

Conservation Halton

Board of Directors



MEETING PACKAGE
APR 2019



Hilton Falls spring melt

MEETING NO: # 05 19
DATE: April 25, 2019
TIME: 3:00 p.m.
PLACE: Halton Region Council Chambers - 1151 Bronte Road, Oakville ON L6M 3L1

AGENDA

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- 2. Disclosure of Pecuniary Interest for Board of Directors**
- 3. Consent Items**
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 - 3.2 Conservation Halton's Draft Comments on the Ontario Endangered Species Act 10th Year Review Discussion Paper 15-16
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 - 3.4 Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06 20-26
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- 4. Action Items**
 - 4.1 Authorization for CAO to Award Floodplain Mapping Contracts: 31-32
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| 4.4 | Recommendation from the F&A Committee to the CH BOD to approve the Financial Audited Statements for 2018
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| 4.5 | Meeting Provincial Priorities for Reducing Regulatory Burdens
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- 5.1 Legal Matter
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- 5.2 Legal Matter:
Report: # CHBD 05 19 09
- 6. CAO Verbal Update**
- 7. Other Business**
- 7.1 Conservation Halton Foundation Update
- 8. Adjournment**

MEETING NO: # 04 19

MINUTES

A meeting of the Conservation Halton Board of Directors was held on Thursday, March 21, 2019 beginning at 3:00 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present:

Rob Burton
Mike Cluett
Joanne Di Maio
Cathy Duddeck
Allan Elgar
Dave Gittings
Gordon Krantz
Bryan Lewis
Rory Nisan
Gerry Smallegange
Jim Sweetlove
Ed Wells
Marianne Meed Ward
Jean Williams

Absent with regrets: Hamza Ansari

Rick Di Lorenzo
Zeeshan Hamid
Moya Johnson

Absent:

Stephen Gilmour

Staff present:

Kim Barrett, Associate Director, Science & Partnerships
Hassaan Basit, CAO/Secretary-Treasurer
Garner Beckett, Director, CH Foundation
Adriana Birza, Executive Assistant
Niamh Buckley, Administrative Assistant
Meghan Hunter, Team Lead, Innovation & PMO
Gene Matthews, Director, Parks & Recreation
Amy Mayes, Coordinator, Floodplain Mapping
Kellie McCormack, Senior Manager, Development Planning & Watershed Management
Marnie Piggot, Director, Finance

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

Chair Gerry Smallegange called the meeting to order at 3.05 p.m.

The Chair advised that the **CH Foundation Refresh presentation would be moved to item 8.1 under 8.0 Other Business**

1. Acceptance of AMENDED Agenda.

CHBD 04 01 Moved by: Rob Burton
Seconded by: Jean Williams

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

Carried

2. Disclosure of Pecuniary Interest for Board of Directors

There was no disclosure of Pecuniary Interest.

3. Presentations: Flood Plain Mapping
Amy Mayes, Coordinator, Floodplain Mapping

4. Consent Items
Roll call & mileage
Approval of Board of Director Meeting minutes dated February 28, 2019
Approval of Board of Directors Inaugural Meeting minutes dated February 28, 2019
Approval of AMENDED Governance Committee Meeting minutes dated March 21, 2019

Gerry Smallegange advised that Committee memberships had been created based on the preferences provided by the CH Board Members at the February 28 CH Inaugural Board meeting. However due to the limited seats on each committee, not all Board Members have been assigned to a committee, but all Board Members are welcome to attend all committee meetings.

- 4.1 Kelso Dam Update
Report #: CHBD 04 19 01
- 4.2 Purchasing Report November to December 2018
Report #: CHBD 04 19 02
- 4.3 Land Disposition - Trafalgar Road Reconstruction over Morrison-Wedgewood Channel
Report #: CHBD 04 19 03

- 4.4 Conservation Halton Planning & Regulations Year End Report, 2018
CH File No.: ADM 006
Report #: CHBD 04 19 04
- 4.5 Floodplain Mapping Program Update
Report #: CHBD 04 19 05

The Consent Items were adopted.

5. Action Items

- 5.1 Emerald Ash Borer Project Update
Report #: CHBD 04 19 06

CHBD 04 02 Moved by: Joanne Di Maio
Seconded by: Allan Elgar

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

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

Carried

- 5.2 2018 Investments and Investment Revenue
Report #: CHBD 04 19 07

CHBD 04 03 Moved by: Mike Cluett
Seconded by: Dave Gittings

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

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

Carried

- 5.3 Purchasing Policy Update
Report #: CHBD 04 19 08

CHBD 04 04 Moved by: Gordon Krantz
Seconded by: Rory Nisan

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

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

Carried

5.4 2018 Capital Projects
Report #: CHBD 04 19 09

CHBD 04 05 Moved by: Allan Elgar
Seconded by: Cathy Duddeck

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

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

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

Carried

5.5 Budget Variance Report
Report #: CHBD 04 19 10

CHBD 04 06 Moved by: Rory Nisan
Seconded by: Cathy Duddeck

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

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

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

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

That a new **2019 capital project for Kelso Quarry Facility repairs in the amount of \$60,000 to be funded by a transfer from the Building Reserve be approved;**
That a **transfer in 2019 of up to \$28,000 from the Watershed Management & Support Services Stabilization Reserve be approved to complete the Conservation Halton Foundation capital campaign study in 2019 that was included in the 2018 projection;**

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

Carried

6. In Camera

CHBD 04 07

Moved By: Jean Williams
Seconded By: Dave Gittings

That the Conservation Board of Directors **convene In Camera**

Carried

6.1 Legal Matter
Report #: CHBD 04 19 11

6.2 HR Update
Report #: CHBD 04 19 12

CHBD 04 09

Moved By: Cathy Duddeck
Seconded By: Jean Williams

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

CHBD 04 10

Moved by: Cathy Duddeck
Seconded by: Jean Williams

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

Carried

7. CAO Verbal Update

There was no verbal update.

8. Other Business

8.1 CHF Update

Jim Sweetlove, CHF Board Chair provided an update on the CH Foundation:

- Tickets are now on sale for the CH Gala event, June 20 and the website is live.
- The Foundation is seeking support from all Board members in developing a “major gifts pipeline” by sharing potential donor contacts with Garner Beckett, CHF director.

- At the CHF meeting in February, members had carried out an exercise to identify the skill set required for recruiting new members. Garner will discuss this further.

8.2 Presentation & Board Strategy Session: Conservation Halton Foundation Refresh
Garner Beckett, Director, CHF

9. Adjournment

CHBD 04 11 Moved by: Mike Cluett

THAT the Conservation Halton Board of Directors meeting be adjourned at 5.15 p.m.

Carried

Signed:

Hassaan Basit, CAO/Secretary-Treasurer

Date:

MEETING NO: # 01 19 Finance & Audit Committee Meeting

MINUTES

A meeting of the Finance & Audit Committee was held on April 11, 2019 at 9:30 a.m. at Conservation Halton Administration Office, Burlington ON.

Present: Rob Burton
Mike Cluett (arrived 9.45 a.m.)
Joanne Di Maio
Moya Johnson
Jim Sweetlove

Guest: Matthew Betik, CPA, KPMG LLP

Staff Present: Hassaan Basit, CAO/Secretary- Treasurer
Marnie Piggot, Director of Finance,
Niamh Buckley, Administrative Assistant

1. Acceptance of Agenda as distributed

FA 01 01 Moved by: Moya Johnson
Seconded by: Joanne Di Maio

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

Carried

2. Disclosure of Pecuniary Interest for Finance & Audit Committee

There was no disclosure of pecuniary interest.

3. Consent Items

Roll Call & Mileage

Consent Items were adopted

4. Action Items

4.1 Election of Officers for 2019

The CAO/Secretary-Treasurer assumed the Chair.

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

FA 01 02

Moved by: Moya Johnson
Seconded by: Joanne Di Maio

THAT Marnie Piggot, Director, Finance, and Niamh Buckley, Administrative Assistant **be appointed as scrutineers in the event of an election and that all ballots be destroyed by the scrutineers afterwards.**

Carried

4.1.2 The CAO/Secretary-Treasurer called for nominations for the position of Chair of the CH Finance & Audit Committee for 2019.

It was Moved by Moya Johnson that Rob Burton be nominated for the position of Chair for 2019.

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

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

The CAO/Secretary-Treasurer called for a motion to close nominations for the position of Chair of CH Finance & Audit Committee for 2019.

FA 01 03

Moved by: Jim Sweetlove
Seconded by: Moya Johnson

THAT nominations **be closed for the position of Chair of CH Finance & Audit Committee 2019.**

Carried

Rob Burton confirmed he would allow his name to stand and thanked all present.

The CAO declared Rob Burton, by acclamation, to the position of Chair of CH Finance & Audit Committee for 2019.

4.1.3 The CAO/Secretary-Treasurer called for nominations for the position of Vice Chair of CH Finance & Audit Committee for 2019.

It was Moved by Moya Johnson that Jim Sweetlove be nominated for the position of Vice Chair of CH Finance & Audit Committee for 2019.

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

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

The CAO/Secretary-Treasurer called for a motion to close nominations for the position of Vice Chair of CH Finance & Audit Committee for 2019.

FA 01 04

Moved by: Moya Johnson

Seconded by: Joanne Di Maio

THAT nominations be closed for the position of Vice Chair of CH Finance & Audit Committee for 2019

Carried

Jim Sweetlove confirmed he would allow his name to stand and thanked all present.

The CAO declared Jim Sweetlove, by acclamation, to the position of Vice Chair of CH Finance & Audit Committee for 2019.

4.2 2018 Audited Financial Statements Report #: FA 01 19 01

FA 01 05 Moved by: Jim Sweetlove
Seconded by: Mike Cluett

THAT the Finance & Audit Committee **recommend to the Conservation Halton Board of Directors the attached audited financial statements for the year ended December 31, 2018 be approved.**

Carried

Matthew Betik provided an overview of the Auditor's Report and Audit Findings Report.

5. In Camera

FA 01 06 Moved by: Jim Sweetlove
Seconded by: Mike Cluett

THAT the Finance & Audit Committee **convene In Camera**

FA 01 07 Moved by: Moya Johnson
Seconded by: Mike Cluett

THAT the Finance & Audit Committee **reconvene in public forum.**

Carried

6. Other Business

There was no other business to discuss

7. Adjournment

FA 01 08 Moved by: Moya Johnson

THAT the CH Finance & Audit Committee meeting **be adjourned at 10:05 a.m.**

Carried

MEETING NO: # 05 19
TO: Board of Directors
FROM: Janelle Wepler, Associate Director, Engineering
DATE: 25/04/2019
SUBJECT: Kelso Dam Update

MEMO

This briefing memo is in response to the following resolutions that were made during the Conservation Halton Board of Directors meeting on April 28, 2016:

- The Conservation Halton Board of Directors **direct staff to provide monthly updates as to the status of Kelso Dam, including water levels, plume sightings, project progress and any remedial actions being undertaken;** and
- The Conservation Halton Board of Directors **direct staff to work with the Ministry of Natural Resources and Forestry, Halton Region and Hatch to expedite, to the extent possible, the permanent remedial measures required to mitigate the dam breach risk at the Kelso Dam.**

Kelso Reservoir Water Levels and Monitoring

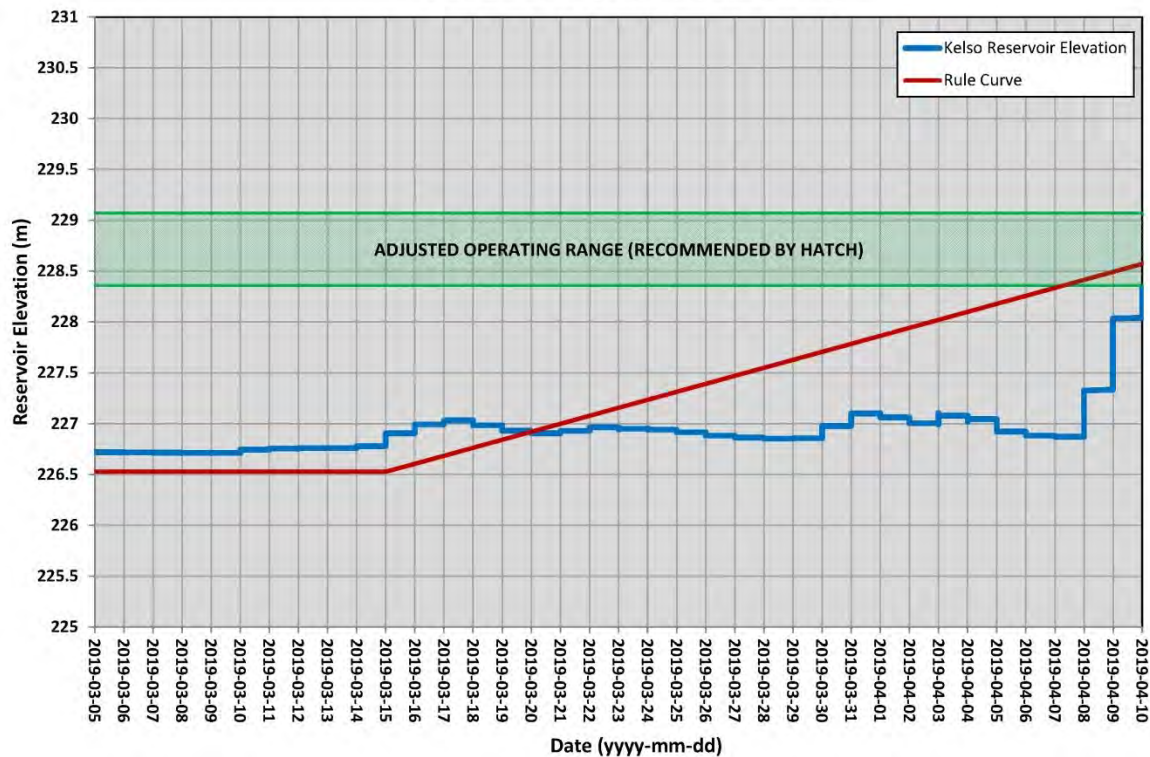
Conservation Halton staff are monitoring and recording the conditions at the Kelso dam as follows:

- Automated and continuous piezometer (groundwater) readings within the earthen embankment with automated alarming of programmed thresholds;
- Reduced winter operating frequency of site visits every 2 weeks; and
- Review of photographic records of the identified boil area taken every 30 minutes throughout the day (visible during daylight hours) continues however was temporarily ceased to accommodate cameral removal to avoid construction interference.

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

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

Kelso Reservoir Elevation March 5, 2019 to April 10, 2019



Recent Work & Next Steps

Phase 2 of construction at the Kelso Dam is underway and includes installation of environmental and dewatering controls, and excavation. Phase 2 of construction is scheduled for completion by the end of 2019.

TO: Board of Directors

FROM: Barbara Veale, Director, Planning and Watershed Management

DATE: April 24, 2019

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

MEMO

Context:

After considering comments on the 10 Year Review of Ontario's Endangered Species Act: Discussion Paper, the Provincial Government is proposing changes to the Endangered Species Act, 2007 to improve the effectiveness of the program. The Discussion Paper outlined the challenges of the *Endangered Species Act*, with focused questions and was open for a 45-day public consultation period from January 18 until March 4, 2019. Based on the review, consideration of modern approaches from other jurisdictions and valuable feedback they received, the Province is recommending changes to modernize and improve the effectiveness of the Act and improve outcomes for Species at Risk.

Key Focus Areas of Review

The key areas staff focused their review on are outlined below, consistent with the categories put forth by the Province. Below each category is a brief summary of the proposed changes.

- 1) Assessing species at risk and listing them on the Species at Risk in Ontario List
 - Variety of changes proposed regarding the listing process relating to public consultation.
- 2) Defining and implementing species and habitat protections
 - Proposed changes include decoupling the listing process from automatic protection and the temporary suspension of species and habitat protections.
- 3) Developing species at risk recovery policies
 - Changes proposed include giving more time to develop Government Response Statements, clarifying the role of a recovery strategy and removing the requirements of posting under the *Environmental Bill of Rights* (1993).
- 4) Issuing Endangered Species Act permits and agreements and developing regulatory exemptions

- The most significant change relates to the creation of Regulatory Charge and Agency. This will be an independent Crown Agency called the Species at Risk Conservation Trust and would allow for a charge in lieu of completing certain on-the-ground activities required by the Act.

5) Enforcing the Endangered Species Act

- Proposed changes to the Act to allow for the transition of the file from the Ministry of Natural Resources and Forestry to Ministry of Environment, Conservation and Parks. Also moves the regulatory aspects to Enforcement Officers rather than just Conservation Officers, which is supported.

Summary of our Key Issues

The below outlines staff's high-level concerns on the proposed changes:

- Species at Risk Conservation Trust: Staff is concerned that the Trust would allow any proponent to contribute cash-in-lieu as opposed to completing on-the-ground recovery actions. Clarity from the Province is needed on what species this will affect and details on the future regulation are needed.
- Section 18 Changes: The proposed changes to S. 18 of the Act removes the requirement to demonstrate an overall benefit to the species. In effect, Species at Risk would be treated the same as non-species at risk, which is more of a 'best efforts' approach, which is not supported.
- Reduction of transparency and accountability: Some of the proposed changes may result in a reduction of transparency and accountability of the province. For example: transferring approval authority from the Lieutenant Governor in Council to the Minister; changing posting requirements under the *Environmental Bill of Rights*; enabling the scoping of species protections via new Minister's regulations, etc.

Next Steps

- Staff will provide formal comment on these changes via the Environmental Registry prior to the May 18th deadline.
- We will monitor changes and report back to the Board once these changes are known.

REPORT TO: Board of Directors

REPORT NO: # CHBD 05 19 01

FROM: Marnie Piggot, Director, Finance

DATE: April 25, 2019

SUBJECT: **Purchasing Report December 2018 to March 2019**

Recommendation

That the Conservation Halton Board of Directors **receive for information the Purchasing Report dated April 25, 2019 for the period December 2018 to March 31, 2019 in accordance with the Purchasing Policy.**

Report

The following report summarizes purchases to be reported during the period December 2018 to March 31, 2019. The Conservation Halton Purchasing Policy requires single or sole source purchases greater than \$25,000 and Requests for Proposals awarded with a value over \$100,000 and Tenders awarded with a value of \$100,000 to \$350,000 to be reported to the Board of Directors for information.

Single or Sole Source Purchases:

Vendor	Amount (excluding HST)	Details
Hatch Ltd.	\$43,294	Hatch was awarded consulting services for environmental services and engineering design for the Hilton Falls dam diversion structure and preparation of technical specifications for the construction tender. Hatch was retained due to their previous experience in 2015 with completion of the project plan for the diversion structure upgrades and Ontario Class Environmental Assessment. This project is funded 50% provincially and 50% municipal capital funding through the State of Good Repair Levy for Dams and Channels.
Sutherland-Schultz Ltd.	\$83,877	Sutherland-Schultz Ltd. was retained to provide fabrication and installation services for the Kelso Dam sluice gate and stem guide replacement and decommissioning of the Kelso Dam by-pass valve. Sutherland-

		Schultz was selected because of their significant experience with Conservation Halton equipment having completed similar gate and valve refurbishment projects. The cost was within the engineering consultant cost estimate. This project is funded 50% provincially and 50% municipal capital funding through the State of Good Repair Levy for Dams and Channels.
Stantec Consulting	\$50,000 & change order \$50,000; Revised total \$100,000	Stantec Consulting was recommended by Conservation Halton insurance adjusters to provide engineering consulting services for a furnace fuel leak at Kelso/Glen Eden in December. The preliminary estimated costs were recorded in 2018 and insurance adjusters are currently recommending that this claim be covered by insurance leaving a \$10,000 insurance deductible expense impact.
Accuworx	50,000 & change order \$50,000; Revised total \$100,000	Accuworx was retained to provide emergency fuel leak spill delineation and remediation services. Accuworx was recommended by Stantec Consulting. Similar to Stantec expenses, it is estimated at this time that these costs will be recovered through insurance with the exception of the deductible of \$10,000.
KCI Philanthropy	\$32,500	KCI Philanthropy was selected from a small pool of consultants providing capital campaign feasibility assessment services to charities. KCI has unique experience with services provided to other conservation authorities. KCI's experience with a local public sector charity also provides insight into local donor preferences. KCI will be conducting a strategic study and on-line survey. This project is being funded by a transfer from reserves through the 2018 year-end operating surplus allocation.

Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Marnie Piggot
Director, Finance

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

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

REPORT TO: Board of Directors

REPORT NO: # CHBD 05 19 02

FROM: Barbara J. Veale, Director Planning & Regulations

DATE: April 25, 2019

SUBJECT: **Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06 January 1, 2019 to March 31, 2019**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the Permits and Letters of Permission issued by staff under Ontario Regulation 162/06 for the period of January 1, 2019 to March 31, 2019, as identified in the staff report dated April 25, 2019.**

Report

Between January 1, 2019 and March 31, 2019, 74 Permits and 10 Letters of Permission were issued (see attached table). By comparison, during the same reporting period in 2018 we had issued, 77 Permits and 14 Letters of Permission. All approvals were reviewed and approved in accordance with Board approved policies contained in *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document April 27, 2006, revised November 26, 2015.*

Impact on Strategic Goals

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

Financial Impact

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

Signed & respectfully submitted:



Barbara J. Veale
Director, Planning & Regulations

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

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

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
Burlington						
A/18/B/29	5939 **REVISED**	3497 Walkers Line	**REVISED** Proposed addition to existing dwelling and hard landscaping within the 7.5 metre allowance associated with the valley of Appleby Creek.	2019/03/22	2019/03/26	Cassandra Connolly
A/18/B/140	7036 **REVISED**	802 Partridge Drive	**REVISED** Proposed rear covered porch, pool and landscaping and grading works no closer than 6 metres from the valley of West Aldershot Creek associated with the demolition of an existing dwelling and ancillary structures and the construction of a new two-storey single dwelling.	20/12/2018	07/01/2019	Cassandra Connolly
A/16/B/70	7056	4272 No. 4 Sideroad	Proposed removal of a watercourse crossing, construction of a new gravel driveway in a different location not requiring a crossing and minor fill placement within the floodplain associated with Bronte Creek.	28/11/2018	10/01/2019	Cassandra Connolly
A/18/B/93	7061	5740 Blind Line	Proposed installation of 19m of MPS 1 1/2" natural gas pipeline within the valley associated with Bronte Creek.	03/01/2019	17/01/2019	Ola Panczyk
A/19/B/03	7063	1273 Plains Road West	Proposed renovation of an existing 2 storey building which includes external works including the extension of a parapet, revised canopies, parking lot alterations, and the demolition of an addition and rear porch within the erosion hazard of the valley associated with Grindstone Creek.	23/01/2019	24/01/2019	Charles Priddle
S/18/B/30	7066	640 North Shore Boulevard East	Proposed reconstruction of a boathouse within the shoreline bank requiring dredging within the lakebed of Hamilton Harbour/Burlington Bay.	17/12/2018	28/01/2019	Charles Priddle
A/19/B/01	7073	791 Glenbrook Avenue	Proposed construction of a first and second floor addition to an existing dwelling within 6 - 15 metres of the erosion hazard associated with the valley of Grindstone Creek.	31/01/2019	05/02/2019	Cassandra Connolly
A/19/B/05	7070	2133 Forest Hill	Proposed minor addition (8 ft. wide and 26 ft. long) to an existing dwelling within the valley of Bronte Creek.	23/01/2019	05/02/2019	Ola Panczyk
A/19/B/07	7072	2056 Waterbridge Drive	Proposed construction of a covered porch and deck within 3 - 7.5 metres from the stable top of bank associated with the valley of Shoreacres Creek.	01/02/2019	05/02/2019	Cassandra Connolly
A/19/B/14	7081	2100 Highview Road	Proposed minor alterations to the existing septic system and the construction of a concrete swimming pool with surrounding stone patio and staircase located within 7.5 metres of a valley associated with Tuck Creek.	07/02/2019	21/02/2019	Ola Panczyk
A/19/B/06	7079	3445 Regal Road	Proposed minor reconstruction and additions to an existing dwelling within the floodplain of Tuck Creek.	30/01/2019	25/02/2019	Cassandra Connolly
A/19/B/15	7084	3444 Regal Road	Proposed construction of an approximately 20 square metre accessory shed within the floodplain of Tuck Creek.	20/02/2019	25/02/2019	Cassandra Connolly
A/18/B/13	7086	0 New Street (bridge west of 4235 New)	Proposed removal, repair and replacement of the roadway, deck, soffit, abutment walls, footings and wingwalls of a bridge conveying Shoreacres Creek.	14/11/2018	26/02/2019	Cassandra Connolly
S/18/B/31	7087	1340 Lakeshore Road (Spencer Smith Park)	Proposed repairs to shoreline protections works along the shoreline of Lake Ontario (Spencer Smith Park).	25/01/2019	27/02/2019	Charles Priddle
A/18/B/139	7089	0 Rockwood Drive (b/w Woodward & Walkers)	Proposed replacement of a 200mm watermain on Rockwood Drive with HDD at a depth of 3.0m below Tuck Creek and associated works within the flooding and erosion hazards associated with Tuck Creek. (PR 3151W)	26/02/2019	28/02/2019	Paul Bond

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/B/73	7090	5512 Cedar Springs Road	Proposed replacement of a road culvert which outlets to a tributary of Bronte Creek Right-of-Way adjacent to 5512 Cedar Springs Road	28/02/2019	28/02/2019	Cassandra Connolly
A/18/B/109	7091	2163 Kilbride Street	Proposed installation of 30 metres of NPS 1/4" natural gas pipeline within 6 & 15 metres of the top of bank associated with a valley of Bronte Creek	25/02/2019	03/03/2019	Ola Panczyk
A/18/B/114	7092	4420 Guelph Line	Proposed installation of approximately 5 metres of new NPS 1" natural gas pipeline within 30 to 120 metres of a Provincially Significant Wetland to service an existing residence.	28/02/2019	04/03/2019	Ola Panczyk
A/17/B/14	7098	4931 Fourth Sideroad	Proposed replacement of twin road culverts which convey a tributary of Bronte Creek. (adj. to 4391 No. 4 Sideroad)	05/03/2019	07/03/2019	Cassandra Connolly
A/19/B/18	7096	3094 Jenn Avenue	Proposed in-ground swimming pool and interlock patio within 7.5 metres of the floodplain of Sheldon Creek.	05/03/2019	07/03/2019	Cassandra Connolly
A/19/B/10	7106	5733 Blind Line	Proposed installation of 75m of NPS 1 ¼" natural gas pipeline which crosses beneath a tributary of Bronte Creek.	04/03/2019	12/03/2019	Ola Panczyk
A/18/B/130	6089 **REVISED**	2066 McKerlie Crescent	**REVISED** Proposed installation of an in-ground swimming pool within the 7.5 metre regulatory allowance from the meander belt erosion hazard associated with Appleby Creek.	18/03/2019	20/03/2019	Cassandra Connolly
S/19/B/03	7109	658 North Shore Blvd. E.	Proposed construction of a pool, landscaping features, patios, a pavilion and retaining walls within the shoreline slope associated with Hamilton Harbour/Burlington Bay.	19/03/2019	28/03/2019	Charles Priddle
A/19/B/22	7110	2141 Canterbury Drive	Proposed in-ground swimming pool and patio within 7.5 metres, but no closer than 3 metres, from the erosion hazard associated with the valley of Upper Rambo Creek.	15/03/2019	20/03/2019	Cassandra Connolly
A/19/B/21	7111	Tansley Woods Park	Proposed replacement of an existing asphalt pathway and concrete pad and installation of a solid PVC pipe within the floodplain and valley associated with Shoreacres Creek.	20/03/2019	22/03/2019	Ola Panczyk
A/15/B/66	7112	0 Walkers Line (adjacent to 6391 Walkers)	Proposed replacement of an existing concrete culvert conveying Bronte Creek with a new rigid frame open-footing culvert; the alteration (widening) of the creek bed and creation of adjacent slopes and the construction of road shoulders at each side of the new structure.	11/02/2019	25/03/2019	Cassandra Connolly

Halton Hills						
A/18/HH/12	7068	12060 Fourth Line	Proposed installation of approximately 14 metres of new NPS 1" and 100m of new NPS 1 ¼" natural gas pipeline adjacent to a Provincially Significant Wetland (PSW).	01/02/2019	01/02/2019	Ola Panczyk
A/18/HH/06	7080	9268 Fifth Line	Proposed farm access road improvements across a valley associated with a tributary of Sixteen Mile Creek including minor grading within 15 metres of the stable to of bank to facilitate existing farm improvements.	05/02/2019	26/02/2019	Laura Head
A/19/HH/04	Letter of Permission	13184 Tenth Sideroad	Proposed replacement of the existing septic tank located between 30 and 120 metres of a wetland greater than 2 hectares in size.	29/03/2019	29/03/2019	Laura Head

Hamilton						
A/18/H/41	**REVISED** 6069	662 Safari Road	**REVISED** Proposed Enbridge maintenance digs (2) within a Provincially Significant Wetland (PSW).	01/02/2019	04/02/2019	Cassandra Connolly
A/18/H/47	**REVISED** 7009	280 Mill Street South	Proposed roof replacement including changes to the elevation and pitch, construction of a front dormer, expanded septic system and expansion of an existing rear porch between 6 and 15 metres of the top of bank associated with a valley of Grindstone Creek, but no closer to the erosion hazard than existing.	07/01/2019	16/01/2019	Ola Panczyk

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/19/H/06	7085	280 Mill Street South	Proposed installation of 24 metres of NPS 1 ¼" (42.2 mm OD) natural gas pipeline within 6 and 15 metres of the top of bank associated with a valley of Grindstone Creek.	13/02/2019	26/02/2019	Ola Panczyk
A/19/H/02	7059	382 Fifth Concession Road West	Proposed emergency integrity dig for investigation of an existing section of Sun-Canadian Pipeline located adjacent to a tributary of Grindstone Creek and within the associated floodplain.	09/01/2019	09/01/2019	Cassandra Connolly
A/19/H/08	**REVISED** 7101	382 Fifth Concession Road South	**REVISED** Proposed excavation of three test pits and the installation of three groundwater monitoring wells to investigate and assess a fuel spill located adjacent to a tributary of Grindstone Creek and within the associated Flood Plain.	12/03/2019	12/03/2019	Cassandra Connolly
A/18/H/54	Letter of Permission	8 Neptune Drive	Proposed deck replacement within 30 - 120 metres of a Provincially Significant Wetland (PSW).	20/12/2018	07/01/2019	Cassandra Connolly
A/19/H/01	Letter of Permission	12 Galaxy Boulevard	Construction of an in-ground pool, patio and pergola located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	07/01/2019	09/01/2019	Cassandra Connolly
A/19/H/03	Letter of Permission	1611 Brock Road	Proposed construction of a new dwelling, detached garage and associated driveway and septic system between 30 & 120 metres of a Provincially Significant Wetland (PSW).	22/01/2019	22/01/2019	Ola Panczyk
A/19/H/04	Letter of Permission	186 Seventh Concession Road East	Proposed construction of a detached garage between 30 & 120 metres of a Provincially Significant Wetland.	04/02/2019	08/02/2019	Ola Panczyk
A/19/H/05	Letter of Permission	335 Eleventh Concession Road East	Proposed construction of a 30' x 40' detached garage between 30 and 120 metres of a Provincially Significant Wetland.	15/02/2019	19/02/2019	Cassandra Connolly

Milton						
A/12/M/85	5636 **REISSUED**	7468 Fifth (Realigned Campbellville Sideroad) Line	**RE-ISSUE** Installation of a culvert (9.1m span x 2.1m rise x 17.4m length), 300mm diameter watermain and 300mm diameter sanitary sewer (using trenchless technology) and associated roadworks within the floodplain associated with a tributary of Sixteen Mile Creek.	27/02/2019	19/03/2019	Matt Howatt
A/18/M/107	7055	11080 Cedar Trail	Proposed construction of a second storey addition above an existing attached garage between 15 and 30 metres of the Badenoch Moffat Provincially Significant Wetland Complex (PSW).	02/01/2019	07/01/2019	Ben Davis
A/18/M/110	7057	2040 Fifteenth Sideroad	Proposed installation of 23m of NPS 1/2" pipeline within 15 and 30m of the Badenoch Moffat Provincially Significant Wetland Complex (PSW).	20/12/2018	10/01/2019	Ben Davis
A/18/M/108	7064	East of Trafalgar to 14400 Britannia Rd	Proposed installation of approximately 2.9km of NPS 4" pipeline a portion of which is within the floodplain associated with a tributary of Sixteen Mile Creek and between 15 and 30m of the Dumquin Provincially Significant Wetland Complex.	19/12/2018	25/01/2019	Ben Davis
A/18/M/90	7069	0 Steeles Avenue	Proposed road repairs including grade raise and paving within the floodplain associated with Sixteen Mile Creek.	25/01/2019	04/02/2019	Ben Davis
A/18/M/92	7071	0 Sixth (1.9km N. Britannia) Line	Proposed repairs to existing culvert structures (Structures 20, 27, 66 & 101) that convey tributaries of Sixteen Mile Creek.	22/01/2019	05/02/2019	Ben Davis
A/18/M/93	7071	0 Sixth (0.3km S. Britannia) Line	Proposed repairs to existing culvert structures (Structures 20, 27, 66 & 101) that convey tributaries of Sixteen Mile Creek.	22/01/2019	05/02/2019	Ben Davis
A/18/M/94	7071	0 Sixth (1.2km N Lower Base Line) Line	Proposed repairs to existing culvert structures (Structures 20, 27, 66 & 101) that convey tributaries of Sixteen Mile Creek.	22/01/2019	05/02/2019	Ben Davis
A/18/M/95	7071	0 Sixth (1.2km N Derry) Line	Proposed repairs to existing culvert structures (Structures 20, 27, 66 & 101) that convey tributaries of Sixteen Mile Creek.	22/01/2019	05/02/2019	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/M/109	7074	crossing @ 12300 Britannia Road	Proposed installation of approximately 2.9km of NPS 4" pipeline a portion of which is within the floodplain associated with a tributary of Sixteen Mile Creek.	19/12/2018	20/02/2019	Ben Davis
A/19/M/02	7082	0 Bronte (b/w Victoria & Steeles) Street North	Proposed relocation of approximately 1.65km of NPS 4" and NPS 6" within NPS 8" pipeline a portion of which is within the floodplain associated with Sixteen Mile Creek.	14/01/2019	25/02/2019	Ben Davis
A/18/M/89	7095	0 Bell School (EAP S/W of Derry Rd Crossing) Line	Proposed road repairs including grade raise and paving within the floodplain associated with Sixteen Mile Creek; and repairs to existing culvert structure (Structure 16) which conveys a tributary of Sixteen Mile Creek.	27/02/2019	07/03/2019	Ben Davis
A/18/M/96	7093	0 Campbellville (1.2m w Appleby) Road	Proposed repairs to an existing culvert structure (structure 72) that conveys a tributary of Sixteen Mile Creek.	21/02/2019	07/03/2019	Ben Davis
A/19/M/07	7094	0 Sixth (0.9km south of Derry Rd) Line	Proposed repairs to existing culvert structures (Structure 21 and Structure 23) both of which convey a tributary of Sixteen Mile Creek.	22/02/2019	07/03/2019	Ben Davis
A/19/M/08	7094	0 Sixth (0.6km south of Derry Rd) Line	Proposed repairs to existing culvert structures (Structure 21 and Structure 23) both of which convey a tributary of Sixteen Mile Creek.	22/02/2019	07/03/2019	Ben Davis
A/19/M/13	7100	Future Tremaine Road & Sixteen Mile Creek	Proposed installation of a temporary pedestrian access walkway spanning the East Branch of Sixteen Mile Creek to facilitate the construction of the new Tremaine Road Bridge.	28/02/2019	11/03/2019	Matt Howatt
A/19/M/04	7104	0 Tremaine (b/w 5449 & 6270) Road	Proposed Site Alteration at the Mattamy Varga Lands for topsoil stripping, earthworks and installation of Sediment Basin 1 within the Regulated Area associated with a tributary of Sixteen Mile Creek.	04/03/2019	12/03/2019	Ben Davis
A/19/M/12	7103	Future Tremaine Road	Proposed construction of a 500mm well-based watermain along realigned Tremaine Road and proposed Street "A" within 15 metres of the floodplain and meander belt associated with the East Branch of Sixteen Mile Creek.	25/02/2019	12/03/2019	Ekaterina Sapozhnikova
A/19/M/14	7105	10205 & 10217 Darkwood Road	Proposed installation of a telecommunications tower between 30 & 120m of the Guelph Junction Provincially Significant Wetland Complex.	11/03/2019	12/03/2019	Ben Davis
A/18/M/100	7107	Treamaine Rd & Britannia Road (Pony Pines)	Proposed construction of a temporary sediment pond and outlet (Stage 3 Site Alteration) within the floodplain associated with a tributary of Sixteen Mile Creek (Tributary 1-NE-2A)	28/01/2019	13/03/2019	Ben Davis
A/19/M/16	7113	7367 Milborough Line	Proposed installation of two (2) relief culverts within the floodplain associated with a tributary of Sixteen Mile Creek.	18/03/2019	28/03/2019	Ben Davis
A/19/M/05	Letter of Permission	11490 Inglis Drive	Proposed construction of a 4.87m x 10.36m in-ground swimming pool and associated landscaping to be located between 30 & 120m of a Provincially Significant Wetland (PSW).	01/02/2019	04/02/2019	Ben Davis
A/19/M/09	Letter of Permission	3232 Twentieth Sideroad	Proposed construction of a 1366 sq. ft. addition and attached garage to an existing dwelling to be located between 30 & 120 metres of a Provincially Significant Wetland (PSW).	15/02/2019	19/02/2019	Ben Davis

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/M/97	**REVISED** Letter of Permission	6086 Campbellville Road	**REVISED** Proposed construction of a one-storey rear addition and one-storey side addition to an existing dwelling located between 30 and 120 metres of a Provincially Significant Wetland (PSW).	21/02/2019	21/02/2019	Ben Davis

Mississauga

A/18/MS/09	7053	3741 Bishop Strachan Court	Proposed new in-ground swimming pool and stone patio within 15 metres of the stable top of bank of the East Branch of Sixteen Mile Creek (Lisgar Branch).	18/12/2018	07/01/2019	Laura Schreiner
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Oakville

A/17/O/27	7052	1401 Bronte (Bronte Green) Road	Proposed construction of pedestrian trails and bridges along the valley of Fourteen Mile Creek and the restoration and naturalization of existing disturbed areas within 7.5 metres of the valley of Fourteen Mile Creek.	22/11/2018	10/01/2019	Laura Head
A/17/O/59	7058	0 Brookmill Road (bridge over Joshua's Creek)	Proposed rehabilitation and repairs to Brookmill Road Bridge, piers and wingwalls crossing over Joshua's Creek.	13/12/2018	10/01/2019	Laura Head
S/18/O/33	7054	4 Lambert Common	Proposed construction of a residential dwelling within the erosion hazard of Lake Ontario, but beyond the Engineered Development Setback. The construction of patios and associated landscaping that also achieve appropriate setbacks from the erosion hazard.	19/12/2018	10/01/2019	Emma DeFields
A/19/O/01	7060	170 Forsythe Street	Proposed construction of a new residential dwelling no closer than existing development but within 15 metres of the stable top of bank associated with Sixteen Mile Creek.	04/01/2019	15/01/2019	Laura Head
A/18/O/49	7062	1306 Amber Crescent	Proposed second storey addition to an existing dwelling located within the floodplain associated with Lower Wedgewood Creek.	19/12/2018	22/01/2019	Laura Head
A/19/O/02	7065	0 Trafalgar Road (@ E Morrison Creek)	Proposed installation of approximately 250m of NPS 6" pipeline beneath East Morrison Creek by horizontal directional drill.	10/01/2019	25/01/2019	Laura Head
A/17/O/26	7067	1401 Bronte Road (Bronte Green)	Proposed construction of a storm outfall within the valley and minor grading within 7.5 metres of the valley of Fourteen Mile Creek.	04/12/2018	30/01/2019	Laura Head
S/18/O/11	7075	15 Ennisclare Drive	Proposed alteration and enhancement of shoreline protection works including the placement of armour stone revetment in front of the existing concrete wall, as well as alterations to the concrete wall and cap.	17/01/2019	21/02/2019	Charles Priddle
S/18/O/12	7076	3 Ennisclare Drive	Proposed alteration and enhancement of shoreline protection works including the placement of armour stone revetment in front of the eastern portion of the existing concrete wall, as well as alterations to the concrete cap.	17/01/2019	21/02/2019	Charles Priddle
S/18/O/13	7077	9 Ennisclare Drive	Proposed alteration and enhancement of shoreline protection works including the placement of armour stone revetment in front of the existing concrete wall, as well as alterations to the concrete wall and cap. Concrete steps are also proposed.	17/01/2019	21/02/2019	Charles Priddle
S/18/O/14	7078	21 Ennisclare Drive	Proposed alteration and enhancement of shoreline protection works including the placement of armour stone revetment in front of the existing concrete wall.	17/01/2019	21/02/2019	Charles Priddle
S/19/O/01	7083	3346 Lakeshore Road West	Proposed construction of a glass solarium addition on the front of a house that backs onto Lake Ontario and is located within the erosion hazard.	19/02/2019	25/02/2019	Laura Head
A/18/O/34	7097	448 Drummond Road	Proposed construction of a new two storey dwelling within 7.5 metres of the flooding and erosion hazards associated with Lower Wedgewood Creek.	21/02/2019	07/03/2019	Laura Head

CH File No.	Permit No.	Address	Proposed Works	Complete	Issued	CH Staff Member
A/18/O/29	7102	368 Bronte Road	Proposed construction of a new two-storey family dwelling within 15 metres of stable top of bank associated with Bronte Creek but located no closer to the valley than the existing dwelling.	11/03/2019	11/03/2019	Laura Head
S/19/O/06	7108	12 Birch Hill Lane	Proposed construction of a residential dwelling within the erosion hazard of Lake Ontario, but beyond the Engineered Development Setback, and the construction of a pool, decks and associated landscaping that also achieve appropriate setbacks from the erosion hazard.	11/03/2019	19/03/2019	Laura Schreiner
A/19/O/11	7099	21 Regency Court	Proposed construction of new foundation walls and crawl space under existing house no closer than existing development but within 15 metres of the stable top of bank associated with Sixteen Mile Creek.	05/03/2019	20/03/2019	Laura Head
A/15/O/31	7114	1415 Speers Road	Proposed watermain lining and two associated access pits within the floodplain associated with Fourteen Mile Creek. (S 2814)	15/02/2019	28/03/2019	Matt Howatt
A/17/O/63	7115	0 Fourth Line	Proposed watermain replacement and sanitary sewer lining within the floodplain associated with McCraney Creek. (PR 2814B)	15/02/2019	28/03/2019	Matt Howatt
A/19/O/16	7116	237 Weldon Avenue	Proposed grading resulting from the demolition of existing detached garage located within 7.5 metres of the flooding and erosion hazards associated with McCraney Creek.	08/03/2019	28/03/2019	Laura Head

Puslinch						
A/19/P/01	Letter of Permission	940 Regional 97 Road	Proposed installation of an in-ground pool and construction of a pavillion and surrounding interlock patio located between 30 & 120 metres of a Provincially Significant Wetland (PSW).	07/03/2019	08/03/2019	Cassandra Connolly

REPORT TO: Board of Directors

REPORT NO: # CHBD 05 19 03

FROM: Janelle Weppler, Associate Director, Engineering

DATE: April 25, 2019

SUBJECT: Conservation Halton Engineering Year End Report, 2018

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled “Conservation Halton Engineering Year End Report, 2018”.**

Executive Summary

Eight (8) projects totalling \$3,732,042 (falling under the approved program budget of \$4,164,616) were carried out to support Conservation Halton’s flood management infrastructure and working towards a state of good repair. These projects included works at the Kelso Dam, final design to upgrade the Hilton Falls diversion structure, implementation of public safety measures, monitoring modernization and improvements for the Mountsberg Dam and an updated Dam Safety Review for the Scotch Block Dam.

The Flood Forecasting & Operations program continued to advance modernization with new stream gauges and increasing the density of Conservation Halton’s watershed monitoring network from 16 hydrometric stations in 2016 to 35 stations in 2018.

Conservation Halton’s Floodplain Mapping Program was reinvigorated with the commencement of the first update of modeling and mapping for the Grindstone Creek watershed.

Report

Background

The Engineering team at Conservation Halton consists of seven (7) staff that includes engineers, project managers, technologists and technicians.

Key responsibilities within the Engineering Department include Capital Projects, Flood Forecasting & Operations, Floodplain Mapping and Emergency Management.

Capital Projects

The Engineering team is responsible for the operation and maintenance of Conservation Halton’s four (4) flood management structures (dams) at Kelso, Hilton Falls, Mountsberg and Scotch Block. These structures provide flood control during snowmelt and rainfall events, and low-flow augmentation throughout periods of drought. The Engineering Department is also responsible for the maintenance of flood conveyance structures which includes the Milton Channel, Morrison-

Wedgewood Channel in Oakville and the Hager-Rambo Channel in Burlington. Funding for the repair and rehabilitation of these structures is coordinated by the Engineering Department with 50% funding support from the Ministry of Natural Resources and Forestry (MNRF) through the Water and Erosion Control Infrastructure (WECI) program and federal funding, and 50% through municipal funding. The overall replacement value for these structural assets was determined to be nearly \$95 million in 2016 through Conservation Halton's *Asset Management Plan for Dams & Channels*. These assets range in age, with some over 55 years and nearing the end of their useful life. The Engineering team is responsible for maintaining, monitoring and upgrading these structures into a state of good repair now, and into the future.

Flood Forecasting & Operations

A key responsibility to support Conservation Halton's mandate is to prevent the loss of life and property due to flooding. To support this responsibility, the Engineering team operates a network of real-time gauging stations to enable both the monitoring of current conditions and to use available weather data for predictive flood forecasting and warning, which is communicated through flood messaging to other agencies, municipalities, media and the public. This data also supports decisions to effectively operate Conservation Halton's flood management infrastructure.

Emergency Management

Staff from the Engineering team are active members of several municipal emergency management working groups. These relationships and ongoing partnerships promote improved communication to allow for effective and efficient emergency response related to flooding.

Floodplain Mapping

The Engineering Department is responsible for the update and maintenance of Floodplain Mapping which identifies flood hazards and is used as part of the regulation limit for purposes of review associated with Ontario Regulation 162/06. Updated and accurate floodplain mapping is an important tool for Conservation Halton and partnering municipalities as it supports flood forecasting and warning, emergency planning and response, prioritization and planning for flood mitigation works and land use planning & approvals. Floodplain mapping also helps to mitigate the financial costs associated with flooding damages. Floodplain mapping that accurately delineates flood hazards is an important first step in building community flood resiliency.

2018 Initiatives

Eight (8) projects funded through the MNRF's WECI program, the federal National Disaster Mitigation Program (NDMP) and municipal funding were carried out within the provincial and federal fiscal year, ending March 31, 2019. The expenditures for these projects totalled \$3,732,042, falling under the approved program budget of \$4,164,616. These projects were:

- Kelso Dam Rehabilitation - \$676,452
 - Legal support, permitting, engineering consulting, fish rescue, contract administration, insurance, bonding and site restoration fees.
- Kelso Dam Groundwater Mitigation - \$2,665,223
 - Groundwater mitigation, dewatering and engineering measures.
- Hilton Falls Diversion Final Design, Tendering Process and Permitting - \$49,284
 - Finalization of design and specifications for construction tendering, preparation and submission of required regulatory permits and approvals for upcoming construction.

- Public Safety Plan Implementation - \$52,125
 - Implementation of public safety measures identified and documented within the Public Safety Plan including updated and additional signage, barrier gates and fencing to prevent public access to dam structures, additional fencing to increase barrier height near operations buildings to meet current building codes, new water safety buoys to identify hazard areas for water craft around dam inlets, reflective safety markers and speed bumps to clearly delineate access roads across dam crests and provide traffic control, removal or highlight above-surface protrusions (piezometers).
- Kelso Dam 10" By-Pass Valve Refurbishment - \$42,937
 - Removal of the valve, stem and apertures and permanently sealing intakes on the face of the dam.
- Kelso Dam 60" Stem – \$90,362
 - Replacement of the stem and guides including materials testing, preparation of engineering design drawings, specifications and site inspection, commercial underwater diving services and maintenance of equipment.
- Mountsberg Dam Surveillance Improvements - \$57,971
 - Installation of five (5) new piezometers located along the toe and crest of dam to measure water pressures within and below the dam structure, installation of an inclinometer to monitor slope movement and integration of all new and existing piezometers into Conservation Halton's cloud-based real-time monitoring network.
- Scotch Block Dam Safety Review and Assessment - \$97,688
 - Review of models to support dam breach analysis, dam break modeling and dam hazard classification, updated Dam Safety Review with recommendations for future works.

The Flood Forecasting & Operations program continued to advance and further modernize with the introduction of three (3) new stream gauges, including coordination with partnering municipalities. The Engineering team expanded Conservation Halton's watershed monitoring network and the increased density in our monitoring network enables us to better predict surface water runoff response and provide more accurate flood messages to our community about watershed conditions. Further advances were made with the introduction of the first modernized flood forecasting and warning model tool to improve flood forecasting details and lead times for municipal emergency responders. This tool ingests predictive weather data and computes specific forecasted watershed responses. The Engineering team also successfully carried out several maintenance activities to bring Conservation Halton's flood management infrastructure towards a state of good repair. These activities included inspections, vegetation and debris removal, lighting improvements at dams and safety improvements at dams to support staff during operations.

Conservation Halton retained an engineering consultant in August, 2018 to update the Flood Hazard mapping and supporting models based on the newly acquired elevation data. A Public Information Centre was held November 8, 2018 to introduce the Grindstone Creek study and to solicit local information on past flooding events that may help to 'field truth' (calibrate and validate) models and mapping. Another Public Information Centre to solicit public input is planned in August of 2019, once the mapping has been completed. A Technical Advisory Committee, with participants from the City of Burlington, City of Hamilton, Region of Halton, and Hamilton Conservation Authority is being led by the Engineering Department's Coordinator,

Floodplain Mapping. Completion of this study is expected in September of 2019 and will be presented to the Board of Directors for approval and subsequent regulatory application.

Impact on Strategic Goals

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

Programs led by the Engineering Department support the Strategic Plan key objective to *enhance public safety through the modernization of flood management operations to protect communities from severe weather and natural hazards.*

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Janelle Wepler
Associate Director, Engineering

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Janelle Wepler, B.Sc. (Env.), P.Eng.
jwepler@hrca.on.ca 905-336-1158 x2294

REPORT TO: Board of Directors

REPORT NO: # CHBD 05 19 04

FROM: Janelle Weppler, Associate Director, Engineering

DATE: April 25, 2019

SUBJECT: **Authorization Request for CAO to Award Floodplain Mapping Contracts:**
Floodplain Mapping: Urban Milton, RFP#CW0008-19-01
Floodplain Mapping: Morrison Wedgewood, RFP#CW0009-19-01

Recommendation

THAT the Conservation Halton Board of Directors **delegate authority to the Chief Administrative Officer to award the Floodplain Mapping: Urban Milton and Floodplain Mapping: Morrison Wedgewood studies, provided the combined contract values fall within the approved 2019 budget for these projects.**

Report

On September 27, 2018, Conservation Halton's Board of Directors carried a resolution put forward in CH Board Report 06 03 THAT the Conservation Halton Board of Directors **supports an application for federal funding under the National Disaster Mitigation Program in the amount of \$233,000 to assist with projects study, consultation and staff costs for Sixteen Mile Creek Floodplain Mapping Projects.** This resolution related to both the proposed Floodplain Mapping: Urban Milton Study and a separate study Floodplain Mapping and Spill Quantification: Morrison Wedgewood Diversion Channel. The applications included letters of support prepared by the directly impacted municipalities, namely Halton Region Town of Milton, and Town of Oakville. Matching municipal funding to implement these projects was included in the 2019 Engineering Capital budget, allowing for a combined total project investment of up to \$466,000.

On March 28, 2019, Conservation Halton received official confirmation from the Ministry of Municipal Affairs and Housing that Public Safety Canada had approved Conservation Halton's funding requests for both projects. As a condition of the funding, both above projects must be completed on or before March 31, 2020. This firm deadline requires strict adherence to scheduled milestones, including awarding of contracts to the successful proponents to carry out the modeling and mapping for each project.

Conservation Halton staff are in the process of preparing a detailed Request for Proposal (RFP) for each of these projects, which will subsequently be reviewed by the Study's Technical Advisory Committee (comprised of staff from each of the impacted local municipalities), and the Purchasing Consultant prior to posting on Bids and Tenders. It is anticipated that the RFP will be posted the week of April 22nd, and close by the end of May 2019. Approval to award each project to the successful proponents will need to occur prior to the next Board of Directors meeting on June 27, 2019 to maintain adherence to the strict project schedule to meet the project completion deadline. With bid values for the Urban Milton study anticipated to exceed \$100,000, in accordance with Conservation

Halton's Purchasing Policy, Board of Director approval will be required. While bid values for the Morrison Wedgewood Study are not anticipated to exceed \$100,000, it was deemed prudent to request CAO authorization to award both projects, provided the combined bid value does not exceed the approved combined budget.

Selection of the successful Bidder will be in accordance with Conservation Halton's purchasing policies and based on an evaluation of the bid documents against the Rated Criteria and Weighting, as set out in the RFP.

The study will inform our regulation and will represent a significant update to our current mapping for these areas. Consolidated mapping for Sixteen Mile Creek was last completed in 1988 under the Federal Flood Damage Reduction Program, however this mapping excluded the Morrison Wedgewood Diversion Channel. These updated studies will improve our understanding of flood risk within Urban Milton and within the catchment area of the Morrison-Wedgewood Diversion Channel.

Due to project timelines, it is requested that the Board of Directors delegate authority to the Chief Administrative Officer to award contracts to the successful Bidders for the above projects, provided the combined total project costs fall within the approved budget for these projects.

Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report. Requested expenditures were approved within the 2019 budget.

Signed & respectfully submitted:



Janelle Weppler, P.Eng.
Associate Director, Engineering

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Amy Mayes, P.Eng., Coordinator, Floodplain Mapping
amayes@hrca.on.ca; 905-336-1158 ext. 2302

REPORT TO: Board of Directors

REPORT NO: # CHBD 05 19 05

FROM: Marnie Piggot, Director, Finance

DATE: April 25, 2019

SUBJECT: **Mitigating Impacts of Cuts to Provincial Transfer Payment**

Recommendation

That the Conservation Halton Board of Directors **approve a transfer of up to \$145,000 from the Watershed Management & Support Services (WMSS) Stabilization reserve to offset the reduction in 2019 provincial operating funding.**

Report

The province of Ontario has historically provided funding to Conservation Halton through the Ministry of Natural Resources and Forestry Section 39 transfer payments for Flood and Erosion Operations and Natural Hazard Prevention. The province recently confirmed that the 2019-2020 funding will be \$155,034 and the operating grant included in the 2019 budget is \$300,311. The provincial Section 39 operating grant has remained at or close that level since 1998, although the budget submission to MNRF for eligible expenses totalled almost \$2.6 million for 2018-2019. The provincial funding has been reported as funding in the budget under Flood Forecasting & Operations. The reduced provincial funding will result in a 2019 budget variance of \$145,277.

Staff are recommending a transfer from the Watershed Management & Support Services (WMSS) Stabilization reserve for up to \$145,000 to offset the 2019 budget variance. This WMSS Stabilization reserve has been established to address in-year uncontrollable or unanticipated changes in revenues or costs that are operational in nature.

The balance in the WMSS Stabilization reserve at December 31, 2018 was \$730,413. Expenses still to be funded from this reserve that were approved in prior years and still unspent total \$134,000 related to professional development, Conservation Halton Foundation and Asset Management Plan initiatives. These committed funds combined with the recommended reserve transfer of \$145,000 would result in a projected balance of \$451,413 after all transfers. According to Conservation Halton's Budget Principles the remaining balance would still meet a reserve target balance of 12.5% of program revenues.

Staff will continue to plan for cost mitigation options to offset the funding reduction and potentially reduce the need for the full amount of the reserve transfer. The cost mitigation options may include the delay in hiring of new staff positions included in the 2019 budget and reduction of discretionary expenses such as property and facility maintenance that can be delayed to a later year.

A budget variance report for the period ending April 30, 2019 and year end projection is being prepared for presentation at the June 27 Board of Directors meeting. The budget variance report will confirm the

extent of cost mitigation measures identified as of that time. The 2020 preliminary budget is also being prepared for presentation to the Finance & Audit Committee in June and will require the consideration of more long-term sustainable measures to offset the impact of the provincial funding reduction.

Impact on Strategic Goals

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

Financial Impact

The transfer from the WMSS Stabilization reserve outlined in the recommendation will ensure that the impact of the unexpected provincial funding reduction of \$145,277 can be accommodated in the 2019 budget. Cost mitigation options will be considered during the budget variance and projection reporting to minimize the need for the full amount of the reserve transfer.

Signed & respectfully submitted:



Marnie Piggot
Director, Finance

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

REPORT TO: Board of Directors

REPORT NO: # CHBD 05 19 06

FROM: Nigel Finney, Project Manager, Restoration & Conservation

DATE: April 25, 2019

SUBJECT: **Cootes to Escarpment EcoPark System Heritage Land Management Plans**

Recommendation

THAT the Conservation Halton Board of Directors **endorse the “Borer’s Falls-Rock Chapel Management Plan” and “Cootes Paradise Management Plan”**

AND FURTHER THAT **Conservation Halton staff be directed to work with the Cootes to Escarpment EcoPark System partners to implement the objectives of these plans.**

Executive Summary

In 2018, the Management Plans for two Cootes to Escarpment EcoPark System Heritage Lands were completed under the guidance and direction of the City of Hamilton, Hamilton Conservation Authority, Royal Botanical Gardens, Hamilton Naturalists’ Club, McMaster University, Bruce Trail Conservancy, and Conservation Halton. The Management Plans, which included public and agency consultation, were developed to provide direction on conserving the natural and cultural features and improve sustainable recreation activities, education, and research opportunities on these public lands.

These are the fourth and fifth out of a total of six Heritage Lands Management Plans to be completed within the EcoPark System. Conservation Halton owns and manages land within the Borer’s Falls-Rock Chapel study area (Cartwright, Nicholson and Hopkins Tracts). The final Heritage Lands scheduled for a management plan is the Lower Grindstone study area.

Working collaboratively with the Cootes to Escarpment EcoPark System, agencies will implement these plans on the properties they manage and assist partner agencies in meeting the plans’ objectives.

The Cootes to Escarpment EcoPark System

The Cootes to Escarpment EcoPark System is a network of 3,900 hectares of significant lands naturally connecting Hamilton and Burlington at the western end of Lake Ontario. It consists of more than 1,900 hectares of permanently protected natural lands and open space, surrounded by 2,000 hectares of privately-owned outreach lands. The EcoPark System is a collaboration between ten government, academic and non-profit agencies. By preserving these ecologically valuable lands, the EcoPark System will create a legacy for future generations in our community.

The Management Plans

A primary goal of the Cootes to Escarpment initiative is the development of comprehensive joint Heritage Lands Management Plans for these six core Heritage Land areas. Heritage Lands Management Plans provide a consistent framework for the future planning, implementation and management of lands under ownership of the partners. The plans are intended to enhance the protection and management of important natural and cultural features and improve sustainable recreation activities, education, and research opportunities.

Completion of Heritage Lands Management Plans, in all six core Heritage Lands will include:

- Identification, protection and sustainable use of natural and cultural heritage resources.
- Identification and documentation of pressures and issues of concern raised by partner organizations, stakeholders, and the public.
- Infrastructure creation, maintenance, and decommissioning.
- Recreation, education and research opportunities that are compatible with preserving and enhancing the natural and cultural heritage of the areas.
- Criteria and indicators to evaluate the implementation and ongoing monitoring program to collect relevant information to gauge success of the management plan.

The plans are intended to complement and enhance land use plans or zoning that are currently enacted within the EcoPark System area; including, but not limited to, the Greenbelt Plan, the Niagara Escarpment Plan, and municipal Official Plans. While portions of the EcoPark System fall outside of the Niagara Escarpment Plan Area, the management plan approach utilizes the framework set out in the Niagara Escarpment Parks and Open Space System (NEPOSS) Manual. The intent of these management plans is to provide high-level guidance for the future management of the Heritage Lands. Detailed site-specific master plans may be prepared at a later date by individual landowners or agencies to further refine recommendations and these will need to be submitted (where required) for approval through the NEPOSS process.

Through a competitive bidding process, North-South Environmental Inc. (Environmental Consultants) was retained to develop management plans for the Cootes Paradise Heritage Lands and Borer's Falls – Rock Chapel Heritage Lands, which began concurrently in late 2017.

The Borer's Falls - Rock Chapel Heritage Lands comprise 498 ha of land north of the urban boundary of the City of Hamilton (Figure 2). Of the 498 ha within the Heritage Lands, 323 ha (65%) are currently owned and managed by partner organizations (the Current EcoPark System Lands). The majority of the Current EcoPark System Lands are owned by Hamilton Conservation Authority (127 ha), Royal Botanical Gardens (124 ha), with smaller areas owned by Conservation Halton (57 ha) and the City of Hamilton (15 ha).

The Cootes Paradise Heritage Lands comprise 762 ha of land and marsh located at the north end of the City of Hamilton (Figure 3). The majority of the Current EcoPark System Lands are owned by the RBG (582 ha), with smaller areas owned by the City of Hamilton (98 ha) and Hamilton Conservation Authority (30 ha).

The plans provide recommendations under 23 management themes that are intended to be evaluated annually. The plan also sets out high priority management tasks per responsible agency. Five high

priority tasks have been allocated to Conservation Halton within the Borer's Falls – Rock Chapel Heritage Lands Management Plan.

1. Addressing wildlife crossing issues
2. Identifying opportunities for visitor access points
3. Addressing invasive species
4. Improving water quality
5. Closing or re-routing trails in proximity to significant natural heritage features

This multi-agency project demonstrates Conservation Halton's partnership for implementing joint initiatives that support land management, habitat restoration, invasive species control, environmental monitoring, education, cultural heritage protection and sustainable recreation.

Public Consultation

Over the course of the development of the Management Plans, there was considerable public consultation that guided the project, including:

- Public Information Meetings (April 4, 2018 and September 27, 2018) – 26 attendees
- Consultation with the Stakeholder Advisory Committee Meetings - nine agencies represented
- Consultation with the Agency Steering Committee – seven agencies represented
- Indigenous Engagement – six attendees from the Six Nations Of The Grand River, Mississaugas of the Credit First Nation and Huron-Wendat Nation.
- Advertisements in the Hamilton Spectator, website, and social media platforms

Report

A full copy of the documents can be found on the Cootes to Escarpment EcoPark System website:

www.cootestoescarpmentpark.ca/borer%27s-falls-rock-chapel-plan

www.cootestoescarpmentpark.ca/cootes-paradise-plan

For printed copies, please contact Niamh Buckley nbuckley@hrca.on.ca or 905 336 1158 x 2236).

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Protecting our natural, cultural, and scenic assets. This theme is supported by the objective to strengthen conservation, restoration and responsible management of natural resources with a focus on evidence-based programs. This initiative also supports attracting visitors to our natural areas to connect our communities with nature through sustainable recreation.

Financial Impact

There is no direct financial impact of this report. The Management Plans provide prioritized guidance for Conservation Halton to administer existing capital and operational budgets for the Cartwright, Nicholson and Hopkins Tracts. Any additional projects resulting from the direction of the management plans will be funded by external revenue generation. Indirectly, the completion of the management

plans is anticipated to improve our external funding prospects by demonstrating the long-term commitment and value of the EcoPark System partnership.

Signed & respectfully submitted:



Nigel Finney
Project Manager, Restoration & Conservation

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Nigel Finney, 905.336.1158 x 2305; nfinney@hrca.on.ca

Cootes to Escarpment EcoPark System Vision Map



Produced by Michael Karpovage of Mapformation.com. Last updated November 2017.

Legend:

- EcoPark Land Boundaries
- Privately Owned Outreach Area
- Hydro Corridors
- Water Bodies
- Roads
- Rail Lines
- Hiking Trails

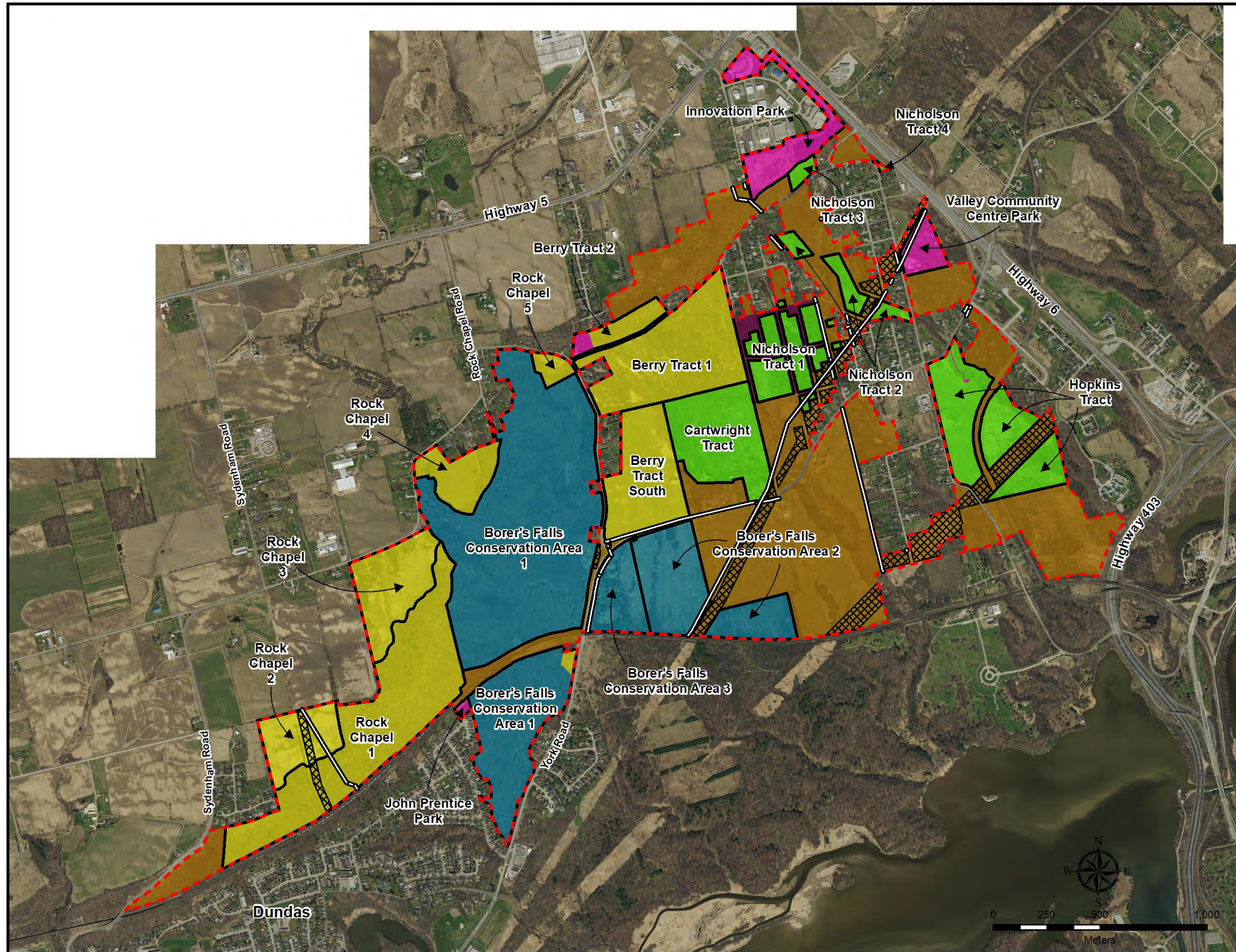


Vision

Our vision for the Cootes to Escarpment EcoPark System is that it will be known internationally as a protected, permanent and connected natural lands sanctuary from the Harbour to the Escarpment that promotes ecosystem and human health within Ontario's Greenbelt.



cootestoescarpment.ca



Cootes to Escarpment EcoPark System

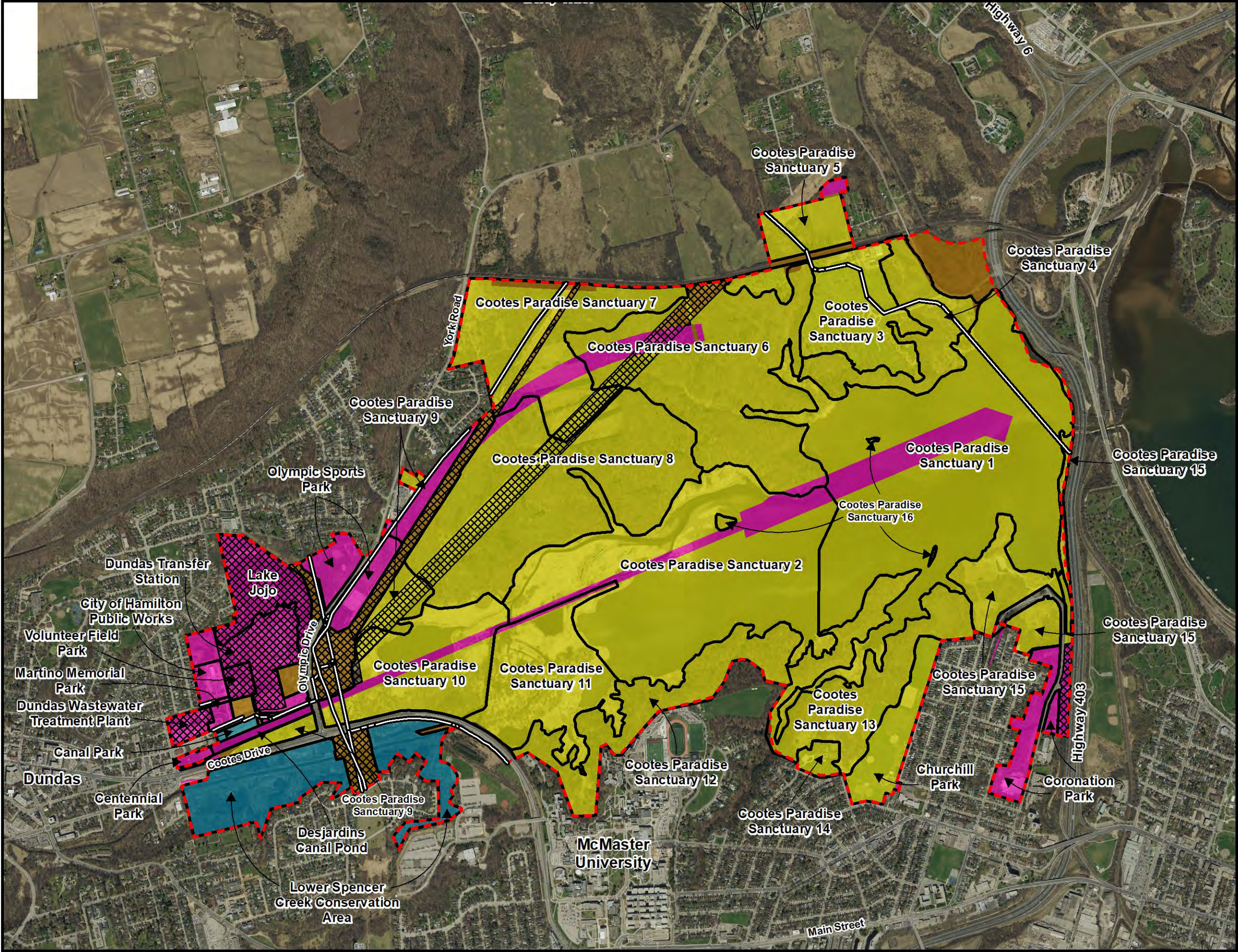
Figure 2: Borer's Falls - Rock Chapel Heritage Lands Management Units

- Legend**
- Heritage Lands Boundary
 - Study Area Boundary
 - Utilities
 - Gas Pipeline
 - Privately Owned Outreach Area
 - City of Hamilton Owned Unopened Road Allowances
- Current EcoPark Lands**
- City of Hamilton
 - Conservation Halton
 - Hamilton Conservation Authority
 - Royal Botanical Gardens

Sources of Information:
 Royal Botanical Gardens
 Conservation Halton
 Hamilton Conservation Authority
 City of Hamilton
 Land Information Ontario

Data Disclaimer:
 All boundaries on this map should be considered approximate. No responsibility or liability is assumed by the C2E EcoPark System partners or their employees, officers and agents for any errors, omissions or inaccuracies, whether due to their negligence or otherwise. Some data on this map is used under license from the Ministry of Natural Resources. © Queen's Printer for Ontario, 2016. © Teranet Enterprises Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY.





Cootes to Escarpment EcoPark System

Figure 2: Cootes Paradise Heritage Lands Management Units

Legend

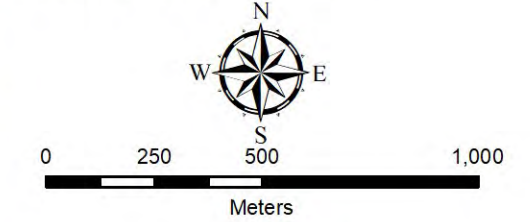
- Heritage Lands Boundary
- Gas Pipeline
- Study Area
- Privately Owned Outreach Area
- Utilities

Current EcoPark System Lands

- City of Hamilton
- Hamilton Conservation Authority
- Royal Botanical Gardens

Sources of Information:
Royal Botanical Gardens
Hamilton Conservation Authority
City of Hamilton
Land Information Ontario

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October 12, 2018

REPORT TO: Board of Directors

REPORT NO: # CHBD 05 19 07

FROM: Marnie Piggot, Director, Finance

DATE: April 25, 2019

SUBJECT: **2018 Audited Financial Statements**

Recommendation

THAT the Finance & Audit Committee **recommend to the Conservation Halton Board of Directors the attached audited financial statements for the year ended December 31, 2018 be approved.**

That the Board of Directors of Conservation Halton **approve the attached audited financial statements for the year ended December 31, 2018 as recommended by the Finance & Audit Committee at their meeting on April 11, 2019.**

Executive Summary

The attached draft 2018 financial statements have been prepared by Conservation Halton staff. The annual audit of Conservation Halton's financial transactions for the year ended December 31, 2018 has been completed by KPMG LLP. KPMG LLP were appointed as external auditors for Conservation Halton for a five-year term for the fiscal years 2017 to 2021, with the option to renew annually for up to an additional five years.

The Auditors' Report from KPMG that is included in the financial statements is considered to be the standard audit report without qualifications and the statements are presented fairly and in accordance with public sector accounting standards.

Report

The 2018 Statement of Financial Position for Conservation Halton reports a net worth of almost \$71 million. This is an overall increase in net worth of 2% over 2017 of \$69.5 million.

The increase in net worth is derived by the Annual Surplus of \$1,423,258 reported on the 2018 Statement of Operations summarized as follows:

Statement of Operations Summary	2018 Budget	2018 Actual	2017 Actual
Total Revenue	\$ 28,896,132	\$ 31,328,085	\$ 28,536,845
Total Expenses	28,154,831	29,904,827	26,286,992
Annual Surplus	\$ 741,301	\$ 1,423,258	\$ 2,249,853

The audited financial statements are prepared from the Budget Variance Report for the year ended December 31, 2018 presented at the March 21, 2019 Board of Directors meeting. The amounts reported in the Budget Variance Report are prepared on a basis consistent with the 2018 budget. The budget ensures adequate funding is available for the planned expenditures.

The Budget Variance Report operating surplus of \$1,686,421 is adjusted to be in accordance with Public Sector Accounting Board (PSAB) standards as follows:

Total Operating Surplus - Budget Variance Report		\$ 1,686,421
Public Sector Accounting Board (PSAB) Adjustments:		
Add: Acquisition of tangible capital assets in Budget & Capital Projects Variance Report expenses		2,400,114
Less: Amortization of tangible capital assets expense reported for PSAB		(1,785,054)
Less: Proceeds on disposal of tangible capital assets included in Budget & Capital Var. Report revenue		(5,828)
Less: Loss on disposal of tangible capital assets reported for PSAB		(28,583)
Less: Transfers to and from reserves in Budget and Capital Projects Variance Reports		(983,145)
Less: Municipal Debt Financing in Budget Variance Report as revenue		(268,658)
Add: Debt financing charges - Principal portion included in Budget Variance Report expenses		407,992
Total PSAB adjustments		(263,163)
Annual surplus per audited financial statements		\$ 1,423,258

The budget amounts included in the Statement of Operations are based on the approved 2018 Budget with adjustments to be consistent with PSAB standards. The adjustments to the budget are outlined in financial statement note 10 and include the addition of amortization of tangible capital assets and the removal of tangible capital asset acquisitions, municipal debt financing and the principal portion of debt financing charges.

Financial statement note 15 provides a summary of Revenue and Expenses by Conservation Halton Programs. Most of the 2018 Annual Surplus is derived by the Conservation Areas program surplus of \$1,108,067. Strong visitation in our parks was the most significant contributor to the annual surplus with increased park revenues at all of the Conservation Areas of almost \$1.8 million.

The Conservation Areas surplus excludes the chargeback for support services provided to the Conservation Areas reflected in the Budget Variance Report of \$815,900. The removal of the chargebacks in the audited financial statements would also account for much of the deficit reported in note 15 under the Corporate & Strategic Initiatives and People, Culture & Creative programs.

Statement of Financial Position Summary		2018 Actual	2017 Actual
Financial assets		\$ 28,741,929	\$ 25,623,867
Non-financial assets		66,539,901	65,862,704
Total Assets		\$ 95,281,830	\$ 91,486,571
Less: Financial liabilities		\$ (24,312,032)	\$ (21,940,031)
Accumulated surplus		\$ 70,969,798	\$ 69,546,540

The Accumulated Surplus of \$70,969,798 is made up largely by Tangible Capital Assets and is detailed in note 9 of the audited financial statements as follows:

Surplus – Tangible Capital Assets	\$66,069,575
Deficit – Current Funds	(2,892,089)
Reserves	<u>7,792,312</u>
Total Accumulated Surplus, December 31, 2018	<u>\$70,969,798</u>

The reserve transfers approved at the March 21, 2019 Board of Directors meeting have been reflected in the draft audited financial statements.

The Deficit – Current Funds is attributed for the most part to long-term debt financing of \$2,444,461 at December 31, 2018 and \$268,658 in municipal debt financing for Kelso Dam capital project and Administration Office renovations costs completed in 2018. The debt financing for 2018 costs has been received in 2019 from the Region of Halton, though this amount was included as revenue in the Budgets for 2018 and prior years.

Budget Variances

Details of significant variances reported on the Statement of Operations and Budget Variance Report for revenue and expenses by program categories from the 2018 Budget amounts follow.

Corporate Services

	2018 Budget	2018 Actual	2017 Actual	Incr./(Decr.) over Budget
Revenue	<u>\$ 97,750</u>	<u>\$ 153,048</u>	<u>\$ 374,777</u>	<u>\$ 55,298 F</u>
Expenses	<u>\$3,125,895</u>	<u>\$2,799,558</u>	<u>\$2,337,338</u>	<u>(\$326,337) F</u>

Corporate Services consists of Office of the CAO, General Corporate Services, Finance, Foundation Administration, Information Technology (IT) and Geographical Information Systems (GIS).

Total Corporate Services revenue includes donations received through the Conservation Halton Foundation totaling \$50,000 not included in the 2018 Budget. The donations were designated for principal repayments on a loan received in 2015 for the purchase of land in the Cootes to Escarpment eco-park system. Donations received in 2017 through the Foundation for the loan were \$225,000.

Actual expenses for Corporate Services are less than the 2018 Budget amount by \$326,337. Three staff positions were not filled in 2018 as a result of a staff reorganization announced in December 2017 and were included under General Corporate Services. There were also savings in salaries and benefits as a result of staff position vacancies during 2018. These savings are offset by a Workers Safety and Insurance Board (WSIB) experience rating surcharge of \$143,927 related to a lost time workplace injury.

People, Culture & Creative

	2018 Budget	2018 Actual	2017 Actual	Incr./ (Decr.) over Budget
Revenue	\$ 15,000	\$ 22,233	\$ 449	\$7,233 F
Expenses	\$1,606,605	\$1,611,086	\$1,299,446	\$4,481 U

This department includes the Health, Safety & Wellness and Communications programs.

Revenue reported in 2018 is related to recovery of staff time spent on Conservation Halton Foundation and other projects.

Health, Safety & Wellness increased purchased services costs of \$21,508 were the result of staff training initiatives and consulting services to perform a compensation system maintenance review. These increased costs were offset by lower staff costs of \$12,283 and savings in office supplies and meeting expenses of \$18,235.

Communication salaries and benefits expenses were higher than the budget by \$42,176 due to a severance and extending a contract position by four months. Materials and supplies are over budget by \$17,224 due to additional costs for the relaunch of the membership package and increased participation in special events. These increased costs are offset by savings in purchased services of \$45,908 due to less advertising done in 2018 and more focus placed on special events.

Engineering, Flood Forecasting & Operations

	2018 Budget	2018 Actual	2017 Actual	Incr./ (Decr.) over Budget
Revenue	\$ 116,626	\$ 156,035	\$ 58,301	\$ 39,409 F
Expenses	\$ 1,315,614	\$1,246,474	\$1,255,768	(\$ 69,140) F

Revenue for this department includes increased recovery of staff time spent on capital projects that were within the capital project budget amounts.

Total expenses are under budget by (\$69,140) largely as a result of a vacancy for a new position that was filled during the year and lower consulting fees. These cost savings were used to offset increased Flood Forecasting & Operations expenses for sedimentation removal that was not approved by the province in the 2018/2019 Water Erosion Control Infrastructure (WECI) program as a large portion of the funds in this program were allocated to the rehabilitation of Kelso dam.

Planning and Watershed Management

	2018 Budget	2018 Actual	2017 Actual	Incr./ (Decr.) over Budget
Revenue	<u>\$3,175,921</u>	<u>\$2,736,077</u>	<u>\$3,133,262</u>	<u>(\$439,844) U</u>
Expenses	<u>\$4,237,925</u>	<u>\$3,853,653</u>	<u>\$3,839,078</u>	<u>(\$384,272) F</u>

Program revenue includes planning and permit fees as well as funding received for costs related to the Regional Infrastructure Team (RIT) and Source Protection provincial funding.

Planning & Watershed Management program revenue fell short of the budget amount by \$367,203. This program revenue consists largely of planning and permit fees. In 2018 the applications received slowed down due partly to the municipal election and the Regional allocation program. Increased time was also spent by staff on non-revenue generating activities for municipal studies, appeals to the Local Planning Appeal Tribunal (LPAT) and providing provincial comments. The estimated revenue shortfall is offset by decreased total expenses of \$307,606 as a result of staff salaries and benefits savings of \$250,037 for staff vacancies and decreased legal and consulting fees of \$49,225.

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

Source Protection program expenses are less than the total budget amount by \$26,347 primarily as a result of a relocation of the program staff to the Administration Office in June. The Source Protection Program is provincially funded program so the reduced program expenses are offset by reduced provincial funding of \$20,845.

Science & Partnerships

	2018 Budget	2018 Actual	2017 Actual	Incr./ (Decr.) over Budget
Revenue	<u>\$ 826,177</u>	<u>\$ 916,208</u>	<u>\$1,042,690</u>	<u>\$ 90,031 F</u>
Expenses	<u>\$1,832,133</u>	<u>\$1,785,794</u>	<u>\$1,780,541</u>	<u>(\$ 46,339) F</u>

Science & Partnerships includes Monitoring Ecology, Stewardship, Outreach, Hamilton Harbour Remedial Action Plan (HHRAP) and Forestry Tech. Team programs.

Ecology program revenue is under budget by \$13,657 due to a decrease in grants and donations received through the Foundation as a result of the vacancy in the Foundation position. The reduced program revenue is more than offset by savings in staffing costs due to an Ecology position vacancy.

Stewardship revenue includes revenue collected in prior years of \$69,388 for future stewardship projects. This funding was transferred from deferred revenue, recognized as revenue in 2018 and approved to be transferred to the Stewardship & Restoration Reserve.

Outreach salaries and benefits are over budget by \$20,957 for a contract staff position hired to assist with festivals and events that is funded partly by increased program revenue. Program revenue is above budget by \$18,370 due to increased donations and sponsorships from corporations and other Foundations for the Forest Festival public day and special events.

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

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

Project Management Office

	2018 Budget	2018 Actual	2017 Actual	Incr./(Decr.) over Budget
Revenue	<u>\$ 216,106</u>	<u>\$ 97,392</u>	<u>\$ 78,685</u>	<u>(\$118,714) U</u>
Expenses	<u>\$1,259,581</u>	<u>\$877,575</u>	<u>\$2,051,605</u>	<u>(\$382,006) F</u>

The Project Management Office includes Project Management, Construction & Maintenance, Restoration and the Administration Office Facility.

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

Construction & Maintenance program expenses are under budget overall by almost \$193,000. This under expenditure is primarily related to a staff position included in the 2018 budget that was not filled. Construction materials and supplies and purchased services are also less than the budget amount due to expenses included in the 2018 budget for repairs to the Kelso Quarry facility that are being completed in 2019.

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

Watershed Management & Support Services (WMSS) Operations

	2018 Budget	2018 Actual	2017 Actual	Incr./.(Decr.) over Budget
Revenue	<u>\$ 326,500</u>	<u>\$ 331,915</u>	<u>\$ 249,154</u>	<u>\$ 5,415 F</u>
Expenses	<u>\$1,260,995</u>	<u>\$1,245,986</u>	<u>\$1,367,118</u>	<u>(\$15,009) F</u>

WMSS Operations includes Forestry, Security, Property Management and Vehicle and Equipment programs.

Total Forestry expenses exceed the 2018 budget amount by \$17,352. Materials and supplies and purchased services are over budget by almost \$45,000 due to the purchase of chainsaws and other supplies along with the hiring of contractors with specialized equipment to clear the hydro lines of hazard trees at Mountsberg. The increased costs are offset by savings in salaries and benefits for staff vacancies throughout the year.

Security expenses are over the budget amount by \$29,943 as a result of a staffing changes resulting in a contract extension of a staff position not included in the budget that is offset by savings in other programs.

Property management total expenses are under the budget amount by \$88,417. Salaries and benefits are under the budget amount as a result of staffing changes, materials and purchased services for managed properties maintenance is less than the budget amount in total based on the work required to be completed during the year.

Vehicle and equipment operation expenses exceed the total budget amount \$26,113 due to increased maintenance costs and a vehicle lease that was not included in the 2018 Budget that are partially offset by lower fuel and supplies costs for the WMSS vehicle fleet.

Conservation Areas

	2018 Budget	2018 Actual	2017 Actual	Incr./.(Decr.) over Budget
Revenue	<u>\$11,421,550</u>	<u>\$14,041,889</u>	<u>\$12,251,996</u>	<u>\$2,620,339 F</u>
Expenses	<u>\$11,293,724</u>	<u>\$13,126,176</u>	<u>\$10,730,229</u>	<u>\$1,832,452 U</u>

Kelso/Glen Eden revenue is over budget by \$2,121,100 accounting for most of the revenue increase. The Kelso increase includes an estimated insurance recovery of \$810,000 related to a furnace fuel leak. Hilton Falls/Mount Nemo/Rattlesnake Point revenue is above the budget by \$335,659 as these parks continue to receive increased visitation.

Overall, expenditures for all Conservation Areas exceed the budget by \$1,832,452 as a result of estimated fuel spill remediation costs of \$820,000 and increased seasonal staffing costs of \$1,071,000 that are offset by savings in other expense categories. Seasonal staff salaries and benefits exceed the budget with increased visitation to the parks and other program enhancements and the minimum wage increase that took effect at the beginning of 2018. The increase in expenses is more than offset by the increase in revenues.

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

Kelso/Glen Eden expenses include additional expenses for the repair and maintenance of aging infrastructure, extending snowmaking for the ski seasons, increased advertising, renovations to provide a more robust retail presence for the 2018/2019 ski season, increased visitor events, and cost increases for expanding the Ways of the Woods program.

Hilton Falls/Mount Nemo/Rattlesnake was not affected as significantly as the other park groups by the minimum wage increase because of fewer seasonal staff required for the lesser programming offered at these parks relative to the other parks.

Partnership Projects

	2018 Budget	2018 Actual	2017 Actual	Incr./(Decr.) over Budget
Revenue	<u>\$899,404</u>	<u>\$791,450</u>	<u>\$893,935</u>	<u>(\$107,954) U</u>
Expenses	<u>\$899,404</u>	<u>\$791,450</u>	<u>\$894,102</u>	<u>\$ 107,954 U</u>

Partnership Projects total expenses are less than the 2018 budget amount by \$107,954 and are offset by decreased revenues for the same amount. Partnership project costs are fully funded by related project grants and other funding. The decrease in Partnership Projects is partly a result of work that will be carried over to 2019 where the funding was not confirmed or there is delay in the project work to be carried out.

Major Projects

	2018 Budget	2018 Actual	2017 Actual	Incr./(Decr.) over Budget
Revenue	<u>\$2,609,276</u>	<u>\$2,890,017</u>	<u>\$1,556,698</u>	<u>\$ 280,741 F</u>
Expenses	<u>\$1,154,000</u>	<u>\$2,483,307</u>	<u>\$ 646,290</u>	<u>(\$1,329,307) U</u>

Major Projects revenue includes funding for capital projects included in the 2018 budget with reserve funding for Conservation Area capital projects removed in accordance with public sector accounting standards.

Major Projects expenses are the capital projects expenses reported on at the March 21, 2019 Board of Directors meeting, with the capital asset portion removed from expenses and transferred to tangible capital assets. There is no shortfall in funding for Major Project or capital project expenses.

Impact on Strategic Goals

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

Financial Impact

The report provides details on the annual financial results for the year ended December 31, 2018 for Conservation Halton. The audited financial statements to be approved will be provided to various funding partners and stakeholders of Conservation Halton to meet funding agreements and are a source of information on the programs carried out by Conservation Halton.

Signed & respectfully submitted:

Approved for circulation:



Marnie Piggot
Director, Finance



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

Financial Statements of

CONSERVATION HALTON

Year ended December 31, 2018

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CONSERVATION HALTON

Financial Statements

Year ended December 31, 2018

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KPMG LLP
115 King Street South
2nd Floor
Waterloo ON N2J 5A3
Canada
Tel 519-747-8800
Fax 519-747-8830

INDEPENDENT AUDITORS' REPORT

To the Directors of Conservation Halton

Opinion

We have audited the financial statements of Conservation Halton (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of operations and change in accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and its results of operations and its cash flows year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

Responsibilities of Management and Those Charged With Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Auditors' Responsibilities for the Audit of the Financial Statements (continued)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada
April 25, 2019

CONSERVATION HALTON

Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
Financial assets:		
Cash	\$ 1,039,118	\$ 1,432,504
Investments (note 2)	14,021,969	11,934,983
Investment - Water Management System (note 3)	11,092,270	10,684,542
Accounts receivable (note 4)	2,588,572	1,571,838
	<u>28,741,929</u>	<u>25,623,867</u>
Financial liabilities:		
Accounts payable and accrued charges	3,417,306	2,323,344
Vacation pay and accumulated time entitlements	184,593	166,890
Deferred revenue (note 5)	6,020,228	5,624,765
Deferred revenue - capital and major projects (note 6)	1,153,174	974,700
Deferred revenue - Water Management System (note 3)	11,092,270	10,684,542
Long-term liabilities (note 7)	2,444,461	2,165,790
	<u>24,312,032</u>	<u>21,940,031</u>
Net financial assets	4,429,897	3,683,836
Non-financial assets:		
Tangible capital assets (note 8)	66,069,575	65,488,926
Prepaid expenses	287,045	268,992
Inventory	183,281	104,786
	<u>66,539,901</u>	<u>65,862,704</u>
Commitments (note 12)		
Accumulated surplus (note 9)	\$ 70,969,798	\$ 69,546,540

See accompanying notes to financial statements.

On behalf of the Board:

_____ Chair

_____ Vice-Chair

CONSERVATION HALTON

Statement of Operations and Change in Accumulated Surplus

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget (Note 13)	2018 Actual	2017 Actual
Revenue (note 15):			
Municipal grants	\$ 8,891,511	\$ 8,891,511	\$ 8,596,587
Ministry of Natural Resources, transfer payments	300,311	300,311	300,311
Corporate services	97,750	153,048	374,777
People, culture and creative Engineering flood forecasting and operations	15,000 116,626	22,233 156,035	449 58,301
Planning and watershed management	3,175,921	2,736,077	3,133,262
Science and partnerships	826,177	916,208	1,042,690
Project management office	216,106	97,392	78,685
WMSS operations	326,500	331,915	249,154
Conservation areas	11,421,550	14,041,889	12,251,996
Partnership projects	899,404	791,450	893,935
Major projects	2,609,276	2,890,017	1,556,698
Total revenue	28,896,132	31,328,086	28,536,845
Expenses (note 15):			
Corporate services	3,125,895	2,799,558	2,337,338
People, culture and creative Engineering, flood forecasting and operations	1,606,605 1,315,614	1,611,086 1,246,474	1,299,446 1,255,768
Planning and watershed management	4,237,925	3,853,653	3,839,078
Science and partnerships	1,832,133	1,785,794	1,780,541
Project management office	1,259,581	877,575	2,051,605
WMSS operations	1,260,995	1,245,986	1,367,118
Conservation areas	11,293,724	13,126,176	10,730,229
Partnership projects	899,404	791,450	894,102
Major projects	1,154,000	2,483,309	646,293
Debt financing charges	168,955	83,767	85,474
Total expenses	28,154,831	29,904,828	26,286,992
Annual surplus (note 9)	741,301	1,423,258	2,249,853
Accumulated surplus, beginning of year		69,546,540	67,296,687
Accumulated surplus, end of year		\$ 70,969,798	\$ 69,546,540

See accompanying notes to financial statements.

CONSERVATION HALTON

Statement of Changes in Net Financial Assets

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget	2018 Actual	2017 Actual
Annual surplus	\$ 741,301	\$ 1,423,258	\$ 2,249,853
Acquisition of tangible capital assets	(3,034,321)	(2,400,114)	(3,117,908)
Amortization of tangible capital assets	1,785,000	1,785,054	1,684,449
Proceeds on disposal of tangible capital assets	-	5,828	64,813
Loss (gain) on disposal of tangible capital assets	-	28,583	(1,770)
	(508,020)	842,609	879,437
Change in prepaid expenses	-	(18,053)	41,914
Change in inventories	-	(78,495)	24,910
Net change in net financial assets	(508,020)	746,061	946,261
Net financial assets, beginning of year		3,683,836	2,737,575
Net financial assets, end of year		\$ 4,429,897	\$ 3,683,836

See accompanying notes to financial statements.

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CONSERVATION HALTON

Statement of Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,423,258	\$ 2,249,853
Items not involving cash:		
Amortization	1,785,054	1,684,449
Loss (gain) on disposal of tangible capital assets	28,583	(1,770)
	3,236,895	3,932,532
Change in non-cash working capital balances:		
Accounts receivable	(1,016,734)	(888,828)
Prepaid expenses	(18,053)	41,914
Inventory	(78,495)	24,910
Accounts payable and accrued charges	1,093,962	328,966
Vacation pay and accumulated time entitlements	17,703	23,452
Deferred revenue	395,463	(153,994)
Deferred revenue - capital and major projects	178,474	396,369
	3,809,215	3,705,321
Capital transactions:		
Acquisition of tangible capital assets	(2,400,114)	(3,117,908)
Proceeds on disposal of tangible capital assets	5,828	64,813
	(2,394,286)	(3,053,095)
Investing activities:		
Investments	(2,086,986)	(51,592)
Investment - Water Management System	-	(1,104,498)
	(2,086,986)	(1,156,090)
Financing transactions:		
Deferred revenue - Water Management System	-	1,104,498
Proceeds from long-term debt	686,664	24,231
Repayment of long-term debt	(407,993)	(567,547)
	278,671	561,182
Net change in cash	(393,386)	57,318
Cash, beginning of year	1,432,504	1,375,186
Cash, end of year	\$ 1,039,118	\$ 1,432,504

See accompanying notes to financial statements.

CONSERVATION HALTON

Notes to Financial Statements

Year ended December 31, 2018

Purpose of Organization:

Conservation Halton is established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, exclusive of gas, oil, coal and minerals for the watersheds within its area of jurisdiction. The watersheds include areas in the Regions of Halton and Peel, the Township of Puslinch and the City of Hamilton.

Conservation Halton's mission is to protect and enhance the natural environment from lake to escarpment for present and future generations.

1. Significant accounting policies:

(a) Basis of accounting:

The financial statements of Conservation Halton are prepared by management in accordance with the Chartered Professional Accountants of Canada Public Sector Accounting Handbook.

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measureable; expenses are recognized as they are incurred and measureable as a result of receipt of goods or services and the creation of a legal obligation to pay.

These financial statements do not include the activities of the Conservation Halton Foundation, a related incorporated registered charity with a mission to raise funds and profile for Conservation Halton projects and programs.

(b) Investments:

Investments are recorded at the lower of cost and market value based on quoted market prices. Losses are recorded when the decline in market value is other than temporary.

(c) Tangible capital assets:

Tangible capital assets are recorded at cost less accumulated amortization. Costs include all amounts that are directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue on the same basis as the amortization expense related to the acquired tangible capital assets. Assets under construction are not amortized and are transferred into their relative asset category when available for productive use. Amortization is recorded on either a straight-line basis over the estimated life of the assets or by using the declining balance method.

CONSERVATION HALTON

Notes to Financial Statements, continued

Year ended December 31, 2018

1. Significant accounting policies (continued):

(c) Tangible capital assets (continued):

The following rates are used:

Asset	Basis	Useful Life - Years
Land improvements	Straight-line	30 to 50 years
Buildings and building improvements	Straight-line	25 to 50 years
Machinery and equipment	Straight-line	5 to 40 years
Furniture and fixtures	Straight-line	5 to 20 years
Infrastructure	Straight-line	20 to 75 years
Vehicles	Declining balance	30%
Computer hardware and software	Straight-line	5 to 10 years

(d) Inventory:

Inventory is valued at the lower of cost and net realizable value. Cost is determined using specific identification of the cost of the individual items.

(e) Deferred revenue - Capital and Major Projects:

Conservation Halton receives certain amounts for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the related expenses are incurred or services performed. Funds received for the purchase of tangible capital assets are recognized when the related asset is purchased.

(f) Deferred revenue - Water Management System:

Conservation Halton is receiving funds for expenses to be incurred for the future operation of a water management system and management of certain lands. These funds are externally restricted and cannot be drawn until Conservation Halton commences management of the lands. These amounts will be recognized as revenues when the relating expenses are incurred or management services performed.

CONSERVATION HALTON

Notes to Financial Statements, continued

Year ended December 31, 2018

1. Significant accounting policies (continued):

(g) Revenue recognition:

Municipal levies, government transfers and funding for projects are recognized as revenue when the transfer is authorized, any eligible criteria has been met and the amount can be reasonably estimated.

User charges and fees are recognized as revenue in the period in which the related services are performed.

(h) Use of estimates:

The presentation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Significant items subject to such estimates and assumptions include accrued liabilities, contaminated site liability, contingencies and tangible capital assets. Actual results could differ from estimates.

2. Short-term investments:

	2018	2017
Business investment account	\$ 796,729	\$ 432,426
High interest savings account	4,116,896	-
Guaranteed investment certificates	4,500,000	4,000,000
Pooled fund – Provincial and Corporate bonds	4,108,346	7,002,559
Pooled fund – Equity	499,998	499,998
Total	\$ 14,021,969	\$ 11,934,983

The guaranteed investment certificates have effective rates that range between 2.10% and 2.23% (2017 - 1.20% to 2.00%). Interest is receivable on the date of maturity. Maturity dates range from March 7, 2019 to November 9, 2019. The business investment account and pooled funds earn interest at variable rates which is paid monthly.

Market value of investments are \$14,462,153 (2017 - \$12,278,498).

CONSERVATION HALTON

Notes to Financial Statements, continued

Year ended December 31, 2018

3. Investment/Deferred revenue - Water Management System:

Conservation Halton entered into an agreement for the transfer of a Water Management System and its long-term operation with an estimated time line of 2063. The agreement is based on the principle that the net costs associated with ongoing operation, maintenance and performance of the Water Management System will not be a financial liability to Conservation Halton.

To ensure that Conservation Halton should not have a net financial liability for the management of the water system, Conservation Halton has received amounts from 2008 to 2017, as part of the agreement. The amounts received are to be invested in accordance with Municipal Act Regulations and will be managed by an Investment Committee as required by the agreement. At the time of transfer, Conservation Halton will be able to draw on the funds, only to facilitate the management of the water system.

The funds are invested as follows:

	2018	2017
Cash	\$ 209	\$ 13
Provincial and provincially regulated agency bonds	9,945,933	8,447,844
Guaranteed investment certificates	1,146,128	2,236,685
Total	\$ 11,092,270	\$ 10,684,542

The Provincial and provincially regulated agency bonds have effective yields of 2.27% to 5.0% (2017 - 3.62% to 5.00%). Interest is receivable on the date of maturity. Maturity dates range from January 13, 2020 to June 2, 2037.

The guaranteed investment certificates have been an effective interest rate of 2.15% (2017 - 1.29% and 1.75%). Interest is receivable on the date of maturity. Maturity dates is March 5, 2019.

Market value of investments are \$11,732,413 (2017 - \$11,515,027).

4. Accounts receivable:

Included in accounts receivable is \$58,723 (2017 - \$649,896) due from Conservation Halton Foundation.

During 2018, the Foundation contributed \$441,116 (2017 - \$1,094,653) to fund projects carried out by the Conservation Halton.

CONSERVATION HALTON

Notes to Financial Statements, continued

Year ended December 31, 2018

5. Deferred revenue:

	Balance at December 31, 2018	Additions	Revenue recognized	Balance at December 31, 2017
Watershed Management	\$ 1,961,263	\$ 280,337	\$ 68,411	\$ 1,749,337
Partnership Projects	752,889	1,507,675	1,438,093	683,307
Source Water Protection	16,824	-	3,214	20,038
Conservation Areas	3,289,252	6,632,343	6,515,174	3,172,083
	<u>\$ 6,020,228</u>	<u>\$ 8,420,355</u>	<u>\$ 8,024,892</u>	<u>\$ 5,624,765</u>

Additions to deferred revenue includes contributions from external parties and payments for annual passes and lesson programs received during the year pertaining to the following year.

6. Deferred revenue - capital and major projects:

	Balance at December 31, 2018	Contributions received	Revenue recognized	Balance at December 31, 2017
Capital - Ministry of Natural Resources	\$ 592,296	\$ 520,577	\$ 335,854	\$ 407,573
Capital - Municipal	560,878	656,813	663,062	567,127
	<u>\$ 1,153,174</u>	<u>\$ 1,177,390</u>	<u>\$ 998,916</u>	<u>\$ 974,700</u>

CONSERVATION HALTON

Notes to Financial Statements, continued

Year ended December 31, 2018

7. Long-term liabilities:

	2018	2017
5 year term loan at 3.5%, interest only payable during the first 36 months with a registered collateral mortgage covering 54.36 acres of land, due November 2020	\$ 433,000	\$ 483,000
Municipal debt financing and interest payments due annually at variable current interest rates ranging from 3.0% to 3.2% (2017 - 3.2%), annual principal repayments, due from December 2019 to December 2047	2,011,461	1,682,790
	<u>\$ 2,444,461</u>	<u>\$ 2,165,790</u>

Principal repayments over the next five fiscal years and thereafter are as follows:

2019	\$ 353,472
2020	674,171
2021	232,170
2022	224,118
2023	192,819
Thereafter	767,711
	<u>\$ 2,444,461</u>

CONSERVATION HALTON

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

8. Tangible capital assets:

2018	Land	Land Improvements	Buildings and building improvements	Machinery and equipment	Furniture and fixtures	Infrastructure	Vehicles	Computer hardware and software	Assets under construction	Total
Cost, beginning of year	\$ 35,523,205	\$ 564,806	\$ 14,633,457	\$ 8,053,376	\$ 450,559	\$ 25,849,614	\$ 2,407,208	\$ 1,345,273	\$ 1,096,590	\$ 89,924,088
Additions	408,860	-	535,880	356,405	25,771	277,762	96,381	209,537	489,518	2,400,114
Disposals	-	-	(11,501)	(164,328)	-	(22,279)	(35,001)	(116,725)	-	(349,834)
Transfers	-	-	340,697	-	-	-	-	-	(340,697)	-
Cost, end of year	35,932,065	564,806	15,498,533	8,245,453	476,330	26,105,097	2,468,588	1,438,085	1,245,411	91,974,368
Accumulated amortization, beginning of year	-	308,061	4,783,271	4,111,869	196,766	12,483,440	1,697,099	854,656	-	24,435,162
Amortization	-	11,467	401,533	378,602	21,586	605,840	200,157	165,869	-	1,785,054
Disposals	-	-	(2,760)	(157,275)	-	(17,079)	(31,501)	(106,808)	-	(315,423)
Accumulated amortization, end of year	-	319,528	5,182,044	4,333,196	218,352	13,072,201	1,865,755	913,717	-	25,904,793
Net carrying amount end of year	\$ 35,932,065	\$ 245,278	\$ 10,316,489	\$ 3,912,257	\$ 257,978	\$ 13,032,896	\$ 602,833	\$ 524,368	\$ 1,245,411	\$ 66,069,575

CONSERVATION HALTON

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

8. Tangible capital assets (continued):

2017	Land	Land Improvements	Buildings and building improvements	Machinery and equipment	Furniture and fixtures	Infrastructure	Vehicles	Computer hardware and software	Assets under construction	Total
Cost, beginning of year	\$ 35,523,205	\$ 564,806	\$ 14,189,717	\$ 7,994,942	\$ 446,176	\$ 24,707,933	\$ 2,439,759	\$ 1,199,137	\$ 354,291	\$ 87,419,966
Adjustment	-	-	55,000	-	-	-	-	-	-	55,000
Additions	-	-	375,243	213,946	33,270	980,220	358,345	230,007	926,877	3,117,908
Disposals	-	-	-	(155,512)	(28,887)	(9,620)	(390,896)	(83,871)	-	(668,786)
Transfers	-	-	13,497	-	-	171,081	-	-	(184,578)	-
Cost, end of year	35,523,205	564,806	14,633,457	8,053,376	450,559	25,849,614	2,407,208	1,345,273	1,096,590	89,924,088
Accumulated amortization, beginning of year	-	296,594	4,358,509	3,889,853	194,710	11,918,555	1,855,256	787,979	-	23,301,456
Adjustment	-	-	55,000	-	-	-	-	-	-	55,000
Amortization	-	11,467	369,762	368,805	20,832	574,505	193,121	145,957	-	1,684,449
Disposals	-	-	-	(146,789)	(18,776)	(9,620)	(351,278)	(79,280)	-	(605,743)
Accumulated amortization, end of year	-	308,061	4,783,271	4,111,869	196,766	12,483,440	1,697,099	854,656	-	24,435,162
Net carrying amount, end of year	\$ 35,523,205	\$ 256,745	\$ 9,850,186	\$ 3,941,507	\$ 253,793	\$ 13,366,174	\$ 710,109	\$ 490,617	\$ 1,096,590	\$ 65,488,926

CONSERVATION HALTON

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

9. Accumulated surplus:

Accumulated surplus consists of operating surplus and reserves as follows:

	Balance at December 31, 2018	Excess of Revenue over expenses	Transfers (to) from reserves	Balance at December 31, 2017
Surplus - investment in tangible capital assets	\$ 66,069,575	\$ (1,819,465)	\$ 2,400,114	\$ 65,488,926
Surplus (deficit) - current funds	(2,892,089)	3,242,723	(3,103,388)	(3,031,424)
Total surplus	63,177,486	1,423,258	(703,274)	62,457,502
Reserves				
Conservation areas capital projects	2,403,892	-	(29,764)	2,433,656
Conservation areas stabilization	936,568	-	82,000	854,568
Vehicle, equipment and building	1,483,436	-	271,322	1,212,114
Watershed management capital projects				
- municipal funds	389,228	-	214,653	174,575
Watershed management capital projects				
- self generated funds	356,309	-	15,700	340,609
Watershed management stabilization	730,413	-	(5,000)	735,413
Capital Projects				
- debt financing charges	335,081	-	93,514	241,567
Legal - planning and watershed management	258,891	-	2	258,889
Legal - corporate	199,998	-	199,998	-
Water Festival	188,911	-	(20,000)	208,911
Property management	95,040	-	(133,860)	228,900
Land securement	9,036	-	(99,300)	108,336
Stewardship and restoration	405,509	-	114,009	291,500
Total reserves	7,792,312	-	703,274	7,089,038
Accumulated surplus	\$ 70,969,798	\$ 1,423,258	\$ -	\$ 69,546,540

CONSERVATION HALTON

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

10. Budget amounts:

The 2018 budget amounts approved by Conservation Halton on November 23, 2017 were not prepared on a basis consistent with that used to report actual results under Public Sector Accounting Standards. The budget was prepared on a modified accrual basis while Public Sector Accounting Standards require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenses in excess of current year revenues to \$nil. In addition, the budget expensed all tangible capital expenses rather than including amortization expenses. As a result, the budget figure presented in the statements of operations and changes in net financial assets represent the budget adopted by Conservation Halton on November 23, 2017, with adjustments as follows:

	2018 Actual	2017 Actual
Budget deficit for the year	\$ (949,651)	\$ (177,109)
Less: Amortization of tangible capital assets	(1,785,000)	(1,684,000)
Add: Acquisition of tangible capital assets	3,034,321	6,998,000
Add: Debt financing charges - principal portion	441,631	404,664
Less: Municipal debt financing	-	(2,632,500)
Budget surplus per Statement of Operations	\$ 741,301	\$ 2,909,055

11. Contingencies:

Conservation Halton has been named as defendant or co-defendant in several lawsuits that have claims outstanding. Conservation Halton anticipates any individual settlement amount will not exceed the limits of insurance coverage provided to Conservation Halton on the majority of the claims. For claims in which the claim amount exceeds the limit of insurance coverage provided to Conservation Halton the outcome is not determinable.

Conservation Halton has entered into an agreement to ensure implementation of a monitoring and mitigation plan for the future rehabilitation of lands adjacent to a Provincially Significant Wetland. The agreement requires a Trust account to be established by the funder to ensure there are funds available for the rehabilitation plan implementation. Conservation Halton will be a member of the Investment Committee that will oversee management of the Trust account. A deposit to the Trust account by the funder is required to be made by March 31, 2019 for \$574,861 which was completed. Conservation Halton will release their interest in the Trust account when the implementation plan is completed.

CONSERVATION HALTON

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2018

12. Commitments:

Conservation Halton has entered into contracts related to projects at Glen Eden, various dam studies and repairs, and leases for office equipment and vehicles. Commitments outstanding on these contracts to be paid beyond December 31, 2018 are as follows:

2019	\$ 7,301,910
2020	52,709
2021	41,748
2022	3,180
	<hr/>
	\$ 7,399,547

13. Pension agreements:

Conservation Halton belongs to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer plan, on behalf of the members of its staff. This plan specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Because OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are the joint responsibility of Ontario municipal organizations and their employees. As a result, Conservation Halton does not recognize any share of the OMERS pension surplus or deficit.

The latest available report for the OMERS plan was December 31, 2018. At that time the plan reported a \$4.2 billion actuarial deficit (2017 - \$5.4 billion deficit), based on actuarial liabilities of \$99.1 billion (2017 - \$93.6 billion) and actuarial assets of \$94.9 billion (2017 - \$88.2 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

The 2018 employer portion of OMERS pension contributions was \$1,113,805 (2017 - \$1,072,634).

14. Comparative figures:

Certain comparative figures on the statement of operations under revenue and expenses have been reclassified to conform with the financial statements presentation adopted in the current year.

CONSERVATION HALTON

Notes to Financial Statements (continued)

Year ended December 31, 2018

15. Revenue and expenses by program:

2018	Corporate & Strategic Initiatives	People Culture & Creative	Engineering, Flood Forecasting & Operations	Planning & Watershed Management	Science & Partnerships	Innovation & Project Management Office	WMSS Operations	Conservation Areas	Partnership Projects	Major Projects	Debt Financing	Reserve Funding	Total
Revenue:													
Municipal funding	\$ 2,326,545	\$ 1,274,005	\$ 497,677	\$ 1,056,004	\$ 978,956	\$ 810,989	\$ 783,395	\$ 192,354	\$ -	\$ -	\$ 610,586	\$ 361,000	\$ 8,891,511
Provincial transfer payments	-	-	300,311	-	-	-	-	-	-	-	-	-	300,311
Program fees and other	153,048	22,233	156,035	2,736,077	916,208	97,392	331,915	14,041,889	791,450	2,890,017	-	-	22,136,264
	2,479,593	1,296,238	954,023	3,792,081	1,895,164	908,381	1,115,310	14,234,243	791,450	2,890,017	610,586	361,000	31,328,086
Expenses:													
Salaries, wages and benefits	2,001,835	1,093,237	665,954	3,422,884	1,391,785	618,447	767,887	7,558,241	158,389	422,325	-	-	18,100,984
Members per diems and expenses	24,547	-	-	-	-	-	-	-	-	-	-	-	24,547
Materials and supplies	182,847	161,598	26,135	23,446	218,406	83,090	121,949	1,536,541	69,979	1,892,558	-	-	4,316,549
Property taxes	-	-	-	-	-	-	40,743	-	-	-	-	-	40,743
Purchased services	292,026	310,879	152,914	44,557	175,603	176,440	242,936	2,741,777	563,082	2,411,399	-	-	7,111,613
Legal	8,260	5,970	-	354,956	-	-	9,281	53,586	-	-	-	-	432,053
Finance and rent	20,622	39,402	-	2,118	-	(24,755)	12,342	174,179	-	(2,242,973)	-	-	(2,019,065)
Debt financing charges	-	-	-	-	-	-	-	-	-	-	83,767	-	83,767
Amortization of tangible capital assets	255,038	-	401,471	5,692	-	24,353	52,719	1,045,781	-	-	-	-	1,785,054
Loss (gain) on disposal of tangible capital assets	14,383	-	-	-	-	-	(1,871)	16,071	-	-	-	-	28,583
	2,799,558	1,611,086	1,246,474	3,853,653	1,785,794	877,575	1,245,986	13,126,176	791,450	2,483,309	83,767	-	29,904,828
Excess (deficiency) of revenues over expenses, for the year	\$ (319,965)	\$ (314,848)	\$ (292,451)	\$ (61,572)	\$ 109,370	\$ 30,806	\$ (130,676)	\$ 1,108,067	\$ -	\$ 406,708	\$ 526,819	\$ 361,000	\$ 1,423,258

CONSERVATION HALTON

Notes to Financial Statements (continued)

Year ended December 31, 2018

15. Revenue and expenses by program:

2017	Corporate & Strategic Initiatives	People Culture & Creative	Engineering, Flood Forecasting & Operations	Planning & Watershed Management	Science & Partnerships	Innovation & Project Management Office	WMSS Operations	Conservation Areas	Partnership Projects	Major Projects	Debt Financing	Reserve Funding	Total
Revenue:													
Municipal funding	\$ 1,615,736	\$ 1,455,654	\$ 478,331	\$ 1,451,371	\$ 856,497	\$ 1,786,043	\$ 165,896	\$ 192,354	\$ -	\$ -	\$ 469,705	\$ 125,000	\$ 8,596,587
Provincial transfer payments	-	-	300,311	-	-	-	-	-	-	-	-	-	300,311
Program fees and other	374,777	449	58,301	3,133,262	1,042,690	78,685	249,154	12,251,996	893,935	1,556,698	-	-	19,639,947
	1,990,513	1,456,103	836,943	4,584,633	1,899,187	1,864,728	415,050	12,444,350	893,935	1,556,698	469,705	125,000	28,536,845
Expenses:													
Salaries, wages and benefits	1,730,010	979,466	756,983	3,281,865	1,238,643	1,670,961	835,318	6,579,092	201,707	52,600	-	-	17,326,645
Members per diems and expenses	25,498	-	-	-	-	-	-	-	-	-	-	-	25,498
Materials and supplies	44,866	82,222	19,694	25,693	317,232	128,386	164,669	1,502,168	234,492	1,164,676	-	-	3,684,098
Property taxes	-	-	7,169	-	-	-	30,899	-	-	-	-	-	38,068
Purchased services	261,455	229,656	103,545	307,591	224,666	220,654	253,887	1,523,885	457,903	2,290,470	-	-	5,873,712
Legal	5,178	11,313	-	216,506	-	-	10,180	68,849	-	-	-	-	312,026
Finance and rent	25,829	(3,211)	(28,098)	1,270	-	7,228	-	117,227	-	(2,861,453)	-	-	(2,741,208)
Debt financing charges	-	-	-	-	-	-	-	-	-	-	85,474	-	85,474
Amortization of tangible capital assets	231,715	-	396,475	6,153	-	24,099	77,587	948,420	-	-	-	-	1,684,449
Loss (gain) on disposal of tangible capital assets	12,787	-	-	-	-	277	(5,422)	(9,412)	-	-	-	-	(1,770)
	2,337,338	1,299,446	1,255,768	3,839,078	1,780,541	2,051,605	1,367,118	10,730,229	894,102	646,293	85,474	-	26,286,992
Excess (deficiency) of revenues over expenses, for the year	\$ (346,825)	\$ 156,657	\$ (418,825)	\$ 745,555	\$ 118,646	\$ (186,877)	\$ (952,068)	\$1,714,121	\$ (167)	\$ 910,405	\$ 384,231	\$ 125,000	\$ 2,249,853

REPORT TO: Board of Directors

REPORT NO: # CHBD 05 19 10

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

DATE: April 25, 2019

SUBJECT: **Meeting Provincial Priorities for Reducing Regulatory Burdens**
CH File No.: ADM 341

Recommendation

THAT the Board of Directors **endorse the three key solutions developed by the Conservation Ontario working group to improve client service and accountability; increase speed of approvals; and, reduce “red tape” and regulatory burden;**

And

THAT the Board of Directors **direct staff to continue to work with Conservation Ontario and clients to identify areas for additional improvements.**

Executive Summary

A number of questions have been raised about duplication of efforts and causes for delays in land use planning and approvals, specifically with respect to the Province’s priority of addressing housing supply concerns (especially in high growth areas). It is important that conservation authorities participate in this conversation to clarify their mandate and role in the process.

A volunteer General Managers’/CAO working group has been established to work with Conservation Ontario (CO) staff to review current processes and identify improvements that would support the provincial government’s priorities.

The CO working group has identified three key areas that could be considered by conservation authorities:

- Improve client service and accountability;
- Increase speed of approvals; and
- Reduce “red tape” and regulatory burden.

The CO working group is seeking a commitment from all conservation authorities to pursue streamlining and client services measures in order to contribute to achieving provincial priorities and has requested that the above resolution be endorsed by all Boards of Directors.

This resolution is in keeping with the direction that Conservation Halton (CH) has already been taking over the past few years and an area that was identified as a priority in the Strategic Plan. Staff is working to provide effective and efficient service delivery, streamline internal planning and permit review processes, and revamp CH’s regulatory program by working with landowners to amicably resolve

compliance issues whenever possible, rather than laying charges. Therefore, staff recommend that the Board of Directors endorse the above resolution.

Report

Background

In June 2018, a new provincial government was elected and moved quickly to implement the Plan for the People platform which included promises to:

“Cut red tape and stifling regulations that are crippling job creation and growth, and ...single-window access for approvals with a hard one-year deadline.”

Since that time, the provincial government has introduced a number of consultations, draft proposals and proposed amendments to legislation in support of their agenda.

Made in Ontario Environment Plan

The Ministry of Environment, Conservation and Parks released the *Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan (2018)* that affirmed support for conservation and environmental planning and specifically mentioned that they would:

“work in collaboration with municipalities and stakeholders to ensure that conservation authorities focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards and conserving natural resources.”

Housing Supply Action Plan

The Ministry of Municipal Affairs and Housing has initiated consultations on a *Housing Supply Action Plan* aimed at increasing housing supply and streamlining the development approval process. The Ministry is also reviewing the *Planning Act* and the *Provincial Policy Statement* to ensure that the land use planning and development approvals process is aligned with their goal.

Concerns about Conservation Authorities

Conservation authorities (CAs) in Ontario, in implementing their mandate, are part of the planning and development approvals process. Concerns have been expressed by some, that conservation authorities “need to stick to their mandate” and that they present a “significant barrier” to timely development approvals. Many of these concerns arise in the Greater Toronto Area where land development is complex, and demands are high. However, this concern has also been expressed in other areas of the province where development is occurring.

CAs have acknowledged that processes and relationships with the many stakeholders can be improved. In 2007, Conservation Ontario and representatives from CAs in Ontario participated in a multi-stakeholder initiative with the Ontario Home Builders Association (OHBA), Building Industry and Land Development Association (BILD), municipalities, provincial ministries, and other stakeholders as members of the Conservation Authority Liaison Committee (CALC). In 2010, the Ministry of Natural Resources and Forestry (MNRF) and Ministry of Municipal Affairs and Housing (MMAH) approved the *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities* that have since been incorporated into MNRF’s Policies and Procedures Manual.

In 2012 and 2014, training was provided by CO to assist CA staff in implementing the best practices laid out in this document. Each CA was encouraged to prepare policies and procedures approved by their Board of Directors and to post them publicly to ensure transparency and outline expectations, including review and permitting timelines and fees.

CAs believe that it is imperative to engage in the conversation about the very important role CAs play in land use planning and development approvals, as well as helping the new government understand their mandate and the relationships they have with member municipalities.

Conservation Ontario Response

Conservation Ontario (CO) retained Strategy Corp to provide insights and advice on government relations. Through this process, a number of General Managers/CAOs from different conservation authorities across the province volunteered to establish a small working group to work with CO to identify recommendations for solutions that will consistently address the issues identified by the provincial government around the housing supply, while still protecting natural hazards management and plan review activities required to protect the health and safety of Ontario's watersheds and residents.

Conservation Authority Mandate

The CO working group discussed clarifying and restating the mandate of CAs as supported by the recent update to the *Conservation Authorities Act (2017)* and as described in the provincial government's *Made-in-Ontario Environment Plan*:

"The core mandate of conservation authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social and environmental benefits".

This core mandate has always been the purpose of CAs since their inception in 1946. Now, more than ever, it is necessary to have organizations such as CAs taking meaningful on-the-ground actions and working at the right scale to protect and manage natural resources. The efforts by CAs related to monitoring, issue identification, and appropriate mitigation measures help communities across Ontario respond to climate change and increase their resiliency to extreme weather. Further, as the federal and provincial governments further restrict their activities to policy-related activities, there is a gap in capacity to address local environmental issues.

The following excerpt from a Conservation Ontario briefing note to the provincial government identifies that:

"Conservation authorities are a cost-effective mechanism for the Province and municipalities for the delivery of objectives under the Provincial Policy Statement (PPS)

- In addition to acting as a commenting agency on behalf of the Province with regard to natural hazards, conservation authorities also act as regulators. Additionally, conservation authorities act as technical advisors for municipalities in the review of planning applications, and, as source protection authorities under the Clean Water Act supporting policy implementation.*
- Conservation authorities ensure that applicants and municipal planning authorities are aware of regulations and requirements as well as assist in the coordination of applications*

under the Planning Act and the Conservation Authorities Act. The focus is to eliminate unnecessary delay or duplication in the process as it relates to protecting public health and safety from natural hazards, now and into the future.

- *Conservation authorities, through the provision of advice from watershed-based science, enable municipalities to cost effectively consider in their decision-making other PPS considerations such as ‘wise use and management of resources’ and stormwater.”*

Streamlining Conservation Authority Activities

The CO working group has been evaluating ways that CAs can streamline approval activities and “reduce red tape” in order to help the provincial government address the lack of housing supply. It is recognized that CAs need to identify the outcomes that the provincial government and member municipalities need and review and modify processes to ensure the best solutions.

The CO working group developed the following three key solutions to work on with the development and construction community and municipalities. Through these activities any other specific concerns can be identified and addressed.

1. Improve Client Service and Accountability

- Provide client service training and establish client service standards implementing activities such as one point of contact for applications, and template guidelines for policies, processes, and, CA/Municipal MOUs that have clear deadlines for the different plan review services.
- Our commitment to timely approvals will be reported on annually.
- Initially, focus efforts on conservation authorities with high growth areas (GGHG/GTA and other parts of the province) where housing supply is needed immediately.

2. Increase speed of approvals

- Assess current application review/approval timelines, identifying problem areas where timelines are not being met and developing solutions to meet timelines.
- Establish timelines that match the complexity of development applications (e.g. simple and complete applications can be processed more quickly).

3. Reduce “red tape” and regulatory burden

- Examine where conservation authorities can improve or change our processes to speed up or simplify permitting in hazard areas.
- Explore additional legislative or regulatory amendments to achieve increased housing supply and decreased approval timeframes.

Work Underway Among CAs

Some of these activities have already been started with the CO Section 28 Regulations Committee meeting over the past six months to identify potential streamlining options that can be implemented immediately. CH is represented on this committee by the Director of Planning and Watershed Management.

Other regulatory or planning processes influence the CA's ability to complete the work associated with *Planning Act* reviews and other legislation such as the *Safe Drinking Water Act* (O. Reg 205/18) and streamlining of approvals under the *Endangered Species Act*. CAs have collectively and individually taken the opportunity to provide comments to the provincial government about how these other processes can be improved.

Conservation Halton's Customer Service and Streamlining Activities

CH has undertaken many actions to improve client service and accountability, increase speed of approvals, and reduce “red tape” and the regulatory burden. While it is recognized that there are always improvements that can be made, CH through its Strategic Plan, has publicly committed to ensuring that its mandate is delivered effectively and efficiently. Conservation Halton has already embraced the key actions identified by the CO working group and is actively pursuing additional actions with our partners and clients. Some of these key actions are identified below.

1. Improve Client Service and Accountability

CH provides a range of planning and advisory services to watershed municipalities and other agencies. These services are typically outlined in Memoranda of Understanding or Agreement with individual municipalities and agencies. Through these MOUs, CH provides;

- Technical input regarding potential environmental impacts; and,
- Advice about how damaging impacts can be avoided or reduced and/or how opportunities for mitigation, restoration or improvement of environmental features and functions can be realized.

CH comments are advisory and apply to a range of matters including but not limited to natural hazards, natural heritage, and water quality and quantity. The terms of the agreements for planning services provided by CH differ, depending on the in-house staff expertise and resource issues of concern within the specific municipality or agency. Agreements have been signed with all watershed municipalities (Region of Halton, 2018 & 1999; Region of Peel, 2012; City of Hamilton, 2013; County of Wellington, 2017).

The Region of Halton, local municipalities, and conservation authorities recently developed a high-level Memorandum of Understanding (MOU) to specify how environmental services relating to plan review and technical clearances would be delivered among the parties. The MOU outlines principles and approaches which support collaboration among parties, clear roles and responsibilities, elimination of duplicative efforts, specific review timelines, and open data. Specific roles and responsibilities for plan review will be defined further in accordance with the renewed MOU (for now, the roles and responsibilities outlined in the 1999 MOU apply). As a first action, conservation authorities have been invited to participate as a full member of the Halton Area Planning Partnership (HAPP). CH is currently working with HAPP members on a new Terms of Reference to reflect the expanded membership.

In 2018, discussions for the renewal of the Memorandum of Agreement (MOA) with the City of Hamilton and four conservation authorities, including CH commenced. It is anticipated that a revised MOA will be finalized in 2019.

In 2014, the Region of Halton entered into an agreement with CH to provide compensation for the technical review of Environmental Assessments and the timely review and processing of regional permits associated with capital improvements. An internal multi-disciplinary team called the Regional Infrastructure Team (RIT) was created and has successfully fulfilled the terms of the agreement. This agreement was renewed in 2018 for another 5 years.

In addition to renewing service agreements with municipalities which outline explicit roles and responsibilities for plan review, as part of its Strategic Plan, CH has made customer service a priority.

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

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

- Reinstating the manager position
- Establishing municipal review teams to provide more efficient and coordinated reviews and improve CH-municipal staff communication
- Improving CH's correspondence to provide clear, concise, focused, and easily understood comments
- Developing CH technical submission guidelines to encourage better technical submissions from consultants and others
- Renewing a BILD/CH working group
- Upgrading CH's GIS and file tracking systems

A work plan was developed by staff in early 2018 to implement the study recommendations. Most of the shorter-term recommendations have been implemented.

A Senior Manager was hired in April 2018. Staff roles and responsibilities were evaluated and a new municipal review team structure was developed. The Planning Ecology Specialist positions were revamped and consolidated. Internal workshops were held to improve correspondence. CH staff has received positive feedback about these changes and additional communications training is planned for 2019.

Staff has developed draft technical submission guidelines which specify what technical information and analysis is required by CH. It is anticipated that this guidance will result in better, more complete technical submissions from landowners and consultants, which in turn, will reduce the number of submissions required and the time and resources needed for review. These guidelines include Slope Stability Assessment Submission Guidelines, Stormwater Management Submission Guidelines, Landscaping and Rehabilitation Guidelines, and Tree Preservation Plan Guidelines. External consultation on the draft guidelines will commence in mid-2019. In addition, a series of checklists have been developed to assist applicants in knowing what is required for a complete permit applications.

Internal protocols have been developed to promote consistency in approaches among staff for erosion and sediment control and for determining whether or not a natural feature should be considered a local drainage feature or a watercourse which is regulated under Ontario Regulation 162/06. In 2016, the staff internal procedure manual was revised for planning and in 2018, the compliance and enforcement manual was completed.

The working group established with BILD in 2014 was revamped in 2019. A number of items for joint collaboration was identified including reviewing and commenting on 2019 proposed fee schedules and CH's draft technical submission guidelines. Staff also participate on the Hamilton-Halton Agricultural Advisory Panel which has been active for many years. The group meets quarterly to provide a forum

for members to discuss concerns and opportunities with the two conservation authorities. Through this group, a guide to assist the farming community was produced which clarifies the types and locations of farming activities that require permits.

Staff in the Planning and Watershed Management department are working with the IT and GIS staff to make improvements to the planning and permit file/time tracking system, as well as to provide site-specific housekeeping updates to CH's regulatory mapping based on technical reviews and reports associated with planning and permit applications and wetland assessments.

In summary, concerted effort has been made by CH to improve client service, particularly over the past two years. Additional opportunities to improve client service will be identified and implemented in the future through discussions with CO, municipal and provincial staff, BILD, the Agricultural Advisory Panel, and other stakeholders.

2. Increase speed of approvals

In CH's Strategic Plan, two key service targets were established:

- Deliver comments on 95 percent of technical reviews of permits and planning applications within 6 weeks
- Process 95 percent of minor permit applications within 30 days

To measure response times, CH began tracking the number of files reviewed and the time taken to review each. In 2017, 131 technical reviews were completed for planning applications. Of these, 87 were completed within 6 weeks (66%); 32 were completed within 2 weeks (24%); and 44 required more than 6 weeks (34%). In 2018, 256 technical reviews were completed for planning applications. Of these, 156 were completed within 6 weeks (65%); 43 were completed within 2 weeks (18%); and 83 required more than 6 weeks (35%). In 2018, 77 % of the technical reviews done by the dedicated RIT team were completed within 6 weeks, with 50% completed within 2 to 4 weeks). Planning due dates for most site-specific applications under the *Planning Act* are typically met.

In 2017, 98 technical reviews were completed for major permit applications. Of these, 77 were completed within 6 weeks (79%); 37 were completed within 2 weeks (38%); and 21 required more than 6 weeks (21%). In 2018, 89 technical reviews were completed for major permit applications. Of these, 84 were completed within 6 weeks (94%), with just 5 reviews requiring greater than 6 weeks. In 2017, 268 minor permits were approved, with 248 permits approved within 30 days (92%). In 2018, 253 minor permits were approved, with 243 permits approved within 30 days (96%).

The time it takes to review technical submissions associated with planning applications is well below the target set in CH's Strategic Plan. This can be attributed to several factors including the quality of the submissions received, the number of technical meetings held among the applicant and the reviewing agencies, the number of technical submissions received, municipal planning priorities, and availability of staff, among others. While the percentage of technical submissions associated with planning applications reviewed within 6 weeks remained almost constant, the number of reviews undertaken in 2018 increased substantially.

The response times for the review of technical submissions associated with permit applications now meet the strategic targets set out by CH in its strategic plan. Several reasons account for this

improvement including the receipt of better technical submissions, improved communication between staff and the applicant/agent, and a modified fee structure which encourages fewer submissions.

In subsequent years, CH will focus on continuing to improve response times for reviewing technical submissions associated with planning applications and maintaining the response times already achieved for permits.

3. Reduce “red tape” and regulatory burden

In addition to improving response times for review of permits under Ontario Regulation 162/06, the regulations program team has made a conscious effort to improve communication with clients. Staff are committed to responding to inquiries within 48 hours (typically response time is less than 24 hours) and encouraging pre-consultation meetings to discuss proposals and information/technical requirements prior to the submission of a permit application. Pre-consultation enables staff to help people understand why a permit may be required and what the process entails. In many instances, pre-consultation results in a redesign of the proposal such that technical studies or even the requirement for a permit can be avoided. As a result, there have been no staff recommendations for denial of a permit since 2014.

In 2017, the compliance and enforcement approach was modernized. The goals of the program are to:

- Ensure compliance with approvals associated with Ontario Regulation 162/06;
- Ensure that reported or detected violations are resolved in a timely and cost-effective manner; and,
- Proceed with the legal process of laying charges when the violation is deliberate and the landowner is unwilling to work with Conservation Halton to resolve the violation.

Staff work with the Niagara Escarpment Commission, municipalities, the public and other stakeholders to respond to reported or detected works that have been completed or are underway without permission in areas that are regulated by CH. Early identification of infractions allows staff to work with landowners and/or their agents to minimize impacts to regulated features and areas and to remedy issues at a minimal cost. Where infractions are easily remedied, staff works to avoid formal or legal action, which can result in costly fines, penalties and legal fees. Staff works with willing landowners to resolve violations with on-site remediation or through a Restoration or Compliance Agreement.

A Restoration Agreement is negotiated with willing landowners where the alleged infraction can be fully removed from the regulated area. A Compliance Agreement is negotiated with willing landowners for violations that have the potential to meet Conservation Halton policies and regulatory requirements.

Where a landowner is unwilling to enter into an Agreement and where, in the opinion of staff, the unauthorized development is likely to affect the control of flooding, erosion, dynamic beaches, or pollution or the conservation of land, more formal actions are considered. Through formal proceedings, enforcement staff endeavours to negotiate a settlement, wherever possible.

This approach is reflected in the updated internal compliance and enforcement staff manual (2018). Staff is focused on resolving violation issues with landowners as a first step and has been very successful with this approach. No new charges have been laid in the past two years.

Rates and Fees Study

The Region of Halton is one of the fastest growing areas in Canada and it is anticipated that it will continue to grow rapidly. To ensure resources are sufficient to meet demand for CH planning and permitting services, it is important to discern the real direct and indirect costs of providing planning and permitting services. To this end, CH initiated a Rates and Fees Study in June 2018. The study was undertaken by Watson & Associates Economists Ltd. Staff worked closely with the consultant, providing information and helping to develop process maps for each application type in order to identify the key steps and time required to review and process “average” applications.

Based on the analysis undertaken, it was determined that CH was recovering an average of 74% of the annual review cost for all categories of planning applications and 72% of the costs for all categories of permit applications. Watson & Associates submitted their report to CH in January 2019. The report included a recommendation to increase the cost recovery target for permits from 80% to 100% and to continue to use a cost recovery rate of 100% for plan review. The report also recommended a fee structure for 2019 based on these recommended cost recovery targets. This fee structure was discussed with BILD. A staff report was presented to the CH Board of Directors in February 2019, along with proposed fees schedules which corresponded to the fee structures recommended in the Watson & Associates Report, with a few exceptions. The new cost recovery targets and proposed 2019 fee schedules were approved. The new fee structure will enable CH to ensure that resources are sufficient to allow staff to continue to improve response times and provide enhanced customer service into the future.

Communications Plan

In terms of transparency, CH publishes an annual report which highlights progress towards the targets on the CH website. In addition, the website includes Conservation Halton’s policies, guidelines, fee schedules, and mapping. CH has been and will continue to work co-operatively with stakeholders to identify collective opportunities for further streamlining and efficiencies in planning and permitting review processes. This is being carried out through liaison meetings with the development community and other stakeholders, MOU discussions with municipalities, and exchange of information and ideas with other conservation authority staff. Conservation Halton will also continue to actively communicate changes to internal review processes with stakeholders through these meetings and the website.

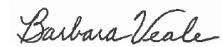
Impact on Strategic Goals

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

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Barbara J. Veale,
Director, Planning and Watershed Management

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Barbara Veale, 905-336-1158 x.2273, bveale@hrca.on.ca

REPORT TO: Board of Directors

REPORT NO: 05 19 11

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

DATE: April 25, 2019

SUBJECT: **Proposed Amendments to the *Conservation Authorities Act* and Regulations for Development Permits**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the report entitled “Proposed Amendments to the *Conservation Authorities Act* and Regulations for Development Permits”;**

And

THAT the Conservation Halton Board of Directors **direct Conservation Halton staff to submit the attached draft letters to the Ministry of the Environment, Conservation and Parks and the Ministry of Natural Resources and Forestry respectively, as Conservation Halton’s formal responses to the Province on the proposed changes to the *Conservation Authorities Act* (ERO number 013-5018 “Modernizing CA operations – CA Act” and ERO number 013-4992 “Focusing CA development permits on the protection of people and property”);**

And

THAT the Conservation Halton Board of Directors **direct Conservation Halton staff to circulate this report and Board resolution (s) to Conservation Halton’s area municipalities, neighbouring conservation authorities and Conservation Ontario for information purposes.**

Executive Summary

On April 5, 2019, the provincial government posted two notices on the Environmental Registry with proposed changes to the *Conservation Authorities Act* (CAA) and a proposal for a new development permit regulation under Section 28 of the CAA. The proposed amendments are intended to help Conservation Authorities (CAs) focus on and deliver their core mandate and to improve governance. The proposed regulation is intended to make rules for development in hazardous areas more consistent across CAs and to support faster, more predictable and less costly approvals.

Conservation Halton (CH) staff has reviewed each of the postings and has drafted a response to the provincial government. Given that the commenting period closes before the next CH Board of Directors’ meeting, staff is seeking Board endorsement of the draft letters before submitting them to the respective ministries. While staff supports the intent of many of the proposed changes, comprehensive comments cannot be provided until such time as detailed legislative and regulatory changes are presented. The current proposals appear to take a narrow approach to natural hazard management and fail to recognize

the important role that CAs play in protecting and managing natural resources at a watershed scale – one of the key principles underpinning the CAA.

Report

On April 5, 2019, the Province posted two notices on the Environmental Registry with proposed changes to the *Conservation Authorities Act* (CAA) and related regulations, including:

1. ERO Posting # 013-5018 - Modernizing conservation authorities operations – *Conservation Authorities Act*
2. ERO Posting # 013-4992 - Focusing conservation authority development permits on the protection of people and property

The first notice was posted by the Ministry of the Environment, Conservation and Parks (MECP) for 45 days with the commenting period closing on May 20, 2019. The second notice was posted by the Ministry of Natural Resources and Forestry (MNRF) for 46 days with the commenting period closing on May 21, 2019.

The Province has stated that the proposed amendments to the CAA are being proposed to help CAs focus and deliver on their core mandate and to improve governance. The proposed development permit regulation is intended to make rules for development in hazardous areas more consistent across all CAs and to support faster, more predictable and less costly permit approvals.

In both notices, the provincial government has acknowledged the role that CAs play in helping to protect homes, businesses and infrastructure from the impacts of climate change, as well as the role CAs have in Ontario's land use planning and environmental protection process. CAs were credited for helping to protect people and property from extreme weather, such as flooding and other natural hazards, safeguarding sources of drinking water, and conserving the province's natural resources.

The proposed changes to both the CAA and the development permit regulation are considered part of the provincial government's *Made-in-Ontario Environmental Plan* to help communities prepare for and respond to climate change. Improving the efficiency and effectiveness of CA regulations is part of the provincial government's strategy for strengthening Ontario's resiliency to extreme weather events.

The following report provides an overview of the information that has been presented to date for each of the above-referenced Environmental Registry postings. Conservation Halton (CH) staff has reviewed each of the postings and has drafted a response to the Province (Attachments 1 and 2). Given that the commenting period closes before the next CH Board of Directors' meeting, staff is seeking Board endorsement of the draft letters before submitting them to the respective ministries. While staff supports the intent of many of the proposed changes, comprehensive comments cannot be provided until such time that detailed legislative and regulatory changes are presented. The provincial government has indicated that it will develop and consult on a suite of regulatory and policy proposals to support the proposed amendments to the CAA later this spring.

ERO Posting # 013-5018 - Modernizing conservation authorities operations – *Conservation Authorities Act*

The Province has stated that the proposed amendments to the CAA are to help conservation authorities focus and deliver on their core mandate and to improve governance. If passed, the amendments to the CAA would:

- clearly define the core mandatory programs and services provided by conservation authorities to be natural hazard protection and management, conservation and management of conservation authority lands, drinking water source protection (as prescribed under the *Clean Water Act*), and protection of the Lake Simcoe watershed (as prescribed under the *Lake Simcoe Protection Act*);
- increase transparency in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services by updating the CAA (first introduced in 1946), to conform with modern transparency standards by ensuring that municipalities and conservation authorities review levies for non-core programs after a certain period of time (e.g., 4 to 8 years);
- establish a transition period (e.g., 18 to 24 months) and process for conservation authorities and municipalities to enter into agreements for the delivery of non-mandatory programs and services and meet these transparency standards;
- enable the Minister to appoint an investigator to investigate or undertake an audit and report on a conservation authority; and
- clarify that the duty of conservation authority board members is to act in the best interest of the conservation authority, similar to not-for profit organizations.

The Province is also proposing to proclaim un-proclaimed provisions of the CAA related to:

- fees for programs and services;
- transparency and accountability;
- approval of projects with provincial grants;
- recovery of capital costs and operating expenses from municipalities (municipal levies);
- regulation of areas over which conservation authorities have jurisdiction (e.g., development permitting);
- enforcement and offences; and
- additional regulations.

The un-proclaimed provisions of the CAA (i.e., provisions to be enacted through regulation) were specified in the CAA promulgated in 2017 (*Building Better Communities and Conserving Watersheds Act*). Based on the information provided, the proposed changes appear to be bringing only these items into effect.

CH staff has reviewed the above posting and has drafted a response letter to the MECP (Attachment 1). Staff is seeking Board endorsement of the draft letter before submitting it.

ERO Posting # 013-4992 - Focusing conservation authority development permits on the protection of people and property

The Province is proposing to introduce one regulation for all CAs to further define the ability of a CA to regulate prohibited development and other activities for impacts to the control of flooding and other natural hazards.

Prohibited activities set out in Section 28 of the CAA as amended by Schedule 4 of the *Building Better Communities and Conserving Watersheds Act*, 2017 include:

- Development in areas related to natural hazards such as floodplains, shorelines, wetlands and hazardous lands (i.e., lands that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock); and
- Interference with or alterations to a watercourse or wetland.

The proposed regulation would consolidate and harmonize the existing 36 individual CA approved regulations into one approved regulation. This is intended to help ensure consistency in requirements across all CAs while still allowing for local flexibility based on differences in risks posed by flooding and other natural hazards.

The Province is also proposing to:

- Update definitions for key regulatory terms to better align with other provincial policy, including: “wetland”, “watercourse” and “pollution”;
- Define undefined terms including: “interference” and “conservation of land” consistent with the natural hazard management intent of the regulation;
- Reduce regulatory restrictions between 30m and 120m of a wetland and where a hydrological connection has been severed;
- Exempt low-risk development activities from requiring a permit including certain alterations and repairs to existing municipal drains subject to the *Drainage Act* provided they are undertaken in accordance with the *Drainage Act* and *Conservation Authorities Act* Protocol;
- Allow conservation authorities to further exempt low-risk development activities from requiring a permit provided in accordance with conservation authority policies;
- Require conservation authorities to develop, consult on, make publicly available and periodically review internal policies that guide permitting decisions;
- Require conservation authorities to notify the public of changes to mapped regulated areas such as floodplains or wetland boundaries; and
- Require conservation authorities to establish, monitor and report on service delivery standards including requirements and timelines for determination of complete applications and timelines for permit decisions.

CH staff has reviewed the above posting and has drafted a response letter to the MNRF (Attachment 2). Staff is seeking Board endorsement of the draft letter before submitting it.

Staff agrees that opportunities exist for some CAs to better focus and deliver on their core mandate and to improve governance. Further, staff agrees that further steps can be taken to make development in CA regulated areas more consistent across CAs and approvals could be faster, more predictable and less costly.

CH has identified opportunities and implemented actions to streamline internal permit review processes and approvals over past few years which align well with the Provincial government’s objectives. Staff is working with its partner municipalities to clarify roles and responsibilities and to reduce duplication through updating Memoranda of Understanding. In addition, a BILD/CH Liaison Working Group was formed to explore opportunities for improving technical submissions and accelerating the permit review process. CH is actively pursuing the identification and implementation of additional actions with partners and clients in order to deliver the best possible customer service.

CH appreciates that the provincial government recognizes the critical role that CAs play in protecting life and property from the risks associated with natural hazards, as well as the role that CAs have helping the province to address the impacts of climate change. However, based on the information presented in the Environmental Registry postings, CH is concerned that the proposals fail to recognize the critical role that CAs play in the protection and management of natural resources on a watershed basis – one of the key principles underpinning the CAA.

CAs have an important part to play in protecting the functioning and resilience of natural resources at the watershed level. Through collaborative watershed planning, CAs can assist the Province and local municipalities in addressing climate-change and natural resource related issues at the watershed scale. This role should be acknowledged and not limited through any changes to the CAA or associated regulations.

Additional comments will be provided once detailed legislative and regulatory changes are presented. Conservation Halton staff will monitor future postings and report back to the Board of Directors once additional information is provided by the provincial government.

Impact on Strategic Goals


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

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted by:

Approved for circulation by:



Barbara J. Veale, Director, Planning and
Watershed Management



Hassaan Basit
CAO/Secretary-Treasurer

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

April XX, 2019

BY EMAIL AND MAIL

Ms. Carolyn O'Neill
Ministry of the Environment, Conservation and Parks
Land and Water Division
Great Lakes and Inland Waters Branch
Great Lakes Office
40 St Clair Avenue West, Floor 10
Toronto ON M4V 1M2

Dear Ms. O'Neill:

Re: **Modernizing CA operations – CA Act**
ERO number 013-5018
CH File No.: PPL 048

Conservation Halton (CH) has reviewed the above-referenced Environmental Registry posting and offers general comments below and more detailed comments in the attached tables (Tables 1 and 2).

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

- Watershed and sub-watershed planning
- Regulation of development and alteration to wetlands and watercourses
- Plan review and advice to municipalities regarding natural hazard and natural heritage protection and planning
- Land acquisition and management
- Hazard management (e.g., flooding, drought and erosion control)
- Low flow augmentation and water supply
- Outreach and stewardship activities
- Aquatic and terrestrial habitat restoration
- Conservation information and environmental education
- Outdoor recreation and tourism opportunities

Most CAs are nimble organizations that have a proven track record of delivering effective, value-added, and collaborative environmental services to Ontario residents. The programs and projects led by CAs have been successful in reducing flood damages and threats to public safety from flooding and erosion, improving water quality, maintaining river flows, preventing soil erosion, and improving socio-economic conditions and quality of life. These programs have also helped to temper the impacts of climate change by maintaining resiliency on the landscape and protecting and enhancing the natural infrastructure. They also reduce the need for costly repairs or replacement of existing infrastructure and remedial measures (e.g., storm water management facilities, bank revetment works, channel improvements, dams, etc.) and ensure that the downstream negative effects of land use changes are minimized. Given their past history, experience, expertise, and successes, CAs can continue to be an effective partner with the provincial government in creating sustainable communities into the future.

Conservation Halton appreciates that the Province recognizes the critical role that CAs play in protecting life and property from the risks associated with natural hazards, as well as the role that CAs have helping the Province to address the impacts of climate change. However, based on the information presented in the Environmental Registry postings, CH is concerned that the proposals fail to recognize the critical role that CAs play in the protection and management of natural resources on a watershed basis – one of the key principles underpinning the CAA.

CAs have an important part to play in protecting the functioning and resilience of natural resources at the watershed level. Through collaborative watershed planning, CAs can assist the Province and local municipalities in addressing climate-change and natural resource related issues at the watershed scale. This role should be acknowledged and not limited through any changes to the CAA or associated regulations.

Conservation Halton agrees that opportunities exist for some CAs to better focus and deliver on their core mandate and to improve governance. Further, staff agrees that further steps can be taken to make development in CA regulated areas more consistent across CAs and approvals could be faster, more predictable and less costly.

We would be pleased to meet with the Province and other stakeholders to provide additional input to the content of the legislation, regulation or any related policy proposals. Should you have any questions, please feel free to contact the undersigned.

Yours truly,

Barbara Veale, PhD, MCIP, RPP
Director, Planning and Watershed Management

Encl. 1 (comment tables)

Modernizing CA operations – CA Act

Table 1: Proposed amendments to the *Conservation Authorities Act*

	Proposed Change	Conservation Halton Comments
A.	General Comments	<p>CAs play an important role in protecting the functioning and resilience of natural resources at the watershed level. Through collaborative watershed planning, CAs can assist the Province and local municipalities in addressing climate-change related issues at the watershed scale and promoting sustainable communities.</p> <p>This role should be acknowledged and not limited through any changes to the CA Act or associated regulations.</p>
B.	Clearly define the core mandatory programs and services provided by conservation authorities to be, natural hazard protection and management, conservation and management of conservation authority lands, drinking water source protection (as prescribed under the <i>Clean Water Act</i>), and protection of the Lake Simcoe watershed (as prescribed under the <i>Lake Simcoe Protection Act</i>)	<p>CH is concerned that defining and limiting a CA's core program to the items listed fails to recognize the critical role that CAs play as a watershed and natural resource management agency.</p> <p>As outlined in the <i>Conservation Authorities Act</i> (CAA), the objects of an authority are to 'provide, in the area over which it has jurisdiction, programs and services designed to further the <u>conservation, restoration, development and management of natural resources...</u>' (Sec. 20(1)). Further, for the purposes of accomplishing its objects, an authority has the power to "study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed" (Sec. 21(1)(a)).</p> <p>The proposed core mandate does not recognize the role that CAs play in managing natural resources at a watershed scale, a key principle that underpins the CAA. Further, the proposal does not align with what was presented in the <i>Made-in-Ontario Environment Plan</i>, which states that conserving natural resources is part of a CAs core mandate. Limiting "conservation and management" to CA lands would restrict a CAs ability to undertake meaningful and effective resource management measures, including those that reduce downstream flood risk. It could also limit a CAs ability to provide valuable resource management services on behalf of the Province and communities across its watershed.</p> <p>CH recommends that that the core mandatory programs and services provided by CAs to be "natural hazard protection and management, <u>conservation, restoration, development and management of natural resources</u>, drinking water</p>

	Proposed Change	Conservation Halton Comments
		<p>source protection (as prescribed under the <i>Clean Water Act</i>), and protection of the Lake Simcoe watershed.”</p> <p>Notwithstanding the above, CH is pleased that the Province has recognized that source water protection is a core mandatory program of the CA. CAs have developed local programs to carry out the requirements prescribed by the <i>Clean Water Act</i> to directly protect the sources of drinking water for 85% of Ontarians. CAs work collaboratively with and support municipal partners, stakeholders and landowners to fulfill legislated and non-legislated requirements of the program. However, the program relies on good science to complete and implement program policies. The data obtained through provincial groundwater and surface water and local monitoring programs are essential key components to future source protection studies and <u>monitoring should also be recognized as a mandatory program.</u></p>
C.	<p>Increase transparency in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services. Update the <i>Conservation Authorities Act</i> an Act introduced in 1946, to conform with modern transparency standards by ensuring that municipalities and conservation authorities review levies for non-core programs after a certain period of time (e.g., 4 to 8 years)</p>	<p>CH agrees that CAs should be transparent in how they levy municipalities for both mandatory and non-mandatory programs and services. CH’s budget is presented to its municipalities on an annual basis and distinguishes levy-funded programs from those that are not. CH would be pleased to work with the Province on any additional refinements.</p> <p>CH is of the opinion that opportunities exist to better integrate some CA and municipal programs and services (e.g., stewardship/restoration, floodplain mapping, flood hazard assessments). This will help both agencies to avoid duplicating efforts, pool resources, and share costs.</p> <p>CH is concerned that responsibility for funding the drinking water source protection program is proposed to be transferred to municipalities. Provincial funding of the program provided an equitable approach across the province, such that all local programs and studies of municipal water systems were funded according to their complexity and needs. Conservation Ontario was funded to liaise on behalf of and assist the 36 CAs. This has resulted in improved efficiencies of local programs and allowed for pooling of resources for the development of coordinated communications and other products</p> <p>Municipal allocation of the drinking water source protection program expenses will be challenging. If the province proceeds with the proposed funding changes, consideration</p>

	Proposed Change	Conservation Halton Comments
		should be given to the development of a consistent provincial method to apportion costs to municipalities where a lead CA manages the drinking water source protection program for multiple CAs, and the program includes municipalities not currently part of the lead CA levy apportionment. Consideration should be given to what the apportionment will be based on – number of municipal wells and intakes, population served, size of geographic area, and how the lead CA shall levy each municipality.
D.	Establish a transition period (e.g. 18 to 24 months) and process for conservation authorities and municipalities to enter into agreements for the delivery of non-mandatory programs and services and meet these transparency standards	CH supports this proposal and has recently worked with or is now working with its municipal partners to update service agreements or Memoranda of Agreement (MOAs). The updated MOAs typically call for review and renewal every five years.
E.	Enable the Minister to appoint an investigator to investigate or undertake an audit and report on a conservation authority	CH has no outstanding concerns with this proposal. CH already prepares annual financial statements, which are reviewed by an independent auditor and posted to the website.
F.	Clarify that the duty of conservation authority board members is to act in the best interest of the conservation authority, similar to not-for-profit organizations.	CH supports this proposal and is pleased that the Province recognizes the importance of having CA board members act in the interests of the CA.

Table 2: Proposed provisions of the *Conservation Authorities Act* to be proclaimed

Proposed Change	Comment
<p>The Province proposes to proclaim all un-proclaimed provisions of the <i>CA Act</i> including provisions related to:</p> <ul style="list-style-type: none"> • fees for programs and services • transparency and accountability • approval of projects with provincial grants • recovery of capital costs and operating expenses from municipalities (municipal levies) 	<p>In general, CH supports the proposal to proclaim the un-proclaimed provisions of the Act that were addressed as part of the previous CA Act review.</p> <p>However, with respect to Section 21.2, CH recommends that the determination of classes of programs and services of which an authority may charge a fee be informed by discussions between CAs and municipalities. CH recommends that the</p>

Proposed Change	Comment
<ul style="list-style-type: none"> • regulation of areas over which conservation authorities have jurisdiction (e.g., development permitting) • enforcement and offences (updating fines and empowering stop work orders) 	<p>list not be published until such time that municipalities and CAs have had sufficient time to provide the Minister with specific recommendations. The recommended transition period of 18-24 months (as noted in E of Table 1 above) will be an important window within which these discussions can occur.</p>

DRAFT

April XX, 2019

BY EMAIL AND MAIL

Mr. Alex McLeod
Ministry of Natural Resources and Forestry
Policy Division
Natural Resources Conservation Policy Branch
300 Water Street
Peterborough, ON K9J 8M5

Dear Mr. McLeod:

Re: **Focusing CA development permits on the protection of people and property**
ERO number 013-4992
CH File No.: PPL 048

Conservation Halton (CH) has reviewed the above-referenced Environmental Registry posting and offers general comments below and more detailed comments in the attached table (Table 1).

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

- Watershed and sub-watershed planning
- Regulation of development and alteration to wetlands and watercourses
- Plan review and advice to municipalities regarding natural hazard and natural heritage protection and planning
- Land acquisition and management
- Hazard management (e.g., flooding, drought and erosion control)
- Low flow augmentation and water supply
- Outreach and stewardship activities
- Aquatic and terrestrial habitat restoration
- Conservation information and environmental education
- Outdoor recreation and tourism opportunities

Most CAs are nimble organizations that have a proven track record of delivering effective, value-added, and collaborative environmental services to Ontario residents. The programs and projects led by CAs have been successful in reducing flood damages and threats to public safety from flooding and erosion, improving water quality, maintaining river flows, preventing soil erosion, and improving socio-economic conditions and quality of life. These programs have also helped to temper the impacts of climate change by maintaining resiliency on the landscape and protecting and enhancing the natural infrastructure. They also reduce the need for costly repairs or replacement of existing infrastructure and remedial measures (e.g., storm water management facilities, bank revetment works, channel improvements, dams, etc.) and ensure that the downstream negative effects of land use changes are minimized. Given their past history, experience, expertise, and successes, CAs can continue to be an effective partner with the provincial government in creating sustainable communities into the future.

CH appreciates that the Province recognizes the critical role that CAs play in protecting life and property from the risks associated with natural hazards, as well as the role that CAs have in helping the Province to address the impacts of climate change. However, based on the information presented in the Environmental Registry postings, CH is concerned that the proposals fail to recognize the critical role that CAs play in the protection and management of natural resources on a watershed basis – one of the key principles underpinning the CAA.

CAs have an important part to play in protecting the functioning and resilience of natural resources at the watershed level. Through collaborative watershed planning, CAs can assist the Province and local municipalities in addressing climate change and natural resource related issues at the watershed scale. This role should be acknowledged as a core mandate and not limited through any changes to the CAA or associated regulations.

CH agrees that opportunities exist for some CAs to better focus and deliver on their core mandate and to improve governance. Further, CH agrees that further steps can be taken to make development in CA regulated areas more consistent across CAs and approvals could be faster, more predictable and less costly.

We would be pleased to meet with the Province and other stakeholders to provide additional input to the content of the legislation, regulation or any related policy proposals. Should you have any questions, please feel free to contact the undersigned.

Yours truly,

Barbara Veale, PhD, MCIP, RPP
Director, Planning and Watershed Management

Encl. 1 (comment tables)

Focusing CA development permits on the protection of people and property

Table 1: Proposed regulation

	Proposed Change	Conservation Halton Comments
A.	General Comments	<p>The individual CA regulations which have restricted development within valleylands, wetlands, shorelines, other areas and hazardous lands and interference with wetlands and watercourses have served the people of Ontario well. Catastrophic damages to communities due to flooding and erosion have been minimized over the past 70 years through the efforts of CAs and their member municipalities.</p> <p>The regulations fulfill two key purposes of provincial interest: 1) preventing loss of life and property damage due to existing natural hazards and preventing aggravation of natural hazards, and 2) maintaining natural features such as valleylands and wetlands on the landscape. Maintaining natural features and functions has several benefits. These include, among many others, increasing resilience on the landscape and tempering the negative effects of climate change by acting as a buffer for extreme weather events. Restricting development and interference in natural areas through community design (e.g., conserving natural features and functions) also reduces the need for costly repairs or replacement of existing infrastructure and remedial measures (e.g., storm water management facilities, bank revetment works, channel improvements, dams, etc.) and ensures that downstream negative effects of land use changes are minimized.</p> <p>These benefits of conserving natural features and functions should be acknowledged in the crafting of a new updated regulation. The regulation should not be so narrow as to preclude the CA's ability to promote community sustainability and appropriate development which conserves the natural features and functioning of watersheds and subwatersheds. This is particularly important in the fastest growing areas of the province within the Greater Golden Horseshoe.</p>
B.	Create a regulation further defining the ability of a conservation authority to regulate prohibited development and other activities for impacts to the	The proposal highlights flooding hazards but other natural hazards such as erosion hazards are not mentioned. This may be an oversight. It is also unclear why wetlands have been omitted from this

	Proposed Change	Conservation Halton Comments
	control of flooding and other natural hazards.	<p>description, given the role that CAs play in supporting the Province to protect wetlands across Ontario. Wetlands should continue to be included.</p> <p>Any regulation created should not be so narrowly focused that CAs lose their ability to support the Province in their efforts to protect life and property from a range of natural hazards or to protect Ontario's natural resources on a watershed basis.</p>
C.	<p>Replace <i>Ontario Regulation 97/04</i> which governs the content of conservation authority regulations under the current Section 28(1) of the Act, as well as all existing conservation authority regulations (<i>O.Reg. 42/06, O.Reg. 146-148, O.Reg. 150-153, O.Reg. 155-172, O.Reg. 174-182, and O.Reg.</i>).</p> <p>Consolidate and harmonize the existing 36 individual conservation authority-approved regulations into 1 Minister of Natural Resources and Forestry approved regulation will help to ensure consistency in requirements across all conservation authorities while still allowing for local flexibility based on differences in risks posed by flooding and other natural hazards.</p>	<p>CH supports the consolidation and harmonization of the existing 36 regulations into one regulation. However, each CA must have the ability to establish individual, Board approved policies that reflect local conditions.</p> <p>Improved coordination and consistency in dealing with regulated areas can also be achieved with a set of modernized and updated technical guidelines from the Province. These guidelines would provide guidance for more consistent administration of a development permit regulation and for CA decision makers. The guidelines would also allow for more transparency for municipalities, landowners, developers, and other stakeholders in terms of the technical requirements and considerations associated with developing within or adjacent to specific natural hazards.</p> <p>These technical guidelines should be specific to the development regulations administered by CAs and decoupled from <i>Planning Act</i> requirements to avoid confusion and misinterpretation. CAs have technical expertise and experience to actively assist in updating the technical guidelines.</p>
D.	Update definitions for key regulatory terms to better align with other provincial policy, including: "wetland", "watercourse" and "pollution";	<p>CH supports the proposal to update the definitions for these terms to better align them with other provincial policies and to minimize variation across the Province, where possible. In order to achieve a more consistent interpretation these terms and to assist in future legal matters that may challenge these definitions, the Province should also consider providing supporting documentation (e.g., fact sheets, technical or implementation guidelines). CAs have expertise and experience to actively assist from both policy and technical perspectives.</p>

	Proposed Change	Conservation Halton Comments
		CH will have additional comments once the detailed changes are presented.
E.	Defining undefined terms including: “interference” and “conservation of land” as consistent with the natural hazard management intent of the regulation;	<p>CH supports the proposal to define these terms; however, CH is concerned that the current proposal only speaks to defining these terms from a natural hazard perspective. The proposed regulation and definitions need to be not only broad enough to address the role that CAs have in protecting life and property from natural hazards, but also in protecting natural features and their functions (e.g., wetlands) to ensure resilience on the landscape to the effects of climate and land use change.</p> <p>CH will have additional comments once the detailed changes are presented.</p>
F.	Reduce regulatory restrictions between 30m and 120m of a wetland and where a hydrological connection has been severed;	<p>CH supports reducing regulatory limits in the areas between 30m and 120m of a wetland in some instances where: 1) it has been demonstrated through technical studies associated with a watershed/ subwatershed study or equivalent that a reduction in the regulated area is warranted; and 2) where there is a constructed major barrier or divide between a wetland and proposed development (e.g., major road) and there are no associated wetland attributes on the “development” side of the road. Current CH policies and mapping reflect this approach. In the case of new development, the removal of any areas within 30-120m should not be contemplated until all of the tests under the CAA have been demonstrated to be met, including “interference” and the development has been fully built out.</p> <p>It is unclear what is meant by “where a hydrological connection has been severed”. If it means that regulatory restrictions can be reduced where major barriers such as roads truncate hydrological connections and there is not associated wetland attributes left beyond the barrier, CH is supportive.</p> <p>However, some important wetlands do not have a hydrological connection, rather they are connected to the drainage system via precipitation or groundwater (e.g., kettle wetlands). It is important that restrictions to development in and around these features be maintained.</p>

	Proposed Change	Conservation Halton Comments
		<p>CH supports a reduction in regulatory restrictions between 30m and 120m of a wetland for low risk development (e.g., sheds, decks, small additions, septic system replacements).</p> <p>Notwithstanding the above, it is important that CAs continue to closely assess larger, higher risk activities/development between 30m and 120m of a wetland. This is an area around a wetland where there could be interference with the hydrology and proper functioning of a wetland with major land use change, as determined by numerous scientific studies. Activities such as excess soil/fill placement, grading, major infrastructure, and large-scale development proposals, are not low risk activities.</p> <p>CH recommends that development should continue to be prohibited within 30m of a Provincially Significant Wetland or wetland equal to or greater than 2 ha as this is in accordance with the restrictions included in the <i>Greenbelt Plan</i> and the <i>Niagara Escarpment Plan</i>.</p>
G.	Exempt low-risk development activities from requiring a permit including certain alterations and repairs to existing municipal drains subject to the <i>Drainage Act</i> provided they are undertaken in accordance with the <i>Drainage Act</i> and <i>Conservation Authorities Act</i> Protocol;	CH supports the inclusion of a provision that would enable the exemption of some low-risk activities from requiring a permit. CH policies currently include activities of this nature that occur outside of a wetland or some hazard areas, such as minor landscaping/grading or small, non-habitable accessory structures. This supports the Province's objectives of reducing costly approvals and allows CA staff to focus on more complex applications and provide faster approvals. CH would be pleased to work with the Province and other stakeholders to review activities that may be included for exemption.
H.	Allow conservation authorities to further exempt low-risk development activities from requiring a permit provided they are in accordance with conservation authority policies;	CH supports the inclusion of a provision that would enable CAs to further exempt low-risk development activities from requiring a permit.
I.	Require conservation authorities to develop, consult on, make publicly available and periodically review internal policies that guide permitting decisions;	CH supports this proposal and agrees that policies that guide permitting decisions should be publicly available. CH's Board of Directors approved policies have been in place since 2006 and are posted on CH's website (<i>Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning</i> ,

	Proposed Change	Conservation Halton Comments
		<i>August 11, 2011 (amended))</i> . CH consults with its stakeholders as part of any policy updates.
J.	Require conservation authorities to notify the public of changes to mapped regulated areas such as floodplains or wetland boundaries; and	<p>CH supports the proposal that the public should be notified of large-scale changes to regulated limits and follows Conservation Ontario's (CO) updated <i>Procedure for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations</i> (April 2018).</p> <p>Public notification in this regard can be carried out as part of a comprehensive update such as a watershed or subwatershed study or as part of a municipal secondary plan or environmental assessment process. Broad public notification can be done through local print media, online media, website postings, and at public and Board meetings.</p> <p>A landowner is notified of updates to mapping resulting from site specific planning or permit applications as part of the planning or permitting process. These changes/updates are considered minor housekeeping updates and are undertaken from time to time. Since the affected parties are involved and aware of the changes, additional public notification is not necessary.</p> <p>CH suggests that the CO mapping protocol can be used as a basis for providing further provincial guidance for mapping updates. Clarity from the Province on acceptable public notification processes would be helpful to outline options available to CAs. The guidelines should consider factors such as the scale and scope of changes, alternative public notification opportunities to avoid duplication as well as the size of the watershed for comprehensive update. CH, through CO, would be pleased to assist the Province in developing an updated public notification process for regulatory mapping.</p> <p>In addition, CH recommends that the Province create a consistent public notification process when changes or additions are made to provincial wetland mapping (e.g., designation of a wetland as a Provincially Significant Wetland (PSW) or changes to boundaries of PSWs).</p>

	Proposed Change	Conservation Halton Comments
K.	Require conservation authorities to establish, monitor and report on service delivery standards including requirements and timelines for determination of complete applications and timelines for permit decisions.	<p>CH supports this proposal and tracks planning and permit review timelines and reports to the CH Board of Directors on a quarterly basis. In addition, the annual permit review timelines are included in CH's Annual Report which is publicly available on CH's website.</p> <p>Over the past few years, CH has focused on improving customer service and streamlining internal review processes. Several actions for improvement have been identified and implemented. CH is committed to working with municipalities, the development industry, and other stakeholders to find additional opportunities for streamlining processes, reducing duplication, providing efficient reviews, and ensuring that all correspondence is within scope, understandable, clear, and concise. CH would be pleased to assist the Province in developing monitoring and service standards.</p>