	88,739	25,000	113,739
Property Management	1,084,042		1,084,042
Stewardship and restoration	409,051	(63,500)	345,551
Conservation Areas			
Capital	2,629,690	372,118 (1,532,903)	1,468,905
Revenue Stabilization	730,490		730,490
Total Reserves	\$11,427,842	\$ (2,281,124)	\$ 9,146,718

REPORT TO: Conservation Halton Board of Directors

MEMO NO.: # CHBD 06 22 07

FROM: Hassaan Basit, President & CEO

DATE: September 22, 2022

SUBJECT: Update on CH's progress regarding the regulatory requirements under the CA Act

MEMO

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 (i.e., Category 2 P&S) through a municipal levy. It also establishes the transition period to enter into those agreements and requirements for CAs to submit quarterly progress reports to the Province.

Conservation Halton (CH) submitted its Transition Plan to the Province and partner municipalities in December 2021 and CH's P&S Inventory was submitted and posted online in February 2022.

Over the past several months, numerous meetings were held with CH and municipal staff to review and discuss CH's P&S Inventory, as well as establish a plan for developing Memorandums of Understanding (MOU) for Category 2 P&S.

The latest version of CH's P&S Inventory (Appendix E) was circulated to its municipal partners in August 2022 and will be posted online shortly. Updates were made to CH's P&S Inventory based on feedback received, including:

- 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.

CH developed a MOU project charter that provides an overview of the process, governance structure, and high-level work plan for developing/updating MOUs with the Region of Halton. A MOU workshop with Halton Region municipalities is scheduled for September 29, 2022 and working sessions with the other municipalities that fall within CH's watershed will be scheduled in Q4 2022.

A quarterly progress report that summarizes the status of items set out in the Transition Regulation was sent to the Province in July 2022 (Appendix F). The next quarterly report is due October 1, 2022.

CONSERVATION HALTON'S PROGRAMS & SERVICES INVENTORY

AUGUST 5, 2022

VERSION 2.0

For questions or additional information, contact:

Kellie McCormack, Director, Planning & Regu 53 is

kmccormack@hrca.on.ca

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

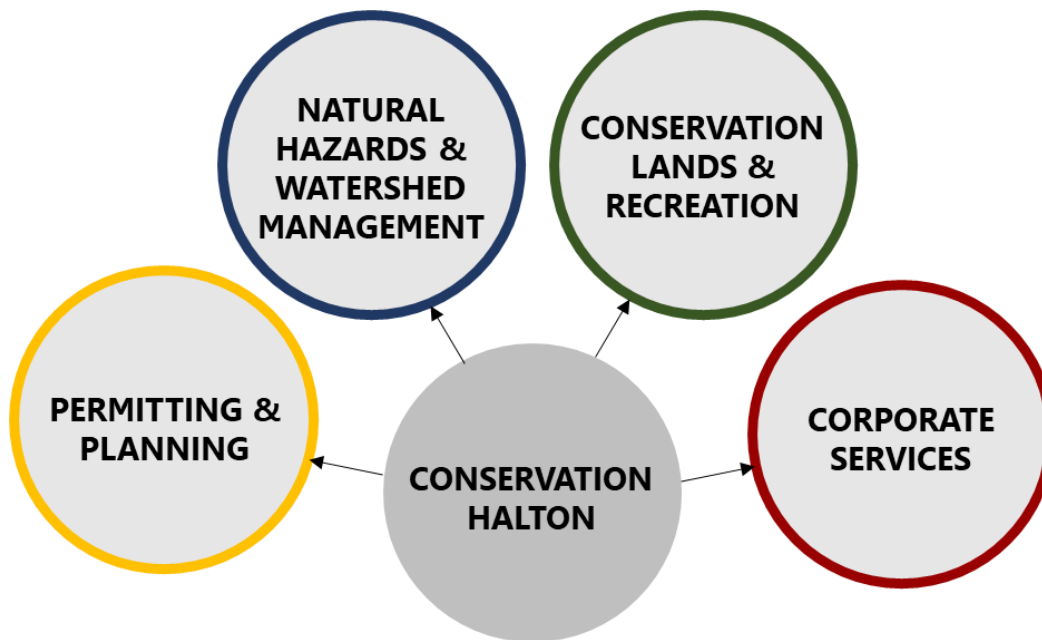
To develop CH's P&S Inventory, a framework was first created using MS Excel. A critical review of Section 6 of *Ontario Regulation 687/21* was also undertaken to ensure that all required information would be contained in the Inventory. Outlined below is an overview of the key steps taken to develop CH's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

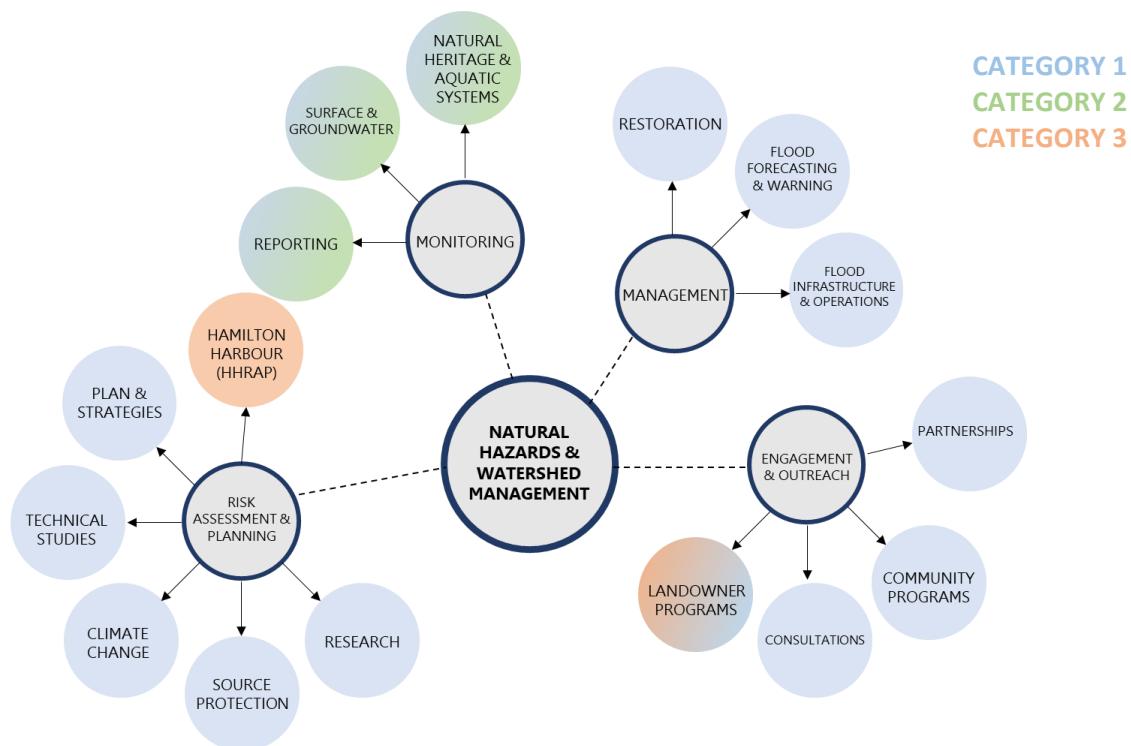
CH's Key Service Areas

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

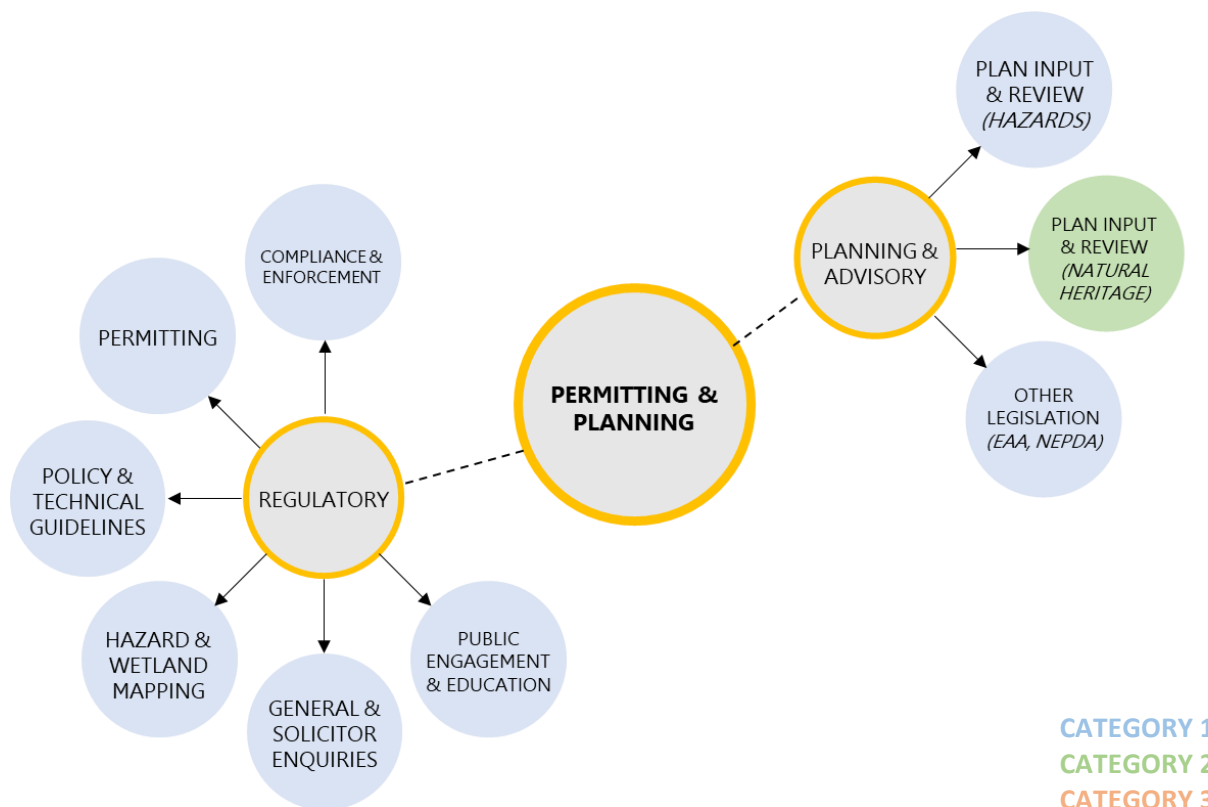
Engagement & Outreach

- 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

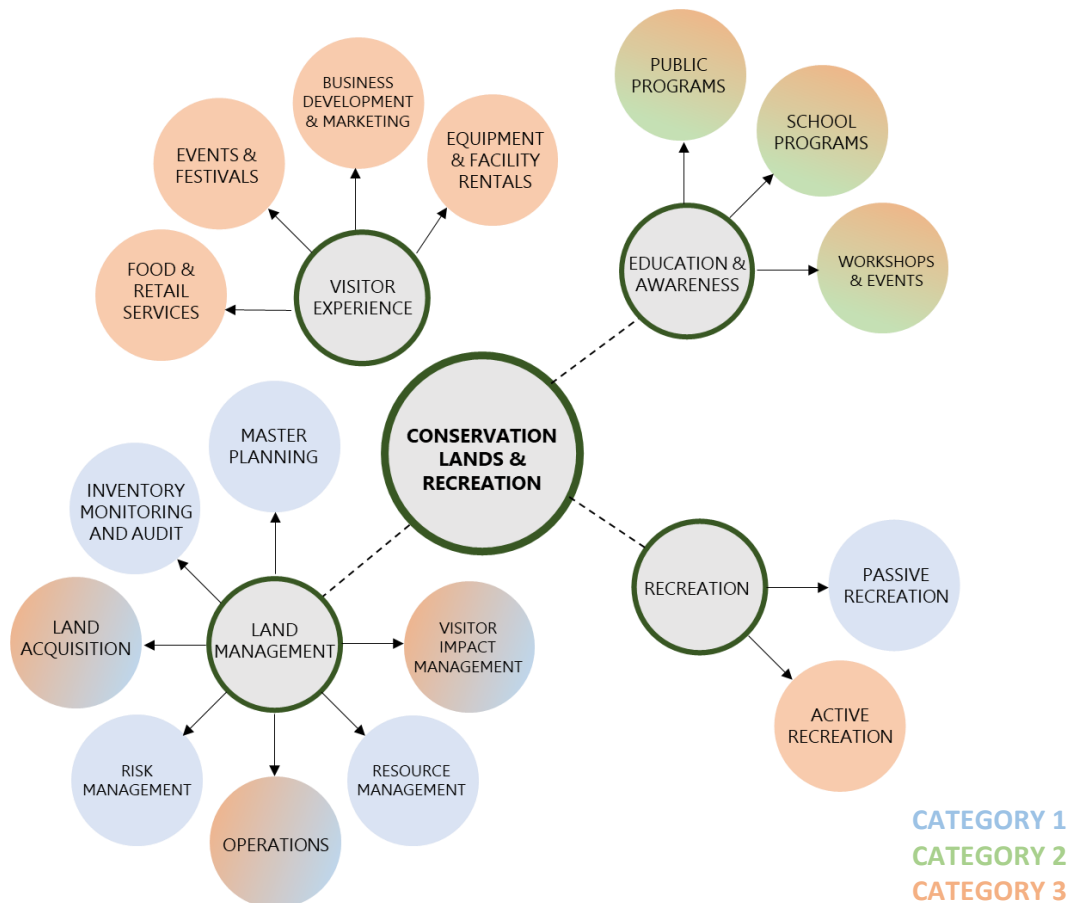
- Plan Input & Review (Hazards) / Other Legislation (e.g., EAA, NEPDA, ARA) (Category 1 P&S)
 - Provide technical input and advice to municipalities on circulated municipal land use planning applications (e.g., Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).
 - Provide 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

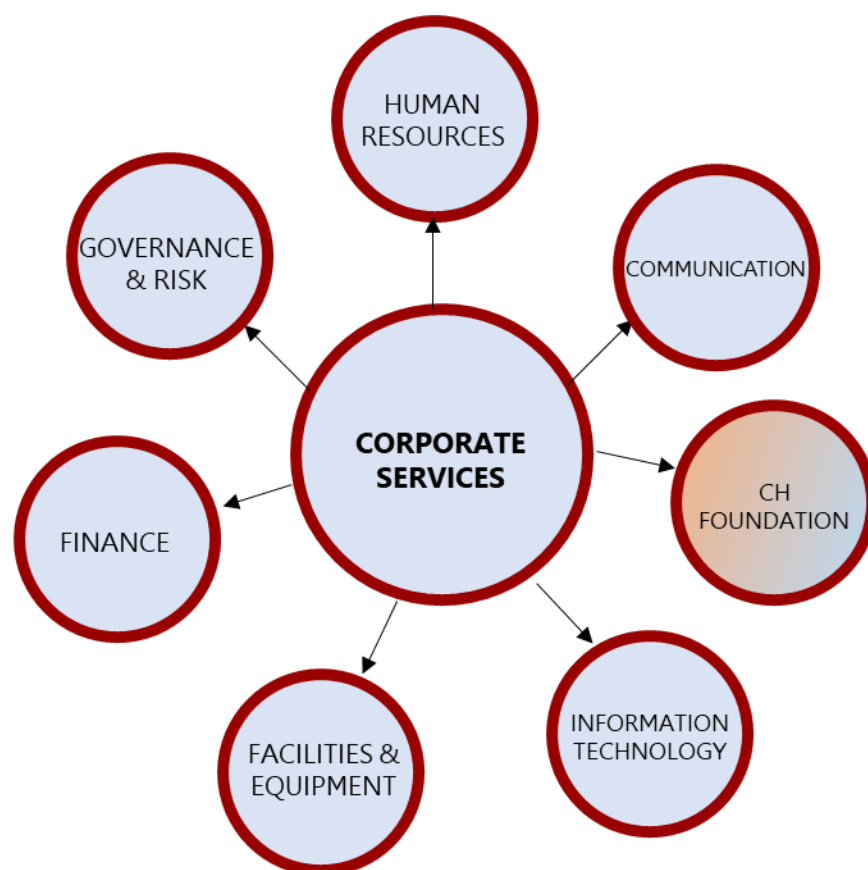
Education & Awareness

- 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;
- 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.

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%		
	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%		Flood Plain Mapping funding \$525,000 included in "Other" (special funding arrangement)
	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%		Emerald Ash Borer \$804,000 funding included in "Other" (special funding arrangement)
	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%		
	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%		HHRAP
	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												
Historical Average: 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: 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.												

Friday, June 24, 2022

TO: Conservation Authorities Office, Ministry of the Environment, Conservation and Parks
FROM: Hassaan Basit, Chief Executive Officer
RE: CONSERVATION HALTON QUARTERLY PROGRESS REPORT (Ontario Regulation 687/21)

This document serves as Conservation Halton's (CH) quarterly progress report to the Ministry of the Environment, Conservation and Parks (MECP), as required under Ontario Regulation 687/21, 'Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act under the Conservation Authorities Act' ("Transition Regulation").

Table 1 below provides a summary of the status of the items set out in the Transition Regulation including the following items, where applicable:

- (a) any comments or other feedback submitted by a municipality regarding the inventory;
- (b) a summary of any changes that the authority has made to the inventory to address comments or other feedback referred to in clause (a), including the changed inventory and a clear description of the changes between the previous inventory and the changed inventory;
- (c) an update on the progress of negotiations of cost apportioning agreements with the participating municipalities; and
- (d) an outline of any difficulties that the authority is experiencing that might affect the ability of the authority to conclude any cost apportioning agreements with one or more participating municipalities by the transition date.

A snapshot of the status of CH's progress on the development of new/updated MOUs is in *Appendix A*.

Table 1: Summary of Status of Ontario Regulation 687/21 Requirements

Phase	Key Milestone / Requirement	Status	Notes
1	Transition Plan	Complete (December 2021)	<ul style="list-style-type: none"> Sent to all municipalities in CHs jurisdiction and Province Report presented to CH's Board of Directors
	Programs & Services (P&S) Inventory (v.1)	Complete (February 2022)	<ul style="list-style-type: none"> Sent to all municipalities in CHs jurisdiction and Province Posted on CH's website Report presented to CH's Board of Directors

Phase	Key Milestone / Requirement	Status	Notes
2	Municipal Consultation on P&S Inventory	P&S Inventory meetings complete (February – June 2022)	<ul style="list-style-type: none"> In addition to multiple informal meetings, CH staff met with municipal staff to review the P&S Inventory the following dates: <ul style="list-style-type: none"> Halton Region, Town of Milton, Town of Oakville, Town of Halton Hills & City of Burlington (February 3, 2022, March 25, 2022, and June 3, 2022) Region of Peel (June 14, 2022) City of Hamilton (March 29, 2022) Township of Puslinch (March 22, 2022) To-date, CH has not received substantive comments/feedback on the P&S Inventory CH staff is currently reviewing the P&S Inventory based on general feedback presented by MECP at the CA Inventory Workshop (May 2, 2022) CH will provide the Province and municipalities an updated P&S Inventory, if any changes are made based on CHs review or if specific feedback is received
	MOU / Service Agreements	Ongoing	<p>Halton Region</p> <ul style="list-style-type: none"> CH has developed a draft MOU project charter which provides an overview of the CHs proposed process, governance structure, and high-level work plan for developing/updating MOUs with the Region of Halton; this document is currently out for review by Halton municipalities CH staff met with Halton Area CAOs and Halton Area Planning Directors (June 9, 2022) to present the above Initial feedback on the proposed process for developing/updating MOUs was well-received No major challenges are anticipated with concluding MOUs/service agreements by transition date; however, some short-term challenges may be experienced over the coming months as municipal staff resources are prioritized on the upcoming municipal elections. This risk will be mitigated by ensuring that CH allocates sufficient staff resources to this project, CH leading the MOU development process, and receiving buy-in from Senior municipal staff on the importance of this process/project

Phase	Key Milestone / Requirement	Status	Notes
	MOU / Service Agreements	Ongoing	<p>City of Hamilton / Peel Region/ Township of Puslinch</p> <ul style="list-style-type: none"> CH will be scheduling meetings with other CAs that fall within the jurisdiction of the City of Hamilton, Region of Peel and Township of Puslinch (<i>Note</i>: CH's current Planning Services MOU is with the County of Wellington) to see where coordination on MOU development may be possible (e.g., Planning services MOUs) Following meetings with CA colleagues, CH will schedule meetings with municipal staff to review through CHs proposed process, governance structure, and high-level work plan for developing/updating MOUs with those municipalities No major challenges are anticipated with concluding MOUs/service agreements by transition date; however, some short-term challenges may be experienced over the coming months as municipal staff resources are prioritized on the upcoming municipal elections. This risk will be mitigated by ensuring that CH allocates sufficient staff resources to this project, CH leading the MOU development process, and receiving buy-in from Senior municipal staff on the importance of this process/project

Summary of Progress on Programs & Services (P&S) Inventory

As of February 24, 2022, CH shared its P&S inventory with all participating municipalities (Halton Region, City of Burlington, Town of Oakville, Town of Milton, Town of Halton Hills, Peel Region, City of Mississauga, City of Hamilton, Township of Puslinch) and the MECP. CH's P&S Inventory was also posted online.

Since that time, CH staff has had numerous meetings with municipal staff to present CH's P&S Inventory, solicit feedback, and to outline the regulatory requirements for MOUs for Category 2 and 3 P&S. Discussions have focused on the CH's key service areas, rationale categorization of P&S as Category 1, 2 and/or 3, and next steps for moving forward MOUs. CH has not received substantive comments/feedback on the P&S Inventory. Regardless, staff is currently reviewing the P&S Inventory based on general feedback presented by MECP at the CA Inventory Workshop (May 2, 2022). If any changes are made based on CHs review or if specific feedback is received from participating municipalities, CH will provide the Province and municipalities an updated P&S Inventory for review. All changes to the Inventory will be identified and highlighted in future progress reports.

Report prepared by: Adriana Birza, Senior Advisor, Office of the President and CEO, Conservation Halton
Email: abirza@hrca.on.ca, 905 336 1158 ext. 2295

Appendix A: Conservation Halton MOU Status (June 24, 2022)

Participating Municipality	MOU Work Plan Developed & Discussed	MOU Working Session(s) Completed	Draft MOU(s) Completed	New or Updated MOU(s) Approved / Executed
Halton Region	x			
City of Burlington	x			
Town of Oakville	x			
Town of Milton	x			
Town of Halton Hills	x			
Peel Region*				
City of Hamilton				
Township of Puslinch**				

*City of Mississauga may need to be involved in MOU discussions, specifically related to the Planning Services MOU

**County of Wellington will need to be involved in the development of the Planning Services MOU

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 06 22 08

FROM: Nigel Finney, Project Manager, Restoration & Conservation

DATE: September 22, 2022

SUBJECT: William Halton Parkway – Restoration Funding Agreement

Recommendation

THAT the Conservation Halton Board of Directors **approves the Memorandum of Agreement with the Region of Halton for the ecological restoration project for the William Halton Parkway project from Neyagawa Boulevard to Third Line.**

And

THAT the Conservation Halton Board of Directors **authorizes the Chief Executive Officer to sign the agreement on behalf of Conservation Halton.**

Report

The Region of Halton is in the process of building the new William Halton Parkway (Regional Road 40) from Neyagawa Boulevard to Third Line ([Halton File: PR-2263E](#)). These works occur within recognized [Mottled Duskywing](#) (*Erynnis martialis*) habitat which is a protected butterfly under the provincial *Endangered Species Act, 2007*.

The Region has secured a Permit ([AU-C-006-16](#)) from the Ministry of the Environment, Conservation and Parks (MECP) under subsection 17(1) of the *Endangered Species Act, 2007*. In addition to site specific overall benefit activities, the Region is required to fulfill offsite ecological restoration to benefit Mottled Duskywing.

Mottles Duskywing is a butterfly of the skipper family which utilizes rare ecosystems in Canada, such as oak woodlands, tall grass prairies, and alvars. The species is primarily threatened by habitat fragmentation and habitat degradation by means of development, natural succession, fire suppression, and extensive deer browse. The project area represents the only remaining population of this species within the Town of Oakville boundaries.

As a local leader in ecological restoration, Conservation Halton (CH) has partnered with the Region to provide the full suite of project management services to complete the ecological restoration on adjacent Town of Oakville lands to improve and increase the habitat for Mottled Duskywing. The services also include technical advice and supervision of habitat relocation within the road right-of-way.

Collaboration on the project began in 2018 with CH supporting the Region in scoping the overall benefit opportunities, supporting project design, and permitting requirements.

This project will improve the ecological integrity of a rare vegetation community and contribute to the enhancement of the:

- Region of Halton's and Town of Oakville's Natural Heritage Systems;
- Provincially Significant Sixteen Mile Creek Life Science ANSI;
- Oakville Strategy for Biodiversity (2018); and
- North Oakville Urban Forest Strategic Management Plan (2012).

The project, valued at \$150,820.00, would be undertaken at full cost recovery from the Region and is projected to be implemented from 2022 to 2027.

The opportunity would provide CH with investments in internal skills, project management experience, and would further position the authority as an accomplished and effective leader in ecological restoration project management.

Impact on Strategic Goals

This report supports the strategic objective of implementing restoration activities to manage natural hazards and natural resources. This report also supports the objective to enhance collaboration between the conservation authority, municipality, and local landowners through mutually beneficial partnership initiatives.

Financial Impact

Costs associated with implementing this initiative will be fully recovered through funding and financing conditions in the Funding Agreement with the Region of Halton.

Signed & respectfully submitted:



Nigel Finney
Project Manager, Restoration & Conservation

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Nigel Finney, 905.208.1006; nfinney@hrca.on.ca

This Agreement made this _____ day of _____, 2022 ("Effective Date")

B E T W E E N:

THE REGIONAL MUNICIPALITY OF HALTON

("Region")

- and -

THE HALTON REGION CONSERVATION AUTHORITY

("Conservation Halton")

WHEREAS:

- A. The Region is in the process of building the new William Halton Parkway (Regional Road 40) from Neyagawa Boulevard to Third Line (Halton File: PR-2263E), as shown on the map attached hereto as Schedule "A" (hereinafter referred to as the "**Road Works**");
- B. And the Road Works are to occur within recognized Mottled Duskywing habitat;
- C. And the Ministry of the Environment, Conservation and Parks (MECP) has issued Permit AU-C-006-16 to the Region under subsection 17 (1) of the *Endangered Species Act, 2007*, in accordance with the criteria in paragraph 17(2)(c) of *Endangered Species Act* (hereinafter the "**Permit**") and a copy of the Permit is attached hereto as Schedule "C";
- D. And the Region is required to undertake all requirements and satisfy all Permit conditions related to the Overall Benefit Activities, as defined in the Permit, for the creation of 190m² of habitat on a raised berm and restore 250 m² of habitat on Town of Oakville lands (hereinafter the "**Project Location**"), to provide long-term overall benefit to Mottled Duskywing and its habitat (hereinafter the "**Project**");
- E. And, at the Region's request, Conservation Halton will undertake the Project on the Region's behalf;
- F. And the Region agrees to compensate Conservation Halton to complete all aspects of the Project as outlined in the Project Budget and Payment Details which are attached hereto as Schedule "B";
- G. And the Region acknowledges and agrees that an extension of the timelines in the Permit may be necessary to complete the Project;
- H. And it is the intention of the Region and Conservation Halton that Conservation Halton shall incur no costs and incur no risks or liabilities, with the exception of those caused by Conservation Halton's negligence, as a result of undertaking the Project on behalf of the Region:

Now therefore in consideration of the covenants and obligations contained in this Agreement, Conservation Halton and the Region for themselves and their respective successors and permitted assigns mutually agree as follows:

1. Term

- 1.1 This Agreement shall commence on the Effective Date and shall remain in force and effect for a period of five (5) years from the Effective Date (hereinafter the "**Term**").

2. Schedule

- 2.1 Schedules attached to this Agreement are incorporated herein and form part of this Agreement.

3. Region Responsibilities

- 3.1 Upon executing this Agreement, the Region shall issue a purchase order to Conservation Halton in the amount of \$150,820.00 CAD, exclusive of all applicable taxes, as outlined in Schedule "B".
- 3.2 Both parties agree that the costs outlined in Schedule "B" are an estimate only and that payment shall be made by the Region to Conservation Halton for one hundred percent (100%) of the costs incurred in respect of the Project by way of invoices for actual costs submitted by Conservation Halton. Conservation Halton shall provide updated cost estimates twice per year during the Term of the Project and upon Conservation Halton becoming aware of any unforeseen or unaccounted for cost or increase in costs (each a "**Request**" and collectively the "**Requests**"). The Requests shall include such information as the Region may request, acting reasonably, to determine the basis for the payment of Conservation Halton's costs.
- 3.3 Conservation Halton shall submit Requests to increase the Project budget set out in Schedule "B" to the Region in writing, approval of which shall not be unreasonably withheld. If the Region approves the request to increase the budget, the Region shall amend the value of the purchase order set out in subsection 3.1, issue the amended purchase order to Conservation Halton and provide payment within thirty days or within such earlier period as is reasonably necessary. In the event that the Region does not approve a costs increase, it shall work together with Conservation Halton to make such reductions to the scope of the Project so as to ensure that Conservation Halton will be fully compensated for all costs incurred or to be incurred.
- 3.4 If, after the deemed completion of the Project or the end of the Term, the MECP requires any additional work to fulfill the Overall Benefit Activities in the Permit, a new or revised shall be established and approved for the additional work.

4. Conservation Halton Responsibilities

- 4.1 Conservation Halton shall:
- a. Undertake all elements of the Project including planning, project management, design, construction, maintenance, monitoring and reporting. All design for the Project will be to the Region's standards for design, construction and maintenance;

- b. Procure, manage and coordinate with the design consultant and contractor for the Project;
 - c. Comply with or specify that its contractor comply with the safety procedures in accordance with the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, and any applicable legislation and industry standards;
 - d. Undertake reasonable best efforts to apply for and secure all permits and approvals for the Project required by applicable laws and standards, including permits and approvals from the MECP, Town of Oakville, and Conservation Authority, as required;
 - e. Carry out all elements of the Project in accordance with the Permit, all applicable laws, and other required permits and approvals, with the standard of care, skill and diligence normally provided by professional consultants and professional persons engaged in the performance of similar work;
 - f. Co-ordinate the operations relating to the Project so that interference with any Region activities is minimized;
 - g. Upon execution of this Agreement, deliver its Requests to the Region in the form of invoices submitted twice per year during the Term of the Project. The Request shall include applicable items and costs set out in Schedule "B";
 - h. Undertake reasonable best efforts to complete the Project within the time requirements stipulated in the Permit;
 - i. Undertake reasonable best efforts to perform any and all obligations under this Agreement in a manner consistent with the Project budget identified in Schedule "B";
 - j. Provide summary progress reports with all Requests including, as a minimum, work completed to date, schedule updates, budget updates, major issues/risks and status of required permits/approvals;
 - k. Provide the Region with all design reports, drawings, documents, as-constructed drawings and any other documentation requested. Conservation Halton shall not proceed with tendering without written approval by the Region;
 - l. To include a requirement in the tender documents for the contractor to maintain and warrant all work for a period of two (2) years post construction completion whereby the contractor will repair, at no cost or obligation to the Region, any and all defects to the Project that arise during the two-year period; and,
 - m. Provide written confirmation to the Region that it has completed the Project and satisfied all conditions required by the Permit in relation to the Overall Benefit.
- 4.12 Conservation Halton agrees that it is solely responsible for obtaining any necessary permissions to implement the Project on any land it does not own.
- 4.13 Conservation Halton acknowledges that during the Term, and for two (2) years after the expiration or termination of this Agreement, the Region shall have the right, but not the

obligation, to perform financial and/or performance audits of Conservation Halton in relation to its performance under this Agreement.

- 4.14 The Region reserves the right to make reasonable requests for additional documentation from Conservation Halton throughout the Term, which Conservation Halton shall provide to the Region upon request without undue delay.

5. Indemnities

- 5.1 The Region shall release, indemnify and save harmless Conservation Halton and each of its directors, officers, agents, employee, contractors and appointees and those for whom Conservation Halton is in law responsible from and against any claims and all losses, claims, actions, damages, liabilities and expenses in connection with loss of life, personal injury, damage to property or any other loss, damage or injury whatsoever arising from or out of this Agreement , except for work negligently performed by Conservation Halton or otherwise attributable to the negligence of Conservation Halton
- 5.2 The Region releases Conservation Halton, from and against all actions, claims, loss, damage and liability connected with any failure to complete the Project within the time requirements stipulated in the Permit.
- 5.3 Conservation Halton shall obtain the required Comprehensive General Liability Insurance coverage (\$5,000,000), Automobile Liability Insurance with a limit of two million dollars (\$2,000,000) per occurrence, Professional Errors and Omissions Insurance with a limit of two million dollars (\$2,000,000), and a valid WSIB Clearance Certificate. The insurance requirements noted above shall:
- a. Be maintained with a company or companies licensed to do business in the Province of Ontario;
 - b. Name the Region as an additional insured;
 - c. Contain a cross-liability clause endorsement; and,
 - d. Not be subject to cancellation, without reasonable notice to the Region;
- Conservation Halton shall furnish the Region with certificates of the insurance signed by the insurance company upon execution of this Agreement.
- 5.4 Conservation Halton hereby undertakes and agrees to comply with all Applicable Laws and standards relating to unpaid workers and suppliers and to mechanic's and/or builder's liens, and to pay all amounts due and owing for materials, labour and other goods and services provided, promptly as and when same are due, failing which the Region may deduct such amounts from any amounts payable by the Region to Conservation Halton under this Agreement.

6. Notice

- 6.1 Any notice required to be given under this Agreement shall be in writing, and may be given personally, by electronic mail (as further specified below) or by prepaid registered mail. Such notices shall be deemed to have been received by the party to whom it is mailed on the third business day following the posting, or on the day of delivery if provided by personal delivery, electronic mail or courier. For the purpose of this Agreement a business day means any day other than Saturday or Sunday or a statutory holiday recognized in the Province of Ontario. Such communication may be delivered by electronic mail or other

similar means of electronic communications in which event it shall be deemed to have been given and received on the day that it was transmitted; provided that if an above day deemed for receipt is not a business day, such notice or other communication shall be deemed to have been received on the following business day.

6.2 Notice may be delivered to the following addresses:

Region:	1151 Bronte Road Oakville, Ontario L6M 3L1 Fax: 905-825-1823 Attn: Commissioner of Public Works E-mail: Andrew.Farr@halton.ca
Conservation Halton:	2596 Britannia Road West Burlington, Ontario L7P 0G3 Fax: 905-336-6684 Attn: Director, Finance E-mail: mpiggot@hrca.on.ca

6.3 Either party may at any time give notice in writing to the other party of any change of address and after the giving of such notice the address therein specified shall be deemed to be the address of the party providing notice. In the event of strike, lock-outs or other stoppages in the Canadian postal system, notices, requests or other instruments under this Agreement shall be given by personal delivery or electronic mail.

7. Termination

7.1 This Agreement may be terminated by either party by written notice in the event of a breach of this Agreement by the other party, provided that such termination shall not be effective if such breach has been cured within a reasonable period that shall be specified in the written notice, such period not to be less than thirty (30) business days. In the event of such termination, Conservation Halton shall be entitled to be paid for all Project costs incurred and the Region shall be liable for and indemnify Conservation Halton for any and all liabilities incurred as a result of the termination. Conservation Halton shall make best efforts to mitigate any liabilities incurred as a result of the termination.

7.2 If a lien is preserved with respect to the Project within the provisions of the *Construction Act*, R.S.O. 1990, c. C.30, as amended, Conservation Halton, shall defend said lien, and the Region shall indemnify Conservation Halton for all costs, damages, liabilities and expenses incurred or ordered in defence of said lien, unless the lien is preserved by one of the Region's agents or contractors.

8. Miscellaneous Clauses

- 8.1 No Assignments, etc. This Agreement and the obligations and rights of the parties under it shall bind and ensure to the benefit of the parties and their respective heirs, executors, administrators and successors. Neither this Agreement nor the rights granted to Conservation Halton nor any part thereof shall be assignable by Conservation Halton unless the Conservation Halton has obtained the prior written approval of the Region to such assignment, which approval may be withheld without reason by the Region.
- 8.2 Non-Waiver/Amendment. The failure of the Region to exercise any right, power or option given hereunder, or to insist upon the strict compliance with the terms and conditions hereof by Conservation Halton shall not constitute a waiver of the terms and conditions of this Agreement with respect to any other or subsequent breach thereof or default hereunder, nor a waiver by the Region of its right at any time thereafter to require strict compliance with all terms and conditions hereof.
- 8.3 Acknowledgements. The parties acknowledge that they have received, and had ample time to read this Agreement and fully understand its provisions. The parties further acknowledge that, prior to signing this Agreement, they have had an adequate opportunity to obtain independent legal advice regarding all pertinent aspects of the Agreement, the relationship created between the parties by this Agreement and the rights and obligations hereunder.
- 8.4 Severability. Conservation Halton and the Region acknowledge and agree that if any covenant, obligation, agreement, term or condition of this agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such covenant, obligation, agreement, term or condition of persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each covenant, obligation, agreement, term and condition of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.
- 8.5 Entire Agreement. This Agreement shall constitute the entire agreement between the parties and any representations, warranties or understandings that are explicitly set out herein shall not be binding on either party.
- 8.6 Time. Time is of the essence

IN WITNESS WHEREOF the parties have affixed their respective corporate seals, attested by the hands of their respective officers duly authorized in that behalf:

THE REGIONAL MUNICIPALITY OF HALTON

Dated the _____ day of _____, 2022, at the Town of Oakville

Andrew Farr

Commissioner of Public Works

THE HALTON REGION CONSERVATION AUTHORITY

Dated the _____ day of _____, 2022, at the City of Burlington

Name

Title

Name

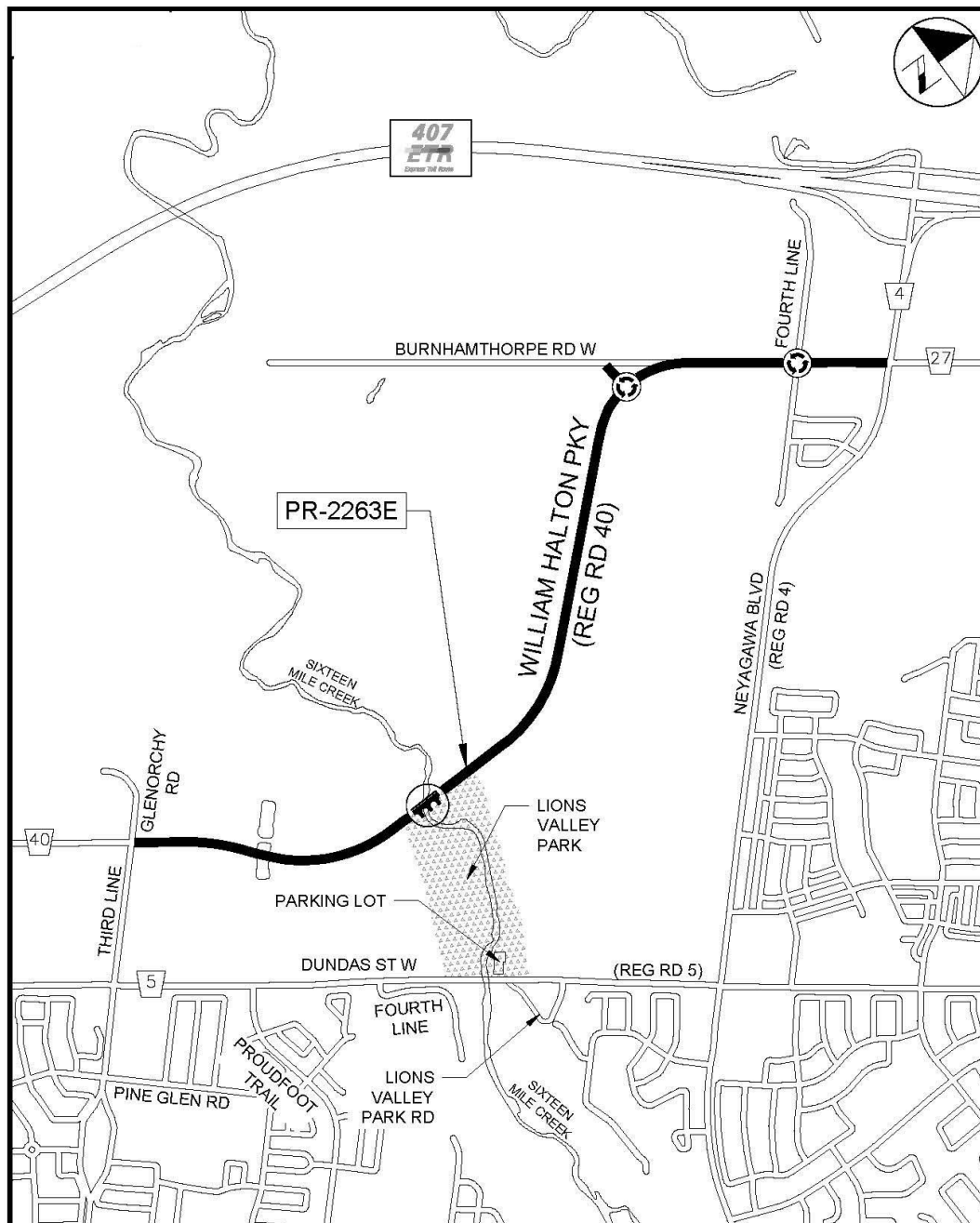
Title

I/We have authority to bind the corporation.

DRAFT

SCHEDULE "A" – Map of Road Works

DRAFT



SCHEDULE "B" – Project Budget and Payment Details

All costs are exclusive of HST.

The Project budget is **\$150,820.00** as summarized in the table below. Conservation Halton shall review the Project budget at all major milestones (e.g. detailed design, tender, etc.) and provide updates at each Request. If additional budget is required, Conservation Halton shall submit a formal request to the Region and the Region, upon reviewing and approving the request, shall amend the value of the purchase order and issue the purchase order to Conservation Halton. **Conservation Halton shall not exceed the Project budget, as amended, without prior written approval from the Region.**

Item	Description	Amount
On-Site Enhancements – Staff	Overseeing transplanting, establishment, coordination	\$18,000
On-Site Enhancements - Other	Materials and supplies, New Jersey Tea	\$2,000
Town of Oakville Land – Staff	Overseeing project management, habitat enhancements	\$25,520
Town of Oakville Land – Other	Enhancements, prescribed burn, invasive species management, planting	\$35,800
Monitoring and Reporting	Mottled Duskywing monitoring (throughout project area), habitat monitoring	\$54,500
Contingency & Adaptive Management		\$15,000
Total		\$150,820.00

Key services:

1. Overseeing transplanting and establishment of New Jersey Tea from area of ROW disturbance to Town of Oakville restoration area.
2. Coordination of supply of New Jersey Tea nursery stock, source identified.
3. On adjacent Town of Oakville lands - 250 m² (minimum area to be refined based on field detailing) of canopy opening measures for Mottled Duskywing on Town of Oakville property (consist of removal of invasive and aggressive shrubs, selective removal of individual trees and/or limbs (including 'painting' of cut stumps / stems to prevent re-growth), as well as the planting of New Jersey Tea nursery stock in areas where existing root masses and ground cover growth allow).
4. 250 m² (minimum area to be refined based on field detailing) prescribed burn for Mottled Duskywing on Town of Oakville property.
5. Maintenance and warranty for 2 years on Conservation Halton planted vegetation.
6. Habitat and species monitoring for a 5-year period within the ROW and limits of the Town of Oakville enhancement lands.
7. Monitoring reports and recommended remedial and follow-up measures for above CH lead activities for a period of 5 years. WSP is responsible for monitoring for their respective responsibilities.

All procurement related to the Project shall follow the requirements of Conservation Halton procedures and policies including the Conservation Halton Purchasing Policy (approved 2021, as amended from time to time). Conservation Halton shall provide a review of bid packages and bid results to the Region.

All Conservation Halton internal costs will be billed based on time and materials at the following rates:

Role	2022 Hourly Rate*
Project Director	\$108

Project Manager	\$97
Ecologist	\$89

*Subject to annual band changes

Mileage incurred by Conservation Halton during this duration shall follow the Automobile Allowance Rates specified by the CRA.

Conservation Halton shall apply a 15% administrative fee towards all Conservation Halton internal costs. No markup will be applied to any third party costs for construction and design related work.

SCHEDULE "C" – MECP Permit

DRAFT

**PERMIT UNDER s.17 (1) in accordance with the criteria in
clause 17(2)(c) of the ENDANGERED SPECIES ACT, 2007**

Permit #: AU-C-006-16

Issued to: The Regional Municipality of Halton
1151 Bronte Road
Oakville, Ontario L6M 3L1

Term: This permit comes into force on the date it is issued and
expires when all conditions have been completed.

Location: Located along Sixteen Mile Creek, north of Dundas Street
and between Third Line and Neyagawa Boulevard in the
Town of Oakville, Regional Municipality of Halton.

Project Description: The construction of a new 4-lane road between Third Line
and Neyagawa Boulevard in the Town of Oakville, including a
new permanent bridge structure over Sixteen Mile Creek (the
“Project”).

- 1. Authority:** This permit is issued to The Regional Municipality of Halton (the
“Proponent”) under subsection 17(1) of the *Endangered Species Act, 2007* (ESA) in
accordance with the criteria in clause 17(2)(c) of that Act.
- 2. Application to Species:** This permit applies to the following species listed in O.
Reg. 230/08 “Species at Risk in Ontario List,” and their respective habitats which are
protected under the ESA:
 - Mottled Duskywing (*Erynnis martialis*); and
 - Silver Shiner (*Notropis photogenis*).
- 3. Authorization:** This permit authorizes the Proponent to engage in the following
activities at the Site that would otherwise be prohibited by subsections 9(1) and 10(1)
of the ESA, for the purpose of carrying out the Project:
 - (a) Kill, harm, harass, capture, possess, transport, and collect Silver Shiner
and Mottled Duskywing within the Site in order to carry out the Project and
fulfill the requirements of this permit.

(b) Damage up to 9239 m² and destroy up to 86 m² of the habitat of Silver Shiner at the Site and destroy up to 75 m² of Mottled Duskywing habitat at the Site in order to carry out the Project and fulfill the requirements of this permit.

4. **Conditions:** Pursuant to section 17(6) of the ESA, authorizations in section 3 of this permit do not apply unless the Proponent complies with the requirements imposed by conditions in this permit.
5. **Compliance:** Section 36 of the (ESA) provides that non-compliance with the prohibitions in subsections 9(1) and 10(1) of that Act and any provision of this permit constitutes an offence.
6. **Schedules:** The following schedules form part of this permit:
- Schedule A: Conditions
 - Schedule B: Project Location (The Site)
 - Schedule C: Detailed Design Drawings
 - Schedule D: Monitoring Report Specifications
 - Schedule E: William Halton Parkway - New Jersey Tea and Mottled Duskywing Habitat
 - Schedule F: William Halton Parkway - Silver Shiner Habitat

Pursuant to subsection 17(1) of the ESA and in accordance with the criteria in clause 17(2)(c) of the ESA, I hereby issue this permit authorizing the activities described above, subject to the conditions set out herein.



Jeff Yurek
Minister of the Environment, Conservation and
Parks

Date of Issuance: 11/6/21
(dd/mm/yy)

SCHEDULE A: CONDITIONS

Definitions

1. In this permit,

“Annual Report” means an annual report required under condition 19 of this permit;

“Creek” means Sixteen Mile Creek;

“Detailed Design Drawing” means a drawing listed in Schedule C;

“Incidental Encounter” means any encounter at the Site with a species listed in Ontario Regulation 230/08 “Species at Risk in Ontario List”;

“MECP” means the Ministry of the Environment, Conservation and Parks;

“Mottled Duskywing Habitat” means the locations identified in Schedule E;

“Overall Benefit Activities” means the activities described in conditions 15, 16 and 17 that are to be undertaken to create an overall benefit for Silver Shiner and Mottled Duskywing;

“Prescribed Burn” means using a controlled fire to discourage the growth of competitive ground cover and shrub species to facilitate the growth of planted or in-situ seedlings;

“Qualified Professional” means a person who has the education, training, experience and expertise to undertake the requirements of this permit that are to be undertaken or overseen by that person;

“Sediment and Erosion Control Measures” means the measures to control sediment and erosion at the site, as described in condition 9;

“Sediment Inspector” means a person who is registered as a Canadian certified inspector of sediment and erosion control with CISEC Inc.;

“Silver Shiner Habitat” means the locations identified in Schedule F;

“Site” means areas as identified on the map in Schedule B;

“Spill Prevention and Response Management Plan” means the plan specified in condition 9 i) i.; and

“Works” means all activities associated with undertaking the Project at the Site and location of Overall Benefit Activities and the requirements of this permit, including construction of the temporary access roads and crane pads, excavation for pier footings, installation of pier footings, general earth-works, vegetation removal and heavy equipment use.

General

2. The Proponent shall retain a Qualified Professional to:
 - a) Undertake the activities that this permit requires be undertaken by a Qualified Professional; and
 - b) Supervise and assist with other activities required by this permit that are within the purview of a Qualified Professional.
3. The Proponent shall keep a copy of this permit on the Site and location of Overall Benefit Activities and make it available for review by persons working at these locations.
4. The Proponent shall:
 - a) Give a copy of this permit to every Qualified Professional working on the Site, and
 - b) Ensure that a copy of this permit is carried by any person who transports a Species individual under the authority of this permit for the purposes of relocation or providing custodial or veterinary care.
5. The Proponent shall act with due diligence to prevent killing, harming, or harassing individuals of the Species while carrying out the Project and while fulfilling the conditions of this permit.
6. At the request of MECP staff and on reasonable notice, the Proponent shall provide MECP staff and others accompanying them with access to the Site and location of Overall Benefit Activities and any other areas for the purposes of observing the Site and any activities undertaken in relation to this permit. If access is requested to an area not on the Site and not owned by the Proponent, the Proponent shall make reasonable efforts to obtain the requested access. For greater certainty, this condition does not affect the powers of an enforcement officer under the ESA.
7. The Proponent shall notify the MECP immediately by email at SAROntario@ontario.ca, referencing the number of this permit, if the Proponent's name or address changes or if the Proponent:

- a) becomes bankrupt, becomes insolvent or makes an assignment for the benefit of creditors,
- b) has a receiver appointed in respect of it,
- c) takes a step toward dissolution or is amalgamated,
- d) undergoes a change in control or ownership,
- e) takes or is subject to any other thing which adversely affects the Proponent's ability to satisfy this permit, or
- f) is unable to satisfy any of the conditions of this permit.

Mitigation

8. The Proponent shall carry out the Works as follows:

- a) The Works shall be carried out in accordance with the Detailed Design Drawings.
- b) Prior to carrying out any in-stream Works in the Creek, the Proponent shall engage a Qualified Professional to relocate any Silver Shiner within the area of the works, in accordance with the fish handling methods in condition 12 into suitable habitat upstream of the area of the Works.
- c) Prior to carrying out any Works in Mottled Duskywing Habitat, any living New Jersey Tea plants within the Site required to be removed shall be transplanted in accordance with Detailed Design Drawings No. L15, L16 and L17.
- d) Natural stream flows in the Creek shall be maintained without interruption or diminishment when carrying out the Works.
- e) Any vehicle or equipment re-fuelling or maintenance shall be conducted at least 30 metres away from the waters of the Creek and any vehicle or equipment, before entering the waters, shall be free of fluid leaks and externally cleaned or degreased to prevent deleterious substances from entering the waters.
- f) No disturbed soils within Silver Shiner Habitat or Mottled Duskywing Habitat shall be left for more than 30 days without effectively stabilizing the surface using appropriate Sediment and Erosion Control Measures.
- g) Bank and pier footing protection shall incorporate the naturalized techniques shown on drawing BR-2 of the Detailed Design Drawings.
- h) Plants to be retained shall be protected when carrying out the Works with the fencing shown on drawing L3 of the Detailed Design Drawings.

- i) Within one year following the completion of the Works and Overall Benefit Activities,
 - i. any temporary access roads related to the Works at the Site shall be removed and restored in accordance with drawing L8 of the Detailed Design Drawings;
 - ii. temporarily disturbed natural areas of the Site shall be replanted with native species, or species otherwise compatible with the existing site conditions and vegetation community; and
 - iii. all temporary work areas in the Creek shall be restored to re-instate the bed profile and associated edge habitat that existed prior to the commencement of the Works.

Sediment and Erosion Control Measures

- 9. The Proponent shall carry out the following in order to prevent the migration of sediment and deleterious substances from the Site into adjacent natural areas or the Creek:
 - a) prior to beginning any work at the Site, install all sediment and erosion control measures specified in the Detailed Design Drawings, including a double row of non-woven sediment control fencing with straw bales staked in-between at the locations specified in the Detailed Design Drawings and at any other locations on the Site as required;
 - b) maintain the sediment and erosion control measures required under condition 9a) in effective working order until all disturbed soils have been stabilized;
 - c) maintain existing riparian vegetation, wherever possible, to stabilize soils and filter contaminants;
 - d) conduct all in-stream works between July 1 and September 15;
 - e) conduct any in- stream Works in dry conditions with the construction and use of coffer dams within the area of the Works;
 - f) store and stabilize any stockpiled materials, including but not limited to excavated overburden and topsoil, a minimum of 30 metres away from the waters of the Creek;
 - g) discharge any water removed from the Site through pumping to a filtration system located at least 30 metres from the Creek and discharge the water into a well vegetated area;
 - h) stabilize all exposed soils or areas disturbed as a result of the Works in accordance with drawings ESC- to ESC21 and L1 – L17 of the Detailed Design

Drawings, and at any other locations at the Site as necessary in order to stabilize exposed soils;

- i) Implement the following spill prevention and mitigation measures:
 - i. Make available at the Site at all times a spill prevention and response management plan which includes procedures for responding to spills, instructions on where to find the necessary equipment for spill response, and emergency contact numbers.
 - ii. Every person working at the Site shall be provided training on the contents and procedures in the Spill Prevention and Response Management Plan and where to find it in the event of a spill.
 - iii. The release of sediment or other deleterious substance to the Creek shall be reported to the MECP by email at SAROntario@ontario.ca, referencing Permit # AU-C-006-16 within 24 hours;
 - iv. Implement the Spill Prevention and Response Management Plan in the event of a spill.

For greater clarity, requirements under this condition are in addition to any requirements specified under the *Environmental Protection Act* (EPA) and regulations made under said act or any other obligations prescribed by law in relation to spills, including the reporting requirements under s. 92 of the EPA and O. Reg. 675/98.

- 10. Once the Sediment and Erosion Control Measures are installed and until the Site is stabilized in accordance with condition 9 h), the Proponent shall ensure that a Sediment Inspector inspects and maintains the Sediment and Erosion Control Measures in accordance with CAN/CSA-W202-18 and the standard "CAN/CSA-W202-18: Erosion and sediment control inspection and monitoring" published by CSIEC Inc. and as follows:
 - a) An inspection shall be conducted at least once on each day when Works are being carried out, if
 - i. work to be undertaken at the Site within Silver Shiner and Mottled Duskywing Habitat has not been completed; or
 - ii. the Site has not been revegetated.
 - b) An inspection shall be conducted at least once in every two-week period following the completion of the work described in condition 10 a) i.
 - c) An inspection shall be conducted before and after every rainfall or snowmelt event that results in greater than 15mm of precipitation in a 24-hour period.
 - d) In the event of a conflict between the timing of inspections required by CAN/CSA-W202-18 and the timing required by this condition, the condition that provides the most protection to the species shall prevail.

11. Within twenty-four (24) hours of any inspection conducted pursuant to condition 10, the Proponent shall remedy any deficiencies in the Sediment and Erosion Control Measures identified during the inspection. The Proponent shall immediately report to the MECP any deficiencies not remedied within twenty-four hours of such inspection to the MECP by email at SAROntario@ontario.ca, referencing Permit # AU-C-006-16.

Fish Relocation

12. The Proponent shall ensure any relocation of Silver Shiner undertaken in relation to this Permit shall be done in accordance with the following:
- a) A minimum of twenty-four (24) hours notice of any proposed relocation shall be given to the Ministry by email at SAROntario@ontario.ca, referencing Permit # AU-C-006-16.
 - b) Relocation shall be carried out by or under the direction of a Qualified Professional competent in fish identification.
 - c) Any person handling Silver Shiner shall be trained in proper fish handling procedures and equipment.
 - d) Any methods used for the purpose of capturing Silver Shiner shall be non-lethal.
 - e) Each captured Silver Shiner shall be immediately placed in an appropriate container for the purpose of relocation and photographed in a way that illustrates the species' key identifying features.
 - f) A copy of the completed License to Collect Fish for Scientific Purposes – Mandatory Collection Report, required as part of the Licence to Collect Fish for Scientific Purposes issued under the Fish and Wildlife Conservation Act, 1997 shall be retained.

Encounters

13. In the event there are any Silver Shiner or Mottled Duskywing injuries or mortalities associated with the Works or Overall Benefit Activities authorized by this permit, the Proponent shall;
- a) document the location and circumstances surrounding these events and all subsequently related activities taken in respect of the impacted species individuals,
 - b) report the incident together with the information required by condition 13 a) to the MECP at SAROntario@ontario.ca, referencing the permit number, within 48 hours of the incident.

Natural Heritage Information Centre

14. Within three months of any Incidental Encounter, the Proponent shall provide the following information for each member of any such species encountered to the Natural Heritage Information Centre by email at NHICrequests@ontario.ca, which shall include:
- a) the name of species,
 - b) the name and affiliation of the observer,
 - c) the date and time of the observation,
 - d) the location of the observation (UTM coordinate or detailed description), and
 - e) if possible, a digital photograph of the area and species.

Overall Benefit Activities

15. Within two years following the completion of construction of the new bridge structure, the Proponent shall complete the following activities for the purpose of providing an overall benefit to Silver Shiner:
- a) naturalize and plant a minimum of 5,170 m² of floodplain habitat on land that is currently mowed and part of an actively used park immediately adjacent to the Creek in accordance with Detailed Design Drawings L8 and L14;
 - b) stabilize a minimum of 30 linear metres of channel bank along the Creek in accordance with Detailed Design Drawing BR-1; and
 - c) install educational signage at the locations specified in Detailed Design Drawing L8 and L14 that discourages disturbance of the naturalized areas and to direct pedestrians to three controlled creek access points.
16. Within two years of the date of this permit being issued, the Proponent shall complete the following activities for the purpose of providing an overall benefit to Mottled Duskywing:
- a) Create approximately 190 m² of habitat as outlined in Detailed Design Drawings L16 and L17 in an open canopy area in accordance with the following;
 - i. the new habitat area shall include the creation of a raised berm to provide for drainage and a comparable moisture regime, with sufficient depth for transplanting New Jersey Tea, and appropriate 'weed-free' soils;
 - ii. plant the new habitat area with any New Jersey Tea described in condition 8 c), and supplement with nursery stock grown from locally sourced compatible seed mix; and

- iii. create excavated depressions lined with clay near the outer edges of the berm.
 - b) Restore 250 m² of habitat along the valley rim within the Town of Oakville Natural Heritage System lands in accordance with the following;
 - i. remove invasive and aggressive shrubs;
 - ii. selectively remove individual trees and limbs of trees (including 'painting' of cut stumps and stems to prevent re-growth) for the purpose of opening the canopy;
 - iii. plant New Jersey Tea nursery stock in areas where existing root masses and ground cover growth allow; and
 - iv. use Prescribed Burns, where permitted and possible.
17. During the three years when monitoring is required under condition 18, the Proponent shall inspect and replace any dead or dying plantings required by this Permit in order to achieve an 80% or greater survival rate of those plantings.

Monitoring

18. The Proponent shall conduct monitoring and carry out corrective actions as required under condition 17 from a period beginning with the issuance of the permit and concluding three (3) years following the completion of the Works and Overall Benefit Activities. This monitoring shall be sufficient to result in the collection or development of the information specified in Schedule D and shall be in accordance with the following:
- a) the floodplain planting carried out under condition 15 a) shall be monitored by a Qualified Professional to determine the survival rate of the plantings.
 - b) the bank stabilization carried out under condition 15 b) shall be inspected by a Qualified Professional post-completion to assess and confirm stability and vegetation survival and growth.
 - c) following completion of the berm construction and habitat enhancement required under conditions 16 a) and 16 b), the resulting habitat shall be monitored at least twice annually by a Qualified Professional for the purpose of evaluating site conditions to document the plant survival, health and growth, and any invasion of competing species.
 - d) during the monitoring required under condition 18 c), photographs shall be taken of any Mottled Duskywing adults and caterpillars observed and the location of the observations shall be recorded.
 - e) The Proponent shall maintain records of inspections and maintenance of the works required by this permit, which shall be made available for review by the MECP, upon request. Each record shall include the name of the inspector, date

of inspection, and the remedial measures, if any, undertaken to maintain the works.

Annual Report

19. The Proponent shall prepare and submit to the Ministry by email at SAROntario@ontario.ca, referencing Permit #: AU-C-006-16 annual reports in accordance with the following:
- a) an annual report for the year in which Works are commenced for the first time shall be submitted by January 31 of the following the year.
 - b) an annual report for each year following the year in Condition 19 a) shall be submitted by January 31 of the following the year, until three years following completion of the Works.
 - c) if any fish relocation occurred as part of condition 12 during a given year, the annual report for that year shall include the Licence to Collect Fish for Scientific Purposes – Mandatory Collection Report required under condition 12 f) and photographs taken under 12 e).
 - d) the annual reports shall include all the information described in condition 18, and Schedule D related to the Site, Works, and Overall Benefit Activities for the year of report.

Final Report

20. In the final year for which an Annual Report is required, the Proponent shall also submit a final report, which shall include a summary of the information submitted in all the Annual Reports submitted under condition 20 and a final analysis of the effectiveness of Overall Benefit and mitigation activities.

SCHEDULE B: PROJECT LOCATION (THE SITE)



SCHEDULE C: DETAILED DESIGN DRAWINGS

HALTON REGION – WILLIAM HALTON PARKWAY THIRD LINE TO NEYAGAWA BLVD.

DRAWING LIST

SHEET NO.	DESCRIPTION	DATE
	BOOK 1	
	TITLE SHEET	July 6, 2020
1	BREAKDOWN OF MAIN ITEMS AND INDEX –THIRD LINE TO NEYAGAWA BLVD.	
2	LEGEND - THIRD LINE TO NEYAGAWA BLVD.	
	ENVIRONMENTAL, EROSION & SEDIMENT CONTROL	
	STAGE 1	
ESC1	ENVIRONMENTAL, EROSION AND SEDIMENT CONTROL DETAILS	30/06/20
ESC2	ENVIRONMENTAL, EROSION AND SEDIMENT CONTROL DETAILS	30/06/20
ESC3	ENVIRONMENTAL, EROSION AND SEDIMENT CONTROL DETAILS	30/06/20
ESC4	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL/CONSTRUCTION STAGING, STAGE 1	30/06/20
ESC5	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 1	30/06/20
ESC6	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 1	30/06/20
ESC7	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 1	30/06/20
ESC8	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 1	30/06/20
ESC9	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 1 – TYPICAL SECTIONS	30/06/20
	STAGE 2 – PHASE 1	
ESC10	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 1	30/06/20
ESC11	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 1	30/06/20
ESC12	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 1	30/06/20
ESC13	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 1	30/06/20

ESC14	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 1	30/06/20
	STAGE 2 – PHASE 2	30/06/20
ESC15	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 2	30/06/20
ESC16	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 2	30/06/20
	STAGE 2 — PHASE 3	
ESC17	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 3	30/06/20
ESC18	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, STAGE 2 – PHASE 3	30/06/20
	AREA PRIORITY PLAN	
ESC19	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, AREA PRIORITY PLAN	30/06/20
ESC20	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, AREA PRIORITY PLAN	30/06/20
ESC21	ENVIRONMENTAL, SEDIMENT AND EROSION CONTROL / CONSTRUCTION STAGING, AREA PRIORITY PLAN	30/06/20
	LANDSCAPING	
L1	LANDSCAPE PLAN – STA. 12+167 TO 12+740	30/06/20
L2	LANDSCAPE PLAN – STA. 12+740 TO 13+040	30/06/20
L3	LANDSCAPE PLAN – STA. 13+040 TO 13+620	30/06/20
L4	LANDSCAPE PLAN – STA. 13+620 TO 14+220	30/06/20
L5	LANDSCAPE PLAN – STA. 14+220 TO 14+820	30/06/20
L6	LANDSCAPE PLAN – STA. 14+820 TO 15+120	30/06/20
L7	LANDSCAPE PLAN – STA. 15+120 TO 15+700	30/06/20
L8	LANDSCAPE PLAN – ACCESS ROAD RESTORATION	30/06/20
L9	LANDSCAPE PLAN – WOODLAND PLANTING ENLARGEMENT	30/06/20
L10	LANDSCAPE PLAN – LANDSCAPE DETAILS	30/06/20
L11	LANDSCAPE PLAN – STA. 13+620 TO 14+220	30/06/20
L12	LANDSCAPE PLAN – PLANTING	30/06/20
L13	LANDSCAPE PLAN – PLANTING DETAILS	30/06/20
L14	LANDSCAPE PLAN – LANDSCAPE DETAILS	30/06/20
L15	LANDSCAPE PLAN – LANDSCAPE NOTES	30/06/20
L16	LANDSCAPE PLAN – LANDSCAPE NOTES	13/05/21
L17	LANDSCAPE PLAN – MODU PLANTING	30/06/20
	SIXTEEN MILE CREEK BANK RESTORATION	

BR-1	SIXTEEN MILE CREEK CHANNEL BANK REHABILITATION PLAN AND DETAILS	31/03/20
BR-2	SIXTEEN MILE CREEK EROSION PROTECTION	31/03/20

SCHEDULE D: MONITORING REPORT SPECIFICATIONS

At a minimum, the Annual Reports required by Condition 19 shall contain all details described under the headings below. Additional information in relation to monitoring may be outlined in Schedule A or requested by the Ministry.

Site Conditions

- Submit photographs and a description of the Site prior to construction;
- Document the extent and condition of Silver Shiner and Mottled Duskywing habitat currently present at the Site for the current reporting year;
- Document and discuss all post-construction Site conditions
- Include the results of any and all monitoring conducted, including:
 - o Viability/survival rates of any planted vegetation;
 - o Stability, integrity, and condition of all constructed and/or natural features;
- Survey of the current condition of all habitat impacted by the permit to identify any erosion issues or other problems that may be resulting in negative impacts to the habitat; and
- Provide documentation detailing any occurrences of species listed in Ontario Regulation 230/08 "Species at Risk in Ontario List that were encountered during the reporting year.

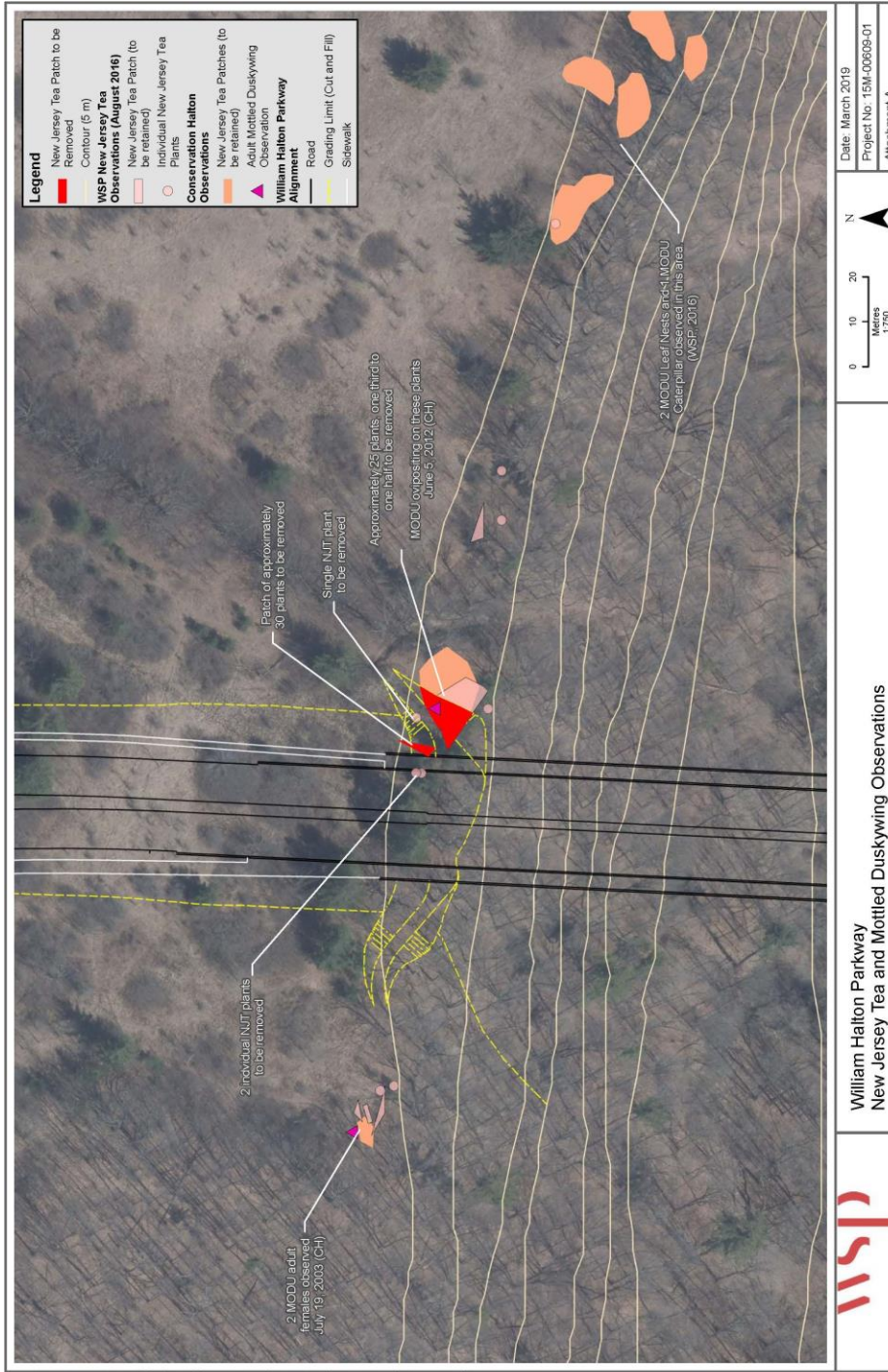
Mitigation Measures

- Document how successful (or unsuccessful) the actions taken during construction were in meeting the conditions of this permit in regard to mitigating impacts to the species and/or its habitat;
- If applicable, discuss any modifications to the actions that were implemented during the current reporting year, as well as a rationale for the modifications;
- Provide a summary of any incidents that occurred during the current reporting year (e.g. sediment spills) and provide a description of the actions that were taken to remediate the issues;
- Include a summary and rationale describing any requested amendments or extensions that resulted in a change to the permit; and
- If applicable, identify any significant problems encountered and remedial actions taken or proposed to correct those problems.

Overall Benefit

- Document the Overall Benefit Activities that were implemented during the current reporting year and describe how they were completed/constructed as per this permit, including documentation of channel realignment and remediation, riparian enhancement/restoration and bank stabilization success and any maintenance/replacement of plants that died, and include photographs where relevant;
- If applicable, describe any modifications and/or changes made to the Overall Benefit Activities in this permit, as well as a rationale for the modifications; and
- Document and discuss if the Overall Benefit Activities are functioning as intended.

**SCHEDULE E: WILLIAM HALTON PARKWAY - NEW JERSEY TEA AND MOTTLED
DUSKYWING HABITAT**



SCHEDULE F: WILLIAM HALTON PARKWAY - SILVER SHINER HABITAT



REPORT TO: Conservation Halton's Board of Directors

REPORT NO: CHBD 06 22 09

FROM: Kellie McCormack, Director, Planning and Regulations

DATE: May 20, 2022

SUBJECT: Conservation Halton's Guidelines for Slope Stability Assessments for Valleys, 2022 and Physical Top of Bank Staking Protocol
CH File No.: ADM 363

Recommendation

THAT the Conservation Halton Board of Directors **approves the documents entitled "Conservation Halton Guidelines for Slope Stability Assessments for Valleys, 2022" and "Conservation Halton Physical Top of Bank Staking Protocol";**

And

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled "Conservation Halton's Guidelines for Slope Stability Assessments for Valleys, 2022 and Physical Top of Bank Staking Protocol".**

Executive Summary

Conservation Halton (CH) staff is seeking approval from the Board of Directors for the 'Conservation Halton Guidelines for Slope Stability Assessments for Valleys, 2022' (Appendix H) and the 'Conservation Halton Physical Top of Bank Staking Protocol' (Appendix I). The Guidelines will provide applicants with a clear and transparent understanding of CH's requirements and expectations for technical engineering submissions associated with slope stability assessments. It is anticipated that the Guidelines will lead to better quality submissions, quicker and more consistent reviews, fewer resubmissions, and faster approval times. The Protocol will provide clarity to applicants on CH's top of bank staking process and the factors considered by staff when establishing the location of the physical top of bank in the field. From 2019 to 2022, staff engaged with municipal partners, neighbouring conservation authorities, and select BILD-identified consultants, as well as consulted with the broader public. Valuable feedback was obtained and incorporated into the final versions of both documents.

Report

Background

CH's previous strategic plan "Metamorphosis", as well as the current plan "Momentum", established targets and measures for a range of CH's programs and services, including targets for planning and permit response times. Over the past few years, several initiatives have been carried out by the

Planning and Regulations team to streamline plan review and permitting processes and to improve service delivery, including updating and developing new technical submissions guidelines.

Technical submissions guidelines will provide applicants with a clear and transparent understanding of CH's requirements and expectations for technical submissions. They will provide direction and outline approaches that can be used to satisfy CH's planning and permitting requirements and Board-approved policies. It is anticipated that these guidelines will lead to better quality submissions, quicker and more consistent reviews, fewer resubmissions, and faster approval times. The guidelines are specific to CH and do not replace or supersede federal, provincial, or municipal requirements.

In 2021, the CH Board approved technical submissions guidelines for Landscaping and Rehabilitation Plans (Report # 6.1 CHBD 05 21 03) and for Stormwater Management Engineering Submissions (Report # 6.1 CHBD 08 21 13).

The purpose of this report is to provide the CH Board with an update on and to seek approval for the 'Conservation Halton Guidelines for Slope Stability Assessments for Valleys' (Appendix I), as well as the 'Conservation Halton Physical Top of Bank Staking Protocol' (Appendix J).

Purpose and Objectives

The purpose of the 'Conservation Halton Guidelines for Slope Stability Assessments for Valleys' is to:

- Identify CH's regulatory and technical requirements for a Slope Stability Assessment submissions; and
- Outline CH's key expectations for Slope Stability Assessments.

The document focuses primarily on CH's expectations related to slope stability assessments. However, other disciplines may also provide relevant direction for certain aspects of slope stability assessment, such as water resources engineering, fluvial geomorphology, hydrogeology, and ecological restoration.

These guidelines will apply to all slope stability assessment submissions associated with planning and permitting applications and provide guidance to qualified professionals tasked with preparing slope stability assessments. Adhering to the guidelines will help CH staff assess the technical merits of a slope stability assessment and facilitate quicker and more consistent reviews.

The Physical Top of Bank Staking Protocol (Appendix I) was developed to support the implementation of the Slope Stability Assessment Guideline (Appendix H). The protocol lays out the steps and process for top of bank stakings in CH's watershed, as well as the factors considered by staff when establishing the location of the physical top of bank in the field.

Overview

The Guidelines are divided into five sections and supporting appendices:

Section 1 – Introduction – Outlines CH's role in slope stability review and how it relates to the planning and regulatory process.

Section 2 – Stable Top of Bank Assessments – Outlines CH’s objectives and criteria for field evaluations, sampling, topographic information, slope cross-sections, allowances and submission requirements

Section 3 – Existing Valley Development – Outlines requirements related to existing development on slopes.

Section 4 – Hydrologic Modelling Requirements – Outlines the technical recommendations for hydrologic modelling and associated hydraulic calculations.

Appendix A – Definitions – Provides definitions of all technical terms.

Appendix B – Slope Stability Rating Chart – Provides a quick reference of standard values used in assessments accepted by CH.

The Protocol is a brief document that describes CH’s current practice for staking the physical top of bank of river and stream valleys in the field. It also includes administrative procedures or steps to be undertaken by the proponent and CH staff prior to and after the staking exercise. Typically, a top of bank staking takes place as part of CH’s permitting process or through the planning process.

Key Stakeholder Engagement and Public Consultations

Starting in summer 2019 through to 2022, staff engaged in focused consultations with municipal partners, conservation authorities within the Greater Golden Horseshoe, and select BILD-identified consultants. Broader public consultation was carried out in early summer 2022, by posting a draft of the Guidelines and Protocol on CH’s website publicly for a 30-day comment period.

Valuable feedback was obtained through meetings, discussions, and written correspondence. Key feedback included requests for more direction on CH’s requirements, clarification on some of the described approaches and need for flexibility. The feedback received was incorporated into the final versions of the Guidelines and Protocol.

Recommendation

The ‘Conservation Halton Guidelines for Slope Stability Assessments for Valleys’ (Appendix H) outline CH’s expectations and minimum requirements when a slope stability assessment is required. It is anticipated that use of these Guidelines will lead to better quality submissions, quicker and more consistent reviews, fewer resubmissions, and faster approval times. The ‘Conservation Halton Physical Top of Bank Staking Protocol’ (Appendix I) will provide applicants with clarity on CH’s the top of bank staking process. Staff recommends that the Board of Directors approve the Guidelines and Protocol. Once approved, the Guidelines and Protocol will be publicly accessible on CH’s webpage and used by CH staff in the engineering review of slope stability assessment submissions.

Impact on Strategic Priorities

This report supports the Momentum priorities of Science, Conservation and Restoration, and Natural Hazards and Water.

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Kellie McCormack
Director, Planning and Watershed Management

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Janette Brenner, Senior Manager, Water Resources
Engineering; 905-336-1158 x2262; jbrenner@hrca.on.ca

Leah Smith, Manager, Environmental Planning;
905-336-1158 x2235; lsmith@hrca.on.ca



Conservation Halton Guidelines for Slope Stability Assessments for Valleys

August 2022 - FINAL

Version 1.0

Final



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CONSERVATION HALTON GUIDELINES

Conservation Halton (CH) strives to protect life and property from natural hazards such as flooding and erosion and to prevent environmental degradation, loss of natural features and their ecological and hydrological functions, and pollution near or within natural features. To do this, CH undertakes a wide range of programs and services.

In the planning and development process, CH exercises the following roles and responsibilities:

- A regulatory agency under Section 28 of the *Conservation Authorities Act*;
- A body with delegated authority under Section 3 of the Provincial Policy Statement, to represent the 'Provincial Interest' regarding natural hazards in the review of municipal policy documents and planning applications under the *Planning Act*;
- A public commenting body under the *Planning Act*, *Clean Water Act* and other Acts and Provincial Plans;
- A service provider for environmental advice and technical clearance to municipalities in accordance with signed *Memoranda of Agreement*;
- A resource management agency operating on a local watershed basis; and
- A landowner in the watershed.

CH's Planning and Regulations staff (i.e., environmental planners, regulations officers, ecologists, water resource engineers, technologists, and hydrogeologists) work together on interdisciplinary teams to deliver timely and comprehensive reviews and advice to provincial agencies, municipalities and landowners across CH's jurisdiction.

Through recent changes to the *Conservation Authorities Act* and enactment of Ontario Regulation 686/21, the Province identified and confirmed the programs and services that are mandatory for a Conservation Authority (CA) to undertake (i.e., Category 1 programs and services), which includes a range of programs and services related to managing risks associated with natural hazards. This includes a CA's Provincially delegated responsibility to comment on applications made under the *Planning Act*, as well as to provide comments, technical support, or information to a planning authority under the *Planning Act*, to ensure decisions are consistent with the natural hazard policies of the PPS and conform with the natural hazard policies of provincial plans.

Section 28 (1) of the Conservation Authorities Act allows conservation authorities to make regulations to protect life and property from natural hazards. CH's regulation is Ontario Regulation 162/06. Under Ontario Regulation 162/06, CH regulates:

- All development in or adjacent to river or stream valleys, wetlands and surrounding lands where development could interfere with the hydrologic function of the wetland, Lake Ontario shorelines, and hazardous lands such as karst and any prescribed allowances
- Alterations to a river, creek, stream or watercourse; and
- Interference with wetlands.

Permission is required from CH for undertaking the above noted works within regulated areas. Any development, which in the opinion of the CA, does not affect the control of flooding, erosion, pollution, conservation of land, or dynamic beaches may be approved or approved with conditions. Interference to watercourses and wetlands may be approved, approved with conditions, or refused. CH's Board-approved Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document outlines the policies and technical requirements which must be met before permission may be granted. As part of a CH permit application, an applicant must demonstrate that CH's Board-approved policies and technical standards can be met.

CH also provides technical advice to its municipal partners on a range of environmental matters through service agreements or Memoranda of Understanding/Agreement (MOU/MOA). Technical advice is also provided to municipal partners in CH's capacity as a public commenting body and a resources management agency.

These Guidelines provide clear expectations regarding the criteria and approaches that are acceptable to CH and are used by staff to assess the technical merits of slope stability assessments. Applicants proposing development within, or near, confined or semi-confined valleys, must follow these Guidelines. By doing so, quicker and more consistent reviews, fewer resubmissions, and faster approvals are anticipated.

These Guidelines are specific to CH and do not replace or supersede any other federal, provincial, or municipal requirement.

OBJECTIVE	<p>The purpose of the Guidelines for Slope Stability Assessments for Valleys is to:</p> <ul style="list-style-type: none"> • Identify CH's requirements for a Slope Stability Assessment submission; and • Outline CH's key expectations for Slope Stability Assessments.
APPLICATION & USE	<p>Applies to all slope stability engineering submissions associated with <i>Planning Act</i> and <i>Ontario Regulation 162/06</i> permit applications. These Guidelines have been developed for:</p> <ul style="list-style-type: none"> • Qualified professionals such as geotechnical engineers and other qualified persons tasked to guide the preparation of slope stability assessments • CH staff to facilitate quicker and more consistent reviews and assess the technical merits of slope stability assessments • Landowners when considering new or altered development
ADDITIONAL REFERENCE MATERIALS (to be read in conjunction with this document)	<ul style="list-style-type: none"> • Ontario Regulation 162/06 Halton Region Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, 2006 • Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document (November 26, 2020). • Provincial Policy Statement, Section 3.1 (2020) • Technical Guide - River and Stream Systems: Erosion Hazard Limit, Ministry of Natural Resources, 2002 • Geotechnical Principles for Stable Slopes, Terraprobe Limited and Aqua Solutions, June 1998
VERSION	<p>Version 1.0</p> <p>This version of the Guidelines for Slope Stability Assessments for Valleys was presented and endorsed by the Board of Directors on XXXX, 2020.</p>

	The Guidelines may be updated from time to time. For more information, visit https://www.conservationhalton.ca/policies-and-guidelines .
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Abbreviations

The following table lists the various abbreviations used within this document:

TABLE 0-1: LIST OF ABBREVIATIONS

CH	Conservation Halton	O. Reg 162/06	Ontario Regulation 162/06
FOS	Factor of Safety	STOB	Stable Top of Bank
OLS	Ontario Land Surveyor	TOB	Top of Bank

Section 1 Introduction

Streams and valleys are dynamic systems that are subject to erosive forces, including instream erosion and surface erosion, as well as unstable slopes. These areas are regulated under Ontario Regulation 162/06 (O.Reg 162/06). When development is proposed within or near a confined or semi-confined valley system an assessment of erosion hazards may be required. The assessment is used to ensure that new development is located away from areas susceptible to erosion hazards where there is an unacceptable risk to public health or safety or property damage or to ensure that development associated with existing uses does not create new or aggravate existing hazards.

The purpose of this guideline is to:

- Identify Conservation Halton's (CH) requirements for Slope Stability Assessments; and
- Outline CH's key expectations for Slope Stability Assessments.

This document focuses primarily on CH's expectations related to slope stability assessments. Other disciplines may also be relevant such as water resource engineering, fluvial geomorphology, hydrogeology and ecological restoration. Consultation with Conservation Halton is advised to ensure the appropriate guidelines are used.

1.1 Document Outline

This document is divided into three sections.

- **Section 1 – Introduction** – Provides an overview of Conservation Halton's role in the review of slope stability assessments and general requirements for assessments.
- **Section 2 – Stable Top of Bank Assessments** – Outlines requirements for establishing the location of the *stable top of bank*.
- **Section 3 – Existing Development on the Valley Slope** – Outlines requirements for assessing potential slope stability impacts resulting from alterations to existing development within valleys.

These guidelines are not intended to be a comprehensive document on slope stability assessments but rather to act as a complement to provincial documents, accepted geotechnical principles, and technical literature.

These Guidelines are specific to CH and do not replace or supersede any other federal, provincial or municipal requirement. Pre-consultation with CH and municipal agency staff is encouraged in conjunction with the use of this document.

1.2 Conservation Halton's Role in Reviewing Slope Stability Assessments

CH protects, manages, and enhances the area within its jurisdiction (see Figure 1-1) through a wide variety of programs and services, including the administration of regulations and the provision of planning services.

Section 28 (1) of the Conservation Authorities Act allows conservation authorities to make regulations to protect life and property from natural hazards. CH's regulation is Ontario Regulation 162/06. Under Ontario Regulation 162/06 (O. Reg. 162/06), CH regulates:

- All development in or adjacent to river or stream valleys, wetlands and surrounding lands where development could interfere with the hydrologic function of the wetland, Lake Ontario shorelines, or hazardous lands such as karst and any associated allowances;
- Alterations to a river, creek, stream or watercourse; and
- Interference with wetlands.

Permission is required from CH for undertaking any development within regulated areas. "Development" means,

- a) the construction, reconstruction, erection or placing of a building or structure of any kind,
- b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- c) site grading, or
- d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

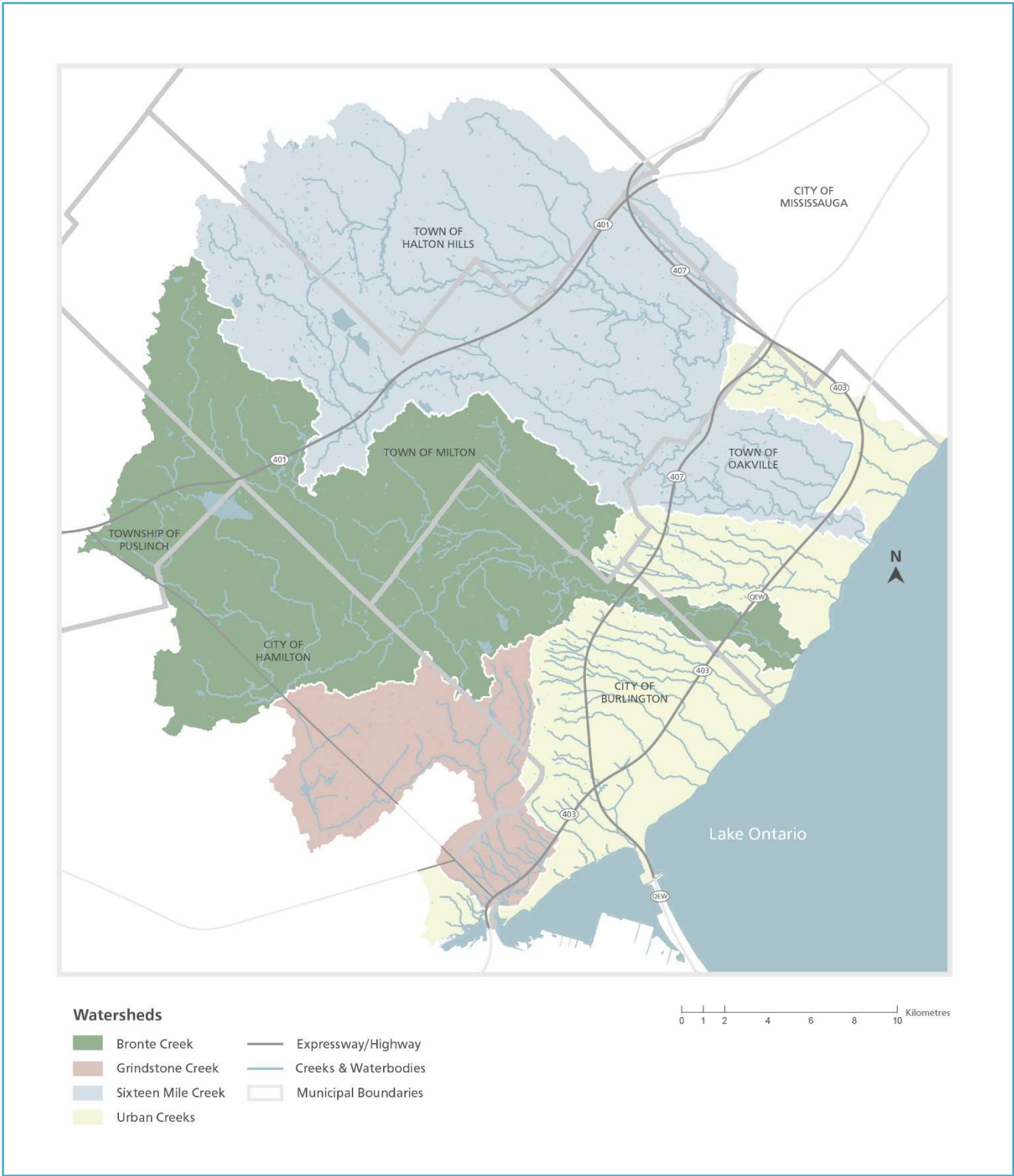


Grindstone Creek

Permission may be granted where the control of flooding, erosion, dynamic beaches, pollution or the conservation of land will not be affected by the development. CH's Board-approved *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document* (2020) outlines the policies and technical requirements which must be met before permission may be granted. As part of a CH permit application, an applicant must demonstrate that CH's Board-approved policies and technical standards can be met to the satisfaction of CH.

In addition, CH provides plan review services to municipalities for environmental advice and technical clearance. CH has delegated authority from the Ministry of Northern Development, Mines, Natural Resources and Forestry to represent the 'Provincial Interest' regarding natural hazards, as outlined in Section 3.1 of the Provincial Policy Statement, in the review of municipal policy documents and planning applications under the *Planning Act*. CH's review of slope stability assessments provides for a streamlined and integrated assessment of the merits of the proposal that is linked to all of CH roles and responsibilities.

FIGURE 1-1 CONSERVATION HALTON WATERSHEDS

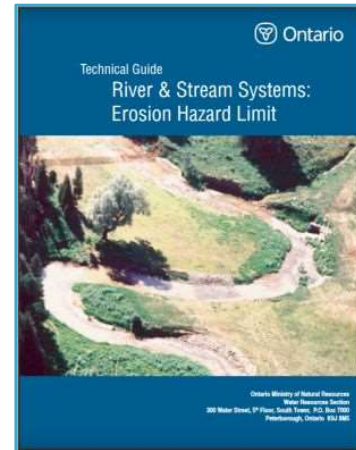


1.3 Qualified Professional(s) and Standard Industry Practices

As outlined in Section 2.1, CH staff will determine through a site visit or based on previous knowledge / information for a site if a slope stability assessment is required. The slope stability assessment must be completed by a qualified geotechnical engineer (P.Eng.) and may require input from a hydrogeologist, fluvial geomorphologist (P. Geo.), Ontario Land Surveyor (OLS), water resources engineer (P.Eng.), structural engineer (P.Eng), arborist, and/or ecologist. The final report must be signed, dated and sealed by a Professional Engineer.

The qualified professionals working on a slope stability assessment for submission to CH must be familiar with standard industry practices, including the following documents:

- **Technical Guide - River and Stream Systems: Erosion Hazard Limit** (Ministry of Natural Resources, 2002) (hereafter referred to as MNR Technical Guide); and
- **Geotechnical Principles for Stable Slopes** (Terraprobe Limited and Aqua Solutions, June 1998) (hereafter referred to as Principles Document).



1.4 Validity of the Report

A Slope Stability Assessment is typically considered valid for a period of up to 10 years provided the following criteria can be met:

- No disturbance (natural or human-caused) on or in the immediate vicinity of the slope;
- No changes in the level of imperviousness of the lands draining to the slope;
- No changes to stormwater outlet locations and/or local drainage conditions; and
- No changes in toe erosion potential.

CH staff must be consulted prior to relying on a slope stability assessment report that was previously prepared for a prior project on the site to verify if the assumptions and findings are still valid.

Information from an existing report may be re-used within an updated or scoped new report, subject to validation by the qualified professional. The updated report must clearly state the source and date of any information used from a previous assessment.

Section 2 Stable Top of Bank Assessments

This section outlines CH's expectations related to studies establishing the location of the stable top of bank.

2.1 Components of the Stable Top of Bank and Regulated Area

As part of the *stable top of bank* (STOB) analysis, the consultant is required to assess the following:

- The physical *top of bank*;
- *Toe erosion allowance*; and
- *Stable slope allowance*.

The physical *top of bank* is typically identified and staked by CH staff in the field. If a physical *top of bank* (TOB) staking is conducted, it will be done in coordination with a qualified Ontario Land Surveyor (OLS). Staff will determine at that time whether additional study by the applicant is required to determine if the physical TOB is stable and confirm the location of the STOB. Please refer to *Conservation Halton Physical Top of Bank Staking Protocol* (2022) for more guidance on how to stake the TOB.

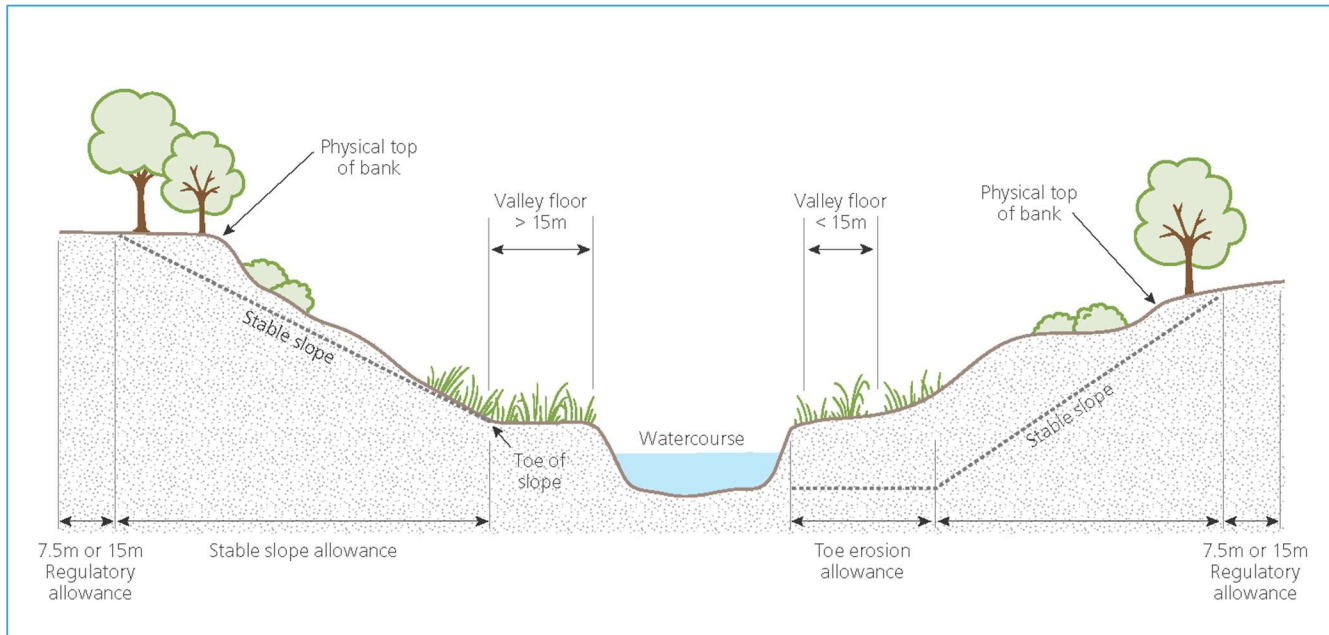
Toe erosion allowances provide setbacks from watercourses sufficient to account for lateral stream migration and are required where a watercourse is within 15 metres of the *toe of slope*, (Figure 2). The width of the allowance is determined by examining the abutting watercourse feature. The composition of its bed and bank materials and whether the watercourse is actively eroding is used to select the appropriate allowance and establish the location of the stable *toe of slope*. Additional discussion on this procedure is included in Sections 2.2 through 2.5 below.

Measured from the stable *toe of slope*, the *stable slope allowance* accommodates stable slope inclinations, which are based on soil, rock, groundwater and other site conditions. Additional discussion is included in Sections 2.1 - 2.4 and Section 2.6.

As per *O.Reg. 162/06*, a regulatory allowance of 7.5 m (24.6 ft.) for minor valley systems and 15 m (49.2 ft.) for major valley systems (i.e., Grindstone, Bronte, and Sixteen Mile Creeks and their tributaries) is applied from the STOB to establish the limits of CH's regulated area associated with a *confined valley system*. CH staff must be consulted to confirm the appropriate allowance. A 6 m (19.7 ft.) erosion access allowance which provides for emergency and maintenance access to the valley lands and as further described within the MNR Technical Guide, is incorporated within CH's regulatory allowance.

CH's regulation limit extends from the greater of the physical top of bank as staked in the field or the stable top of bank as determined by a geotechnical slope stability assessment.

Figure 2-1 illustrates the components of a *confined valley* system.

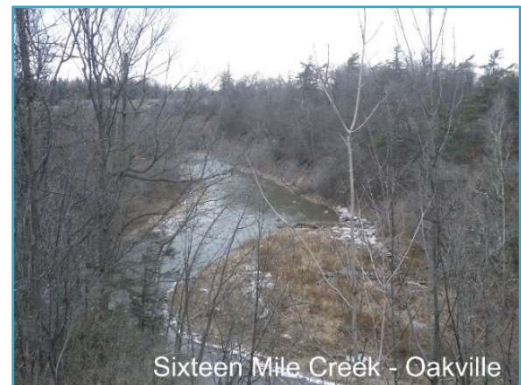
FIGURE 2-1 CONFINED VALLEY SYSTEM

2.2 Field Evaluation & Sample Analysis

The level of investigation undertaken is dependant on several factors and must be justified by the qualified professional with the assistance of a completed Slope Stability Rating Chart (Appendix B) from the MNR Technical Guide. While the Slope Stability Rating Chart is used as a guide in selecting a reasonable level of investigation, staff may request a more robust/additional analysis where deemed appropriate or concerns identified (i.e., inconsistencies in topography, high-risk areas, documented slope failures, etc.).

Field inspections conducted by the qualified professional must evaluate the following components:

- evidence of slope instability,
- location of watercourse feature(s) relative to toe of slope,
- evidence of seepage on the slope,
- evidence of concentrated flow on the slope,
- vegetation condition on the slope,
- evidence of erosion at the slope toe, face or crest, and
- boreholes to determine soil subsurface conditions, if necessary.



Laboratory analysis of soil samples collected from boreholes must be undertaken to establish the properties of the soils, such as grain size distribution, unit weights, etc. Conservative values based on standard industry practices must be assumed within the assessment if laboratory analysis is not completed.

Rock coring and analysis will be required if a stable inclination steeper than 1.4:1 is proposed for shale bedrock.

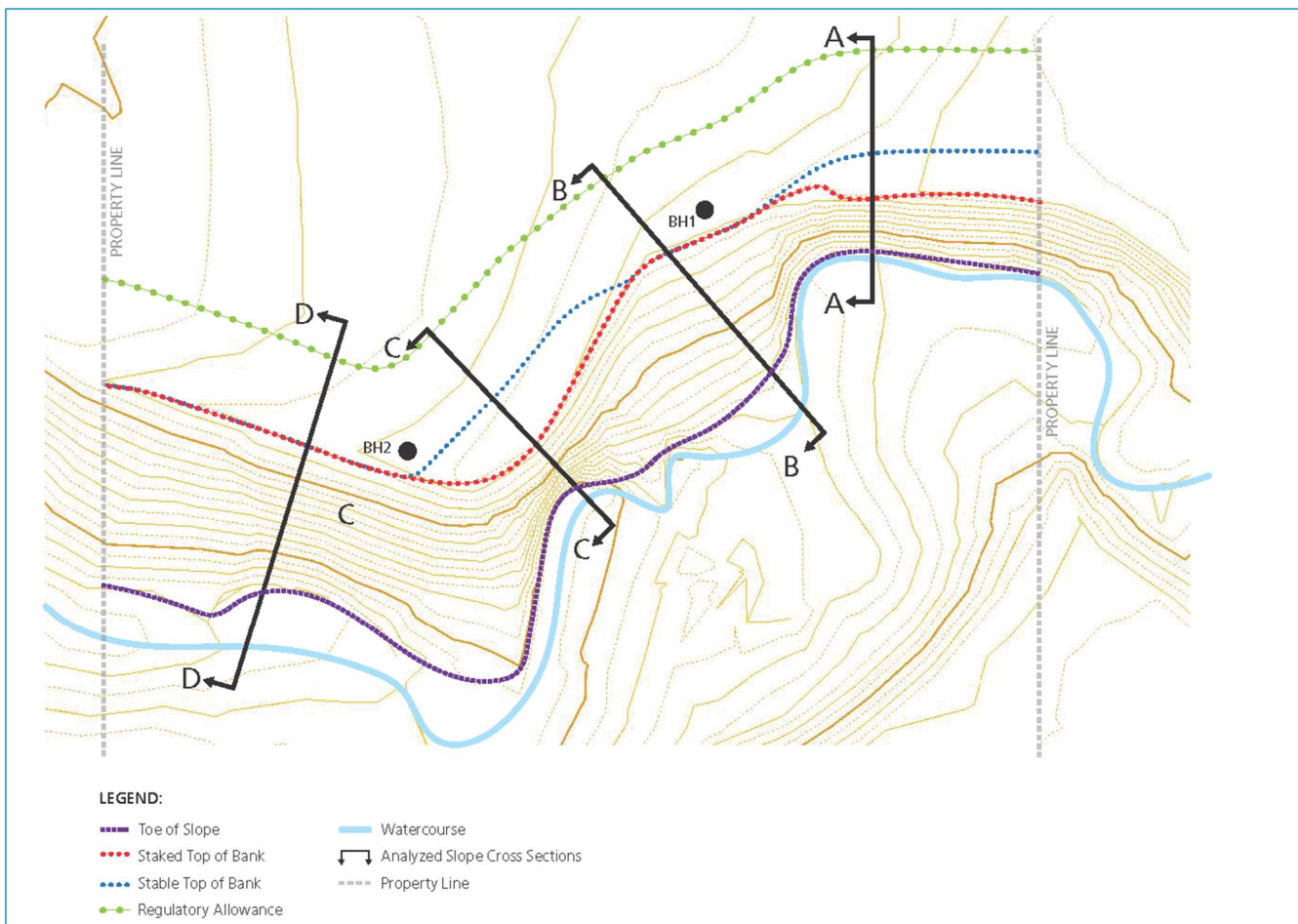
2.3 Topographic Information

A topographical survey must be completed by an Ontario Land Surveyor (OLS) or qualified engineer (P.Eng.). Additional field measurements by the qualified professional may be used to augment and confirm available survey information.

The topographical data must be used to generate the analysed slope cross-sections. It will also typically be used to illustrate in plan view the findings of the analysis and other relevant aspects of the site assessment (Figure 2-2).



FIGURE 2-2 TYPICAL PLAN VIEW



2.4 Slope Cross-sections

The number of sections analyzed must be based on sound engineering judgment with the justification documented in the report. Cross-sections must represent both typical conditions and the most critical area(s) of the slope. Examples of the critical areas are:

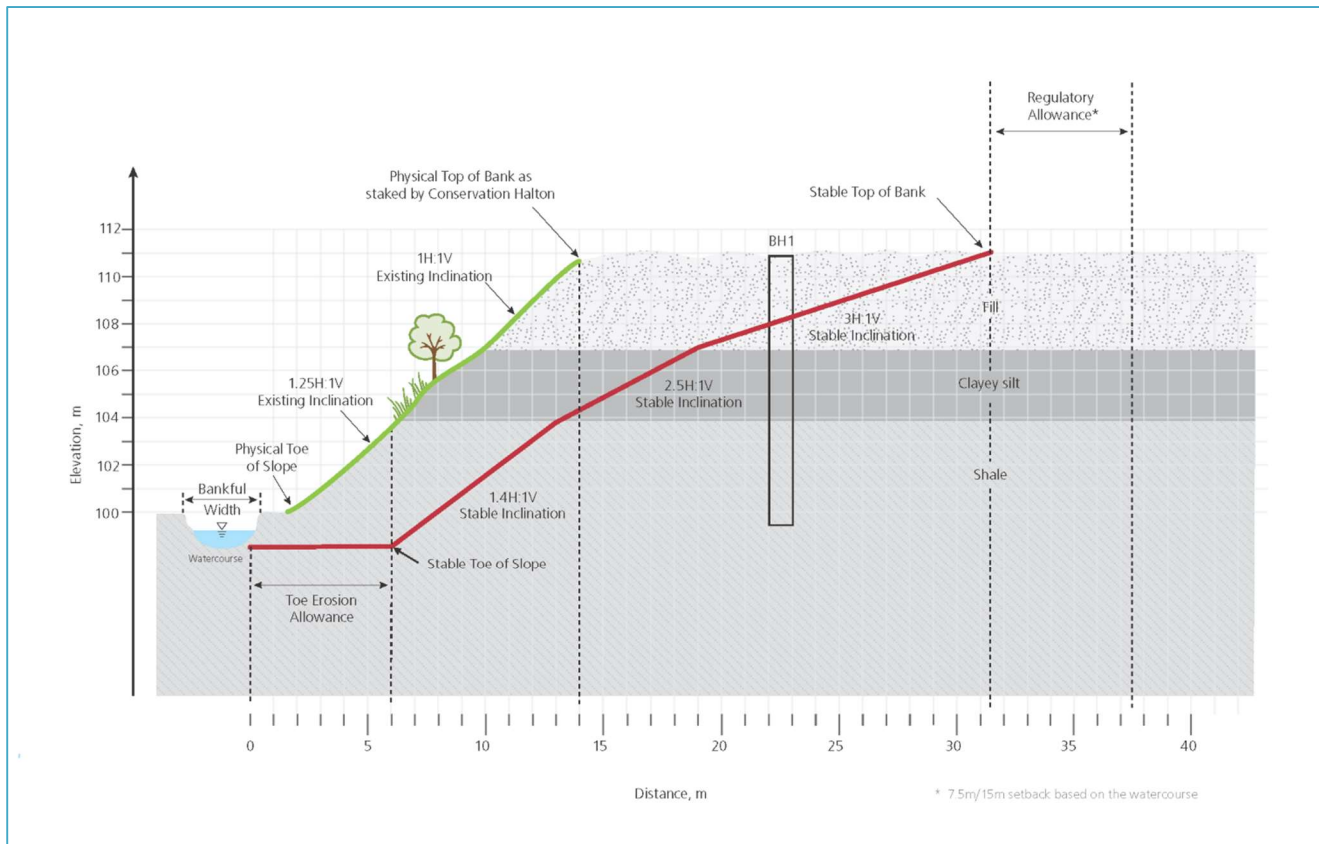
- steep portions of the slope,
- seepage locations,
- greatest toe erosion potential,
- existing drainage feature,
- slope surface erosion,
- existing structure including foundation details,
- excavation and restoration areas,
- overland flow route locations, and/or
- fill slopes.

Each section must be drawn to scale and at a size that is easy to read/understand. Each cross-section must illustrate:

- existing topography,
- soil/bedrock stratigraphy,
- borehole location, if applicable,
- watercourse,
- toe erosion allowance,
- stable slope inclinations,
- stable top of bank,
- points surveyed,
- regulatory allowance (as provided by CH),
- development setbacks (as provided by CH), if applicable, and
- existing and proposed development, if applicable.

Figure 2-3 illustrates a typical cross-section.

FIGURE 2-3 TYPICAL CROSS-SECTION



Note: Cross-section details may be provided on Factor of Safety Analysis figures as per Section 2.6.

2.5 Toe Erosion Allowance

A *toe erosion allowance* provides a setback from the watercourse bank sufficient to account for the lateral migration of the stream over a 100 year period. Where the toe of the slope is within 15 m (49.2 ft.) of the watercourse bank, a *toe erosion allowance* assessment in accordance with the MNR Technical Guide must be provided.

The most common method of establishing the *toe erosion allowance* is based on soil types and hydraulic processes as described in the MNR Technical Guide and shown in Table 2-1; however, a qualified professional must confirm the appropriateness of using this table. Alternative methods of establishing the *toe erosion allowance* as outlined in the MNR Technical Guide will also be considered if appropriately applied. The assessment must clearly outline how the recommended *toe erosion allowance* was determined throughout the study area.

TABLE 2-1 REFERENCE VALUES FOR TOE EROSION PARAMETERS

MINIMUM TOE EROSION ALLOWANCE - River Within 15 m of Slope Toe*				
Type of Material Native Soil Structure	Evidence of Active Erosion** OR Bankfull Flow Velocity >Competent Flow Velocity*** Range Of Suggested Toe Erosion Allowances	No evidence of Active Erosion** OR Bankfull Flow Velocity <Competent Flow Velocity***		
		Bankfull Width < 5m 5-30m > 30m		
Hard Rock (granite) *	0 - 2 m	0 m	0 m	1 m
Soft Rock (shale, limestone) Cobbles, Boulders *	2 - 5 m	1 m	1 m	2 m
Stiff/Hard Cohesive Soil (clays, clay silt), Coarse Granular (gravels) Tills *	5 - 8 m	1 m	2 m	4 m
Soft/Firm Cohesive Soil, loose granular, (sand, silt) Fill *	8 - 15 m	1-2 m	5 m	7 m

*Where a combination of different native soil structures occurs, the greater or largest range of applicable toe erosion allowances for the materials found at the site should be applied

**Active Erosion is defined as: bank material is exposed directly to stream flow under normal or flood flow conditions where undercutting, oversteepening, slumping of a bank or down stream sediment loading is occurring. An area may have erosion but there may not be evidence of 'active erosion' either as a result of well rooted vegetation or as a result of a condition of net sediment deposition. The area may still suffer erosion at some point in the future as a result of shifting of the channel. The toe erosion allowances presented in the right half of Table 3 are suggested for sites with this condition. See Step 3.

***Competent Flow Velocity is the flow velocity that the bed material in the stream can support without resulting in erosion or scour.

Ref: Technical Guide - River and Stream Systems: Erosion Hazard Limit 2002 - Ontario Ministry of Natural Resources

In most situations, CH provides no credit for toe erosion protection. Toe erosion protection measures may fail over time and, therefore, the assessment should consider the long-term erosion based on no protection. The analysis should be based on assumed natural conditions at the watercourse and *toe of slope* and the applicable toe erosion allowance determined accordingly. CH may credit toe erosion protection in select circumstances such as robust measures built and maintained by a public agency.

In the absence of a full geotechnical / fluvial geomorphological investigation, a *standard toe erosion allowance* of 15 m (49.2 ft.) must be provided for systems situated in non-cohesive soils and 8 m (26.2 ft.)

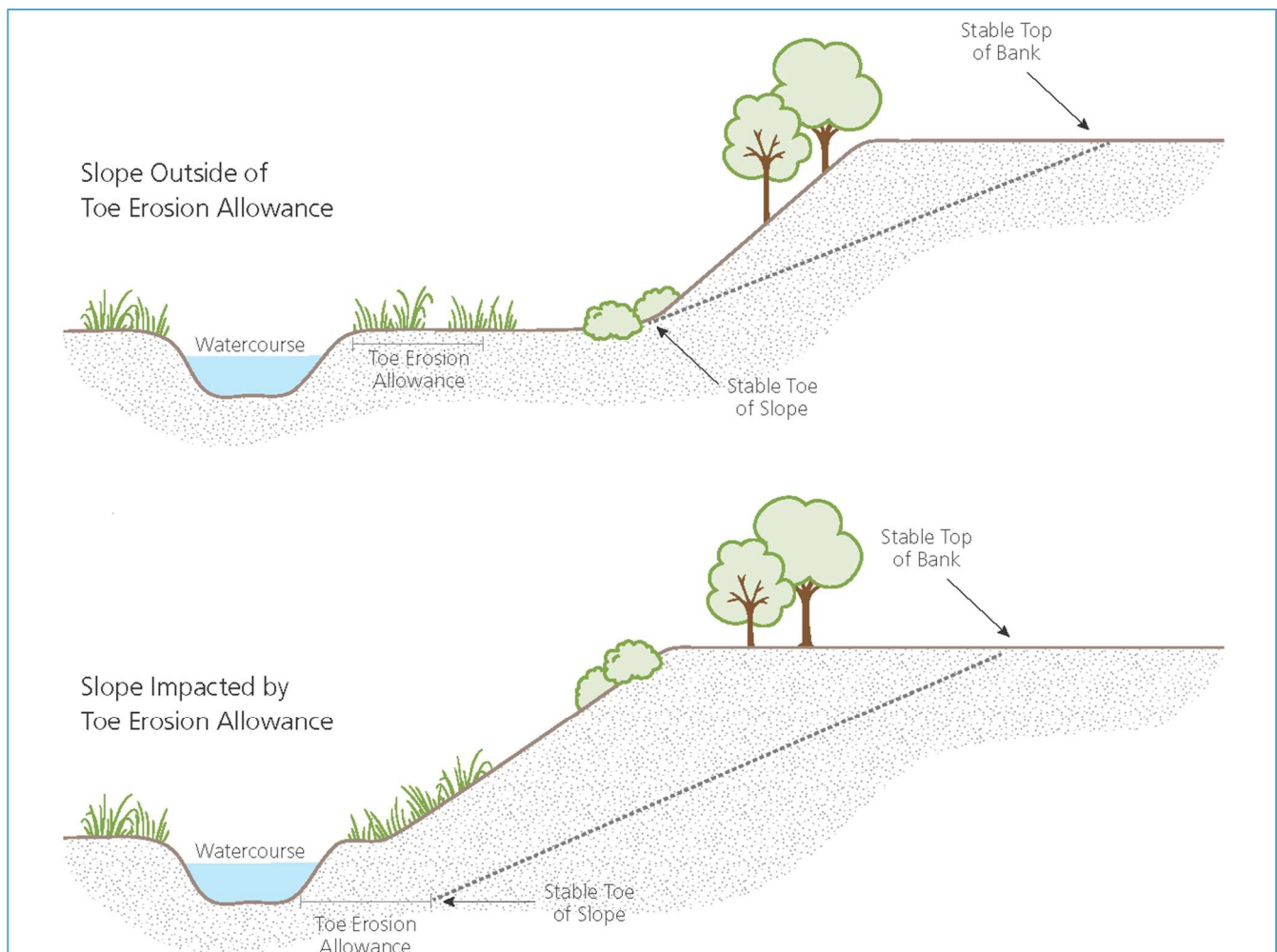
for systems situated in cohesive soils. Where a combination of cohesive and non-cohesive soils is present, the more conservative *toe erosion allowance* should be applied unless adequate justification for a lower value is given.

2.6 Stable Slope Allowance

The *stable slope allowance* is a setback that accounts for the stable inclinations of a slope, which are determined by the local rock/soil stratigraphy, groundwater conditions, and other applicable aspects. The *stable slope allowance* is calculated from either the toe of the valley slope, where the *toe erosion allowance* is less than the distance from the edge of the watercourse to the valley slope, or the **calculated** toe of the valley slope where the *toe erosion allowance* is greater than the distance from the edge of watercourse to the valley slope (Section 2.5).

From the stable *toe of slope*, a gradient line is drawn at the appropriate stable slope inclination(s) to intersect with the tableland. Figure 2-4 illustrates these scenarios.

FIGURE 2-4 STABLE SLOPE ALLOWANCE APPLICATIONS



Future conditions must be assessed and discussed if changes are anticipated that may affect slope stability (e.g., vegetation removal, altered drainage patterns, grading, or additional loads) or potential risk (such as future land use).

Within CH's jurisdiction, the relative strength of the shale bedrock is variable. The material's strength ranges from very competent to weak, depending upon its weathering, cracks, fissures, etc. CH will support a stable slope inclination of 1.4H: 1V for shale. A steeper inclination must be justified by a cored rock analysis. A cored rock analysis would need to determine the material's condition, durability and relative strength, etc. via in-situ sampling and subsequent laboratory analysis.

For the overburden, CH will accept a 3:1 (horizontal to vertical) stable slope inclination without further analysis, except in instances of unconsolidated fill. For slopes steeper than 3:1, a Factor of Safety (FOS) analysis of the slope is required, which typically includes software analysis. Multiple methods of analysis (e.g., Bishop, Spencer, Janbu, Morgenstern/Price, Ordinary, etc.) should be used as part of the assessment. The final recommendations may be based on the most applicable methodology considering site conditions.

FOS analysis must be performed for shallow-seated, deep-seated, and toe failures. Conservative soil parameters should be used in the analysis, unless laboratory testing of soils has been completed. Testing results, if applicable, must be included in the report. It is the qualified engineer's responsibility to select appropriate values and justify the values used.

Surface loads, such as existing buildings located on or near the slope, should be accounted for within the analysis. Retaining structures, other than loading, are typically disregarded in the *stable slope allowance* analysis. The need for seismic analysis is to be determined by the qualified professional based on standard industry practices and an understanding of the project's risks.

An appropriate FOS must be incorporated into the analysis. The minimum FOS supported by CH, for active use, are outlined in Table 2-2.

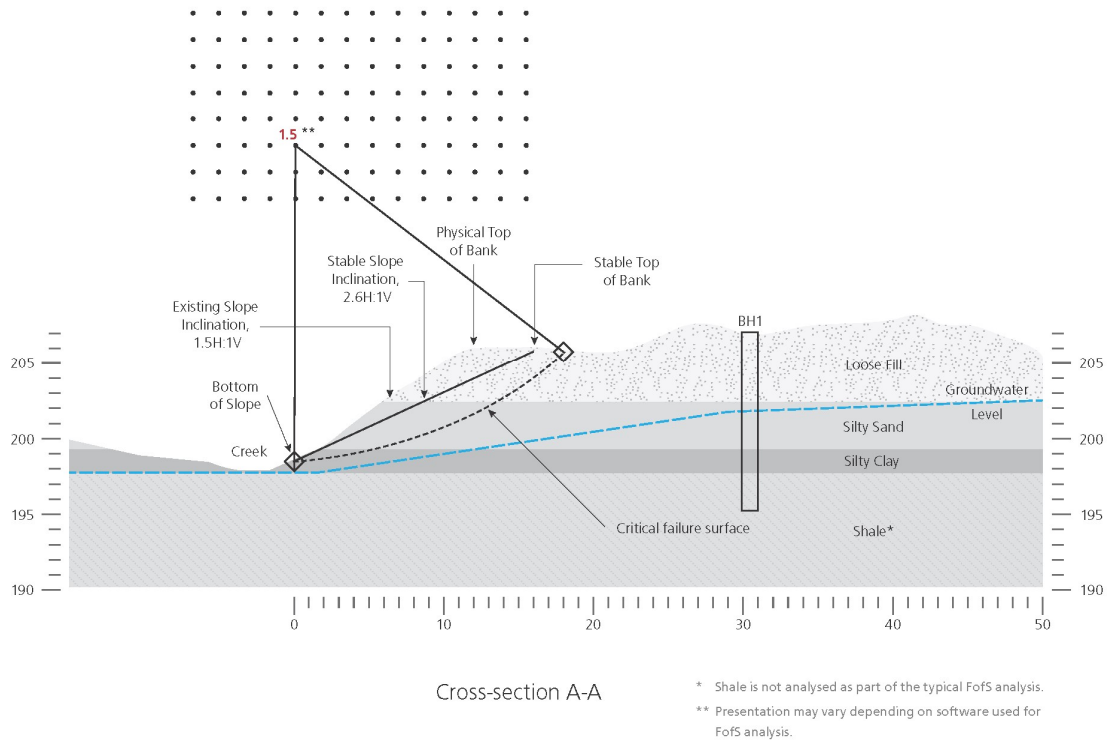
TABLE 2-2 MINIMUM ACCEPTABLE FACTOR OF SAFETY VALUES

Minimum FOS	
Normal groundwater conditions	1.5
Elevated Groundwater conditions*	1.3

* Temporary or seasonal conditions after heavy rainfall event; soil drainage conditions should be considered before applying undrained conditions

Higher factors of safety must be used, where warranted, due to the consequences/risks associated with a slope failure (i.e., extreme high risk land-use) or due to soil variability, reliability of data, or other unknowns associated with the analysis.

Results of the software analysis must be presented in the slope stability assessment report. The analysis must demonstrate the inclination of the slope where the minimum required FOS is achieved under both normal and elevated groundwater conditions. The acceptable FOS must not be located on the outer edge of the grid/matrix. FOS contours must be included on the grid. A typical Factor of Safety Analysis is shown in Figure 2-5.

FIGURE 2-5 TYPICAL/MINIMUM FACTOR OF SAFETY ANALYSIS

2.7 Submission Requirements

The level of detail required will depend on the complexity of the project; however, the slope stability assessment report should follow the MNR Technical Guide and the Principles Document and include the components specified in Table 2-3.

TABLE 2-3 SUBMISSION REQUIREMENTS (CHECKLIST)

Item Provided	Components
<input type="checkbox"/>	Project description
<input type="checkbox"/>	Site Location (address and key plan)
<input type="checkbox"/>	A topographical survey plan of the subject site
<input type="checkbox"/>	<p>Description of site conditions based on a recent site visit. Photographs must be included. The description of the site must include the following factors:</p> <ul style="list-style-type: none"> • Date and time of inspection, including weather conditions, visibility and accessibility • Site topography and slope characteristics including slope height and inclination • Extent of areas draining to the top of slope • Existing and proposed land use • Surface cover (vegetation) • Soil and bedrock stratigraphy or layering • Soil type (composition) • Measured soil density and strength • Groundwater pressure or evidence of groundwater • Nearby watercourse features • Evidence of stream or slope erosion
<input type="checkbox"/>	Discussion of the site's soil/bedrock conditions based on a literature review or knowledge of other investigations in the general area of the subject site
<input type="checkbox"/>	Justification for the level of investigation undertaken, including a completed Slope Stability Rating Chart (Appendix B)
<input type="checkbox"/>	Engineering evaluation of soil/rock – grain size analysis, strength parameters, etc.
<input type="checkbox"/>	<i>Toe erosion allowance</i> analysis, including supporting calculations
<input type="checkbox"/>	<i>Stable slope allowance</i> analysis, including slope failure/slip analysis
<input type="checkbox"/>	Slope cross-sections
<input type="checkbox"/>	<p>Plan view of the site clearly showing:</p> <ul style="list-style-type: none"> • cross section locations • watercourse • physical <i>toe of slope</i> • staked physical <i>top of bank</i> • <i>stable top of bank</i> • existing development and proposed development (if applicable) • CH regulatory allowance • Any other development setbacks (if applicable)
<input type="checkbox"/>	Borehole logs and laboratory test results if applicable
Please be advised that based on the results of the Slope Stability Assessment, additional further analysis and/or recommendations for measures that could be implemented to mitigate or address the hazard and risk may be necessary	

Section 3 Existing Valley Development

This section outlines CH's requirements for studies associated with additions/alterations to existing development located in or adjacent to a valley.

3.1 General Submission Requirements

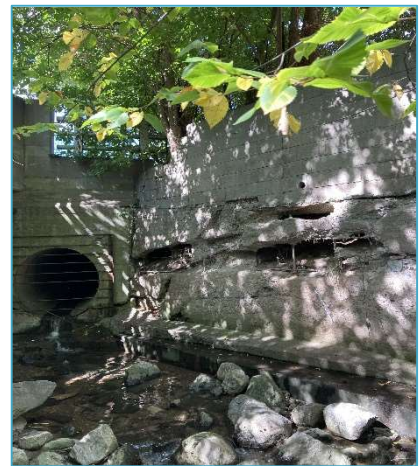
In some cases, protection measures may be needed to improve slope stability to protect existing development or natural areas from the risk of erosion hazards. CH has regulatory policies that allow for alterations to the valley slope or additions/modifications to existing valley development that are minor in nature. **Pre-consultation with CH staff is recommended to determine if the proposed development can be permitted by policy and, if so, what analysis will be required to support the permit application.**

Where there is a proposal to modify existing valley development which is permitted by policy, the need for a geotechnical assessment will be determined during pre-consultation and/or a site visit. Assessments are required to confirm:

- the stability of the existing slope,
- existing and future slope stability is not impacted,
- risk of creating new or aggravating existing erosion hazards is avoided, and
- the potential for increased loading forces on the slope is addressed through appropriate structural design.

The assessment must evaluate both temporary construction impacts and permanent impacts to slope stability, including future access for maintenance.

It is the qualified professional(s) responsibility to ensure that a submission supporting development in or within proximity to a *confined* or *semi-confined* valley meets all applicable standards, guidelines, regulations, etc.



3.2 Retaining Walls

CH does not generally support the construction of retaining structures for the purpose of expanding or creating new developable areas. Geotechnical input from a qualified professional is required for the replacement of a retaining wall or new wall required for the protection of existing development. In conjunction with the above requirements, the geotechnical analysis must verify the resulting FOS for global stability and review the bearing capacity calculated by the structural engineer. Bearing capacity, overturning, and sliding calculations must be provided by the structural engineer. Structural details, including foundation, depth of embedment, buttressing, tie-backs, drainage etc. must be discussed by the qualified professional and accompanied by cross-sectional and profile drawings. The submission must also address the potential for surficial erosion through inclusion of a drainage plan, erosion and sediment control plan and a site stabilization/restoration plan, where applicable.

APPENDICES

Appendix A – Definitions

Note: Definitions are from the CH *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document* (2020) unless noted by a *.

Accepted Geotechnical Principles:

Those principles, methods and procedures involving slope stability analysis which are used and applied in current geotechnical practice and have been reviewed and approved by CH.

Confined Valley System:

Where the watercourse is located within a valley corridor, either with or without a flood plain, and is confined by valley walls. The watercourse may be located at the toe of the valley slope, in close proximity to the toe of the valley slope (less than 15 metres) or removed from the toe of the valley slope (more than 15 metres). The watercourse can contain perennial, intermittent or ephemeral flows and may range in channel configuration, from seepage and natural springs to detectable channels (Understanding Natural Hazards, MNR, 2001). Within CH's watershed, all valleys greater than or equal to 2 metres in height are considered confined systems.

Erosion Hazard:

The loss of land, due to human or natural processes, that poses a threat to life and property. The *erosion hazard* limit is determined using considerations that include the 100-year erosion rate (the average annual rate of recession extended over a one hundred year time span), an allowance for slope stability, and an erosion/erosion access allowance.

Instream Erosion:

The process by which the materials of a stream are worn away by the constant force of flow of water on the channel bottom and banks. This is a natural process which affects the channel plan and profile. Erosive processes, over time, can deepen and widen the channel form. As the channel meanders due to erosion and deposition, valley walls can also be subject to higher erosive forces. This is typically seen when the channel reaches the toe of the valley slope and during high, overbank flow events. *

Major valley system:

The valley systems associated with Grindstone, Bronte or Sixteen Mile Creeks, including all tributaries.

Minor valley system:

All valley systems within CH's jurisdiction other than those associated with Grindstone, Bronte and Sixteen Mile Creeks.

Semi-confined valley System:

A valley at the transition between a confined and *unconfined system* that has characteristics of both types of valley systems. *

Slope Surface Erosion:

The process by which the surface of the valley slope is worn away. Factors affecting slope surface erosion include heavy rainfall which may saturate the slope, runoff from areas adjacent to the slope, direct discharge from pipes to the slope, and instabilities associated with tree loss. This erosion is generally surficial in nature but can contribute over time to deep seated failure. *

Stable Slope Allowance:

The stable slope allowance is the setback from the stable toe of slope that accounts for the stable inclinations of the slope.

Stable Top of Bank (STOB):

As it pertains to valleylands means,

- (a) the physical *top of bank* where the existing slope is stable and not impacted by toe erosion; or,
- (b) is defined by the toe erosion allowance plus the stable slope allowance where the existing slope is unstable and/or is impacted by toe erosion.

Surface Erosion:

The detachment and transport of soil particles by wind, water, or gravity. *

Toe Erosion Allowance:

The toe erosion allowance is the setback from the watercourse bank that accounts for the lateral migration of a stream over a 100 year period.

Toe of Slope:

The lowest point on a slope, where the surface gradient changes from relatively shallow to relatively steep.

Top of Bank (TOB):

The point of the slope where the downward inclination of the land begins, or the upward inclination of the land levels off. This point is situated at a higher topographic elevation of land than the remainder of the slope. There may be situations where there are interruptions in the valley slope by plateau (terrace) areas.

Unstable Slopes:

Unstable slopes are slopes steeper than their natural angle of stability. Over time, these slopes are subject to adjustment to obtain the natural stable inclination. *

Unconfined System:

Those systems where the watercourse is not located within a valley corridor with discernable slopes, but relatively flat to gently rolling plains and is not confined by valley walls. The watercourse can contain perennial, intermittent or ephemeral flows and may range in channel configuration, from seepage and natural springs to detectable channels. Within CH's watershed, all valleys less than 2 metres in height are considered unconfined systems.

Valley/Valleylands:

Depressional features associated with a river or stream, whether or not they contain a watercourse.

Appendix B – Slope Stability Rating Chart

SLOPE STABILITY RATING CHART			
Site Location:		File No.	
Property Owner:		Inspection Date:	
Inspected By:		Weather:	
1. SLOPE INCLINATION			
degrees		horiz. : vert.	
a)	18 or less	3 : 1 or flatter	0
b)	18 - 26	2 : 1 to more than 3:1	6
c)	more than 26	steeper than 2:1	16
2. SOIL STRATIGRAPHY			
a)	Shale, Limestone, Granite (Bedrock)		0
b)	Sand, Gravel		6
c)	Glacial Till		9
d)	Clay, Silt		12
e)	Fill		16
f)	Leda Clay		24
3. SEEPAGE FROM SLOPE FACE			
a)	None or Near bottom only		0
b)	Near mid-slope only		6
c)	Near crest only or, From several levels		12
4. SLOPE HEIGHT			
a)	2 m or less		0
b)	2.1 to 5 m		2
c)	5.1 to 10 m		4
d)	more than 10 m		8
5. VEGETATION COVER ON SLOPE FACE			
a)	Well vegetated; heavy shrubs or forested with mature trees		0
b)	Light vegetation; Mostly grass, weeds, occasional trees, shrubs		4
c)	No vegetation, bare		8
6. TABLE LAND DRAINAGE			
a)	Table land flat, no apparent drainage over slope		0
b)	Minor drainage over slope, no active erosion		2
c)	Drainage over slope, active erosion, gullies		4
7. PROXIMITY OF WATERCOURSE TO SLOPE TOE			
a)	15 metres or more from slope toe		0
b)	Less than 15 metres from slope toe		6
8. PREVIOUS LANDSLIDE ACTIVITY			
a)	No		0
b)	Yes		6
SLOPE INSTABILITY RATING VALUES INVESTIGATION RATING SUMMARY			TOTAL

Ref: Technical Guide - River and Stream Systems: Erosion Hazard Limit 2002 – Ontario Ministry of Natural Resources

Conservation Halton Physical Top of Bank Staking Protocol

This Protocol describes Conservation Halton's (CH) current practice for staking the physical top of bank of river and stream valleys in the field. It also includes administrative procedures to be undertaken by the proponent and CH staff prior to and after the staking exercise. Typically, a top of bank staking takes place as part of CH's permitting process or through the planning process.

The physical top of bank can generally be described as the first main point of inflection or start of downward valley slope as observed from the adjacent tableland and does not include plateaus within the valley corridor with secondary points of inflection.

Step 1: CH staff reviews ARL Mapping and background information

CH staff will review CH's Approximate Regulation Limit (ARL) mapping and any available information on file to determine whether a top of bank staking may be needed, if the proposed development is likely to meet CH's regulatory policies, and to identify the need for a geotechnical slope stability assessment to delineate the stable top of bank.

Step 2: Site visit scheduled for CH staff to stake physical top of bank

CH staff and the applicant will arrange a time for site visit.

The landowner and/or their agent, the landowner's Ontario Land Surveyor (OLS), municipal staff (where required), and CH staff will meet at the site. The landowner is responsible for arranging for an OLS to be present, with wood stakes, flagging tape, and any other measures necessary for field staking. Staff must be able to safely access the area of interest (e.g. gates are open; an unobstructed pathway to the feature(s) of interest is available).

Staking the physical top of bank is the responsibility of CH planning and regulations staff, who may consult with CH technical staff, as necessary.

Step 3: Site Visit

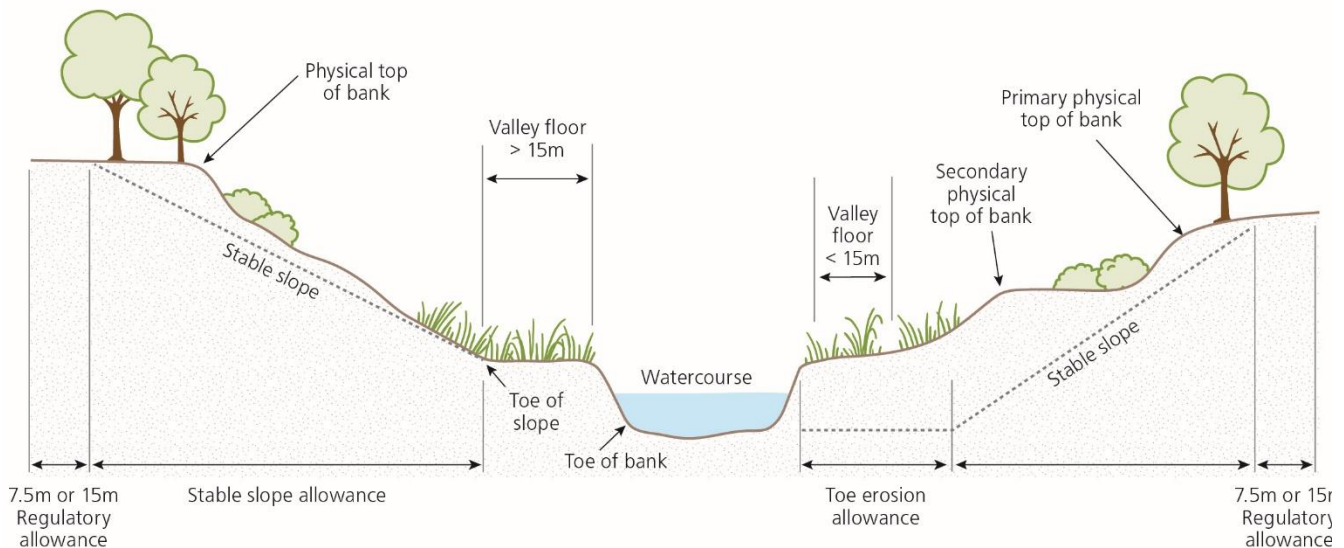
CH staff will stake physical top of bank based on CH staff's professional judgement and based on the following considerations:

- **Systems approach:** Staff will look upstream and downstream, across the valley and consider the overall feature (and survey contours, if available). The staked top of bank should be consistent with the elevation trend up and downstream. Stakes will be placed where there is a visible change in grade in the defined valley corridor. In simple terms, this is where a toboggan would begin sliding down the valley on its own.
- **Confined vs. Unconfined Systems:** Where the watercourse is not located within a valley corridor with discernable slopes, but is relatively flat or includes gently rolling plains, the system is considered unconfined. Staff will stake a physical top of bank when the valley is around 2 metres or greater from the toe of slope and where there is a discernable slope (as

depicted on Figure 1 below). Where a confined system (>2 metres in height) transitions to an unconfined system (<2 metres in height), only the confined portion of the system will be staked.

- **Alterations to Valley Features:** Delineation of the physical top of bank is based on existing conditions at the time of staking, which may also include areas of historic filling. Minor fill piles will not be staked; however, where significant filling or grade alteration has occurred and altered the original top of bank or toe of slope, pre-disturbance topography may need to be confirmed and evaluated as part of a geotechnical slope stability assessment to determine the stable top of bank and/or toe of slope.
- **Terraced Valley Features:** Where the valley is terraced CH staff will consider up and downstream and stakes along the contour that aligns with the elevation trend of the natural valley system, based on the primary top of bank (as depicted on Figure 1 below). The entire valley feature will be considered when staking top of bank.

FIGURE 1.



- **Buildings/Structures Within the Valley:** Where buildings/structures are located within the top of bank, staff stakes on either side of the buildings/structures along the valley contour line (e.g., houses with walkout basements).
- **Draw Features:** A draw feature is a small valley that is usually dry but may collect water and funnel it towards the main valley features during storm events. Draws may contain ephemeral or intermittent watercourses. Draw features are generally not included in the staking; however, the draw feature may need to be assessed through the geotechnical slope stability assessment.
- **Other Slope Features:** CH regulates slopes associated with river or stream valleys whether or not they contain a watercourse. Slopes associated with other landforms (e.g. moraines, drumlins, escarpments, etc.) will not be staked by CH.

CH's regulation limit extends from the greater of the physical top of bank as staked in the field or the stable top of bank as determined by a geotechnical slope stability assessment.

Step 4: CH confirms if Slope Stability Assessment is required

Based on a review of CH's ARL mapping and/or site observations, staff will confirm the need for a geotechnical slope stability assessment to delineate the stable top of bank. Staff will also confirm if a fluvial geomorphological assessment is required for any unconfined watercourse reaches.

Step 5: Applicant submits survey to CH and CH inputs into ARL mapping

The applicant will need to provide a stamped and signed survey by an OLS to CH following the staking (recommended within 2 weeks) to ensure the survey is on file to inform the development application. The survey must delineate and label the feature(s) as staked by CH and indicate the date of the staking.

The applicant must provide CH with a digital copy of the survey data. Digital data should be delivered in one of the following formats:

- ☐ ESRI geodatabasev10.x (or newer) feature classes
- ☐ ESRI shape file format.
- ☐ AutoCAD DWG or DXF Format, version 2019 or earlier
- ☐ Digital data must be provided in UTM NAD 83 Zone 17 NAD 83 datum.

CH will review the staked top of bank presented on the survey, compare with the topographic information/contours, and adjust the staked top of bank points, as necessary. Where it has been determined that a system is unconfined, a fluvial geomorphological assessment is required.

If the staked slope is deemed stable, CH will update ARL mapping based on the data received within a year.

Additional Notes:

- Under *Ontario Regulation 162/06*, CH regulates a distance of 15 metres from the stable top of bank of major valley systems, and 7.5 metres from the stable top of bank of minor valley systems. Within CH's watershed, there are three major valley systems (Bronte, Grindstone and Sixteen Mile Creeks and all their tributaries), while the remainder of the creek systems within CH's watershed are minor valley systems.
- If the applicant is not the landowner, written permission from the landowner is required prior to the site visit, giving permission for CH to access/stake features on their property.
- Prior to the site visit, the applicable fee and payment will be due to CH.
- Stakings may need to be rescheduled due to inclement weather (e.g. storms, extreme heat or cold, etc.). The staking will need to be rescheduled if staff cannot clearly see the feature(s) of interest on site. Top of bank stakings should occur when the ground is not significantly snow-covered. Where crops or vegetation is thick, stakings may need to occur at a time when leaves/vegetation have fallen and/or crops have been harvested.

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 06 22 10

FROM: Marnie Piggot, Director, Finance

DATE: September 22, 2022

SUBJECT: 2023 Board of Directors Municipal Representation

Recommendation

THAT the Conservation Halton Board of Directors **approves the membership entitlement for Conservation Halton participating municipalities effective 2023 based on the updated population statistics provided in the report;**

And

THAT the Conservation Halton Board of Directors **authorizes the President and CEO to advise the City of Hamilton of their entitlement to appoint three (3) members to the Conservation Halton Board of Directors.**

Report

The Conservation Authorities (CA) Act Section 2 sets out the number of Representatives from municipalities within a Conservation Authority watershed for meetings. According to the CA Act, the Representatives appointed by the municipality have authority to vote and generally act on behalf of their respective municipalities at the meeting.

Section 2(2) states:

The council of each municipality may appoint representatives to attend the meeting in the following numbers:

1. Where the population is 1,000,000 or more seven representatives.
- 1.1 Where the population is 500,000 or more but less than 1,000,000 six representatives.
- 1.2 Where the population is 250,000 or more, five representatives.
2. Where the population is 100,000 or more but less than 250,000, four representatives.
3. Where the population is 50,000 or more but less than 100,000, three representatives.
4. Where the population is 10,000 or more but less than 50,000, two representatives.
5. Where the population is less than 10,000, one representative.

The population numbers provided in the Conservation Authorities Act above refer to the population of a municipality within a watershed.

The Ministry of Environment, Conservation, and Parks (MECP) has provided the following percentages of the municipality's area within the Conservation Halton (CH) watershed in the following table:

Municipality	Percentage (%) of Municipality in CH watershed provided by MECP	Municipality Population per 2021 Provincial Information Return	Municipal Population within CH Watershed based on MECP %	Number of Municipal Representatives per CA Act	Current Board of Directors Municipal Representatives	Increase
Burlington	100%	186,948	186,948	4	4	
Halton Hills	45%	62,951	28,328	2	2	
Milton	85%	134,304	114,158	4	4	
Oakville	97%	225,000	218,250	4	4	
Hamilton	14%	584,000	82,753	3	2	1
Mississauga	4%	798,000	31,920	2	2	
Puslinch	15%	8,400	1,260	1	1	
Total		1,999,603	663,617	20	19	1

The population estimates included in the above table were obtained from the provincial 2021 Financial Information Returns for each municipality that are publicly available. Many of the municipal returns indicate their municipal population was derived from the Canada 2021 Census data. Applying the MECP percentages of area the municipality is within the Conservation Halton watershed, to the total municipality population, results in the population within the watershed.

The current number of Board of Director members of two for the City of Hamilton was based on a historical understanding in place from the 2001 amalgamation that applied 4% rather than the actual 14% of the City of Hamilton that is in the Conservation Halton watershed. The 14% was reinstated according to a Mining and Lands Commissioner ruling in 2019. Hamilton was advised as a result of the ruling of the additional member entitlement to three members though this was subsequent to the members appointed after the 2018 election.

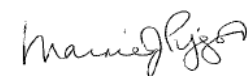
Impact on Strategic Priorities

This report supports the Momentum priority of Organizational Sustainability.

Financial Impact

The financial impact of the additional member on the Board of Directors is estimated to cost less than \$2,000 and can be accommodated in the 2023 budget.

Signed & respectfully submitted:



Marnie Piggot
Director, Finance

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

REPORT TO: Conservation Halton's Board of Directors

REPORT NO: CHBD 06 22 11

FROM: Kellie McCormack, Director, Planning and Regulations

DATE: September 22, 2022

SUBJECT: Revised Work Plan for Conservation Halton's Spill Flood Hazard Policy Review and Update
CH File No.: ADM 343

Recommendation

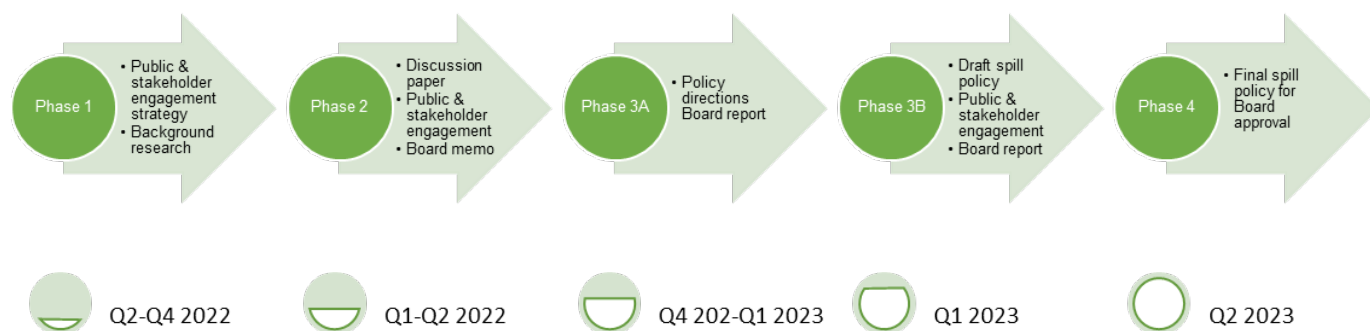
THAT the Conservation Halton Board of Directors **approves the revised work plan outlined in the staff report entitled "Revised Work Plan for Conservation Halton's Spill Flood Hazard Policy Review and Update"**.

Report

In June 2022, Conservation Halton (CH) staff provided a status update to the Board of Directors on CH's spill flood hazard policy review and update. The work plan schedule was also adjusted to provide additional time for public engagement and policy development, to ensure that the perspectives of the public and stakeholders could be meaningfully considered.

CH's municipal partners, stakeholders, and neighbouring Conservation Authorities have expressed a high-level of interest in this policy initiative. Staff continued to receive feedback on the discussion paper, posted in March 2022, past the May comment deadline into the early part of summer. The purpose of the discussion paper was to provide the public and stakeholders with background information on spill flood hazards and to engage on the policy approaches that CH could take to deal with development in spill flood hazards.

Over the summer, CH staff reviewed all feedback received on the discussion paper. There is a broad range of thinking and viewpoints about how CH should approach the development of spill flood hazard policies. Some support a risk-based approach with more flexible policies to deal with development in spill flood hazards, while others prefer that spills be dealt with in a similar manner as floodplains. Given this, and before draft policies are posted for consultation, staff recommends that an additional step be added to the work plan for CH's spill flood hazard policy review and update, as shown on the figure below.



CH staff recommends that Phase 3A be added to the work plan, which would involve the development of a policy directions report that would be presented to CH's Board of Directors for endorsement. This report would outline staff's recommended spill flood hazard policy direction, as well a summary of discussion paper feedback and rationale for the proposed policy direction, among other things.

Following Board endorsement of the proposed policy direction, staff will finalize and present draft spill flood hazard policies to the Board, public, and stakeholders early next year. All input received will be documented and staff anticipates making recommendations to the Board on the approval of new spill flood hazard policies in Q2 2023. New policies will provide the public with greater certainty and transparency on CH's requirements for developing in spill flood hazards.

Impact on Strategic Priorities

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

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Kellie McCormack
Director, Planning and Watershed Management

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Matt Howatt, Manager, Policy and Special Initiatives;
905-336-1158 x 2311; mhowatt@hrca.on.ca