



## March 23 Conservation Halton Board

Conservation Halton

Zoom:

<https://us02web.zoom.us/j/89780562435?pwd=aHNvTINNengrc2dSazlyZHBtZUN0Zz09>

Mar 23, 2023 1:00 PM - 4:00 PM EDT

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## Conservation Halton Board Meeting Minutes

Conservation Halton

Feb 16, 2023 at 1:00 PM EST

@ 2596 Britannia Road W, Burlington, ON L7P 0G3

### 1. Roll Call & Mileage

Rob Burton  
Cathy Duddeck  
Allan Elgar  
Dave Gittings  
Steve Gilmour  
Zeeshan Hamid  
Gordon Krantz  
Marianne Meed Ward  
Rory Nisan  
Gerry Smallegange  
Jean Williams

#### Absent with regrets:

Joanne Di Maio  
Bryan Lewis  
Jim Sweetlove

#### Absent:

Hamza Ansari  
Rick Di Lorenzo  
Zobia Jawed  
Mike Cluett

#### Present:

Hassaan Basit, President & CEO  
Garner Beckett, Executive Director Foundation  
Leah Bortolotti, Director, Marketing & Communications  
Adriana Birza, Senior Advisor, Office of the President & CEO  
Katherine Hale, Administrative Coordinator, HR & Operations  
Martin Keller, Senior Manager, Watershed Planning & Source Protection  
Craig Machan, Director, Parks & Operations  
Kellie McCormack, Director, Planning & Regulations  
Marnie Piggot, Director, Finance  
Plezzie Ramirez, Director, Human Resources  
Mark Vytvytsky, Chief Operating Officer  
Barb Veale, Sen. Director, Watershed Strategies & Climate Change

The Chair called the meeting to order at: 1:01 p.m.

The Chair and CEO conveyed their gratitude and thanks to the outgoing board members present.

A moment of reflection was observed in memory of the Conservation Halton Board Vice-Chair and Halton Hills Councilor, Moya Johnson, who passed away on February 12, 2023. Hassaan Basit, President and CEO, talked about Moya and her contribution to Conservation Halton.



## 2. Disclosure of Pecuniary Interest

There were **no disclosures of pecuniary interest.**

## 3. Approval of Agenda

**CHB 01 01**

**Moved by: Cathy Duddeck  
Seconded by: Jean Williams**

THAT the Conservation Halton Board **be approved the Agenda as distributed;**

***Carried***

## 4. CEO Verbal Update

The CEO shared the following update:

Park events:

- Winterlit at Mountsberg ran from December 31, 2022 – February 12, 2023, had over 8,500 visitors and over \$185K in revenue;
- Sugar Maker's Breakfast at Mountsberg will run the weekend of Saturday, February 25 – 26;
- Maple Town at Mountsberg is now open for registration.

Financial update:

- 2023 Budget presentations have been provided to the participating municipalities and funding apportionment notices sent out.
- 2022 Financial reports will be provided at the March 23 Board meeting;
- CH is carrying out its annual audit and draft financial statements for 2022 will be brought to the Finance & Audit Committee on April 6 and to the full board on April 21, 2023.

Recent Grant and Funding Approvals post November 2022

- \$985,000 from Parks Canada to support work with Royal Botanical Gardens on the Cootes to Escarpment Ecosystem project. Final items in the agreement are being confirmed and more details on this project will be provided at a future board meeting from Kim Barrett, Associate Director, Science and Partnerships.
- \$5,166 from The Burlington Foundation to support work being done at the Crawford Lake Medicine Garden.

Parks – 35,239 visitors; Glen Eden – Over 113,000 people have visited Glen Eden. New and renewed park memberships have increased by 4000 compared to last season. Snow school has seen 4900 children participate in six weeks of programs. 29,400 lesson experiences to date.

Planning and Regulatory Policy/Mapping Matters;

- CH is updating flood hazard modelling and mapping for the West Branch of Sixteen Mile Creek as part of our Urban Milton Flood Hazard Mapping Study; the study area

- mostly covers the western parts of the existing urban areas in the Town of Milton and will host a virtual live Public Engagement Session on February 22 at 7pm. Staff will provide an overview of the study and draft flood hazard mapping, it is also an opportunity for the public to ask questions; Staff anticipates that the final draft mapping and study report will be presented to the Board in Spring 2023.

Board update:

- Board tour date and orientation will be scheduled in May; board members asked to complete a poll to confirm availability
- March Governance & Risk Committee moved to a date April (tbc) 2023 once the CH Board Committee membership has been approved at the March 23 CH Board meeting.

## 5. Presentations

5.1 Grindstone/Indian Creek Water Quality - Kim Funk, Aquatic Monitoring Ecologist (Item No. 6.5)

5.2 Municipal Natural Assets Initiative Grindstone Creek Project - Barb Veale, Senior Director, Watershed Strategies & Climate Change (Report 7.1)

## 6. Consent Items

6.1 Approval of November 17, 2022 Conservation Halton Board DRAFT Meeting Minutes

6.2 Purchasing Activity Memo – November 1, 2022 to January 31, 2023 (CHBD 01 23 01)

6.3 Permits & Letters of Permission issued under Ontario Regulation 162/06 from October 1 to December 31, 2022 (CHBD 01 23 02)

6.4 Conservation Halton's Wetland Mapping Review & Update (CHBD 01 23 03)

6.5 Water Quality Sampling in Hamilton Harbour Watershed (CHBD 01 23 04)

6.6 Bill 23 Impacts to Conservation Halton: Development Planning Review Role (CHBD 01 23 05)

The consent items **were adopted**.

## 7. Action Items

7.1 Implementation Strategy for the Municipal Natural Assets Initiative Grindstone Creek Project  
CH File No.: ADM 344

**CHB 01 02**

Moved by: Allan Elgar  
Seconded by: Rob Burton

THAT the Conservation Halton Board **endorses the recommendations contained in the Municipal Natural Assets Initiative Grindstone Creek Final Report, dated November 17, 2022.**

And

THAT the Conservation Halton Board **directs staff to enter into discussions with the Project Partners to develop a strategy to implement the recommendations over the short, medium and long-term.**

And

THAT the Conservation Halton Board **receives for information, the Staff report entitled, “Implementation Strategy for the Municipal Natural Assets Initiative Grindstone Creek Project.”**

*Carried*

7.2 Authorization Request for Award Approval Contract: Management Plan for Clappison Woods and Waterdown Woods Conservation Areas RFP # 102622  
(CHBD 01 23 07)

**CHB 01 03**

Moved by: Rory Nisan  
Seconded by: Jean Williams

THAT the Conservation Halton Board **approves the award of the Management Plan for Clappison Woods and Waterdown Woods Conservation Areas contract to North-South Environmental Inc. as the “Highest Overall Scoring Proponent” in alignment with the Conservation Halton Purchasing Policy Section 2.3.2 b) Requests for Proposals of \$100,000 and over.**

*Carried*

**8. In Camera Items****CHB 01 04**

Moved by: Jean Williams  
Seconded by: Rob Burton

THAT the Conservation Halton Board ***move in camera***

*Carried*

8.1 Legal Matter  
(CHBD 01 23 08)



8.2 Legal Matter  
(CHBD 01 23 09)

**CHB 01 05**

Moved by: Jean Williams  
Seconded by: Rob Burton

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

*Carried*

**9. Other Business**

There was **no other business.**

**10. Adjournment**

**CHB 01 06**

Moved by: Jean Williams

THAT the Conservation Halton Board Meeting **be adjourned at 1:56 pm**

*Carried*

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

Date: March 23, 2023

## Conservation Halton Board Inaugural Meeting Minutes

Conservation Halton

Feb 16, 2023 at 2:00 PM EST

@ 2596 Britannia Road W, Burlington, ON L7P 0G3

### 1. Roll Call & Mileage

Sameera Ali  
Rob Burton  
Cathy Duddeck  
Allan Elgar  
Jane Fogal  
Chantal Garneau  
Dave Gittings  
Steve Gilmour  
Sammy Ijaz  
Gordon Krantz  
Marianne Meed Ward  
Sue McFadden  
Rory Nisan  
Gerry Smallegange  
Shawna Stolte  
Alvin Tedjo  
Kristina Tesser Derksen

#### Absent with regrets:

Cameron Krotetsch  
Alex Wilson  
Maureen Wilson

#### Present:

Hassaan Basit, President & CEO  
Garner Beckett, Executive Director Foundation  
Leah Bortolotti, Director, Marketing & Communications  
Adriana Birza, Senior Advisor, Office of the President & CEO  
Katherine Hale, Administration Coordinator, HR and Operations  
Craig Machan, Director, Parks & Operations  
Kellie McCormack, Director, Planning & Regulations  
Marnie Piggot, Director, Finance  
Plezzie Ramirez, Director, Human Resources  
Mark Vytvytskyy, Chief Operating Officer  
Barb Veale, Sen. Director, Watershed Strategies & Climate Change

The Chair called the meeting to order at 2:00 p.m.

### 2. Approval of Agenda

#### CHB 02 01

Moved by: Cathy Duddeck  
Seconded by: Rob Burton

THAT the Conservation Halton Board Inaugural **Agenda be approved as distributed;**

***Carried***

### 3. Disclosure of Pecuniary Interest

There were **no disclosures of pecuniary interest.**

### 4. Consent items

#### 4.1 Induction of Board members for 2023

Date of Term to expire in **February 2027 as per the Conservation Authorities Act.**

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

#### 4.2 Conservation Halton Board 2023 Committees Membership.

Consent items **were adopted.**

### 5. Action Items

#### 5.1 Election of Officers

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

The CEO/Secretary-Treasurer assumed the role of the Chair.

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

Only current members of the Authority may vote.

##### 5.1.1 Election of Scrutineers

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

**CHBD 02 02**

Moved by: Mike Cluett  
Seconded by: Allan Elgar

**THAT Adriana Birza and Marnie Piggot be appointed as scrutineers in the event of an election and that all ballots be destroyed by the scrutineers afterwards.**

***Carried***

##### 5.1.2 Election of Chair

The CEO/Secretary-Treasurer calls for nominations for the position of Chair of the Conservation Halton Board for the year 2023.

It was Moved by Gordon Krantz that Gerry Smallegange be nominated for the position of Chair, Conservation Halton Board for 2023.

The CEO/Secretary-Treasurer called for nominations for second time. It was Moved by Allan Elgar that Gerry Smallegange be nominated for the position of Chair, Conservation Halton Board for 2023.

The CEO/Secretary-Treasurer calls for nominations for third time. There were no nominations.

The CEO/Secretary-Treasurer called for a motion to close nominations for the position of Chair of Conservation Halton Board for 2023.

**CHBD 02 03** Moved by: Cathy Duddeck  
Seconded by: Allan Elgar

**THAT nominations be closed for the position of Chair of Conservation Halton Board for 2023.**

***Carried***

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

The CEO declared Gerry Smallegange, by acclamation, to the position of Chair, Conservation Halton Board 2023.

***Carried***

### **5.1.3 Election of Vice Chair**

The CEO/Secretary-Treasurer called for nominations for the position of Vice Chair of Conservation Halton Board for the year 2023.

It was Moved by Sameera Ali that Cathy Duddeck be nominated for the position of Vice Chair, Conservation Halton Board for 2023.

The CEO/Secretary-Treasurer called for nominations for second time. It was Moved by Allan Elgar that Cathy Duddeck be nominated for the position of Chair, Conservation Halton Board for 2023.

The CEO/Secretary-Treasurer calls for nominations for third time. There were no nominations

The CEO/Secretary-Treasurer called for a motion to close nominations for the position of Vice Chair, Conservation Halton Board for 2023.

**CHB 02 04** Moved by: Allan Elgar  
Seconded by: Cathy Duddeck

**THAT nominations be closed for the position of Vice Chair, Conservation Halton Board for 2023.**

***Carried***

Cathy Duddeck confirmed she would allow her name to stand for the position of vice chair and thanked all present.

The CEO declared Cathy Duddeck, by acclamation, to the position of Vice Chair, Conservation Halton Board for 2023.

## **6. Other Business**

There was **no other business**.

## **7. Adjournment**

**CHB 02 05**

Moved by: Cathy Duddeck

THAT the Conservation Halton Board Meeting **be adjourned at 2:24 pm**

***Carried***

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

Date: March 23, 2023



**TO:** Conservation Halton Board

**MEMO NO.: #** CHB 03 23 01

**FROM:** Craig Machan, Director, Parks & Operations March 23,

**DATE:** March 23, 2023

**SUBJECT:** Developer Contribution Reserve Projects Update

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## MEMO

### Background

The Halton Region (HR) collected \$18.8 million in developer contributions through the 2012 Allocation Program to fund growth-related Conservation Halton (CH) initiatives. HR staff projected in Report No. FN-05-23 on the 2023 Budget Overview – Conservation Halton that there will be \$20.3 million in available funds remaining to prepare the formal capital plan at the end of 2022 before year-end interest allocations.

As stipulated through Report No. FN-30-16 (re: 2017 Budget Overview – Conservation Halton), CH is required to submit a capital plan to Regional Council for approval to access these funds. The CH Board approved business cases for Kelso Water Distribution and Collection System, Kelso Recreation/Trail Centre and Sport Rental/Arrival Centre, and Crawford Lake Visitors Centre & Education Facilities in October 2017. The concepts for these projects were initially approved by the CH Board on June 22, 2017. These projects have been reassessed post COVID-19 impacts and changing visitor demands resulting in the need to update these business cases. Further refinements in the projects are required prior to CH bringing forward the projects as a formal capital plan to the HR Council.

The CH Conservation Area capital budget approved to date includes \$750,000 of which \$227,973 has been spent to date related to these projects. In the 2022 capital budget, additional funding of \$608,076 was approved to fund a portion of the Crawford Lake Boardwalk replacement with a total estimated cost of \$2.3M. The remainder of this project is funded by an Investing in Canada Infrastructure Program (ICIP) grant.

CH staff have identified the following revised priority projects for the developer contribution reserve funding:

- Crawford Lake: Interpretive & Education Centre and Boardwalk
- Kelso/Glen Eden: Recreation Centre, Sport Rental & Arrival Centre

The Kelso/Glen Eden Water/Wastewater Infrastructure project was put on hold due to updated information from the Ministry of Environment, Climate Change and Parks that now allows for new water and wastewater infrastructure to be built at Kelso/Glen Eden.

## Report

500,000 people come from within Halton Region to our parks for the unique visitor experience CH parks offer. Also, visitor data shows that CH parks are being visited by people around the world (over 50 countries). We are able to quantify this information from our visitor data analysis. The data also shows that we are not just a regional but a global tourist destination and a catalyst for economic growth for the Region.

Updating facilities to meet ongoing and changing customer expectations helps to establish trust with our customers that we are providing value for money infrastructure improvements that are inclusive, innovative, and inspiring. Being relevant and responsive to our visitors' needs, helps to establish our place as leaders in the conservation industry as well as providing exciting opportunities to engage in the natural beauty of the area.

### **Priority Projects:**

The projects identified for funding have been developed using existing CH master plans, previous business cases, program offerings, operations plans, and marketing analysis and will help accommodate the significant growth within the watershed.

#### **Crawford Lake: Interpretive & Education Centre and Boardwalk**

Goals: To enhance overall customer experience and flow as well as better utilize the existing spaces to provide room for future programming growth.

To leverage opportunities to expand our existing events offerings with a focus on developing and strengthening a genuine and respectful relationship with our Indigenous partners.

To update our existing infrastructure to meet the AODA needs of our customers while providing unique experiences for visitors to engage with a world class UNESCO heritage site.

#### **Kelso / Glen Eden: Recreation Centre, Sport Rental & Arrival Centre New Chalet**

Goal: To build a new best-in-class, multi-purpose, year-round facility while accommodating growth in visitation. The space will also provide more welcoming spaces for people to gather and focus on renewed service offerings. The facility will also provide new staff spaces which have a direct impact on customer facing business units.

To renew and enhance Roadways, Parking Lots, and Wayfinding to provide a better user experience by harmonizing the flow of the site to create a more thoughtful, intuitive, and inclusive way to navigate the landscape.

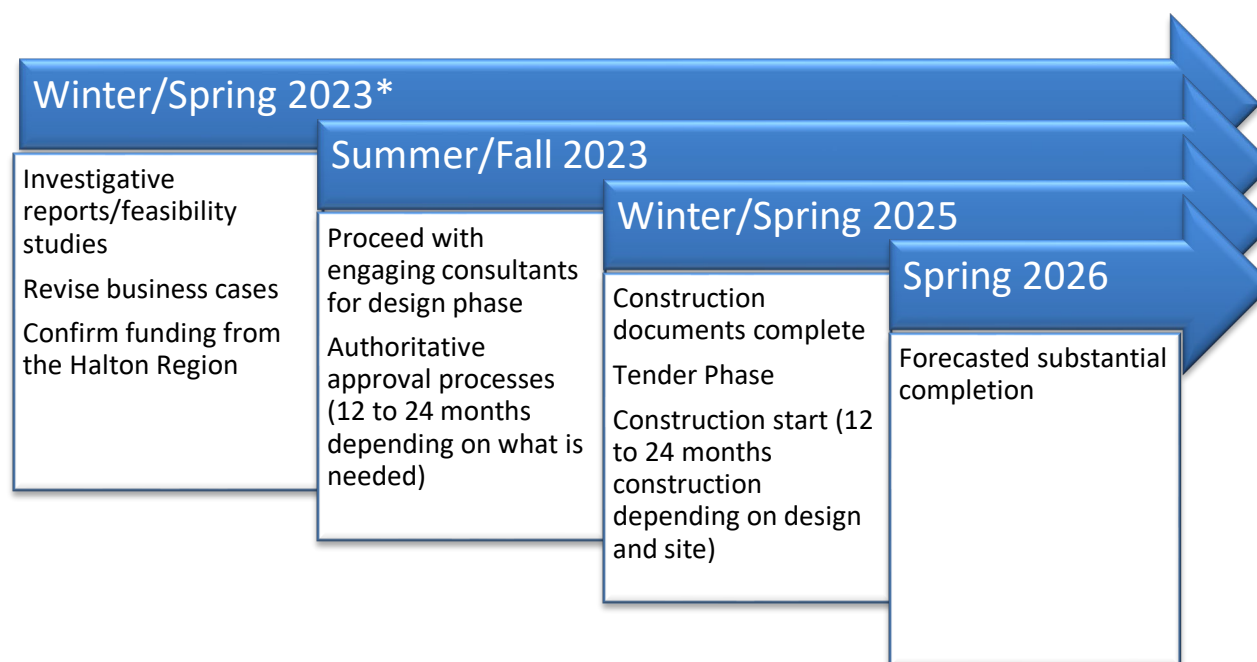
### **Impact on Operations:**

During the construction phase of the projects, it is anticipated there may be some impact to operations. However, the intention is to keep the sites open to the public which may involve using temporary structures and/or the relocation of existing services to accommodate visitors' needs. The goal is to reduce the impact on revenue and customer experience.

### **Delivery:**

CH staff will administer the delivery of the projects, which will be supplemented with professional design and construction services using CH purchasing guidelines. Stakeholders and sponsors will be identified, and a communication protocol will be established to engage the project participants. The intention is that this project will be delivered using the Design-Bid-Build (DBB) approach starting with Feasibility Studies for each project which will create space needs analysis, milestone timelines, and order of magnitude costing.

### **Draft Timelines:**



\* Currently, we are undertaking Investigative Reports / Feasibility Studies to support revised Business Cases to submit to Halton Region for approval to unlock the Developer Contribution Reserve (DCR) funding.

### **Impact on Strategic Goals**

This report supports the Momentum priority of Nature and Parks.

Undertaking these priority projects will provide a renewed and fresh vision for CH Park spaces and infrastructure to ensure optimization of resources and contribute to our sustainability. Growing and updating our network of parks, greenspaces and facilities helps to promote equitable access and provides unique experiences that connect people with nature for a growing population.

### **Financial Impacts**

Consultants have been onboarded for each of the projects. A feasibility study is being conducted. Preliminary costing will be presented to the CH Board in June that is anticipated to be included in the 2024 preliminary budget.

Signed & respectfully submitted:



Craig Machan  
Director, Parks & Operations

**FOR QUESTIONS ON CONTENT:**

Approved for circulation:



Hassaan Basit  
President & CEO/Secretary-Treasurer

Assad Hoosein, Senior Manager, Parks Development  
and Capital Projects; [ahoosein@hrca.on.ca](mailto:ahoosein@hrca.on.ca)

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 03 23 02

**FROM:** Barbara J. Veale, Senior Director, Watershed Strategies & Climate Change

**DATE:** March 23, 2023

**SUBJECT:** Conservation Halton Watershed Report Card 2023

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### Recommendation

THAT the Conservation Halton Board **receives for information the Conservation Halton Watershed Report Card 2023.**

### Executive Summary

Conservation Halton released the most recent version of the Watershed Report Card (Appendix A) in support of World Water Day. The report card summarizes the conditions of forest and water resources across the watershed. Results for all categories were mixed with grades ranging from A to F. Conditions above the Niagara Escarpment scored the highest grades and were reflective of the natural conditions found in the upper reaches of Bronte and Sixteen Mile Creeks. Conversely, grades were lowest below the Niagara Escarpment where environmental conditions are more degraded, reflecting urban and agricultural land use. The watershed report card also summarized key measures of success over the past 5 years and provides recommendations to guide and improve grades moving forward.

### Report

Conservation Halton recently completed the fourth edition of a watershed report card which provides a snapshot of key environmental conditions in our watershed. The issuance of the report card is part of a province-wide release of the 2023 Watershed Report Cards produced by participating Conservation Authorities in Ontario to celebrate World Water Day on March 22, 2023.

These watershed report cards summarize current watershed conditions by measuring surface water quality, groundwater quality, and forest conditions in a consistent manner, making results comparable across Ontario. The development of the report cards is coordinated through Conservation Ontario and uses a suite of standardized scientific methodologies and indicators to assess conditions and translate results into easily understood grades for various audiences.

Since 2008, these report cards have been released every five years. Reporting on monitoring results such as this, provides important information of interest to municipalities, agencies, and the public. Conservation Halton's Watershed Report Card also informs conservation authority programs and services including watershed planning, restoration priorities, and park management.

The three standardized categories used in the report card (forest conditions, groundwater quality, and surface water quality) use a matrix of parameters to determine conditions and ultimate grades. Each category is scored by sub-watershed or, in the case of groundwater quality, individual groundwater wells. Results of the report card illustrate the following:

- **Forest Condition:** Grades ranged from A to F with mostly D grades. Most forest cover is found above the Niagara Escarpment away from urban areas and where agricultural activities are limited. Watersheds and sub-watersheds with the worst grades (F) included East Branch-Lisgar of Sixteen Mile Creek, Ford Plant Special Area, and Morrison, McCraney, Roseland, Rambo and Hagar Creeks. Those with the best grades (A) and largest areas of forest cover were limited to the Upper West Branch of Sixteen Mile Creek and the Kilbride, Limestone and Strabane Creek sub-watersheds of Bronte Creek.
- **Groundwater quality:** Grades ranged from A to F, with mostly A grades. Two wells (one in the West Branch of Sixteen Mile Creek and one in the Milgrove Tributary) are high in both chloride and nitrogen concentrations, likely due to human activities such as road salting and agriculture. Grades are representative of groundwater conditions at the specific wells only.
- **Surface Water Quality:** Grades in the watershed ranged from A to F. Sub-watersheds with lower scores tend to be in agricultural or urban areas, whereas sub-watersheds with higher grades tend to be in areas with more natural cover, including higher amounts of forest cover. The lowest grades (F) were found in East Branch-Lisgar and the urban diverted tributaries of Sixteen Mile Creek as well as Wedgewood, Appleby, Shoreacres, Roseland, Indian and Falcon Creeks. Some watersheds such as Hagar, Rambo and the Northshore tributaries of Hamilton Harbour did not have data available for the assessment. Flamboro Creek was the sole watershed scoring an A grade, with the Upper West Branch of Sixteen Mile Creek and the Upper Branch, Mountsberg and Mount Nemo subwatersheds of Bronte Creek scoring B grades.

The 2023 watershed report card highlights concerning trends evident from long-term monitoring in the watershed. Chloride (i.e., salt) was identified as a pollutant that has continued to increase over time. This is most evident in urban areas where the application of salt in the winter, which enters streams during snowmelt, continues to impact water quality and stream health year-round. Increases in stream water temperature adds additional stress to aquatic species and their habitats. Another key issue identified was the threat of invasive species on local biodiversity. Invasive plants, animals, pests, and pathogens continue to dramatically alter natural areas requiring significant efforts and money to control continued spread.

Key measures of success were also summarized over the reporting period. Since 2018, Conservation Halton has worked with hundreds of landowners and partners to:

- Manage 261,600 acres of Conservation Halton land
- Serve over 664,000 residents in the watershed
- Rehabilitate 231 hectares of floodplain, forest, and wetland
- Engage over 167,800 watershed residents in educational programs
- Plant more than 319,900 trees and shrubs
- Engage more than 35,900 watershed residents in conservation activities

- Improve 24 km of stream habitat through projects like sediment mat construction, debris removal and Creekside plantings
- Monitor over 500 sites across the watershed to support environmental efforts and inform science-based decision making
- Manage 21 invasive species including Phragmites, Garlic Mustard, Dog-strangling Vine, European Buckthorn and Giant Hogweed

The watershed report card highlights the need for additional efforts to protect and improve water quality and maintain and expand existing forest cover across the watershed. It includes general recommendations to address these concerns, including:

- Limit salt use on roadways and hard surfaces to reduce chloride concentrations in streams and groundwater;
- Monitor and maintain stormwater management facilities to minimize the likelihood of these facilities becoming persistent sources of pollutants;
- Use best management practices on agricultural lands to reduce pollutants and prevent run-off;
- Plant streamside vegetation to reduce stream temperatures, improve water quality and create natural connections between habitats on the landscape;
- Protect and create more urban greenspace to reduce stormwater, cool temperatures and provide healthy outdoor living and recreational opportunities for people; and
- Support monitoring and restoration initiatives to identify healthy or sensitive areas for protection and identify areas in need of restoration.

The watershed report attached here (Appendix A) will be posted on the Conservation Halton Website on March 22, 2023.

### Impact on Strategic Priorities

This report supports the Momentum priority of Science, Conservation and Restoration. Information collected as part of the watershed report card supports resource management decisions and builds community awareness.

### Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:

Approved for circulation:



Barbara J. Veale  
Senior Director, Watershed Strategies  
& Climate Change



Hassaan Basit  
President & CEO/Secretary-Treasurer

### FOR QUESTIONS ON CONTENT:

Andrea Dunn, Coordinator, Monitoring Ecology,  
[adunn@hrca.on.ca](mailto:adunn@hrca.on.ca)



# Conservation Halton

## Watershed Report Card 2023



Conservation Halton has prepared this report card as a summary of the state of your forests and water resources.





# WHERE ARE WE?



## What is a Watershed?

A watershed is an area of land drained by a creek or stream into a river which then drains into a larger body of water such as a lake. Everything in a watershed is connected. Our actions upstream can affect conditions downstream.

## Why Measure?

Measuring helps us better understand our watershed. We can target our work where it is needed and track progress. We measured:



**Groundwater Quality**



**Surface Water Quality**



**Forest Conditions**

## GRADING

**A** Excellent

**B** Good

**C** Fair

**D** Poor

**F** Very Poor

Insufficient Data

## What is a watershed report card?

Ontario's Conservation Authorities report on watershed conditions every five years. The watershed report cards use Conservation Ontario guidelines and standards developed by Conservation Authorities and their partners.



Grades for surface water quality are based on chemical (phosphorus concentrations) and biological (benthic invertebrates) indicators of water quality across the watershed.

## What Did We Find?

- Grades ranged from A (Excellent) to F (Very Poor).
- Subwatersheds with lower scores (D to F) tend to be in agricultural or urban areas.
- Subwatersheds with higher scores (A to C) tend to be in areas with more natural cover, including higher amounts of forest cover.
- Ongoing efforts to improve stormwater management and increase the use of low impact development (LID) practices will help to improve water quality.
- 9 subwatersheds saw improvements, receiving a higher grade than they had scored in the 2018 Watershed Report Card.
- 9 subwatersheds had more degraded conditions, receiving a lower grade than in 2018.
- 6 out of the 11 water chemistry stations sampled over the last 5 years had chloride concentrations above the water quality objective. These stations were within Sheldon, Fourteen Mile and Sixteen Mile Creeks.

### GRADING

**A** Excellent

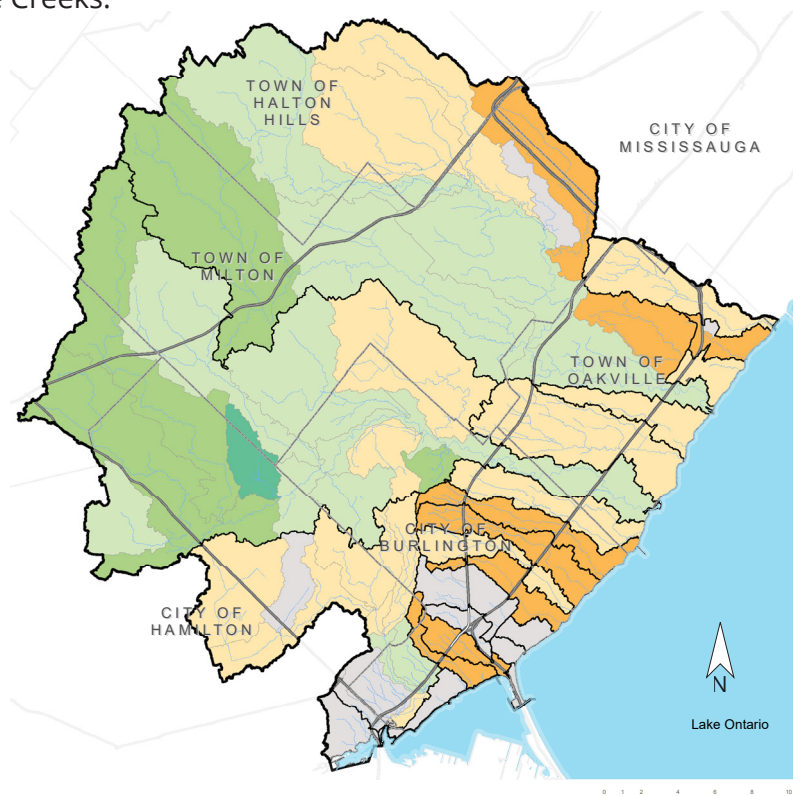
**B** Good

**C** Fair

**D** Poor

**F** Very Poor

Insufficient Data



This mapping was produced by Conservation Halton GIS Services. This map has been compiled from various sources and is for information purposes only. Conservation Halton takes no responsibility for, nor guarantees, the accuracy of all the information contained within the map.



# Conservation Halton FOREST CONDITIONS

GRADE  
**D**

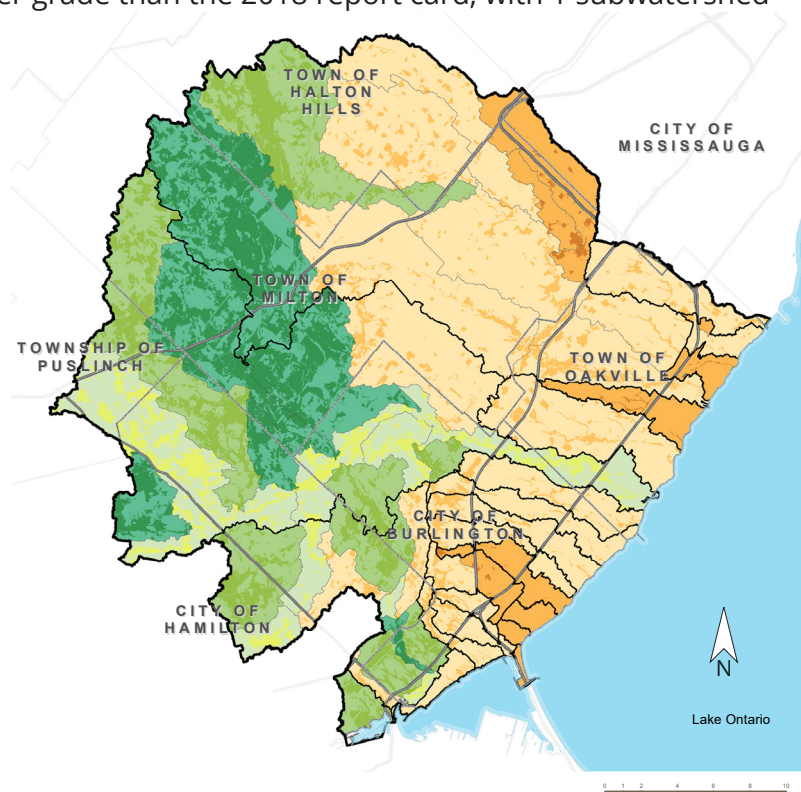
Grades are based on the percentage of forest cover, interior forest cover (forest cover 100m from the forest edge) and streamside vegetation that is forested. Streamside forests in particular help improve water quality.

## What Did We Find?

- Grades ranged from A (Excellent) to F (Very Poor).
- Majority of forest cover and forest interior was found above the Niagara Escarpment where urban development and agricultural activities are limited.
- Large tracts of forests are scarce and found largely in the headwaters of Bronte and Sixteen Mile Creek. Most interior forest habitat is found in these areas.
- Forest patches in urban areas are small with many associated with stream valleys.
- While coverage of streamside vegetation is good in some areas, increases in vegetation along streams will aid in improving water quality and the health of aquatic and terrestrial ecosystems.
- -7 subwatersheds received a lower grade than the 2018 report card, with 1 subwatershed receiving a higher grade .

GRADING	
<b>A</b>	Excellent
<b>B</b>	Good
<b>C</b>	Fair
<b>D</b>	Poor
<b>F</b>	Very Poor
Insufficient Data	

### FOREST



This mapping was produced by Conservation Halton GIS Services. This map has been compiled from various sources and is for information purposes only. Conservation Halton takes no responsibility for, nor guarantees, the accuracy of all the information contained within the map. Forest condition scores in this report card may differ to reports of previous years due to the availability of more accurate data"



# Conservation Halton GROUNDWATER QUALITY

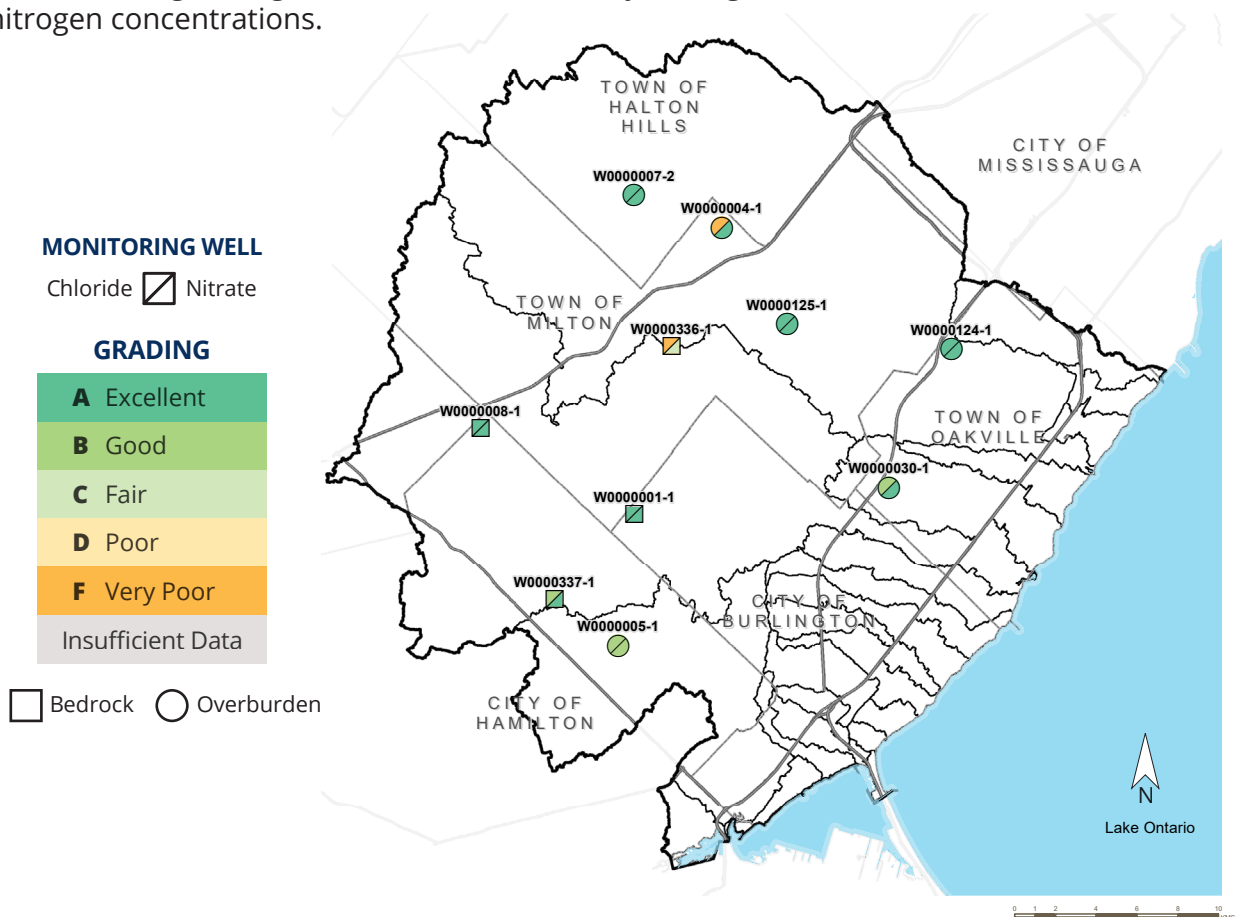
GRADE

A

Grades for groundwater quality are based on concentrations of nitrate + nitrite and chloride levels at 10 groundwater wells across the Conservation Halton watershed. Wells have been monitored for the past 21 years

## What Did We Find?

- Grades ranged from A (Excellent) to F (Very Poor) with mostly A grades, which represent the groundwater conditions at the well locations only.
- Groundwater quality can vary significantly from site to site and be influenced by geology, land use, human activities, etc.
- Two wells (W004-1 and W030-1) exhibit naturally higher chloride concentrations due to proximity to shale bedrock.
- Two wells (W336-1 and W005-1) are showing impacts from human activities such as road salting and agricultural activities as they are higher in both chloride and nitrogen concentrations.



This mapping was produced by Conservation Halton GIS Services. This map has been compiled from various sources and is for information purposes only. Conservation Halton takes no responsibility for, nor guarantees, the accuracy of all the information contained within the map.





## WHAT'S TRENDING?

As part of Conservation Halton's Long-term Environmental Monitoring Program, staff have been collecting, analyzing, and reporting on environmental data for almost 20 years. Some of the most evident trends in our watershed include:

### Water Quality:



Analysis of over 50 years of water quality data shows that chloride (salt) concentrations continue to increase across the watershed. In some watersheds, the values are more than double the limit considered safe for aquatic life. When snow melts, the salt applied to hard surfaces like roads and sidewalks in the winter enters waterways and groundwater recharge areas. Chloride can also be re-suspended during rain events, causing harmful effects into the summer months. Chloride, combined with the added stress of warming stream temperatures has an adverse impact on our streams, impacting habitat and stressing aquatic organisms. There is no current treatment for chloride removal from our environment. Prevention is the key! Reducing salt application and protecting our waterways through streamside plantings and other nature-based climate solutions helps to reduce stream temperatures and protect water quality.

### Invasive Species:



Ecosystems are under threat from invasive species. Invasive species are plants, animals, pests, and pathogens that out-compete native species when introduced to a new area. They often become predators, competitors, parasites, and carriers of disease for our native plants and animals. Analysis and results of forest health monitoring done by Conservation Halton at selected sites demonstrate that forests across the watershed are being drastically altered and damaged. Once established, invasive species are costly and difficult to remove. Planting native species, ensuring that plants and animals are not moved from one location to another and disposing of invasive species in the garbage (NOT the compost) protects biodiversity and helps to prevent spread.

# WHAT IS OUR WATERSHED'S KEY ISSUE?



There are many issues affecting our environment from climate and land use changes to local habitat impairments or alterations. One concerning issue is pollution of our streams.

## Pollution Of Our Streams:

- Chemical and physical pollution, including the warming of waterways, has significant impacts on water quality, and the species, including humans, that rely on clean water.
- Pollution comes from various sources across urban, residential, and agricultural landscapes and results from choices we make, such as whether to apply fertilizers to our home garden.
- During rain or snowmelt, pollutants and soils run off fields, roads, and yards and enter streams or are absorbed into the groundwater.



## What Actions Can You Take To Reduce Pollution In Our Streams?

- Conserve natural landscapes, especially wetlands and streamside vegetation, that naturally aid in removing pollutants.
- Reduce nutrients from entering waterways by implementing best management practices on your property.
- Prevent stormwater from entering streams by using low impact development and redirecting water to lawns and gardens.
- Get out and explore Conservation Halton parks and the natural areas around you. Appreciating and exploring nature is the first step in making wise choices to help protect it.





# WHAT CAN BE DONE?



## What Can your Community do?

- Support initiatives to improve stormwater management.
- Adopt low impact development practices to help reduce runoff.
- Direct development away from areas of environmental significance.
- Minimize salt use and explore new alternatives.
- Protect and connect wetlands and other natural heritage features.
- Support monitoring and restoration initiatives to track environmental change and improve conditions



## What can agencies do?

- Evaluate the effectiveness of their environmental programs and take steps to green their operations
- Work together to manage natural systems to protect and enhance connected natural habitats on the landscape
- Protect and create more urban greenspace to reduce stormwater, cool temperatures and provide healthy outdoor living and recreational opportunities for people

# WHAT LOCAL ACTIONS HAVE BEEN TAKEN?



Over the past five years, Conservation Halton has completed many restoration projects on both private and public property, including Flamborough Centre Park, Courtcliffe Park, Drumquin Park, Area 8 and Glenorchy Conservation Area, to support watershed function and resilience to climate change. Since 2018, Conservation Halton worked with hundreds of landowners and partners to:



Manage 261,600 acres of Conservation Halton lands



Serve over 664,000 residents in the watershed



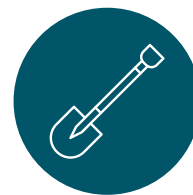
Rehabilitate 231 hectares of floodplain, forest, and wetland



Engage 167,836 watershed residents in educational programs



Plant more than 319,900 trees and shrubs



Engage more than 35,900 watershed residents in conservation activities



Improve 24 km of stream habitat through projects like sediment mat construction, debris removal, and creekside plantings



Monitor over 500 sites across the watershed to support environmental efforts and inform science-based decision making



Manage 21 invasive species including Phragmites, Garlic Mustard, Dog-strangling Vine, European Buckthorn and Giant Hogweed





*Do you have questions not answered by this summary document?  
Visit **conservationhalton.ca** for the full report or  
contact us for more information:*

**Conservation Halton**

2596 Britannia Road West, Burlington, ON L7P 0G3

**E-mail:** [info@hrca.on.ca](mailto:info@hrca.on.ca) | **Website:** [conservationhalton.ca](http://conservationhalton.ca)

**Phone:** 905-336-1158 | **Fax:** 905-336-7014

*The Watershed Report Card is available online and in other formats upon request.*

**TO:** Conservation Halton Board

**MEMO NO.: #** CHB 03 23 03

**FROM:** Craig Machan, Director, Parks & Operations

**DATE:** March 23, 2023

**SUBJECT:** Electricity Grid Improvements

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## MEMO

The demands on Conservation Halton (CH) Park electrical system has grown significantly since 1964. Over several decades, CH has been monitoring performance and has committed capital investments into hydro infrastructure supporting the parks on an as needed basis. CH staff has managed the grid to the best of their abilities and has kept the systems running to fulfill the needs of the community. The electrical grid requires regular maintenance and investment to continue to be in proper working order and reduce down-time.

Over the past few months, CH staff have initiated a technical audit of the current electrical grid across all Parks to identify pain points and develop an action plan with short, medium, and long-term improvements. This is a change in strategy towards a more proactive approach to managing the electrical infrastructure within CH Parks.

Since 2021, Parks staff has begun to plan and implement several improvements, such as, an update and inspection of the Kelso/Glen Eden line drawings, thermal imaging inspections, numerous upgrades to all Parks to address pain points, completed line tensioning and fuse repairs at Kelso/Glen Eden, and engaged with Milton Hydro to explore other enhancement opportunities.

Over the next 6-12 months, CH staff will be continuing to mitigate risks and improve electrical infrastructure by implementing recommendations from the technical audit.

These include:

- Following electrical engineer recommendations, add additional inline fusing to minimize local power outages at key locations
- Install larger cross arms where necessary and continue line tensioning throughout the parks
- Add line isolation switches, based on engineer recommendations
- Order spare fuses and transformers to have inventory on site for emergency situations
- Complete line drawings for other major parks (Mountsberg, Crawford Lake)
- Create contingency plan for contracted emergency response services to minimize service downtime

With the planned additions of new infrastructure in the parks, the need for modern, maintained supporting infrastructure will be critical to the success of the Parks. Capital investment will be added annually to future infrastructure demand.

**TO:** Conservation Halton Board

**MEMO NO.: #** CHB 03 23 04

**FROM:** Kellie McCormack, Director, Planning & Regulations

**DATE:** March 23, 2023

**SUBJECT:** Bill 109 Implementation Update

## MEMO

### Background

On March 30, 2022, the Provincial Government introduced the *More Homes for Everyone Plan* and Bill 109, the *More Homes for Everyone Act*. The purpose of Bill 109 was to implement recommendations made by the Ontario Housing Affordability Task Force and to introduce changes to the *Planning Act* and other key legislation to incentivize the timely processing of development applications. The *More Homes for Everyone Act* received Royal Assent on April 14, 2022.

A key impact of the legislation is the requirement for municipalities to refund development application fees for Official Plan Amendment, Zoning By-law Amendment and Site Plan Control applications if the following prescribed timelines for approval or decision-making are not met.

Refund by Processing Days				
	No Refund	50% Refund	75% Refund	100% Refund
<b>ZBA</b>	90	91	150	210
<b>OPA/ZBA (Refund only applies to ZBA)</b>	120	121	180	240
<b>Site Plan</b>	60	61	90	120

The legislation and the resulting refund schedule came into effect on January 1, 2023. However, a letter from the Minister of Municipal Affairs and Housing indicated the province will introduce legislation that, if passed, would delay the implementation of development application refund requirements set out in Bill 109 by six months, from January 1, 2023, to July 1, 2023. To date the legislation has not been introduced.

To minimize financial risk, Conservation Halton's (CH) municipal partners have indicated the intention to meet the processing timelines imposed by Bill 109. To meet internal reporting deadlines and deliver a decision on an application within the prescribed timeframes, CH and other external agencies will see a significant reduction in review time allotted to review the technical studies that support a



development application. On average, CH can expect to have approximately three weeks to review all technical studies and provide a written response on a development application.

### Process Improvements

CH staff has participated in multiple working sessions with municipal staff to identify planning process improvements to help ensure the prescribed planning review times can be met. Most municipalities in CH's jurisdiction will be undertaking an enhanced pre-consultation and pre-application technical review process, which will enable municipalities and CH to collect and review technical submissions prior to the formal submission of a *Planning Act* application.

While most municipalities have implemented a pre-application review process, each municipality in CH's jurisdiction has taken a slightly different approach to implementation (e.g., mandatory vs. voluntary process). Most municipalities have now amended their Official Plans to include complete application requirements and other by-laws to implement key process changes; however, many of the proposed amendments have been appealed by the development industry.

Through an enhanced pre-consultation and pre-application process, CH staff will ensure that key thresholds can be addressed prior to the submission of a formal planning application (e.g., demonstration that there is no risk to life and property resulting from the proposal), which will in turn expedite CH's review of the formal application once received.

In addition to supporting municipal partners with their process improvements, CH undertook a review of its internal review process to identify opportunities for improvement (i.e., improvements related to process, tools, and/or staff resources). In the past several months, CH has implemented the following tools and/or process improvements to support service delivery:

- Developed and implemented a new database and file tracking system (January 2023);
- Established a process to check-in with municipal staff on file priorities and to reprioritize, as needed;
- Identified opportunities to better align CH's permit process with the planning process and solicited feedback from BILD;
- Updated standardized draft plan conditions in consultation with municipal partners;
- Streamlined internal reviews for Minor Variance applications;
- Created guidance for standard digital submission requirements; and
- Created guidance for subdivision registration and assumption clearance requests.

In addition to the above, CH is also:

- Assessing IT enhancements that could be made to improve submission efficiencies (e.g., increase the download speed of submissions);
- Initiating a Rates & Fees Study to update and simplify CH's planning and permit fee schedules;
- Examining staff resources needed to achieve expedited review timeframes; and
- Reviewing options to ensure CH has a sustainable model to respond to increases in Ontario Land Tribunal (OLT) appeals.

**TO:** Conservation Halton Board

**MEMO NO.: #** CHB 03 23 05

**FROM:** Barbara Veale, Senior Director, Watershed Strategies & Climate Change

**DATE:** March 23, 2023

**SUBJECT:** Parks Canada funding for Cootes to Escarpment EcoPark System

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## MEMO

The Cootes to Escarpment EcoPark System is a voluntary alliance of nine government, academic and not-for-profit agencies that own and manage more than 2,200 ha of open space and nature sanctuaries. The EcoPark System supports rich biodiversity and provides a critical ecological link between Cootes Paradise, Hamilton Harbour and the Niagara Escarpment. It also provides recreational, educational, research and cultural opportunities for almost a million residents in Hamilton and Burlington, and 8 million other residents of the Greater Golden Horseshoe. Partner agencies maintain ownership of their individual properties but collaborate on areas of mutual interest such as invasive species control, landowner and community outreach, fundraising, restoration, land securement, and supporting research.

EcoPark System partners include the Bruce Trail Conservancy, Conservation Halton, Halton Region, City of Hamilton, Hamilton Conservation Authority, Hamilton Naturalists' Club, City of Burlington, McMaster University, and Royal Botanical Gardens (RBG). Partners operate under the Cootes to Escarpment EcoPark System 2022-2026 Memorandum of Understanding (CHBD 06 21 04).

In April 2022, the federal government announced a National Program for Ecological Corridors to be led by Parks Canada. In September 2022, Parks Canada advised that one of the first initiatives to be funded would be a series of ecological corridor pilot programs to support the conservation of ecological corridors with targeted initiatives across Canada. The EcoPark System was identified as a potential candidate for the pilot program, and partners submitted a proposal for consideration. On January 26, 2023, Parks Canada announced over \$3.5 million in funding to the Cootes to Escarpment EcoPark System. The project includes five components:

- 1) **Exploring Landowner Engagement and Participation** through outreach to private landowners and others, coordinating, planning, and organizing habitat enhancement projects and celebrating achievements,
- 2) **Assessing and Taking Advantage of Land Securement Opportunities** that could bring suitable land that has corridor functionality under the protection of partner agencies through purchase, donation, or other means,
- 3) **Enabling Habitat Restoration** on EcoPark System partner properties that have functions within corridors, such as invasive species management, trail decommissioning, plantings of native species, wildlife directional fencing and barrier mitigation, and signage supporting responsible recreational use,

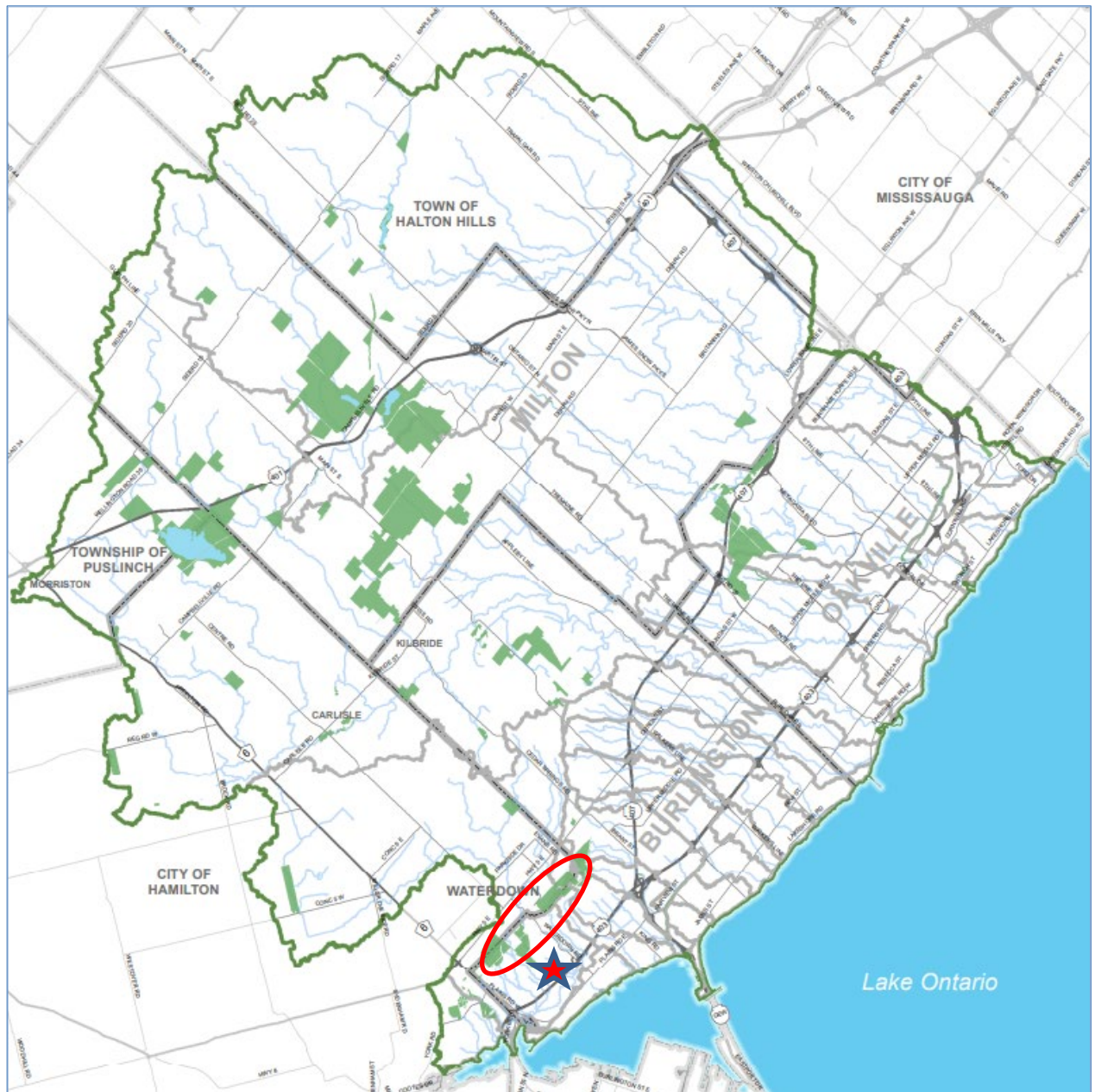
- 4) **Engaging and Building Relationships with the Indigenous Community** with a focus on urban natural lands through, for example, inviting First Nations participation in restoration projects, and
- 5) **Program Management and Evaluation** against the goal of improving corridors by identifying objective criteria that indicate whether a habitat and ecological corridor are improving and strengthening.

A funding agreement between Parks Canada and Royal Botanical Gardens (as the implementing partner of the Cootes to Escarpment EcoPark System) has been executed. Sub-agreements between Royal Botanical Gardens and each of the partner agencies are currently being developed to permit flow of funds to approved individual projects.

Conservation Halton will receive funding in the amount of \$984,804 for two projects that must be completed by the end of 2023, including:

1. Conducting invasive species removal on CH lands at Waterdown Woods, Grindstone Creek, Clappison Woods, and Little Tract (**circled on Figure 1**). This will help to improve biodiversity and serve as the first phase of management planning for these properties (CHBD 01 23 06). Invasive species removal will be followed by a series of restoration, trail improvement and wayfinding projects. Restoration efforts will commence in May with the planting of 10,000 trees across the identified sites in areas of heavy removals.
2. Undertaking landowner outreach in Hidden Valley in Burlington to encourage stewardship of healthy riparian buffers along Grindstone Creek where it functions as a connection between two EcoPark System partner properties (**shown as a star on Figure 1**). This project will promote Low Impact Development projects to support enhanced stormwater management in the sensitive valley ecosystem and help landowners protect their properties from flooding. Such actions support implementation of recommendations from the Grindstone Creek Municipal Natural Assets study (CHBD 01 23 06).

**Figure 1: Conservation Halton Project Locations**





## CONTRIBUTION AGREEMENT – GC-1919

### Parks Canada General Class Grants and Contributions Program

This Contribution Agreement (“Agreement”) made in duplicate on \_\_\_\_\_.

**BETWEEN:** Parks Canada Agency a body corporate established under section 3 of the Parks Canada Agency Act (“Parks Canada”) represented by the President and Chief Executive Officer;

**AND:** Royal Botanical Gardens (“the Recipient”), a legal entity having its head office / principal place of business at:  
680 Plains Road West, Burlington, ON, L7T 4H4

**WHEREAS** the Recipient wishes to implement a project or initiative (“project”) as described in Annex “B”;

**AND WHEREAS** Parks Canada wishes to make a contribution to the Recipient toward the implementation of the Project entitled Cootes to Escarpment EcoPark System Ecological Corridor Pilot Program (EcoPark System)

**Therefore,** Parks Canada and the Recipient agree as follows:

#### 1. Purpose and Maximum Amount of Contribution

1.1 Parks Canada hereby makes a contribution to the Recipient (“contribution”) solely for the implementation of the Project in accordance with the terms specified in this Agreement.

1.2 Subject to the terms of this Agreement, Parks Canada agrees to make a contribution to the Recipient of an amount not exceeding \$3,552,120 over fiscal years 2022-23 to 2023-24 towards the eligible expenditures as described in Annex A of this Agreement.

1.2.1 The maximum amount payable by fiscal year is as follows:  
2022-23: \$874,830; and  
2023-24: \$2,677,290.

1.2.2 The maximum amount payable by fiscal year may be modified by amending the Contribution Agreement.

#### 2. Payment

In consideration of the implementation of the Project and the fulfillment of all of the Recipient’s other obligations pursuant to this Agreement, Parks Canada agrees to pay a contribution to the





## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

Recipient in accordance with the following:

- 2.1 Upon receipt of a request for advance payment, Parks Canada agrees to provide an initial advance of up to \$874,830 covering the cash flow requirements of the Recipient for the first quarter of the project.
- 2.2 For subsequent advances, the Recipient shall present quarterly requests for advance payments, for the Recipient's immediate cash flow requirements of the project, identifying the amount required and including an estimate of eligible costs and any other information that Parks Canada may require.
- 2.3 At no time shall there be more than two advances unaccounted for. The Recipient shall submit to Parks Canada satisfactory proof that the expenditures have been incurred and that the work has progressed in accordance with the terms of this Agreement prior to further payments being made.
- 2.4 Advance payments made during a fiscal year will not exceed the Recipient's estimated cash flow requirements with respect to Parks Canada's share of eligible expenditures incurred by the Recipient in that fiscal year. However, an advance payment may be made in one fiscal year to cover Parks Canada's share of expected eligible expenditures to be incurred by the Recipient during the month of April of the following fiscal year.
- 2.5 If the amount of the advance exceeds the eligible costs incurred for which the advance was approved, the Recipient shall reimburse the difference to Parks Canada or Parks Canada shall recover the surplus from any sums payable to the Recipient, at Parks Canada's discretion.
- 2.6 The final advance shall be subject to a holdback of \$267,729, on the advance amount, to be released upon completion of the project by the Recipient and approval by Parks Canada of the final financial and narrative reports.
- 2.7 On or before March 29, 2024, the Recipient shall submit to Parks Canada's satisfaction a request for a final payment of up to \$267,729 accompanied by final financial and final narrative reports as described in Annex B. Upon Parks Canada's approval of the final reports, Parks Canada will release the final payment under this Agreement.
- 2.8 All payment requests should include the Recipient's name and address, the Agreement number, the type of payment (advance or final payment) and the period covered. Advance requests must be accompanied by an estimate of eligible costs to



## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

be incurred during the period of the advance.

#### **3. Duration**

This Agreement comes into effect on the date of signature of both parties. Unless sooner terminated as provided for in the Agreement, the Agreement shall remain in effect until April 30, 2024

#### **4. Applicable Laws**

This Agreement shall be governed by and construed in accordance with the laws in force in the Province of Ontario and the laws of Canada if applicable.

#### **5. Notice or Communication**

Any notice, information or document required under this Agreement shall make reference to the title of the Project and be deemed to have been given if it is delivered, sent by facsimile, email or mail (stamped or prepaid). Any notice delivered, sent by facsimile or e-mail shall be deemed to have been received one working day after it is sent. Any notice that is mailed shall be deemed to have been received eight (8) calendar days after it is mailed.

Either Party may change the address shown in this Agreement by informing the other Party of the new address, and such change shall take effect fifteen (15) days after the notice is received.

All notices must be sent to the following addresses:

To Parks Canada:                      Jessica Cloutier  
Program Officer, Ecological Corridors  
30 Victoria St, Gatineau, QC J8X 0B3  
E-mail: Jessica.Cloutier@pc.gc.ca  
Telephone number: 437-328-2452

To the Recipient:                      Tomasz Wiercioch  
Coordinator, Cootes to Escarpment EcoPark System  
680 Plains Road West, Burlington, ON L7T 4H4  
Email: twiercioch@rbg.ca  
Telephone number: 905-527-1158 ext. 225

#### **6. Public Acknowledgement**

In any promotion programs, advertising and publicity for the activities funded under this Agreement, acknowledgement shall be given to Parks Canada in a manner reflecting Canada's



## CONTRIBUTION AGREEMENT – GC-1919

### Parks Canada General Class Grants and Contributions Program

contribution. This acknowledgement shall be in both official languages, where possible. Timing and location of recognition events will be agreed to between the two Parties. Parks Canada reserves the right to waive this requirement at its discretion.

The Recipient's name, the amount of the contribution and the general nature of the activities supported may be made publicly available by the Government of Canada.

#### 7. Evaluation

The Recipient will cooperate fully with Parks Canada to provide all required information that may be necessary for the proper conduct of any evaluation of the contribution. The criteria to be used to assess the effectiveness of the contribution relative to its objectives will be determined by Parks Canada.

#### 8. Entire Agreement

This Agreement together with Annexes "A", "B", and the "General Clauses" constitute the entire Agreement between the Parties with respect to the Project and supersede all previous negotiations and communications and other agreements relating to it, unless they are expressly incorporated by reference.

#### 9. Signatures

Signed on behalf of **Royal Botanical Gardens:**

Signature Nancy Rowland Date 2023/01/19

Name: Nancy Rowland

Title: Chief Executive Officer

Signed on behalf of the **Parks Canada Agency:**

Signature M. Padolsky Date Jan. 19, 2023

Name: Miriam Padolsky  
Corridors

Title: Director, Urban Parks and Ecological



## CONTRIBUTION AGREEMENT – GC-1919

### Parks Canada General Class Grants and Contributions Program

#### ANNEX A

#### A.1 ESTIMATE OF ELIGIBLE EXPENDITURES

2022-23

Project Activity Breakdown	Parks Canada	Recipient	Project Total
	Dollar Amount	Dollar Amount	Dollar Amount
<b>Program Management (intended for RBG use and redistribution)</b>			
Program Manager Salary and Operating Expenses	\$ 47,000	\$0	\$ 47,000
Program Management Expenses (GIS support, Cartography, and Graphic Design, Analysis and Program Assessment, Events)	\$ 23,000	\$0	\$ 23,000
<b>Program Management Subtotal</b>	<b>\$ 70,000</b>	<b>\$0</b>	<b>\$ 70,000</b>
<b>Provide Opportunities for Landowner Engagement and Participation (intended for RBG use and redistribution)</b>			
Coordination Salary and Operating Expenses	\$ 23,000	\$0	\$ 23,000
Communication Materials	\$ 5,500	\$0	\$ 5,500
Facilitation Services	\$ 5,000	\$0	\$ 5,000
<b>Landowner Engagement Subtotal</b>	<b>\$ 33,500</b>	<b>\$0</b>	<b>\$ 33,500</b>
<b>Assess and Take Advantage of Land Securement Opportunities intended for RBG use and redistribution)</b>			
Land Purchase Estimates (2-3 opportunities in the program period)	\$ 157,000	\$0	\$ 157,000
Appraisals and coordination costs	\$ 6,300	\$0	\$ 6,300
<b>Land Securement Subtotal</b>	<b>\$ 163,300</b>	<b>\$0</b>	<b>\$ 163,300</b>
<b>Enable Habitat Restoration intended for RBG use and redistribution)</b>			
Coordination Salary and Operating Expenses	\$ 23,000	\$0	\$ 23,000
Purchase of native plant stock and seed	\$ 145,000	\$0	\$ 145,000
Invasive species removal (contractor or staff offsets; incl controlled burns)	\$ 145,000	\$0	\$ 145,000
Fencing and wildlife barrier installation	\$ 145,000	\$0	\$ 145,000
Partner Staffing and Other	\$ 40,000	\$0	\$ 40,000
<b>Habitat Restoration Subtotal</b>	<b>\$ 498,000</b>	<b>\$0</b>	<b>\$ 498,000</b>
<b>Engage Indigenous Communities through direct participation and knowledge sharing (intended for RBG use and redistribution)</b>			



## CONTRIBUTION AGREEMENT – GC-1919

### Parks Canada General Class Grants and Contributions Program

Coordination Salary and Operating Expenses	\$ 23,000	\$0	\$ 23,000
Travel expenses for Elders and other participants	\$ 2,500	\$0	\$ 2,500
Honoraria for Elders and other Indigenous participants	\$ 5,000	\$0	\$ 5,000
<b>Indigenous Engagement Subtotal</b>	<b>\$ 30,500</b>	<b>\$0</b>	<b>\$ 30,500</b>
<b>Overall Sub-Total</b>	<b>\$ 795,300</b>	<b>\$0</b>	<b>\$ 795,300</b>
Overhead (10% - intended for RBG use)	\$ 79,530	\$0	\$ 79,530
<b>2022-23 Total</b>	<b>\$ 874,830</b>	<b>\$0</b>	<b>\$874,830</b>

2023-24

<b>Project Activity Breakdown</b>	<b>Parks Canada</b>	<b>Recipient</b>	<b>Project Total</b>
	Dollar Amount	Dollar Amount	Dollar Amount
<b>Program Management (intended for RBG use and redistribution)</b>			
Program Manager Salary and Operating Expenses	\$ 76,000	\$0	\$ 76,000
Program Management Expenses (GIS support, Cartography, and Graphic Design, Analysis and Program Assessment, Events)	\$ 132,000	\$0	\$ 132,000
<b>Program Management Subtotal</b>	<b>\$ 208,000</b>	<b>\$0</b>	<b>\$ 208,000</b>
<b>Provide Opportunities for Landowner Engagement and Participation (intended for RBG use and redistribution)</b>			
Coordination Salary and Operating Expenses	\$ 85,000	\$0	\$ 85,000
Communication Materials	\$ 16,500	\$0	\$ 16,500
Facilitation Services	\$ 15,000	\$0	\$ 15,000
<b>Landowner Engagement Subtotal</b>	<b>\$ 116,500</b>	<b>\$0</b>	<b>\$ 116,500</b>
<b>Assess and Take Advantage of Land Securement Opportunities (intended for RBG use and redistribution)</b>			
Land Purchase Estimates (2-3 opportunities in the program period)	\$ 473,000	\$0	\$ 473,000
Appraisals and coordination costs	\$ 18,900	\$0	\$ 18,900
<b>Land Securement Subtotal</b>	<b>\$ 491,900</b>	<b>\$0</b>	<b>\$ 491,900</b>
<b>Enable Habitat Restoration (intended for RBG use and redistribution)</b>			
Coordination Salary and Operating Expenses	\$ 85,000	\$0	\$ 85,000



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Purchase of native plant stock and seed	\$ 435,000	\$0	\$ 435,000
Invasive species removal (contractor or staff offsets; incl controlled burns)	\$ 435,000	\$0	\$ 435,000
Fencing and wildlife barrier installation	\$ 435,000	\$0	\$ 435,000
Partner Staffing and Other	\$ 120,000	\$0	\$ 120,000
<b>Habitat Restoration Subtotal</b>	<b>\$ 1,510,000</b>	<b>\$0</b>	<b>\$ 1,510,000</b>
<b>Engage Indigenous Communities through direct participation and knowledge sharing (intended for RBG use and redistribution)</b>			
Coordination Salary and Operating Expenses	\$ 85,000	\$0	\$ 85,000
Travel expenses for Elders and other participants	\$ 7,500	\$0	\$ 7,500
Honoraria for Elders and other Indigenous participants	\$ 15,000	\$0	\$ 15,000
<b>Indigenous Engagement Subtotal</b>	<b>\$ 107,500</b>	<b>\$0</b>	<b>\$ 107,500</b>
<b>Sub-Total</b>	<b>\$ 2,433,900</b>	<b>\$0</b>	<b>\$ 2,433,900</b>
Overhead (10% intended for RBG use)	\$ 243,390	\$0	\$ 243,390
<b>2023-24 Total</b>	<b>\$ 2,677,290</b>	<b>\$0</b>	<b>\$ 2,677,290</b>
<b>Grand Total</b>	<b>\$3,552,120</b>	<b>\$0</b>	<b>\$3,552,120</b>

### A.2 LIST OF ELIGIBLE EXPENDITURES

The following expenditures for the implementation of the Project described in this Agreement are eligible for reimbursement by Parks Canada:

- (A) Remuneration: Rate (per hour, day, month or year) applicable to employees of the Recipient for time spent working on the implementation of the Project. Rates include:
- (i) Direct salaries: actual sums paid to employees for the time directly spent on the implementation of Project activities described in the Agreement and not exceeding the market rates for the specific type of services;
  - (ii) Fringe benefits including paid absences for statutory holidays, annual vacation and sick leave at the rate the paid leave is earned and not at the point of consumption; and
  - (iii) Paid benefits such as the employer's contribution to employment insurance and workers' compensation plans (where applicable), etc. in accordance with the Recipient's policies.



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### Parks Canada General Class Grants and Contributions Program

- (B) Reimbursable expenditures: The following actual and reasonable expenditures directly related to the implementation of the Project:
- (i) Actual cost of subcontractor's fees. Individual rates shall not exceed the market rates that apply to the specific type of service;
  - (ii) Actual and reasonable honoraria costs;
  - (iii) Actual and reasonable travel costs not exceeding the rates permissible under the Treasury Board travel policy;
  - (iv) Actual costs arising from the purchase, rental, maintenance and transportation of goods, equipment, vehicles and supplies;
  - (v) Communication costs, such as telephone, facsimile, mail and messenger services, translation and word processing costs, printing and production costs (such as photocopying, printing, etc.); and
  - (vi) Other actual expenses required to implement the Project as approved in advance by Parks Canada.
- (C) Overhead/Indirect costs: Parks Canada will contribute up to 10% of the direct project expenses for general administrative or overhead costs.

The Recipient shall not include profit, directly or indirectly, in the calculation of remuneration or in any other of the costs except when the profit is included in an acceptable subcontractor agreement with a for-profit entity with which the Recipient does not hold any direct or indirect interest.

Expenditures incurred since January 1<sup>st</sup>, 2023 are eligible for reimbursement.

### A.3 OTHER SOURCES OF FUNDING FOR THE PROJECT

In addition to Parks Canada's contribution, the Recipient undertakes to contribute an amount of \$0 from its own funds for the implementation of the Project.

The Recipient certifies that the following funding has been obtained for the implementation of the Project prior to the signing of the Agreement:

- **Federal:** \$0.
- **Provincial:** \$0.
- **Municipal:** \$0.
- **Other:** \$0

**TOTAL external funding:** \$0



## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

The Recipient declares and guarantees that all sources of proposed funding for the Project with their corresponding amounts are presented in the sections above. The Recipient shall update this declaration should there be changes during the implementation of the Project and shall include these changes in its final financial report.

Where the Recipient receives additional funding for the same expenses as referred to above, Parks Canada may at its discretion: (a) reduce the contribution by such amount as it considers appropriate, up to the amount of additional funding received; or (b) if the contribution has already been paid, require repayment of a portion or all of the contribution, as it considers appropriate.

The Recipient shall repay all amounts claimed pursuant to the paragraph above, within the time specified in the notice requesting such repayments. The amounts that the Recipient shall repay pursuant to this paragraph constitute debts to His Majesty.





## CONTRIBUTION AGREEMENT – GC-1919

### Parks Canada General Class Grants and Contributions Program

#### ANNEX B

##### **Project Description**

The contribution supports a pilot program of the Cootes to Escarpment EcoPark System, by enabling landowner engagement and participation, exploring opportunities for land securement, habitat restoration, and engaging of Indigenous communities through direct participation and knowledge sharing. Through these activities, the program aims to maintain and enhance ecological connectivity through restoring and securing ecological corridors in the ultra-urban Greater Toronto Area.

##### **Background**

The Cootes to Escarpment EcoPark System is a voluntary park alliance in which the participating agencies own and manage their lands individually but collaborate on areas of mutual interest. The idea of a partnership around these natural areas was brought forward in 2006 by the Natural Heritage Planning Committee of the Bay Area Restoration Council. Following extensive background research and consultation a first strategic plan, the Cootes to Escarpment Park System: Conservation Land Management Strategy, was finalized in 2009 and approved in principle by all participating boards and councils in 2010. The participating agencies agreed to establish the EcoPark System as a voluntary collaboration operating under a three-year Memorandum of Understanding in 2013, which was amended and extended most recently for five years in 2021.

Today, the EcoPark System acts as a collaboration among government and not-for-profit agencies that collectively protect nearly 2,200 ha of open space and nature sanctuary between Cootes Paradise Marsh, Hamilton Harbour, and the Niagara Escarpment.

Centered in a complex, biologically diverse, and fragmented landscape of protected lands, open space, urban development, and other uses at the western end of Lake Ontario, the EcoPark System is home to the only remaining unurbanized terrestrial ecological corridor between the Niagara Escarpment and Lake Ontario coastal wetlands. However, it is surrounded by 700,000 residents and is within an hour or two of 8 million other residents of the Greater Golden Horseshoe.

Through land securement, ecological restoration, recovery and remediation, education, research, and outreach with the public and landowners, this collaboration of government and not-for-profit agencies has successfully and voluntarily collaborated to address threats to local natural areas such as habitat fragmentation, invasive species, climate change, water quality impairment, along with other anthropogenic effects within the Cootes to Escarpment EcoPark System.

##### **Parks Canada Agency Result Supported by this Project**

Canada's natural heritage is protected for present and future generations.



## CONTRIBUTION AGREEMENT – GC-1919

### Parks Canada General Class Grants and Contributions Program

#### Expected Results

Royal Botanical Gardens, with the EcoPark System partners, will enhance and improve the connectivity of key corridors within the EcoPark System project area. In addition, participation and engagement of Indigenous communities will be increased through engagement, exploration, and implementation of Indigenous-specific projects. The following results and outcomes are expected:

1. Protecting Environmental/Biodiversity values
  - a. Habitat Restoration Projects
  - b. Land Securement
2. Contributing to a Conservation Network
  - a. Habitat Restoration Prioritizing and Mapping
3. Engaging Governments, Indigenous Communities, and other Stakeholders
  - a. Indigenous engagement
  - b. Internal Decision Makers
  - c. External Stakeholders
4. Highlighting Community Co-Benefits
  - a. Landowner Engagement

#### Key Activities

1. Provide Opportunities for Landowner Engagement and Participation
  - a. Hire a coordinator to support private landowner engagement opportunities within priority ecological corridors within the EcoPark System study area through active relationship-building, communications, and development of habitat restoration projects
  - b. Present outreach events, workshops, and other opportunities for community engagement
  - c. Assist with the design and installation of small-scale habitat improvement projects on private lands to enhance connections among protected areas
2. Assess and Take Advantage of Land Securement Opportunities
  - a. Engage land securement expertise to coordinate efforts and advance various stages of land securement including landowner contact, and oversight of appraisals, legal processes, and other land securement activities
  - b. Where possible, secure key properties available currently through purchase or other means by one or another partner agency
  - c. Engage experts for property appraisals, support needed legal fees and other land securement property costs
3. Enable Habitat Restoration
  - a. Hire a project manager and support partner staff in coordinating and completing 'on the ground' partner property corridor enhancement projects
  - b. Implement removal of invasive species at key points within corridors



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### Parks Canada General Class Grants and Contributions Program

- c. Source and plant genetically appropriate native plant species within the corridors
  - d. Installation of fencing to guide species away from roads and other risks
  - e. Enhance mapping to assist partner lands management planning and scenarios for corridor development, and assess and develop best practices and measures of success
4. Engage Indigenous Communities through direct participation and knowledge sharing
- a. Hire an Indigenous Program Officer to engage with EcoPark System partners and First Nations to explore and build projects that bring Indigenous participation into the program of the EcoPark System
  - b. Present talks, workshops, and culturally appropriate events with First Nations and Indigenous communities to share and raise awareness
  - c. Support participation of Indigenous knowledge holders in restoration and other activities within this program

### Official Languages

The Recipient will provide a program overview, reports for public information and awareness, a summary of opportunities for private landowner engagement, and a summary of Indigenous Engagement toward the end of the project, in French and English on the EcoPark System website.

### Project Implementation

Royal Botanical Gardens (RBG) will be the recipient of the funds but will be supported in this work by the entire EcoPark System alliance. RBG will be responsible for managing the financial aspect of the individual program activities, including distributing funds as necessary for each activity or project to the partners within the EcoPark System.

RBG and the EcoPark System partners will be responsible for hiring staff and contractors. EcoPark System partners will collaborate on project governance, monitoring the progress of the activities, and organizing project milestones and deadlines. Many individual restoration projects will be carried out by participating agencies. Milestones and deadlines are explained in more detail below.

- **Implementation and management by the Recipient:** RBG will act as the implementing partner handling finances and coordination. A program manager will organize and guide the implementation and reporting of this program. Accounting and financial responsibilities will be imbedded in the RBG finance department, with the assistance of the Program Manager. RBG development department, including the head of Grants and Research initiatives, will be guiding reporting responsibilities relative to the contribution agreement (CA). Individual partner agencies carrying out projects will have a written agreement with RBG to facilitate payment and reporting responsibilities.



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### Parks Canada General Class Grants and Contributions Program

- **Roles and Responsibilities:** RBG, as noted above, will implement this program on behalf of the EcoPark System partners. The participating agencies in the EcoPark System will undertake individual projects in support of the program and will coordinate their activities through Governing Council and Management Committee. The Program Manager working directly for RBG will be an experienced project manager who will work fulltime to coordinate and oversee delivery of all aspects of the program.

Governing Council (the most senior staff representatives of each partner agency, such as a CEO) is the highest decision-making body within the EcoPark System and will oversee delivery of the program on behalf of the partners.

Management Committee (appointed representatives of each partner agency meeting regularly to guide the EcoPark System program, such as Senior Ecologists and Planners) will monitor and guide program implementation on a regular basis, providing advice and decision making on matters involving the EcoPark System partners and their projects. A subcommittee of Management committee may be struck to aid program guidance and delivery.

The Secretariat (the Secretariat consists of the EcoPark System Coordinator and the Chair of Management Committee, working out of RBG) will assist the Program Manager, Governing Council, and Management Committee on the implementation of this program.

- **Program Governance:** As noted above, legal and financial responsibility rest primarily with RBG. In turn, RBG is supporting this program on behalf of all the partners of the EcoPark System. As such, the EcoPark System governance model, that has been developed since 2010, will be used as the program governance framework.
- **Monitoring Strategy:** Given the short duration of this pilot program, assessment of program outcomes will be gauged on measures of individual project success, such as removal of invasive species, hectares of land secured, opportunities for landowner engagement and outreach, stakeholder engagement, and others. RBG will be engaging with specialists in the documentation and assessment of ecological corridors to assess and develop best practices and measures of success.
- **Key Project Milestones and Deadlines:**
  1. Q4 of Fiscal 2022-2023
    - a. Launch of program, including as-needed communications support to Parks Canada



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### Parks Canada General Class Grants and Contributions Program

- b. Complete project selection by Management Committee
- c. Hire coordinating staff
- d. Report on EcoPark System land securement priorities
- e. Complete Parks Canada Narrative and Financial Report for first fiscal year of the program
- f. Complete Winter 2022-2023 restoration and landowner outreach projects
- 2. Q1 and Q2 of Fiscal 2023-2024
  - a. Advance various stages of land securement including landowner contact, and oversight of appraisals, legal processes, and other land securement activities
  - b. Complete Spring and Summer 2023 restoration and landowner outreach projects
- 3. Q3 of Fiscal 2023-2024
  - a. Advance various stages of land securement including landowner contact, and oversight of appraisals, legal processes, and other land securement activities
  - b. Complete Fall 2023 restoration and landowner outreach project
  - c. Host Symposium on ecological corridors
  - d. Final mapping and best practices reports
- 4. Q4 of Fiscal 2023-2024
  - a. Complete Final Parks Canada narrative and financial report
  - b. Final internal and external communication material produced

### Performance Measurement - Monitoring and evaluation of key results

- 1. Protecting Environmental/Biodiversity values
  - a. Habitat Restoration Projects
    - i. Quantitative: invasive species removed, native plantings, etc.
  - b. Land Securement
    - i. Quantitative: amount of land donated, purchased, or otherwise secured
- 2. Contributing to a Conservation Network
  - a. Habitat Restoration Prioritizing and Mapping
    - i. Quantitative: Reports and workshops
    - ii. Qualitative: Training
- 3. Engaging Governments, Indigenous Communities, and other Stakeholders
  - a. Indigenous engagement
    - i. Quantitative: involvement in habitat restoration projects, number of workshops
    - ii. Qualitative: relationship building
  - b. Internal Decision Makers
    - i. Quantitative: number of meetings, workshops
    - ii. Qualitative: ID future projects
  - c. External Stakeholders
    - i. Quantitative: number of meetings, workshops





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### Parks Canada General Class Grants and Contributions Program

- ii. Qualitative: ID future projects
- 4. Highlighting Community Co-Benefits
  - a. Landowner Engagement
    - i. Quantitative: number of projects, best practices report

#### **Risk**

A variety of risks have been identified that may make completion of the entire program described above difficult. These include:

#### Human resources and staffing

1. Insufficient organizational and staffing capacity have been noted by participating agencies as a risk. This risk is being mitigated by hiring coordinating staff
2. Concern over recruiting qualified individuals has also been noted. This will be mitigated by advertising the positions as early and as widely as possible, adjusting projects as needed through the program governance model, and being as flexible as possible as to how activities will be delivered.

#### Availability of contractors and supplies

3. Difficulty in finding qualified contractors for some activities has also been noted as a risk. This will be mitigated by the flexible governance structure and a variety of procurement processes among the partner agencies.
4. Scarcity of suitable plant material for planting in restoration projects has been noted. This is a widespread problem for all agencies interested in ecological restoration and is not unique to the situation. This will be mitigated by selecting projects that only will draw on available plant stock

#### Regulatory concerns

5. Obtaining permits for some of the kinds of activities envisioned in this program can be a lengthy process. This will be mitigated by selecting only those projects that are already fully permitted.

#### Stakeholder and land owner concerns

6. One potential risk of this program is a disinterest by neighbouring landowners to participate in the project. This may limit the opportunities to restore habitat on their land. This risk is mitigated by hiring a coordinator to support private landowner engage opportunities, build relationships, and deliver presentations for community engagement with flexibility over the corridor area.
7. It is also anticipated that some private land owners may be antagonistic toward the idea of promoting ecological corridors in this urban area. Over the past decade the EcoPark System partner agencies have had good responses to stewardship initiatives inviting cooperation of



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### Parks Canada General Class Grants and Contributions Program

private land owners, but this may not be a universal response. This will be mitigated by working only with willing participants on their terms.

#### Land securement risks

8. Land securement is predicated on the willingness of present owners to sell or otherwise engage with the partners to protect land. This can only be mitigated to a certain degree, but this program is also looking longer-term toward cultivation of future opportunities.
9. Inflation in the price of land is a problem for land securement projects in southern Ontario. With the short duration of this program and limited pilot funding, purchases will be restricted to parcels that can be accommodated with the available resources.

#### Indigenous consultation and engagement

10. Another potential risk is disinterest and/or insufficient capacity for Indigenous communities to participate in the program. This will be mitigated in part by hiring an Indigenous Program Officer to engage with EcoPark System partners and First Nations to explore and build projects that bring Indigenous participation into the program.

#### Environmental and extreme weather events

11. Extreme weather events are becoming a risk of everyday life in a time of climate change. Projects selected for implementation under this program will be managed to avoid the effects of extreme weather in their scheduling.

### Reporting

By March 31<sup>st</sup> of the first fiscal year (2022-2023) and by March 29<sup>th</sup> of the second/final fiscal year (2023-24), the Recipient will submit to Parks Canada an annual narrative project progress report describing activities conducted, progress towards achieving results, and future plans, and an annual financial report, detailing all project expenditures incurred during the year.

No later than 30 days before the end of the Agreement (due March 29, 2024), the Recipient will submit to Parks Canada a final narrative project report summarizing the activities conducted and results achieved, and a final financial report detailing all project expenditures incurred for the Project. The final financial report must declare all funding received for the project.

No later than 30 days before the end of the Agreement (due March 29, 2024), the Recipient will submit to Parks Canada relevant images, videos, testimonials, and/or success stories to support in the National Program for Ecological Corridors' story map of ecological corridors in Canada.



## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

#### **GENERAL CLAUSES**

The “General Clauses” shall form an integral part of this Agreement.

#### **1. DEFINITIONS**

- 1.1. “Agreement” means the Contribution Agreement; the “General Clauses” and such amendments and appendices which are or may be expressed to form part of the Agreement;
- 1.2. “Recipient” means the organization or person receiving the contribution and being responsible for the performance and administration of the Agreement;
- 1.3. “Financial Audit” means any examination of the accounts and records of a “Recipient” or other information deemed necessary in the circumstances;
- 1.4. “Fiscal Year” refers to the fiscal year of the Government of Canada spanning April 1 of one year until March 31 the following year

#### **2. REPRESENTATIONS BY THE RECIPIENT**

- 2.1. The Recipient represents:
  - 2.1.1. that it has the capacity and authority to enter into this Agreement to carry out the Project and that it knows of no reason, fact or event, current, imminent or probable, that would diminish this capacity and authority;
  - 2.1.2. that payments to the Recipient by way of advance payments are essential for the timely carrying out of the Project;
  - 2.1.3. that it is in compliance with the laws that govern it;
  - 2.1.4. that it has no interest, pecuniary or otherwise, in any business matter that would put it in an actual or apparent conflict of interest in carrying out the Project.



## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

#### **3. AMENDMENTS**

- 3.1. This Agreement may be amended by the mutual written consent of the Parties. To be valid, any amendment to this Agreement shall be in writing and signed by the Parties within the duration of the Agreement.

#### **4. ADVANCE PAYMENTS**

- 4.1. Where the terms of the Agreement permit advance payments to be made, such advance payments shall be considered debts owed to Canada until such time as the Recipient has accounted for the said advance payments in accordance with the terms of the Agreement and to Parks Canada's satisfaction.
- 4.2. Advance payments made under this Agreement shall be deposited in an interest-bearing bank account of a commercial banking establishment and accounted for separately by the Recipient. Interest on outstanding balances will be calculated and compounded monthly in accordance with the Treasury Board Interest and Administrative Charges Regulations. Any interest accumulated by the Recipient is to be used for activities related to the achievement of project results or be subtracted from the maximum amount payable under this Agreement.

#### **5. OVERPAYMENT**

- 5.1. In the event that payments made to the Recipient under this Agreement exceed the amount thereof required or expended by the Recipient in accordance with this Agreement, any such surplus is payable forthwith to Parks Canada. Where any surplus payable has not been repaid,
- 5.1.1. an amount equal to the surplus may be retained by way of deduction from or set-off against any sum of money that may be due or payable to the Recipient; or
- 5.1.2. the Recipient shall repay all amounts claimed pursuant to paragraph 5.1, within the time specified in the notice requesting such repayments. The amounts that the Recipient shall repay pursuant to paragraph 5.1 constitute debts to His Majesty. The Recipient shall issue repayment cheques to the Receiver General of Canada and forward them to Parks Canada. Interest will be charged on all overdue repayments in accordance with the Treasury Board Interest and Administrative Charges Regulations.



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### **Parks Canada General Class Grants and Contributions Program**

#### **6. DISPOSAL OF ASSETS**

- 6.1. The Recipient agrees that, at the end of the Project or upon termination of this Agreement if earlier, and if directed to do so by Parks Canada, any capital assets that have been preserved by the Recipient shall be:
- 6.1.1. sold at fair market value and the funds realized from such a sale applied to the eligible expenditures of the Project to offset its contribution to the eligible costs of the Project;
  - 6.1.2. turned over to another organization or person designated or approved by Parks Canada; or
  - 6.1.3. disposed of in such other manner as may be determined by Parks Canada.
- 6.2. Any intellectual property created as a result of this Project will remain the property of the Recipient.

#### **7. MEMBERS OF THE SENATE OR THE HOUSE OF COMMONS**

- 7.1. No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement, or to any benefit arising from it, that is not otherwise available to the general public.

#### **8. ASSIGNMENT**

- 8.1. The Recipient shall not assign this Agreement or any part thereof or any payments to be made thereunder without the written permission of Parks Canada, but nothing shall preclude the Recipient from enlisting the assistance of others in carrying out the obligations under this Agreement.

#### **9. RELATIONSHIP**

- 9.1. The Parties acknowledge that no principal-agent, employer-employee, partnership or joint venture relationship is created by virtue of this Agreement. The Recipient will





## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

not represent itself as an agent, employee or partner of the Crown, including in any agreement with a third party.

#### **10. CERTIFICATION - CONTINGENCY FEES**

- 10.1. The Recipient certifies that it has not directly or indirectly paid or agreed to pay any covenants that it will not directly or indirectly pay a contingency fee for the solicitation, negotiation or obtaining of this Agreement to any person other than an employee acting in the normal course of the employee's duties. All accounts and records pertaining to payments of fees or other compensation for the solicitation, obtaining or negotiation of the Agreement shall be subject to the Accounts and Audit provisions of the Agreement.
- 10.2. If the Recipient certifies falsely under this section or is in default of the obligations contained therein, Parks Canada may either terminate this Agreement for default as per the provisions of the Agreement or recover from the Recipient by way of reduction to the contribution or otherwise the full amount of the contingency fee.

#### **11. APPLICABLE LEGISLATION**

- 11.1. The Recipient shall ensure that the activities or programs will be conducted in compliance with applicable laws.
- 11.2. The Recipient agrees to comply with the spirit and intent of the Employment Equity Act and the Canadian Multiculturalism Act.
- 11.3. The Recipient agrees to comply with the spirit and intent of Part VII of the Official Languages Act of Canada.
- 11.4. The Recipient shall ensure that the Recipient or any person lobbying on behalf of the Recipient to obtain funding is in compliance with the Lobbying Act.
- 11.5. The Recipient shall meet any applicable requirements of the Impact Assessment Act.
- 11.6. The Recipient shall ensure that any information which may be brought to the attention of the Recipient and its employees or agents will be dealt with according to the provisions of the Privacy Act.



## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

#### **12. CONFIDENTIALITY**

- 12.1. The Recipient shall ensure that any information of a confidential nature, relating to the affairs of Parks Canada, or His Majesty, to which the Recipient or its officers, servants or agents become privy, shall be treated as confidential and shall not disclose such information to third parties without obtaining the prior written consent of Parks Canada.

#### **13. CONFLICT OF INTEREST**

- 13.1. The Recipient confirms that no current or former federal public servant or public office holder to whom the Conflict of Interest Act, Conflict of Interest and Post-Employment Code for Public Office Holders or The Values and Ethics Code for the Public Service applies shall derive direct benefit from this Agreement, unless the provision or receipt of such benefits is in compliance with such legislation and codes.
- 13.2. The Recipient shall at no time during the duration of this Agreement pursue interests that are inconsistent with the interests served by this Agreement.

#### **14. OBLIGATIONS OF THE RECIPIENT**

- 14.1. During the term of this Agreement the Recipient shall:
- 14.1.1. take all necessary action to maintain itself in good standing, to preserve its legal capacity and to inform Parks Canada without delay of any failure to do so;
  - 14.1.2. complete the Project and take all necessary action to carry it out successfully within the limits and the agreed budget in accordance with good business practice and using qualified staff;
  - 14.1.3. disclose to Parks Canada, without delay, any fact or event that would or might compromise the Project's chance of success or its ability to carry out any of the terms and conditions of this Agreement, either immediately or in the long term, including, but not limited to, pending or potential lawsuits and audits;



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### **Parks Canada General Class Grants and Contributions Program**

- 14.1.4. in the acquisition of assets and the letting of service contracts for the execution of the Project, the Recipient shall call upon professionals, merchants and subcontractors to the extent that they are competitive and available; and
- 14.1.5. declare any amounts owing to the federal government under legislation or contribution agreements and recognize that amounts due to the Recipient may be set-off against amounts owing to the government.
- 14.2. The Recipient agrees to give access to Parks Canada and/or its representatives as well as to representatives of the Auditor General of Canada to visit the premises or site where the activities funded under this Agreement are being carried out and to review documents for the purpose of conducting an audit or monitoring compliance with the Agreement.

## **15. LIABILITY**

- 15.1. His Majesty the King in right of Canada and Parks Canada, their officers, employees or agents, shall not be liable for any injury or death caused to the person of any agent, official or employee of the Recipient or for loss or damage to property or the same, unless resulting from a negligence of an officer, employee or agent of Parks Canada or of the Government of Canada in the exercise of their office.

## **16. INDEMNIFICATION**

- 16.1. The Recipient agrees to indemnify and save harmless His Majesty the King in right of Canada and Parks Canada, their officers and agents from and against all claims, damages, loss, costs and expenses (including reasonable legal fees) which they or any of them may at any time incur or suffer as a result or arising directly or indirectly out of the carrying out of this Agreement, except to the extent caused by a breach of duty on the part of Parks Canada, its officers, employees or agents.
- 16.2. Further, the Recipient agrees to indemnify and save harmless His Majesty and Parks Canada, their officers, employees and agents for any deficit incurred by the Recipient during the term of this Agreement.



## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

#### **17. DEFAULT AND REMEDIES**

17.1. The following constitute events of default:

- 17.1.1. the Recipient becomes bankrupt or insolvent or is placed in receivership or takes the benefit of any statute relating to bankrupt and insolvent debtors;
- 17.1.2. an order is made or a resolution passed for the winding-up of the Recipient or the Recipient is dissolved, or the Recipient dies;
- 17.1.3. if in Parks Canada's opinion, there is a change in risk which would jeopardize the successes of the Project;
- 17.1.4. the Recipient, either directly or through its representatives, makes or has made a false or misleading statement to Parks Canada;
- 17.1.5. in Parks Canada's opinion, a term or condition or a commitment provided for in the Agreement has not been respected;
- 17.1.6. the Recipient is no longer eligible under the "Eligibility Criteria" of the Program.

17.2. Where there is an event of default or where, in Parks Canada's opinion, there is likely to be a default under this Agreement, Parks Canada may avail itself of one or more of the following remedies:

- 17.2.1. reduce the level of the contribution and inform the Recipient accordingly;
- 17.2.2. suspend any payment of the contribution, either with respect to sums already owing or future payments;
- 17.2.3. rescind this Agreement and immediately terminate any financial obligation arising out of it;
- 17.2.4. by written demand, require any guarantee or security from the Recipient that Parks Canada considers appropriate within a set time limit;
- 17.2.5. by written demand, require repayment of amounts already paid which were spent contrary to the terms of the Agreement; the amount claimed becoming



## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

a debt owing to the Crown as soon as the demand is made on the Recipient.  
The Recipient shall immediately comply with such a written demand.

- 17.3. The fact that Parks Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred on it shall not prevent it in any way from later exercising any other right or remedy under this Agreement or other applicable law.

## **18. DISPUTE RESOLUTION**

- 18.1. In the event of a dispute arising under the terms of this Agreement, the Parties agree to make a good faith attempt to settle the dispute. In the event that the Parties could not resolve the dispute through negotiation, they agree to submit to mediation. The Parties will bear the costs of mediation equally.

## **19. ACCOUNTS, FINANCIAL STATEMENTS AND OTHER DOCUMENTS**

- 19.1. The Recipient agrees to keep proper accounts and records of the revenues and expenditures for the subject matter of the Agreement, including all invoices, receipts and vouchers relating thereto. The Recipient will provide financial statements and other documents stipulated in the Agreement and as required from time to time by Parks Canada, and shall conduct its financial affairs according to generally accepted accounting principles and practices. For the purposes of this Agreement, the Recipient will keep all financial accounts and vouchers and other records for a period of at least seven years after the expiry of the Agreement.
- 19.2. The Recipient shall ensure that all costs for the implementation of the Project include, where applicable, the GST, HST and provincial sales tax that the Recipient shall pay on all goods and services, less any credits or reimbursements to which it is entitled.

## **20. AUDIT**

- 20.1. Parks Canada and/or the Auditor General of Canada reserves the right to audit or cause to have audited the accounts and records of the Recipient to ensure compliance with the terms and obligations of the Agreement, and the Recipient shall





## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

make available to such auditors any records, documents and information that the auditors may require. The scope, coverage and timing of such audit shall be as determined by Parks Canada and/or the Auditor General of Canada and if conducted may be carried out by employees of Parks Canada, the Auditor General of Canada or its agent(s).

## **21. AUDIT RESULTS**

- 21.1. Parks Canada agrees to inform the Recipient of the financial results of any audit, and to pay to the Recipient as soon as possible after the completion of the audit any monies that the audit may show to be then due and owing to the Recipient. The Recipient agrees to pay to Parks Canada, on being informed of the results of such audit, any monies which the audit may show to be then due and owing to Parks Canada.

## **22. APPROPRIATION**

- 22.1. The payment of any money under this Agreement is subject to there being an appropriation by Parliament for the fiscal year in which the payment is to be made. Parks Canada may also cancel or reduce the contribution amount in the event that the Agency's funding levels are reduced by Parliament.

## **23. TERMINATION**

- 23.1. Parks Canada reserves the right to terminate this Agreement for convenience, without cause or due to the default of the Recipient.
- 23.2. The Recipient may terminate this Agreement at any time prior to receiving any part of the contribution by giving written notice of termination to Parks Canada, in which case the parties shall be relieved of all obligations under the Agreement, and in particular and without affecting the generality, Parks Canada shall have no obligation to pay to the Recipient the contribution or any part thereof.
- 23.3. Where the Recipient has received payment of part of the contribution, it may give notice in writing to Parks Canada that it does not wish to receive further payment of the contribution, in which case the Agreement shall remain in effect with regard to



## **CONTRIBUTION AGREEMENT – GC-1919**

### **Parks Canada General Class Grants and Contributions Program**

the reporting and audit requirements for the portion of the contribution already received.

#### **24. SURVIVAL OF TERMS**

- 24.1. All obligations of the Recipient (or of the Parties) herein, including, without limitation, clause 7, Annex A.3, and General Clauses 5,12,15,16,19, 20, 21 and 24 shall, expressly or by their nature, survive termination or expiry of this Agreement, until or unless they are fulfilled or by their nature expire.

**TO:** Conservation Halton Board

**MEMO: #** CHB 03 23 06

**FROM:** Kellie McCormack, Director, Planning and Regulations

**DATE:** March 23, 2023

**SUBJECT:** Conservation Halton's East Burlington Creeks Flood Hazard Mapping Study  
(CH File No. ADM 041 & ADM 356)

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## MEMO

This memorandum is to provide a status update on Conservation Halton's (CH) East Burlington Creeks Flood Hazard Mapping Study. Flood hazard mapping enables CH, municipalities, the public, and other key stakeholders to understand the extent and magnitude of riverine flood risk in our communities and identify areas that may be susceptible to riverine flood hazards.

The CH Board received an update memo (CHBD 07 22 04) on the status of the East Burlington Creeks Flood Hazard Mapping Study in November 2022. Since that time, staff has continued to work with the study consultants (WSP) to advance the draft modelling and mapping.

Public Engagement Session #2 was initially scheduled for January 2023; however, the timelines for producing draft modelling and mapping were extended to allow for additional technical analysis, quality assurance/quality control reviews, and meetings with CH staff, the study consultants, and municipal staff. Public Engagement Session #2 is now scheduled for mid-Spring, when draft mapping will be presented to the public and stakeholders, followed by a 30-day public review and commenting period with the draft mapping and supporting information posted online. The Board will receive advanced notification of the public engagement session and commenting period.

Staff will review all feedback received during the public engagement period and will then return to the Board to present the final mapping for approval and inclusion in CH's approximate regulation limit (ARL) mapping.

**TO:** Conservation Halton Board

**MEMO: #** CHB 03 23 06

**FROM:** Kellie McCormack, Director, Planning and Regulations

**DATE:** March 23, 2023

**SUBJECT:** **Status of Conservation Halton's Land Use Planning Policy Review & Update (CH File No. AADM-50/ADM 365)**  
**And**  
**Spill Flood Hazard Policy Review & Update (CH File No. AADM-29/ADM 343)**

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## MEMO

In June 2022, Conservation Halton's (CH) Board received an update memo (CHBD 05 22 02) on the status of the land use planning policy review and update. New land use planning policies will provide the development proponents and municipalities with greater clarity on CH's commenting approach as it relates to natural hazards and wetlands for *Planning Act* and *Aggregate Resource Act* applications, Environmental Assessments and Niagara Escarpment Development Permit applications.

In November 2022, the Board endorsed a report (CHBD 07 22 11) with staff's recommended policy direction for developing new, risk-based, flexible regulatory policies related to development in spill flood hazards ("spills"). Spills policies will provide stakeholders with greater certainty and transparency on CH's requirements for developing in spills and ensure more consistent and efficient reviews by staff.

In late Fall 2022, the Province introduced Bill 23, as well as a number of proposed changes to regulations under Section 28 of the *Conservation Authorities Act* and to the Provincial Policy Statement (PPS), which includes natural hazard policies. These changes could impact how conservation authorities regulate and manage hazards in the future, as well as necessitate regulatory and land use planning policy changes. As such, CH staff will continue to work on these policy projects, but public and stakeholder consultations will be on hold until the Province releases new Section 28 regulations and/or a new PPS. Staff will provide additional updates to the Board once available.

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHBD 03 23 08

**FROM:** Adriana Birza, Senior Advisor, Office of the President & CEO

**DATE:** March 23, 2023

**SUBJECT:** Conservation Halton Board Committees Membership 2023 - 2027

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### Recommendation

THAT the Conservation Halton Board **approves of the 2023 - 2027 CH Board Committees membership effective March 23, 2023.**

### Report

The purpose of this report is to confirm the new membership of the 2023-2027 Conservation Halton (CH) Board Committees and the CH Board representation on the CH Foundation Board.

As shared with the Members at the Board Orientation meeting on February 16, 2023, the CH Board has three committees. Additionally, the CH Foundation Board also allocates three seats for the CH Board Members. Board Members were asked to indicate their top three choices, along with completing a skills matrix to ensure all committees are adequately constituted.

The proposed membership listed below took into consideration, to the extent possible, these preferences as well as a board skills matrix assessment to ensure alignment of members' preferences and expertise with the duties and responsibilities of each Committee.

The Terms of Reference for each of the Committees are included in Appendix B. The 2023 updated Board meeting schedule is attached in Appendix C. The Chair and Vice-Chair of each Committee will be elected for a 4-year term at the first meeting of each Committee.

- Finance & Audit Committee: 5 members (plus Chair as ex-officio)
- Compensation Committee: 4 members (including Chair, Vice Chair)
- Governance Committee: 6 members (plus Chair as ex-officio)
- CH Foundation Board (Chair, Vice Chair and 1 member). The Chair and Vice Chair will delegate their seats on the Foundation Board to two members who have expressed an interest to so serve on the CH Foundation Board.



<b>Conservation Halton Foundation Board</b> (3 members)	<b>Compensation Committee</b> (4 members)	<b>Governance &amp; Risk Committee</b> (6 members)	<b>Finance &amp; Audit Committee</b> (5 members)
Rory Nisan	Gerry Smallegange	Gerry Smallegange (ex-officio)	Gerry Smallegange (ex-officio)
Sue McFadden	Cathy Duddeck	Cathy Duddeck	Cathy Duddeck
Jane Fogal	Marianne Meed Ward	Rory Nisan	Rob Burton
	Allan Elgar	Kristina Tesser Derksen	Sameera Ali
		Gord Krantz	Alvin Tedjo
		Shawna Stolte	Chantal Garneau
		Jane Fogal	


### Impact on Strategic Priorities

This report supports the Momentum priority of Organizational Sustainability.

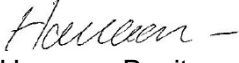
### Financial Impact

There is no financial impact to the 2023 CH approved Budget.

Signed & respectfully submitted:

  
Adriana Birza  
Senior Advisor, Office of the President & CEO

Approved for circulation:

  
Hassaan Basit  
President & CEO/Secretary-Treasurer

### FOR QUESTIONS ON CONTENT:

Adriana Birza, Senior Advisor, Office of the President & CEO; [abirza@hrca.on.ca](mailto:abirza@hrca.on.ca), Ph. 905 336 1158 ext. 2295



## **Governance and Risk Committee**

### **Purpose:**

The purpose of the Governance and Risk Committee is to advise the Conservation Halton (CH) Board on the appropriate policies and by-laws in the areas of governance of the Board. The committee will ensure that management has in place policies, procedures, and processes to manage risks to which CH is exposed, including compliance with applicable laws and regulations.

### **Mandate:**

The Governance and Risk Committee will operate in accordance with the approved Terms of Reference and provide recommendations to the Board of CH.

1. To recommend and regularly review, on an annual basis, guiding principles, policies and by-laws related to CH Board and Committees and any amendments thereto.
2. To approve the Finance and Audit Committee and the Compensation Committee Terms of Reference.
3. To assist the Board in fulfilling its oversight responsibilities with regard to the risk appetite and risk tolerance of the organization, the risk management framework and the governance structure that supports it. Information related to risk will be received by the Board through various reporting processes depending on the area of risk which include but are not limited to:
  - Legal risk
  - Operational risk, including personal injury
  - Reputation risk
  - Strategic risk
  - Financial risk
4. To establish and conduct a Board evaluation process on an annual basis.
5. To fulfill any other duties as assigned by the Board of CH.

### **Frequency of Meetings:**

The committee will meet 2 times annually or as requested by the President & CEO/Secretary-Treasurer or delegate. Dates will be determined based on need.

**Staff Support:**

The President & CEO/Secretary-Treasurer and the Chief Operating Officer will act as advisors and resources to the Committee, accountable for all records and documentation and ensuring consistency and compliance with Conservation Halton's and Board policies and procedures.

**Membership:**

6 members of the Board and the Chair of the Board as ex-officio.

**Purpose:****Term of Appointments:**

Election of Officers to the CH Governance & Risk Committee will take place every 4 years to align with the Municipal Election and Appointment of Membership to the CH Board as per the CH By-law No. 2018-01 (Revised November 17, 2022).



## **Compensation Committee**

### **Purpose:**

The purpose of the Compensation Committee is to advise the Conservation Halton (CH) Board on recommendations on the compensation for the President & CEO/Secretary-Treasurer (CEO) on an annual basis following a successful performance appraisal by the Chair.

### **Mandate:**

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

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

To fulfill any other duties as assigned by the Board of CH.

### **Frequency of Meetings:**

The committee will meet a minimum of 1 time annually:  
End of year, by end of November

### **Membership:**

4 members: Chair, Vice Chair and 2 members of the Board.

### **Term of Appointments:**

Election of Officers to the CH Compensation Committee will take place every 4 years to align with the Municipal Election and Appointment of Membership to the CH Board as per the CH By-law No. 2018-01 (Revised November 17, 2022).



## **Finance and Audit Advisory Committee**

### **Purpose:**

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

### **Mandate:**

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

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

### **Frequency of Meetings:**

The Committee will meet a minimum of 3 times annually:

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

### **Staff Support:**

The President & CEO/Secretary-Treasurer and Director, Finance will act as advisors and resources to the Committee, accountable for all records and documentation and ensuring consistency and compliance with CH's policies and procedures.

### **Membership:**

5 members of the Board and the Chair of the Board as ex-officio.

**BOARD OF DIRECTORS 2023 MEETING SCHEDULE**
**Location:** 2596 Britannia Road, Burlington, ON L7P 0G3

**Tel:** #905 336 1158

<b>Thursday</b>	<b>Time</b>	<b>Meeting</b>
February 16 (Zoom)	1:00 - 4:00 p.m.	Board/Inaugural Halton Region Source Protection Authority Board Orientation
March 8 (Zoom)	5:00 p.m. – 6:00 p.m.	CH Foundation
March 23 (Zoom)	1:00 – 4:00 p.m.	Board
April 5 (Zoom)	9:00 – 10:30 a.m.	Finance & Audit Committee
April 5 (In person)	5:00 – 6:30 p.m.	CH Foundation Board/AGM
April TBC (Zoom)	9:30 – 10:30 a.m.	Governance & Risk Committee
April 20 (In person)	1:00 – 4:00 p.m.	Board/AGM
May 18	TBC	Board Tour
June 7 (In person)	5:00 – 6:30	CH Foundation Board
June 9 (Zoom)	9:00 – 10:30 a.m.	Finance & Audit Committee
June 22 (Zoom)	1:00. – 4:00 p.m.	Board
September 6 (In person)	5:00 – 6:30 p.m.	CH Foundation Board
September 21 (In person)	1:00 – 4:00 p.m.	Board
October 6 (Zoom)	9:00 – 10:30 a.m.	Finance & Audit Committee
October 19 (In person)	1:00 – 4:00 p.m.	Board
November 8 (Virtual)	5:00 – 6:30 p.m.	CH Foundation Board
November 9 (Zoom)	9:30 – 10:30 a.m.	Governance & Risk Committee
November 16 (Zoom)	10:00 – 11:00 a.m.	Compensation Committee
November 23 (Zoom)	1:00 – 4:00 p.m.	Board



**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 03 23 09

**FROM:** Kellie McCormack, Director, Planning & Regulations

**DATE:** March 23, 2023

**SUBJECT:** Proposed construction of a two-storey addition within 15 metres of the erosion hazard (valley) associated with Sixteen Mile Creek, 400 Trafalgar Road, Town of Oakville  
CH File No. A/22/O/90; RAPP-5280

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### Recommendation

THAT the Conservation Halton **approves the issuance of a permit for the construction of a two-storey addition within 15 metres of the erosion hazard (valley) associated with Sixteen Mile Creek, 400 Trafalgar Road, Town of Oakville (CH File No. A/22/O/90; RAPP-5280)**

And

THAT the Conservation Halton Board **receives the staff report entitled “Proposed construction of a two-storey addition within 15 metres of the erosion hazard (valley) associated with Sixteen Mile Creek, 400 Trafalgar Road, Town of Oakville (CH File No. A/22/O/90; RAPP-5280)”**.

### Executive Summary

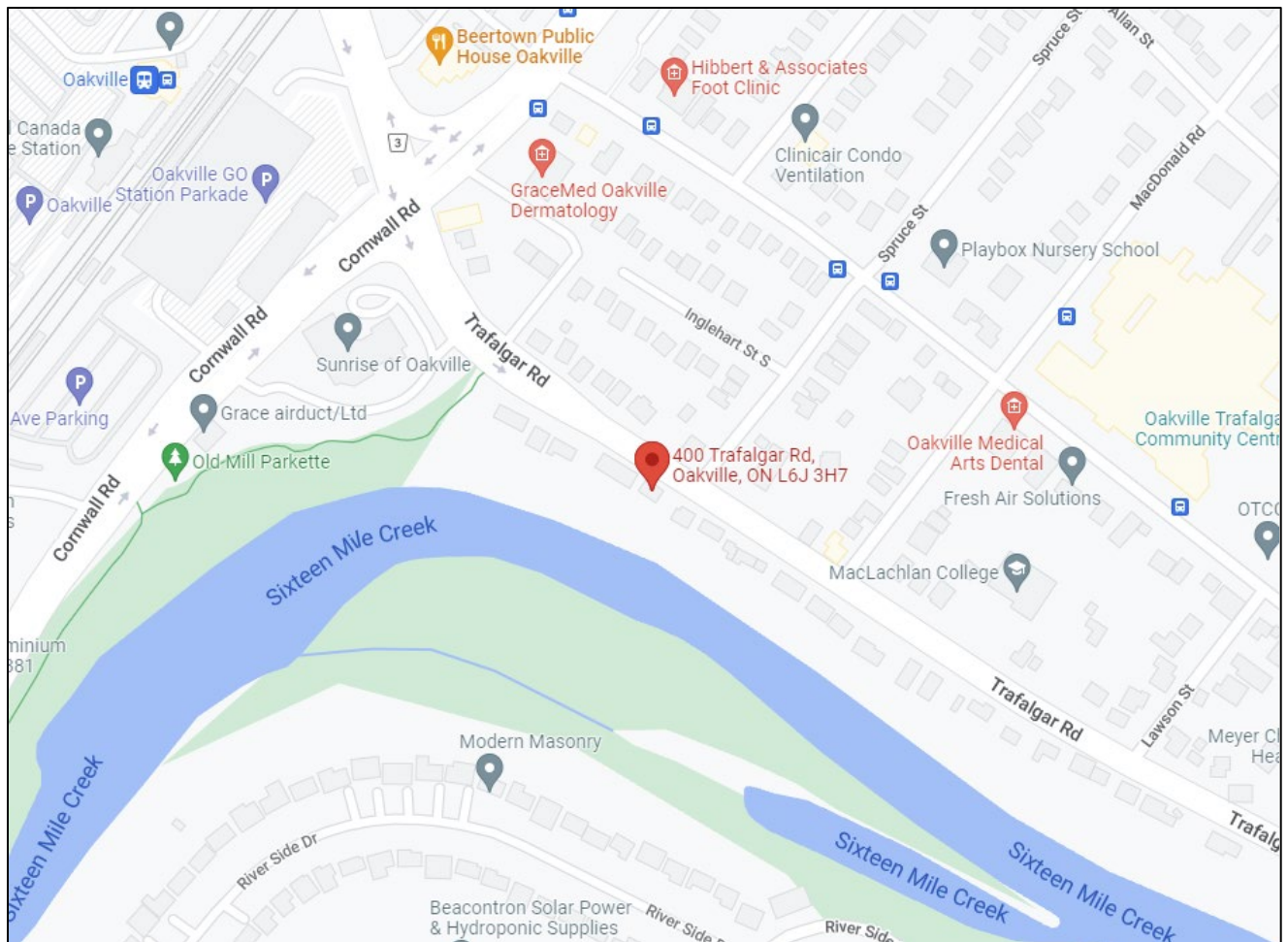
Conservation Halton (CH) received an application to construct a two-storey addition to the south side of an existing dwelling at 400 Trafalgar Road in the Town of Oakville. The existing dwelling is within the regulatory allowance associated with the erosion hazard (valley) of Sixteen Mile Creek. As part of a CH permit application, the applicant submitted a topographic survey and geotechnical assessment to confirm the extent of the erosion hazard. The geotechnical assessment confirmed that the existing dwelling is located approximately 2 metres from the Stable Top of Bank at its closest point and that there was no evidence of slope instability on site. The proposed addition encroaches no closer to the erosion hazard than existing development and access along the valley is maintained. However, the proposed works do not meet CH’s Board-approved policy which states that reconstructions, alterations, or additions are not permitted within 6 metres of the Stable Top of Bank hazard. Staff can only issue permits that meet Board-approved policies. Staff recommends approval of the proposed works, as the risk to life and property on the site is no greater than the existing dwelling.

### Report

#### Background / Proposal

The subject property is located at 400 Trafalgar Road in the Town of Oakville (Figure 1). The property is located adjacent to Sixteen Mile Creek and contains the erosion hazard (valley) associated with that watercourse. Conservation Halton (CH) regulates 15 metres from the erosion hazard, or “Stable Top of Bank” associated with Sixteen Mile Creek.

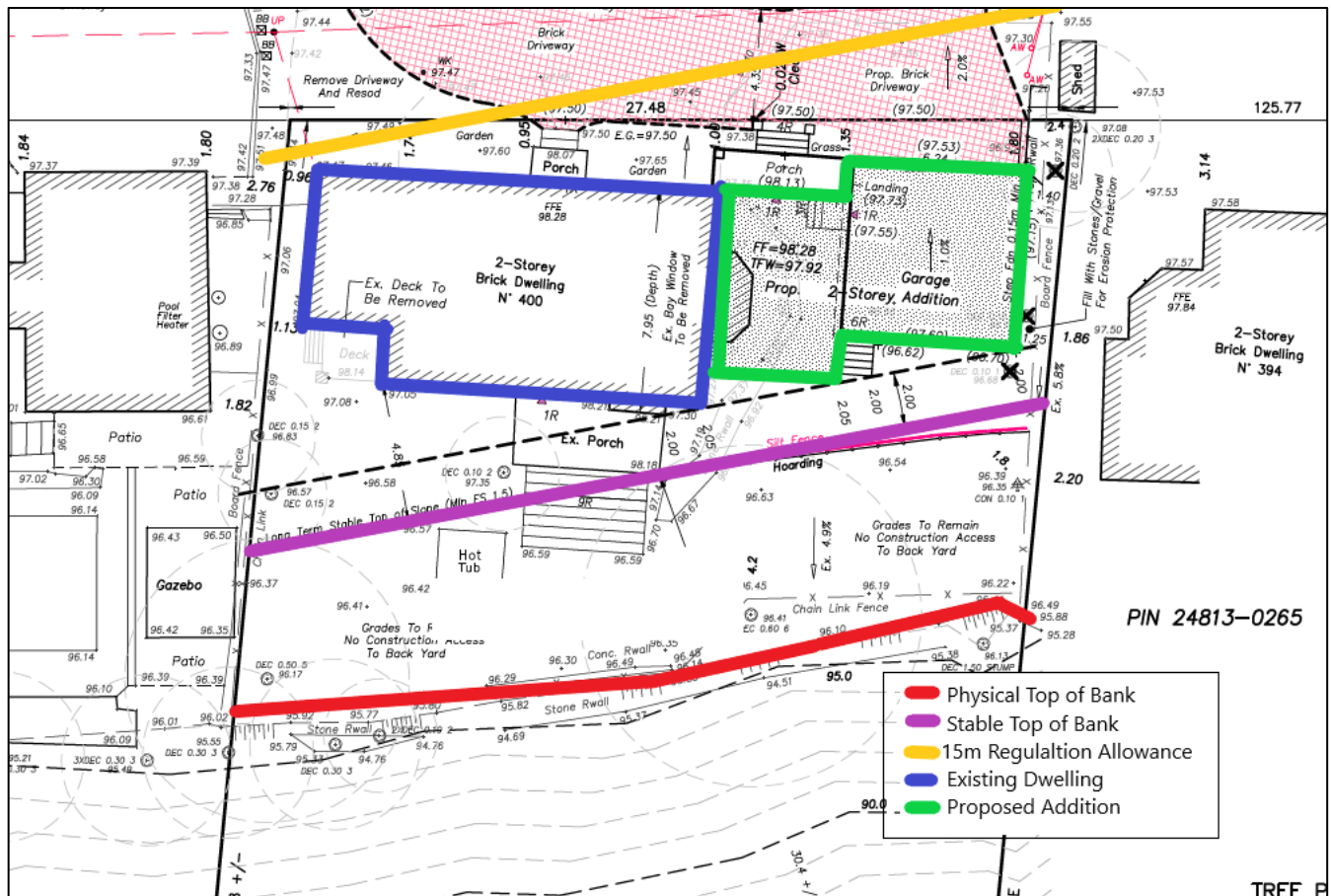
**Figure 1:** Key Map of 400 Trafalgar Road, Oakville



The proposed works involve the construction of a two-storey addition to the south side of the existing dwelling (Figure 2). The applicants submitted a slope stability assessment entitled '*Geotechnical Investigation and Erosion Risk Assessment 400 Trafalgar Road, Oakville, Ontario*' (dated August 24, 2022, prepared by Terraprobe) which confirmed that the existing dwelling is located within the 15-metre regulatory allowance (2.05 metres from the Stable Top of Bank at its closest point). The assessment also verified that there was no evidence of slope instability on site and included general recommendations that were incorporated into the design of the proposed works and will be included as construction methods (e.g., foundation design, during construction measures).

The proposed two-storey addition is to be located approximately 2.05 metres from the Stable Top of Bank at its closest point and no closer to the erosion hazard than existing development.

**Figure 2:** Existing dwelling and proposed addition within 15m of Stable Top of Bank



## Conservation Halton Policy Review

CH has regulatory policies that allow for development of existing uses within CH's regulatory allowances. For example, CH Policy 2.35.2 permits replacement (same size and use) or additions within 15 metres of the Stable Top of Bank provided it is no closer than existing and not within 6 metres of the Stable Top of Bank.

Policy 2.35.2 *Major Valley Systems - Development within 15 metres of Stable Top of Bank* of Conservation Halton's *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Document*, Amended November 2020, states:

**2.35.2** Where buildings and structures already exist within 15 metres of the Stable Top of Bank of major valley systems, and a 7.5 metre publicly owned access is not provided adjacent to the Stable Top of Bank the following policies will apply:

**2.35.2.1** Any replacement (same size and use) or additions, to the existing buildings and structures may be permitted subject to the following:

- the replacement or addition does not encroach any closer to the Stable Top of Bank than the existing development at its closest point;

- b) even if existing development is closer than 6 metres to the Stable Top of Bank, no new development is permitted within 6 metres of the Stable Top of Bank in order to provide for an erosion access allowance as per the Provincial Policy Statement;
- c) a geotechnical assessment by a qualified engineer (at the expense of the applicant), may be required to determine the location of the Stable Top of Bank and to determine if the proposed development would have a negative impact on slope stability. See Policy 2.4.2 and Section 4 for study requirements; and,
- d) in cases where the building or structure can be reasonably relocated outside of the setback the applicant will be encouraged to do so.

The intent of Policy 2.35.2 and 2.35.2.1 is to limit development adjacent to hazard lands and CH regulated lands if reasonable alternatives for redevelopment are possible onsite. The intent is also to provide for an erosion access allowance (6 metres from Stable Top of Bank based on the Provincial Policy Statement) to ensure there is a large enough zone for people and vehicles to enter and exit an area during an emergency (e.g., slope failure) and to provide sufficient area to access and maintain works along valley.

Options to develop the subject property away from the valley towards Trafalgar Road are not feasible given other site constraints, including limited property to the front and a required road Right of Way setback.

Strict adherence to CH's major valley systems regulatory policies would limit redevelopment of this site. CH staff can only issue permits that meet CH's Board-approved regulatory policies and policy exceptions require Board approval.

#### Recommendation

The applicant has demonstrated through the information submitted that the applicable regulatory tests (i.e., the control of erosion and conservation of land) can be met. They have confirmed that:

- a) development of the site is unlikely to affect the control of erosion or to create a condition or circumstance that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in damage or destruction of property;
- b) the proposed development is located outside the Stable Top of Bank, as identified in of *Geotechnical Investigation and Erosion Risk Assessment 408 Trafalgar Road, Oakville, Ontario*, dated June 17, 2022, prepared by Terraprobe (i.e., control of erosion and conservation of land tests have been met);
- c) the proposed works do not encroach closer to the Stable Top of Bank than existing development at its closest point; and
- d) the proposed works will maintain the existing access along the valley (i.e., proposed works will not impede existing valley access).

In light of the above, staff recommends that the CH Board approve the construction of a two-storey addition within 15 metres of the erosion hazard associated with Sixteen Mile Creek, 400 Trafalgar Road, Town of Oakville (CH File No. A/22/O/90; RAPP-5280).

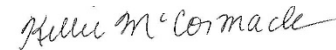
### Impact on Strategic Goals

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

### Financial Impact

There is no financial impact resulting from this proposal.

Signed & respectfully submitted:



Kellie McCormack,  
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit  
President & CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:** Charles Priddle, Manager, Regulations Program,  
905-336-1158 ext. 2276; [cpriddle@hrca.on.ca](mailto:cpriddle@hrca.on.ca)



**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 03 23 10

**FROM:** Kellie McCormack, Director, Planning & Regulations

**DATE:** March 23, 2023

**SUBJECT:** **Proposed reconstruction of a two-storey dwelling within 7.5 metres of the floodplain associated with McCraney Creek, 540 Patricia Drive, Town of Oakville**  
**CH File No. A/22/O/106; RAPP-1076**

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### Recommendation

THAT the Conservation Halton Board **approves the issuance of a permit for the reconstruction of a two-storey dwelling within 7.5 metres of the floodplain associated with McCraney Creek, 540 Patricia Drive, Town of Oakville (CH File No. A/22/O/106; RAPP-1076)**

And

THAT the Conservation Halton Board **receives the staff report entitled “Proposed reconstruction of a two-storey dwelling within 7.5 metres of the floodplain associated with McCraney Creek, 540 Patricia Drive, Town of Oakville (CH File No. A/22/O/106; RAPP-1076)”.**

### Executive Summary

Conservation Halton (CH) received an application to reconstruct a two-storey dwelling at 540 Patricia Drive in the Town of Oakville. As part of the CH permit application, the applicant submitted a topographic survey to confirm the location of the floodplain in relation to existing development. The existing dwelling was confirmed to be partially located within the regulatory floodplain of McCraney Creek. The applicant and their agent worked with CH staff to design the proposed reconstructed dwelling so that it will be located outside of the floodplain. However, the proposed works do not meet CH's Board-approved policy which states that reconstructions, alterations, or additions are not permitted within 6 metres of the floodplain. Staff can only issue permits that meet Board-approved policies. Staff recommends approval of the proposed works, as the risk to life and property on the site is reduced by removing a flood susceptible dwelling from the flood hazard.

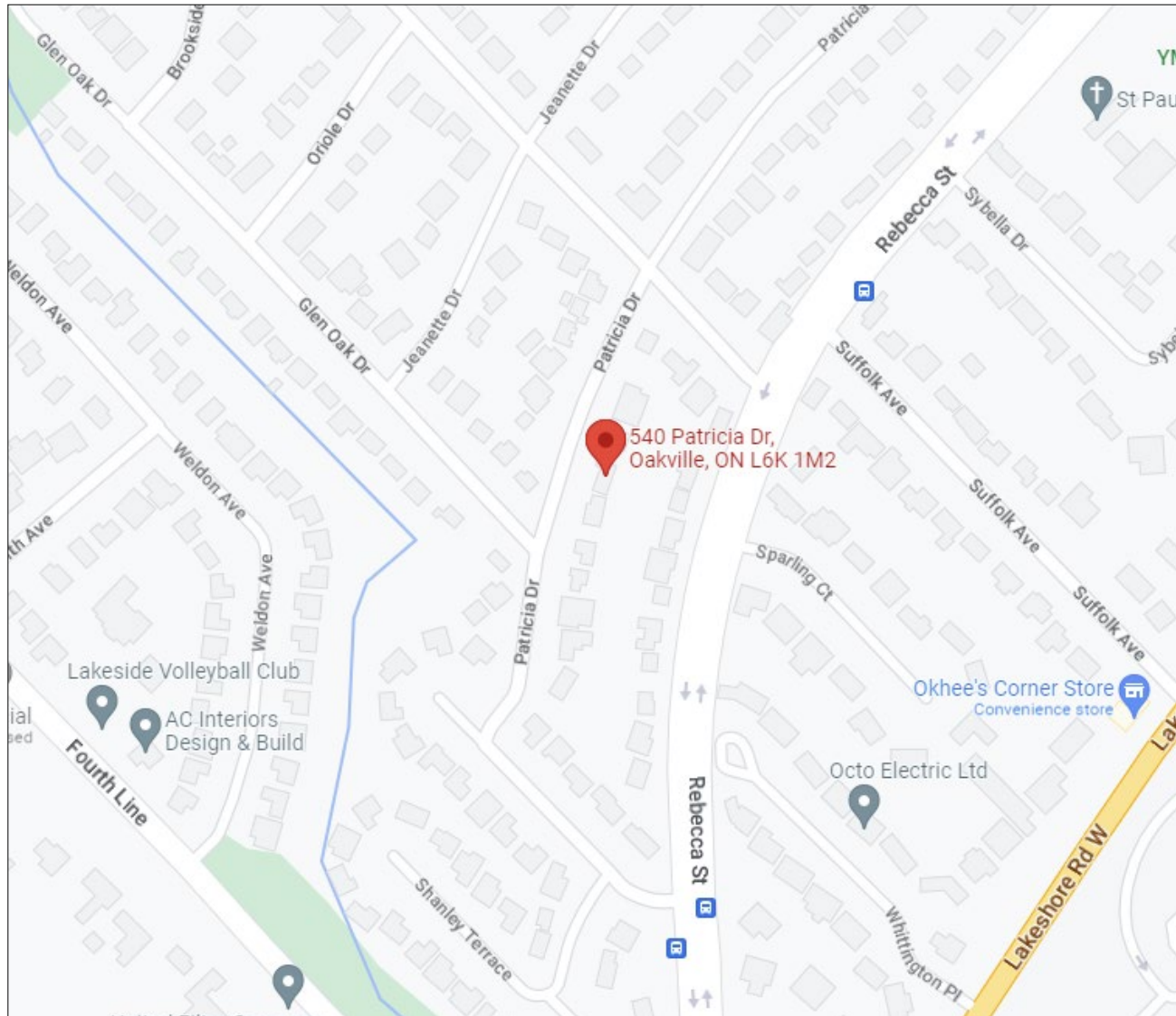
### Report

#### Background / Proposal

The subject property is located at 540 Patricia Drive in the Town of Oakville (Figure 1). The property is located within proximity to McCraney Creek and contains a portion of the floodplain associated with that watercourse. Conservation Halton (CH) regulates 7.5 metres from the floodplain associated with Sixteen Mile Creek.



**Figure 1:** Key Map of 540 Patricia Drive, Oakville



The proposed works involve the reconstruction of a two-storey dwelling (Figure 2). A topographic survey confirmed the existing dwelling is located within the regulatory floodplain and associated 7.5 metre regulatory allowance. The applicant and their agent worked with CH staff to design the proposed reconstructed dwelling so that it is located outside of the floodplain. The proposed works will be located 1.4 metres from the floodplain at its closest point. The proposed works would remove a flood susceptible dwelling from the flood hazard and the proposed dwelling would be setback from the floodplain as far as possible, given other site constraints.

The site plan for Lot 16 illustrates the regulatory floodplain and setbacks. A legend in the top left corner defines the following:

- Regulatory Floodplain:** Indicated by a blue line.
- 2m Setback from Floodplain:** Indicated by an orange line.
- 7.5m Regulation Limit:** Indicated by a yellow line.
- Existing Dwelling:** Indicated by a green line.
- Proposed Dwelling:** Indicated by a red line.

The plan shows the existing dwelling (No. 544) and the proposed dwelling (No. 540) with its setbacks. Key features include the new asphalt driveway, new concrete porch, new planter, new 2-storey dwelling, and new garage. The plan also shows the regulatory floodplain and setbacks, with a 2m setback from the regulated flood line and a 7.5m regulation limit. The plan is labeled 'PLAN' and 'LOT 16'.

CH has regulatory policies that allow for redevelopment and minor additions to existing building within the floodplain, subject to specific criteria. CH also has regulatory policies that allow for redevelopment or expansions of existing uses within CH's regulatory allowances. CH policy 2.27.1 permits additions, alterations, and reconstructions to buildings within 7.5m of the floodplain.

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#### 2.27.1 Existing Development Within 7.5 metres of Flood Plain

Where buildings and structures already exist within 7.5 metres of the flood plain, reconstruction, alteration, or additions may be permitted subject to the following:

- a) The reconstruction, alteration or addition does not encroach any closer to the flood plain than the existing development at its closest point;
- b) Even if existing development is closer than 6 metres to flood plain, no new development is permitted within 6 metres in order to provide for an access allowance as per the Provincial Policy Statement; and,
- c) In cases where the building or structure can be reasonably relocated outside of the setback the applicant will be encouraged to do so.

The intent of Policy 2.27.1 is to limit development adjacent to hazard lands and CH regulated lands if reasonable alternatives for redevelopment are possible onsite. The intent is also to provide for an access allowance (6 metres from the flood hazard based on the Provincial Policy Statement) to ensure there is a large enough zone for people and vehicles to enter and exit an area during an emergency (e.g., regulatory flood event).

Based on CH's policies for existing development within the floodplain, the applicant could reconstruct a smaller dwelling within the floodplain; however, an opportunity exists to reduce risk to life and property by removing a flood susceptible dwelling from the flood hazard.

Strict adherence to CH's regulatory policies for development within the regulatory allowance (i.e., 7.5 metres from the limit of the floodplain) would limit redevelopment of this site. Options to redevelop the subject property and maintain a 6-metre setback from the floodplain are limited due to the size of the lot, location of the floodplain, and municipal requirements. CH staff can only issue permits that meet CH's Board-approved regulatory policies and policy exceptions require Board approval.

#### Recommendation

The applicant has demonstrated through the information submitted that the applicable regulatory tests (i.e., the control of flooding) can be met and improved. They have confirmed that:

- a) development of the site is unlikely to affect the control of flooding or to create a condition or circumstance that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in damage or destruction of property;
- b) the proposed development is located outside of the flood hazard; and
- c) the proposed works will reduce risk to life and property by removing a flood susceptible dwelling from the flood hazard and improving flood conveyance and storage.

In light of the above, staff recommends that the CH Board approve the construction of a two-storey dwelling within 7.5 metres of the floodplain associated with McCarney Creek, 540 Patricia Drive, Town of Oakville (CH File No. A/22/O/106; RAPP-1076).

### Impact on Strategic Goals

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

### Financial Impact

There is no financial impact resulting from this proposal.

Signed & respectfully submitted:



Kellie McCormack,  
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit  
President & CEO/Secretary-Treasurer

### FOR QUESTIONS ON CONTENT:

Charles Priddle, Manager, Regulations Program,  
905-336-1158 ext. 2276; [cpriddle@hrca.on.ca](mailto:cpriddle@hrca.on.ca)

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 03 23 11

**FROM:** Kellie McCormack, Director, Planning & Regulations

**DATE:** March 23, 2023

**SUBJECT:** Proposed construction of a pool and associated decking/retaining wall within a valley associated with a tributary of Bronte Creek, 5268 Cedar Springs Road, City of Burlington  
CH File No. A/22/B/74; RAPP-393

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### Recommendation

THAT the Conservation Halton Board **approves the issuance of a permit for the construction of pool and associated decking/retaining wall within a valley associated with a Tributary of Bronte Creek, 5268 Cedar Springs, City of Burlington (CH File No. A/22/B/74; RAPP-393).**

And

THAT the Conservation Halton Board **receives the staff report entitled “Proposed construction of a pool and associated decking/retaining wall within a valley associated with a Tributary of Bronte Creek, 5268 Cedar Springs, City of Burlington (CH File No. A/22/B/74; RAPP-393)”.**

### Executive Summary

Conservation Halton (CH) received an application to construct a pool, decking and retaining wall to the west of an existing dwelling at 5268 Cedar Springs in the City of Burlington. The subject property is located within the valley associated with a tributary of Bronte Creek. As part of a CH permit application, the applicant submitted a geotechnical assessment which confirmed that the valley slope is stable. The slope in the rear yard was previously altered and is maintained as a lawn, with a garden pond and retaining walls. The proposed pool, decking, and retaining wall will extend no further into the valley than the existing structures. However, the proposed works do not meet CH's Board-approved policies for development within valleys. Staff can only issue permits that meet Board-approved policies. Staff recommends approval of the proposed works, as there is no risk to life and property due to erosion and the works are proposed in an area previously altered.

### Report

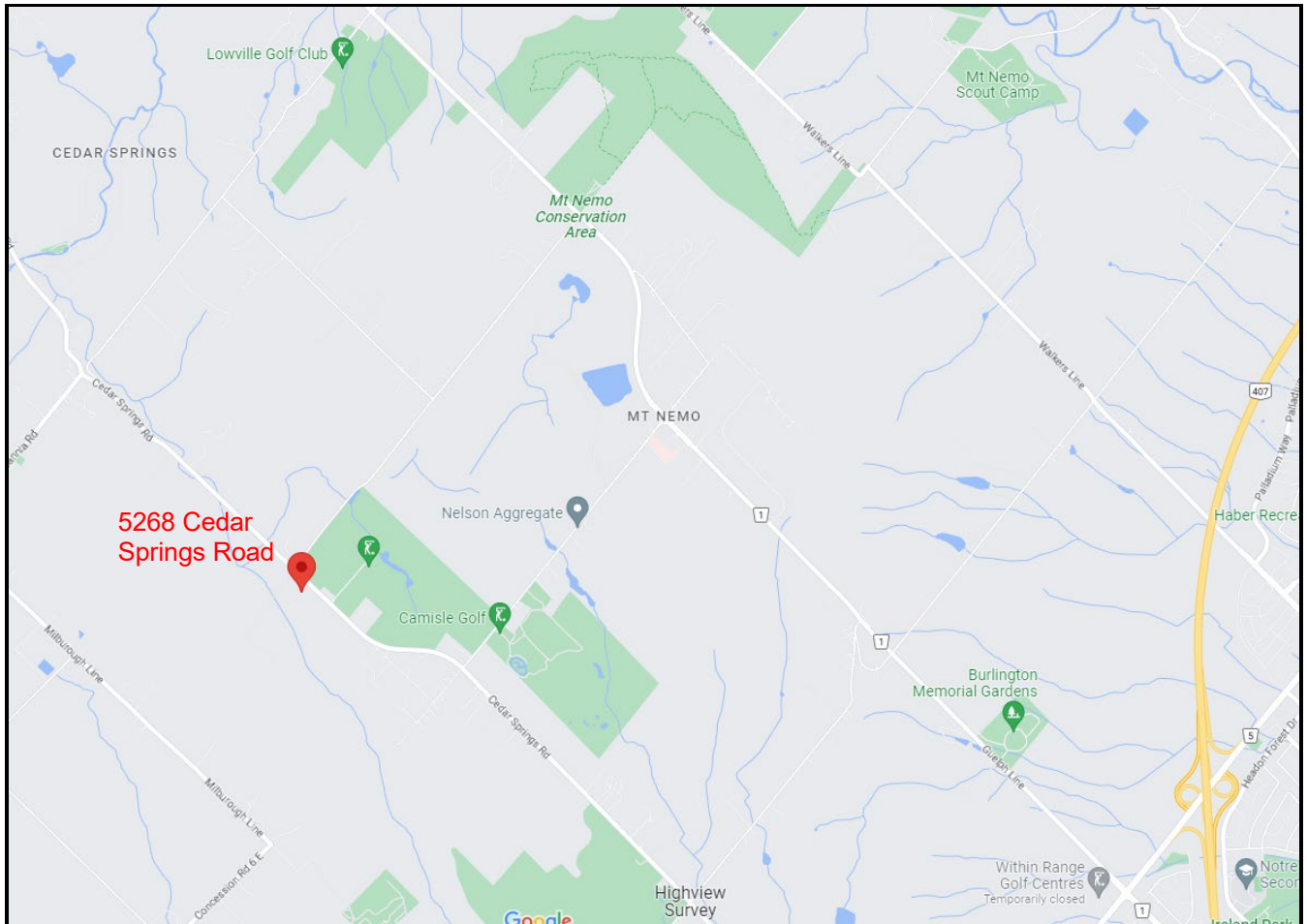
#### Background / Proposal

The subject property is located at 5268 Cedar Springs Road in the City of Burlington (Figure 1). The property is located adjacent to a tributary of Bronte Creek and contains the erosion hazard (valley) associated with that watercourse. Conservation Halton (CH) regulates 15 metres from the limit of the erosion hazard, or “Stable Top of Bank”, associated with the tributary of Bronte Creek. Flood hazards (floodplain) and wetlands neighbour the property but are not affected by the works proposed. The



slope in the rear yard was previously altered and is maintained as a lawn, with a garden pond and retaining walls.

**Figure 1: Key Map of 5268 Cedar Springs Road, Burlington**

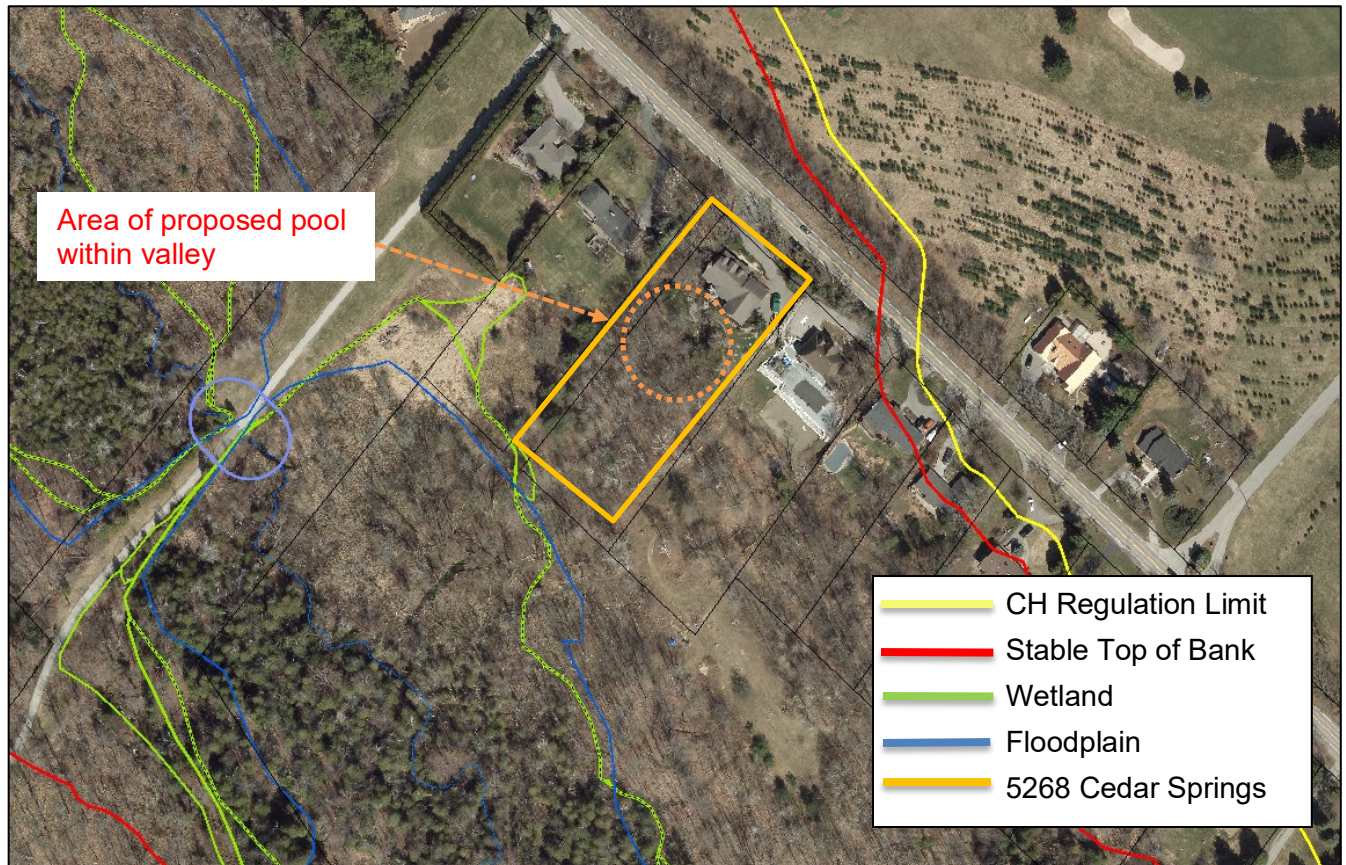


The proposed works include the installation of a pool with associated decking and retaining wall to the west side of the existing dwelling (Figure 2). CH's Approximate Regulation Limit (ARL) shows that the entire property is within the valley. The applicants submitted a slope stability assessment entitled '*Erosion Hazard Assessment, 5268 Cedar Springs Road, Burlington, ON*' (dated June 14, 2022, prepared by PRI Engineering) which confirmed that the valley is stable. It was also confirmed that the slope is altered, showing no evidence of erosion, and that the proposed works are not expected to cause slope instability.

This property is within the jurisdiction of the Niagara Escarpment Commission (NEC). However, the works are considered exempt from an exemption letter from the NEC confirming that formal approval is not required from that agency.



**Figure 2:** Approximate location of proposed pool within CH's regulated area at 5268 Cedar Springs Road, Burlington



### Conservation Halton Policy Review

CH has regulatory policies that allow for the replacement of existing buildings or structures within a valley. CH does not have explicit regulatory policies for accessory works (e.g., pools) within the valley but does have policies for minor additions when associated with existing development. For example, CH Policy 2.37.2 permits additions to buildings or structures that are minor in nature and where the addition extends no further into the valley, is not within the floodplain, and is supported by a geotechnical assessment.

Policy 2.37 *Existing Valley Development* of Conservation Halton's *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Document*, Amended November 2020, states [in part]:

- 2.37.2** Where an existing building or structure already exists on a valley wall or in a valley, additions to the existing building or structure, that are minor in nature, may be permitted subject to the following criteria:
- a) The addition extends no further into the valley or closer to a watercourse than the existing building or structure;

- b) There is no change in land use and no increase in the number of dwelling units;
- c) If the building or structure is located within the regulatory flood plain or within 15 metres of the regulatory flood plain, Policies 2.22.2, 2.25.1, 2.27.1 will also apply; and,
- d) If the building or structure is located on a valley wall, a professional geotechnical engineer must complete a geotechnical study to determine the risk of the proposed work. The study will include an assessment of the stability of the valley wall, rate of erosion or recession of the valley wall (over a 100-year period), access issues and an assessment of the construction and construction technique on the valley wall. The study must be carried out, at a minimum, in accordance with the documents referenced in Section 4. The design of any works must ensure that the long-term stability of the valley wall is maintained and that no risk to life or property damage is anticipated.

The intent of Policy 2.37.2 is to limit encroachment into valleylands and erosion hazards and to ensure development does not create a risk to people or property. At this location, buildings and structures exist within the valley. The valley slope at this location is gentle and was historically altered and is now maintained as a yard.

Strict adherence to CH's existing valley development regulatory policies would limit the ability to develop in the rear yard of this property and it is not possible to develop outside of the valley, as the subject property is located within the valley. CH staff can only issue permits that meet CH's Board-approved regulatory policies and policy exceptions require Board approval.

#### Recommendation

The applicant has demonstrated through the information submitted that the applicable regulatory tests (i.e., the control of erosion and conservation of land) can be met. They have confirmed that:

- a) development of the site is unlikely to affect the control of erosion or to create a condition or circumstance that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in damage or destruction of property;
- b) the proposed development is located within an altered valley which was confirmed to be stable, as identified in *Erosion Hazard Assessment, 5268 Cedar Springs Road, Burlington, ON*, dated June 14, 2022, prepared by PRI Engineering (i.e., control of erosion and conservation of land tests have been met);
- c) the proposed works do not encroach further into the valley than existing structures on the property and are in an area already altered; and
- d) the proposed works meet required setbacks from with the flood hazard (floodplain) and wetlands which neighbour the subject property.

In light of the above, staff recommends that the CH Board approve the issuance of a permit for the construction of pool and associated decking/retaining wall within a valley associated with a tributary of Bronte Creek, 5268 Cedar Springs, City of Burlington (CH File No. A/22/B/74; RAPP-393).

### Impact on Strategic Goals

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

### Financial Impact

There is no financial impact resulting from this proposal.

Signed & respectfully submitted:



Kellie McCormack,  
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit  
President & CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:**

Charles Priddle, Manager, Regulations Program,  
905-336-1158 ext. 2276; [cpriddle@hrca.on.ca](mailto:cpriddle@hrca.on.ca)

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 03 23 12

**FROM:** Kellie McCormack, Director, Planning & Regulations

**DATE:** March 23, 2023

**SUBJECT:** **Reconstruction of a two-storey barn, including conversion of the second storey to seasonal dwelling units within the valley associated with Sixteen Mile Creek, 9268 Fifth Line, Town of Halton Hills**  
**CH File No. RAPP-8878**

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### Recommendation

THAT the Conservation Halton Board **approves the issuance of a permit for the reconstruction of a two-storey barn, including conversion of the second storey to seasonal dwelling units within the valley associated with Sixteen Mile Creek, 9268 Fifth Line, Town of Halton Hills (CH File No. RAPP-8878),**

And

THAT the Conservation Halton Board **receives the staff report entitled “Reconstruction of a two-storey barn, including conversion of the second storey to seasonal dwelling units within the valley associated with Sixteen Mile Creek, 9268 Fifth Line, Town of Halton Hills (CH File No. RAPP-8878).”**

### Executive Summary

Conservation Halton (CH) received an application to reconstruct a two-storey barn and to convert the second storey into seasonal dwelling units. The existing two-storey barn is within a valley associated with Sixteen Mile Creek but outside of the floodplain by approximately 15 metres. As part of a CH permit application, the applicant submitted a topographic survey which included the top of bank limit as staked by CH staff. During a site visit, CH staff confirmed that the valley slope is gentle (gentler than 3H to 1V) and that there were no visible signs of erosion. The proposed works will be located in the same footprint as the existing building and is not expected to impact slope stability given the gradualness of the slope. However, the proposed works do not meet CH's Board-approved policies for development within valleys. Staff can only issue permits that meet Board-approved policies. Staff recommends approval of the proposed works as, in the opinion of the authority, works are not likely to affect the control of flooding, erosion or the conservation of land.

### Report

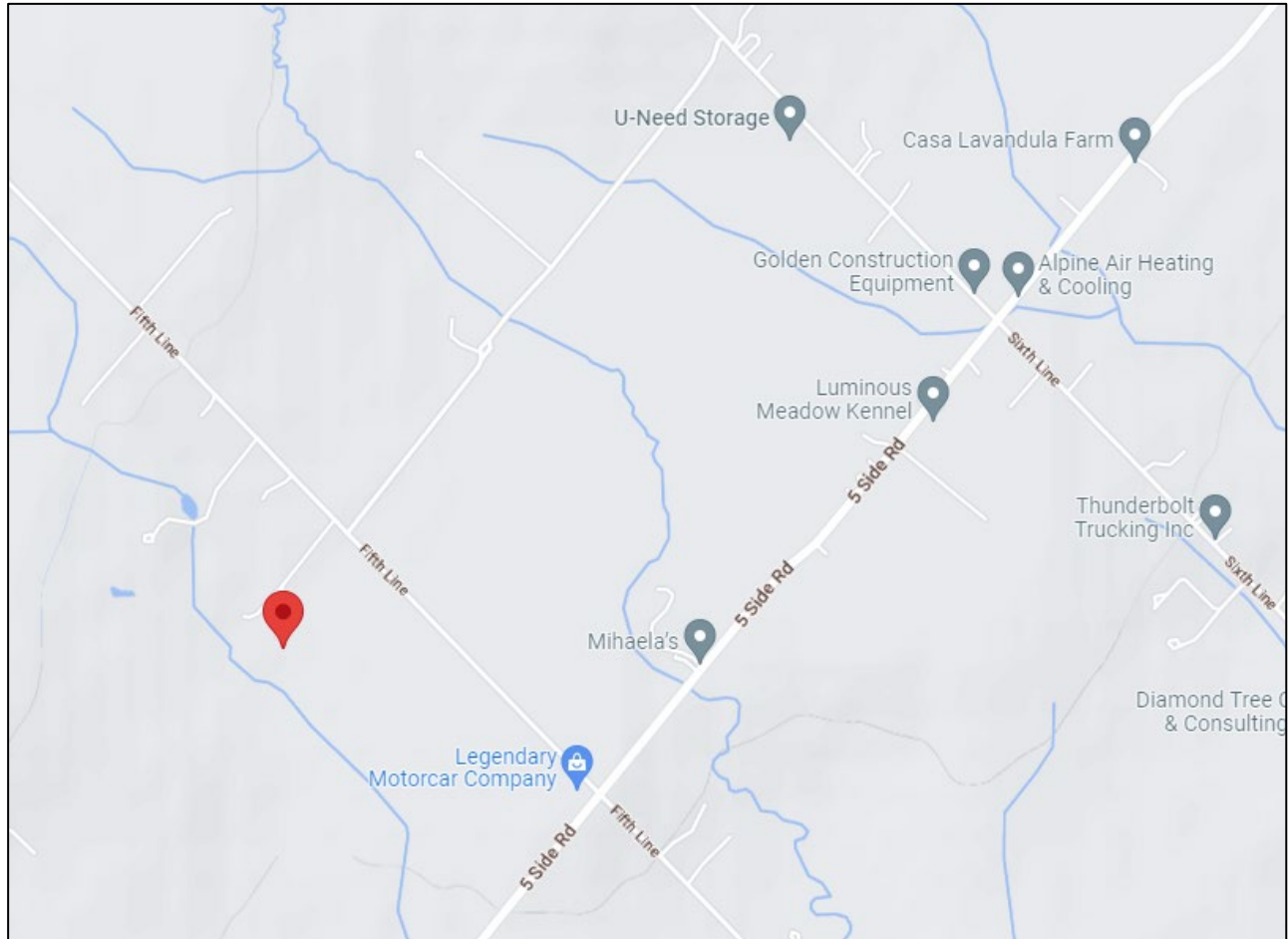
#### Background / Proposal

The subject property is located at 9268 Fifth Line in the Town of Halton Hills (Figure 1). The property is traversed by a tributary of Sixteen Mile Creek and contains the flooding and erosion hazards (valley) associated with that watercourse. Conservation Halton (CH) regulates 15 metres from the limit of the greatest hazard (valley) associated with Sixteen Mile Creek.

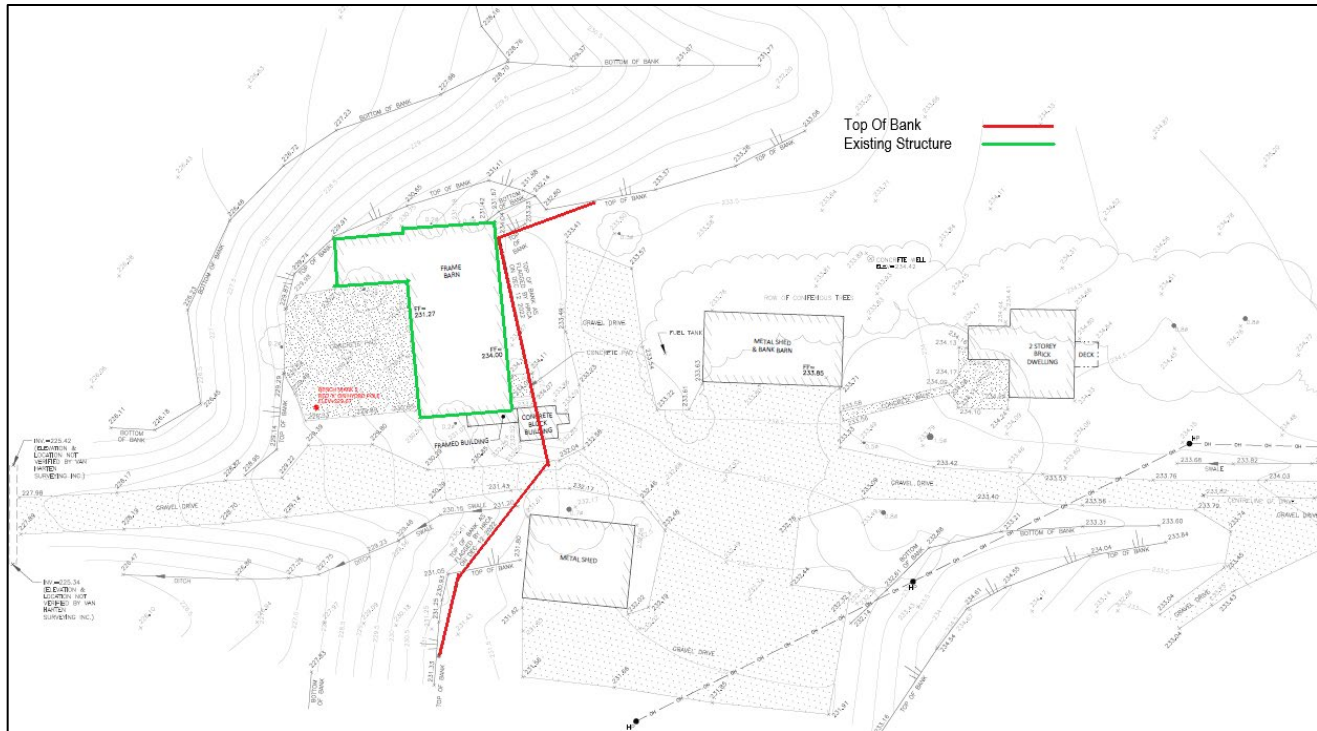


On December 9, 2022, CH staff participated in a pre-consultation meeting with the applicant and Town of Halton Hills staff regarding regulatory and planning requirements for a proposed barn reconstruction on the subject property. On January 16, 2023, CH received an application to reconstruct an existing two-storey barn and to convert the second storey into seasonal dwelling units. No additional square footage is proposed to be added and all works will occur within the original footprint (Figure 2). Additional dwelling units are required to house seasonal workers during the field season. A Minor Variance will also be required from the Town.

**Figure 1:** Key Map of 9268 Fifth Line, Town of Halton Hills



**Figure 2:** Existing barn and proposed reconstruction footprint



As part of a CH permit application, the applicant submitted a topographic survey which was updated to include the top of bank as staked by CH staff. CH staff visited the site and confirmed that the valley slope is gentle (gentler than 3H to 1V) and that there were no visible signs of erosion.

### Conservation Halton Policy Review

CH has regulatory policies that allow for reconstruction within a valley. For example, CH Policy 2.37.1 permits replacements of existing building or structures in a valley, subject to a number of criteria, including that the buildings or structures are of the same size and use, and contain the same number of dwelling units. CH Policy 2.37.2 permits additions to existing building or structures in a valley that are minor in nature, subject to criteria.

Policy 2.37 *Existing Valley Development* of Conservation Halton's *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Document*, Amended November 2020, states:

- 2.37.1** Where buildings or structures (including private access roads) already exist on a valley wall or in a valley, replacement may be permitted subject to the following criteria:
- Best efforts must be undertaken to relocate the existing building or structure outside of the valley and associated regulated tableland area.
  - The buildings or structures are of the same size and use, and contain the same number of *dwelling units*;
  - The buildings or structures are located no further into the valley or closer to a *watercourse* than the existing building or structure;



- d) If the building or structure is located within the regulatory *flood plain* or within 15 metres of the regulatory *flood plain*, Policies 2.22.1, 2.25.1, 2.27.1 will also apply; and,
- e) If the building or structure is located on a valley wall, a professional geotechnical engineer must complete a geotechnical study to determine the risk of the proposed work. The study will include an assessment of the stability of the *valley wall*, rate of erosion or recession of the *valley wall*, (over a 100-year period), access issues and an assessment of the construction and construction technique on the valley wall. The study must be carried out, at a minimum, in accordance with the geotechnical documents referenced in Section 5. The design of any works must ensure that the long-term stability of the valley wall is maintained and that no risk to life or property damage is anticipated.

The intent of these policies is to limit encroachment into valleylands and erosion hazards and to ensure development does not create or increase risk to people or property. At this location, buildings and structures already exist within the valley and the slope at this location is gentle.

### Analysis

Options to reconstruct the barn outside of the existing building footprint and outside of the valley would impact the farm operation, including encroachment into prime agricultural lands. All buildings on the subject property are located within an existing farm cluster. If the barn was relocated to another area within the farm cluster, it would have impacts on other existing infrastructure, such as a primary dwelling, septic field, and geothermal field, among other things. In addition, there are municipal setback requirements for dwelling units.

Relocating the existing barn outside of the farm cluster would result in loss of prime agricultural lands which would conflict with the Town of Halton Hills' Official Plan. Additionally, relocation of the structure does not follow OMFRA's best practices which state "when an accommodation is required, best practices for farmers is to be considered alternatives other than building a new, separate, permanent dwelling; and consider alternatives, including putting within an existing building."

Through a site visit, CH staff confirmed that although the existing structure is located within the valley, it is not on the valley wall. Reconstruction in the same footprint and location is not expected to impact slope stability given the gradualness of the slope. As such, a geotechnical assessment was not deemed necessary. In addition, emergency access is available on all sides of the structure which allows for safe access and egress for both humans and machinery.

Despite the above, the reconstructed barn will result in a change of use and increase to the number of dwelling units, which does not meet CH's policy. Strict adherence to CH's regulatory policies would limit redevelopment of this site and/or negatively impact the farm operation. CH staff can only issue permits that meet CH's Board-approved regulatory policies and policy exceptions require Board' approval.

### Recommendation

The applicant has demonstrated through the information submitted and CH staff site visit that the applicable regulatory tests (i.e., the control of erosion) can be met. They have confirmed that:

- a) the proposed works do not encroach further into the valley or closer to a watercourse than existing development at its closest point;

- b) the proposed works meet required setbacks from the flood hazard (floodplain);
- c) development of the site is unlikely to affect the control of erosion or to create a condition or circumstance that might jeopardize the health or safety of persons or result in damage or destruction of property;
- d) the proposed development is located in an altered valley (i.e., reconstructed barn will be in the same footprint and will be the same size as the existing barn) which was deemed stable by staff via a site visit (i.e., control of erosion and conservation of land tests have been met); and
- e) the proposed works will maintain the same level of access along the valley.

Considering the above, staff recommends that the CH Board approve the reconstruction of a two-storey barn, including conversion of the second storey to seasonal dwelling units within the valley associated with Sixteen Mile Creek, 9268 Fifth Line, Town of Halton Hills (CH File No. RAPP-8878).

### Impact on Strategic Goals

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

### Financial Impact

There is no financial impact resulting from this proposal.

Signed & respectfully submitted:



Kellie McCormack,  
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit  
President & CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:**

Charles Priddle, Manager, Regulations Program,  
[cpriddle@hrca.on.ca](mailto:cpriddle@hrca.on.ca), 905-336-1158 ext. 2276

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 03 23 13

**FROM:** Kellie McCormack, Director, Planning & Regulations

**DATE:** March 23, 2023

**SUBJECT:** **Scoped Subwatershed Study, Northeast Corner Steeles Avenue & Eighth Line, Town of Halton Hills, CH File No.: MPR 750**

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### Recommendation

THAT the Conservation Halton Board **endorses the Scoped Subwatershed Study, Northeast Corner Steeles Avenue & Eighth Line in Halton Hills, specifically the management recommendations that relate to areas regulated by Conservation Halton.**

And

THAT the Conservation Halton Board **receives for information the staff report entitled “Scoped Watershed Study, Northeast Corner Steeles Avenue & Eighth Line, Town of Halton Hills”.**

### Executive Summary

A Scoped Subwatershed Study (SWS) was prepared for lands within the northeast corner of Steeles Avenue & Eighth Line in the Town of Halton Hills. The Scoped SWS characterizes existing conditions, assesses potential impacts and mitigation measures, and provides comprehensive natural hazard, natural heritage, servicing, and stormwater management strategies for the Primary Study Area. The Scoped SWS serves as a foundational document to guide future technical studies and related *Planning Act* applications.

A systems approach was used to develop a high-level, long-term management strategy for natural hazard and natural heritage features and areas in the study area. All natural hazards and significant natural features, along with the associated regulatory allowances and development setbacks, will form part of the natural heritage system. This approach ensures that future development will not create new natural hazards or aggravate existing ones. It also ensures that natural heritage features, including wetlands, will be protected in the future as part of a larger, overall NHS.

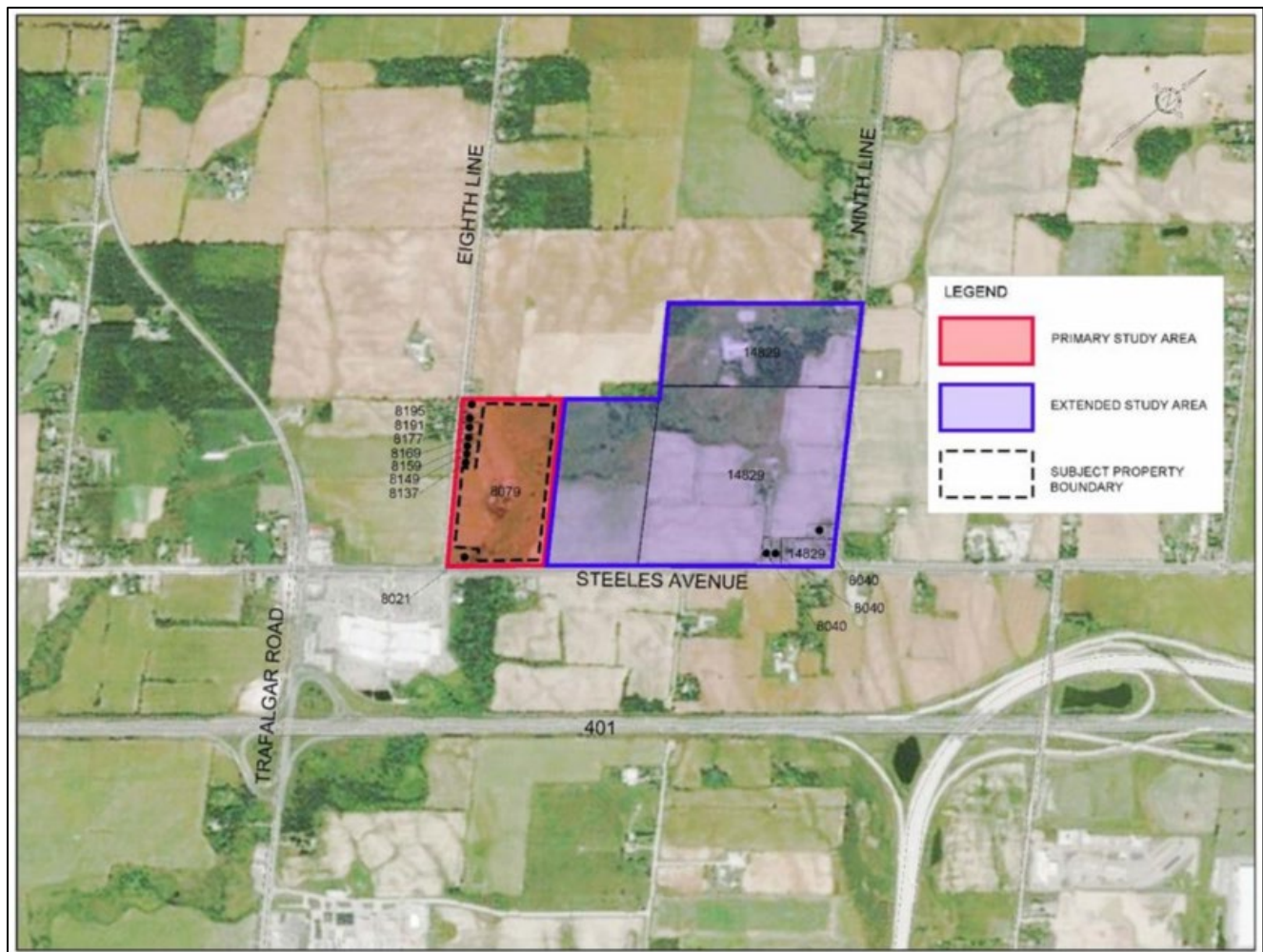
Staff is satisfied that the Scoped SWS provides comprehensive justification for the proposed management recommendations for natural hazards and wetlands within the primary study area. Staff recommends that the Conservation Halton (CH) Board endorse the Scoped SWS, specifically the management recommendations related to CH regulated areas, so that staff can issue future permits when they meet CH's permitting requirements, the requirements of the Scoped SWS, and requirements identified in future technical studies.

### Report

#### Background

A Scoped Subwatershed Study (SWS) was prepared for the lands within the northeast corner of Steeles Avenue & Eighth Line in the Town of Halton Hills. The study area is located is bounded by Eighth Line to the west, Steeles Avenue to the south, and Ninth Line to the east. The study area includes a Primary Study Area (includes 8079 Eighth Line, referred to as the “Subject Lands”, along with residential and institutional lands along Eighth Line) and an Extended Study Area (Figure 1).

**Figure 1: Scoped Subwatershed Study Area**



The study area is located within the Sixteen Mile Creek Watershed and contains the eastern branch of Sixteen Mile Creek and its tributaries, as well as the associated flooding and erosion hazards, and wetlands.

### Subwatershed Study Process

The purpose of a SWS is to:

- Inventory, characterize and assess natural hazard, natural heritage and water resource features and functions within the study area (i.e., constraints to development);
- Provide recommendations for the protection, conservation and management of natural hazard, natural heritage, and water resource features within the study area;

- Provide sufficient detail to support the designation of a natural heritage system (NHS), through refinement of the NHS;
- Evaluate a land use concept, as well as a supporting stormwater management strategy, where the functions of natural features are maintained or enhanced, while ensuring no aggravation of natural hazards; and,
- Provide recommendations for a management strategy, implementation, and monitoring plan to be implemented through the Secondary Plan and future site/area specific studies and development applications.

In general, local municipalities typically prepare a SWS, followed by Area-Specific Plans (Secondary Plans) for major growth areas, including new development or redevelopment areas.

The Scoped SWS was carried out by a private proponent, rather than the local municipality, as the subject site was not addressed through the Town's Premier Gateway Phase 1B SWS and Secondary Plan and was added to the area after the fact through an appeal to ROPA 47. As a result, a traditional Secondary Plan will not be undertaken for the primary study area but rather, a Local Official Plan Amendment will be required to facilitate a land use concept, as supported by the proponent's Scoped SWS.

The Scoped SWS included information that was necessary to support the completion of Official Plan and Zoning By-Law Amendments and associated servicing studies related to the development at 8079 Eighth Line. It also includes the level of detail required to support future *Planning Act* applications for this site. Development on the subject lands is to proceed in accordance with the final approved Scoped SWS.

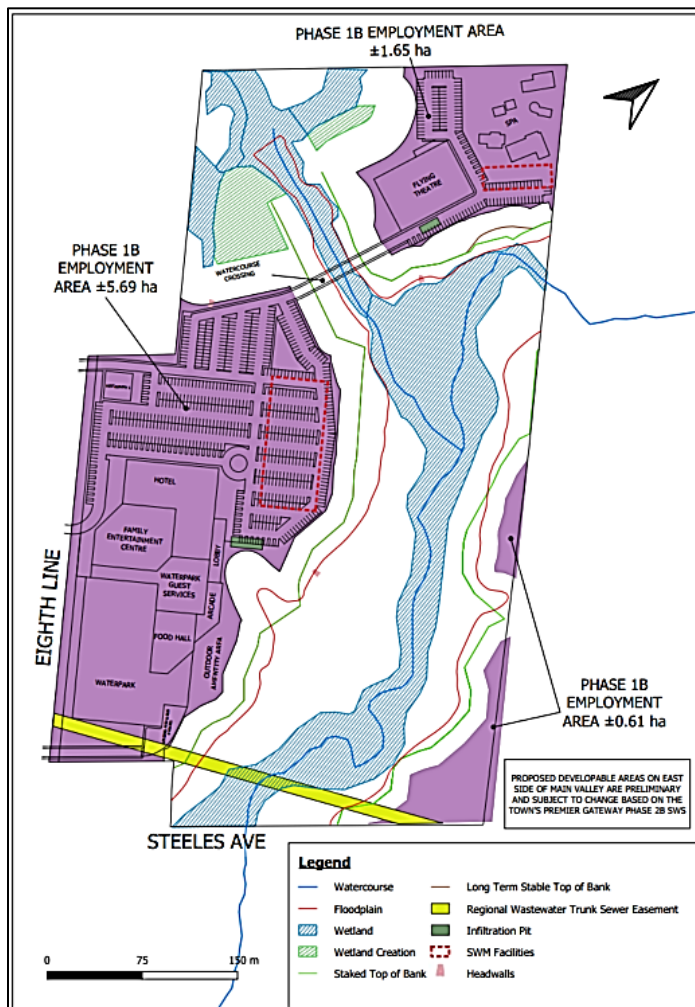
The Scoped SWS provides a detailed characterization of existing conditions, an assessment of the potential impacts, mitigation measures, and comprehensive natural heritage, servicing, and stormwater management strategies for the primary study area. For lands within the extended study area, a desktop analysis of the existing natural heritage and natural hazard features was provided, with recommendations for further work to be undertaken as part of the Town's ongoing Phase 2B Employment Lands SWS and Secondary Plan process.

#### Proposed Detailed Land Use Plan

A detailed land use plan was prepared based on the findings of the Scoped SWS. The detailed land use plan represents the proposed development on the Subject Lands within the primary study area (Figure 2) and requires a Local Official Plan Amendment. A hotel, water park, restaurant and associated parking is proposed on the west side of the Subject Lands, while a spa, flying theater, and associated parking is proposed on the northeastern corner of the Subject Lands.



**Figure 2: Detailed Land Use Plan**



### Basis of CH Review and Involvement with the Scoped SWS

CH staff reviewed the Scoped SWS to ensure CH's regulatory interests and responsibilities delegated by the Province with respect to Section 3.1 (Natural Hazards) of the Provincial Policy Statement (PPS) were addressed. Staff also provided technical advice on stormwater management and natural heritage matters, based on the Memorandum of Understanding (MOU) with the Region of Halton that was in effect at the time of review. CH staff provided advice to the Study Team as a member of the Scoped SWS Technical Advisory Committee.

As noted above, the goal of the Scoped SWS was to confirm the extent of the natural hazards and natural heritage system and identify management and implementation measures required to ensure the protection of natural heritage features and hydrological functions within the primary study area.

A systems approach was used to develop a high-level, long-term management strategy for natural hazard and natural heritage features in the study area. The future NHS will contain Sixteen Mile Creek, including the related natural hazards and natural heritage features. This approach ensures that future development will not create new natural hazards or aggravate existing ones. It also ensures



that natural heritage features, including wetlands, will be protected in the future as part of a larger, overall NHS.

All wetlands within the primary study area are to remain in-situ with a 30-metre development setback, excepting 0.36 hectares of wetlands which are proposed to be relocated and enhanced. The 0.36 hectares of wetlands will be replicated within the primary study area adjacent to existing wetlands to enhance existing features and functions, as well as increase connectivity to the overall natural heritage system. As part of the Scoped SWS, a wetland water availability assessment was conducted to demonstrate that the required hydrological conditions for the created wetland can be achieved. Subsequent design details and measurements to further support the design of the wetland replication, along with landscaping plans, will be provided through future *Planning Act* and CH Permit Applications.

### Conclusion/Recommendation

CH staff has worked with the Study Team in the development of a Scoped SWS for the study area. All natural hazards and significant natural features, along with the associated regulatory allowance and development setbacks, will form part of the natural heritage system. The Scoped SWS serves as a document to guide future technical studies and related *Planning Act* Applications. Staff is satisfied that the Scoped SWS provides comprehensive justification for the recommended relocation and enhancement of 0.36 hectares of regulated wetlands within the primary study area. CH staff recommends the Board endorse the Scoped SWS, specifically the management recommendations related to regulated features, so that staff can ultimately issue permits for works that meet CH's permitting requirements, the requirements of the Scoped SWS, and other technical studies.

### Impact on Strategic Priorities

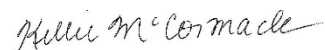
This report supports the Momentum priority of Natural Hazards and Water

The theme is supported by the objective to remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban, and suburban communities.

### Financial Impact

There is no financial impact resulting from this proposal.

Signed & respectfully submitted:



Kellie McCormack  
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit  
President & CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:** Leah Smith, Manager, Environmental Planning, 905-336-1158 ext. 2235; [lsmith@hrca.on.ca](mailto:lsmith@hrca.on.ca)

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHBD 03 23 14

**FROM:** Marnie Piggot, Director Finance

**DATE:** March 23, 2023

**SUBJECT:** 2022 Year-end Budget Variance Report - Operating

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### Recommendation

THAT the Conservation Halton (CH) Board **approves the allocation of the 2022 operating surplus of \$3,643,396 to the following Reserves and allocated surplus:**

- **\$3,165,799 to the Conservation Areas Capital Reserve;**
- **\$30,000 to the Stewardship and Restoration Reserve;**
- **\$245,614 to the Building Reserve;**
- **\$23,000 to the Vehicle and Equipment Reserve;**
- **\$178,983 for the adjustment to surplus (deficit) funds for a prior year carry forward amount;**

And

THAT the Conservation Halton Board **approves a transfer of \$46,550 to the Debt Financing Charges for the 2022 budget amount in excess of actual 2022 debt financing charges;**

And

THAT the Conservation Halton Board **approves further adjustments to the 2022 operating surplus if required in the 2022 audited financial statements to the Stabilization Reserves, which will be noted in the staff report when the financial statements are presented;**

And

THAT the Conservation Halton Board **approves transfers in 2023 from reserves for up to the following amounts:**

- **\$300,000 from the WMSS Stabilization Reserve for potential increased legal expenses and Bill 23 impacts**
- **\$30,000 from the Stewardship and Restoration Reserve for anticipated increased Outreach program staffing costs**
- **\$23,000 from the Vehicle and Equipment Reserve for the purchase in 2023 of a utility vehicle included in the 2022 budget**

And

THAT the Conservation Halton Board **receives for information the report entitled “2022 Year-end Budget Variance Report”.**

## Executive Summary

The 2022 year-end operating surplus is \$3,643,396 and is summarized in the chart below. Further details on the operating surplus are provided in the report. The amounts in this 2022 Year-end Budget Variance Report will be used by staff to prepare the audited 2022 financial statements. The amounts are currently being audited by KPMG, the CH appointed auditor, and will be presented in April.

The surplus is primarily driven by a favourable Conservation Areas surplus totaling \$3,195,799. With a full Kelso/Glen Eden winter ski season completed for fiscal 2022 and the mitigated impact of COVID-19 measures on park operations, there is an increase of program revenues across the Parks as operations normalize. The remainder of the surplus totaling \$447,597 is primarily due to higher-than-expected Planning & Regulation fees.

The table below provides a summary of the 2022 revenue and expenses compared to the budgeted amounts.

Budget Summary	Actual Dec 31, 2022	Budget Dec 31, 2022	Budget Variance Increase (Decrease)
<b>Revenue</b>			
Program Revenue	\$ 22,000,673	\$ 18,960,096	\$ 3,040,577
Municipal Funding	10,194,080	10,172,173	21,907
Other Funding & Municipal Special Levies	1,989,280	1,341,113	648,167
Internal Chargeback Recoveries	2,205,192	2,099,902	105,290
Transfers from Reserves	9,577	152,500	(142,923)
Provincial Funding	739,855	659,875	79,980
<b>Total Revenues</b>	<b>\$ 37,138,657</b>	<b>\$ 33,385,659</b>	<b>\$ 3,752,998</b>
<b>Expenses</b>			
Corporate Services	\$ 6,939,751	\$ 6,244,584	\$ 695,167
Natural Hazards & Watershed Management	5,242,490	5,134,964	107,526
Permitting & Planning	5,082,614	4,748,905	333,709
<i>Conservation Lands &amp; Recreation</i>			
Land Management	1,452,429	1,745,892	(293,463)
Parks & Recreation	13,651,924	14,013,145	(361,221)
Debt Financing	574,001	620,551	(46,550)
Transfers to Reserves	552,050	505,500	46,550
<b>Total Expenses</b>	<b>\$ 33,495,260</b>	<b>\$ 33,013,541</b>	<b>\$ 481,719</b>
<b>Total Operating Surplus</b>	<b>\$ 3,643,396</b>	<b>\$ 372,118</b>	<b>\$ 3,271,278</b>

## Report

### Operating Program

The attached Budget Variance Report Financial (Appendix D) provides explanations for variances that are greater than 10% and exceed \$10,000 from the 2022 budget amounts.

The Canada Revenue Agency (CRA) through a recent audit determined that Conservation Authorities have now been deemed to not be eligible for the Canadian Emergency Wage Subsidy (CEWS) claims received in 2021. Out of an abundance of caution the funds received in 2021 by CH were excluded from operating results until eligibility requirements were confirmed with more certainty. The CEWS subsidy was refunded to the CRA in December 2022 in the full amount. Interest charges assessed by CRA on the funds received have been reported as a Corporate Services expense in the 2022 year-end amounts, pending conclusion of the audit. Staff have been advised by the CRA auditor that the interest charges are being reviewed and are anticipated to be reversed in 2023. Staff are consulting with KPMG tax office on the filing of a notice of objection on the denial of the CEWS claims.

### Budget Variance – Total Revenue

Total operating revenue for 2022 of \$37,138,657 exceeded the budget target of \$33,385,659 by \$3,752,998 or 11%. The overall increase is primarily attributed to park revenues exceeding the budget by \$2,462,461 with an exit of COVID-19 related impacts and a favourable 2022 ski season, combined with Planning & Regulation fees exceeding the budget by \$1,153,565 with increased activity. Variance details by program are noted in the Budget Variance Report Financial (Appendix D). A summary of significant revenue variances from the financial appendix include:

Revenue	Actual Dec 31, 2022	Budget Dec 31, 2022	Budget Increase (Decrease)
<b><i>Various Departments</i></b>			
Total Internal Chargeback Recoveries from Parks - increase for staff changes	1,386,900	1,364,100	22,800
<b><i>Corporate Services</i></b>			
Increase in investment revenue and CH Foundation administration recovery	340,738	137,000	203,738
<b><i>Permitting &amp; Planning</i></b>			
Planning & Regulations fees and other revenue increase	4,074,665	2,921,100	1,153,565
<b><i>Partnership Projects</i></b>			
Project revenue decrease offset by lower expenses	1,700,231	1,871,397	(171,166)
<b><i>Conservation Areas</i></b>			
Park revenue total increase	16,847,724	14,385,263	2,462,461
Various other increases			81,600
<b>Total Revenue Variance from Budget</b>			<b>\$3,752,998</b>

## Budget Variance – Total Expenses

Total expenses of \$33,495,260 are greater than the 2022 budget of \$33,013,541 by \$481,719 or 1.5%. The CEWS interest expense accrual combined with higher staff costs and increased legal fees make up the most of this change. These increases are offset with other savings across the organization.

Expense budget variances are summarized from the Financial Appendix in the following chart:

Expenses	Actual Dec 31, 2022	Budget Dec 31, 2022	Budget Increase (Decrease)
<b>Corporate Services</b>			
CEWS Interest accrual	702,544	-	702,544
<b>WMSS Various Departments</b>			
Staff salaries & benefits - staff changes	13,075,110	12,721,543	353,567
<b>Permitting &amp; Planning and Watershed Strategies &amp; CC</b>			
Legal fees increase	720,068	475,000	250,599
<b>Operations</b>			
Property management and Forestry purchased services	277,627	474,239	(196,612)
<b>Partnership Projects</b>			
Project expenses decrease fully offset by matching lower funding	1,700,231	1,871,397	(171,166)
<b>Conservation Areas</b>			
Park expenses total decrease	13,651,924	14,013,145	(361,221)
Various other increases (decreases)			(95,992)
<b>Total Expense Variance from Budget</b>			<b>\$481,719</b>

Staff costs are higher than the budget as a result of staff changes during the year and more staff salaries closer to the top of the salary band. The 2022 compensation review implemented for 2023 will assist with staff salary costs going forward.

Legal fees related to planning and regulations, the Ontario Land Tribunal and other cases continue to exceed budget. This trend is expected to continue in 2023 and may result in additional reserve funding requests. Legal expenses will be further reviewed in the 2024 budget considerations.

Expense savings for some programs are partially due to operating costs funded through Partnership Project grants such as the 2 Billion Trees for Forestry expenses.

## Conservation Areas / Parks

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

<b>Parks Operating Summary</b>	<b>Actual Dec 31, 2022</b>	<b>Budget Dec 31, 2022</b>	<b>Budget Variance</b>
<b>Revenue</b>			
Ski (season passes, lift fees, lessons, rentals, retail)	\$ 7,249,578	\$ 6,674,000	\$ 575,578
Entry fees	3,270,316	2,269,000	1,001,316
Program & other	4,412,375	3,980,800	431,575
Annual park memberships	1,575,899	1,100,000	475,899
Municipal funding - Education & Outreach	339,556	361,463	(21,907)
<b>Total Revenue</b>	<b>\$ 16,847,724</b>	<b>\$ 14,385,263</b>	<b>\$ 2,462,461</b>
<b>Expenses</b>			
Staff salaries & benefits - full time	\$ 2,869,345	\$ 3,399,892	(\$ 530,547)
Staff salaries & benefits - part time	4,867,729	4,475,158	392,571
Materials & supplies and Purchased services	4,527,950	4,773,995	(246,045)
Internal chargeback - WMSS support services	1,386,900	1,364,100	22,800
<b>Total Expenses</b>	<b>\$ 13,651,924</b>	<b>\$ 14,013,145</b>	<b>(\$ 361,221)</b>
<b>Parks Operating Surplus</b>	<b>\$ 3,195,799</b>	<b>\$ 372,118</b>	<b>\$ 2,823,681</b>

With the full season for Kelso Glen Eden ski programs in 2022 and the mitigated impacts of COVID-19 across the Parks, total revenues exceeded the budget amount by \$2,462,461. This is primarily attributed to an increase in ski and other program revenue, entry fees and annual park memberships. The revenue increase also includes higher other revenue by \$327,444 as a result of increased investment revenue and an insurance claim recovery of \$159,644 for costs incurred in a prior year.

Park expenses are favourable compared to budget by (\$361,221) due to vacancies in staffing and a decrease in general program expenses. The 2022 operating surplus of \$3,195,799 includes \$30,000 in increased Outreach grant revenue that is anticipated to be required in 2023 for additional program support. The operating surplus for the parks is the largest surplus achieved to date and is substantial especially in light of the loss of \$270,078 suffered in 2021 with much lower revenue of \$10.4 million due to a reduced ski season and COVID impacts.

## Reserves

The Reserve Continuity schedule below provides details of transfers to and from reserves. After the recommended reserve transfers, total reserves as of December 31, 2022, are \$14,727,773.

The operating surplus of \$3,643,396 is recommended to be allocated as follows:

Parks Capital Reserve	\$3,165,799
Building Reserve	\$ 245,614
Stewardship and Restoration Reserve	\$ 30,000
Vehicle and Equipment Reserve	\$ 23,000
Total operating surplus allocation to reserves	\$3,464,413
Adjustment to allocation of surplus (deficit) from prior year	\$ 178,983
Total operating surplus allocation	<u>\$3,643,396</u>



Reserve	Reserve Balances Jan 1, 2022	Budgeted & Previously Approved Transfers	Preliminary Dec. 31, 2022  Prior to Transfers	Reserve Transfers to be Approved		Reserve Balances Dec 31, 2022
				Investment Revenue and Debt Charges	Operating Surplus	
Watershed Management & Support (WMSS) Services						
Vehicle and equipment	704,901	(2,205)	702,696	18,600	23,000	744,296
Building - State of Good Repair	418,674	164,000 (109,070)	473,604	11,800	-	485,404
Building	316,872	(59,035)	257,837	7,700	245,614	511,151
Watershed Management Capital - Municipal Funds	740,360	316,500 (303,290)	753,570	19,700	-	773,270
Watershed Management Capital - Self Generated Funds	434,909	-	434,909	34,200	-	469,109
WMSS Stabilization	1,789,212	-	1,789,212	-	-	1,789,212
Debt Financing Charges	471,596	-	471,596	46,550	-	518,146
Digital Transformation	278,400	-	278,400	7,300	-	285,700
Legal - Planning & Watershed Management	941,995	-	941,995	-	-	941,995
Legal - Corporate	200,000	-	200,000	-	-	200,000
Water Festival	188,911	(9,577)	179,334	-	-	179,334
Land Securement	88,739	25,000	113,739	2,500	-	116,239
Property Management	1,084,042	-	1,084,042	28,600	-	1,112,642
Stewardship and restoration	409,051	-	409,051	-	30,000	439,051
Conservation Areas						
Capital	2,629,690	(416,000) (429,055)	1,784,635	65,300	3,165,799	5,015,734
Revenue Stabilization	730,490	416,000	1,146,490	-	-	1,146,490
Total Reserves	\$11,427,842	\$ (406,732)	\$ 11,021,110	\$ 242,250	\$ 3,464,413	\$ 14,727,773

The Conservation Areas Revenue Stabilization Reserve balance of \$1,146,490 is slightly higher than the target balance for the Conservation Areas Stabilization Reserve for 2023 totaling \$1,130,000. The target balance is based on 7.5%, the midpoint of the Budget Principles target of the Parks program revenue 2023 budget of \$15,072,340. A transfer of \$416,000 was completed in November 2022 to bring this amount near the target reserve balance based on the projected operating surplus.

The WMSS Stabilization Reserve balance of \$1,789,212 more than exceeds the target balance of \$447,000, which is based on 12.5% (midpoint) of 2023 budget program revenues totaling almost \$3.6 million.

Additional reserves transfers are recommended at this time for estimated expenses not included in the 2023 budget for up to the following amounts:

- \$300,000 from the WMSS Stabilization Reserve for potential increased legal expenses and Bill 23 impacts.
- \$30,000 from the Stewardship and Restoration Reserve for increased Outreach program 2023 staffing costs.
- \$23,000 from the Vehicle and Equipment Reserve for the purchase in 2023 of a utility vehicle included in the 2022 budget.

### Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability.

## Financial Impact

This report along with the financial appendix (Appendix D) summarizes the variances that have contributed to the 2022 operating surplus of \$3,643,396 and recommends distribution of the surplus to reserves. The variances that have occurred during the year will inform the management of the approved 2023 Budget and preparation of the 2024 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](mailto:mpiggot@hrca.on.ca);

Conservation Halton  
Budget Variance Report Financial Appendix

	NOTES	ACTUAL DEC 31 2022	BUDGET DEC 31 2022	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>WATERSHED MANAGEMENT &amp; SUPPORT SERVICES (WMSS)</b>					
<b>CORPORATE SERVICES</b>					
<u>Expenditures</u>					
Salaries and Benefits		4,794,744	4,649,817	144,927	3.1%
Total Materials & Supplies and Purchased Services, Finance & other	1	2,145,007	1,594,767	550,240	34.5%
Debt Financing Charges	2	574,001	620,551	(46,550)	(7.5%)
Transfer to Reserves - Land Securement and Debt Financing	2	71,550	25,000	46,550	186.2%
Transfer to Reserves - State of Good Repair Levy		480,500	480,500	-	0.0%
<b>Total Expenditures</b>		<b>8,065,802</b>	<b>7,370,635</b>	<b>695,167</b>	<b>9.4%</b>
<u>Revenue</u>					
Program & Other Revenue	3	340,738	137,000	203,738	148.7%
Provincial Funding		-	-	-	0.0%
Municipal Funding		10,194,080	10,172,173	21,907	0.2%
Internal Chargeback Recoveries		1,339,065	1,299,700	39,365	3.0%
Reserve Funding	2	-	30,000	(30,000)	(100.0%)
<b>Total Revenues</b>		<b>11,873,883</b>	<b>11,638,873</b>	<b>235,010</b>	<b>2.0%</b>
<b>TOTAL CORPORATE SERVICES</b>		<b>3,808,081</b>	<b>4,268,238</b>	<b>(460,157)</b>	<b>(10.8%)</b>

**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. Total Materials & Supplies and Purchased Services, Finance & other exceed budget of \$550K as this includes \$702,544 in interest accrual charges related to CEWS repayment, pending conclusion of the audit. Staff are consulting with KPMG on the filing of a notice of objection on the denial of the claims.
2. The debt financing charges budget amount exceeded actual debt charges by \$46,550 and the excess is recommended to be transferred to the Debt financing Charges Reserve. Reserve funding for revised staff office workspace needs because of COVID-19 impacts is not required due to savings in other costs.
3. Other revenue includes investment revenue allocated to the Watershed Management & Support Services program that is significantly higher than the 2022 budget amount as a result of increasing interest rates in 2022.

Conservation Halton  
Budget Variance Report Financial Appendix

	NOTES	ACTUAL DEC 31 2022	BUDGET DEC 31 2022	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>NATURAL HAZARDS &amp; WATERSHED MANAGEMENT</b>					
<u>Expenditures</u>					
Salaries and Benefits		3,679,386	3,400,701	278,685	8.2%
Total Materials & Supplies and Purchased Services	4	1,563,105	1,734,263	(171,158)	(9.9%)
<b>Total Expenditures</b>		<b>5,242,490</b>	<b>5,134,964</b>	<b>107,526</b>	<b>2.1%</b>
<u>Revenue</u>					
Program & Other Revenue	4	1,373,782	1,828,966	(455,184)	(24.9%)
Provincial Funding	4	614,855	534,875	79,980	15.0%
Other Municipal Funding	4	357,691	110,000	247,691	225.2%
Federal Funding	4	418,875	190,000	228,875	120.5%
Reserves	5	-	122,500	(122,500)	(100.0%)
Internal Chargeback Recoveries		546,274	546,032	242	0.0%
<b>Total Revenues</b>		<b>3,311,476</b>	<b>3,332,373</b>	<b>(20,897)</b>	<b>(0.6%)</b>
<b>TOTAL NATURAL HAZARDS &amp; WATERSHED MANAGEMENT</b>		<b>(1,931,014)</b>	<b>(1,802,591)</b>	<b>(128,423)</b>	<b>7.1%</b>

**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).

4. Total Operations and Partnership Projects costs for Salaries, Materials & Supplies, and Purchased Services, are less than the budget amount by (\$171,558). 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.

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

Conservation Halton  
Budget Variance Report Financial Appendix

	NOTES	ACTUAL DEC 31 2022	BUDGET DEC 31 2022	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>PERMITTING &amp; PLANNING</b>					
<u>Expenditures</u>					
Salaries and Benefits		4,462,322	4,333,255	129,067	3.0%
Total Materials & Supplies and Purchased Services	6	620,293	415,650	204,643	49.2%
<b>Total Expenditures</b>		<b>5,082,614</b>	<b>4,748,905</b>	<b>333,709</b>	<b>7.0%</b>
<u>Revenue</u>					
Program & Other Revenue	7	4,074,665	2,921,100	1,153,565	39.5%
Provincial Funding		-	-	-	0.0%
Other Municipal Funding	8	385,912	522,650	(136,738)	(26.2%)
Internal Chargeback Recoveries		35,590	-	35,590	0.0%
<b>Total Revenues</b>		<b>4,496,167</b>	<b>3,443,750</b>	<b>1,052,417</b>	<b>30.6%</b>
<b>TOTAL PERMITTING &amp; PLANNING</b>		<b>(586,448)</b>	<b>(1,305,155)</b>	<b>718,707</b>	<b>(55.1%)</b>

**Notes:**

Permitting & Planning category includes: Planning & Regulations, Floodplain Mapping, and the Regional Infrastructure Team (RIT).

6. Purchased Services include legal expenses that exceed the budget by \$204,643 primarily due to increased legal costs under Planning & Regulations.

7. Program & Other Revenues exceed the budget amount by \$1,153,565 as a result of increased planning, permits and other services in year. Included in this increase is Ecological Services Agreement funding of approximately \$241,000 not included in the 2022 budget with the approval of the agreement after the budget was prepared.

8. Other municipal funding is lower than budget by (\$136,738) primarily due to 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 DEC 31 2022	BUDGET DEC 31 2022	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>CONSERVATION LANDS &amp; RECREATION (LAND MANAGEMENT)</b>					
<u>Expenditures</u>					
Salaries and Benefits		1,262,108	1,360,472	(98,364)	(7.2%)
Chargeback - Parks staff support		70,360	71,770	(1,410)	(2.0%)
Total Materials & Supplies and Purchased Services	9	119,961	313,650	(193,689)	(61.8%)
<b>Total Expenditures</b>		<b>1,452,429</b>	<b>1,745,892</b>	<b>(293,463)</b>	<b>(16.8%)</b>
<u>Revenue</u>					
Program & Other Revenue		225,700	236,000	(10,300)	(4.4%)
Provincial Grants		125,000	125,000	-	0.0%
Other Municipal Funding		44,802	42,000	2,802	6.7%
Internal Chargeback Recoveries	10	213,903	182,400	31,503	17.3%
<b>Total Revenues</b>		<b>609,405</b>	<b>585,400</b>	<b>24,005</b>	<b>4.1%</b>
<b>TOTAL CONSERVATION LANDS &amp; RECREATION (LAND MANAGEMENT)</b>		<b>(843,024)</b>	<b>(1,160,492)</b>	<b>317,468</b>	<b>(27.4%)</b>
<b>Notes:</b> Conservation Lands & Recreation (Lands Management) includes: Forestry, Property Management, and Security. 9. Purchased Services are lower than budget by \$196,913 primarily due to lower than expected Property Management and Forestry operating costs and project costs funded by grants such as 2 Billion Trees. 10. Internal Chargeback Recoveries are higher than budget of \$182,400 by \$31,503 primarily due to increased internal Forestry recoveries activity in year.					
<b>TOTAL WMSS REVENUE</b>		<b>20,290,933</b>	<b>19,000,396</b>	<b>1,290,537</b>	<b>6.8%</b>
<b>TOTAL WMSS EXPENDITURES</b>		<b>19,843,336</b>	<b>19,000,396</b>	<b>842,940</b>	<b>4.4%</b>
<b>TOTAL</b>		<b>447,597</b>	<b>-</b>	<b>447,597</b>	



Conservation Halton  
Budget Variance Report Financial Appendix

	NOTES	ACTUAL DEC 31 2022	BUDGET DEC 31 2022	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>CONSERVATION LANDS &amp; RECREATION (RECREATION)</b>					
<u>Expenditures</u>					
Salaries and Benefits		7,758,113	8,057,964	(299,851)	(3.7%)
Total Materials & Supplies and Purchased Services		4,506,911	4,591,081	(84,170)	(1.8%)
Internal Chargeback - WMSS Support Services to Parks		1,386,900	1,364,100	22,800	1.7%
<b>Total Expenditures</b>		<b>13,651,924</b>	<b>14,013,145</b>	<b>(361,221)</b>	<b>(2.6%)</b>
<u>Revenue</u>					
Program Revenue	11	15,985,787	13,837,030	2,148,757	15.5%
Other Revenue	12	392,444	65,000	327,444	503.8%
Municipal Funding		389,556	411,463	(21,907)	(5.3%)
Reserve Funding (Outreach)		9,577	-	9,577	0.0%
Internal Chargeback Recovery - Parks to WMSS		70,360	71,770	(1,410)	(2.0%)
<b>Total Revenues</b>		<b>16,847,724</b>	<b>14,385,263</b>	<b>2,462,462</b>	<b>17.1%</b>
<b>TOTAL - CONSERVATION LANDS &amp; RECREATION (RECREATION)</b>		<b>3,195,799</b>	<b>372,118</b>	<b>2,823,681</b>	<b>758.8%</b>

**Notes:**

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

11. Higher program revenue experienced across Parks with an exit out of COVID-19 impacts. An increase in Park visitors and activity was seen across all locations.

12. Other revenue consists of investment revenue allocated to the parks operating program and is higher than the 2022 budget amount due to increased interest rates and an insurance claim recovery of \$159,644 for costs that were incurred in a prior year.

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 03 23 15

**FROM:** Marnie Piggot, Director, Finance

**DATE:** March 23, 2023

**SUBJECT:** 2022 Year-end Capital Projects Update

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### Recommendation

THAT the Conservation Halton Board **approve the closing of capital projects noted in the Capital Project Summary Financial Appendix.**

And

THAT the Conservation Halton Board **receives for information the staff report entitled "2022 Year-end Capital Projects Update".**

### Report

The attached Capital Project Summary Financial Appendix (Appendix E) provides an overview of the capital project work completed in 2022 costing \$5,249,905. Life to date costs for these capital projects amount to \$7,956,813 or 47% of the total capital budget available of \$17,060,916.

The total capital budget on the Capital Project Summary consists of the 2022 budget amounts, amounts carried over from prior budgets and project budget increases associated with grant and other funding received after budget approval. Funding sources for the respective capital project are also detailed on the summary.

### Closing of Capital Projects

The closing of capital projects is reported in accordance with the Conservation Halton (CH) Budget Principles and provides transparency to external funders of the completion of the project. The projects recommended to be closed are marked as "CLOSE" in the far column on the Capital Project Summary Financial Appendix. These projects have been completed or are annual projects, where the capital project amount will be reconsidered during the annual budget process.

**Dams and channels** capital projects are completed to coincide with the provincial Ministry of Natural Resources and Forestry (MNRF) Water and Erosion Control Infrastructure (WECl) grant period ending March 31. Projects completed by March 31, 2022, were previously approved to be closed as noted on the Capital Project Financial Appendix (Appendix E).

A **Land Acquisition** was completed in late 2022 through a donation under the Environment and Climate Change Canada Ecological Gift program. The property donation was approved by the CH Board in an In Camera report in a prior year and aligns with the CH Land Securement Strategy. The appraised value of the land and related acquisition costs totaling \$1,625,963 were fully funded by a federal grant and the in-kind donation.

**Kelso/Glen Eden Ski capital** budget of \$450,000 is recommended to be closed. This 2022 budget amount was for the purchase of a new snow groomer. The groomer was no longer required with the purchase in late 2021 of a used groomer.

### Capital Projects Budget Variances

**Flood Plain Mapping for Urban Milton** project is expected to be completed in the spring after the public consultation period. Project costs are anticipated to slightly exceed the budget amount due to the extension of the project and consultation. The potential over expenditure will be addressed in a 2023 Budget Variance Report if required.

Remaining capital projects are generally within budget and in progress to be completed. Project timelines have been extended over the last few years for several reasons including staff changes, COVID-19 impacts, and higher costs requiring in some cases rescoping of the project.

### Municipal Debt Financing

Capital projects funded by municipal debt financing in 2022 include a portion of the Administration Office Low Impact Development (LID) project that is also partly funded by a federal grant.

Debt financing received in prior years for dams and channels and Administration Office projects is being repaid to Halton Region over a twenty-year period with interest at 3.0% except for Kelso Dam costs that are being repaid over thirty years at a 3.2% interest rate. Annual debt financing repayments are included in the operating budget. The amount of the loan owing to Halton Region at December 31, 2022 is \$4,668,669, plus debt financing for the 2022 capital project work was invoiced in 2023 of \$95,825.

### Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability.

### Financial Impact

The report outlines the capital project work completed in 2022.

In summary, total capital projects costs were within the total funding amounts approved in 2022 and prior year budgets, unless otherwise noted above.

Signed & respectfully submitted:



Marnie Piggot  
Director, Finance

Approved for circulation:



Hassaan Basit  
CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:** Marnie Piggot; 905-336-1158, ext. 2240; [mpiggot@hrca.on.ca](mailto:mpiggot@hrca.on.ca)

**CONSERVATION HALTON**  
**CAPITAL PROJECT FINANCIAL APPENDIX**  
**AS AT DECEMBER 31, 2022**

Capital Project Description	Total Capital Budget	2021 Capital Costs	2022 Capital Costs	Total Capital Costs	Total Unspent	Project to be Closed	Capital Project Funding
<b>Watershed Management &amp; Support Services (WMSS)</b>					=		
Hilton Falls Dam Diversion Structure Upgrade Construction Phase 2	609,000	\$630,992	-	630,992	(21,992)	<b>CLOSED</b>	50% Provincial; 50% Reserve
Milton Channel Main & Millside Slab Repair	255,927	\$175,905	-	175,905	80,022	<b>CLOSED</b>	50% Provincial; 50% Reserve
Kelso Dam Lift Gates and Hoists Refurbishment - West Gate	173,000	\$5,409	167,591	173,000	-	<b>CLOSED</b>	50% Provincial; 50% Reserve
Kelso Dam Lift Gates and Hoists Refurbishment & East Gate	395,970	\$49,791	207,493	257,284	138,686		50% Provincial; 50% Reserve
Milton Channel - Kingsleigh Court	190,000	-	122,104	122,104	67,896		50% Provincial; 50% Reserve
Hilton Falls Dam - 96" Actuator & Trashrack	130,000	-	99,548	99,548	30,452		50% Provincial; 50% Reserve
Mountsberg Dam Safety Review	80,000	-	38,665	38,665	41,335		50% Provincial; 50% Reserve
Scotch Block Dam Intake Assessment	25,000	-	13,342	13,342	11,658		50% Provincial; 50% Reserve
<b>Emerald Ash Borer **</b>	877,664	-	753,083	753,083	124,581	<b>CLOSE \$16K Sales</b>	Other Municipal Halton Region; Lumber Sales
<b>Flood Forecasting &amp; Warning **</b>	215,862	-	27,835	27,835	188,027		Municipal
<b>Floodplain Mapping - 2019 (Urban Milton; Morrison-Wedgewood)</b>	506,626	\$469,638	33,922	503,560	3,066		50% Federal NDMP; 50% Municipal
<b>Floodplain Mapping - 2020</b>	330,000	\$111,335	161,686	273,021	56,979		Other Municipal Halton Region
<b>Floodplain Mapping - 2021 (East Burlington)</b>	975,000	\$270,816	217,938	488,754	486,246		50% Other Municipal Halton Region; 50% NDMP
<b>Floodplain Mapping - 2022</b>	525,000	-	-	-	525,000		Other Municipal Halton Region
<b>Watershed Planning</b>	80,000	-	-	-	80,000		Municipal \$50K; Grant (to be confirmed)
<b>Watershed Database Management System**</b>	43,269	-	20,000	20,000	23,269		Municipal
<b>WMSS Facility &amp; Admin. Office Renovations - non SOGR **</b>	154,564	-	37,682	37,682	116,882	<b>CLOSE</b>	Reserve - Building
<b>WMSS Facility &amp; Admin. Office - State of Good Repair (SOGR) **</b>	217,854	-	109,070	109,070	108,784		Reserve - Building SOGR
<b>Green Infrastructure Low Impact Development - Admin. Office</b>	798,000	-	387,743	387,743	410,257		Debt Financing \$500K; CCRF Grant
<b>Operations Centre Study and Design</b>	100,000	-	21,353	21,353	78,647		Reserve - Building
<b>Information Technology - WMSS **</b>	105,108	-	52,937	52,937	52,171		Municipal
<b>Digital Transformation - WMSS **</b>	401,047	-	-	-	401,047		Municipal; Reserve \$200K
<b>Asset Management Plan</b>	40,000	\$2,621	21,315	23,936	16,064		Municipal
<b>Compensation Review</b>	30,000	-	30,240	30,240	(240)	<b>CLOSE</b>	Municipal
<b>Financial system upgrades</b>	75,000	-	-	-	75,000		Municipal
<b>Website Upgrade</b>	100,000	\$58,969	18,322	77,290	22,710	<b>CLOSE</b>	Municipal; Reserves
<b>Payroll System Upgrade - Phase 2 (Phase 1 Completed)</b>	89,500	\$69,736	-	69,736	19,764	<b>CLOSE</b>	Municipal; Reserves
<b>GIS Imagery Data Acquisition (Lidar; Ortho)</b>	115,000	\$21,168	-	21,168	93,832		Municipal
<b>Fleet Vehicle and Equipment Replacements - WMSS</b>	94,000	-	9,951	9,951	84,049		Reserve; Vehicle Sales
<b>Property Management</b>	75,000	-	-	-	75,000		Municipal
<b>Speyside Weir Removal</b>	176,000	-	4,088	4,088	171,912		Reserve
<b>Land Acquisition</b>	1,625,963	-	1,625,963	1,625,963	-	<b>CLOSE</b>	Federal grant; In kind donation
<b>Conservation Areas Facility &amp; Infrastructure:</b>							
<b>Kelso/Glen Eden - Water/Wastewater Servicing</b>	704,035	\$627,593	-	627,593	76,442		Reserve; Developer Contribution funds \$59,548
<b>Kelso &amp; Crawford Lake Visitor Centres (Dev. Contr'n Projects)</b>	625,000	\$162,521	-	162,521	462,479		Developer Contribution funds
<b>Crawford Lake Boardwalk</b>	2,280,000	\$5,283	62,753	68,036	2,211,964		ICIP Grant; Developer Contribution funds 26.67%
<b>Kelso/Glen Eden - Ski Capital</b>	950,000	-	179,187	179,187	770,813	<b>CLOSE \$450K Groomer</b>	Reserve
<b>Kelso Quarry Park</b>	405,250	-	272,877	272,877	132,373		Reserve; CCRF Grant & CH Foundation
<b>Facility and Infrastructure Major Maintenance **</b>	919,171	-	227,755	227,755	691,417		Reserve; CCRF & EAF Grants
<b>Enhancing Trail Systems and Park Infrastructure</b>	1,041,500	\$45,132	240,786	285,918	755,582		ICIP Grant
<b>Foundation Funded Capital Projects</b>	100,000	-	-	-	100,000	<b>CLOSE</b>	CH Foundation
<b>Information Technology Infrastructure - Conservation Areas **</b>	156,703	-	18,623	18,623	138,080		Reserve
<b>Fleet Vehicle and Equipment replacements - Conservation Areas</b>	269,903	-	66,057	66,057	203,846		Reserve; Vehicle Sales
<b>Total Capital Projects</b>	<b>\$17,060,916</b>	<b>\$2,706,909</b>	<b>\$5,249,905</b>	<b>\$7,956,813</b>	<b>\$9,104,102</b>		

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHBD 03 23 16

**FROM:** Marnie Piggot, Director, Finance

**DATE:** March 23, 2023

**SUBJECT:** 2022 Investments and Investment Revenue

### Recommendation

THAT the Conservation Halton Board **approves the allocation of investment revenue of \$726,220 to operating funds and to reserves as noted in the report;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled "2022 Investments and Investment Revenue".**

### Executive Summary

In 2022, total investment revenue of \$1,106,563 was earned on investments at December 31, 2022, of \$31,307,886. Investment revenue and investment details for 2022 are provided in the report below.

Investment revenue of \$726,220 is recommended to be allocated to capital reserve funds in the amount of \$195,700 and \$530,520 to operating funds. The amounts allocated to the respective funds and reserves are noted in the report.

### Report

Investment balances as of December 31, 2022, are detailed by investment, investment revenue and fair market value as follows:

Investment	Investment Cost Book Value Dec. 31, 2022	Average Rate of Return	2022 Investment Revenue	Investment Fair Market Value Dec. 31, 2022
Bank Business Investment Account	\$ 14,361	2.5%	\$ 97,144	\$ 14,361
Bank 31 day Notice Plan	5,327,616	2.7%	261,508	5,327,616
GICs (Guaranteed Investment Certificates)	8,000,000	2.5%	126,983	8,102,575
One Investment - High Interest Savings	31,662	2.8%	96,278	31,662
One Investment - Corporate Bond Portfolio	4,537,113	2.1%	93,736	4,077,052
One Investment - Equity Portfolio	665,174	7.9%	50,570	1,324,236
Subtotal	18,575,926	<b>2.6%</b>	726,220	18,877,502
Water Management System Fund	12,731,960	<b>3.5%</b>	380,343	12,069,035
<b>Total</b>	<b>\$ 31,307,886</b>		<b>\$ 1,106,563</b>	<b>\$ 30,946,537</b>

## 2022 Investment Revenue

In 2022, total investment revenue of \$1,106,563 was earned on total investments of \$31,307,886 compared to total 2021 investment revenue of \$715,943 on investments totaling \$40,012,678.

Funds were invested throughout the year in accordance with the Conservation Halton (CH) 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, Corporate Bond Portfolio and Equity Portfolio
- Provincial bonds

CH investments achieved an average rate of return for 2022 of 2.6% (2021 – 1.4%) for funds other than the long-term Water Management System Fund. The average rate of return for the segregated Water Management System Fund was 3.5% with most of the fund invested in long term provincial bonds.

The Bank of Canada raised interest rates a total of 4.0% throughout 2022 in attempts to reduce inflation to the target level of 2.0% by 2024. The multiple rate increases were after a year of flat rates to manage the economic impacts of COVID-19. The 2022 average investment rate of return for CH was slightly impacted by locked in interest rates for GICs purchased at much lower rates in the previous year and the timing of the GIC maturities. Bank of Canada interest rates are forecasted to be held at the current 4.5% level to assess the effects of previous rate increases, though there is potential for further interest rate increases if required to address inflation. Staff will continue to monitor investments and seek reinvestments that maximize investment returns.

The increase in year over year investment funds is attributed to operating surpluses along with deferred revenue. Deferred revenue in 2022 included Canada Wage Emergency Subsidy funds received in 2021 and returned in December 2022 and Kelso/Glen Eden pre-season ski passes and lesson sales.

Investments are segregated for the Water Management System Fund as required by the funding agreement. Although Halton Region staff are not able to invest funds on behalf of CH, Halton Region staff do participate on the Water Management System Fund Investment Committee in accordance with the funding agreement and assist with investment purchases recommended by the Investment Committee.

## Allocation of Investment Revenue

Investment earnings are allocated first to capital reserve funds in accordance with Conservation Halton's Reserves Policy. Operating investment revenue is allocated to programs on a proportional basis.

Staff recommend the allocation of the \$726,220 of investment revenue on the CH reserve balances and operating funds for 2022 as outlined in the chart below. Consistent with prior years, investment revenue is allocated to capital reserves based on the average annual reserve balance and the average annual rate of return of 2.6% for 2022.



Fund or Reserve	Allocation of 2022 Investment Revenue	2022 Budget	2021 Investment Revenue
<b>Operating Fund</b>			
Watershed Management & Support Services	\$ 297,720	\$ 64,000	\$ 134,533
Conservation Areas	232,800	55,000	89,500
Subtotal	<b>530,520</b>	119,000	224,033
<b>Capital Reserves</b>			
Vehicle, Equipment and Building	18,600	-	9,900
Building	7,700	-	4,800
Building - State of Good Repair	11,800	-	5,100
Land Securement	2,500	-	1,000
Property Management	28,600	-	7,400
Water Capital - Municipal	19,700	-	10,500
Water Capital - Self Generated	34,200	-	18,000
Digital Transformation	7,300	-	3,500
Conservation Areas - Capital	65,300	-	42,000
Subtotal	<b>195,700</b>	-	102,200
<b>Total Investment Revenue</b>	<b>\$ 726,220</b>	\$ 119,000	\$ 326,233

### One Investment - Pooled Funds

The One Investment program pools together investment funds from multiple Ontario municipalities and eligible public sector investors to provide higher returns for its investors. Investors such as CH benefit from investing in actively managed and diversified investment portfolios, with investment management costs spread over a larger asset base. The One Investment Prudent Investor program that allows for broader investments is currently available only to municipalities.

### Investment Fair Market Value

The total market value at December 31, 2022, for the One Investments Corporate and Equity Portfolios was \$5,401,288 and exceeded the book value of \$5,202,287.

The aggressive interest rate increases by the Bank of Canada in 2022 had a negative impact on Canadian bond market values with longer term to maturity bonds impacted more significantly. The rate hikes resulted in a lower overall market value at year end for the Water Management System (WMS) Fund of \$12,069,035 compared to the fund book value of \$12,731,960. No adjustment was made to the WMS fund carrying value as the market value decline is expected to be temporary. The bond fair market values have since increased. The bonds are intended to be held to maturity with the bond par value realized on maturity and will not have a bearing on the long-term fund value. The WMS fund is segregated through an agreement with the funder for the transfer and operation of a water management system with an estimated timeline of 2063 and is not part of current operations.

For the 2023 year-end financial statements, the new Public Sector Accounting Board (PSAB) Financial Instruments standard is required to be adopted and may require the recording of investments at fair market value.

### Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability.

### Financial Impact

Investment revenue for 2022 is allocated to operating and reserve funds and exceeded the 2022 budget amounts. The 2022 budget was prepared conservatively at a time of lower rates and surplus funds are difficult to predict. The allocation of investment revenue to the capital reserve balances increases available reserve funds for future capital projects through self generated revenues.

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](mailto:mpiggot@hrca.on.ca);

**From:** [Don Mclean](#)  
**To:** [BOD ADMIN](#)  
**Subject:** [EXTERNAL]Action needed on the Ontario Wetland Evaluation System  
**Date:** March 18, 2023 9:18:04 PM

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Dear Naimh,

Could you please share this letter with the Board members of the HCA.

I have been examining the problematic changes made to the Ontario Wetland Evaluation System by the current provincial Progressive Conservative government. I think there is a great need and clear reasons for federal government intervention to challenge these changes. So I'm urging Conservation Halton board members to ask the federal minister of the Environment Steven Guilbeault and his colleague Jonathan Wilkinson, the Minister of Natural Resources, to urgently act in defence of wetlands and their benefits.

As you know the changes to the OWES have many disturbing aspects. These include the abolition of the category of wetland complexes; the elimination from scoring of the presence of endangered species and their habitat; and the removal of required oversight of wetland evaluations by provincial ministry officials. This appears to leave us with a situation where a landowner or developer can hire someone to evaluate or re-evaluate wetlands and the only remaining required oversight is at the municipal level where there is no or very limited ecological expertise. It appears that the expertise of the Conservation Authorities is also bypassed both by changes to the OWES and by Bill 23 rules that forbid CA advice to municipalities. I believe you are disturbed by these changes. Conservation Ontario has strongly expressed these concerns on your behalf but without achieving the necessary changes.

However, the federal government can and should intervene to advance the CA and public concerns about the changes to the OWES. The OWES originated in 1980 as a joint federal-Ontario project where the Canadian Wildlife Service played a key role. This was entirely reasonable and appropriate because there are multiple federal interests and responsibilities associated with the protection of wetlands. Specifically, these include federal responsibilities for the protection and recovery of endangered species, and for the protection and enhancement of fish habitat. The federal government has also long been constitutionally mandated to ensure Indigenous Rights and the implementation of treaties with First Nations. More recently, federal responsibility has been recognized, including by the courts, to address the climate crisis, and wetlands play crucial roles in sequestering carbon and limiting the effects of extreme weather events. Recently, the federal government hosted the 15<sup>th</sup> Conference of the Parties on the UN Convention on Biodiversity and committed Canada to protection of at least 30 percent of our nation's lands and waters by 2030. I would argue the protection of our remaining wetlands is crucial to Canada's successful implementation of this Convention. For further evidence of the critical role of the federal government I invite you to review this short federal public service announcement currently on social media at <https://youtu.be/bDoAK7iyweA>.

In light of all of these reasons, I urge your Board to publicly urge the federal government to press Ontario's government to repeal the recent changes to the OWES and to consult thoroughly with Conservation Authorities on these matters.

Sincerely,

Don McLean

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**From:** [marie.p.covert@gmail.com](mailto:marie.p.covert@gmail.com)  
**To:** [Jaime.Tellier@conservationhamilton.ca](mailto:Jaime.Tellier@conservationhamilton.ca); [Tamara.Chipperfield@cvc.ca](mailto:Tamara.Chipperfield@cvc.ca); [gbivol@npca.ca](mailto:gbivol@npca.ca); [espencer@grandriver.ca](mailto:espencer@grandriver.ca); [BOD ADMIN](#)  
**Subject:** [EXTERNAL] Letters to the Federal Government??  
**Date:** March 20, 2023 10:55:12 AM

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Dear Conservation Authorities,

I am one of your biggest fans!! I tell everyone about the wonderful work that you do to keep us safe and to protect our drinking water. I know you are patrolling flood waters at night, while the rest of us sleep peacefully in our beds.

I am always surprised that so few people know that Ontario is the only province lucky enough to have Conservation Authorities – the only province to have experts like you, with decades of experience and knowledge, to make our homes and cities safer. Many thanks for all that you do, on a daily basis.

I know that the provincial government has made a terrible mistake in limiting your oversight, your permitting regulations, your advice to municipalities. Flooding, erosion, lack of clean drinking water are only a few of the risks that citizens now face as a result of Premier Ford's decision to reduce your capabilities. I also know that writing to the provincial ministers is a waste of time as they will blindly follow where Ford leads.

Consequently, I ask you to please write to the members of the Federal government, both local MPs and Ministers, such as Steven Guilbault, to request their intervention in Ford's decisions. The federal government is responsible for the protection of endangered species and of fish habitat (both of which are now threatened by Ford's new regulations) so they have the moral obligation AND the legal jurisdiction to repeal Bill 23 and its adjacent rules, e.g. the gutting of the Greenbelt. Also, OWES originated as a joint Federal-Ontario project so the fact that it will now be misused by self-proclaimed experts should be of grave concern to Federal government officials. The Environment and Climate Change are also part of Minister Guilbault's portfolio.

There are many reasons that the Federal government should intervene swiftly to stop unsafe developments, **especially in view of the climate crisis**. I am sure you can write very convincing, comprehensive letters to members of the federal government to request their immediate interference with Ford's plans to put the province in jeopardy. We must escalate the issues at this point. Write to PM Trudeau! I'm sure you have seen the new television commercials and Facebook ads where the Feds tout the value of wetlands and grasslands. If they are earnest in this appeal, they must intervene.

Sorry for the length of this e-mail. I live in Dundas, just below the Ancaster Hill and we already see evidence of development in the area around the airport. Trees are being clear cut and there is no plan to preserve any natural features; it is all about \$\$\$'s. There is an urgency here as trees have already been razed and excavators are on site.

Thank you for all that you have done and will do in the future to stem the destruction of our natural

heritage.

Regards,  
Marie Covert

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**From:** [E Elson](#)  
**To:** [Jaime.Tellier@conservationhamilton.ca](mailto:Jaime.Tellier@conservationhamilton.ca); [Tamara.Chipperfield@cvc.ca](mailto:Tamara.Chipperfield@cvc.ca); [gbivol@npca.ca](mailto:gbivol@npca.ca); [espencer@grandriver.ca](mailto:espencer@grandriver.ca); [BOD ADMIN](#)  
**Subject:** [EXTERNAL]Ontario Greenbelt and Bill 23  
**Date:** March 9, 2023 9:31:03 AM

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As a concerned member of the public and regular user of Conservation Authorities, I ask you to please use your knowledge and expertise to contact and influence the Federal Government to intervene where Bill 23 threatens Ontario's wetlands. Since at risk species and fisheries fall under federal jurisdiction, please use all means possible to quickly protect wildlife and woodlots which will be destroyed under Bill 23 and its total disregard for the value of wetlands and the Greenbelt.

Thank you

Elaine Elson

229 Balmoral Ave N

Hamilton, L8L 7S1

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