



Conservation Halton Board Meeting

Conservation Halton

2596 Britannia Road, Burlington, ON

October 19, 2023, 1:00 PM - 4:00 PM EDT

Table of Contents

1. Roll Call

2. Disclosure of Pecuniary Interest

3. Acceptance of Amended Agenda

4. CEO Verbal Update

5. Presentations

5.1. Sherman Sand & Gravel Restoration Project (Carolyn Zanchetta, Restoration Monitoring and Reporting Technician) (Item 6.3)4

Item 5.1 - Sherman Sand & Gravel Restoration Project Highlights - October 2023.pdf.....4

5.2. Wellness Program Update (Plezzie Ramirez, Director, Human Resources).....11

Item 5.2 - Wellness Program Update - October 2023.pdf.....11

5.3. 2024 Budget & Business Plan (Hassaan Basit, President & CEO) (Item 7.1)....20

Item 5.3 - 2024 Budget.pdf.....20

6. Consent Items

6.1. Approval of DRAFT September 21, 2023, Conservation Halton Board Meeting Minutes.....47

DRAFT Conservation Halton Board Meeting Minutes - September 21, 2023.pdf.....47

DRAFT Conservation Halton Board Meeting Minutes - September 21, 2023 -

Appendix A.pdf.....54

DRAFT Conservation Halton Board Meeting Minutes - September 21, 2023 -

Appendix B.pdf.....59

6.2. Approval of DRAFT October 6, 2023, Finance & Audit Committee Meeting Minutes.....62

DRAFT Finance & Audit Committee Meeting Minutes - October 6, 2023.pdf.....62

6.3. Sherman Sand & Gravel Restoration Project and Watershed Steward Award (CHB 08 23 01).....64

| | |
|-----------------------------------------------------------------------------------------------|----|
| CHB 08 23 01 - Sherman Sand & Gravel Restoration Project and Watershed Steward Award.pdf..... | 64 |
|-----------------------------------------------------------------------------------------------|----|

7. Action Items

| | |
|-----------------------------------------------------------------|-----------|
| 7.1. 2024 Budget & Business Plan (CHB 08 23 02)..... | 67 |
|-----------------------------------------------------------------|-----------|

| | |
|-----------------------------------------------------|----|
| CHB 08 23 02 - 2024 Budget & Business Plan.pdf..... | 67 |
|-----------------------------------------------------|----|

| | |
|----------------------------------------------------------------|----|
| CHB 08 23 02 - 2024 Budget & Business Plan - Appendix.pdf..... | 76 |
|----------------------------------------------------------------|----|

7.2. Memorandums of Understanding for Conservation Halton's Watershed

| | |
|----------------------------------------------------|------------|
| Programs & Services (CHB 08 23 03)..... | 162 |
|----------------------------------------------------|------------|

| | |
|--------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 03 - Memorandums of Understanding for Conservation Halton's Watershed Programs & Services.pdf..... | 162 |
|--------------------------------------------------------------------------------------------------------------|-----|

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 03 - Memorandums of Understanding for Conservation Halton's Watershed Programs & Services - Appendix A (Halton Region).pdf..... | 167 |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----|

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 03 - Memorandums of Understanding for Conservation Halton's Watershed Programs & Services - Appendix A (City of Hamilton).pdf..... | 178 |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----|

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 03 - Memorandums of Understanding for Conservation Halton's Watershed Programs & Services - Appendix A (Peel Region).pdf..... | 189 |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----|

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 03 - Memorandums of Understanding for Conservation Halton's Watershed Programs & Services - Appendix A (Township of Puslinch).pdf..... | 199 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|

7.3. Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment,

| | |
|-----------------------------------------------------------------------|------------|
| Burlington GO and Downtown – Final Mapping (CHB 08 23 04)..... | 212 |
|-----------------------------------------------------------------------|------------|

| | |
|---------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 04 - Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping.pdf..... | 212 |
|---------------------------------------------------------------------------------------------------------------------------------------|-----|

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 04 - Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping - Figure 1.pdf..... | 216 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 04 - Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping - Figure 2.pdf..... | 217 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 04 - Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping - Figure 3.pdf..... | 218 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|

7.4. East Burlington Creeks (Tuck, Shoreacres, Appleby, and Sheldon Creeks)

| | |
|-----------------------------------------------------------------------|------------|
| Flood Hazard Mapping Study – Final Mapping (CHB 08 23 05)..... | 219 |
|-----------------------------------------------------------------------|------------|

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 05 - East Burlington Creeks (Tuck, Shoreacres, Appleby, & Sheldon Creeks) Flood Hazard Mapping Study – Final Mapping.pdf..... | 219 |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----|

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| CHB 08 23 05 - East Burlington Creeks (Tuck, Shoreacres, Appleby, & Sheldon Creeks) Flood Hazard Mapping Study – Final Mapping - Figure 1.pdf..... | 223 |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----|

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| CHB 08 23 05 - East Burlington Creeks (Tuck, Shoreacres, Appleby, & Sheldon Creeks) Flood Hazard Mapping Study – Final Mapping - Figure 2.pdf..... | 224 |
| CHB 08 23 05 - East Burlington Creeks (Tuck, Shoreacres, Appleby, & Sheldon Creeks) Flood Hazard Mapping Study – Final Mapping - Figure 3.pdf..... | 225 |
| 7.5. Planning and Permit Review Fees Study (CHB 08 23 06)..... | 226 |
| CHB 08 23 06 - Planning and Permit Review Fees Study.pdf..... | 226 |
| CHB 08 23 06 - Planning and Permit Review Fees Study - Attachment.pdf..... | 230 |
| 8. Other Business | |
| 8.1. Correspondence to Board..... | 267 |
| Major Transit Station Area - Item 7.3 (Molinaro Group Submission 18-10-2023).pdf..... | 267 |
| Major Transit Station Area - Item 7.3 (Carriage Gate Submission 18-10-2023).pdf..... | 269 |
| 9. Adjournment | |

SHERMAN SAND & GRAVEL: RESTORATION PROJECT HIGHLIGHTS

CONSERVATION HALTON BOARD MEETING
OCTOBER 2023



SHERMAN SAND & GRAVEL
Channel Reconstruction, Enhancement & Wetland



- 10 years of restoration
- 2.5 ha of floodplain habitat restored
- 1 km of creek restored
- 5,000 trees and shrubs planted
- \$350K+ invested

2023

AWARD WINNER

BUSINESS CATEGORY

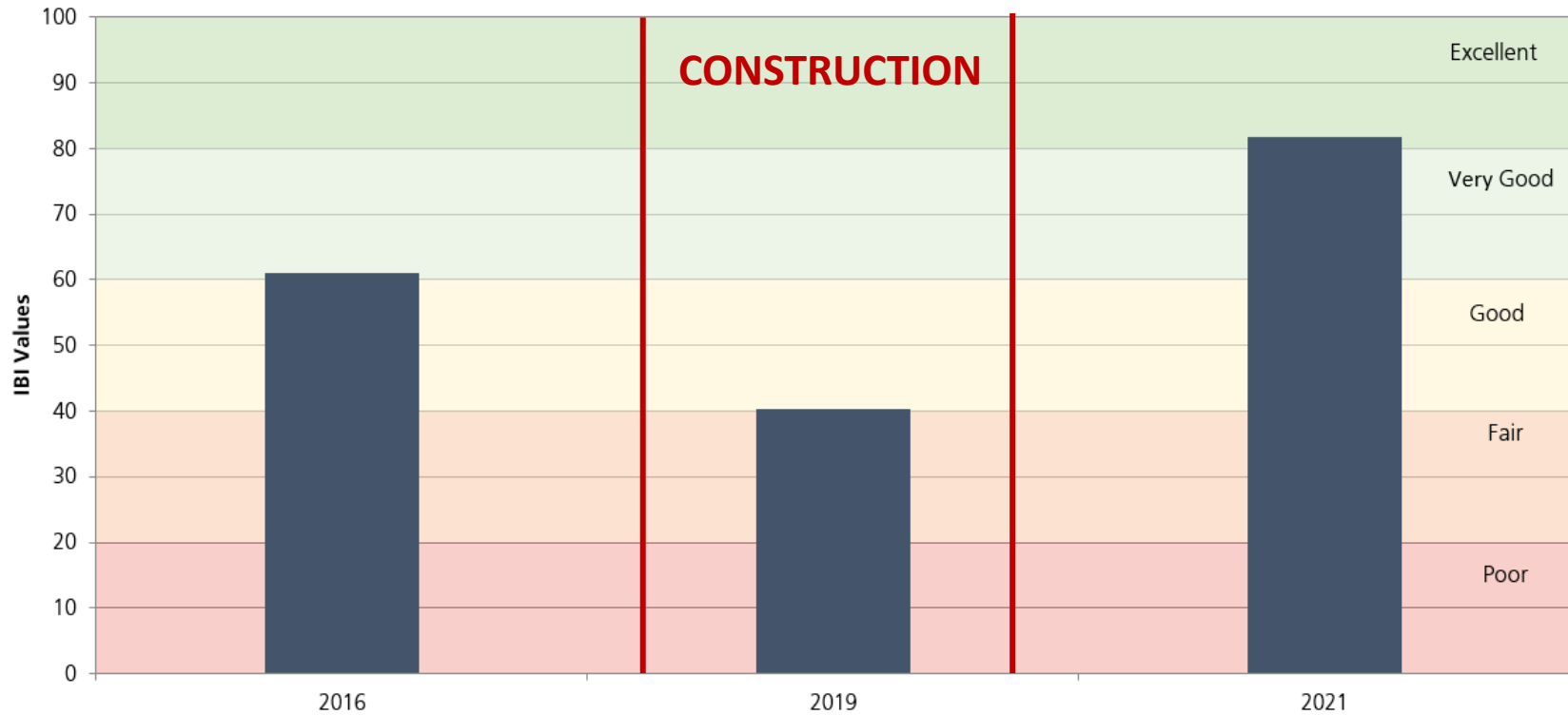


PIT OPERATIONS IMPACT: WASH POND



MONITORING SUCCESSES

WETLAND – FROG MONITORING



Thank you, Funders



Trout Unlimited
CANADA



Truite Illimitée
CANADA



Stantec

Sherman Sand
& Gravel Ltd.



uniongas

An Enbridge Company

Canada 

WELLNESS PROGRAM UPDATE

Wellness Survey Wellness Challenge

October 2023

STRATEGIC PLAN

momentum

GREEN • RESILIENT • CONNECTED



PEOPLE & TALENT

Attract, support and invest in the brightest and most passionate people to collectively achieve our ambition



Broaden the wellness program initiatives to invest in employee well-being



Wellness Survey

Wellness survey circulated in February to collect staff feedback to help prioritize CH's wellness options and broaden wellness program:

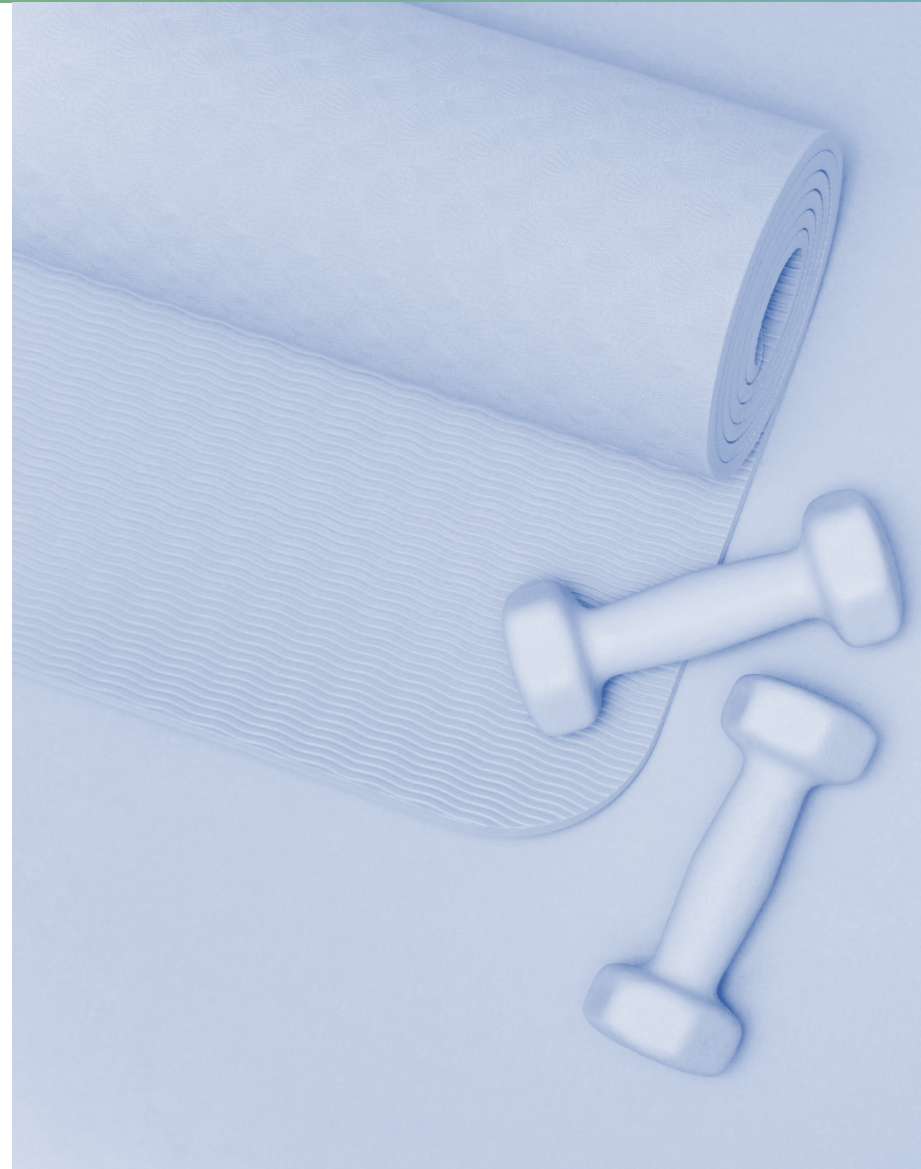
- ➔ 81% of staff feel that Conservation Halton's culture positively contributes to their health and wellness
- ➔ 94% of staff answered "Yes" or "Maybe" to participating in a CH-wide fitness or wellness challenge
- ➔ Areas of interest (in order of preference):
 - ➔ Physical Wellness
 - ➔ Mental Wellness
 - ➔ Nutrition
 - ➔ Financial Wellness
 - ➔ Social Wellness





Key Learnings and Recommendations

- ❑ Survey concluded that staff place a high importance on their health and wellness and feel that CH genuinely cares about their wellbeing.
- ❑ A variety of new wellness offerings could increase staff involvement.
- ❑ Staff interested in a mix of wellness including physical wellness, mental health, nutrition and financial health.





Key Learnings and Recommendations

- ❑ Wellness Challenge organized
- ❑ Objectives of Wellness Challenge:
 1. Alignment with CH's focus to promote a positive work culture and staff well-being
 2. Motivate staff to take time daily to focus on wellness
 3. Broaden idea of wellness beyond physical, e.g. mental health, balance, time with family, meditation
 4. Promote team and employee engagement



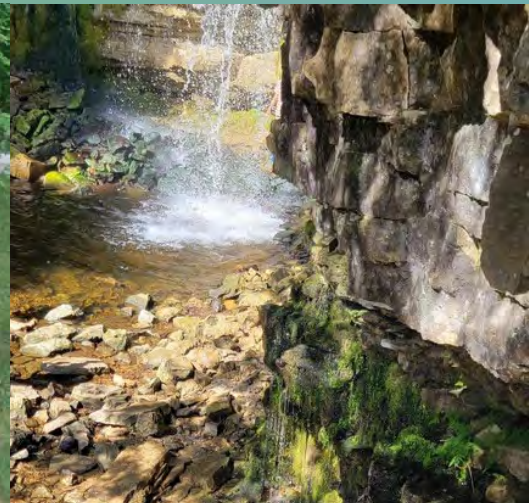


Wellness Challenge

September 2023

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 3 | 4 Labour Day | 5 Find time to meditate for <i>at least</i> 10 minutes | 6 Water Wednesday Drink at least 32 oz today | 7 Mindful eating (See " Seven Practices of Mindful Eating ") | 8 Plan something fun for you alone, with family, with a friend(s) or pet tonight (you deserve it) | 9 *WEEKEND BONUS* No takeout/eating out Saturday AND Sunday |
| 10 *WEEKEND BONUS* No takeout/eating out Saturday AND Sunday | 11 Meatless Monday | 12 Make room for "do nothing" time. Be in the moment... reflect | 13 Complete an hour of exercise | 14 Sleep challenge (7 hours minimum) | 15 Mental health chat with your team | 16 |
| 17 | 18 Forget Blue Monday—focus on the happy things in your life today. Write down at least 3! | 19 Hit 10,000 steps today | 20 Host a Wellness Wednesday huddle and share wellness tips | 21 Make a healthy recipe | 22 Set aside time for creativity | 23 *WEEKEND BONUS* Visit a CH or Conservation Ontario Park Saturday OR Sunday |
| 24 *WEEKEND BONUS* Visit a CH or Conservation Ontario Park Saturday OR Sunday | 25 Intentionally do one good thing for your mental health | 26 Read a self-help book/article | 27 Bring in or share a healthy snack/recipe with your team | 28 Declutter/clean your workspace | 29 Eat your lunch somewhere new | 30 |

Wellness Challenge



Wellness Challenge





Summary

- ❑ 12 Teams participated – total of 54 staff
- ❑ All departments represented
- ❑ Interdepartmental Teams resulted in cross-functional collaboration and teamwork
- ❑ Increase in employee engagement
- ❑ Feedback from staff that participated included:
 - “Everyone was happy and eager to incorporate the wellness activities in their daily schedule! Some are still following your calendar.”
 - “We unanimously hope you will have this opportunity again soon”
 - “Thanks for organizing this! It was fun!”

Next Wellness Initiative planned:

Wellness Fair November 20th to include virtual and in-person offerings including massages, meditation, a healthy eating webinar, wellness assessments, and more!

2024 BUDGET



BUDGET AT A GLANCE

\$50.2M

Budgeted for 2024

18.1%

Increase over 2023

4.2%

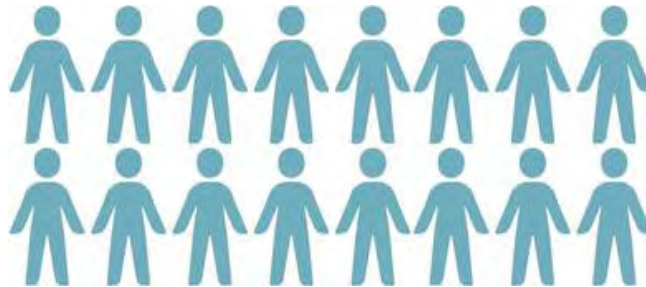
Base municipal
funding increase

\$20.6M

Anticipated program
revenues

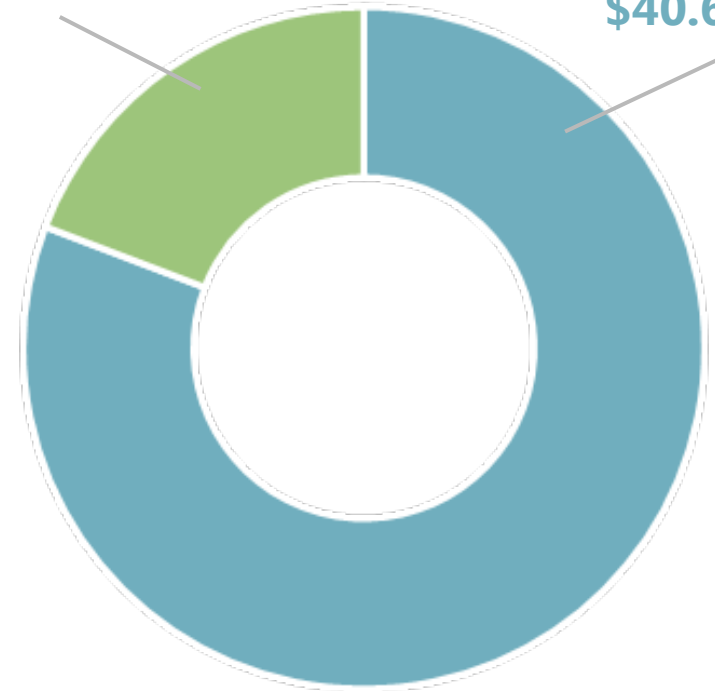
1,100

Employees, including
151 full-time staff



CAPITAL
\$9.6M

OPERATING
\$40.6M



MOMENTUM PRIORITIES



**NATURAL
HAZARDS
AND WATER**



**SCIENCE,
CONSERVATION
AND RESTORATION**



**EDUCATION,
EMPOWERMENT
AND ENGAGEMENT**



NATURE AND PARKS



**ORGANIZATIONAL
SUSTAINABILITY**



**DIGITAL
TRANSFORMATION
AND INNOVATION**



PEOPLE AND TALENT

KEY MILESTONES & METRICS

100%

Of major
permits issued
within 90 days

47

Real-time rain
gauges in CH's
network

68+

Hectares of land
restored year to
date

108K+ trees and shrubs planted

322 landowner collaborations

1M+ annual park visitors projected

52K+ students from 19 school
boards projected



POPULATION

681,000 people reside
within our jurisdiction



LAND

11,000+ acres owned,
protected and managed



WATERSHED

261,600 acres make up
CH's watershed

BUSINESS HIGHLIGHTS

PERMITTING & PLANNING

NATURAL HAZARDS & WATERSHED MANAGEMENT

CONSERVATION LANDS

CORPORATE ADMINISTRATION & OPERATIONS



Major Permits

100% of major permits approved within 90 days YTD



Minor Permits

94% of minor permits approved within 30 days YTD



Flood Hazard Mapping

Completed Urban Milton and East Burlington Creeks Flood Hazard Mapping studies

BUSINESS HIGHLIGHTS

PERMITTING & PLANNING

NATURAL HAZARDS & WATERSHED MANAGEMENT

CONSERVATION LANDS

CORPORATE ADMINISTRATION & OPERATIONS



Flood Forecasting & Warning

70% of CH's jurisdiction covered by real-time rain gauge/climate stations, with two new stations under development (47 stations by end of 2023)



Dam/Channel Improvements

5 major dam and channel capital repair projects in 2023, including refurbishments and repairs at Scotch Block, Hilton Falls, and Mountsberg dams

BUSINESS HIGHLIGHTS

NATURAL HAZARDS & WATERSHED MANAGEMENT

\$310.5M

Asset value (total replacement costs) for dams and channels*

\$415.7K

2024 State of Good Repair levy for dams and channels, with \$1.3M annual lifecycle costs

**Based on Dams and Channels Asset Management Plan, updated June 2022*



Flood Forecasting and Operations Staff doing routine checks and maintenance at Joshua Creek Station

BUSINESS HIGHLIGHTS

NATURAL HAZARDS & WATERSHED MANAGEMENT

68+ ha

Of natural area
restored

445+

Watershed
monitoring sites

3960+

Emerald Ash Borer
hazard trees
removed this year

108,000+

Trees & shrubs
planted (27% above
our 2023 target)



Forestry staff carrying out a spring tree planting.

BUSINESS HIGHLIGHTS

PERMITTING & PLANNING

NATURAL HAZARDS & WATERSHED MANAGEMENT

CONSERVATION LANDS

CORPORATE ADMINISTRATION & OPERATIONS



158,000+

Hours of education and outreach programming in 2023



1,000,000+

Annual park visitors projected by the end of 2023



70+

Unique programs and events offered to schools and the public in 2023

BUSINESS HIGHLIGHTS

CONSERVATION LANDS



ACCESS TO NATURE

10+ AODA projects completed in 2023, and \$280K raised through our annual gala

3750

Participants in WOW Camps

\$8.4M

Glen Eden gross revenues – record high

12,000

Memberships to CH parks sold in past 12 months

260,000

Glen Eden ski hill visits



BUSINESS HIGHLIGHTS

CONSERVATION LANDS

400

Free memberships
with **Parks Pass It On**

1750+

Participants in CH
outreach programs

3600

Students engaged
through the **Halton
Children's Water
Festival**

41

Classes participating
in **From the Ground
Up**, planting over
1200 trees and shrubs

PARKS & PROGRAMS FULLY SELF-FUNDED



BUSINESS HIGHLIGHTS

CONSERVATION LANDS



RESPONDING TO RISING DEMAND

\$36.9M earmarked for major capital development projects at Crawford Lake and Kelso



Feasibility studies completed for Area 8 and Crawford Lake, and an active study is underway for Clappison Woods & Waterdown Woods to enhance CH's network of parks



BUSINESS HIGHLIGHTS

PERMITTING & PLANNING

NATURAL HAZARDS & WATERSHED MANAGEMENT

CONSERVATION LANDS

CORPORATE ADMINISTRATION & OPERATIONS



2.2M+

Awarded in grants and funding for projects in 2023, with \$100K secured for CH's Innovation Hub launch



65.9K

Followers on social media (18% increase over 2022) and 24K active "Word on the Watershed" newsletter subscribers

BUSINESS HIGHLIGHTS

CORPORATE ADMINISTRATION & OPERATIONS



CONTINUOUS LEARNING

More than 50 employees have participated in our Emerging Innovation Leaders program



Talent attraction and retention as one of Canada's award-winning top employers

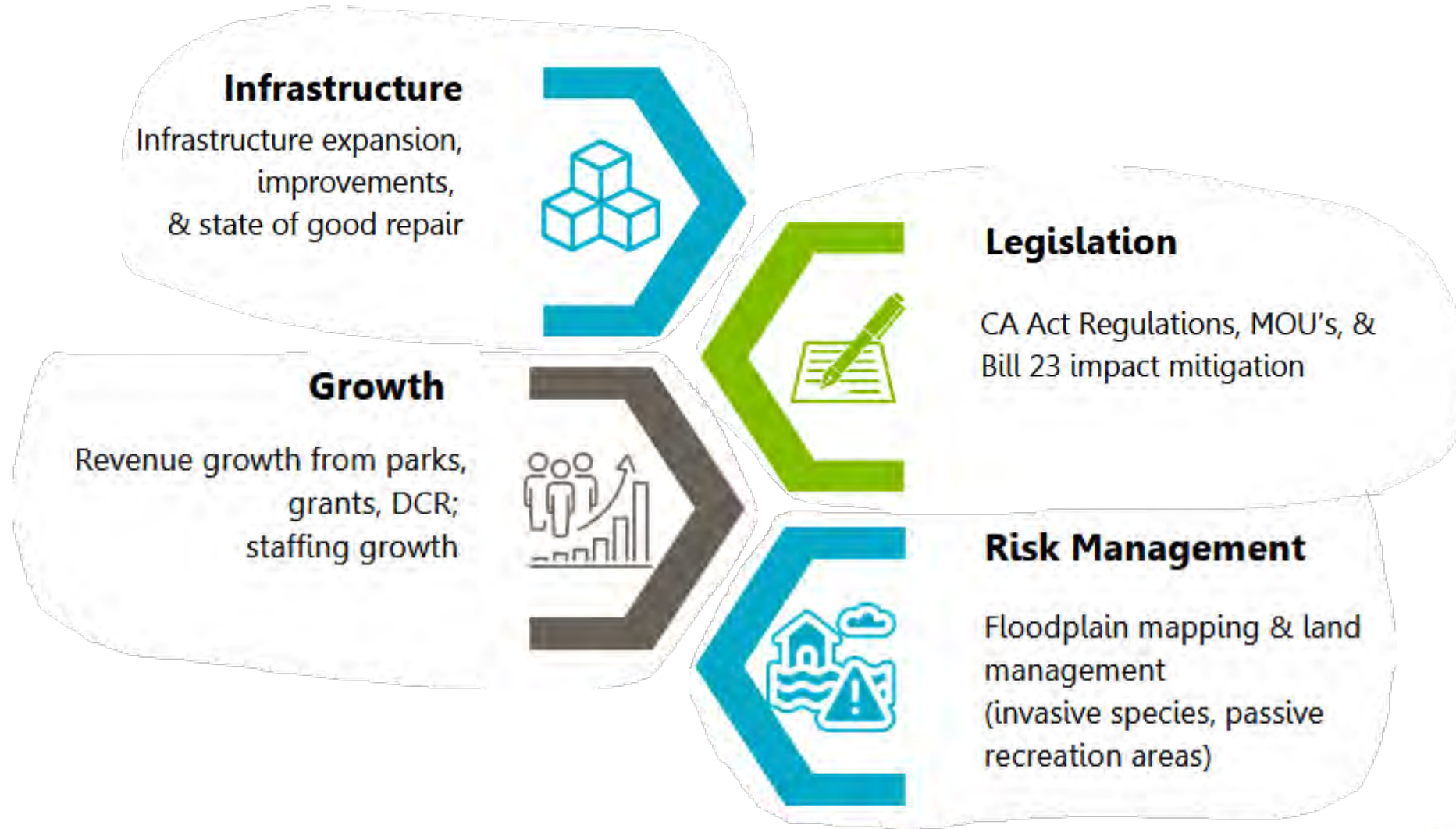


Collaborative and supportive work culture that contributes positively to staff wellbeing



2024 BUDGET SUMMARY

2024 DRIVERS & PRIORITIES



BUDGET OVERVIEW

Total 2024 Budget

\$50M provides for growth and new initiatives



Base Municipal Funding Increase

Total base municipal increase of \$475K or 4.2%
Less than 24% of total budget



Halton Region Funding

New 2024 benefit based municipal levy of \$149K
Total Halton Region specific increase of 5.7%
(includes 4.2% base)



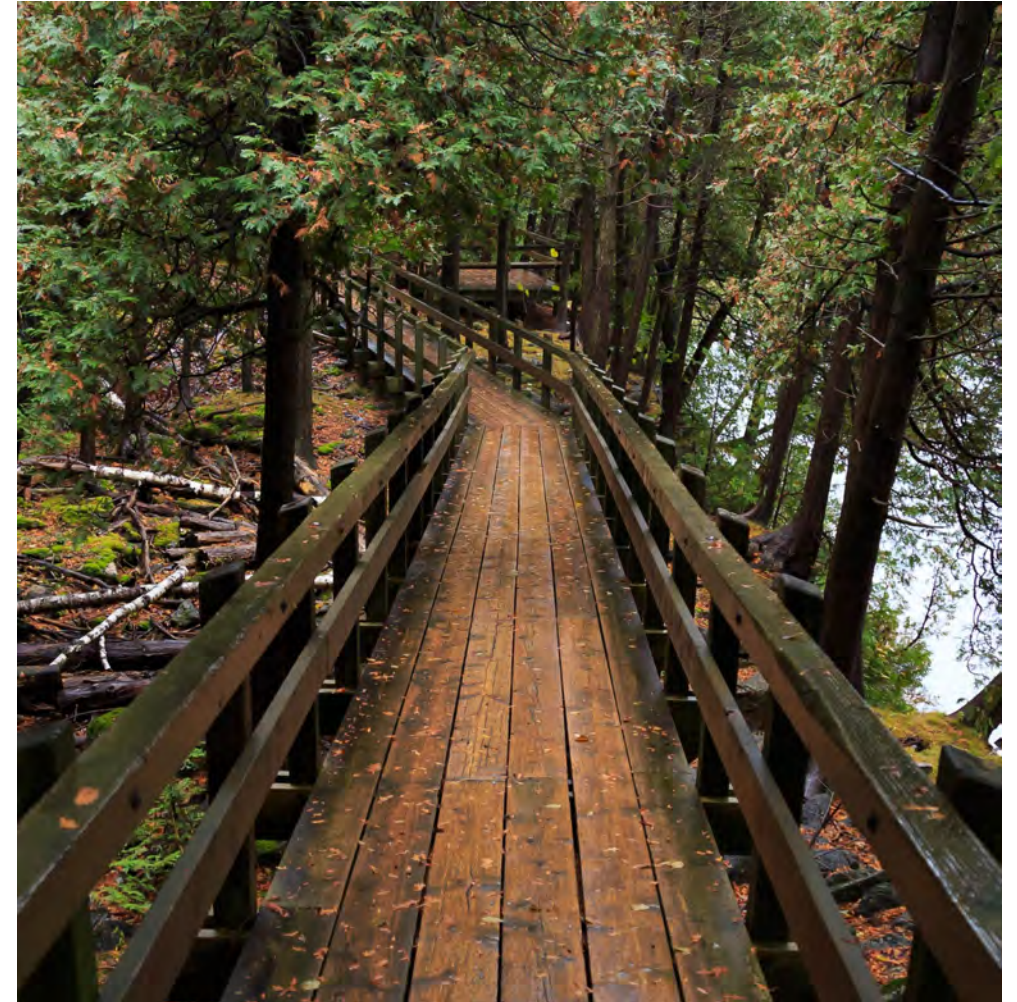
Capital Assets

Continued investment in capital assets via
State of Good Repair (SOGR) levy



Conservation Areas

Budgeted operating surplus \$1.3M
(based on historical trending)



2024 BUDGET SUMMARY

| Budget Summary | 2024 Budget | 2023 Budget | Increase / (Decrease) |
|-------------------------------------------------|----------------------|----------------------|-----------------------|
| Revenue | | | |
| Program Revenue | \$ 20,687,260 | \$ 18,713,896 | \$ 1,973,364 |
| Municipal Funding | 11,774,197 | 11,298,835 | 475,362 |
| Grants, Other Funding & Other Municipal Funding | 9,487,756 | 6,244,081 | 3,243,675 |
| Internal Chargeback Recoveries | 3,342,554 | 3,022,997 | 319,557 |
| Transfers from Reserves | 3,977,827 | 2,411,299 | 1,566,528 |
| Provincial Funding | 920,820 | 810,438 | 110,382 |
| Total Revenue | \$ 50,190,414 | \$ 42,501,546 | \$ 7,688,868 |
| Expenses | | | |
| Corporate Administration & Operations | \$ 7,084,698 | \$ 6,968,715 | \$ 115,983 |
| Natural Hazards & Watershed Management | 7,465,809 | 6,127,595 | 1,338,214 |
| Permitting & Planning | 5,117,089 | 5,322,854 | (205,765) |
| Conservation Lands | | | |
| Land Management | 1,988,579 | 2,128,364 | (139,785) |
| Parks & Recreation | 16,360,173 | 15,207,419 | 1,152,754 |
| Debt Financing | 631,576 | 580,126 | 51,450 |
| Transfers to Reserves | 1,898,763 | 992,337 | 906,426 |
| Capital | 9,643,727 | 5,174,136 | 4,469,591 |
| Total Expenses | \$ 50,190,414 | \$ 42,501,546 | \$ 7,688,868 |
| Total Budget Surplus | \$ - | \$ - | \$ - |

2024 BUDGET: MUNICIPAL FUNDING SUMMARY

| Base Municipal Funding | 2024 Base Municipal Funding | 2023 Base Municipal Funding | Increase / (Decrease) \$ | Increase / (Decrease) % |
|-----------------------------------------------------------------------|--------------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| Operating | \$ 11,029,597 | \$ 10,376,835 | \$ 652,762 | 6.3% |
| Capital | 145,000 | 382,000 | (237,000) | (62.0%) |
| Subtotal | 11,174,597 | 10,758,835 | 415,762 | 3.9% |
| Add: State of Good Repair (SOGR) Levy - Dams & Channels, Buildings | 599,600 | 540,000 | 59,600 | 11.0% |
| Total Base Municipal Funding (Apportioned) | \$ 11,774,197 | \$ 11,298,835 | \$ 475,362 | 4.2% |

| Other Municipal Funding | 2024 Budget | 2023 Budget | Increase / (Decrease) \$ |
|--------------------------------------|---------------------|---------------------|--------------------------------|
| Emerald Ash Borer | 834,000 | 834,000 | - |
| Floodplain Mapping | 649,000 | 550,000 | 99,000 |
| Total Other Municipal Funding | \$ 1,483,000 | \$ 1,384,000 | \$ 99,000 |

MUNICIPAL APPORTIONMENT

| Municipality: | 2024 MCVA Apportionment (%) | 2024 MCVA Apportioned Funding (\$) | 2023 MCVA Apportionment (%) | 2023 MCVA Apportioned Funding (\$) | Increase (%) |
|----------------------|-----------------------------------|---------------------------------------------|-----------------------------------|---------------------------------------------|-----------------|
| Halton Region | 87.9309% | \$10,353,158 | 87.9192% | \$9,933,846 | 4.2% |
| City of Hamilton | 7.2191% | 849,991 | 7.1961% | 813,075 | 4.5% |
| Peel Region | 4.6278% | 544,886 | 4.6664% | 527,249 | 3.3% |
| Township of Puslinch | 0.2222% | 26,162 | 0.2183% | 24,665 | 6.1% |
| | 100% | \$11,774,197 | 100% | \$11,298,835 | |

| Conservation Authorities Act, Programs & Services Categories: | 2024 MCVA Apportioned Funding (\$) | 2023 MCVA Apportioned Funding (\$) |
|------------------------------------------------------------------|------------------------------------------|------------------------------------------|
| Category 1 | \$11,302,815 | \$10,818,279 |
| Category 2 | 471,382 | 466,882 |
| Category 3 | - | 13,674 |
| Total | \$11,774,197 | \$11,298,835 |

MUNICIPAL FUNDING INCREASE

| Base Municipal Funding Drivers | Increase (Decrease) | Change |
|------------------------------------------------------------------------------------------|------------------------|-------------|
| 2023 Base Municipal Funding | \$ 11,298,835 | |
| Compensation & Inflation increases offset by other funding and operating efficiencies | 601,312 | |
| State of Good Repair Levy increase | 59,600 | |
| Increase in Debt Financing charges | 51,450 | |
| Municipal Capital Funding decrease | (237,000) | |
| Base Municipal Funding Increase | 475,362 | 4.2% |
| 2024 Base Municipal Funding | \$ 11,774,197 | |

2024 BUDGET: MUNICIPAL FUNDING FORECAST

| | BUDGET | FORECAST | | | |
|------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 |
| Municipal Funding | | | | | |
| Operating | \$ 11,029,597 | \$ 11,381,110 | \$ 11,824,941 | \$ 12,095,673 | \$ 12,498,473 |
| Capital | \$ 145,000 | \$ 252,000 | \$ 252,000 | \$ 459,000 | \$ 554,718 |
| Municipal Funding - Total excluding SOGR Levy | \$ 11,174,597 | \$ 11,633,110 | \$ 12,076,941 | \$ 12,554,673 | \$ 13,053,190 |
| % Change | 3.9% | 4.1% | 3.8% | 4.0% | 4.0% |
| State of Good Repair (SOGR) Levy | \$ 599,600 | \$ 667,000 | \$ 743,700 | \$ 830,600 | \$ 929,600 |
| Municipal Funding - Total including SOGR Levy | \$ 11,774,197 | \$ 12,300,110 | \$ 12,820,641 | \$ 13,385,273 | \$ 13,982,790 |
| % Change | 4.2% | 4.5% | 4.2% | 4.4% | 4.5% |

Conservation Halton staff to continue to work with Halton Region staff on mitigating the annual increase to be within the regional guideline

2024 BUDGET: CAPITAL PROJECTS

| Capital Projects | | 2024 Budget | 2023 Budget | Increase / (Decrease) |
|----------------------|-------------------------------------------|---------------------|---------------------|-----------------------|
| WMSS | Emerald Ash Borer | \$ 834,000 | \$ 850,000 | \$ (16,000) |
| | Floodplain Mapping | 649,000 | 550,000 | 99,000 |
| | Dams & Channels SOGR Maintenance | 621,000 | 420,000 | 201,000 |
| | Flood Forecasting & Warning Program* | 35,000 | 115,000 | (80,000) |
| | Watershed Strategies & Climate Change | 80,000 | 179,000 | (99,000) |
| | Fleet Management | 224,921 | 164,023 | 60,898 |
| | Other Projects | 300,000 | 355,000 | (55,000) |
| | Facilities Infrastructure | | | |
| | Administration Office & Field Office SOGR | 172,000 | 200,000 | (28,000) |
| | Central Works Operations Centre | 2,000,000 | 1,000,000 | 1,000,000 |
| | Digital Transformation | | | |
| | IT Infrastructure | 60,000 | 98,000 | (38,000) |
| Total WMSS | | 4,975,921 | 3,931,023 | 1,044,898 |
| Parks | Facility, Infrastructure & Ski Hill | 2,668,000 | 1,163,000 | 1,505,000 |
| | Fleet Replacement | 252,306 | 80,113 | 172,193 |
| | Developer Contribution Reserve Projects | | | |
| | Visitor Centres & Crawford Lake Boardwalk | 1,747,500 | - | 1,747,500 |
| Total Parks | | 4,667,806 | 1,243,113 | 3,424,693 |
| Total Capital | | \$ 9,643,727 | \$ 5,174,136 | \$ 4,469,591 |

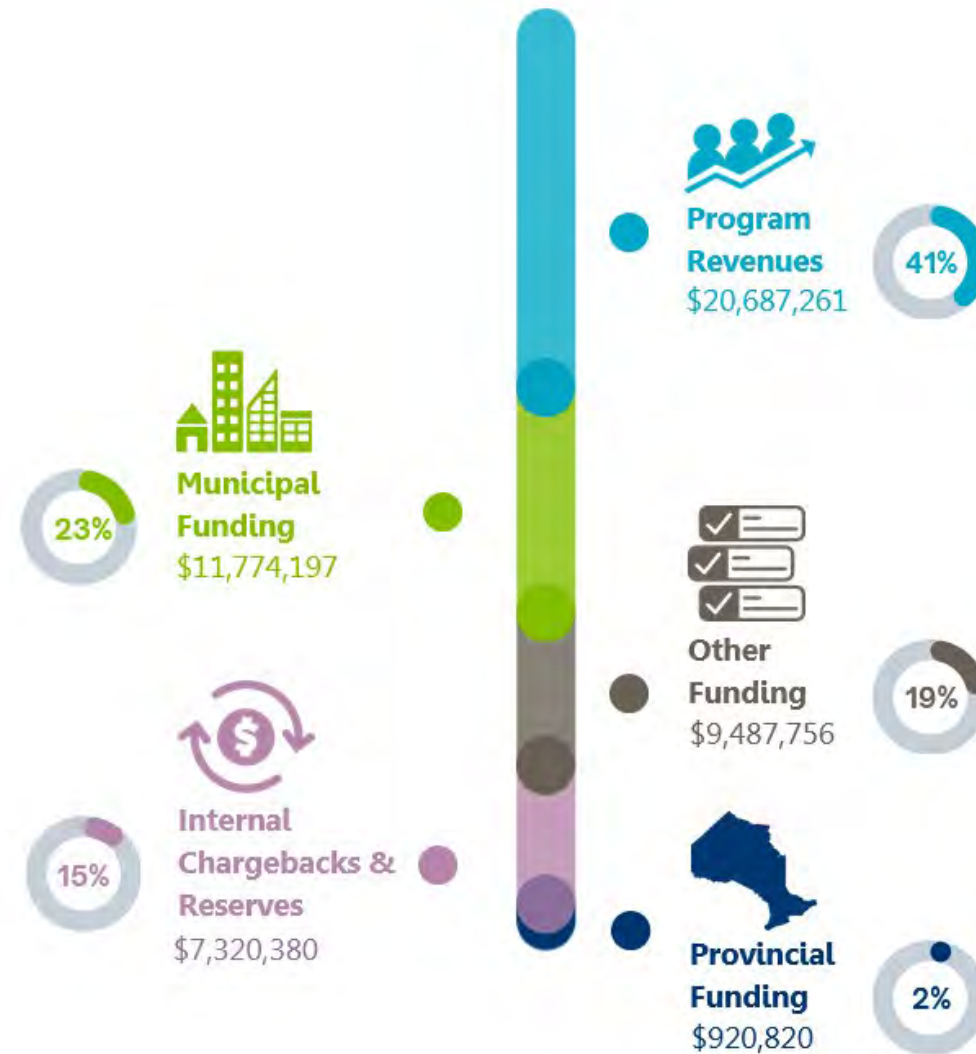
*Carryforward balances to be utilized in 2024.

2024 BUDGET: FUNDING SOURCES

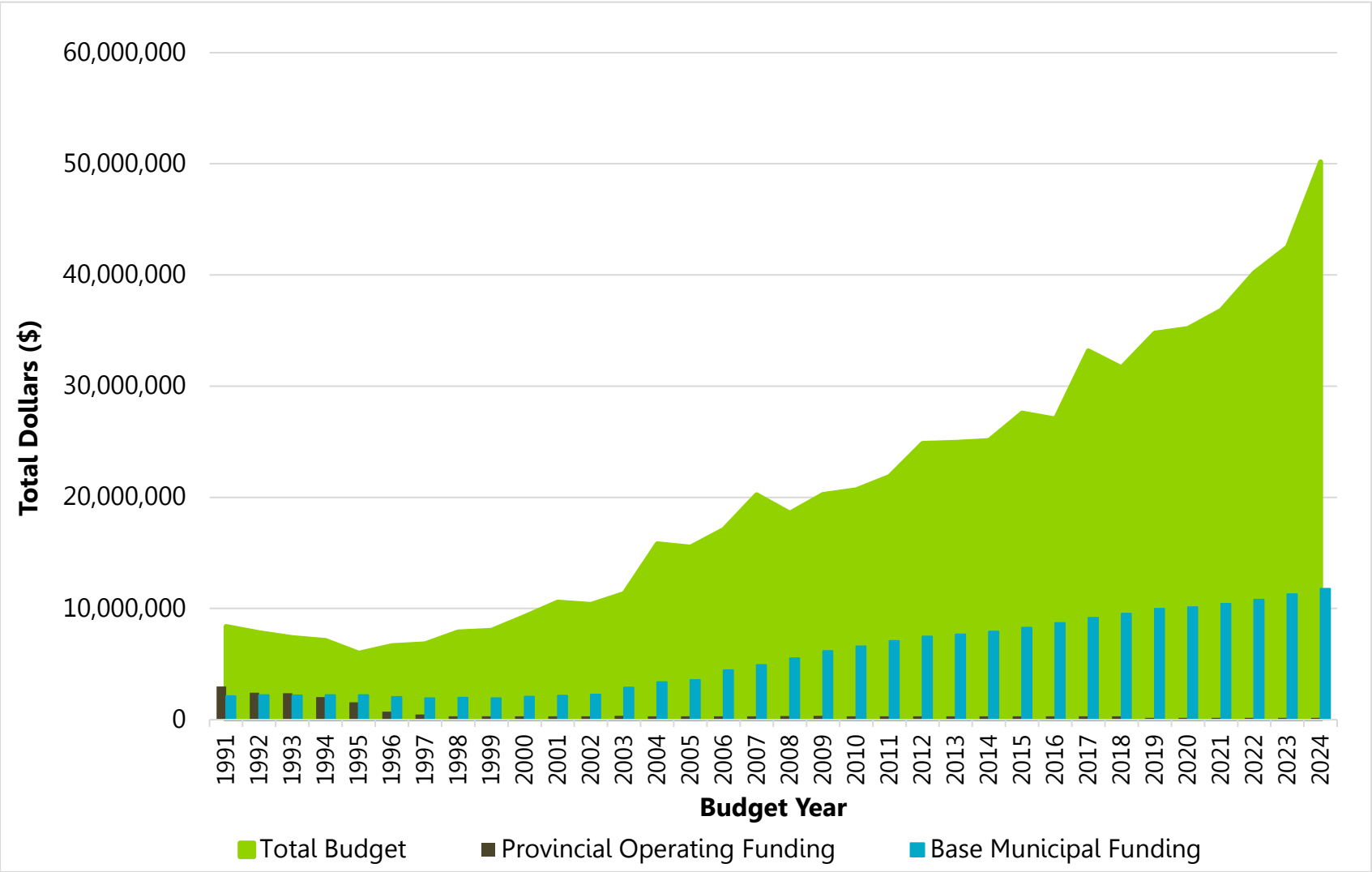
Budget Funding Sources

Total Budget of \$50,190,414

Operating \$40,546,687
Capital \$9,643,727



2024 BUDGET: HISTORICAL OPERATING FUNDING

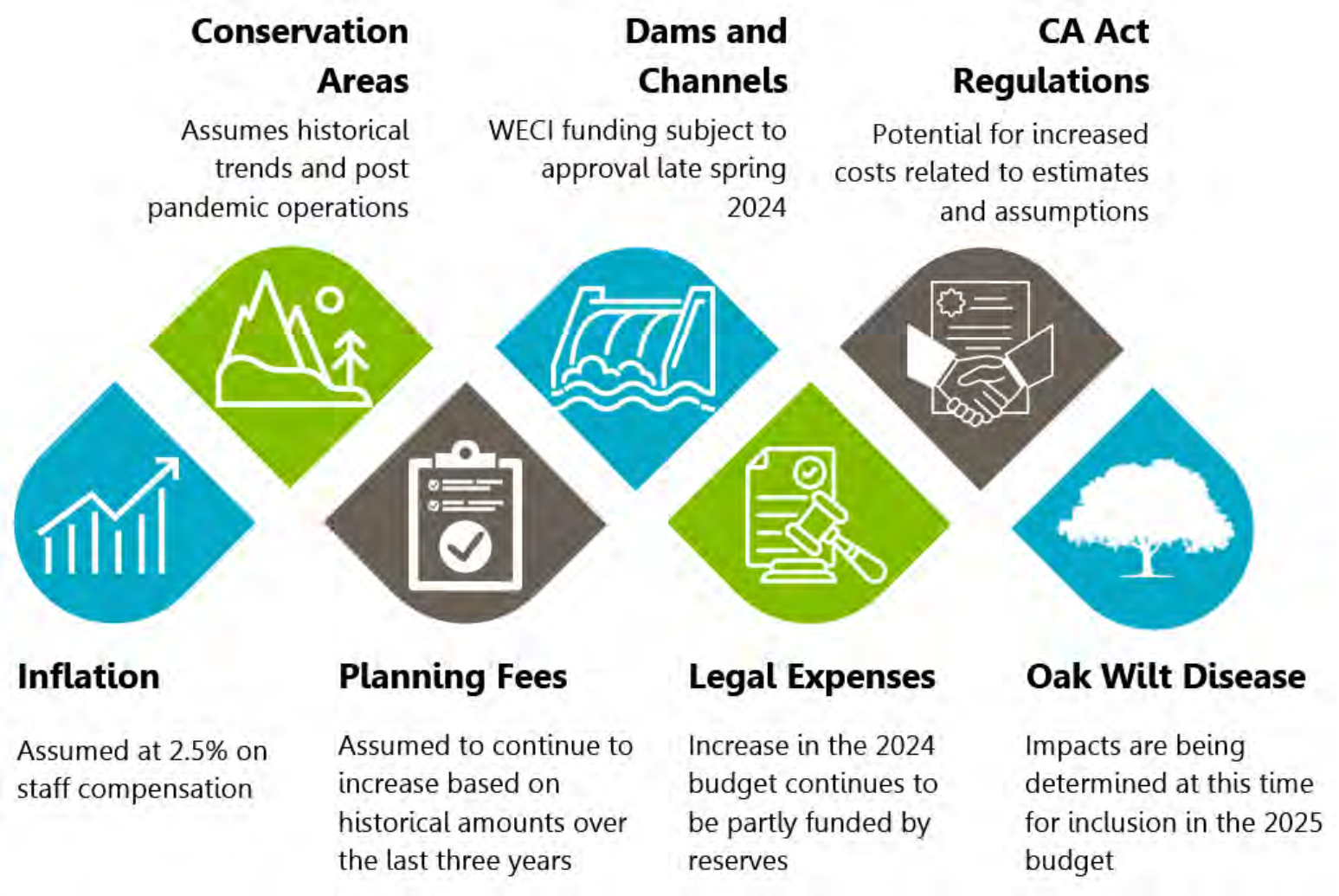


**Provincial operating
funding relative to
total budget**

1991 – 35.59%

2024 – 0.31%

2024 BUDGET: PRESSURES AND RISKS



THANK YOU
for your continued support.

Conservation Halton Board Meeting Minutes

Conservation Halton

September 21, 2023, at 1:00 PM EDT

@ 2596 Britannia Road, Burlington, ON L7P 0G3

1. Roll Call & Mileage

Members Present

Sameera Ali
Rob Burton
Cathy Duddeck (Vice Chair)
Dave Gittings
Gordon Krantz
Sue McFadden
Marianne Meed Ward
Rory Nisan
Gerry Smallegange (Chair)
Shawna Stolte
Alvin Tedjo
Kristina Tesser Derksen

Absent with Regrets

Sara Bailey
Allan Elgar
Jane Fogal
Chantal Garneau
Sammy Ijaz
Cameron Kroetsch
Alex Wilson
Maureen Wilson

Staff Present

Hassaan Basit, President & CEO
Garner Beckett, Executive Director, Conservation Halton Foundation
Adriana Birza, Senior Advisor, Office of the President & CEO
Craig Machan, Director, Parks & Operations
Kellie McCormack, Director, Planning & Regulations
Marnie Piggot, Director, Finance
Plezzie Ramirez, Director, Human Resources
Barb Veale, Senior Director, Watershed Strategies & Climate Change
Mark Vytvytskyy, Chief Operating Officer
Kim Barrett, Associate Director, Science & Partnerships, Ecology
Cassandra Connolly, CLOCA Project Lead and Record Digitization
Emma DeFields, Senior Environmental Planner
Matt Howatt, Manager, Environmental Planning
Robyn Koutrouliotis, Admin. Assistant, Office of the President & CEO
Amy Mayes, Program Manager, Floodplain Mapping
Casey Melbourne, Coordinator, Risk & Enforcement
Pavan Seth, Procurement Manager
Justin Wei, Senior Manager, Finance

The Chair called the meeting to order at 1:04 p.m. and advised that the agenda would be amended to *remove the Record Digitization Project for Conservation Halton presentation – (Cassandra Connolly, CLOCA Project Lead) (Item 6.1).*

2. Disclosure of Pecuniary Interest

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

3. Delegation

3.1. Urban Milton Flood Hazard Mapping Study (Ken DePodesta, P. Eng., IRP) (Item 8.1)

The Delegate presented a summary of the submitted materials (attached as Appendix A) and provided an overview of their background and interest in CH's Urban Milton Flood Hazard Mapping (UMFHM) study and a site at Bronte Street and Steeles Avenue, Milton. As part of their request to delegate to the Conservation Halton (CH) Board, the Delegate requested the CH Board pass a resolution as part of the approval of the UMFHM to incorporate an "Advisory Regulatory Flood Level" designation into the UMFHM.

The Board thanked the Delegate for their presentation.

Staff addressed comments received from the Delegate.

Comment Received: “‘Advisory Regulatory Flood Level designation’ should be shown CH’s Regulatory mapping (i.e., show a flood elevation of 204.0m metres upstream of the CN Rail embankment in CH’s mapping)”

Response:

- CH’s mapping follows Provincial guidance and industry standards.
- Mapping must be based on existing topographical conditions and include obstructions (e.g., crossings, embankments); cannot map “ideal” or potential future conditions.
- Urban Milton Flood Hazard Mapping study identifies Regulatory flood elevation upstream of CN Rail embankment as 206.13 metres.
- CH’s mapping will be updated if works occur in future that refine the flood hazard.

Comment Received: “There is potential for failure of CN Rail embankment & CH should commit to reducing flooding by 2.2 metres”

Response:

- A detailed assessment is needed to confirm failure potential of infrastructure; this is not required for CH’s regulatory mapping.
- CH is not responsible for flood mitigation or infrastructure works on third party lands; CH cannot require other parties to undertake such works.
- CH will support its partners if studies are undertaken in the future and/or as part of CH’s permit process.
- CH is engaged by the Region on EA studies for infrastructure improvements and will work to define permit requirements when projects advance in late 2024.

This item will be raised at a future Halton Regional Council meeting.

4. Acceptance of the AMENDED Agenda

CH 07 01

Moved by: Kristina Tesser Derksen
Seconded by: Alvin Tedjo

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

Carried

5. CEO Verbal Update

The CEO provided an update on various areas of the organization.

Parks

From June through August, CH Parks received nearly 190,000 visitors, with Kelso Conservation Area seeing the highest visitation. Over 500 people participated in the Kelso Mountain Bike Race Series, and there were over 200 rounds played at Kelso's new Disc Golf Course since it opened at the end of August. Ways of the Woods (WOW) Camp began on July 3 and averaged a record high of approximately 420 campers per week throughout the summer.

Fall programming begins September 28 and includes chairlift rides at Kelso, Hops and Harvest at Area 8 Conservation Area, and Spooktacular Halloween at Mountsberg Conservation Area. The Halton Children's Water Festival runs from September 26 to 29 at Kelso. CH is also hosting the Milton Chamber of Commerce's Business After Hours event at Kelso on September 26.

Operational and staffing preparations are underway for the Glen Eden season, and season's pass sales revenue has exceeded 2022 by \$1 million.

Financial

2024 Budget – The 2024 draft budget now includes apportionment percentages received from the Province and debt charges from Halton Region. Budget review meetings with Regional staff will be held in the coming weeks. Thirty-day Notice of Budget Approval letters were sent to municipal funders in mid-September for consideration of CH's budget, with approval at the October 19 CH Board meeting.

Grant Update – CH received over \$2 million in 2023, with grant applications of over \$9 million pending review and approval.

Science & Partnerships/Watershed Planning and Source Protection

The Watershed Stewardship Awards and Appreciation Day was held September 10 at Mountsberg, jointly hosted with Hamilton Conservation Authority (HCA). Since 1994, CH and HCA have recognized more than 300 landowners and their families for exceptional stewardship of our wildlife, meadows, streams, woodlands, wetlands, valley lands, and escarpment. Collectively, past and present watershed stewards protect over 13,400 acres.

This year's award winners in our jurisdiction were Bill Grierson and family; Sherman Sand & Gravel; Sarah Wakefield and Colin McMullen; and Jennifer and Tim Pahapill.

CEO Office

Memorandum of Understanding (MOU) Update – There is a Provincial requirement under the *Conservation Authorities Act* for Conservation Authorities to enter into MOUs with municipalities by December 31, 2024, for Category 2 and Category 3 programs and services (i.e., "non-mandatory") where municipal funding is used to support those programs and services. Staff have reviewed the feedback received and will meet with municipal staff this month to finalize the

MOUs; the final documents will go before the Board in October. The MOUs require approval from signatories representing Halton Region, Peel Region, City of Hamilton, and Township of Puslinch; the MOUs will be presented to municipalities as part of their October council meetings. CH will also seek endorsement from City of Burlington, Town of Milton, Town of Oakville, and Town of Halton Hills.

Fall Programming Update

Fall Into Nature – Activities include chairlift rides at Kelso to enjoy the scenic view, two new fall colours-marked hiking trails at Kelso, a nine-hole disc golf course, and a live photo feed from Kelso that captures the changing fall colours.

Mountsberg's Spooktacular Halloween – Friday and Sunday evenings from October 6 to 29; the event features a tour of the Haunted Barn, an illuminated forest Night Walk, and a Halloween scavenger hunt. Guests can meet Mountsberg's raptors and farm animals, enjoy the natural playground, and relax by the campfire. Add-ons include a spooky wagon ride, hot drinks, and s'mores.

Hops and Harvest Festival – The Annual Hops and Harvest fall festival will take place at Area 8 from October 13 to 15. The event will feature over 40 local breweries, wineries, and marketplace vendors; live music; and activities such as archery, wood branding, and hatchet throwing. New for 2023, CH is offering corporate group pricing for organizations to attend for networking and teambuilding events, including the opportunity to become a sponsor or vendor. There will be a new Kid Zone stage with child-friendly entertainment and activities.

Christmas Town – Tickets for the popular Christmas Town event will become available the last week of September, with CH passholder pre-sale starting one day before the general public. New additions for this year include Storytime with Santa and Raptor Tales.

- Storytime with Santa – a self-guided experience on November 25 and 26, which includes a group story reading with Santa, a guest appearance by Mrs. Claus, a holiday scavenger hunt, cookie decorating, hot chocolate, access to the Elf Academy play area, and opportunities to visit Mountsberg's animals.
- Raptor Tales – an add-on for both Christmas Town and Storytime with Santa, Raptor Tales includes a special storybook reading with one of Mountsberg's birds of prey.

6. Presentations

6.1. Record Digitization Project for Conservation Halton – (Cassandra Connolly, CLOCA Project Lead) (Item 8.3)

This item was removed from the agenda.

6.2. Effects of Climate Change on Biodiversity within Conservation Halton's Watersheds – Kim Barrett, Associate Director, Science & Partnerships, Ecology) (Item 8.4)

7. Consent Items

7.1. Approval of DRAFT June 22, 2023 Conservation Halton Board Meeting Minutes

7.2. Approval of DRAFT July 25, 2023 Conservation Halton Board In Camera Meeting Minutes

7.3. Momentum Progress Report: Q1 & Q2 2023 (CHB 07 23 01)

7.4. Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1 to June 30, 2023 (Q2 2023) (CHB 07 23 02)

7.5. Conservation Halton Watershed Climate Change Vulnerability and Risk Assessment Project (CHB 07 23 03)

7.6. Conservation Halton Partnerships Using eDNA, an Innovative Monitoring Tool (CHB 07 23 04)

7.7. Purchasing Activity Memo – May 1, 2023, to July 31, 2023 (CHB 07 23 05)

8. Action Items

8.1. Urban Milton Flood Hazard Mapping Study – Final Mapping (CHB 07 23 06)

CH 07 02

Moved by: Rob Burton
Seconded by: Alvin Tedjo

THAT the Conservation Halton Board **approves updated flood hazard mapping for the West Branch of Sixteen Mile Creek in Urban Milton for incorporation into Conservation Halton's Approximate Regulation Limit mapping based on the results of the "Flood Hazard Mapping – Urban Milton, Sixteen Mile Creek" report prepared by Greck and Associates Limited, dated July 2023, and local updates completed by Conservation Halton staff;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled "Urban Milton Flood Hazard Mapping Study – Final Mapping".**

Carried

8.2. Functional Stormwater and Environmental Management Strategy, Milton Education Village, Town of Milton (CHB 07 23 07)

CHB 07 03

Moved by: Shawna Stolte
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board **endorses the "Functional Stormwater and Environmental Management Strategy (Final Report), Milton Education Village, Town of Milton," specifically the management recommendations that relate to areas regulated by Conservation Halton;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled "Functional Stormwater and Environmental Management Strategy (Final Report), Milton Education Village, Town of Milton."**

Carried

8.3. Single Source Approval to Octacom Limited for the Conservation Halton Record Digitization Project (CHB 07 23 08)

CHB 07 04

Moved by: Gordon Krantz
Seconded by: Shawna Stolte



THAT the Conservation Halton Board **approves a Single Source award to Octacom Limited (Octacom), as the service provider, in the award amount of \$362,132.00** (which represents the remaining total budget) **for the continuation of the Record Digitization Project.**

Carried

8.4. Effects of Climate Change on Biodiversity within Conversation Halton's Watersheds (CHB 07 23 09)

CHB 07 05

Moved by: Dave Gittings
Seconded by: Rory Nisan

THAT the Conservation Halton Board **endorses the eight recommendations in support of Conservation Halton's programs and services contained in the report entitled "Effects of Climate Change on Biodiversity within Conservation Halton's Watersheds."**

And

THAT the Conservation Halton Board **directs staff to distribute the report to municipal and other partners, post the full report and executive summary to the Conservation Halton website, and engage the public on social media.**

And

THAT the Conservation Halton Board **receives for information, the staff report entitled, "Effects of Climate Change on Biodiversity within Conservation Halton's Watersheds."**

Carried

8.5 Budget Variance Report for the Period Ended July 31, 2023, and 2023 Projected Year End Amounts (CHB 07 23 10)

CHB 07 06

Moved by: Rob Burton
Seconded by: Sue McFadden

THAT the Conservation Halton Board **approves a transfer of up to \$60,000 from the Water Festival Reserve due to estimated increased staffing and bussing costs for the 2023 Water Festival event;**

And

THAT the Conservation Halton Board **receives for information the staff report dated September 21, 2023 on the Budget Variance Report for the period ended July 31, 2023, and 2023 Projected Year End Amounts.**

Carried

The Chair called for a brief recess. The meeting resumed In Camera at 2:19 p.m.

9. In Camera

CHB 07 07

Moved by: Cathy Duddeck
Seconded by: Dave Gittings



THAT the Conservation Halton Board **move In Camera**.

Carried

9.1. Legal Matter (CHB 07 23 11)

9.2. Legal Matter (CHB 07 23 12)

9.3. Legal Matter (CHB 07 23 13)

CHB 07 08

Moved by: Cathy Duddeck
Seconded by: Dave Gittings

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

Carried

10. Other Business

There was **no other business**.

11. Adjournment

CHB 07 09

Moved by: Cathy Duddeck

THAT the Conservation Halton Board meeting **be adjourned at 2:50 p.m.**

Carried

Signed by:

Hassaan Basit, President & CEO/Secretary-Treasurer

Date:

October 19, 2023

From: Ken DePodesta <[REDACTED]>
Sent: September 10, 2023 10:23 AM
To: BOD ADMIN <[REDACTED]>
Cc: Adriana Ingrid Birza <[REDACTED]>
Subject: [EXTERNAL]Submission for approval of a delegation to the September 21, 2023 meeting of the Board of Conservation Halton.

To whom it may concern

By email to admin@hrca.on.ca and following its receipt, forwarding to the attention of the President and CEO/Secretary-Treasurer of Conservation Halton and, subsequently to the Chair of the Conservation Halton Board for approval of the delegation on September 21, 2023.

The registration: written request follows:

- The speaker will be Ken DePodesta, P. Eng., IRP--
- The issue relates directly to the agenda item for the adoption of the 16 Mile Creek Hazard Mapping and is specific to my support for the adoption of the updated Hazard Mapping subject to the designation of the Regulatory Flood Levels on 16 Mile Creek main branch reach from the CNRail embankment (just west of Bronte Street) to Peru Road as 'Advisory'.
This 'Advisory Regulatory Flood Level' designation will need to be incorporated into the mapping product by the Board resolution to adopt the Mapping product so as to recognize that a future, potential reduction in the Regulatory Flood Level may be set for this reach since it is the expectation of the Region, according to Mr. Andrew Farr, Public Works Commissioner, that flood mitigation at the CNRail embankment as a component of the Steeles Ave West detailed engineering design of its new roadway system will need to be fully assessed in that regard. This assessment of the alternative to the 'Steeles Ave West preferred roadway concept predicated on earth filling across the floodplain only per the Class EA process' would be carried out as part of the upcoming phase of the Region's work program in early 2024 to determine its incorporation in the design or not. Once evaluated comparatively, the scope of works that will need to be accounted for in the Region's application for a Conservation Halton Permit for the construction of these necessary works will be confirmed. In this regard, the new Regulatory Flood Level for the design of the Steeles Ave West road profile could be as favourably low as el. 204.0 metres depending upon the nature and scope of the flood mitigation works that would be prescribed by the Region at the CNRail embankment.

Documents attached as component parts of the written request - 2 cross-sections (depicting 'existing' and 'proposed' regulatory flood level cases looking upstream at the CNRail embankment and showing Regulatory Flood Levels relevant for each case within

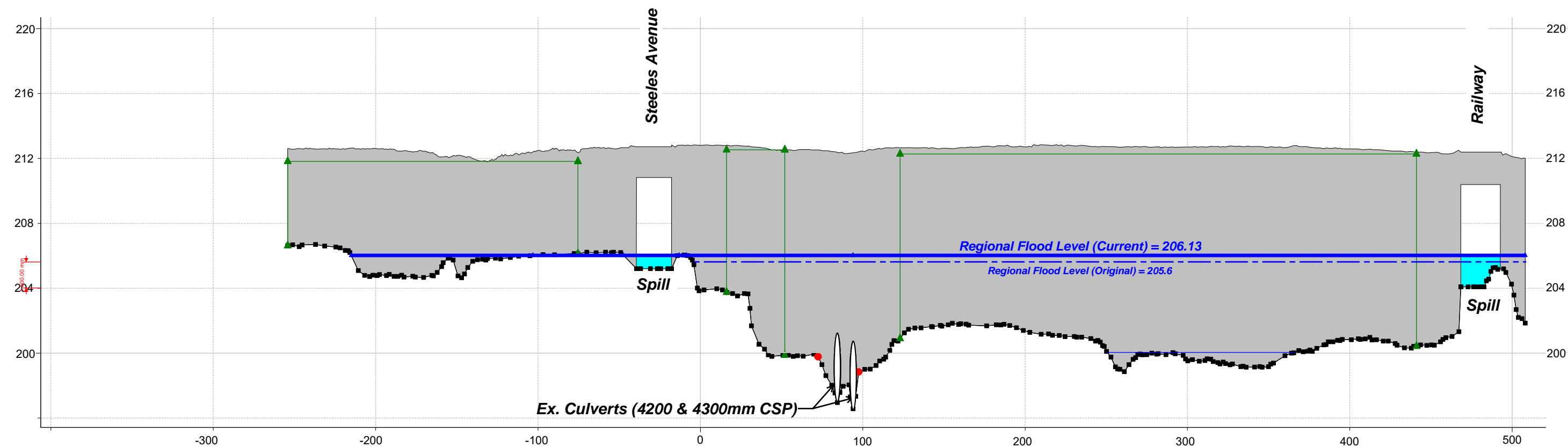
the context of the 'spill' locations at Steeles Ave/CNRail bridge and the CPRail/CNRail bridge).

Regards
Ken DePodesta, P. Eng.,IRP

One attachment • Scanned by Gmail

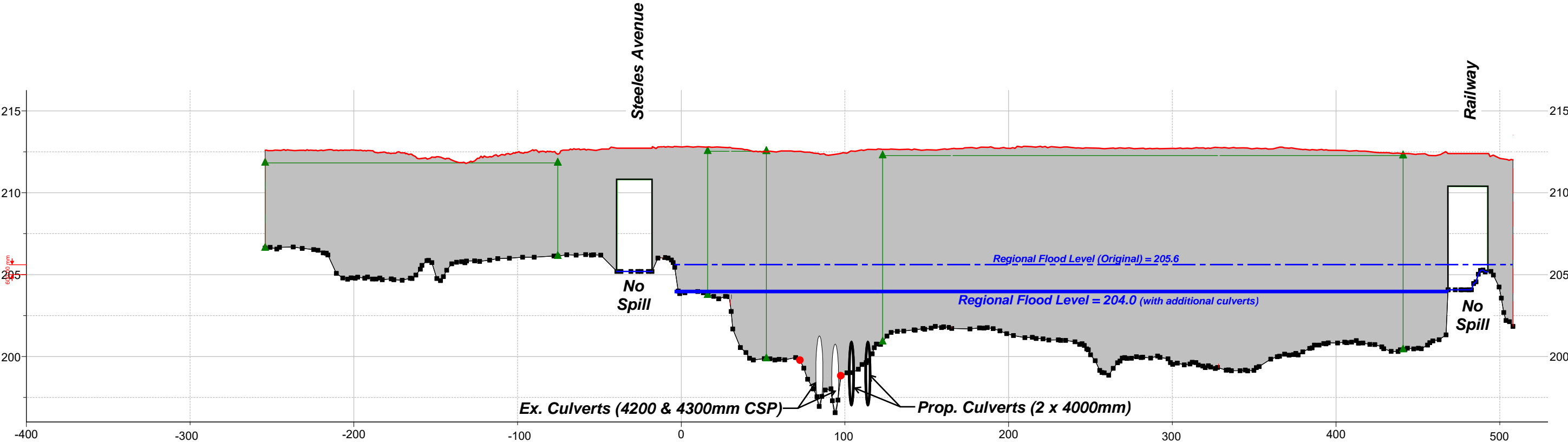
DRAFT

Existing Conditions



Hor: 1:2500
Vert: 1:250
(11x17 sheet)

Proposed Conditions



Hor: 1:2500
Vert: 1:250
(11x17 sheet)

APPENDIX A

From: Ken DePodesta <[REDACTED]>
Sent: September 15, 2023 8:08 AM
To: Adriana Ingrid Birza <[REDACTED]>
Subject: [EXTERNAL]Delegation to the Board Meeting of Conservation Halton - Additional Information

Adriana

I'm looking for your advice regarding additional information that I've prepared in this email below that may be helpful for the Board members in their considerations of my submission and their decision-making at the Board meeting next Thursday.

In preparing for the meeting, I've connected with professional friends/colleagues of mine who did commit significant terms of their careers in the public sector and specifically with other Conservation Authorities in upper management positions. My purpose in contacting them was to solicit their thoughts based on their experiences regarding my recommendation to Conservation Halton for the designation of 'Advisory Regulatory Flood Levels' to a specific reach of the updated 16 Mile Creek Hazard Mapping that is slated for adoption by the Board next Thursday. Both gentlemen that I communicated with agreed with my proposed 'Advisory' designation referred to above considering the real potential in the short term for Halton Region's Steeles Ave West realigned/improved roadway alignment design to benefit from flood mitigation works at the CNRail crossing which would result in a substantial lowering of the regulatory flood levels and therefore a significant reduction to the current proposed earth filling of the floodplain by at least 2.2 metres per the Class EA assessment now approved by the Province through the reach of the 16 Mile Creek between the CNRail embankment upstream to about Peru Road.

These comments above along with my summary statements that follow may be helpful for the Board members in clarifying for them that I am not proposing a deferral of the Hazard Mapping adoption. I am simply requesting that the documents that represent the Hazard Mapping (ie the report and mapping) be affixed with 'footnotes' that qualify the regulatory flood levels between the CNRail embankment and Peru Road (inclusive) as 'Advisory Regulatory Flood Levels'. The expectation of the Region of Halton is to assess the alternative to earth filling of the Steeles Ave West roadway profile by way of flood mitigation works at the CNRail embankment in the short term as part of the detailed engineering of the Region's roadway system which is slated for commencement in early 2024.

Please advise me as to your opinion on the best way for this additional information to be included with or supplementary to my submission made through you earlier.

Regards

Ken DePodesta P.Eng.,IRP

CONSERVATION HALTON: URBAN MILTON FLOOD HAZARD MAPPING STUDY

September 2023

Comment Received:

"Advisory Regulatory Flood Level designation" should be shown CH's Regulatory mapping (i.e., show a flood elevation of 204.0m metres upstream of the CN Rail embankment in CH's mapping)

Response:

- CH's mapping follows Provincial guidance and industry standards
- Mapping must be based on existing topographical conditions and include obstructions (e.g., crossings, embankments); cannot map "ideal" or potential future conditions
- Urban Milton Flood Hazard Mapping study identifies Regulatory flood elevation upstream of CN Rail embankment as 206.13m
- CH's mapping will be updated if works occur in future that refine the flood hazard

Comment Received:

There is potential for failure of CN Rail embankment & CH should commit to reducing flooding by 2.2 metres

Response:

- A detailed assessment is needed to confirm failure potential of infrastructure; this is not required for CH's regulatory mapping
- CH is not responsible for flood mitigation or infrastructure works on third party lands; CH cannot require other parties to undertake such works
- CH will support its partners if studies are undertaken in the future and/or as part of CH's permit process
- CH is engaged by the Region on EA studies for infrastructure improvements and will work to define permit requirements when projects advance in late 2024

Finance & Audit Committee Meeting Minutes

Conservation Halton

October 6, 2023, at 9:00 AM EDT

@ Zoom meeting:

<https://us02web.zoom.us/j/89817810521?pwd=Y2RENDcrNklsakhsNk1YMjlWWE05UT09>

1. Roll Call

Members Present: Sameera Ali
Rob Burton
Cathy Duddeck
Chantal Garneau
Gerry Smallegange

Absent: Alvin Tedjo

Staff Present: Hassaan Basit, President & CEO
Adriana Birza, Senior Advisor, Office of the President & CEO
Marnie Piggot, Director, Finance
Robyn Koutrouliotis, Admin. Assistant, Office of the President & CEO
Justin Wei, Senior Manager, Finance

The Chair called the meeting to order at 9:00 a.m.

2. Disclosure of Pecuniary Interest

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

3. Approval of Agenda

FA 03 01 Moved by: Cathy Duddeck
Seconded by: Gerry Smallegange

THAT the Finance & Audit Committee agenda **be approved as distributed.**

Carried

4. Action Items

4.1 2024 Budget & Business Plan (FA 03 23 01)

FA 03 02 Moved by: Gerry Smallegange
Seconded by: Sameera Ali

THAT the Finance & Audit Committee **recommends to the Conservation Halton Board that municipal funding of \$11,774,197 in the 2024 budget be approved by a weighted majority vote by members based on the 2024 budget municipal apportionment;**

And



THAT the **\$149,000 benefit-based municipal funding for Halton Region for the Floodplain Mapping Update project be approved;**

And

THAT **transfers to and from Reserves in the 2024 budget be approved as outlined in this report;**

And

THAT **the 2024 Budget & Business Plan be approved as presented.**

Carried

5. Other Business

There was **no other business.**

6. Adjournment

FA 03 03

Moved by: Cathy Duddeck

THAT the Finance & Audit Committee meeting **be adjourned at 9:21 a.m.**

Carried

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

Date: October 19, 2023

TO: Conservation Halton Board

MEMO NO.: CHB 08 23 01

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

DATE: October 19, 2023

SUBJECT: Sherman Sand & Gravel Restoration Project

MEMO

Since 1994, Conservation Halton (CH) has recognized more than 180 local landowners and their families for stewardship of wildlife, meadows, streams, woodlands, wetlands, valley lands, and the escarpment. Collectively, these landowners protect over 6,000 acres.

Sherman Sand & Gravel, a local aggregate producer, owns a large tract of land in the Town of Milton and is a leading environmental steward. For over 10 years, CH has been working with Sherman Sand & Gravel to rehabilitate Limestone Creek on their property. In recognition of their commitment to environmental restoration, Sherman Sand & Gravel was presented with a Watershed Steward Award (Business) by CH on September 10, 2023.

Project Drivers

Restoration work completed on Sherman Sand & Gravel's property addresses several priority actions identified in the 2002 Bronte Creek Watershed Study. Five regeneration actions were recommended to address:

- stream morphology (High Priority),
- aquatic habitat (High Priority),
- water quality (Moderate Priority),
- buffers (Moderate Priority), and
- reforestation (Moderate Priority).

Limestone Creek, a tributary of Bronte Creek, is significant because it provides coldwater conditions that are becoming increasingly rare in CH's watersheds. Monitoring conducted by CH confirmed that operations had increased water temperature, degraded habitat, disturbed the valley wall, and introduced sediment to the watercourse.

At the time the quarry licence was issued by the Province, rehabilitation requirements were minimal. The restoration actions recommended in the Bronte Creek Watershed Study were over and above Provincial regulatory requirements. CH successfully assembled several external funding sources, secured permits and, most importantly, worked with the landowner to realize a joint vision for improved environmental conditions on and beyond the property.

The Work

The most dramatic change on the site occurred with the removal of a small dam that formerly functioned to impound water into wash ponds for the aggregate material during quarry operations. The images below illustrate the transformation from a formerly stagnant online pond back toward its original configuration as a narrow coldwater creek with an adjacent floodplain wetland.



To date, with the keen support of the team at Sherman Sand & Gravel, CH has restored over 2.5 hectares of floodplain habitat, improved creek function, created wetlands, restored 1 kilometre of creek habitat, and planted nearly 5,000 trees and shrubs.

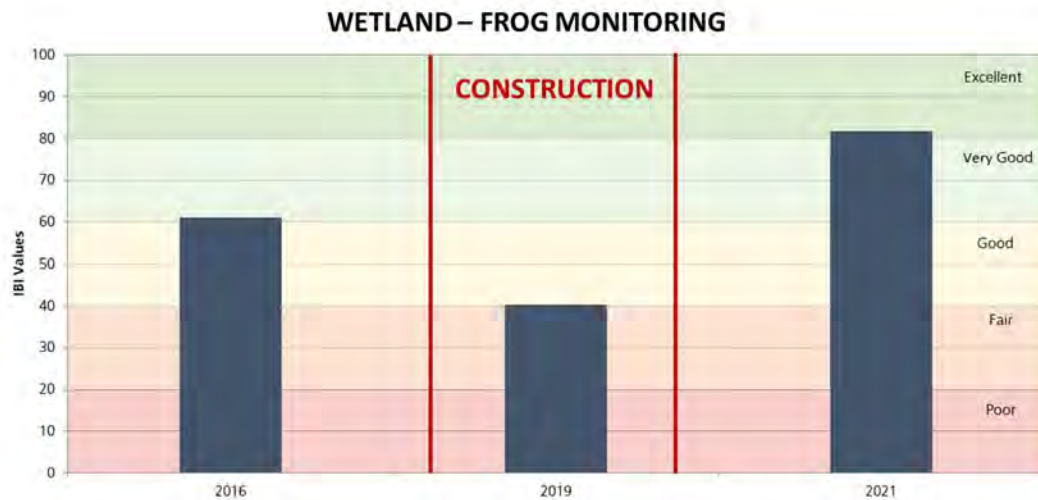
Additionally, a large area of the quarry site is being reforested above and beyond re-vegetation requirements.

The Results

Reconstructed ecosystems take time to mature and reach their full potential. Restoration is an investment that continues to appreciate over time. Early monitoring results of this project signals several promising improvements:

- Wetland conditions for frogs improved from Good/Very Good to Excellent with the conversion of the online pond to a floodplain wetland, despite the reduction in overall wetland area.
- Water temperatures downstream show a cooling trend towards a cool temperature classification, which is suitable for the endangered American Eel and improves conditions for Brook Trout and Atlantic Salmon habitat. Additional cooling is likely as riparian vegetation re-establishes in the restored channel and increases shading. Resident Brook Trout are using the restored channel, Rainbow Trout are present from Lake run spawning, and there are now minimal warmwater pond species present.

- Monitoring of benthic invertebrates also indicates improving conditions. The physical changes to the landscape provided immediate improvements to lower the risk of natural hazards by increasing floodplain area and stabilizing an eroding valley slope.



Next Steps

Over the next five years, CH will monitor the restoration works and adjust and repair as needed. It is anticipated that the rehabilitation of this property will improve environmental conditions downstream and result in an overall gain to the health of Limestone Creek. Conditions and trends will continue to be monitored through the Limestone Creek Subwatershed Temperature Study and Conservation Halton's Long-Term Monitoring program.

Sherman Sand & Gravel is now re-vegetating the quarry beyond licence requirements and is in the final stages of the quarry's progressive rehabilitation plan. It is anticipated that the aggregate licence will be relinquished in the next five years, when re-vegetation is complete.

REPORT TO: Conservation Halton Board

REPORT NO: # CHB 08 23 02

FROM: Marnie Piggot, Director, Finance

DATE: October 19, 2023

SUBJECT: 2024 Budget & Business Plan

Recommendation

THAT the municipal funding of \$11,774,197 in the 2024 budget **be approved by a weighted majority vote by the Conservation Halton Board based on the 2024 budget municipal apportionment;**

And

THAT the \$149,000 benefit-based municipal funding for Halton Region for the Floodplain Mapping Update project **be approved;**

And

THAT transfers to and from Reserves in the 2024 budget **be approved as outlined in this report;**

And

THAT the 2024 Budget & Business Plan **be approved as presented.**

Executive Summary

The 2024 Budget & Business Plan (Appendix A) provided in the meeting package was recommended for approval by the Conservation Halton (CH) Finance & Audit Committee at the October 6, 2023, meeting.

CH staff have submitted the 2024 budget to participating local and regional municipal staff for their review and consideration. Budget presentations to municipal councils are planned for Halton Region on November 15th, with the Township of Puslinch and City of Hamilton to be confirmed.

The 2024 budget continues to balance the delivery of core programs and services with Momentum strategic priorities, inflationary, and growth-related pressures. The 2024 budget incorporates Conservation Authorities (CA) Act regulation priorities, Bill 23 impacts, and an increased focus on recommended capital infrastructure projects. The budget proposed is consistent with the preliminary budget presented in June with revisions for updated 2024 apportionment percentages received from the Province, debt financing charges, and the addition of benefit-based Halton Region municipal funding of \$149,000 for the Floodplain Mapping Update project.

The 2024 budget of \$50.2 million is summarized in the chart below. The amounts are categorized according to the CH- Halton Region Programs & Services Inventory that is aligned with CA Act regulations. The combined operating budget totals approximately \$40.6 million and the capital budget totals \$9.6 million.

| Budget Summary | 2024 Budget | 2023 Budget | Increase / (Decrease) |
|-------------------------------------------------|----------------------|----------------------|-----------------------|
| Revenue | | | |
| Program Revenue | \$ 20,687,260 | \$ 18,713,896 | \$ 1,973,364 |
| Municipal Funding | 11,774,197 | 11,298,835 | 475,362 |
| Grants, Other Funding & Other Municipal Funding | 9,487,756 | 6,244,081 | 3,243,675 |
| Internal Chargeback Recoveries | 3,342,554 | 3,022,997 | 319,557 |
| Transfers from Reserves | 3,977,827 | 2,411,299 | 1,566,528 |
| Provincial Funding | 920,820 | 810,438 | 110,382 |
| Total Revenue | \$ 50,190,414 | \$ 42,501,546 | \$ 7,688,867 |
| Expenses | | | |
| Corporate Administration & Operations | \$ 7,084,698 | \$ 6,968,715 | \$ 115,983 |
| Natural Hazards & Watershed Management | 7,465,809 | 6,127,595 | 1,338,214 |
| Permitting & Planning | 5,117,089 | 5,322,854 | (205,765) |
| Conservation Lands | | | |
| Land Management | 1,988,579 | 2,128,364 | (139,785) |
| Parks & Recreation | 16,360,173 | 15,207,419 | 1,152,754 |
| Debt Financing | 631,576 | 580,126 | 51,450 |
| Transfers to Reserves | 1,898,763 | 992,337 | 906,426 |
| Capital | 9,643,727 | 5,174,136 | 4,469,591 |
| Total Expenses | \$ 50,190,414 | \$ 42,501,546 | \$ 7,688,868 |
| Total Budget Surplus | \$ - | \$ - | \$ - |

Base municipal funding in the 2024 budget is 4.2% or \$475,362 higher than 2023 funding. This increase combined with the \$149,000 benefit-based municipal funding is within the Halton Region guideline of 5.7%. The majority of the budget continues to be funded through self-generated revenues and base municipal funding remains at less than 24% of the total funding sources. Specific guidelines have not been received from the other three funding municipalities.

Municipal State of Good Repair (SOGR) levies are proposed to increase in total by \$59,600. The increase includes \$53,000 for dams and channels to provide for the municipal funding level to reach the target amount plus inflation by 2028, based on the Asset Management Plan for Dams and Channels. The target municipal funding has been achieved for facilities in the 2024 budget with the increase of \$6,600 in the SOGR levy for buildings.

Debt financing of \$1.5 million is requested in the 2024 budget, consistent with the 2023 budget forecast related to the Central Works Operations Centre project.

The anticipated Conservation Areas operating surplus in the 2024 budget of \$1.3 million is significantly higher than the 2023 budget surplus of \$427,337. Revenues remain conservatively

estimated based on 2021-2023 activity with increases offset by increased park operating expenses, including higher insurance premiums, facility maintenance, and part time staff expenses.

2024 Budget highlights:

Major drivers of the 2024 budget increase of \$7.7 million over 2023 budget amounts are:

- \$4,469,591 increase in the capital budget primarily due to Conservation Areas projects that are increasing by a total of \$3.4 million, including Developer Contribution Reserve (DCR) projects totaling \$1.7 million. The 2024 budget for the Central Works Operation Centre costs is increasing by \$1 million.
- \$1,157,777 increase in Staff Salary and benefits for:
 - o \$528,967 for four full-time equivalents (FTE) staff positions that are partly funded through increased internal chargeback recoveries and new funding agreements, with minimal municipal funding impact.
 - o \$318,917 for increased part time and project contract staff that are fully funded by increased program revenues and project grants.
 - o \$309,893 in total staff salary and benefits costs including a 2.5% inflation increase to the salary bands.
- \$831,593 increase in purchased services primarily due to an increase in partnership projects planned for 2024. These amounts are directly offset by increased program revenues and project grants.
- \$871,826 increase in the transfer to reserves for the Conservation Areas budgeted operating surplus based on historical trending and forecasting for 2024.

Report

2024 Budget Revisions

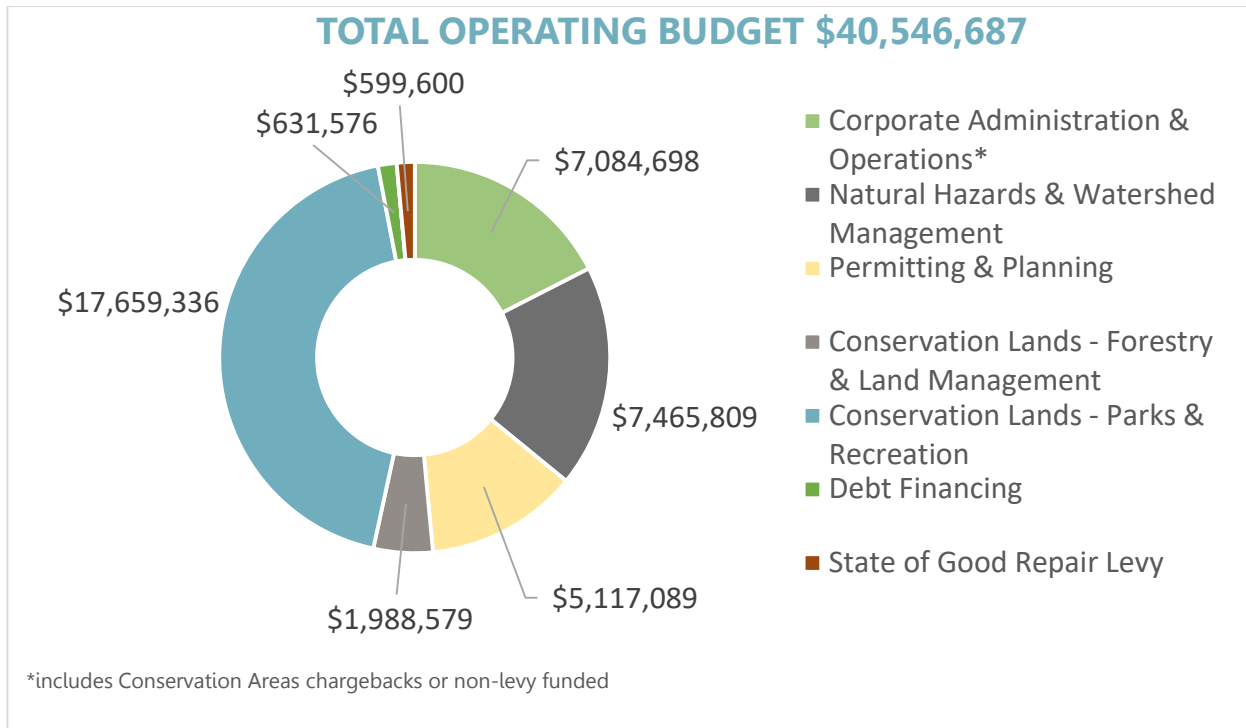
Revisions have been made in the 2024 budget from the preliminary budget presented in June which reflects updated modified current value assessment (MCVA) municipal apportionment percentages received from the Province, slightly revised debt financing charges, and an increase of \$149,000 for the 2024 Floodplain Mapping Update capital project costs.

Revised 2024 debt financing charges received from Halton Region staff resulted in a less than \$1,000 change compared to the preliminary budget. The 2024 Floodplain mapping project capital costs are funded by a benefit-based municipal levy to Halton Region to accelerate the floodplain mapping update and is beyond the Business Case submitted in 2019. The \$149,000 benefit-based municipal levy combined with the base MCVA apportioned municipal funding is within the 5.7% Halton Region guideline.

2024 Operating Budget

The 2024 operating budget of \$40.5 million provides for an investment of \$22.9 million in Watershed

Management & Support Services (WMSS) programs and an investment of \$17.6 million into the Conservation Areas. The following graph shows the distribution of the operating budget by department.



Inflation has been assumed generally at a rate of 2.5% for 2024.

The 2024 operating budget increase of \$3.3 million over the 2023 budget is funded by program revenue, grants, reserves, municipal funding, and internal program chargeback recoveries. Operating budget expense and funding amounts are summarized in the chart below.

Major drivers of the operating budget increase include:

- \$1,157,777 increased staff salary and benefits costs. Four new staff positions (3 WMSS, 1 Park) have been funded through new funding agreements and internal recoveries with minimal municipal funding impact.
- \$871,826 increase in the transfer to reserves for the Conservation Areas budgeted operating surplus that is reasonable based on historical revenue trends and increased activity planned for 2024.
- \$843,405 in materials, supplies, and purchased services primarily due to new Partnership Projects.
- \$313,199 in increases in internal chargebacks to programs for the recovery of staff time spent on programs and projects funded by program revenues and grants.

| Operating Budget | 2024 Budget | 2023 Budget | Increase / (Decrease) |
|---------------------------------------------------------------|----------------------|----------------------|-----------------------|
| Operating Expenses: | | | |
| Staff Salary & Benefits | \$ 25,063,313 | \$ 23,905,536 | \$ 1,157,777 |
| Materials & Supplies | 3,021,832 | 3,010,020 | 11,812 |
| Purchased Services | 6,310,869 | 5,479,276 | 831,593 |
| Financial | 651,600 | 595,330 | 56,270 |
| Internal Chargebacks | 2,968,734 | 2,655,535 | 313,199 |
| Debt Financing Charges | 631,576 | 580,126 | 51,450 |
| Transfer to Reserves - Land Securement | - | 25,000 | (25,000) |
| Transfer to Reserves - SOGR Levy Dams & Channels | 415,700 | 362,700 | 53,000 |
| Transfer to Reserves - SOGR Levy Buildings | 183,900 | 177,300 | 6,600 |
| Transfer to Reserves - Conservation Areas Operating Surplus | 1,299,163 | 427,337 | 871,826 |
| Total Operating Expenses | \$ 40,546,687 | \$ 37,218,160 | \$ 3,328,527 |
| Funding of Operating Expenses: | | | |
| Program Revenues and Fees | \$ 20,772,261 | \$ 18,747,896 | \$ 2,024,365 |
| Provincial (Ministry MNRF) - Operating Grant | 155,034 | 155,034 | - |
| Municipal Funding | 11,029,597 | 10,376,835 | 652,762 |
| Municipal Funding - SOGR Levies Dams & Channels and Buildings | 599,600 | 540,000 | 59,600 |
| Other Grants & Program Funding | 4,377,542 | 4,028,235 | 349,307 |
| Internal Chargeback Recoveries | 3,342,554 | 3,022,997 | 319,557 |
| Transfers from Reserves | 270,100 | 347,163 | (77,063) |
| Total Operating Funding | \$ 40,546,687 | \$ 37,218,160 | \$ 3,328,527 |

For further detail please reference the CH 2024 Budget & Business Plan (Appendix A).

Staffing

The 2024 budget includes 264 Full Time Equivalent (FTE) staff that are comprised of 129 FTE in Watershed Management & Support Services (WMSS) programs and 135 FTE in the Conservation Areas.

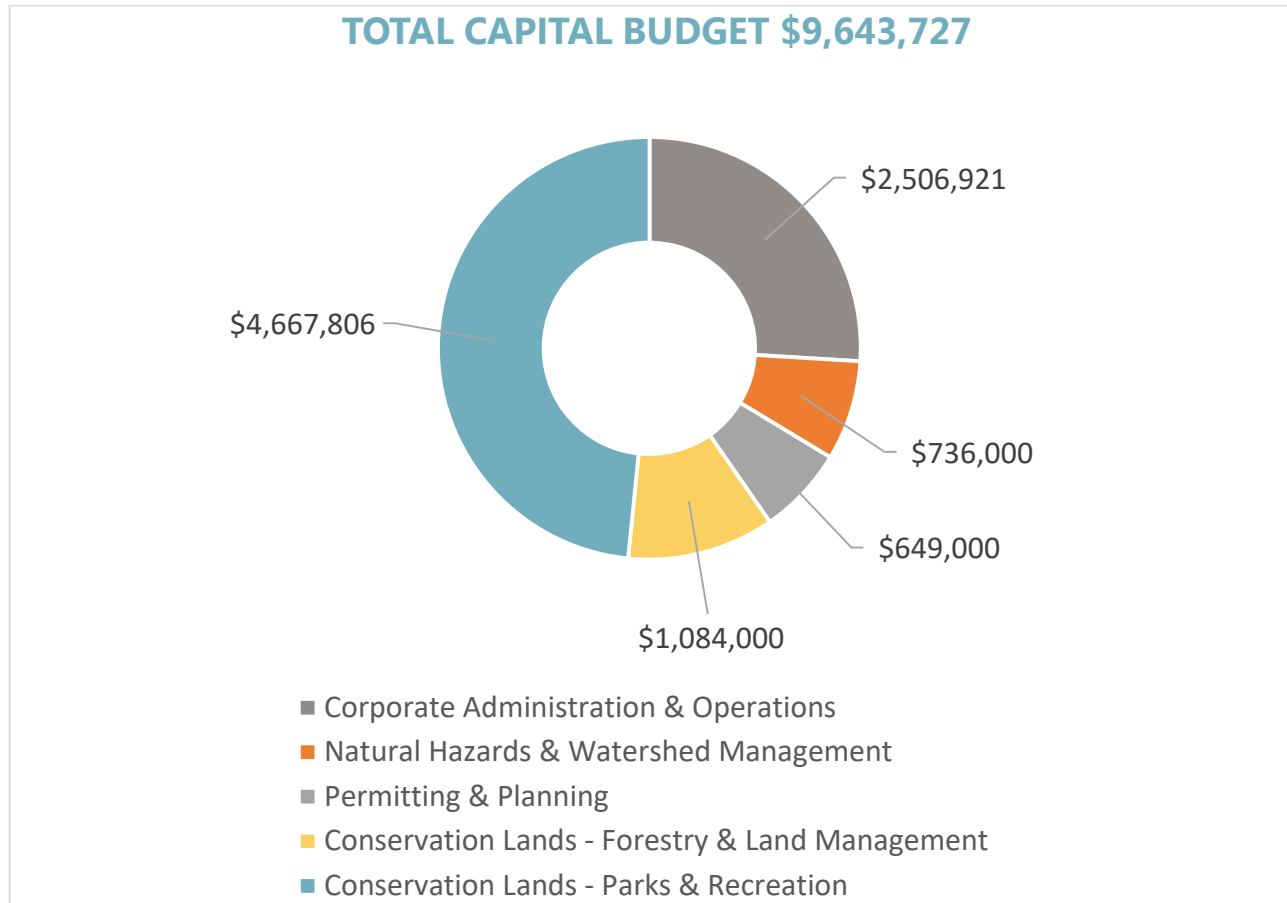
The net increase in positions and funding is associated with new funding agreements and changes in program priorities and workplans consistent with strategic plan initiatives.

2024 Capital Budget Summary

The 2024 capital budget represents an investment of \$9.6 million into infrastructure and technology to enhance programs and services. This is comprised of an investment in the watershed of \$5 million and Conservation Areas of \$4.6 million.

The WMSS capital budget provides funding for the rehabilitation of flood control infrastructure, updating of flood plain mapping, investments in technology upgrades, fleet replacements, development of studies and plans, managing the impacts of Emerald Ash Borer, land management initiatives, and infrastructure improvements.

The Parks capital budget provides funding for facility, infrastructure, and ski hill improvements, along with DCR projects including the Crawford Lake Boardwalk and the Kelso and Crawford Lake Visitor centres.



Base Municipal Funding

The total base municipal funding increase of \$475,362 includes an additional \$59,600 for SOGR levies for dams, channels, and facility assets to gradually meet target levels established in the Asset Management Plans for these assets. Asset Management Plans have been completed for all of CH's assets with most of the assets identified as in good condition.

| Municipal Funding | 2024 Budget | 2024 Municipal Funding | 2023 Municipal Funding | Municipal Funding Increase/(Decrease) |
|---------------------------------------|---------------------|------------------------|------------------------|---------------------------------------|
| Operating (excl. SOGR levy) | \$39,947,087 | \$11,029,597 | \$10,376,835 | 6.3% |
| Capital | 9,643,727 | 145,000 | 382,000 | -62.0% |
| State of Good Repair (SOGR) | 49,590,814 | 11,174,597 | 10,758,835 | 3.9% |
| Levy - Dams & Channels; Facilities | 599,600 | 599,600 | 540,000 | 11.0% |
| Total | \$50,190,414 | \$11,774,197 | \$11,298,835 | 4.2% |

Apportionment of Base Municipal Funding

Base municipal funding of \$11,774,197 is apportioned to Halton Region, City of Hamilton, Peel Region, and Township of Puslinch according to the area and proportional MCVA of the municipality falling within the CH watershed.

Based on updated current value assessment data and apportionment percentages received from the Province, the apportioned municipal funding amounts are as follows:

| Municipality: | 2024 MCVA Apportionment (%) | 2024 MCVA Apportioned Funding (\$) | 2023 MCVA Apportionment (%) | 2023 MCVA Apportioned Funding (\$) | % Increase |
|----------------------|-----------------------------|------------------------------------|-----------------------------|------------------------------------|------------|
| Halton Region | 87.9309% | \$10,353,158 | 87.9192% | \$9,933,846 | 4.2% |
| City of Hamilton | 7.2191% | 849,991 | 7.1961% | 813,075 | 4.5% |
| Peel Region | 4.6278% | 544,886 | 4.6664% | 527,249 | 3.3% |
| Township of Puslinch | 0.2222% | 26,162 | 0.2183% | 24,665 | 6.1% |
| | 100% | \$11,774,197 | 100% | \$11,298,835 | |

Ontario Regulation 402/22 requires CH to allocate the proposed 2024 municipal funding being requested according to Categories 1, 2, and 3 defined in the CA Act. CH established these Categories in its Programs & Services (P&S) Inventory in 2022. Municipal funding for Category 2 P&S will continue to be apportioned to its funding municipalities, though funded through Memorandums of Understanding (MOUs) developed in partnership with noted municipalities. The 2024 budget does not include municipal funding for Category 3 P&S.

| Conservation Authorities Act (CAA) Programs & Services (P&S) Categories: | 2024 MCVA Apportioned Funding (\$) | 2023 MCVA Apportioned Funding (\$) |
|--------------------------------------------------------------------------|------------------------------------|------------------------------------|
| Category 1 | \$11,302,815 | \$10,818,279 |
| Category 2 | 471,382 | 466,882 |
| Category 3 | - | 13,674 |
| Total | \$11,774,197 | \$11,298,835 |

Debt Financing, Debt Financing Charges, and Debt Capacity

Debt financing of \$1.5 million is requested in the 2024 budget, consistent with the 2023 budget forecast related to the new Central Works Operations Centre project.

Debt financing charges included in the 2024 operating budget of \$631,576 includes \$581,576 municipal debt financing charges and \$50,000 for estimated principal and interest payments on a land acquisition loan with the Hamilton Community Foundation (HCF).

The total long-term debt balance is currently \$4,887,991 including debt financing received in 2023. The debt capacity ratio estimated for 2024 of 3.5% is based on estimated own source revenues excluding Conservation Areas program revenue. CH has approved a debt capacity ratio of 10% in its Budget Principles.

Reserve Funding

The summary below provides the recommended transfers to and from reserves in the 2024 budget and the resulting projected reserve balances at December 31, 2024. A reserve continuity schedule with reserve balances to 2033 is also provided in the 2024 Budget & Business Plan.

| Conservation Halton Reserves | Projected Reserves Balance Dec 31, 2023 | Contribution from Surplus | State of Good Repair Levy | Contribution to Capital Projects | Contribution to Operating Expenses | Projected Reserves Balance Dec 31, 2024 |
|-------------------------------------------------------------------------|--------------------------------------------|---------------------------|---------------------------|----------------------------------|------------------------------------|--------------------------------------------|
| Watershed Management & Support Services | | | | | | |
| Vehicle and Equipment | \$ 557,273 | | | \$ (224,921) | | \$ 332,352 |
| Building | 832,504 | | | (500,000) | | 332,504 |
| Building - State of Good Repair | 403,920 | | 183,900 | (222,000) | | 365,820 |
| Watershed Management Capital - Municipal Funds and Self-Generated Funds | 1,395,079 | | 415,700 | (310,500) | | 1,500,279 |
| Watershed Management & Support Services Stabilization | 1,057,212 | | | (80,000) | (100,000) | 877,212 |
| Capital Projects - Debt Financing Charges | 518,146 | | | | | 518,146 |
| Digital Transformation | 285,700 | | | - | | 285,700 |
| Legal - Planning & Watershed Management | 841,995 | | | | (100,000) | 741,995 |
| Legal - Corporate | 200,000 | | | | | 200,000 |
| Water Festival | 169,334 | | | - | (13,600) | 155,734 |
| Land Securement | 141,239 | | | | | 141,239 |
| Property Management | 1,012,642 | | | (100,000) | | 912,642 |
| Stewardship and Restoration | 306,888 | | | | (56,500) | 250,388 |
| Conservation Lands – Parks & Recreation | | | | | | |
| Capital | 3,099,958 | 1,299,163 | | (2,270,306) | | 2,128,815 |
| Stabilization | 1,146,490 | | | | | 1,146,490 |
| Total Reserves | \$ 11,968,380 | \$ 1,299,163 | \$ 599,600 | \$ (3,707,727) | \$ (270,100) | \$ 9,889,316 |

Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability.

Financial Impact

CH staff have developed a fiscally conservative budget for 2024. The increase of 4.2% for base municipal funding including SOGR Levy and the additional \$149,000 benefit-based municipal funding that is proposed:

- Recognizes the fiscal pressures faced by CH's funding municipalities and, combined with CH's exceptional efficiencies, the total budgeted municipal funding increase is within the Halton Region guideline of 5.7%;

- Ensures the needs of the increasing number of visitors at our Conservation Areas are met; and
- Reflects program and service enhancements to address service delivery objectives outlined in CH's strategic plan, Momentum.

The proposed 2024 budget continues to provide for investments in programs to enhance service delivery, digital transformation initiatives, watershed planning work, greenspace and property management initiatives, floodplain mapping, flood forecasting, and improved user experiences at CH parks. Programs and services are funded in a manner utilizing sustainable, conservative revenue streams. Reserves are maintained at levels to ensure financial sustainability which support SOGR targets.

Signed & respectfully submitted:



Marnie Piggot
Director, Finance

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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

Attachment: 2024 Budget & Business Plan



2024 BUDGET & BUSINESS PLAN

FOREWORD

Submitted by:

Hassaan Basit
President & CEO

Prepared by:

Marnie Piggot, CPA, CA
Director, Finance

Justin Wei, CPA, CA
Senior Manager, Finance

Kimberly O'Malley, CPA, CGA
Senior Accountant & Budget Coordinator

In collaboration with Senior Leadership Team and staff from:

- Corporate Administration & Operations
- Natural Hazards & Watershed Management
- Permitting & Planning
- Conservation Lands - Forestry & Land Management
- Conservation Lands - Parks & Recreation

2024 BUDGET PREPARATION TIMELINE



TABLE OF CONTENTS



4 Introduction

- 5 Welcome Message
- 7 About Conservation Halton
- 8 Momentum Strategic Plan Priorities
- 9 Board of Directors
- 10 Senior Leadership Team

11 Executive Summary

15 Operating Budget

- 21 Sources of Operating Budget Funding
- 23 Staff Complement Changes

28 Capital Budget

35 Operating Budget & Forecast

41 Capital Budget & Forecast

49 Municipal Funding

54 Reserves

58 Departmental Business Plans

- 59 Corporate Administration & Operations
- 65 Natural Hazards & Watershed Management
- 72 Permitting & Planning
- 77 Conservation Lands - Forestry & Land Management
- 81 Conservation Lands - Parks & Recreation

INTRODUCTION



WELCOME MESSAGE

Our 2024 budget of \$50.2 million reflects our continued commitment to excellence, innovation, and responsible fiscal management guided by our current strategic plan, Momentum. This budget enables our teams to make great strides in 2024 while remaining nimble and responsive to changes within our external operating landscape.

Over the past several years—from Metamorphosis to Momentum—we have succeeded at setting and meeting strategic targets across our programs and services. We made commitments to innovation in priority areas, such as natural hazard management and park operations. These investments have now borne fruit. We have strengthened our flood forecasting capabilities with the addition of real-time monitoring stations and data systems, and we are driving new revenue generation through parks with modernized services and a digitally transformed visitor experience. Our investments in these and other priorities will continue to generate successes and opportunities throughout 2024 and beyond.

For 2024, we have forecast an overall budget increase of 18.1%. This increase provides us with a strong financial foothold without affecting the total proportion of revenues that come from municipal levy. Budgeted base funding from our partner municipalities will increase by only 4.2% and continues to remain at less than 25% of our total revenues. We are able to achieve financial growth with minimal impact on our municipal



Hassaan Basit at the 2023 Watershed Steward Awards



Retrieving coring samples from Crawford Lake, the site of the **Anthropocene** (Spring 2023)

WELCOME MESSAGE

partners because of sound planning—our self-generated revenues continue to support our resiliency and enable us to evolve our operations sustainably.

As we prepare for 2024, we look forward to charting a new strategic path (to follow Momentum) and to investing more in people and priority initiatives. We will continue to deliver high-quality programs and services that help us safeguard natural systems, fight climate change, educate children and youth, engage our communities in stewardship, increase access to greenspace, protect people from natural hazards, and plan for sustainable development. We also have major capital projects on the horizon, including park infrastructure enhancements that will greatly improve our capacity for programming and visitor engagement.

On behalf of Conservation Halton and our Board, we would like to express our gratitude to all of our customers, our community partners, and to each of our funding municipalities. These partnerships are integral to our work,

empowering us to deliver essential programs and services to the highest possible standard within our growing and diverse communities



Hassaan Basit
President & CEO



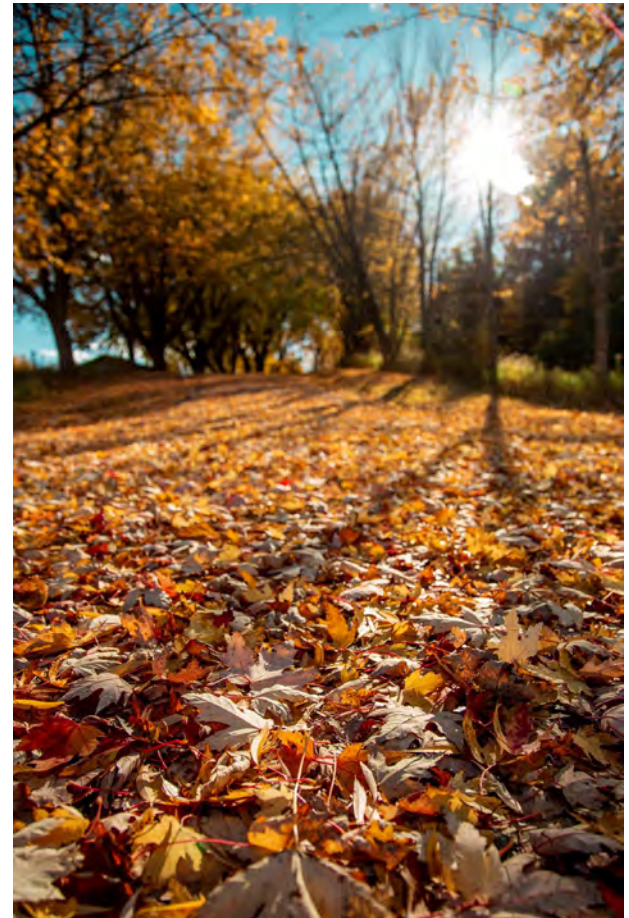
Gerry Smallegange
Chair, Board of Directors

ABOUT CONSERVATION HALTON

Conservation Halton was established more than 60 years ago to protect our communities from flooding and erosion and to manage and restore natural resources in our watershed. We have grown to become so much more.

Today, it is our responsibility to carry out our core duties under the Conservation Authorities Act (CA Act), prepare our communities for the impacts of climate change, support our partners in creating more sustainable communities, manage our natural areas and resources within the watershed, monitor and enhance the environmental health of our watershed and create opportunities to connect with nature through recreation and education.

Here at Conservation Halton, you will find highly skilled, experienced, and professional staff. Together, we are working to ensure a healthy watershed with clean streams, abundant forests and natural habitats that are in balance with our growing communities and engaged residents.



Kelso Conservation Area in Fall

MOMENTUM PRIORITIES



**NATURAL HAZARDS
AND WATER**



**SCIENCE, CONSERVATION
AND RESTORATION**



**EDUCATION,
EMPOWERMENT AND
ENGAGEMENT**



NATURE AND PARKS



**ORGANIZATIONAL
SUSTAINABILITY**



**DIGITAL TRANSFORMATION
AND INNOVATION**



PEOPLE & TALENT



BOARD OF DIRECTORS

REGIONAL MUNICIPALITY OF HALTON

BURLINGTON

Mayor Marianne Meed Ward

Councillor Rory Nisan

Mr. Gerry Smallegange, *Chair*

Councillor Shawna Stolte

HALTON HILLS

Councillor Chantal Gameau

Councillor Jane Fogal

MILTON

Mayor Gordon Krantz

Councillor Sameera Ali

Councillor Kristina Tesser Derksen

Councillor Sammy Ijaz

OAKVILLE

Mayor Rob Burton

Councillor Cathy Duddeck, *Vice-Chair*

Councillor Allan Elgar

Councillor Dave Gittings

REGIONAL MUNICIPALITY OF PEEL

MISSISSAUGA

Councillor Alvin Tedjo

Councillor Sue McFadden

CITY OF HAMILTON

Councillor Maureen Wilson

Councillor Alex Wilson

Councillor Cameron Kroetsch

TOWNSHIP OF PUSLINCH

Councillor Sara Bailey

SENIOR LEADERSHIP TEAM



EXECUTIVE SUMMARY



EXECUTIVE SUMMARY

Conservation Halton's 2024 budget of \$50.2 million provides the resources needed to protect, restore and manage natural assets in our watershed, improve programs and services, and invest more in our infrastructure. We have achieved an 18.1% budget increase over 2023 as a result of growth in self-generated revenues, grants and other funding, and operating efficiencies that minimize impact on municipal partners.

The 2024 budget continues to help us balance the delivery of core programs and services with Momentum strategic priorities and inflationary and growth-related pressures. It responds to CA Act regulation priorities and the impacts of Ontario's new housing legislation. The budget also reflects our 2024 focus on recommended capital infrastructure projects.

Overall, the 2024 budget aligns with the program categories of Conservation Halton's CA Act Programs & Services Inventory document as well as the related funding agreements being developed with participating municipalities.

The 2024 budget was developed based on our approved Budget Principles and our two primary budget categories: (1) Watershed Management & Support Services (WMSS) and (2) Conservation Areas. These budget categories are based on the funding sources for these programs. Conservation Area recreation programs are sustained through park program revenues that generate an operating surplus. By transferring this surplus to the Conservation Area capital reserve, Conservation

Halton is able to fund park capital project expenditures. The 2024 budget proposes a parks operating surplus of 1.3M.

Conservation Authorities derive their funding from a variety of sources. At Conservation Halton, we have proactively increased self-generated revenues to mitigate the financial impact on our funding municipalities. Municipal funding remains at less than 25% of total revenue sources.



EXECUTIVE SUMMARY

Conservation Halton strives to limit municipal funding increases to regional budget guidelines. The 2024 increase in base municipal funding of 4.2% and benefit-based municipal funding is within the guideline provided by Halton Region. The base municipal funding increase of \$475,362 assists with increased program requirements for operating, capital and the State of Good Repair levy for dams, channels and building assets.

Staffing is determined by the Senior Leadership Team through a review of program and service delivery needs. The 2024 budget includes 264 Full-Time Equivalent (FTE). The net increase in FTE positions is associated with new funding agreements, internal program recoveries and changes in program priorities consistent with strategic plan initiatives.

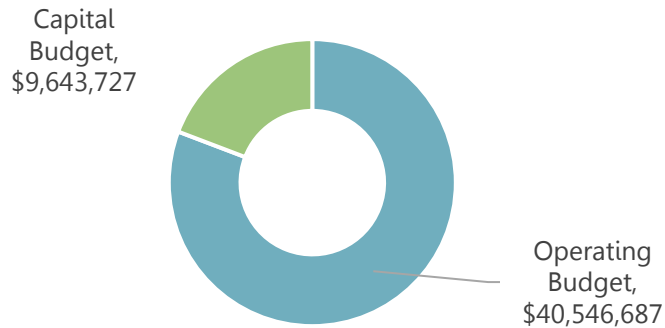
In summary, the 2024 budget continues to enable us to provide important services in a growing watershed, accounts for the needs of the increasing number of visitors at our conservation areas, reflects enhancements to program and service delivery objectives and includes initiatives to meet the requirements under the revised CA Act regulations.



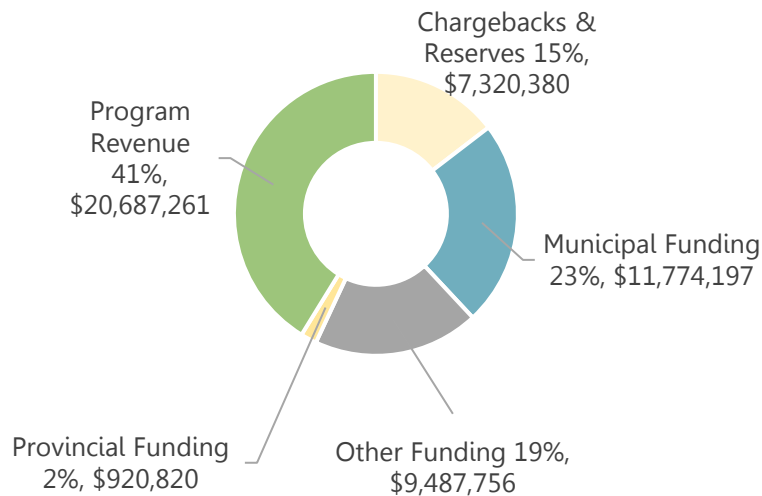
Guests enjoy a fireside performance by Hayley Verall at the **Omnia Gala**

EXECUTIVE SUMMARY

TOTAL 2024 BUDGET \$50,190,414



TOTAL 2024 BUDGET FUNDING SOURCES \$50,190,414



Operating Budget

| | 2024 Budget | 2023 Budget |
|------------------------------------------------------|-------------------|-------------------|
| Corporate Administration & Operations | 7,084,698 | 6,968,715 |
| Natural Hazards & Watershed Management | 7,465,809 | 6,127,595 |
| Permitting & Planning | 5,117,089 | 5,322,854 |
| Conservation Lands - Forestry & Land Management | 1,988,579 | 2,128,364 |
| Debt Financing | 631,576 | 580,126 |
| Reserves | - | 25,000 |
| Conservation Lands - Parks & Recreation | 17,659,336 | 15,634,756 |
| State of Good Repair Levy - Dam & Channels; Building | 599,600 | 540,000 |
| | <u>40,546,687</u> | <u>37,327,410</u> |

Capital Budget

| | 2024 Budget | 2023 Budget |
|-------------------------------------------------|------------------|------------------|
| Corporate Administration & Operations | 2,506,921 | 1,542,023 |
| Natural Hazards & Watershed Management | 736,000 | 739,000 |
| Permitting & Planning | 649,000 | 550,000 |
| Conservation Lands - Forestry & Land Management | 1,084,000 | 1,100,000 |
| Conservation Lands - Parks & Recreation | 4,667,806 | 1,243,113 |
| | <u>9,643,727</u> | <u>5,174,136</u> |

Total Operating & Capital Budget

\$ 50,190,414 **\$ 42,501,546**

OPERATING BUDGET



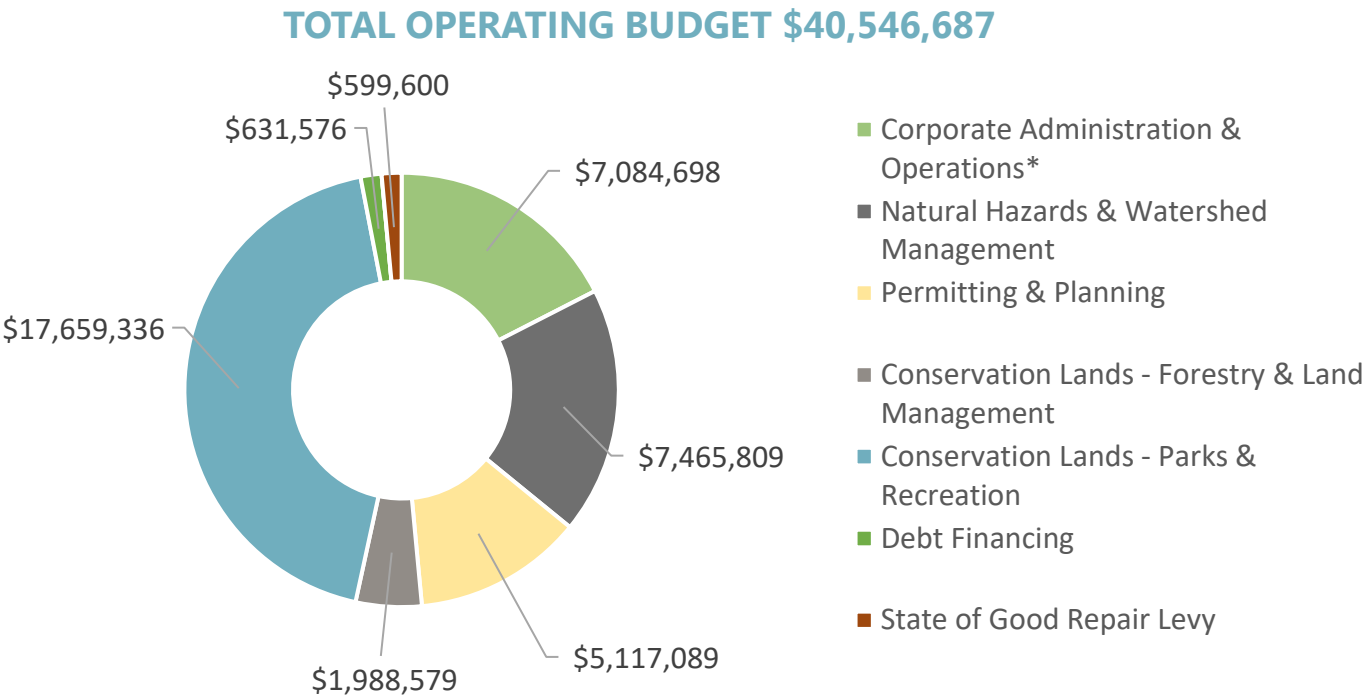
2024 OPERATING BUDGET

Conservation Halton works to protect, restore and manage the natural resources in its watershed and provide recreational and educational opportunities to area residents and visitors.

Operating in one of the fastest-growing regions in Canada, we are faced with the challenge of delivering services to an increasing number of watershed residents and park visitors. In addition to addressing the impacts of growth, we are committed to enhancing programs and services to meet

timelines and objectives outlined in our strategic plan, Momentum.

The 2024 operating budget of \$40.5 million provides for an investment of \$22.9 million in Watershed Management and Support Services (WMSS) programs and an investment of \$17.6 million in our Conservation Areas.



*includes Conservation Areas chargebacks or non-levy funded expenditures

2024 OPERATING BUDGET

The operating budget has been prepared according to the following budget categories, including the programs and services provided by those departments.

CORPORATE ADMINISTRATION & OPERATIONS

Corporate Governance, Board of Directors, CEO Office; Conservation Halton Foundation Administration; Finance; Fleet Operations; Human Resources; Marketing and Communications; Corporate Administration & Procurement; Information Technology (IT); Geographic Information Systems (GIS); Risk & Health; Administration Office Facility; Project Management; Construction.

NATURAL HAZARDS & WATERSHED MANAGEMENT

Flood Forecasting & Operations - Dams and Channels Operations and Capital Infrastructure Projects; Watershed Strategies & Climate Change - Administration; Source Water Protection; Science & Partnerships – Monitoring Ecology; Landowner Outreach & Restoration; Hamilton Harbour Remedial Action Plan (HHRAP); Partnership Projects; Restoration and Conservation – Restoration and Partnership Projects.

PERMITTING & PLANNING

Planning & Regulations; Floodplain Mapping; Regional Infrastructure Team.

CONSERVATION LANDS – FORESTRY & LAND MANAGEMENT

Property Management; Forestry; Security.

CONSERVATION LANDS – PARKS & RECREATION

Conservation Areas Administration; Fleet Operations; Kelso / Glen Eden; Crawford Lake; Mountsberg; Robert Edmondson; Rattlesnake Point; Hilton Falls; Mount Nemo; Education and Community Engagement & Outreach.

Further details of the operating budget for each department are provided in the Departmental Business Plans.

Assumptions Used in Preparing the 2024 Operating Budget

Inflation has been assumed generally at a rate of 2.5% for 2024. The Bank of Canada aims to keep inflation at the 2 per cent midpoint of an inflation-control target range of 1% to 3%.

Staff salary bands for 2024 are proposed to increase by 2.5% for inflation. Salaries are based on 96% of the top of the salary bands that approximate actual salary levels.

2024 OPERATING BUDGET

The operating budget provides for a combined investment of \$40.5 million into Watershed Management & Support Services (WMSS) programs and Conservation Areas. Conservation Halton prepares a budget that balances expenses with sources of revenue.

The 2023 operating budget increase of almost \$3.3 million is funded by program revenue, grants, reserves, municipal funding and internal program chargeback recoveries.

Major drivers of the operating budget increase include:

- \$1,157,777 increased staff salary and benefits costs, including those related to inflation adjustments and new staffing.

- \$831,593 in materials, supplies and purchased services primarily due to new Partnership Projects.

- \$313,199 in increases in internal chargebacks to programs for the recovery of staff time spent on programs and projects funded by program revenues and grants.

Operating budget expenses and funding amounts are summarized in the following chart.

| | 2024 Budget | 2023 Budget | Increase / (Decrease) |
|-------------------------------------------------------------------------------|----------------------|----------------------|-----------------------|
| Operating Expenses: | | | |
| Staff Salary & Benefits | \$ 25,063,313 | \$ 23,905,536 | \$ 1,157,777 |
| Materials & Supplies | 3,021,832 | 3,010,020 | 11,812 |
| Purchased Services | 6,310,869 | 5,479,276 | 831,593 |
| Financial | 651,600 | 595,330 | 56,270 |
| Internal Chargebacks | 2,968,734 | 2,655,535 | 313,199 |
| Debt Financing Charges | 631,576 | 580,126 | 51,450 |
| Transfer to Reserves - Land Securement | - | 25,000 | (25,000) |
| Transfer to Reserves - SOGR Levy Dams & Channels | 415,700 | 362,700 | 53,000 |
| Transfer to Reserves - SOGR Levy Buildings | 183,900 | 177,300 | 6,600 |
| Transfer to Reserves - Conservation Areas Operating Surplus | 1,299,163 | 427,337 | 871,826 |
| Total Operating Expenses | \$ 40,546,687 | \$ 37,218,160 | \$ 3,328,527 |
| Funding of Operating Expenses: | | | |
| Program Revenues and Fees | \$ 20,772,261 | \$ 18,747,896 | \$ 2,024,365 |
| Provincial (Ministry MNR) - Operating Grant | 155,034 | 155,034 | - |
| Municipal Funding | 11,029,597 | 10,376,835 | 652,762 |
| Municipal Funding - State of Good Repair Levies Dams & Channels and Buildings | 599,600 | 540,000 | 59,600 |
| Other Grants & Program Funding | 4,377,542 | 4,028,235 | 349,307 |
| Internal Chargeback Recoveries | 3,342,554 | 3,022,997 | 319,557 |
| Transfers from Reserves | 270,100 | 347,163 | (77,063) |
| Total Operating Funding | \$ 40,546,687 | \$ 37,218,160 | \$ 3,328,527 |

2024 OPERATING BUDGET

Staff Salary & Benefits

Increases to staff salary and benefits are comprised of the following:

- Increased total full-time staff compensation of \$188,820 based on a 2.5% inflationary increase to the staff salary bands. Salaries are based on 96% of the top of the salary bands that approximate actual salary levels.
- Increased part-time staff costs of \$318,917 related primarily to park seasonal staffing.
- Benefit cost increases for full-time staff are \$121,073.
- Four new full-time FTE staff changes costing \$528,967 are partially funded through internal chargeback recoveries through Conservation Areas or directly charged to Conservation Areas.

Materials & Supplies and Purchased Services

A large part of the changes in these categories is the result of shifts between supplies and services for the Partnership Projects planned for 2024 that are fully funded by project grants and internal chargebacks to the projects.

Financial

Financial expense increases are minimal, primarily attributed to inflationary assumptions.

Internal Chargebacks and Internal Chargeback Recoveries

The chargeback expense amount is increasing by a total of \$313,199. Chargeback expenses are included in Partnership Projects, Source Protection and WMSS Operations related to staff in other departments allocating time to these programs.

State of Good Repair (SOGR) Levy and Transfer to SOGR Reserves

An increase of \$59,600 in the SOGR Levy is attributed to an increase of \$53,000 for dams and channels to provide for the municipal funding level to reach the target amount plus inflation by 2028. The increase in the target amount is consistent with the recently updated Dams and Channels Asset Management Plan (2022). The target municipal funding identified in the Facilities Asset Management Plan has been achieved in the 2024 budget with an increase of \$6,600 in the SOGR levy. The State of Good Repair Levy amounts are transferred to the Watershed Management Capital and Building SOGR Reserve to fund future capital works.

2024 OPERATING BUDGET

Program Revenue

The majority of the \$2.0M program revenue increase is primarily driven by park program revenues. This revenue increase is based on average historical actual revenues (with the normalization of operations post COVID-19), assumed continued growth in fees and visitation, and continued review of fees.

Planning and permit fees include provincial Bill 23 service impacts and generally assume other services are maintained at current volumes and fees. Fees are currently being reviewed to ensure 100% cost recovery of services provided.

Other Grants & Program Funding

The estimated increase in funding through other grants and program funding of \$349,307 is primarily related to Partnership Projects planned for 2024.

Municipal Funding

Municipal operating funding increase of \$652,762 is related to Watershed Management & Support Services programs and services, continued development of the Watershed Strategies & Climate Change program, and an additional increase of \$59,600 to fund State of Good Repair Levies for dams, channels, and facilities.

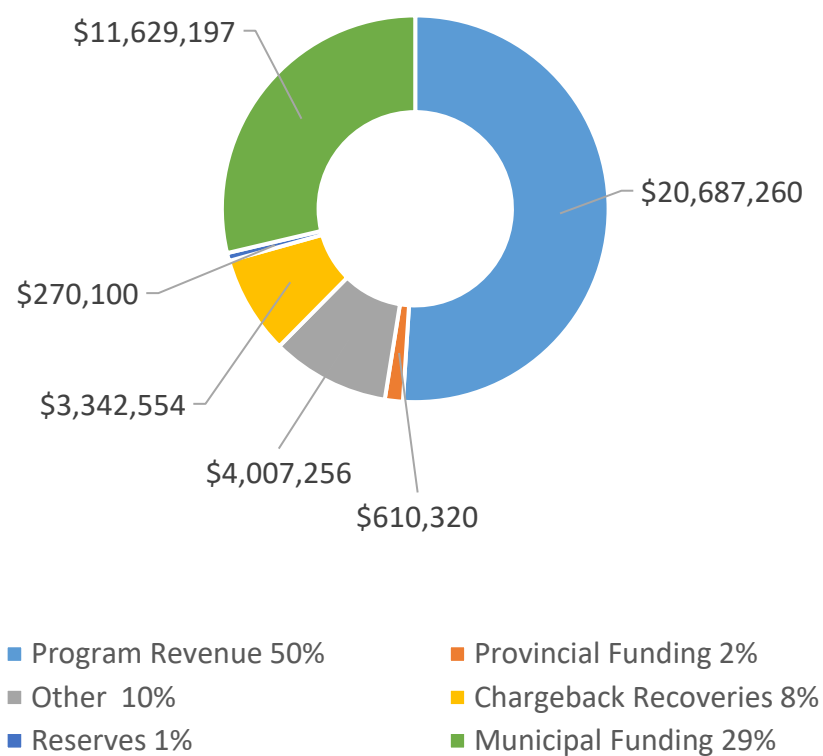
Transfer from Reserves

Transfers from reserves to fund operating expenses of \$270,100 include:

- A transfer from the Legal – Planning & Watershed Management Reserve of \$100,000 to fund estimated legal costs related to Planning & Regulation activities
- A transfer from the WMSS Stabilization Reserve of \$100,000 will partially fund the 2024 increased staffing costs.
- Transfers from the Water Festival, Stewardship & Restoration Reserve total \$70,100 to assist with funding the respective program expenses.

SOURCES OF OPERATING BUDGET FUNDING

TOTAL OPERATING BUDGET FUNDING SOURCES \$40,546,687



Conservation Halton has been proactive in generating funding through various sources to mitigate the financial impact on its funding municipalities. The 2024 operating budget funding sources are consistent with prior years, with the majority of funding derived from self-generated revenues and less than 25% of the operating budget funded by municipal funding of \$11.6 million.

Program revenue included in the operating budget is assumed to increase based on inflation, growth, recent historical actual revenue trends and increases identified through the fees model to transition to full cost recovery. The fees model will ensure that fee increases are phased in to recover the costs of providing services and will benchmark fees against other similar service providers to ensure equity to the consumers of the services.

Municipal funding is provided by the Halton Region, City of Hamilton, Peel Region and the Township of Puslinch. Municipal funding is apportioned to its participating municipalities within the Conservation Halton watershed, as detailed in the Municipal Funding section of the 2024 Budget & Business Plan.

SOURCES OF OPERATING BUDGET FUNDING

STATE OF GOOD REPAIR LEVY

The operating budget includes a request for a State of Good Repair (SOGR) Levy of \$599,600, an increase of \$59,500 over the 2023 budget amount. This increase is aligned with amounts in the Dams and Channels and Facilities Asset Management Plans. The 2024 State of Good Repair Levy consists of \$415,700 for dams and channels assets and \$183,900 for buildings and facility assets. The State of Good Repair Levy amounts will be transferred to the Watershed Management Capital – Municipal Funds Reserve and the Building - SOGR Reserve to fund 2024 and future capital works.

Asset Management Plans have been completed for all Conservation Halton assets including dams and channels, facilities and remaining capital assets, and have identified that most Conservation Halton assets are in good condition. The last Asset Management Plan noted that reserve levels for some assets, such as vehicles, are inadequate in the later years of the ten-year forecast and will be addressed in future budgets.

The Asset Management Plans provide the annual investment required to maintain these assets in a State of Good Repair. Based on the phase-in of the State of Good Repair levy amounts, some municipal debt financing may still be required over the ten-year forecast period until the SOGR levy reaches target levels established in the Asset Management Plans. Conservation Halton staff will work towards phasing in the shortfall in future budgets to minimize the municipal funding impact.

RESERVE FUNDING AND TRANSFERS

In addition to Watershed Management Capital and Building reserve funding from the State of Good Repair levy amounts, the budget includes a proposed transfer to the Conservation Areas reserves of almost \$1.3 million to fund future park capital requirements.

Transfers from the Stabilization, Legal, Water Festival, Landowner Outreach & Restoration reserves totaling \$270,100 are included in funding in the 2024 budget to meet operating expense needs. These expenses include increased staffing costs, legal expenses and program operating costs.

The Reserve section of the 2024 Budget & Business Plan provides the projected reserve balances on December 31, 2023, and the proposed transfers to and from reserves in the 2024 budget. A reserve continuity schedule with reserve balances to 2033 is also provided in this section.

STAFF COMPLEMENT CHANGES

The 2024 operating budget provides for 264 full-time equivalent (FTE) staff positions. These positions are primarily funded through grants, internal chargeback recoveries to other programs within Conservation Halton, and program revenues.

The net increase in positions and funding is associated with new funding agreements and changes in program priorities and respective work plans, consistent with strategic plan initiatives.

A summary of the staff changes is provided below.

| Staffing Overview Summary | | | | | |
|-----------------------------------------------------------|----------------------|-----------------------|--------------------------|-------------------|----------------------------|
| | 2023 Approved FTE | Service Adjustment | Reallocation of Staff | 2024 Total FTE | Net Change 2024 vs 2023 |
| Watershed Management & Support Services (WMSS) | | | | | |
| Full-time | 116.8 | 5.0 | -3.0 | 118.8 | 2.0 |
| Part-time/Contract | 9.3 | 1.0 | 0.0 | 10.3 | 1.0 |
| Total WMSS | 126.1 | 6.0 | -3.0 | 129.1 | 3.0 |
| Conservation Areas | | | | | |
| Full-time | 31.3 | 1.0 | 0.0 | 32.3 | 1.0 |
| Part-time/Contract | 101.6 | 0.5 | 0.0 | 102.1 | 0.5 |
| Total Conservation Areas | 132.9 | 1.5 | 0.0 | 134.4 | 1.5 |
| Total Full-time | 148.1 | 6.0 | -3.0 | 151.1 | 3.0 |
| Total Part-time/Contract | 110.9 | 1.5 | 0.0 | 112.4 | 1.5 |
| Total Staff FTE's | 259.0 | 7.5 | -3.0 | 263.5 | 4.5 |

2024 OPERATING BUDGET

| Description | % Increase (decrease) over PY Budget | 2022 Actual | 2023 Budget Expenses | 2024 Budget Expenses | 2024 Budget Funding Sources | | | | | |
|------------------------------------------------------------|-----------------------------------------------|-------------|-------------------------|-------------------------|-----------------------------|-----------------------|------------------------------------------------------|--------------------------------------------------------------------------|--------------------|--------------------------------|
| | | | | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Internal Chargeback Recovery (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| WATERSHED MANAGEMENT & SUPPORT SERVICES (WMSS) PROGRAMS | | | | | | | | | | |
| 1 CORPORATE ADMINISTRATION & OPERATIONS | | | | | | | | | | |
| Corporate Governance, Board of Directors, CEO Office | | 695,966 | 765,057 | 799,122 | | | | 26,700 | | 772,422 |
| Conservation Halton Foundation Administration | | 221,118 | 284,646 | 309,427 | | | | 223,000 | | 86,427 |
| Finance | | 855,995 | 882,603 | 1,009,082 | 166,000 | | | 317,200 | | 525,882 |
| Fleet Operations | | 175,399 | 201,940 | 214,440 | | | | | | 214,440 |
| General Corporate Services | | 613,808 | - | (75,000) | | | | | 100,000 | (175,000) |
| Human Resources | | 700,759 | 772,159 | 780,071 | | | | 236,800 | | 543,271 |
| Marketing and Communications | | 858,587 | 927,824 | 980,996 | | | | 381,700 | | 599,296 |
| Corporate Administration & Procurement | | 410,883 | 516,074 | 535,906 | | | | 127,900 | | 408,006 |
| Information Technology | | 485,367 | 522,350 | 642,608 | | | | 137,500 | | 505,108 |
| Geographical Information Systems (GIS) | | 519,252 | 581,355 | 599,011 | 6,500 | | | | | 592,511 |
| Risk & Health | | 587,720 | 647,392 | 526,051 | | | | 197,300 | | 328,751 |
| Administration Office Facility | | 175,588 | 194,515 | 201,879 | | | | | | 201,879 |
| Project Management | | 365,532 | 379,159 | 251,170 | | | 50,000 | 100,900 | | 100,270 |
| Construction | | 273,777 | 293,641 | 309,935 | | | | 55,200 | | 254,735 |
| | 1.7% | 6,939,751 | 6,968,715 | 7,084,698 | 172,500 | - | 50,000 | 1,804,200 | 100,000 | 4,957,998 |

2024 OPERATING BUDGET

| Description | % Increase (decrease) over PY Budget | 2022 Actual | 2023 Budget Expenses | 2024 Budget Expenses | 2024 Budget Funding Sources | | | | | |
|------------------------------------------------------------|-----------------------------------------------|-------------|-------------------------|-------------------------|-----------------------------|-----------------------|------------------------------------------------------|--------------------------------------------------------------------------|--------------------|--------------------------------|
| | | | | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Internal Chargeback Recovery (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| WATERSHED MANAGEMENT & SUPPORT SERVICES (WMSS) PROGRAMS | | | | | | | | | | |
| 2 NATURAL HAZARDS & WATERSHED MANAGEMENT | | | | | | | | | | |
| Flood Forecasting & Operations | | 573,447 | 619,652 | 773,290 | | 155,034 | 25,000 | 20,600 | | 572,656 |
| Watershed Strategies & Climate Change | | | | | | | | | | |
| Watershed Strategies & Climate Change Administration | | 467,763 | 491,305 | 828,435 | | | | 18,000 | 100,000 | 710,435 |
| Source Protection | | 239,825 | 320,404 | 330,286 | | 330,286 | | | | |
| Science & Partnerships | | | | | | | | | | |
| Monitoring Ecology | | 660,279 | 716,572 | 702,172 | 6,181 | | | 20,017 | | 675,975 |
| Landowner Outreach & Restoration | | 663,948 | 764,205 | 749,887 | 41,150 | | 20,000 | 240,791 | 47,500 | 400,447 |
| Hamilton Harbour Remedial Action Plan (HHRAP) | | 342,199 | 323,613 | 317,750 | | | 317,750 | | | |
| Partnership Projects | | 439,745 | 572,616 | 359,263 | | | 359,263 | | | |
| Restoration & Conservation | | | | | | | | | | |
| Restoration | | 594,798 | 748,100 | 876,483 | | | 25,000 | 696,676 | | 154,807 |
| Partnership Projects | | 1,019,440 | 1,571,128 | 2,528,243 | | | 2,528,243 | | | |
| | 21.8% | 5,001,444 | 6,127,595 | 7,465,809 | 47,331 | 485,320 | 3,275,256 | 996,084 | 147,500 | 2,514,319 |

2024 OPERATING BUDGET

| Description | % Increase (decrease) over PY Budget | 2022 Actual | 2023 Budget Expenses | 2024 Budget Expenses | 2024 Budget Funding Sources | | | | | |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------|-------------------------|-------------------------|-----------------------------|-----------------------|------------------------------------------------------|--------------------------------------------------------------------------|--------------------|-----------------------------|
| | | | | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Internal Chargeback Recovery (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| WATERSHED MANAGEMENT & SUPPORT SERVICES (WMSS) PROGRAMS | | | | | | | | | | |
| 3 PERMITTING & PLANNING | | | | | | | | | | |
| Planning & Regulations | | 4,443,828 | 4,524,767 | 4,308,416 | 3,203,000 | | | 28,650 | | 1,076,766 |
| Floodplain Mapping | | 262,287 | 264,833 | 272,088 | | | | 25,000 | | 247,088 |
| Regional Infrastructure Team (RIT) | | 376,500 | 533,254 | 536,585 | | | 550,000 | | | (13,415) |
| | (3.9%) | 5,082,614 | 5,322,854 | 5,117,089 | 3,203,000 | - | 550,000 | 53,650 | - | 1,310,439 |
| 4 CONSERVATION LANDS - FORESTRY & LAND MANAGEMENT | | | | | | | | | | |
| Property Management | | 243,496 | 327,882 | 332,298 | 43,000 | 125,000 | | 55,200 | | 109,098 |
| Security | | 463,963 | 482,898 | 607,567 | | | | 293,600 | | 313,967 |
| Forestry | | 744,970 | 1,024,520 | 1,048,714 | 120,000 | | 47,000 | 59,500 | | 822,214 |
| Partnership Projects | | 241,046 | 293,064 | - | | | | | | |
| | (6.6%) | 1,693,476 | 2,128,364 | 1,988,579 | 163,000 | 125,000 | 47,000 | 408,300 | - | 1,245,279 |
| 5 DEBT FINANCING CHARGES | | | | | | | | | | |
| TRANSFER TO RESERVES - WMSS STABILIZATION, PROPERTY MANAGEMENT, STEWARDSHIP AND RESTORATION; ALLOCATED SURPLUS | 8.9% | 574,001 | 580,126 | 631,576 | | | | | | 631,576 |
| TRANSFER TO RESERVES - STATE OF GOOD | | 524,147 | - | - | | | | | | - |
| 7 REPAIR (SOGR) LEVY | 11.0% | 480,500 | 540,000 | 599,600 | | | | | | 599,600 |
| 8 TRANSFER TO RESERVE - LAND SECUREMENT | (100.0%) | 25,000 | 25,000 | - | | | | | | - |

2024 OPERATING BUDGET

| Description | % Increase (decrease) over PY Budget | 2022 Actual | 2023 Budget Expenses | 2024 Budget Expenses | 2024 Budget Funding Sources | | | | | |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------|-------------------------|-------------------------|-----------------------------|-----------------------|------------------------------------------------------|--------------------------------------------------------------------------|--------------------|-----------------------------|
| | | | | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Internal Chargeback Recovery (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| CONSERVATION LANDS - PARKS & RECREATION | | | | | | | | | | |
| 9 PARKS & RECREATION | | | | | | | | | | |
| Conservation Areas Administration | | 1,802,031 | 1,782,355 | 1,895,183 | 1,776,000 | | | 80,320 | | |
| Parks Vehicles | | 173,465 | 124,590 | 135,527 | | | | | | |
| Kelso/Glen Eden | | 7,473,338 | 8,516,921 | 8,974,436 | 11,461,000 | | | | | |
| Crawford Lake / Mountsberg / Robert Edmondson | | 2,270,863 | 2,203,637 | 2,484,643 | 2,257,000 | | | | | 240,000 |
| Rattlesnake Point / Hilton Falls / Mount Nemo | | 248,904 | 606,800 | 599,368 | 1,442,500 | | | | | |
| Community Engagement & Outreach | | 296,423 | 322,416 | 402,516 | 164,930 | | 85,000 | | 22,600 | 129,986 |
| Transfer Surplus to Conservation Area reserves | | 3,165,799 | 427,337 | 1,299,163 | | | | | | |
| Subtotal Conservation Lands & Recreation (Recreation) - Operating before Internal Chargeback - Corporate Services | 12.9% | 15,430,824 | 13,984,056 | 15,790,836 | 17,101,430 | - | 85,000 | 80,320 | 22,600 | 369,986 |
| | | | | | | | | | | |
| Internal Chargeback - Corporate Services | 13.2% | 1,386,900 | 1,650,700 | 1,868,500 | | | | | | |
| | | | | | | | | | | |
| TOTAL OPERATING CONSERVATION LANDS - PARKS & RECREATION | 12.9% | 16,817,724 | 15,634,756 | 17,659,336 | 17,101,430 | - | 85,000 | 80,320 | 22,600 | 369,986 |
| | | | | | | | | | | |
| TOTAL OPERATING PROGRAMS | 8.6% | 37,138,657 | 37,327,410 | 40,546,687 | 20,687,261 | 610,320 | 4,007,256 | 3,342,554 | 270,100 | 11,629,197 |

CAPITAL BUDGET

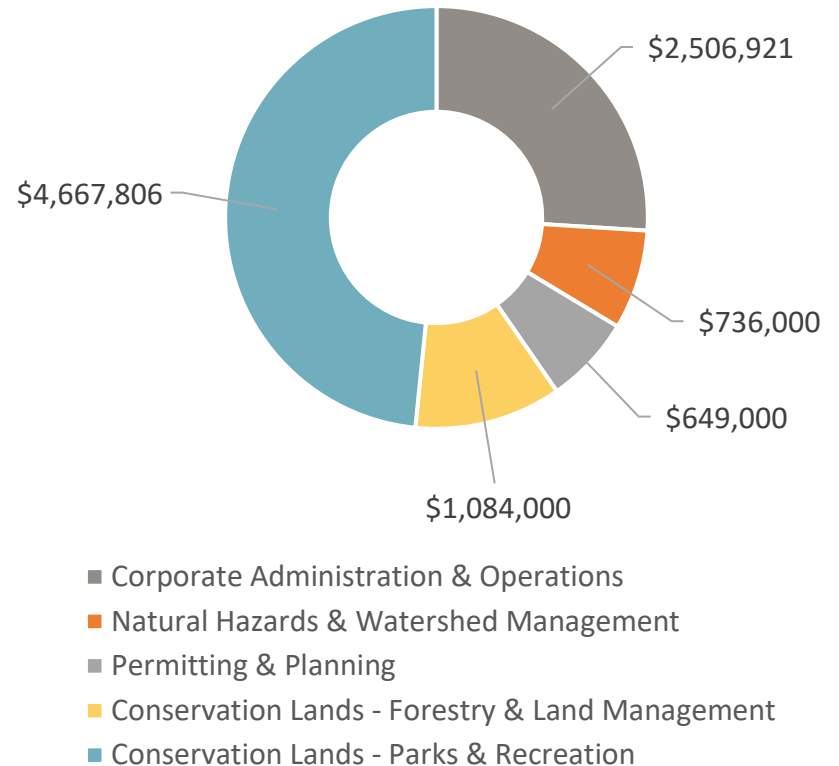


2024 CAPITAL BUDGET

The 2024 capital budget will invest a total of \$9.6 million into infrastructure and technology to enhance programs and services in Conservation Halton's watershed and across our Conservation Areas.

The capital budget provides funding for projects such as the rehabilitation of flood control infrastructure, updating of floodplain mapping, investments in digital transformation and technology upgrades, vehicle and equipment replacements, managing the impacts of Emerald Ash Borer, and land management initiatives and infrastructure improvements at our Conservation Areas, including projects funded through Developer Contribution Reserve (DCR) funds held by Halton Region.

TOTAL CAPITAL BUDGET \$9,643,727



2024 CAPITAL BUDGET

2024 CAPITAL BUDGET INVESTMENTS

The 2024 capital budget of \$9.6 million includes:

CORPORATE ADMINISTRATION & OPERATIONS

Asset Management (AM) Plan work estimated to cost \$50,000 is included in the 2024 budget for the update of the AM Plan for facility assets. AM Plans have been completed for all Conservation Halton assets and are updated on a rolling five-year schedule.

Information Technology infrastructure capital costs of \$60,000 include new and replacement computer equipment and software.

Facility State of Good Repair costs of \$172,000 include maintenance work identified in the Facilities Asset Management Plan and Facility Condition Assessment report to maintain WMSS buildings in a State of Good Repair.

Central Works Operation Centre & Field Office capital project costs of \$2,000,000 are included in the 2024 budget with funding of \$1,500,000 through debt financing and the remainder from the Building Reserve. The Central Works Operations Centre construction is anticipated to be completed in 2024. Design work for the new facility is currently underway.

Fleet Management includes vehicle and equipment replacements planned for 2024 of \$224,921 for WMSS programs and will be funded by a transfer from the Vehicle and Equipment Reserve.

NATURAL HAZARDS & WATERSHED MANAGEMENT

Dams and channels State of Good Repair maintenance costs of \$621,000 are based on staff assessments of capital work priorities according to consulting engineering studies, such as dam safety reviews. These costs are assumed to be funded 50% provincially and 50% municipally through the State of Good Repair (SOGR) Levy reserve funding.

Flood Forecasting & Warning Program costs of \$35,000 are related to equipment and services for the development of watershed Flood Forecasting & Warning models and tools.

Watershed Strategies & Climate Change capital project costs of \$80,000 will continue to guide Conservation Halton and partner municipalities in identifying natural assets and developing sustainable, cost-effective and climate-resilient infrastructure. This project aligns with our strategic plan objective to increase climate resilience by promoting natural solutions and includes costs for consulting requirements. Project expenses for 2024 are to be funded by a transfer from the WMSS Stabilization Reserve.

2024 CAPITAL BUDGET

PERMITTING & PLANNING

The Floodplain Mapping update project, with costs of \$649,000 in the 2024 budget, is a multi-year capital project identified in our strategic plan. This project is funded through other funding received from Halton Region. The remaining watershed areas to be updated are predominantly within the Halton Region portion of the Conservation Halton watershed, making it difficult to apportion these costs to other municipalities.

CONSERVATION LANDS - FORESTRY & LAND MANAGEMENT

Emerald Ash Borer (EAB) treatment estimated costs of \$834,000 are funded by Halton Region according to the amount outlined in the EAB Business Plan, approved in 2017.

Property Management capital costs of \$150,000 are related primarily to addressing property and risk management issues on lands owned by Conservation Halton as well as the implementation of master plan initiatives. These funds will also enable the development of a land inventory of Conservation Halton owned properties, as required by the CA Act revised regulations.

We have also estimated \$100,000 in Conservation Halton Foundation-funded projects to recognize annual fundraising revenues for park capital projects that typically support education programs.



Flood Forecasting and Operations Staff doing routine checks and maintenance at Joshua Creek Station



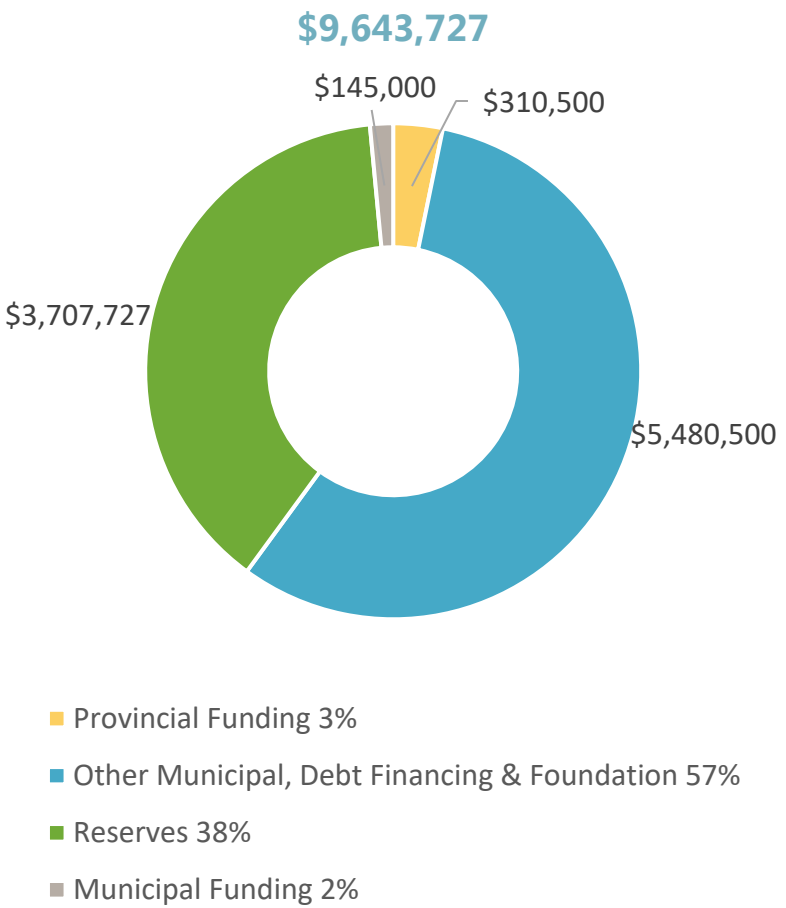
2024 CAPITAL BUDGET

CONSERVATION LANDS - PARKS & RECREATION

The Conservation Lands & Recreation (Recreation) 2024 capital budget totaling \$4.7 million is comprised of \$2,170,000 for facility and infrastructure maintenance, \$385,000 for Kelso/Glen Eden ski hill improvements, \$252,306 for fleet vehicle and equipment replacements, and \$113,000 for IT infrastructure improvements.

Conservation Area Developer Contribution Reserve projects in the 2024 budget total \$1,747,500. An increase of \$1,200,000 is required in the budget for the Crawford Lake Boardwalk replacement project, based on updated cost estimates prepared by the consultant. This project was included in the 2022 budget at an estimated cost of \$2,280,000 funded by an Investing in Canada Infrastructure (ICIP) grant of \$1,671,924 and Developer Contribution Reserve funding of \$608,076. Cost estimates were prepared in 2019 for the ICIP grant application and have increased significantly since that time along with an increased contingency allowance. The remaining \$547,500 has been allocated for further scoping and design of the visitor centres at Kelso/Glen Eden and Crawford Lake.

TOTAL CAPITAL BUDGET FUNDING SOURCES



2024 CAPITAL BUDGET

| Description | % Increase (decrease) over PY Budget | 2022 Actual | 2023 Budget Expenses | 2024 Budget Expenses | 2024 Budget Funding Sources | | | | | |
|-------------------------------------------------|-----------------------------------------------|-------------|-------------------------|-------------------------|-----------------------------|-----------------------|------------------------------------------------------|-----------------------------------------------------------------------------|--------------------|--------------------------------|
| | | | | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Internal Chargeback Recovery (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| CAPITAL | | | | | | | | | | |
| Capital - Watershed Management & Support | | | | | | | | | | |
| 10a Services (WMSS) | | | | | | | | | | |
| Corporate Administration & Operations | | | | | | | | | | |
| Asset Management Plan | | 21,315 | 50,000 | 50,000 | | | | | 50,000 | |
| Compensation & Program Fees Reviews | | 30,240 | 30,000 | - | | | | | | |
| IT Infrastructure & Digital Transformation | | 52,937 | 98,000 | 60,000 | | | | | | 60,000 |
| Website Upgrade | | 18,322 | - | - | | | | | | |
| Facilities - Improvements | | 387,743 | 100,000 | | | | | | | |
| Facilities - State of Good Repair | | 146,752 | 100,000 | 172,000 | | | | | 172,000 | |
| Central Works Operations Centre | | 21,353 | 1,000,000 | 2,000,000 | | | 1,500,000 | | 500,000 | |
| Fleet Management | | 9,951 | 164,023 | 224,921 | | | | | 224,921 | |
| Natural Hazards & Watershed Management | | | | | | | | | | |
| Dams & Channels SOGR Maintenance | | 648,743 | 420,000 | 621,000 | | 310,500 | | | 310,500 | |
| Flood Forecasting & Warning Program | | 27,835 | 115,000 | 35,000 | | | | | | 35,000 |
| Watershed Database & Restoration Projects | | 23,678 | 25,000 | - | | | - | | | |
| Watershed Strategies & Climate Change | | - | 179,000 | 80,000 | | | - | | 80,000 | |
| Land Acquisition | | 1,625,963 | - | - | | | | | | |
| Permitting & Planning | | | | | | | | | | |
| Floodplain Mapping Update | | 413,545 | 550,000 | 649,000 | | | 649,000 | | | |
| Conservation Lands - Forestry & Land Management | | | | | | | | | | |
| Emerald Ash Borer | | 753,083 | 850,000 | 834,000 | - | | 834,000 | | | |
| Property Management Projects | | - | 150,000 | 150,000 | | | | | 100,000 | 50,000 |
| Other Foundation Funded Projects | | - | 100,000 | 100,000 | | | 100,000 | | | |
| TOTAL CAPITAL WMSS | 26.6% | 4,181,459 | 3,931,023 | 4,975,921 | - | 310,500 | 3,083,000 | - | 1,437,421 | 145,000 |

2024 CAPITAL BUDGET

| Description | % Increase (decrease) over PY Budget | 2022 Actual | 2023 Budget Expenses | 2024 Budget Expenses | 2024 Budget Funding Sources | | | | | | |
|-------------------------------------------------------|-----------------------------------------------|-------------|-------------------------|-------------------------|-----------------------------|-----------------------|------------------------------------------------------|-----------------------------------------------------------------------------|--------------------|--------------------------------|---------|
| | | | | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Internal Chargeback Recovery (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding | |
| CAPITAL | | | | | | | | | | | |
| 10b Capital - Conservation Lands - Parks & Recreation | | | | | | | | | | | |
| Skihill Improvements | | 179,187 | 525,000 | 385,000 | | | | | | | |
| Facility Major Maintenance & IT Infrastructure | | 760,040 | 638,000 | 2,283,000 | 650,000385,0001,633,000 | | | | | | |
| Fleet replacement | | 66,057 | 80,113 | 252,306 | 252,306 | | | | | | |
| Developer Contribution Reserve Projects | | | | | | | | | | | |
| -Crawford Lake Boardwalk | | 62,753 | - | 1,200,000 | -1,200,000 | | | | | | |
| -Kelso & Crawford Lake Visitor Centres | | - | - | 547,500 | 547,500 | | | | | | |
| TOTAL CAPITAL CONSERVATION LANDS - PARKS & RECREATION | | 275.5% | 1,068,036 | 1,243,113 | 4,667,806 | - | - | 2,397,500 | - | 2,270,306 | - |
| TOTAL CAPITAL PROJECTS | | 86.4% | 5,249,495 | 5,174,136 | 9,643,727 | - | 310,500 | 5,480,500 | - | 3,707,727 | 145,000 |

OPERATING BUDGET & **FORECAST** 2025-2033



2024 OPERATING BUDGET & FORECAST

The 2024 Budget and 2025-2033 Operating Forecast considers anticipated service levels, future obligations, and inflationary impacts. Key assumptions and drivers included in the operating forecast are detailed below.

The addition of two net-new staff positions per year has been assumed in the Watershed Management & Support Services (WMSS) operating forecast to reflect future growth and maintenance of service levels. Program service level reviews are completed annually as part of the budget process. Compensation and other expenses in the forecast have been assumed to increase annually at the estimated rate of 2.5% for 2024 and 2% thereafter.

Program revenues in the forecast have been assumed to increase annually generally by 2% to 5%.

Chargebacks for support services provided to internal programs consider future compensation increases and the proportion of staffing allocated to these programs. The operating forecast includes ongoing debt servicing costs and new debt financing for anticipated capital projects. Debt financing has been primarily received through the Halton Region to assist with partially financing the 50% municipal portion of dams and channels capital projects. The estimated debt financing charges included in the operating forecast related to municipal debt financing have been provided by Halton Region staff.

The operating forecast includes the impact of capital projects once the assets become operational, excluding the Conservation Area capital projects that are partly funded by Developer Contributions Reserve (DCR) funds held by Halton Region. The cost impacts related to the DCR projects will be assessed through the development of project designs, cost estimates and regulatory requirements.

A summary of the 2024 operating budget and 2025– 2033 forecast is presenting on the next page.

2024 OPERATING BUDGET & FORECAST

| Conservation Halton WMS S Operating Expenditures | Ten Year Operating Expenditures and Funding Budget & Forecast - Watershed Management & Support Services (WMS S) | | | | | | | | | |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| <u>Salaries & Benefits</u> | | | | | | | | | | |
| Balance, beginning of year | 15,243,204 | 15,817,000 | 16,346,000 | 16,888,000 | 17,446,000 | 18,020,000 | 18,611,000 | 19,218,000 | 19,841,000 | 20,482,000 |
| Staffing changes (2023 5.0 FTE increase; 2 FTE 2024-2032) | 419,266 | 188,000 | 192,000 | 196,000 | 200,000 | 204,000 | 208,000 | 212,000 | 216,000 | 220,000 |
| Part time staff increases | (67,003) | - | - | - | - | - | - | - | - | - |
| Compensation Increases (2023 3.0%, 2024-32 2% inflation; 96% of range) | 150,428 | 250,000 | 256,000 | 265,000 | 274,000 | 283,000 | 292,000 | 301,000 | 311,000 | 321,000 |
| Increase in benefits (2022 5%; 2023-2031 2% inflation) | 71,105 | 91,000 | 94,000 | 97,000 | 100,000 | 104,000 | 107,000 | 110,000 | 114,000 | 118,000 |
| Balance, end of year | 15,817,000 | 16,346,000 | 16,888,000 | 17,446,000 | 18,020,000 | 18,611,000 | 19,218,000 | 19,841,000 | 20,482,000 | 21,141,000 |
| <u>Materials & Supplies</u> | | | | | | | | | | |
| Balance, beginning of year restated | 1,134,331 | 946,150 | 965,050 | 984,350 | 1,004,050 | 1,024,150 | 1,044,650 | 1,065,550 | 1,086,850 | 1,108,550 |
| Partnership Projects materials and supplies | (235,446) | | | | | | | | | |
| Corporate Administration & Operations materials | 19,500 | | | | | | | | | |
| General decrease and increases (Assumed 2024-2033 2% inflation) | 27,765 | 18,900 | 19,300 | 19,700 | 20,100 | 20,500 | 20,900 | 21,300 | 21,700 | 22,200 |
| Balance, end of year | 946,150 | 965,050 | 984,350 | 1,004,050 | 1,024,150 | 1,044,650 | 1,065,550 | 1,086,850 | 1,108,550 | 1,130,750 |
| <u>Purchased Services</u> | | | | | | | | | | |
| Balance, beginning of year restated | 3,056,278 | 3,731,391 | 3,806,391 | 3,882,391 | 3,960,391 | 4,039,391 | 4,120,391 | 4,202,391 | 4,286,391 | 4,372,391 |
| Partnership Projects purchased services | 643,925 | | | | | | | | | |
| General increases (decreases) (Assumed 2025-2033 2% inflation) | 31,188 | 75,000 | 76,000 | 78,000 | 79,000 | 81,000 | 82,000 | 84,000 | 86,000 | 87,000 |
| Balance, end of year | 3,731,391 | 3,806,391 | 3,882,391 | 3,960,391 | 4,039,391 | 4,120,391 | 4,202,391 | 4,286,391 | 4,372,391 | 4,459,391 |
| <u>Financial</u> | | | | | | | | | | |
| Balance, beginning of year | 60,130 | 61,400 | 62,600 | 63,900 | 65,200 | 66,500 | 67,800 | 69,200 | 70,600 | 72,000 |
| General increases and decreases (2024-2033 Assumed 2.0% inflation) | 1,270 | 1,200 | 1,300 | 1,300 | 1,300 | 1,300 | 1,400 | 1,400 | 1,400 | 1,400 |
| Balance, end of year | 61,400 | 62,600 | 63,900 | 65,200 | 66,500 | 67,800 | 69,200 | 70,600 | 72,000 | 73,400 |

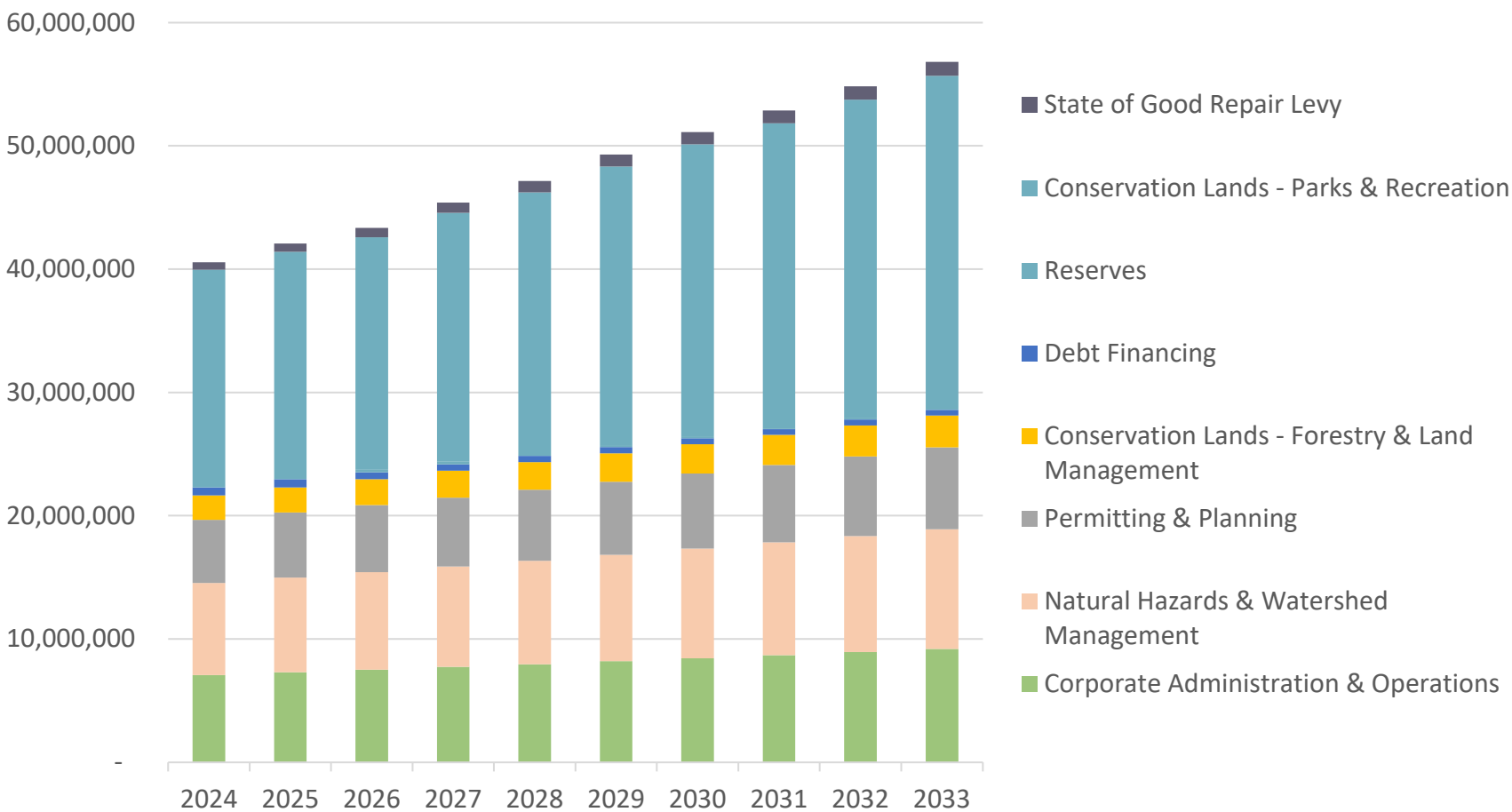
2024 OPERATING BUDGET & FORECAST

| Ten Year Operating Expenditures and Funding Budget & Forecast - Watershed Management & Support Services (WMSS) | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Conservation Halton WMSS Operating Expenditures | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| Internal Chargebacks | | | | | | | | | | |
| Balance, beginning of year restated | 1,053,585 | 1,100,234 | 1,122,239 | 1,144,684 | 1,167,578 | 1,190,930 | 1,214,749 | 1,239,044 | 1,263,825 | 1,289,102 |
| Project and General increases | 46,649 | 22,005 | 22,445 | 22,894 | 23,352 | 23,819 | 24,295 | 24,781 | 25,277 | 25,782 |
| Balance, end of year | 1,100,234 | 1,122,239 | 1,144,684 | 1,167,578 | 1,190,930 | 1,214,749 | 1,239,044 | 1,263,825 | 1,289,102 | 1,314,884 |
| Debt Financing Charges (Hamilton Community Fdn & Halton Region) | | | | | | | | | | |
| Balance, beginning of year | 580,126 | 631,576 | 656,387 | 550,616 | 521,156 | 510,551 | 500,466 | 490,381 | 480,297 | 470,212 |
| Decrease in debt financing charges - Ham. Comm. Foundation | - | (25,000) | (25,000) | - | - | - | - | - | - | - |
| Increase/(decrease) in debt financing charges - Halton Region | 51,450 | 49,811 | (80,771) | (29,460) | (10,605) | (10,085) | (10,085) | (10,084) | (10,085) | (10,085) |
| Total Debt Financing Charges | 631,576 | 656,387 | 550,616 | 521,156 | 510,551 | 500,466 | 490,381 | 480,297 | 470,212 | 460,127 |
| Transfer to Reserves - State of Good Repair Levy (Dams & Channels) | 415,700 | 476,300 | 545,900 | 625,500 | 716,900 | 745,500 | 775,400 | 806,400 | 838,600 | 872,200 |
| Transfer to Reserves - State of Good Repair Levy (Buildings) | 183,900 | 190,700 | 197,800 | 205,100 | 212,700 | 220,600 | 228,800 | 237,300 | 246,100 | 255,200 |
| Transfers to Reserves - Motor Pool | - | - | 200,000 | 250,000 | - | 100,000 | 150,000 | 50,000 | 100,000 | 100,000 |
| Total Operating Expenses - WMSS | 22,887,351 | 23,625,667 | 24,457,641 | 25,244,975 | 25,781,122 | 26,625,156 | 27,438,766 | 28,122,663 | 28,978,955 | 29,806,952 |
| Funding of Operating Expenditures | | | | | | | | | | |
| Program Revenue | 3,585,831 | 3,765,100 | 3,953,400 | 4,032,500 | 4,113,200 | 4,318,900 | 4,405,300 | 4,493,400 | 4,583,300 | 4,675,000 |
| Provincial (Ministry NDMNRF) - Operating Grant | 155,034 | 155,034 | 155,034 | 155,034 | 155,034 | 155,034 | 155,034 | 155,034 | 155,034 | 155,034 |
| Municipal Funding - Operating (Total incl. Education) | 11,029,597 | 11,381,110 | 11,824,941 | 12,095,673 | 12,498,473 | 13,073,616 | 13,602,896 | 13,996,227 | 14,555,519 | 15,079,386 |
| Municipal State of Good Repair Levies - Dams & Channels and Buildings | 599,600 | 667,000 | 743,700 | 830,600 | 929,600 | 966,100 | 1,004,200 | 1,043,700 | 1,084,700 | 1,127,400 |
| Other Grants & Program Funding | 4,377,542 | 4,462,600 | 4,549,300 | 4,637,800 | 4,728,100 | 4,820,200 | 4,914,100 | 5,009,800 | 5,107,400 | 5,207,100 |
| Internal Chargeback Recoveries | 2,892,248 | 2,994,823 | 3,101,266 | 3,163,368 | 3,226,715 | 3,291,306 | 3,357,236 | 3,424,502 | 3,493,002 | 3,563,032 |
| Transfers from Reserves - Legal, WMSS Stabilization, Water Festival, Stewardship and Restoration | 247,500 | 200,000 | 130,000 | 330,000 | 130,000 | - | - | - | - | - |
| Total Operating Funding - WMSS | 22,887,351 | 23,625,667 | 24,457,641 | 25,244,975 | 25,781,122 | 26,625,156 | 27,438,766 | 28,122,663 | 28,978,955 | 29,806,952 |

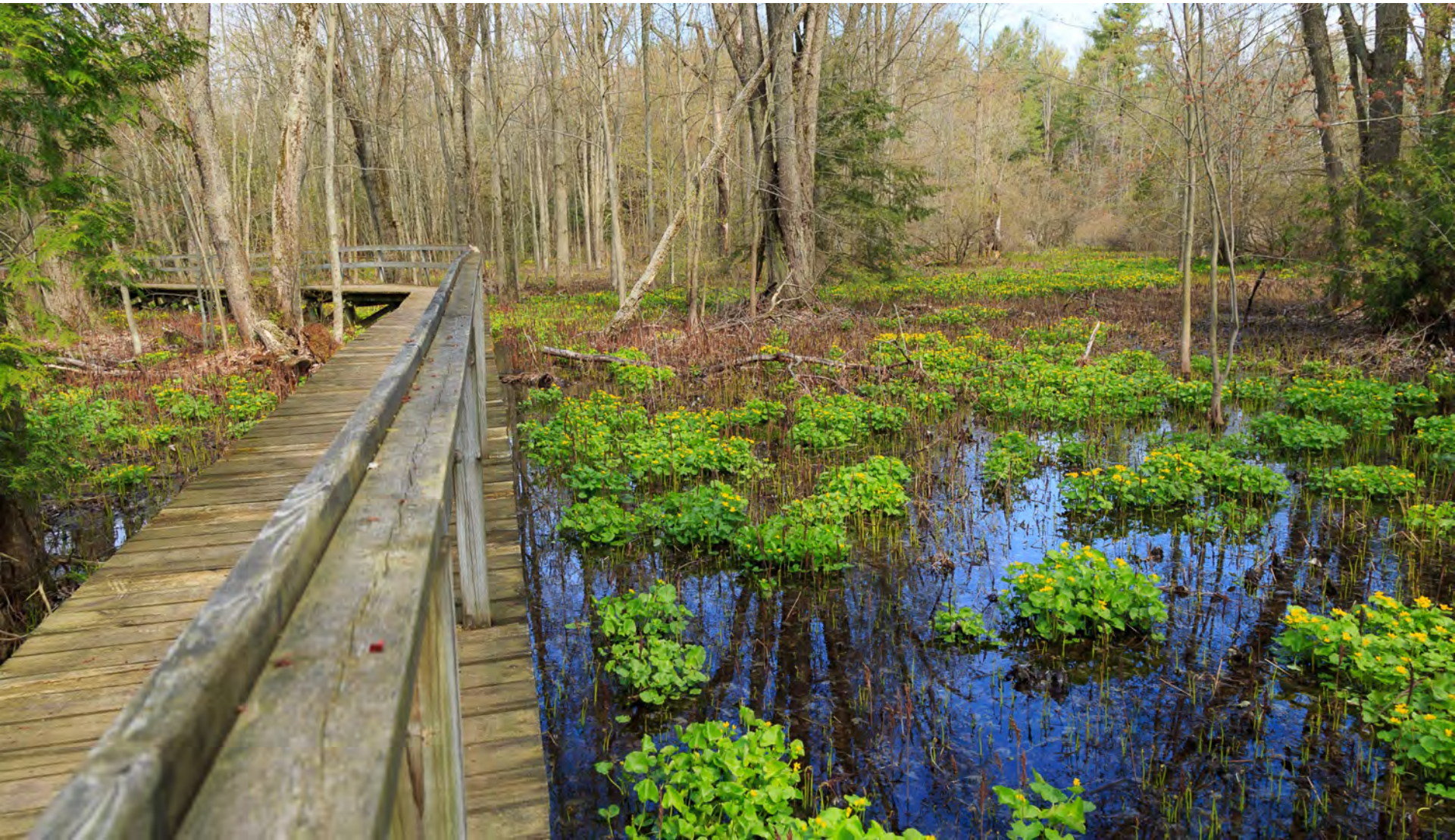
2024 OPERATING BUDGET & FORECAST

| Conservation Halton Conservation Lands- Parks & Recreation Operating Expenditures | Ten Year Operating Expenditures and Funding Budget & Forecast - Conservation Lands - Parks & Recreation | | | | | | | | | |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| Salaries & Benefits | 9,246,313 | 9,523,702 | 9,809,413 | 10,103,696 | 10,406,807 | 10,719,011 | 11,040,581 | 11,371,799 | 11,712,953 | 12,064,341 |
| Materials & Supplies | 2,075,682 | 2,179,466 | 2,288,439 | 2,402,861 | 2,523,004 | 2,649,155 | 2,781,612 | 2,920,693 | 3,066,728 | 3,220,064 |
| Purchased Services | 2,579,478 | 2,708,452 | 2,843,874 | 2,986,068 | 3,135,372 | 3,292,140 | 3,456,747 | 3,629,585 | 3,811,064 | 4,001,617 |
| Financial | 590,200 | 602,004 | 614,044 | 626,325 | 638,851 | 661,211 | 684,354 | 708,306 | 733,097 | 758,755 |
| Internal Chargebacks - Corporate Administration & Operations | 1,868,500 | 1,905,900 | 1,944,000 | 1,982,900 | 2,022,600 | 2,063,100 | 2,104,400 | 2,146,500 | 2,189,400 | 2,233,200 |
| Transfer to Reserve - Operating Surplus | 1,299,163 | 1,529,764 | 1,379,395 | 2,053,067 | 2,116,761 | 2,760,131 | 3,086,721 | 3,433,687 | 3,802,161 | 4,193,231 |
| Total Operating Expenses - Conservation Lands - Parks & Recreation | 17,659,336 | 18,449,288 | 18,879,166 | 20,154,917 | 21,374,419 | 22,675,772 | 23,685,439 | 24,741,593 | 25,846,425 | 27,002,233 |
| Operating Funding - Conservation Lands - Parks & Recreation | | | | | | | | | | |
| Program Fees | 17,186,430 | 17,989,976 | 18,410,668 | 19,677,049 | 20,886,993 | 22,178,598 | 23,178,321 | 24,224,333 | 25,318,820 | 26,464,075 |
| Transfer from Reserve (Outreach) | 22,600 | - | - | - | - | - | - | - | - | - |
| Municipal Funding - Park Education programs & Outreach | 369,986 | 377,386 | 384,933 | 392,632 | 400,485 | 408,494 | 416,664 | 424,998 | 433,498 | 442,168 |
| Internal Chargeback Recoveries | 80,320 | 81,926 | 83,565 | 85,236 | 86,941 | 88,680 | 90,453 | 92,262 | 94,108 | 95,990 |
| Total Operating Funding - Conservation Lands - Parks & Recreation | 17,659,336 | 18,449,288 | 18,879,166 | 20,154,917 | 21,374,419 | 22,675,772 | 23,685,439 | 24,741,593 | 25,846,425 | 27,002,233 |

2024 OPERATING BUDGET & FORECAST



CAPITAL BUDGET & **FORECAST** 2024-2033



2024 CAPITAL BUDGET & FORECAST

Conservation Halton provides services that are essential to the safety and well-being of the residents in its watershed. These services rely on well-planned and maintained infrastructure. Through capital budgeting, we can plan for future priorities and the impact on operating programs and expenses while ensuring long-term fiscal sustainability.

Development of the 2024 capital budget and the 2025-2033 forecast includes Momentum strategic plan initiatives, Developer Contribution Reserve projects, Asset Management Plan capital priorities, Emerald Ash Borer treatment, Floodplain Mapping projects, and Park Master Plan initiatives. The capital budget, as proposed, will ensure assets are maintained in a State of Good Repair and address the impact of growth in the region on our infrastructure.

A significant portion of the Watershed Management & Support Services capital budget is related to dams, channels and facility capital projects. These capital projects are funded by transfers from the respective reserves, partly funded through State of Good Repair Levies based on a long-term financing strategy.

Conservation Areas capital projects in the 2024 budget and forecast are funded by the park capital reserve, capital infrastructure grants and other funding. Capital projects include ongoing ski hill, facility and infrastructure improvement projects to maintain assets in a State of Good Repair, and information technology enhancements.

Conservation Areas projects in the capital forecast include three projects with revised costs totaling approximately \$35 million based on business cases provided to the Board of Directors. The capital projects are related to a Kelso visitor centre, Crawford Lake visitor centre and education facility, along with a Crawford Lake boardwalk, all of which are partly funded by Developer Contributions Reserves.

Strategic plan initiatives included in the capital forecast will enable us to continue to invest in innovation and technologies to further modernize operations, streamline service delivery and improve resource management.

Initiatives included in the 2024 budget and 2025-2033 capital forecast include the continuation of:

- Modernizing flood forecasting and operations
- Improving floodplain mapping across the watershed
- Investing in digital transformation across all systems
- Mitigating impacts of Emerald Ash Borer on our forests
- Enhancing environmental restoration and stewardship
- Expanding sustainable outdoor recreation experiences

A summary of the 2024 capital budget and 2025-2033 capital forecast by department is included on the following pages.

2024 CAPITAL BUDGET & FORECAST



2024 CAPITAL BUDGET & FORECAST

Conservation Halton WMS Capital Expenditures

Ten Year Capital Expenditures and Funding Budget & Forecast - Watershed Management & Support Services

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
|--------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| Corporate Administration & Operations | | | | | | | | | | |
| Asset Management Plan | 50,000 | - | - | - | 60,000 | 60,000 | - | - | - | - |
| Program Rates & Fees Review | - | - | - | - | 40,000 | - | - | - | - | 45,000 |
| Compensation Review | - | 32,000 | - | - | - | 35,000 | - | - | - | - |
| GIS Data Acquisition | - | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Website Upgrade | - | - | - | - | 50,000 | - | - | - | - | - |
| IT Infrastructure - upgrades - WMS | 60,000 | 93,000 | 78,000 | 58,000 | 85,000 | 103,000 | 78,000 | 113,000 | 93,000 | 66,000 |
| Administration Office & Other Facility Renovations | 172,000 | 204,468 | 170,595 | 80,633 | 225,179 | 99,936 | 316,413 | 406,574 | 319,101 | 195,908 |
| Central Works Operations Centre & Field Office | 2,000,000 | - | - | - | - | - | - | - | - | - |
| Fleet Management | 224,921 | 155,000 | 217,500 | 253,000 | (1,500) | 61,500 | 173,500 | (35,500) | 121,000 | 150,000 |
| Total Corporate Administration & Operations | 2,506,921 | 499,468 | 481,095 | 406,633 | 473,679 | 374,436 | 582,913 | 499,074 | 548,101 | 471,908 |
| Natural Hazards & Watershed Management | | | | | | | | | | |
| <u>Flood Forecasting & Operations</u> | | | | | | | | | | |
| Flood Forecasting & Warning Program | 35,000 | 50,000 | 75,000 | 75,000 | 75,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Dams and Channels Major Maintenance Projects: | | | | | | | | | | |
| Scotch Block Dam | 188,000 | - | - | - | 132,000 | - | - | - | - | - |
| Hilton Falls Dam | 246,000 | - | - | - | - | 103,000 | - | - | - | - |
| Kelso Dam | - | - | - | - | - | 103,000 | - | - | - | 25,000 |
| Mountsberg Dam | - | - | - | - | - | - | - | - | 116,000 | - |
| Morris on-Wedgewood Channel | 53,000 | 110,000 | 480,000 | 498,000 | 518,000 | 539,000 | 560,000 | 647,000 | 606,000 | 266,500 |
| Other Dams and Channels | 134,000 | 1,022,000 | 623,000 | 781,000 | 721,000 | 752,000 | 905,000 | 852,000 | 846,000 | 423,000 |
| Dam Public Safety Projects | - | - | 54,000 | 69,000 | - | - | - | - | - | - |
| | 656,000 | 1,182,000 | 1,232,000 | 1,423,000 | 1,446,000 | 1,547,000 | 1,515,000 | 1,549,000 | 1,618,000 | 764,500 |

2024 CAPITAL BUDGET & FORECAST

| Conservation Halton WMSS Capital Expenditures | Ten Year Capital Expenditures and Funding Budget & Forecast - Watershed Management & Support Services | | | | | | | | | |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| <u>Watershed Strategies & Climate Change</u> | | | | | | | | | | |
| Watershed Plan Implementation | - | - | - | 75,000 | 75,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Watershed Strategies & Climate Change | 80,000 | 82,000 | 84,000 | 86,000 | 88,000 | 90,000 | 92,000 | 94,000 | 96,000 | 98,000 |
| | 80,000 | 82,000 | 84,000 | 161,000 | 163,000 | 190,000 | 192,000 | 194,000 | 196,000 | 198,000 |
| Total Natural Hazards & Watershed Management | 736,000 | 1,264,000 | 1,316,000 | 1,509,000 | 1,534,000 | 1,637,000 | 1,607,000 | 1,643,000 | 1,714,000 | 862,500 |
| <u>Permitting & Planning</u> | | | | | | | | | | |
| Flood Plain Mapping (Updates; 2027 & on ongoing maintenance) | 649,000 | 676,980 | 395,020 | 258,120 | 263,000 | 268,000 | 273,000 | 278,000 | 284,000 | 290,000 |
| Total Permitting & Planning | 649,000 | 676,980 | 395,020 | 258,120 | 263,000 | 268,000 | 273,000 | 278,000 | 284,000 | 290,000 |
| <u>Conservation Lands - Forestry & Land Management</u> | | | | | | | | | | |
| Emerald Ash Borer (EAB) Management | 834,000 | 794,000 | 794,000 | - | - | - | - | - | - | - |
| Conservation Halton Foundation funded projects | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Property Management Projects | 150,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | - |
| Total Conservation Lands - Forestry & Land Management | 1,084,000 | 944,000 | 944,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 100,000 |
| Total Capital Expenditures - WMSS | 4,975,921 | 3,384,448 | 3,136,115 | 2,398,753 | 2,495,679 | 2,529,436 | 2,712,913 | 2,670,074 | 2,796,101 | 1,824,408 |

2024 CAPITAL BUDGET & FORECAST

| Conservation Halton WMS S Capital Expenditures | Ten Year Capital Expenditures and Funding Budget & Forecast - Watershed Management & Support Services | | | | | | | | | |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| Capital - Funding | | | | | | | | | | |
| Provincial Grants | 310,500 | 566,000 | 578,500 | 674,000 | 685,500 | 748,500 | 732,500 | 749,500 | 784,000 | 357,250 |
| Municipal Funding | 145,000 | 252,000 | 252,000 | 459,000 | 554,718 | 546,492 | 490,202 | 528,846 | 513,423 | 485,931 |
| Municipal Special Levy - EAB | 834,000 | 794,000 | 794,000 | - | - | - | - | - | - | - |
| Municipal Special Levy - Flood Plain Mapping | 649,000 | 676,980 | 395,020 | 158,120 | 161,282 | 164,508 | 167,798 | 171,154 | 174,577 | 178,069 |
| Other Funding Grants and Program Funding | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Transfer from Reserves | 1,437,421 | 995,468 | 1,016,595 | 1,007,633 | 994,179 | 969,936 | 1,222,413 | 1,120,574 | 1,224,101 | 703,158 |
| Municipal Debt Financing | 1,500,000 | - | - | - | - | - | - | - | - | - |
| Total Capital Funding - WMS S | 4,975,921 | 3,384,448 | 3,136,115 | 2,398,753 | 2,495,679 | 2,529,436 | 2,712,913 | 2,670,074 | 2,796,101 | 1,824,408 |

2024 CAPITAL BUDGET & FORECAST

| Ten Year Capital Expenditures and Funding Budget & Forecast - Conservation Lands - Parks & Recreation | | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------|------------------|------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Conservation Halton Conservation Lands - Parks & Recreation Capital Expenditures | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| Capital Expenditures Conservation Areas | | | | | | | | | | |
| Expenditures funded by capital reserve: | | | | | | | | | | |
| Vehicle and equipment replacement | 252,306 | 239,000 | 196,500 | 69,500 | 153,500 | 88,500 | 284,500 | 51,500 | 141,500 | 170,000 |
| Facility and Infrastructure Major Maintenance | 2,170,000 | 1,445,000 | 475,000 | 385,000 | 830,000 | 455,000 | 30,000 | 30,000 | 530,000 | 600,000 |
| Ski/Snowboarding Capital Expenditures | 385,000 | 1,135,000 | 645,000 | 2,795,000 | 1,070,000 | 1,025,000 | 4,200,000 | 875,000 | 725,000 | 175,000 |
| Park Master Plans | - | - | 50,000 | 50,000 | 50,000 | - | - | - | - | - |
| Program Rates & Fees Review | | | | | | | | | | |
| Information Technology | | | | | | | | | | |
| Infrastructure | 113,000 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| Subtotal Capital Expenditures Conservation Areas | 2,920,306 | 2,899,000 | 1,446,500 | 3,379,500 | 2,183,500 | 1,648,500 | 4,594,500 | 1,036,500 | 1,476,500 | 1,025,000 |
| Developer Contribution Projects | | | | | | | | | | |
| Projects partly funded by Development Contributions collected by Region of Halton: | | | | | | | | | | |
| Kelso Recreation and Trail Centre | 185,000 | 900,000 | 12,500,000 | 12,500,000 | | | | | | |
| Crawford Lake Visitor Centre and Education Facility | 362,500 | 3,500,000 | 3,500,000 | | | | | | | |
| Crawford Lake Boardwalk | 1,200,000 | | | | | | | | | |
| Subtotal Costs - Developer Contribution Projects | 1,747,500 | 4,400,000 | 16,000,000 | 12,500,000 | - | - | - | - | - | - |
| Total Conservation Lands - Parks & Recreation Capital Expenditures | 4,667,806 | 7,299,000 | 17,446,500 | 15,879,500 | 2,183,500 | 1,648,500 | 4,594,500 | 1,036,500 | 1,476,500 | 1,025,000 |

2024 CAPITAL BUDGET & FORECAST

| Conservation Halton Conservation Lands - Parks & Recreation Capital Expenditures | Ten Year Capital Expenditures and Funding Budget & Forecast - Conservation Lands - Parks & Recreation | | | | | | | | | |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| Funding - Developer Contribution Reserve Projects | | | | | | | | | | |
| Developer Contributions - Region of Halton | 1,747,500 | 2,056,300 | 12,972,100 | 3,524,100 | | | | | | |
| Interest on Developer Contributions - estimate | | 593,700 | 527,900 | | | | | | | |
| Transfer from Reserves | | | | | | | | | | |
| Debt financing | | | | 6,475,900 | | | | | | |
| Conservation Halton Foundation & Other Funding | | 1,750,000 | 2,500,000 | 2,500,000 | - | - | - | - | - | - |
| Subtotal Funding-Developer Contribution Reserve Projects | 1,747,500 | 2,650,000 | 13,500,000 | 10,000,000 | - | - | - | - | - | - |
| Funding - Capital Expenditures Conservation Areas | | | | | | | | | | |
| Conservation Halton Foundation & Other Funding | 650,000 | 263,000 | 276,000 | 290,000 | 305,000 | 320,000 | 336,000 | 353,000 | 371,000 | 390,000 |
| Transfer from Reserves | 2,270,306 | 2,636,000 | 1,170,500 | 3,089,500 | 1,878,500 | 1,328,500 | 4,258,500 | 683,500 | 1,105,500 | 635,000 |
| Total Conservation Lands - Parks & Recreation Capital Funding | 4,667,806 | 5,549,000 | 14,946,500 | 13,379,500 | 2,183,500 | 1,648,500 | 4,594,500 | 1,036,500 | 1,476,500 | 1,025,000 |

MUNICIPAL FUNDING



2024 MUNICIPAL FUNDING

Base municipal funding of \$11,774,197 in the 2024 budget reflects an increase of 4.2%. This amount combined with additional benefit-based other municipal funding of \$149,000 is within the Halton Region guideline of a 5.7% increase.

A key service target in our strategic plan is to limit operating and capital municipal funding increases to at or below regional budget guidelines.

| Municipal Funding | 2024 Budget | 2024 Municipal Funding | 2023 Municipal Funding | Municipal Funding Increase |
|----------------------------------------------------------------|---------------------|------------------------|------------------------|----------------------------|
| Operating (excl. SOGR levy) | \$39,947,087 | \$11,029,597 | \$10,376,835 | 6.3% |
| Capital | 9,643,727 | 145,000 | 382,000 | -62.0% |
| State of Good Repair (SOGR) Levy - Dams & Channels; Facilities | 49,590,814 | 11,174,597 | 10,758,835 | 3.9% |
| | 599,600 | 599,600 | 540,000 | 11.0% |
| Total | \$50,190,414 | \$11,774,197 | \$11,298,835 | 4.2% |

2024 MUNICIPAL APPORTIONMENT

Municipal funding for Conservation Halton's reduced operating expenses and capital costs is apportioned in accordance with Ontario Regulation 402/22 through Modified Current Value Assessment (MCVA) apportionment or benefit-based apportionment.

Base municipal funding of \$11,774,197 is apportioned to our four participating funding municipalities, Halton Region, City of Hamilton, Peel Region, and Township of Puslinch, using MCVA apportionment. Under the MCVA apportionment method, the portion of a reduced operating expense and reduced capital cost is apportioned to a participating municipality based on the

ratio that the participating municipality's modified current value assessment bears to Conservation Halton's modified current value assessment. The municipal MCVA data and apportionment percentages are provided annually to Conservation Authorities by the Province of Ontario.

Additional benefit-based municipal funding is included in the budget related to capital project costs that benefits a municipality relative to the other municipalities.

| Municipality: | 2024 MCVA Apportionment (%) | 2024 Budget MCVA Apportioned Funding (\$) | 2023 MCVA Apportionment (%) | 2023 Budget MCVA Apportioned Funding (\$) |
|----------------------|--------------------------------------------|--------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------|
| Halton Region | 87.9309% | \$10,353,158 | 87.9192% | \$9,933,846 |
| City of Hamilton | 7.2191% | 849,991 | 7.1961% | 813,075 |
| Peel Region | 4.6278% | 544,886 | 4.6664% | 527,249 |
| Township of Puslinch | 0.2222% | 26,162 | 0.2183% | 24,665 |
| | 100% | \$11,774,197 | 100% | \$11,298,835 |

| Conservation Authorities Act (CAA) Programs & Services (P&S) Categories: | | |
|-----------------------------------------------------------------------------------------|---------------------|---------------------|
| Category 1 | \$11,302,815 | \$10,818,279 |
| Category 2 | 471,382 | 466,882 |
| Category 3 | - | 13,674 |
| Total | \$11,774,197 | \$11,298,835 |

2024 BUDGET: CA ACT P&S INVENTORY

The updated CA Act and Ontario Regulation 402/22 requires Conservation Halton to identify municipal funding associated with our Program & Service (P&S) operating expenses and capital costs as Category 1, 2 and 3 defined in Ontario Regulation 686/21. Municipal funding for our Category 2 and 3 programs and services is continuing to be apportioned to our

funding municipalities, funded through Memorandums of Understanding (MOU's) developed with the municipalities. Based on updated MCVA apportionment percentages received from the province, the apportioned base municipal funding and Category 1, 2 and 3 amounts are as follows:

| | Key Service Areas | Total Expenses (\$) | Program Revenue | Provincial Funding | Other | Internal Chargeback Recoveries | Reserve Funding | Municipal Funding | Total Revenues (\$) |
|-------|-------------------------------------------------|---------------------|-------------------|--------------------|-------------------|--------------------------------|------------------|-------------------|---------------------|
| CAT 1 | Natural Hazards & Watershed Management | 8,575,558 | 0% | 9% | 34% | 10% | 6% | 39% | 100% |
| | Permitting & Planning | 5,766,089 | 56% | 0% | 21% | 1% | 0% | 23% | 100% |
| | Conservation Lands - Forestry & Land Management | 5,611,008 | 2% | 2% | 50% | 8% | 12% | 26% | 100% |
| | Conservation Lands - Parks & Recreation | 1,407,240 | 100% | 0% | 0% | 0% | 0% | 0% | 100% |
| | Corporate Administration & Operations | 7,506,587 | 2% | 0% | 1% | 21% | 7% | 69% | 100% |
| | Total Category 1 | 28,866,482 | 4,929,438 | 920,820 | 7,003,933 | 2,968,603 | 1,740,873 | 11,302,815 | 28,866,482 |
| CAT 2 | Natural Hazards & Watershed Management | 105,326 | 1% | 0% | 0% | 3% | 0% | 96% | 100% |
| | Conservation Lands - Education & Awareness | 1,976,601 | 76% | 0% | 4% | 0% | 1% | 19% | 100% |
| | Total Category 2 | 2,081,927 | 1,499,942 | - | 85,000 | 3,003 | 22,600 | 471,382 | 2,081,927 |
| CAT 3 | Natural Hazards & Watershed Management | 430,233 | 1% | 0% | 75% | 22% | 2% | 0% | 100% |
| | Conservation Lands - Forestry & Land Management | 3,933,310 | 0% | 0% | 90% | 5% | 5% | 0% | 100% |
| | Conservation Lands - Parks & Recreation | 14,655,461 | 78% | 0% | 0% | 0% | 22% | 0% | 100% |
| | Corporate Administration & Operations | 223,000 | 0% | 0% | 0% | 100% | 0% | 0% | 100% |
| | Total Category 3 | 19,242,004 | 11,448,634 | - | 3,862,796 | 514,845 | 3,415,730 | - | 19,242,005 |
| | Total Programs and Services | 50,190,414 | 17,878,014 | 920,820 | 10,951,729 | 3,486,451 | 5,179,203 | 11,774,197 | 50,190,414 |

2024 MUNICIPAL FUNDING FORECAST

The annual increases in the forecast ensure funds are available to meet both current and future program and organization needs.

Conservation Halton staff will continue to work with regional staff to mitigate the annual increase so that it remains within the regional guideline.

| | BUDGET | FORECAST | | | |
|------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | 2024 | 2025 | 2026 | 2027 | 2028 |
| Municipal Funding | | | | | |
| Operating | \$ 11,029,597 | \$ 11,381,110 | \$ 11,824,941 | \$ 12,095,673 | \$ 12,498,473 |
| Capital | \$ 145,000 | \$ 252,000 | \$ 252,000 | \$ 459,000 | \$ 554,718 |
| Municipal Funding - Total excluding SOGR Levy | \$ 11,174,597 | \$ 11,633,110 | \$ 12,076,941 | \$ 12,554,673 | \$ 13,053,190 |
| % Change | 3.9% | 4.1% | 3.8% | 4.0% | 4.0% |
| State of Good Repair (SOGR) Levy | \$ 599,600 | \$ 667,000 | \$ 743,700 | \$ 830,600 | \$ 929,600 |
| Municipal Funding - Total including SOGR Levy | \$ 11,774,197 | \$ 12,300,110 | \$ 12,820,641 | \$ 13,385,273 | \$ 13,982,790 |
| % Change | 4.2% | 4.5% | 4.2% | 4.4% | 4.5% |

RESERVES



RESERVES

| Conservation Halton Reserves | Projected Reserves Balance Dec 31, 2023 | Contribution from Surplus | State of Good Repair Levy | Contribution to Capital Projects | Contribution to Operating Expenses | Projected Reserves Balance Dec 31, 2024 |
|----------------------------------------------------|-----------------------------------------------|------------------------------|------------------------------|-------------------------------------|------------------------------------------|-----------------------------------------------|
| Watershed Management & Support Services | | | | | | |
| Vehicle and Equipment | \$ 557,273 | | | \$ (224,921) | | \$ 332,352 |
| Building | 832,504 | | | (500,000) | | 332,504 |
| Building - State of Good Repair | 403,920 | | 183,900 | (222,000) | | 365,820 |
| Watershed Management Capital - Municipal | | | | | | |
| Funds and Self-Generated Funds | 1,395,079 | | 415,700 | (310,500) | | 1,500,279 |
| Watershed Management & Support Services | | | | | | |
| Stabilization | 1,057,212 | | | (80,000) | (100,000) | 877,212 |
| Capital Projects - Debt Financing Charges | 518,146 | | | | | 518,146 |
| Digital Transformation | 285,700 | | | - | | 285,700 |
| Legal - Planning & Watershed Management | 841,995 | | | | (100,000) | 741,995 |
| Legal - Corporate | 200,000 | | | | | 200,000 |
| Water Festival | 169,334 | | | - | (13,600) | 155,734 |
| Land Securement | 141,239 | | | | | 141,239 |
| Property Management | 1,012,642 | | | (100,000) | | 912,642 |
| Stewardship and Restoration | 306,888 | | | | (56,500) | 250,388 |
| Conservation Lands – Parks & Recreation | | | | | | |
| Capital | 3,099,958 | 1,299,163 | | (2,270,306) | | 2,128,815 |
| Stabilization | 1,146,490 | | | | | 1,146,490 |
| Total Reserves | \$ 11,968,380 | \$ 1,299,163 | \$ 599,600 | \$ (3,707,727) | \$ (270,100) | \$ 9,889,316 |

RESERVE CONTINUITY

| Conservation Halton | Projected 2023 | RESERVE CONTINUITY | | | | | | | | | |
|--------------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| Watershed Management & Support Services Reserves | | | | | | | | | | | |
| Vehicle and Equipment, beginning of year | \$ 744,296 | \$ 557,273 | \$ 332,352 | \$ 177,352 | \$ 159,852 | \$ 156,852 | \$ 158,352 | \$ 196,852 | \$ 173,352 | \$ 258,852 | \$ 237,852 |
| Transfer to Reserve - From WMSS Reserve and municipal funding | | - | - | 200,000 | 250,000 | - | 100,000 | 150,000 | 50,000 | 100,000 | 100,000 |
| Transfer from Reserve - Capital expenditures and recoveries | (187,023) | (224,921) | (155,000) | (217,500) | (253,000) | 1,500 | (61,500) | (173,500) | 35,500 | (121,000) | (150,000) |
| Vehicle and Equipment | \$ 557,273 | \$ 332,352 | \$ 177,352 | \$ 159,852 | \$ 156,852 | \$ 158,352 | \$ 196,852 | \$ 173,352 | \$ 258,852 | \$ 237,852 | \$ 187,852 |
| Building, beginning of year | \$ 511,151 | \$ 832,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 292,504 |
| Transfer from Reserve - Capital expenditures | 321,353 | (500,000) | - | - | - | - | - | - | - | (40,000) | - |
| Building | \$ 832,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 332,504 | \$ 292,504 | \$ 292,504 |
| Building - State of Good Repair, beginning of year | \$ 485,404 | \$ 403,920 | \$ 365,820 | \$ 352,052 | \$ 379,257 | \$ 503,724 | \$ 431,245 | \$ 491,909 | \$ 404,296 | \$ 235,022 | \$ 202,021 |
| Transfer to Reserve - SOGR Levy | 177,300 | 183,900 | 190,700 | 197,800 | 205,100 | 212,700 | 220,600 | 228,800 | 237,300 | 246,100 | 255,200 |
| Transfer from Reserve - Capital expenditures | (258,784) | (222,000) | (204,468) | (170,595) | (80,633) | (285,179) | (159,936) | (316,413) | (406,574) | (279,101) | (195,908) |
| Building - State of Good Repair | \$ 403,920 | \$ 365,820 | \$ 352,052 | \$ 379,257 | \$ 503,724 | \$ 431,245 | \$ 491,909 | \$ 404,296 | \$ 235,022 | \$ 202,021 | \$ 261,313 |
| Watershed Mgmt Cap.-Municipal & Self Generated | \$ 1,242,379 | \$ 1,395,079 | \$ 1,500,279 | \$ 1,410,579 | \$ 1,377,979 | \$ 1,329,479 | \$ 1,360,879 | \$ 1,357,879 | \$ 1,400,779 | \$ 1,457,679 | \$ 1,512,279 |
| Transfer to Reserves - SOGR Levy | 362,700 | 415,700 | 476,300 | 545,900 | 625,500 | 716,900 | 745,500 | 775,400 | 806,400 | 838,600 | 872,200 |
| Transfer from Reserves - Capital expenditures | (210,000) | (310,500) | (566,000) | (578,500) | (674,000) | (685,500) | (748,500) | (732,500) | (749,500) | (784,000) | (357,250) |
| Watershed Management Capital - Municipal Funds and Self Generated Funds | \$ 1,395,079 | \$ 1,500,279 | \$ 1,410,579 | \$ 1,377,979 | \$ 1,329,479 | \$ 1,360,879 | \$ 1,357,879 | \$ 1,400,779 | \$ 1,457,679 | \$ 1,512,279 | \$ 2,027,229 |
| Watershed Mgmt & Support Services Stabilization | \$ 1,789,212 | \$ 1,057,212 | \$ 877,212 | \$ 807,212 | \$ 807,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 |
| Transfer from Reserve | (732,000) | (180,000) | (70,000) | - | 200,000 | - | - | - | - | - | - |
| Watershed Mgmt & Support Serv. Stabilization | \$ 1,057,212 | \$ 877,212 | \$ 807,212 | \$ 807,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 | \$ 607,212 |
| Capital Projects - Debt Financing Charges | \$ 518,146 | \$ 518,146 | \$ 518,146 | \$ 518,146 | \$ 518,146 | \$ 518,146 | \$ 518,146 | \$ 518,146 | \$ 518,146 | \$ 518,146 | \$ 518,146 |
| Digital Transformation, beginning of year | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 |
| Transfer from Reserve | - | - | - | - | - | - | - | - | - | - | - |
| Digital Transformation | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 | \$ 285,700 |
| Legal - Planning & Watershed Management | \$ 941,995 | 841,995 | 741,995 | 641,995 | 541,995 | 441,995 | 341,995 | 341,995 | 341,995 | 341,995 | 341,995 |
| Transfer from Reserve | (100,000) | (100,000) | (100,000) | (100,000) | (100,000) | (100,000) | - | - | - | - | - |
| Legal - Planning & Watershed Management | \$ 841,995 | \$ 741,995 | \$ 641,995 | \$ 541,995 | \$ 441,995 | \$ 341,995 | \$ 341,995 | \$ 341,995 | \$ 341,995 | \$ 341,995 | \$ 341,995 |

RESERVE CONTINUITY

| Conservation Halton | Projected 2023 | RESERVE CONTINUITY | | | | | | | | | |
|---------------------------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| Legal - Corporate | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 |
| Water Festival | \$ 179,334 | \$ 169,334 | \$ 155,734 | \$ 145,734 | \$ 135,734 | \$ 125,734 | \$ 115,734 | \$ 115,734 | \$ 115,734 | \$ 115,734 | \$ 115,734 |
| Transfer to Reserve | (10,000) | (13,600) | (10,000) | (10,000) | (10,000) | (10,000) | - | - | - | - | - |
| Water Festival | \$ 169,334 | \$ 155,734 | \$ 145,734 | \$ 135,734 | \$ 125,734 | \$ 115,734 | \$ 115,734 | \$ 115,734 | \$ 115,734 | \$ 115,734 | \$ 115,734 |
| Land Securement | \$ 116,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 |
| Transfer to Reserve - Reserve funding (municipal) | 25,000 | - | - | - | - | - | - | - | - | - | - |
| Land Securement | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 | \$ 141,239 |
| Property Management | \$ 1,112,642 | \$ 1,012,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 |
| Transfer from Reserve | (100,000) | (100,000) | - | - | - | - | - | - | - | - | - |
| Property Management | \$ 1,012,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 | \$ 912,642 |
| Stewardship & Restoration | \$ 439,051 | \$ 306,888 | \$ 250,388 | \$ 230,388 | \$ 210,388 | \$ 190,388 | \$ 170,388 | \$ 170,388 | \$ 170,388 | \$ 170,388 | \$ 170,388 |
| Transfer to (from) Reserve | (132,163) | (56,500) | (20,000) | (20,000) | (20,000) | (20,000) | - | - | - | - | - |
| Stewardship and Restoration | \$ 306,888 | \$ 250,388 | \$ 230,388 | \$ 210,388 | \$ 190,388 | \$ 170,388 | \$ 170,388 | \$ 170,388 | \$ 170,388 | \$ 170,388 | \$ 170,388 |
| Conservation Areas | | | | | | | | | | | |
| Stabilization | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 |
| Transfer to Reserve - target balance | - | - | - | - | - | - | - | - | - | - | - |
| Stabilization | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 | \$ 1,146,490 |
| Capital | 5,015,734 | 3,099,958 | 2,128,815 | 1,022,579 | 1,231,474 | 195,040 | 433,301 | 1,864,932 | 693,153 | 3,443,340 | 6,140,000 |
| Transfer to Reserve - Operating Surplus | 427,337 | 1,299,163 | 1,529,764 | 1,379,395 | 2,053,067 | 2,116,761 | 2,760,131 | 3,086,721 | 3,433,687 | 3,802,161 | 4,193,231 |
| Transfer from Reserve - Capital expenditures | (2,343,113) | (2,270,306) | (2,636,000) | (1,170,500) | (3,089,500) | (1,878,500) | (1,328,500) | (4,258,500) | (683,500) | (1,105,500) | (635,000) |
| Capital | \$ 3,099,958 | \$ 2,128,815 | \$ 1,022,579 | \$ 1,231,474 | \$ 195,040 | \$ 433,301 | \$ 1,864,932 | \$ 693,153 | \$ 3,443,340 | \$ 6,140,000 | \$ 9,698,231 |
| TOTAL RESERVES | \$ 11,968,380 | \$ 9,889,316 | \$ 8,324,612 | \$ 8,380,612 | \$ 7,087,145 | \$ 7,155,827 | \$ 8,683,622 | \$ 7,443,630 | \$ 10,166,943 | \$ 12,824,202 | \$ 16,906,675 |

DEPARTMENTAL BUSINESS PLANS



CORPORATE ADMINISTRATION & OPERATIONS

DEPARTMENTAL BUSINESS PLAN

Corporate Administration & Operations budget category includes Corporate Governance, Board of Directors, CEO Office; Conservation Halton Foundation Administration; Finance; Fleet Operations; Human Resources; Marketing & Communications; Corporate Administration & Procurement; Information Technology (IT); Geographic Information Systems (GIS); Risk & Health; Administration Office Facility; Project Management; Construction.

Partnerships and collaborations are developed with municipalities, government agencies, professional associations, education institutions, Indigenous communities and others through Corporate Administration & Operations programs. These teams are leading the organization in its focus on financial sustainability through the provision of clear financial data and analysis to support informed, strategic and operational decision-making for budget development and long-term planning. Digital transformation within Conservation Halton will support better information management. Corporate Administration & Operations programs are also responsible for implementing business practices that ensure economic, social and environmental sustainability.

STRATEGIC PLAN DELIVERABLES:



Honey Bee collecting pollen in the **Three Sisters Garden**

CORPORATE ADMINISTRATION & OPERATIONS

CORPORATE GOVERNANCE, BOARD OF DIRECTORS,

The CEO Office is responsible for developing and implementing the strategic plan, building Conservation Halton's image and brand, refining communication with stakeholders and ensuring timely and quality services are being provided. The President & CEO's priorities are focused on the transformation of Conservation Halton's operations to provide innovative and cost-efficient environmental programs and services to watershed residents, clients, partners and municipalities.

CONSERVATION HALTON FOUNDATION ADMINISTRATION

The Conservation Halton Foundation is a separate, legally incorporated charitable organization. The mission of the Foundation is to raise funds for Conservation Halton projects and programs that protect and enhance the natural environment. Conservation Halton staff manage the administration of the Foundation's operations and fundraising activities.

FINANCE

Finance provides financial stewardship and management in support of the strategic goals of the organization. The department is responsible for the preparation and administration of the annual budget, financial reporting, safeguarding of financial resources, financial planning, investments and cash flow management, capital asset management, accounts payable and receivable, and financial policy development and implementation. The Finance department works as a strategic partner with all departments at Conservation Halton to provide financial support and advice.

FLEET OPERATIONS

Vehicles and equipment are maintained by staff in a State of Good Repair. Staff also coordinate the replacement of the asset or an assessment if the asset is no longer needed at the end of its useful life.

HUMAN RESOURCES

The Human Resources team is responsible for maximizing organizational productivity through systems and programs that focus on attracting, retaining, and investing in top talent. The HR team also ensures that all employment legislation is adhered to and that programs are in place to drive employee engagement, employee wellness, foster respect in the workplace, and create opportunities for growth and development.

MARKETING AND COMMUNICATIONS

This team is comprised of marketing, communications, digital media and creative services professionals. This function partners with each department at Conservation Halton to ensure that the public is aware, educated and engaged with our products, programs and services, as well as policies and procedures. It is responsible for maintaining both a positive public perception and the identity of Conservation Halton's brand. This team is also responsible for supporting internal communications.

CORPORATE ADMINISTRATION & OPERATIONS

PROCUREMENT

The Procurement function ensures that the sourcing of goods, services and materials are secured in an ethical and transparent manner congruent with the broader public sector procurement practices. This ensures maximum value usage of public funds to be achieved in a compliant, consistent manner.

INFORMATION TECHNOLOGY

Information Technology staff at Conservation Halton provide desktop support services, technical consultation for the various business units, technical infrastructure management, application and support services, and purchasing and procurement of technology.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

This program oversees the creation, deployment and support of GIS solutions, analysis and mapping to support all Conservation Halton departments and initiatives identified through the strategic plan. In addition, the GIS program provides support to partnering municipalities and the public through data and information needs, particularly with respect to regulatory mapping, land use planning, flood forecasting and warning, environmental monitoring, terrestrial and aquatic ecology, stewardship, parks operations, and other related business activities.

RISK & HEALTH

The Risk & Health team's focus is on prevention programs, training and risk identification, reporting and claims management. This team ensures that health and safety committee members work collaboratively to improve safety within our business and contribute to a strong culture of safety at Conservation Halton.

ADMINISTRATION OFFICE FACILITY

This department is responsible for the daily operation of the Administrative Office and the provision and support of administrative infrastructure (office furniture, maintenance, etc.). This team is also responsible for office space needs assessments across all buildings and facilities, and the design and implementation of internal reorganizations and enhancements.

PROJECT MANAGEMENT

Responsible for the delivery of project-based work at Conservation Halton, this team includes ecological restoration and conservation, engineering and capital infrastructure, construction and facilities, IT and digital transformation, and enterprise projects.

CONSTRUCTION

A function of the Project Management Office is construction support services, which provide operational support for small-scale infrastructure work, oversight on asset management programs and support to other teams delivering construction projects.

CORPORATE ADMINISTRATION & OPERATIONS

2024 INITIATIVES

FINANCIAL SUSTAINABILITY

The Finance team will continue to ensure the long-term financial sustainability of the organization. Initiatives include completing the implementation of software upgrades for further automation and integration with other software systems, a five-year review of park program fees to ensure full cost recovery, and updating the facility asset management plan.

DIGITAL TRANSFORMATION

Digital transformation initiatives will continue to meet our strategic objectives and enhance efficiency and effectiveness in our service delivery. Initiatives include technological advancements, cyber security enhancements and further improvements to digital document management systems.

INFRASTRUCTURE

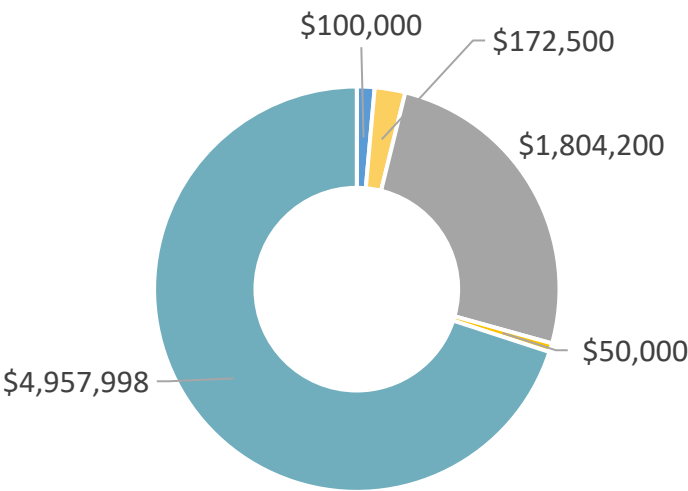
Project Management (PM) staff will oversee continued infrastructure enhancements to customer and staff workspaces at the Administration Office and Parks. PM staff are also leading the design and phased construction of a new Central Works Operation Centre and improvements at the Field Office to replace facilities that are significantly beyond their operational life.



Using technology to be more sustainable at
Hops and Harvest Festival

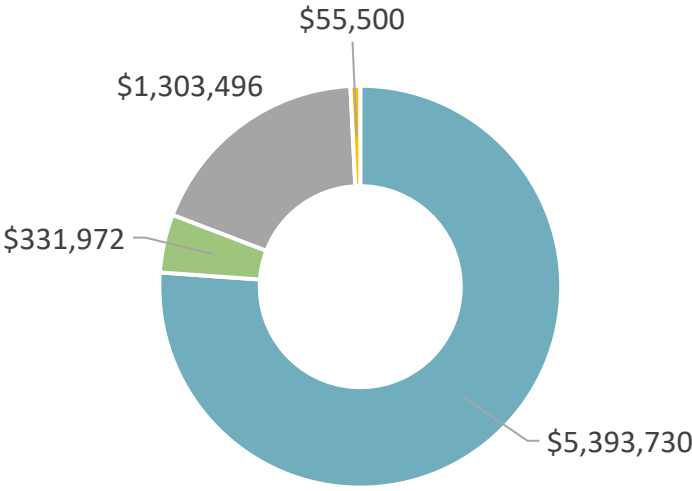
CORPORATE ADMINISTRATION & OPERATIONS

Revenue \$7,084,698



- Transfer from Reserves
- Internal Chargeback Recovery
- Municipal Funding
- Program Revenue
- Other funding

Expenses \$7,084,698



- Salaries & Benefits
- Purchased Services
- Materials & Supplies
- Financial & Rent expense

CORPORATE ADMINISTRATION & OPERATIONS

| Description | 2024 Capital Expenditures | Capital Revenue | | | | | |
|--------------------------------------------|---------------------------|-----------------|--------------------|---------------------------------------------|----------------------------------------------------|-----------------|--------------------------|
| | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Chargeback Recoveries (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| Asset Management Plan | 50,000 | | | | | 50,000 | |
| IT Infrastructure & Digital Transformation | 60,000 | | | | | | 60,000 |
| Facilities - State of Good Repair | 172,000 | | | | | 172,000 | |
| Central Works Operations Centre | 2,000,000 | | | 1,500,000 | | 500,000 | |
| Fleet Management | 224,921 | | | | | 224,921 | |
| Total Capital Expenditures | 2,506,921 | - | - | 1,500,000 | - | 946,921 | 60,000 |

NATURAL HAZARDS & WATERSHED MANAGEMENT

DEPARTMENTAL BUSINESS PLAN

The Natural Hazards & Watershed Management service area includes the monitoring, assessment, management, and outreach programs and services that Conservation Halton undertakes to address natural hazards and watershed management risks, issues, or opportunities. Several programs and services support this service area, including Watershed Monitoring and Reporting, Flood Forecasting and Operations, Watershed Planning, Source Water Protection, Landowner Outreach, Restoration, and the Hamilton Harbour Remedial Action Plan.

STRATEGIC PLAN DELIVERABLES:



Signs of successful restoration work at **Flamborough Park**

NATURAL HAZARDS & WATERSHED MANAGEMENT

FLOOD FORECASTING & OPERATIONS

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

SOURCE WATER PROTECTION PROGRAM

Conservation Halton implements the Source Water Protection Program under the Clean Water Act for the Halton-Hamilton Source Protection Region. This program is a community initiative, which protects existing and future municipal drinking water sources from contamination and overuse. Conservation Halton and Hamilton Conservation Authority deliver the program, working closely with a locally appointed source protection committee and municipalities, provincial agencies, and other stakeholders. This program is supported through provincial grants. Under the recently amended CA Act, the role of the source protection authority is a mandatory program and service.

WATERSHED MONITORING AND REPORTING

Conservation Halton has a long-standing watershed monitoring program for managing natural hazards to protect the health and safety of people and support resource management decisions. Staff inventory, monitor, assess and report on watershed conditions, trends and risks such as water levels, discharge flows, and embankment groundwater levels at our dams to ensure safe and timely reservoir operations. Staff also monitor surface and ground water quality and quantity, rainfall and snowpack, stream morphology and erosion, wetlands, climate, forest health, and biodiversity. Monitoring data inform watershed restoration efforts to support robust and climate-resilient natural systems.

WATERSHED PLANNING

As a watershed management agency, Conservation Halton undertakes watershed planning. The program is being renewed to develop a coordinated strategy and identify management priorities and actions to address key resource issues based on good science and positive outcomes. Conservation Halton promotes sustainable management, restoration, and enhancement of the natural systems within the watershed, including natural hazards. This program also includes the consideration of the implications of climate change. Conservation Halton is developing a watershed climate resiliency strategy to identify actions that help reduce the effects of climate change.

NATURAL HAZARDS & WATERSHED MANAGEMENT

LANDOWNER OUTREACH

The Landowner Outreach Program has been providing educational and stewardship services to watershed residents since 1994. Through this program, the team provides one-on-one consultations with private landowners and assists them with implementing restoration projects on their properties. Staff also run special events and provide workshops and hands-on educational programs to encourage landowners to undertake action on their properties. The popular “Healthy Neighboursheds” program is one example. This program promotes rainwater management and other sustainable practices that can be adopted by urban dwellers.

HAMILTON HARBOUR REMEDIAL ACTION PLAN

Hamilton Harbour is one of 43 areas around the Great Lakes designated as an Area of Concern because of the extent of environmental degradation. Areas of Concern were formally designated under the Great Lakes Water Quality Agreement in 1987, and Remedial Action Plans were established to guide the delisting of these areas. The team is housed at Conservation Halton and provides services to the Bay Area Implementation team and more than 12 other committees. The Hamilton Harbour Remedial Action Plan team develops and sustains relationships with a network of external partners, prepares technical reports, organizes research and monitoring workshops, and supports committees.

RESTORATION

Conservation Halton collaborates with federal, provincial, and municipal governments, private landowners, community groups, and other organizations to undertake and fund restoration projects ranging in scale. These projects help to manage natural hazards, improve and protect natural heritage, and reduce or buffer the impacts of climate change such as flooding, erosion, and drought. Fee-for-service projects are also carried out on behalf of watershed stakeholders and clients to implement priority restoration projects on public and private lands.



Restoration team using donated Christmas trees to build river banks

NATURAL HAZARDS & WATERSHED MANAGEMENT

2024 INITIATIVES

FLOOD FORECASTING & OPERATIONS

We will continue to invest in upgrading Conservation Halton dams and channels and increase real-time watershed monitoring network coverage from 68 stations currently collecting climate and hydrometric data throughout the watershed. We will continue to investigate new tools and technologies to improve the real-time flood forecasting and warning platform, including expanding watershed coverage and integrating forecast flood inundation mapping.

SOURCE WATER PROTECTION

We will continue to lead the Halton-Hamilton source water protection program to implement source protection plan policies. Using a watershed-based approach and by working with the Hamilton Conservation Authority, municipalities and others, municipal drinking water sources from groundwater aquifers and Lake Ontario are being protected. In 2024, we will update and align the assessment reports and source protection plan policies with the revised provincial 2021 Technical Rules. We will continue to administer the City of Hamilton's Abandoned Well Decommissioning Program to protect groundwater from contamination.

WATERSHED MONITORING

We will continue to collect and analyze environmental data to support our programs and services and those of our partners. Our focus in 2024 will include improvements to enable watershed monitoring data to be interpreted and used to its fullest capacity. The watershed monitoring program will evolve to address priority needs identified through the development of the Watershed-based Resource Management Strategy. We will also provide analysis and insights to support evidence-based decision-making, including incorporating new ecological data into the Master Planning process for Waterdown and Clappison Woods. Results from several new water quality monitoring projects will be analyzed to help inform areas in need of restoration and/or additional study.

WATERSHED PLANNING

We are developing a Watershed-Based Resource Management Strategy, as set out in provincial regulations, with a completion date of December 31, 2024. This document provides the justification for and description of Conservation Halton's programs and services which are implemented to address key resource management issues within the watershed. We will also renew our watershed planning program, with the goal to undertake and implement collaborative plans to identify and prioritize actions that protect natural resources, address natural hazards, and promote sustainability within our watersheds and the health of Lake Ontario. We will identify and promote climate change approaches for watershed resilience and lead by example.

NATURAL HAZARDS & WATERSHED MANAGEMENT

2024 INITIATIVES

LANDOWNER OUTREACH

We will continue to connect with urban, agricultural, commercial, and rural landowners to increase environmental awareness and promote environmental rehabilitation and restoration in key priority areas. We will also continue to respond to inquiries from landowners, provide advice on proposed environmental improvement projects, promote best management practices, and recognize landowner efforts through our awards program. Highlights for 2024 include development of projects with landowners that will benefit water quality and habitat by addressing phosphorus, suspended solids and stormwater. In addition to rural water quality projects, Low Impact Development projects will be carried out on urban properties.

HAMILTON HARBOUR REMEDIAL ACTION PLAN

The Hamilton Harbour Remedial Action Plan team will continue to provide local coordination and secretariat services to specialized committees, including the Bay Area Implementation team. Specifically, in 2024, the team will undertake engagement and outreach with local partners, Indigenous peoples, and the public to support decision-making for the Hamilton Harbour Remedial Action Plan. We will also coordinate activities to support implementation of remedial actions to achieve Beneficial Use Impairment delisting criteria.

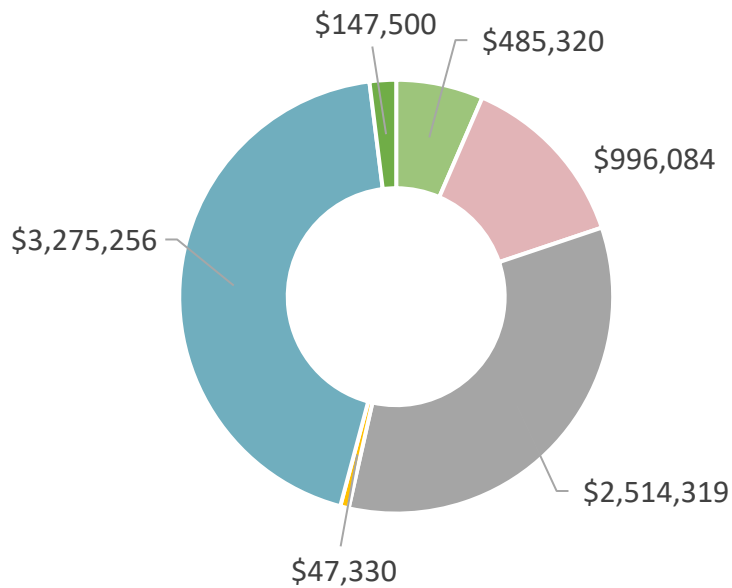
RESTORATION

We will continue to work on several large projects including the restoration of creek and wetland functions at Limestone Creek, Courtcliffe Park and Joe Sams Park. Other restoration work will be carried out on several wetlands (Boyne Valley, Drumquin Park, Flamborough Centre Park, Fuciarelli Resource Management Area) and grassland (Hilton Falls Conservation Area, Boyne Valley). We will also advance pre- and post-restoration project monitoring to quantify impact, assess project effectiveness and continue to build our database for prioritizing and planning restoration projects, to direct efforts where they are needed the most.



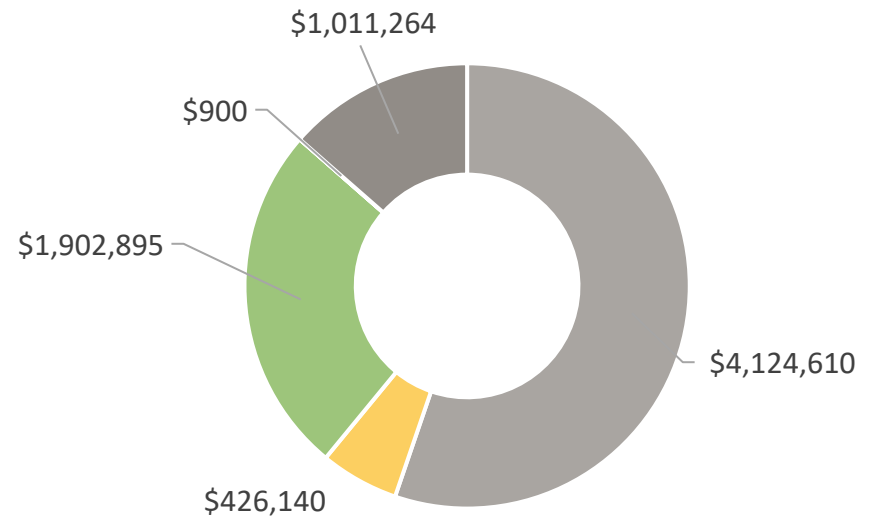
NATURAL HAZARDS & WATERSHED MANAGEMENT

Revenue \$7,465,809



- Provincial Funding
- Municipal Funding
- Other funding
- Internal Chargeback Recovery
- Program Revenue
- Transfer from Reserves

Expenses \$7,465,809



- Salaries & Benefits
- Purchased Services
- Internal Chargeback
- Materials & Supplies
- Financial & Rent expense

NATURAL HAZARDS & WATERSHED MANAGEMENT

| Description | 2024 Capital Expenditures | Capital Revenue | | | | | |
|---------------------------------------|---------------------------|-----------------|--------------------|---------------------------------------------|----------------------------------------------------|-----------------|--------------------------|
| | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Chargeback Recoveries (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| Dams & Channels SOGR Maintenance | 621,000 | | 310,500 | | | 310,500 | |
| Flood Forecasting & Warning Program | 35,000 | | | | | | 35,000 |
| Watershed Strategies & Climate Change | 80,000 | | | | | 80,000 | |
| Total Capital Expenditures | 736,000 | - | 310,500 | - | - | 390,500 | 35,000 |

PERMITTING & PLANNING

DEPARTMENTAL BUSINESS PLAN

The Permitting & Planning service area primarily relates to Conservation Halton's roles and responsibilities as a regulatory authority and a provincially delegated reviewer for natural hazards-related matters.

The Permitting & Planning team carries out permitting, compliance and enforcement activities as required by regulations enacted under the CA Act.

The team also reviews a range of planning and development applications, as well as technical studies under the Planning Act, Niagara Escarpment Planning & Development Act, Environmental Assessment Act, and Aggregate Resources Act and provides input on federal, provincial, regional and municipal policies and initiatives.

The team develops regulatory policies and technical guides for Board approval, which supports the implementation of Conservation Halton's regulation (Ontario Regulation 162/06).

STRATEGIC PLAN DELIVERABLES:



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



Wetland Staking for a landowner

PERMITTING & PLANNING

DEPARTMENTAL BUSINESS PLAN

PLANNING & REGULATIONS

The Planning team provides input on provincial and municipal planning and policy documents, such as provincial policies and plans, municipal Official Plans and Comprehensive Zoning By-laws. The team also reviews planning and development applications circulated under the Planning Act and other provincial legislation. On average, about 400 planning and development applications are reviewed each year.

The Regulations team is responsible for permitting, compliance and enforcement of Ontario Regulation 162/06. About 450 permits are processed each year and more than 20 potential violations are investigated. Over the past few years, most confirmed violations have been resolved through agreements with landowners.

POLICY REVIEW & DEVELOPMENT

The Policy team is responsible for the review of legislative, regulatory, or policy changes related to natural hazards and wetlands, the protection of drinking water sources or related environmental matters. The team is responsible for developing policies for Board approval, as well as responding to changes to the CA Act.

FLOODPLAIN MAPPING

The Floodplain Mapping team is responsible for updating and maintaining Conservation Halton's flood hazard mapping. This information is used to develop Approximate Regulation Limit mapping for purposes of review associated with Ontario Regulation 162/06, as well as used to support flood risk management decisions and communications.

REGIONAL INFRASTRUCTURE TEAM

The Regional Infrastructure team provides environmental planning and regulatory services to Halton Region for regional infrastructure and related projects. These services include the review of Environmental Assessments, as well as the review of other Regional permits. This service is provided through an agreement with Halton Region who funds the program.

PERMITTING & PLANNING

2024 INITIATIVES

EXCELLENCE IN CUSTOMER SERVICE & EXPERIENCE

We anticipate that the number of planning and permit files, as well as large-scale technical reviews, will increase in 2024. Several hearings related to ongoing legal files (i.e., OLT files, regulatory violation files and other legal matters) will carry forward into 2024, as well as Bill 23 and Bill 109-related initiatives will require staff's attention. We will continue to strive for excellence in customer service and customer experience, work to provide efficient, effective, and timely service, foster partnerships, and identify opportunities to build mutual understanding, trust, respect, and support.

MODERNIZE POLICIES & MAPPING

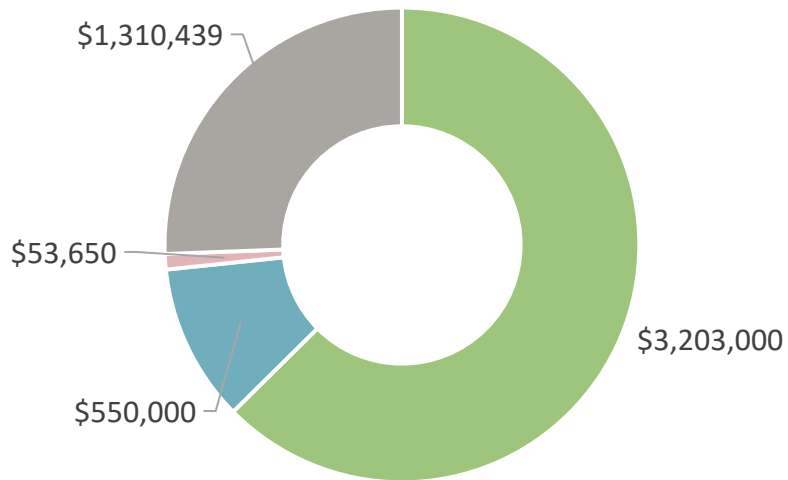
The Permitting & Planning team will respond to regulatory changes under the new CA Act by updating policies for the administration of the amended regulations. We will continue to review and update flood hazard mapping for select watersheds across our jurisdiction. Stakeholder and public engagement will be carried out as part of a policy or mapping initiative prior to approval.



Painted turtles

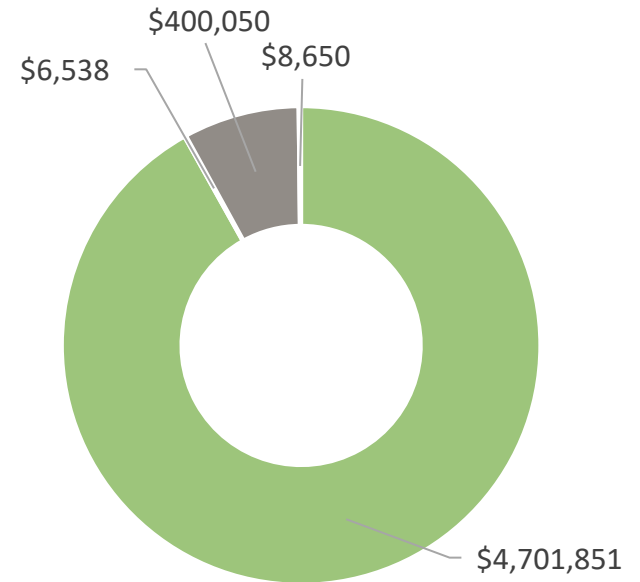
PERMITTING & PLANNING

Revenue \$5,117,089



■ Program revenue
■ Internal Chargeback Recovery
■ Other
■ Municipal Funding

Expenses \$5,117,089



■ Salaries & Benefits
■ Purchased Services
■ Materials & Supplies
■ Internal Chargeback

PERMITTING & PLANNING

| Description | 2024 Capital Expenditures | Capital Revenue | | | | | |
|----------------------------|---------------------------|-----------------|--------------------|---------------------------------------------|----------------------------------------------------|-----------------|--------------------------|
| | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Chargeback Recoveries (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| Floodplain Mapping Update | 649,000 | | | 649,000 | | | |
| Total Capital Expenditures | 649,000 | - | - | 649,000 | - | - | - |

CONSERVATION LANDS - FORESTRY & LAND MANAGEMENT

DEPARTMENTAL BUSINESS PLAN

The Conservation Lands Management program is responsible for the management of Conservation Halton owned and managed lands, including forest health.

Services provided by this team include the long-term planning and management of Conservation Halton properties and related administration, landscape maintenance, and security and risk management.

This team oversees the securement of environmentally significant lands and provides passive recreational uses, such as trails.



Lake at **Area 8**

CONSERVATION LANDS - FORESTRY & LANDS MANAGEMENT

FORESTRY

Forestry staff delivers strategic forest management operations, tree planting services and supports the technical management of forests to enhance our watershed forest cover. Conservation Halton's forestry program has had a major influence on land cover within our watershed, having planted more than 4.5 million trees since Conservation Halton's inception. This team also monitors invasive forest pests and delivers our Emerald Ash Borer program. Forestry staff provide an operational focus on forest management, hazard tree management and other arboricultural services across all Conservation Halton owned and managed lands.

PROPERTY MANAGEMENT

This program provides management of all Conservation Halton properties from an administrative perspective (leases, agreements, permits to enter, title searches and records) and provides landscape services (turf management, landscape management and snow clearing support) to operational departments in Parks, Science and Partnerships, Facilities and Watershed Engineering.

SECURITY

This team provides operational security services (alarm, lock and securing premises) and risk management (incident response, investigation and support, and documentation, inspection services). In addition, this team is empowered under Sections 28 and 29 of the CA Act and the Trespass to Property Act as well as various municipal bylaws to support enforcement activities on behalf of Conservation Halton.

2024 INITIATIVES

PROPERTY MANAGEMENT

In 2024, staff will be completing an ongoing land inventory required under revised CA Act regulations. Staff will also complete the Conservation Areas Strategy which is also required under the CA Act. Lastly, staff will also complete the review of Conservation Halton land holdings for future recreation opportunities.

EMERALD ASH BORER

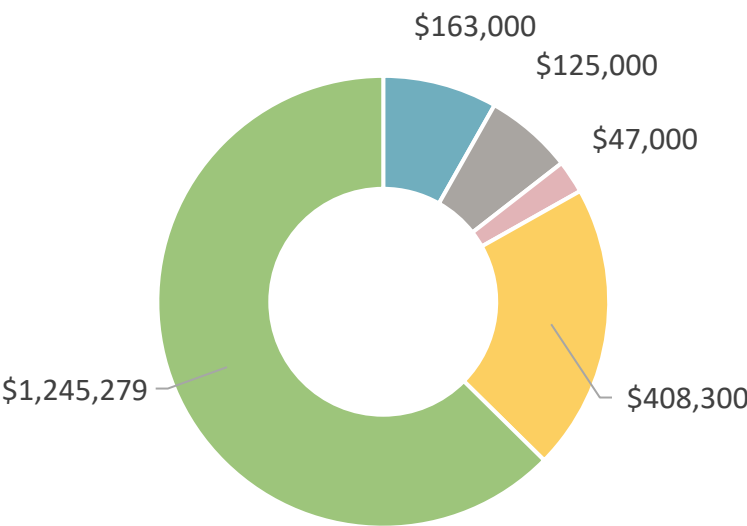
2024 will see the continued management of ash trees that have succumbed to the invasive Emerald Ash Borer (EAB). This program is in its eighth year of a ten-year, \$8.4 million investment in visitor safety, as well as forest cover replacement. The treatment of stumps, which prevents them from re-sprouting, and the underplanting with native tree and shrub species, are considered two essential activities of this program. Not only does this prevent the establishment and spread of invasive species, such as Buckthorn, but replaces forest cover lost by EAB. Also for 2024, staff will work with partners to monitor and plan for the potential impact of other forest diseases and pests, such as Oak Wilt.

INVASIVE SPECIES MANAGEMENT

Conservation Halton will monitor and manage invasive species such as Spongy (LDD) Moth, Common Buckthorn and others, through cross-departmental programs allowing us to be proactive in the management and treatment of invasive species on our landholdings across the jurisdiction.

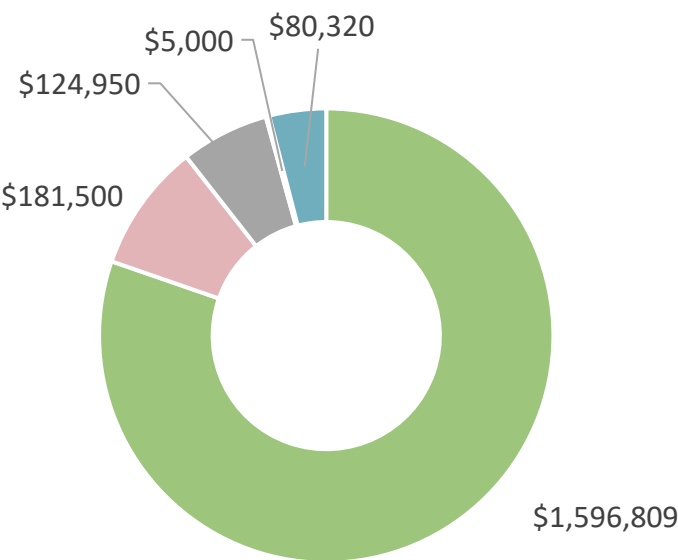
CONSERVATION LANDS – FORESTRY & LANDS MANAGEMENT

Revenue \$1,988,579



- Program Revenue
- Provincial Funding
- Other Funding
- Internal Chargeback Recovery
- Municipal Funding

Expenses \$1,988,579



- Salaries & Benefits
- Materials & Supplies
- Purchased Services
- Financial & Rent expense
- Internal Chargeback - Corporate Services

CONSERVATION LANDS – FORESTRY & LANDS MANAGEMENT

CAPITAL SUMMARY

| Description | 2024 Capital Expenditures | Capital Revenue | | | | | |
|-----------------------------------|---------------------------|-----------------|--------------------|---------------------------------------------|----------------------------------------------------|-----------------|--------------------------|
| | | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Chargeback Recoveries (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
| Emerald Ash Borer | 834,000 | | | 834,000 | | | |
| Property Management Projects | 150,000 | | | | | 100,000 | 50,000 |
| Other Foundation Funded Projects | 100,000 | | | 100,000 | | | |
| Total Capital Expenditures | 1,084,000 | - | - | 934,000 | - | 100,000 | 50,000 |

CONSERVATION LANDS – PARKS & RECREATION

DEPARTMENTAL BUSINESS PLAN

The Parks and Operations team at Conservation Halton is responsible for the delivery of a wide variety of recreational and educational programs and services for over 1,000,000 annual visitors.

Park operations, programming and services are funded almost entirely through self-generated revenue from annual and seasonal passes, daily access fees, education fees, and lesson and camp registrations. Major themes addressed within the 2024 Operational and Capital budget proposals include service delivery and aging infrastructure.

Long-term planning, focused on environmental and fiscal sustainability, will remain a priority for staff.

STRATEGIC PLAN DELIVERABLES:



Winter hiking at **Rattlesnake Point**

CONSERVATION LANDS - PARKS & RECREATION

KELSO/GLEN EDEN/AREA 8

Kelso/Glen Eden offers a variety of recreational programs and activities, including mountain biking, boat rentals, summer camps, skiing and snowboard lessons, terrain parks, picnic and camping sites, food services and special events. The team operates 364 days a year and total annual Kelso/Glen Eden/Area 8 visitation exceeds 500,000.

CRAWFORD LAKE/MOUNTSBERG/ ROBERT EDMONDSON

Crawford Lake, Mountsberg and Robert Edmondson offer unique recreational and educational programming opportunities. Education programs are provided to approximately 65,000 school children each year, with topics ranging from life in a longhouse village to how maple syrup is made and local species of owls. These parks offer education-based family programs, tours of the Longhouse Village, Christmas Town, Winterlit, Maple Town, a farm animal barn, and a birds of prey centre. Virtual programs are also offered. Total annual visitation exceeds 190,000.

HILTON FALLS/RATTLESNAKE POINT/ MOUNT NEMO

Hilton Falls, Rattlesnake Point and Mount Nemo offer exceptional hiking, biking and rock-climbing experiences. Each park provides great viewpoints from the Escarpment or the beautiful waterfall. These areas have seen visitation more than double since 2012, so monitoring impacts on the environment and improving accessibility and customer service are extremely important. Total annual visitation exceeds 350,000.

COMMUNITY ENGAGEMENT & OUTREACH

Conservation Halton provides community outreach and education programs that have an annual reach of over 10,000 participants.

Programs include Halton Children's Water Festival, Stream of Dreams, corporate tree planting, From The Ground Up and Healthy Neighboursheds. Our goal is to enable watershed residents to become more environmentally aware, connect communities to nature through programming, and build relevant community connections to make Conservation Halton more valued and appreciated. We also work with the local school board to deliver affordable, innovative outdoor education programs.

FLEET MANAGEMENT

Vehicles and equipment are maintained by staff in a State of Good Repair. Staff also coordinate the replacement of the asset, or an assessment if the asset is no longer needed at the end of its useful life. Fleet staff are responsible for all owned, rented and leased fleet and equipment.

CONSERVATION LANDS - PARKS & RECREATION

2024 INITIATIVES

FINANCIAL

With park operations reliant on user fees, it is important for these operations to continue to generate revenue growth and manage expenses. For 2024, park staff will focus on increasing operating profit and gross revenues of park offerings, effectively managing expenses, and ensuring staff resources are used efficiently. This will be done by continuing to focus on revenue per visitor, digital tools for efficiency and reporting, and value-added experiences.

CAPITAL

For our park system to continue to be a leading greenspace network, long-term planning plays an important role. The 10-Year Capital Plan lists major infrastructure improvements across the park system. Projects include further improvements to the snowmaking infrastructure, paving improvements, as well as new infrastructure to support expanded programming.

DEVELOPER CONTRIBUTION RESERVE PROJECTS

For our parks to continue to provide service excellence while accommodating rising visitation, we will be implementing two key infrastructure projects: Crawford Lake Visitor Centre and Kelso/Glen Eden Visitor Centre. These projects will support the demands of current and future growth and enhance the overall visitor experience at these popular parks.



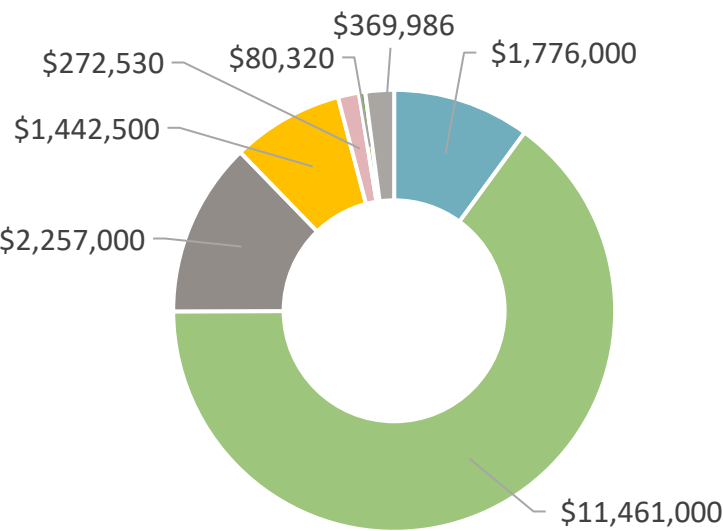
Disc Golf Course at Kelso



Functional Fitness Class at Area 8

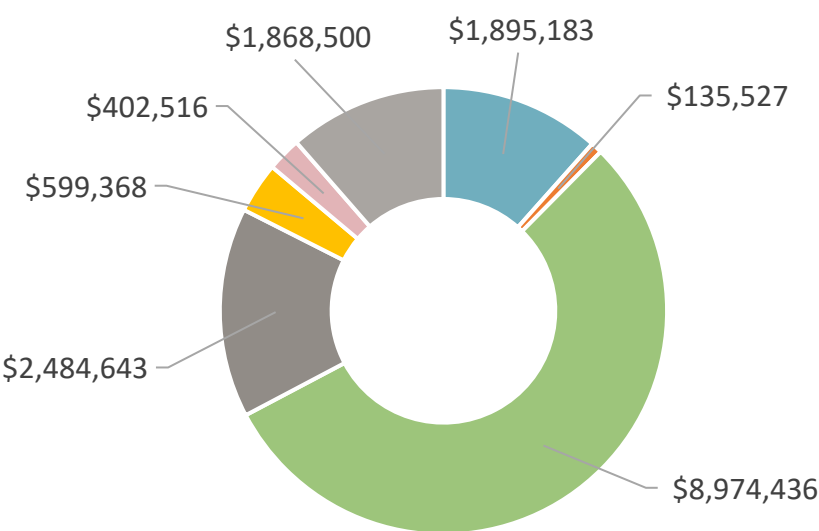
CONSERVATION LANDS - PARKS & RECREATION

Revenue \$17,659,336



- Conservation Areas Administration
- Kelso/Glen Eden
- Crawford Lake/Mountsberg/Robert Edmondson
- Hilton Falls/Mount Nemo/Rattlesnake Point
- Community Engagement & Outreach
- Internal Chargeback Recovery
- Municipal Funding

Expense \$16,360,173



- Conservation Areas Administration
- Parks Vehicles
- Kelso/Glen Eden
- Crawford Lake/Mountsberg/Robert Edmondson
- Hilton Falls/Mount Nemo/Rattlesnake Point
- Community Engagement & Outreach
- Internal Chargeback - Corporate Services

CONSERVATION LANDS - PARKS & RECREATION

CAPITAL PROJECTS

| Description | 2024 Capital Expenditures | Program Revenue | Provincial Funding | Other (Grants, Sp. Project, Debt financing) | Chargeback Recoveries (CHF, SPP, CAP, Cons. Areas) | Reserve Funding | Municipal Levy & Funding |
|------------------------------------------------|---------------------------|-----------------|--------------------|---------------------------------------------|----------------------------------------------------|------------------|--------------------------|
| Skihill Improvements | 385,000 | | | | | 385,000 | |
| Facility Major Maintenance & IT Infrastructure | 2,283,000 | | | 650,000 | | 1,633,000 | |
| Fleet Replacement | 252,306 | | | | | 252,306 | |
| Developer Contribution Reserve Projects | | | | | | | |
| -Crawford Lake Boardwalk | 1,200,000 | | | 1,200,000 | | | |
| -Kelso & Crawford Lake Visitor Centres | 547,500 | | | 547,500 | | | |
| Total Capital Expenditures | 4,667,806 | - | - | 2,397,500 | - | 2,270,306 | - |

momentum

GREEN • RESILIENT • CONNECTED

THANK YOU



Diversity and Inclusion

We endeavor to understand, accept and appreciate the value of our differences and encourage authenticity.



Learning and Innovation

We embrace the need for continuous improvement, the opportunity to learn from others and the benefits of sharing knowledge.



Person-Centered Service

We make people a priority through customer-centred engagement, predictive problem-solving and high-quality service.



Collaboration

We seek out and trust in the skills, expertise and experience of others in order to achieve our common ambition.



Sustainability

We consider the environmental impact of everything we do and always keep future generations in mind when making decisions.



Integrity

We make decisions with accountability, transparency and a strong sense of personal responsibility for our choices and actions.



Resilience

We are positive and proud of our ability to quickly and effectively respond to change.

REPORT TO: Conservation Halton Board

REPORT NO: CHB 08 23 03

FROM: Kellie McCormack, Director, Planning & Regulations

DATE: October 19, 2023

SUBJECT: Memorandums of Understanding for Conservation Halton's Watershed Programs & Services

Recommendation

THAT the Conservation Halton Board **endorses the four (4) "Memorandums of Understanding for Conservation Halton's Watershed Programs & Services" between Conservation Halton and participating municipalities;**

And

THAT the Conservation Halton Board **authorizes the President & CEO and Board Chair to execute the four (4) "Memorandums of Understanding for Conservation Halton's Watershed Programs & Services" between Conservation Halton and participating municipalities;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled "Memorandums of Understanding for Conservation Halton's Watershed Programs & Services";**

And

THAT the Conservation Halton Board **directs staff to distribute the report to participating municipalities;**

And

THAT the Conservation Halton Board **directs staff to circulate the endorsed "Memorandums of Understanding for Conservation Halton's Watershed Programs & Services" and the Programs and Services Inventory to the Province of Ontario.**

Executive Summary

As a requirement of *Ontario Regulation 687/21: Transition Plans and Agreements for Programs & Services under Section 21.1.2 of the Act*, Conservation Authorities (CAs) are required to enter into agreements with participating municipalities where non-mandatory (i.e., Category 2 and 3) programs and services are funded through a municipal levy. These agreements must be in place by January 1,

2024. Over the past two years, Conservation Halton (CH) staff has engaged with municipal staff to develop new Memorandums of Understanding (“MOUs for CH’s Watershed Programs & Services”) as required by the Province. Attached to this report are four separate final draft MOUs with the following participating municipalities (Appendix A): 1) Halton Region (including local Halton municipalities); 2) City of Hamilton; 3) Peel Region; and 4) Township of Puslinch. CH received confirmation from municipal staff that all participating municipalities support the final draft MOU and will be bringing reports to their respective Councils for endorsement in the Fall of 2023.

Report

Background

On December 8, 2020, *Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Matters)* received Royal Assent and made changes to the *Conservation Authorities Act* (CA Act) and the *Planning Act* to implement some of these changes, two (2) regulations related to CA Programs and Services (P&S) were developed:

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

The first requirement under *Ontario Regulation 687/21* was for CAs to submit a Transition Plan to the Province and the CA’s partner municipalities. CH’s Plan was provided in December 2021.

The second requirement was to develop an Inventory of P&S, including costs and funding sources, and classify all P&S based on categories established under the CA Act (i.e., Category 1, 2, or 3). The P&S Inventory was also to contain a list of P&S that require Memorandums of Understanding (MOUs) or service agreements with a benefiting municipality. The Inventory was submitted to the Province and circulated to all participating municipalities in February 2022, and a revised version was circulated in August 2022; the latter is also available on CH’s website. A final version is to be provided to Province at the end of this year, along with the final MOUs.

Key findings of CH’s P&S Inventory include:

- 58% of the 2024 budget (approximately \$28.9 million) are Category 1 P&S (i.e., mandatory P&S).
- 96% (\$11.3 million) of the 2024 base municipal levy is allocated to Category 1 P&S.
- 4% (\$471,382) of the 2024 base municipal levy is allocated to Category 2 P&S (i.e., P&S that is municipally requested).

The final requirement under *Ontario Regulation 687/21* is for CAs to have new or updated MOUs or service agreements for Category 2 and/or 3 P&S (non-mandatory) that are supported (in whole or in part) by municipal funding.

CH has a longstanding history of providing a range of planning and watershed P&S to municipalities and other agencies. Outside of the prescribed mandatory P&S that CH must deliver (e.g., natural hazard management, regulatory, management of CH-owned lands, source protection), CH supports its partners through the delivery of other watershed P&S (e.g., monitoring, data analysis, restoration, education, and landowner outreach). Some of these watershed P&S were established and delivered based on formal MOUs or service agreements, but others were established through informal arrangements and other sources of funding.

Municipal Engagement

Over the past two years, CH staff has engaged with municipal staff to ensure that MOUs for CH's Category 2 and 3 P&S could be supported and successfully delivered upon. At the outset of the MOU development process, CH created a project charter that provided an overview of the process, governance structure, and high-level work plan for developing/updating MOUs with Halton Region. A Halton MOU kick-off workshop was held on September 29, 2022, to provide an opportunity for municipal staff to share their thoughts and obtain information for an initial draft MOU.

CH staff met with staff from other CAs that fall within the jurisdiction of the City of Hamilton, Peel Region, and Township of Puslinch to see where coordination on MOU development was possible. CH and municipal staff met in Fall 2022 and Winter 2022/2023 to confirm CH's work plan and overall approach to the development of MOUs.

Bill 23, More Homes Built Faster Act, 2022, introduced amendments that will result in substantial changes to the Ontario planning system once fully implemented. It has altered the roles and responsibilities of CAs in providing comments on planning matters and will change the roles of upper-tier municipalities, placing additional responsibilities with local municipalities. Further, on January 1, 2023, *Ontario Regulation 596/22* came into effect; as a result, technical review services for planning and development applications previously provided by CH under MOUs with municipalities for Category 2 P&S (e.g., technical reviews related to natural heritage and select aspects of stormwater management) can no longer be provided. CH spent a significant amount of time in Winter 2022/2023 working with municipal partners to develop transition plans in response to Bill 23-related changes. It also necessitated changes to the scope of CH's MOU work plan, MOUs, and P&S Inventory.

A draft MOU was circulated to Halton Region mid-May 2023, and revised drafts were circulated to all Halton-area municipalities, the City of Hamilton, Peel Region, and Township of Puslinch on July 5, 2023. The draft MOUs were updated based on municipal feedback received in Summer 2023.

MOU Overview

The purpose of the MOU is to:

- i. Satisfy provincial requirements under the CA Act;

- ii. Outline the Category 2 and/or 3 P&S delivered by CH and which are funded, in part or whole, by the Region or local municipalities; and
- iii. Detail the agreed-upon terms for the delivery of Category 2 and/or Category 3 P&S by CH.

Attached to this report are four (4) separate final draft MOUs for CH's Watershed Programs & Services with the following participating municipalities: 1) Halton Region, including local Halton municipalities; 2) City of Hamilton; 3) Peel Region; and 4) Township of Puslinch. There are some minor differences in each MOU to reflect local preferences and circumstances (e.g., term of MOU, insurance provisions, alignment with terminology in other CA MOUs); however, the overall approach and structure is the same. CH's MOU is a high-level enabling agreement that establishes the basis for more detailed schedules to be appended when specific agreements are made between Parties. Other considerations to note:

- The Halton MOU is an agreement amongst CH, the Region, and Halton local municipalities. However, Schedule A and some provisions of the MOU are specific to CH and the Region, which reflects legislative and regulatory requirements related to the annual budget and municipal levy apportionment process for CAs.
- The MOUs defer the scope and determination of operating expenses and capital costs for Category 2 P&S to the existing budget and apportionment process, which is approved by Councils of participating municipalities and the CH Board, and follows all *CA Act* requirements.
- Schedule A to the MOUs provides the names and descriptions of CH's existing Category 2 P&S, as identified in CH's Board-approved P&S Inventory, that receive municipal funding.
- The high-level MOUs require CH Board and Council endorsement of participating municipalities. Schedules and/or other service agreements can be developed and approved by senior staff.
- No specific schedules or funding arrangements between CH and the local Halton municipalities were proposed as part of the Halton MOU. Detailed schedules may be appended, or other service agreements may be developed, if specific arrangements are made between a local Halton municipality and CH.
- CH will need to engage with the City of Mississauga in 2024 in anticipation of the dissolution of Peel Region in 2025 and changes to the municipal levy and apportionment process.

CH will need to engage with the City of Mississauga in 2024 in anticipation of the dissolution of Peel Region in 2025 and changes to the municipal levy and apportionment process.

CH received confirmation from municipal staff that all participating municipalities support the final draft MOU and will be bringing reports to their respective Councils for endorsement in the Fall of 2023. Should CH receive any minor revisions following Council endorsement, CH staff will make the necessary changes before finalizing the MOUs.

Recommendation

CH's final P&S Inventory and new MOUs/service agreements ("MOUs for Conservation Halton's Watershed Programs & Services") are required to be completed by January 1, 2024. For the reasons outlined above, CH staff recommends that the CH Board endorse the attached MOUs and authorize

the President & CEO and the Board Chair to execute the agreements. Once endorsed by participating municipal councils, CH staff will forward the MOUs to the Province, along with the final P&S Inventory.

Impact on Strategic Priorities


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

The theme is supported by the objective of protecting people and property from risks related to natural hazards and not creating new hazards or aggravating existing hazards through development.

Financial Impact

There is no financial impact resulting from this recommendation.

Signed & respectfully submitted:



Kellie McCormack, MCIP, RPP
Director, Planning and Regulations

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Kellie McCormack, Director, Planning & Regulations
kmccormack@hrca.on.ca, 905-336-1158 x 2228

Appendix A

This Memorandum of Understanding (“MOU”) for Conservation Halton’s Watershed Programs and Services made this 1st day of January 2024 (the “Effective Date”).

BETWEEN:

THE HALTON REGION CONSERVATION AUTHORITY

hereinafter referred to as "Conservation Halton"

- and -

THE REGIONAL MUNICIPALITY OF HALTON

hereinafter referred to as the "Region"

- and -

THE CITY OF BURLINGTON

- and -

THE TOWN OF HALTON HILLS

- and -

THE TOWN OF MILTON

- and -

THE TOWN OF OAKVILLE

WHEREAS Conservation Halton, the Region and **local municipalities** (the “**Parties**”) have a shared interest in providing complementary, value-added, and customer-focused environmental and **watershed services** within Halton Region;

AND WHEREAS the **Parties** agree that there is a shared need to eliminate unnecessary duplication and streamline environmental and **watershed services** to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;

AND WHEREAS Conservation Halton is a conservation authority, established under the *Conservation Authorities Act* (the “**Act**”), with the object to provide, in the area over which it has jurisdiction, programs and services that further the conservation, restoration, development and management of natural resource in its watersheds;

AND WHEREAS under the Act, Conservation Halton is required to provide **Category 1 programs and services**;

AND WHEREAS under the Act, Category 1 programs and services, including operating expenses and capital costs, are funded through the budget and apportionment process in accordance with the applicable regulations and without a memorandum of understanding or agreement with the Region;

AND WHEREAS under the Act, Conservation Halton may also provide **Category 2 and/or 3 programs and services** where there is a memorandum of understanding, or such other agreement, with the Region in respect of the programs and services;

AND WHEREAS under the Act, **reduced operating expenses and capital costs** for **Category 2 and/or Category 3 programs and services** may be funded through the budget and apportionment process and provided with a memorandum of understanding or other agreement with the Region;

AND WHEREAS under the Act, Conservation Halton may also provide **Category 2 and/or 3 programs and services** where there is a memorandum of understanding, or such other agreement, with a **local municipality** in respect of the programs and services;

AND WHEREAS under the Act, **Category 2 and/or Category 3 programs and services** may also be provided where there is a memorandum of understanding, or such other agreement, with the Region or **local municipality** in respect of the programs and services, outside of the budget and apportionment process, through individual procurement agreements;

AND WHEREAS this memorandum of understanding (the “**MOU**”) sets out the principles, terms and conditions governing the delivery of **Category 2 and/or Category 3 programs and services** that may be funded by the Region through the budget and apportionment process, or otherwise requested by the Region or **local municipality** outside of the budget and apportionment process;

NOW THEREFORE the **Parties** hereby agree to enter into this MOU in relation to the provision of **Category 2 and/or Category 3 programs and services** in Halton Region within Conservation Halton’s jurisdiction, in accordance with specific terms and conditions outlined herein.

Table of Contents

1. Definitions
2. Purpose
3. Objectives
4. Agreement
5. Term
6. Funding
7. Dispute Resolution
8. Insurance
9. Workplace Safety and Insurance Board Coverage
10. Indemnification
11. General
12. Public Availability

Schedules

Schedule A – “Description of Category 2 Programs & Services (Watershed Services) that Conservation Halton Delivers that are Partially Funded by the Region of Halton through the Annual Budget & Apportionment Process”

1. DEFINITIONS

“Category 1 Program or Service” – means mandatory programs and services described in O. Reg. 686/21 (e.g., natural hazard management, regulatory, management of Conservation Halton-owned lands, source protection, watershed-based resource management strategy). Category 1 programs and services are funded through the budget and apportionment process in accordance with the applicable regulations and may be municipally funded and/or through user fees, and/or grants.

“Category 2 Program or Service” – means programs and services that are at the request of a municipality as described in S.21.1.1 of the *Conservation Authorities Act*, including watershed services. Category 2 programs and services may be municipally funded and/or through user fees and/or grants, but a MOU/service agreement is required if municipally funded.

“Category 3 Program or Service” – means programs and services that a Conservation Authority considers advisable to further the purposes of the *Conservation Authorities Act* as described in S.21.1.2 of the Act, including watershed services. The programs and services may be municipally funded and/or through user fees and/or grants, but a MOU/service agreement is required if municipally funded.

“Watershed Services” – means areas wherein Conservation Halton has professional expertise, including but not limited to natural hazard and natural resources management, watershed data collection, watershed monitoring, analysis and reporting, watershed planning and management, environmental education and outreach, environmental restoration, landowner outreach and stewardship, and climate change assessment.

“Local Municipality” – means the City of Burlington, Town of Halton Hills, Town of Milton, or Town of Oakville

“MCVA apportionment method” – means a method of apportioning a Conservation Authority’s operating expenses and capital costs that is based on the modified current value assessment (MCVA) of the properties within the authority’s area of jurisdiction and further described in *Conservation Authorities Act* regulations.

“Parties” – means the Parties to this agreement, including CH, the Region, and local municipalities.

“Reduced operating expenses and capital costs” – means the capital and operating costs of a Conservation Authority for a given year, as reduced following *Conservation Authorities Act* regulations.

2. PURPOSE

2.1. The purpose of this MOU is to:

- a) satisfy provincial requirements under the *Conservation Authorities Act* (the “Act”);
- b) outline the **Category 2 and/or 3 programs and services** delivered by Conservation Halton and which are funded, in part or whole, by the Region or **local municipalities**; and
- c) detail the agreed-upon terms for the delivery of **Category 2 and/or Category 3 programs and services** by Conservation Halton.

2.1. This MOU is not intended to conflict with or preclude any other agreement between Conservation Halton and other municipalities, agencies, partners, or entities.

3. OBJECTIVES

3.1. The objectives of this MOU are to:

- a) ensure that environmental and watershed-related programs and services in Halton are effective, complementary, value-added, and customer-focused;
- b) eliminate unnecessary duplication and streamline environmental and watershed-related programs and services to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;
- c) continuously improve working relationships and enhance service performance of all **Parties**;
- d) ensure natural resources in Halton are protected, managed and/or restored using a watershed or systems-based approach and cost-effective solutions;
- e) support the development of a collaborative watershed-based resource management strategy that addresses natural resource issues of interest and concern to the **Parties**; and
- f) ensure relevant watershed resource data is collected using sound science and robust analytical tools and technologies, is shared among the **Parties** to support decision making and evaluation, and that related outcomes and progress are reported among the **Parties**.

4. AGREEMENT

4.1. CH will deliver **Category 2 and/or Category 3 programs and services** in accordance with any standards and requirements, and any terms and conditions, that may be prescribed pursuant to subsection 21.1.1(4) of the Act.

4.2. CH agrees to deliver **Category 2 and/or Category 3 programs and services** specifically described in the attached Schedule(s).

4.3. The **Parties** agree to meet on an annual basis to ensure that the objectives and terms of this MOU and its associated Schedule(s) are achieved.

5. TERM

5.1. This MOU shall be executed by the **Parties** and come into effect on January 1, 2024.

5.2. This MOU shall be endorsed by the Conservation Halton Board and Regional Council. Signatories to the MOU must warrant sufficient authority to bind the Party.

- 5.3. This MOU shall be reviewed every four years, or as necessary to reflect any legislative changes or provincial directions. Conservation Halton shall lead the review of the MOU with any final recommended changes subject to full agreement by all **Parties**.
- 5.4. Schedules may be added to, amended, or removed from this MOU without Board and Regional Council endorsement.
- 5.5. A Schedule to this MOU does not require Conservation Halton Board and Regional Council endorsement but signatories to the Schedule must warrant sufficient authority to bind the Party.
- 5.6. A Party may withdraw from this MOU by providing a six (6) month written notice to Conservation Halton and continuing to fund program delivery costs during the six (6) month notification period.

6. FUNDING

- 6.1. Conservation Halton shall follow the prescribed budgetary process and shall comply with the prescribed methods of apportionment or, where permitted, by agreement in accordance with the Act and applicable regulations.
- 6.2. Conservation Halton shall identify what proportion of **Category 2 and/or Category 3 programs and services** identified in the annual budget are funded by the Region through the **MCVA apportionment method** and shall apportion the associated **reduced operating expenses and capital costs** to the Region. **Category 2 and/or Category 3 programs and services** are described in Schedule A of this Agreement.
- 6.3. Where **Category 2 and/or Category 3 programs and services** are requested by one or more Party and it involves municipal funding other than the **MCVA apportionment method**, Conservation Halton shall attribute the associated operating expenses and capital costs to the Party or **Parties** that requested the program or service.
- 6.4. Where a Party procures **Category 2 and/or Category 3 programs and services** outside of the budget process, Conservation Halton will be considered when procuring services related to Conservation Halton's areas of expertise and in accordance with applicable procurement and purchasing policies.

7. DISPUTE RESOLUTION

- 7.1. In the event of any dispute between the **Parties** in carrying out the terms of this MOU and associated Schedules, that cannot be resolved between staff members, the issue(s) under dispute are to be escalated to the **Parties'** Chief Administrative Officers for resolution. The **Parties** understand that no dispute will be referred to any court, tribunal, arbiter, or any other binding forum or process.
- 7.2. Any notice, election, demand, request, consent or objection required or contemplated to be given or made by any provisions of this MOU shall be given or made in writing and either delivered personally, electronically or sent by registered mail, postage prepaid to the **Parties**.

8. INSURANCE

- 8.1. Conservation Halton agrees that it shall maintain, at its own expense during the performance

of the **Category 2 and/or Category 3 Programs and Services**, the following insurance:

- i. Comprehensive General Liability Insurance – such coverage shall include personal injury coverage, bodily injury and public liability and property damage coverage against loss or damage resulting from bodily injury to or death to one or more persons and loss of or damage to property of the Region or local municipality or any other public or private property resulting from or arising out of any negligent act or omission on the part of the Conservation Halton. Such insurance shall include: 1) a \$2,000,000.00 limit of coverage per occurrence; and 2) a cross liability/severability of interest clause.
 - ii. Comprehensive Automobile Liability Insurance – Conservation Halton agrees to carry a comprehensive automobile liability policy providing bodily injury liability and property damage liability insurance. The policy shall protect the **Parties** against all liability arising out of the use of owned or leased automobiles, both passenger and commercial. The limits of the liability under this insurance policy shall not be less than \$2,000,000.00 per occurrence.
- 8.2. Conservation Halton further agrees that the coverage provided by the policies specified in this Section will not be changed, amended, or cancelled until sixty (60) days after written notice of such intended change, amendment or cancellation has been delivered to the **Parties**.

9. WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

- 9.1. Workplace Safety and Insurance coverage is applicable and required where Conservation Halton engages in any form of services on the Region's premises. A Workplace Safety and Insurance Board (WSIB) certificate showing Conservation Halton coverage shall be provided to the Region upon execution of this Agreement.

10. INDEMNIFICATION

- 10.1. Conservation Halton covenants and agrees to indemnify and save the Region and local municipalities, its Councillors, officers, employees and agents harmless from any liability, action, claim, loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of its obligations under this Agreement, including without limitation any negligent act or omission by any employee, agent or sub-consultant or anyone else from whom it is in the law responsible, save and except where the liability, action, claim loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, arises out of the negligence of the Region, its Councillors, officers, employees or agents.
- 10.2. The Region and municipalities covenants and agrees to indemnify and save Conservation Halton, its Board Members, officers, employees and agents harmless from any liability, action, claim, loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of its obligations under this Agreement, including without limitation any negligent act or omission by any employee, agent or sub-consultant or anyone else from whom it is in the law responsible, save and except where the liability, action, claim loss, injury, damage, payment, cost, fine, fine surcharge, recovery or

expense, including assessable legal fees, arises out of the negligence of Conservation Halton, its Board Members, officers, employees or agents.

11. GENERAL

- 11.1. The **Parties** acknowledge that there are no covenants, representations, warranties, agreements or conditions express or implied, collateral or otherwise forming part of or in any way affecting or relating to this MOU other than as set out in this MOU which constitutes the entire agreement between the **Parties** and which may be modified only by further written agreement.
- 11.2. This MOU and the covenants and agreements herein contained extend to and ensure to the benefit of and are binding upon the **Parties** and their respective successors and assigns, according to the purport and intent of their respective covenants and agreements.
- 11.3. Should any provision or provisions of this MOU be illegal or unenforceable, it or they shall be considered separate and severable from this MOU, and the remaining provisions shall remain in force and be binding upon the **Parties** hereto as though the said provision or provisions had never been included.
- 11.4. The **Parties** agree that each of them shall and will, upon the reasonable request of the other, make, do, execute, or cause to be made, done or executed, all such further and other lawful acts, deeds, things, documents and assurances whatsoever necessary to give effect to this Agreement, and the terms and conditions contained herein.
- 11.5. This MOU may be executed in any number of counterparts and may be delivered by means of electronic transmission.
- 11.6. The headings contained in this MOU are for reference only.

12. PUBLIC AVAILABILITY

- 12.1. This MOU shall be accessible to the public on Conservation Halton's website in accordance with the Act and any applicable regulations.

IN WITNESS WHEREOF, the parties have entered into this MOU as of the Effective Date.

THE HALTON REGION CONSERVATION AUTHORITY

Per: _____

Name:

Title: President & Chief Executive Officer

Per: _____

Name:

Title: Chair, Conservation Halton Board

**THE CORPORATION OF THE REGIONAL MUNICIPALITY
OF HALTON**

Per: _____

Name:

Title:

Per: _____

Name:

Title:

THE CORPORATION OF THE CITY OF BURLINGTON

Per: _____

Name:

Title:

Per: _____

Name:

Title:

THE CORPORATION OF THE TOWN OF HALTON HILLS

Per: _____

Name:

Title:

Per: _____

Name:

Title:

THE CORPORATION OF THE TOWN OF MILTON

Per: _____

Name:

Title:

Per: _____

Name:

Title:

APPENDIX A

THE CORPORATION OF THE TOWN OF OAKVILLE

Per: _____

Name:

Title:

Per: _____

Name:

Title:

“Schedule A”

DESCRIPTION OF CATEGORY 2 PROGRAMS & SERVICES (WATERSHED SERVICES) THAT CONSERVATION HALTON DELIVERS THAT ARE PARTIALLY FUNDED BY THE REGION OF HALTON THROUGH THE ANNUAL BUDGET & APPORTIONMENT PROCESS

| Program/Service Name | Description/Rationale |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Watershed and Subwatershed Planning | CH develops plans to characterize the land use, stressors, water resource and natural systems within a watershed or subwatersheds. These plans provide analysis based on stressor and mitigation scenarios, as well as recommend implementation actions to meet study goals and objectives. Plans may also include the identification, prioritization and quantification of risks and cost-benefit analysis of a range of management options, with management recommendations based on this analysis. |
| Watershed Monitoring and Reporting | CH collects and analyzes a suite of data on water quality and water quantity, rainfall and climate, natural assets, and biodiversity. CH's data is used to: 1) inform comments on municipal policy and planning applications, source protection policies and technical requirements, watershed planning and management initiatives, 2) assess and report on water and environmental conditions, trends, drivers and risks within a watershed or subwatersheds (e.g., Watershed Report Cards, interactive story maps, etc.); 3) provide flood warnings and forecasting and support emergency planning; 4) identify and prioritize natural areas for protection, restoration, and enhancement; 5) carry out natural asset condition and risk assessments; and 6) undertake performance monitoring. CH data is also used by consultants/municipalities to support technical reports and studies (e.g., Subwatershed Studies, Environmental Assessments, Environment Implementation Studies) and inform municipal water management. |
| Climate Change Vulnerability Assessment and Resiliency Planning | CH assesses trends and impacts of climate change as they relate to natural resources, including flood mitigation and stormwater management, natural heritage, biodiversity, and environmental health. CH develops risk assessment/management methodologies, to identify priority short- and long-term vulnerabilities and risks to natural and built infrastructure/properties, undertakes cost-benefit analysis, identifies prioritized response actions at the watershed level and develops mitigation and adaptation policies and plans. |
| Environmental Education and Outreach | CH delivers programs and services to engage, educate, and coordinate environmental and climate change awareness and learning programs. Includes implementation of curriculum-based outdoor education programs, adult workshops, public awareness events, Water Festival, Forest Festival, and other community events, etc. |
| Landowner Engagement and Stewardship | CH engages with urban, rural, and agricultural landowners to promote private land stewardship and provide project advice, design and implementation assistance to property owners and delivery of CH's existing landowner assistance programs. |
| Restoration on Public and Private Lands | CH undertakes projects to manage natural hazards and improve the environment for landowners and municipalities and undertakes environmental restoration and enhancement projects on behalf of the private sector (e.g., developers, private companies). Program is partially funded through provincial and/or federal programs or other grantors/partners. Includes, but is not limited to, delivery of wildlife habitat improvement projects, water quality projects, forestry services, wetland restoration projects, on-line dam removal, and riparian restoration. |

This Memorandum of Understanding ("MOU") for Conservation Halton's Watershed Programs and Services made this 1st day of January 2024 (the "Effective Date").

BETWEEN:

THE HALTON REGION CONSERVATION AUTHORITY

hereinafter referred to as "Conservation Halton"

- and -

THE CITY OF HAMILTON

hereinafter referred to as the "City"

DRAFT

WHEREAS Conservation Halton and the City (the “**Parties**”) have a shared interest in providing complementary, value-added, and customer-focused environmental and **watershed services** within the City of Hamilton;

AND WHEREAS the **Parties** agree that there is a shared need to eliminate unnecessary duplication and streamline environmental and **watershed services** to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;

AND WHEREAS Conservation Halton is a conservation authority, established under the *Conservation Authorities Act* (the “**Act**”), with the object to provide, in the area over which it has jurisdiction, programs and services that further the conservation, restoration, development and management of natural resource in its watersheds;

AND WHEREAS under the **Act**, Conservation Halton is required to provide **Category 1 programs and services**;

AND WHEREAS under the **Act**, Category 1 programs and services, including operating expenses and capital costs, are funded through the budget and apportionment process in accordance with the applicable regulations and without a memorandum of understanding or agreement with the City;

AND WHEREAS under the **Act**, Conservation Halton may also provide **Category 2 and/or 3 programs and services** where there is a memorandum of understanding, or such other agreement, with the City in respect of the programs and services;

AND WHEREAS under the **Act**, **reduced operating expenses and capital costs** for **Category 2 and/or Category 3 programs and services** may be funded through the budget and apportionment process and provided with a memorandum of understanding or other agreement with the City;

AND WHEREAS under the **Act**, **Category 2 and/or Category 3 programs and services** may also be provided where there is a memorandum of understanding, or such other agreement, with the City in respect of the programs and services, outside of the budget and apportionment process, through individual procurement agreements;

AND WHEREAS this memorandum of understanding (the “**MOU**”) sets out the principles, terms and conditions governing the delivery of **Category 2 and/or Category 3 programs and services** that may be funded by the City through the budget and apportionment process, or otherwise requested by the City outside of the budget and apportionment process;

NOW THEREFORE the **Parties** hereby agree to enter into this MOU in relation to the provision of **Category 2 and/or Category 3 pprograms and services** in the City of Hamilton within Conservation Halton’s jurisdiction, in accordance with specific terms and conditions outlined herein.

Table of Contents

Definitions
Purpose
Objectives
Agreement
Term
Funding
Dispute Resolution
Insurance
WSIB
Indemnification
General
Public Availability

Schedules

Schedule A – “Description of Category 2 Programs & Services (Watershed Services) that Conservation Halton Delivers that are Partially Funded by the City of Hamilton through the Annual Budget & Apportionment Process”

1. DEFINITIONS

“Category 1 Program or Service” – means mandatory programs and services described in O. Reg. 686/21 (e.g., natural hazard management, regulatory, management of CH-owned lands, source protection, watershed-based resource management strategy). Category 1 programs and services are funded through the budget and apportionment process in accordance with the applicable regulations and may be municipally funded and/or through user fees, and/or grants.

“Category 2 Program or Service” – means programs and services that are at the request of a municipality as described in S.21.1.1 of the *Conservation Authorities Act*, including watershed services. Category 2 programs and services may be municipally funded and/or through user fees and/or grants, but a MOU/service agreement is required if municipally funded.

“Category 3 Program or Service” – means programs and services that a Conservation Authority considers advisable to further the purposes of the *Conservation Authorities Act* as described in S.21.1.2 of the Act, including watershed services. The programs and services may be municipally funded and/or through user fees and/or grants, but a MOU/service agreement is required if municipally funded.

“Watershed Services” – means areas wherein Conservation Halton has professional expertise, including but not limited to natural hazard and natural resources management, watershed data collection, watershed monitoring, analysis and reporting, watershed planning and management, environmental education and outreach, environmental restoration, landowner outreach and stewardship, and climate change assessment.

“MCVA apportionment method” – means a method of apportioning a conservation authority’s operating expenses and capital costs that is based on the modified current value assessment of the properties within the authority’s area of jurisdiction and further described in *Conservation Authority Act* regulations.

“Parties” – means the Parties to this agreement, including Conservation Halton and the City of Hamilton.

“Reduced operating expenses and capital costs” – means the capital and operating costs of an authority for a given year, as reduced following *Conservation Authority Act* regulations.

2. PURPOSE

2.1. The purpose of this MOU is to:

- a) satisfy provincial requirements under the *Conservation Authorities Act* (the “Act”);
- b) outline the **Category 2 and/or 3 programs and services** delivered by Conservation Halton and which are funded, in part or whole, by the City; and
- c) detail the agreed-upon terms for the delivery of **Category 2 and/or Category 3 programs and services** by Conservation Halton.

2.1. This MOU is not intended to conflict with or preclude any other agreement between Conservation Halton and other municipalities, agencies, partners, or entities.

3. OBJECTIVES

3.1. The objectives of this MOU are to:

- a) ensure that environmental and watershed-related programs and services in the City of Hamilton are effective, complementary, value-added, and customer-focused;
- b) eliminate unnecessary duplication and streamline environmental and watershed-related programs and services to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;
- c) continuously improve working relationships and enhance service performance of all **Parties**;
- d) ensure natural resources in the City of Hamilton are protected, managed and/or restored using a watershed or systems-based approach and cost-effective solutions;
- e) support the development of a collaborative watershed-based resource management strategy that addresses natural resource issues of interest and concern to the Parties; and
- f) ensure relevant watershed resource data is collected using sound science and robust analytical tools and technologies, is shared among the **Parties** to support decision making and evaluation, and that related outcomes and progress are reported among the **Parties**.

4. AGREEMENT

4.1. Conservation Halton will deliver **Category 2 and/or Category 3 programs and services** in accordance with any standards and requirements, and any terms and conditions, that may be prescribed pursuant to subsection 21.1.1(4) of the Act.

4.2. Conservation Halton agrees to deliver **Category 2 and/or Category 3 programs and services** specifically described in the attached Schedule(s).

4.3. The **Parties** agree to meet on an annual basis to ensure that the objectives and terms of this MOU and its associated Schedule(s) are achieved.

5. TERM

5.1. This MOU shall be executed by the **Parties** and come into effect on January 1, 2024.

5.2. This MOU shall be endorsed by the Conservation Halton Board and City Council. Signatories to the MOU must warrant sufficient authority to bind the Party.

- 5.3. This MOU shall be reviewed every four years, or as necessary to reflect any legislative changes or provincial directions. Conservation Halton shall lead the review of the MOU with any final recommended changes subject to full agreement by all **Parties**.
- 5.4. Schedules may be added to, amended, or removed from this MOU without Board and City Council endorsement.
- 5.5. A Schedule to this MOU does not require Conservation Halton Board and City Council endorsement but signatories to the Schedule must warrant sufficient authority to bind the Party.
- 5.6. A Party may withdraw from this MOU by providing a six (6) month written notice to Conservation Halton and continuing to fund program delivery costs during the six (6) month notification period.

6. FUNDING

- 6.1. Conservation Halton shall follow the prescribed budgetary process and shall comply with the prescribed methods of apportionment or, where permitted, by agreement in accordance with the Act and applicable regulations.
- 6.2. Conservation Halton shall identify what proportion of **Category 2 and/or Category 3 programs and services** identified in the annual budget are funded by the City through the **MCVA apportionment method** and shall apportion the associated **reduced operating expenses and capital costs** to the City. **Category 2 and/or Category 3 programs and services** are described in Schedule A of this Agreement.
- 6.3. Where **Category 2 and/or Category 3 programs and services** are requested by the City and it involves municipal funding other than the **MCVA apportionment method**. Conservation Halton shall attribute the associated operating expenses and capital costs to the City.
- 6.4. Where the City procures **Category 2 and/or Category 3 programs and services** from ~~Conservation Halton~~ outside of the budget process, Conservation Halton will be considered when procuring services related to Conservation Halton's areas of expertise and in accordance with applicable procurement and purchasing policies.

7. DISPUTE RESOLUTION

- 7.1. In the event of any dispute between the **Parties** in carrying out the terms this MOU and associated Schedules that cannot be resolved between staff members, the issue(s) under dispute are to be elevated to the **Parties'** Chief Administrative Officers for resolution. The parties understand that no dispute will be referred to any court, tribunal, arbiter, or any other binding forum or process.
- 7.2. Any notice, election, demand, request, consent or objection required or contemplated to be given or made by any provisions of this MOU shall be given or made in writing and either delivered personally, electronically or sent by registered mail, postage prepaid to the **Parties**.

8. INSURANCE

- 8.1. Conservation Halton agrees that it shall maintain, at its own expense during the performance of the **Category 2 and/or Category 3 Programs and Services**, the following insurance:
- i. Comprehensive General Liability Insurance – such coverage shall include personal injury coverage, bodily injury and public liability and property damage coverage against loss or damage resulting from bodily injury to or death to one or more persons and loss of or damage to property of the City or any other public or private property resulting from or arising out of any negligent act or omission on the part of the Conservation Halton. Such insurance shall include: 1) a \$2,000,000.00 limit of coverage per occurrence; and 2) a cross liability/severability of interest clause.
 - ii. Comprehensive Automobile Liability Insurance – Conservation Halton agrees to carry a comprehensive automobile liability policy providing bodily injury liability and property damage liability insurance. The policy shall protect the **Parties** against all liability arising out of the use of owned or leased automobiles, both passenger and commercial. The limits of the liability under this insurance policy shall not be less than \$2,000,000.00 per occurrence.
- 8.2. Conservation Halton further agrees that the coverage provided by the policies specified in this Section will not be changed, amended, or cancelled until sixty (60) days after written notice of such intended change, amendment or cancellation has been delivered to the **Parties**.

9. WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

- 9.1. Workplace Safety and Insurance coverage is applicable and required where Conservation Halton engages in any form of services on the City's premises. Workplace Safety and Insurance Board (WSIB) certificate showing Conservation Halton's coverage shall be provided to the City upon execution of this Agreement.

10. INDEMNIFICATION

- 10.1. Conservation Halton covenants and agrees to indemnify and save the City, its Councillors, officers, employees and agents harmless from any liability, action, claim, loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of its obligations under this Agreement, including without limitation any negligent act or omission by any employee, agent or sub-consultant or anyone else from whom it is in the law responsible, save and except where the liability, action, claim loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, arises out of the negligence of the City, its Councillors, officers, employees or agents.
- 10.2. The City covenants and agrees to indemnify and save Conservation Halton, its Board Members, officers, employees and agents harmless from any liability, action, claim, loss,

injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of its obligations under this Agreement, including without limitation any negligent act or omission by any employee, agent or sub-consultant or anyone else from whom it is in the law responsible, save and except where the liability, action, claim loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, arises out of the negligence of Conservation Halton, its Board Members, officers, employees or agents.

11. GENERAL

- 11.1. The Parties acknowledge that there are no covenants, representations, warranties, agreements or conditions express or implied, collateral or otherwise forming part of or in any way affecting or relating to this MOU other than as set out in this MOU which constitutes the entire agreement between the **Parties** and which may be modified only by further written agreement.
- 11.2. This MOU and the covenants and agreements herein contained extend to and ensure to the benefit of and are binding upon the **Parties** and their respective successors and assigns, according to the purport and intent of their respective covenants and agreements.
- 11.3. Should any provision or provisions of this MOU be illegal or unenforceable, it or they shall be considered separate and severable from this MOU, and the remaining provisions shall remain in force and be binding upon the parties hereto as though the said provision or provisions had never been included.
- 11.4. The **Parties** agree that each of them shall and will, upon the reasonable request of the other, make, do, execute, or cause to be made, done or executed, all such further and other lawful acts, deeds, things, documents and assurances whatsoever necessary to give effect to this Agreement, and the terms and conditions contained herein.
- 11.5. This MOU may be executed in any number of counterparts and may be delivered by means of electronic transmission.
- 11.6. The headings contained in this MOU are for reference only.

12. PUBLIC AVAILABILITY

- 12.1. This MOU shall be accessible to the public on Conservation Halton's website in accordance with the Act and any applicable regulations.

IN WITNESS WHEREOF, the parties have entered into this MOU as of the Effective Date.

**THE HALTON REGION
CONSERVATION AUTHORITY**

Per: _____
Name:
Title: President and Chief Executive
Officer

Per: _____
Name:
Title: Chair, Conservation Halton Board of
Directors

THE CORPORATION OF THE CITY OF HAMILTON

Per: _____
Name:
Title:

Per: _____
Name:
Title:

“Schedule A”

DESCRIPTION OF CATEGORY 2 PROGRAMS & SERVICES (WATERSHED SERVICES) THAT CONSERVATION HALTON (CH) DELIVERS THAT ARE PARTIALLY FUNDED BY THE CITY OF HAMILTON THROUGH THE ANNUAL BUDGET & APPORTIONMENT PROCESS

| Program/Service Name | Description/Rationale |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Watershed and Subwatershed Planning | CH develops plans to characterize the land use, stressors, water resource and natural systems within a watershed or subwatersheds. These plans provide analysis based on stressor and mitigation scenarios, as well as recommend implementation actions to meet study goals and objectives. Plans may also include the identification, prioritization and quantification of risks and cost-benefit analysis of a range of management options, with management recommendations based on this analysis. |
| Watershed Monitoring and Reporting | CH collects and analyzes a suite of data on water quality and water quantity, rainfall and climate, natural assets, and biodiversity. CH's data is used to: 1) inform comments on municipal policy and planning applications, source protection policies and technical requirements, watershed planning and management initiatives, 2) assess and report on water and environmental conditions, trends, drivers and risks within a watershed or subwatersheds (e.g., Watershed Report Cards, interactive story maps, etc.); 3) provide flood warnings and forecasting and support emergency planning; 4) identify and prioritize natural areas for protection, restoration, and enhancement; 5) carry out natural asset condition and risk assessments; and 6) undertake performance monitoring. CH data is also used by consultants/municipalities to support technical reports and studies (e.g., Subwatershed Studies, Environmental Assessments, Environment Implementation Studies) and inform municipal water management. |
| Climate Change Vulnerability Assessment and Resiliency Planning | CH assesses trends and impacts of climate change as they relate to natural resources, including flood mitigation and stormwater management, natural heritage, biodiversity, and environmental health. CH develops risk assessment/management methodologies, to identify priority short- and long-term vulnerabilities and risks to natural and built infrastructure/properties, undertakes cost-benefit analysis, identifies prioritized response actions at the watershed level and develops mitigation and adaptation policies and plans. |
| Environmental Education and Outreach | CH delivers programs and services to engage, educate, and coordinate environmental and climate change awareness and learning programs. Includes implementation of curriculum-based outdoor education programs, adult workshops, public awareness events, Water Festival, Forest Festival, and other community events, etc. |
| Landowner Engagement and Stewardship | CH engages with urban, rural, and agricultural landowners to promote private land stewardship and provide project advice, design and implementation assistance to property owners and delivery of CH's existing landowner assistance programs. |
| Restoration on Public and Private Lands | CH undertakes projects to manage natural hazards and improve the environment for landowners and municipalities and undertakes environmental restoration and enhancement projects on behalf of the private sector (e.g., developers, private companies). Program is partially funded through provincial and/or federal programs or other grantors/partners. Includes, but is not limited to, delivery of wildlife habitat improvement |

| | |
|--|-----------------------------------------------------------------------------------------------------------------------------------|
| | projects, water quality projects, forestry services, wetland restoration projects, on-line dam removal, and riparian restoration. |
|--|-----------------------------------------------------------------------------------------------------------------------------------|

DRAFT

This Memorandum of Understanding (“MOU”) for Conservation Halton’s Watershed Programs and Services made this 1st day of January 2024 (the “Effective Date”).

BETWEEN:

THE HALTON REGION CONSERVATION AUTHORITY

hereinafter referred to as "Conservation Halton"

- and -

THE REGIONAL MUNICIPALITY OF PEEL

hereinafter referred to as the "Region"

DRAFT

WHEREAS Conservation Halton and the Region (the “**Parties**”) have a shared interest in providing complementary, value-added, and customer-focused environmental and **watershed services** within Peel Region;

AND WHEREAS the **Parties** agree that there is a shared need to eliminate unnecessary duplication and streamline environmental and **watershed services** to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;

AND WHEREAS Conservation Halton is a conservation authority, established under the *Conservation Authorities Act* (the “**Act**”), with the object to provide, in the area over which it has jurisdiction, programs and services that further the conservation, restoration, development and management of natural resource in its watersheds;

AND WHEREAS under the Act, Conservation Halton is required to provide **Category 1 programs and services**;

AND WHEREAS under the Act, Category 1 programs and services, including operating expenses and capital costs, are funded through the budget and apportionment process in accordance with the applicable regulations and without a memorandum of understanding or agreement with the Region;

AND WHEREAS under the Act, Conservation Halton may also provide **Category 2 and/or 3 programs and services** where there is a memorandum of understanding, or such other agreement, with the Region in respect of the programs and services;

AND WHEREAS under the Act, **reduced operating expenses and capital costs** for **Category 2 and/or Category 3 programs and services** may be funded through the budget and apportionment process and provided with a memorandum of understanding or other agreement with the Region;

AND WHEREAS under the Act, **Category 2 and/or Category 3 programs and services** may also be provided where there is a memorandum of understanding, or such other agreement, with the Region in respect of the programs and services, outside of the budget and apportionment process, through individual procurement agreements;

AND WHEREAS this memorandum of understanding (the “**MOU**”) sets out the principles, terms and conditions governing the delivery of **Category 2 and/or Category 3 programs and services** that may be funded by the Region through the budget and apportionment process, or otherwise requested by the Region outside of the budget and apportionment process;

NOW THEREFORE the **Parties** hereby agree to enter into this MOU in relation to the provision of **Category 2 and/or Category 3 programs and services** in Peel Region within Conservation Halton’s jurisdiction, in accordance with specific terms and conditions outlined herein.

Table of Contents

1. Definitions
2. Purpose
3. Objectives
4. Agreement
5. Term
6. Funding
7. Dispute Resolution
8. Insurance
9. Workplace Safety and Insurance Board Coverage
10. General
11. Public Availability

Schedules

Schedule A – “Description of Category 2 Programs & Services (Watershed Services) that Conservation Halton Delivers that are Partially Funded by the Region of Peel through the Annual Budget & Apportionment Process”

1. DEFINITIONS

“Category 1 Program or Service” – means mandatory programs and services described in O. Reg. 686/21 (e.g., natural hazard management, regulatory, management of Conservation Halton-owned lands, source protection, watershed-based resource management strategy). Category 1 programs and services are funded through the budget and apportionment process in accordance with the applicable regulations and may be municipally funded and/or through user fees, and/or grants.

“Category 2 Program or Service” – means programs and services that are at the request of a municipality as described in S.21.1.1 of the *Conservation Authorities Act*, including watershed services. Category 2 programs and services may be municipally funded and/or through user fees and/or grants, but a MOU/service agreement is required if municipally funded.

“Category 3 Program or Service” – means programs and services that a Conservation Authority considers advisable to further the purposes of the *Conservation Authorities Act* as described in S.21.1.2 of the Act, including watershed services. The programs and services may be municipally funded and/or through user fees and/or grants, but a MOU/service agreement is required if municipally funded.

“Watershed Services” – means areas wherein Conservation Halton has professional expertise, including but not limited to natural hazard and natural resources management, watershed data collection, watershed monitoring, analysis and reporting, watershed planning and management, environmental education and outreach, environmental restoration, landowner outreach and stewardship, and climate change assessment.

“MCVA apportionment method” – means a method of apportioning a Conservation Authority's operating expenses and capital costs that is based on the modified current value assessment (MCVA) of the properties within the authority's area of jurisdiction and further described in *Conservation Authorities Act* regulations.

“Parties” – means the Parties to this agreement, including Conservation Halton and the Region of Peel.

“Reduced operating expenses and capital costs” – means the capital and operating costs of an authority for a given year, as reduced following *Conservation Authorities Act* regulations.

2. PURPOSE

2.1. The purpose of this MOU is to:

- a) satisfy provincial requirements under the *Conservation Authorities Act* (the “Act”);
- b) outline the **Category 2 and/or 3 programs and services** delivered by Conservation Halton and which are funded, in part or whole, by the Region; and
- c) detail the agreed-upon terms for the delivery of **Category 2 and/or Category 3 programs and services** by Conservation Halton.

2.1. This MOU is not intended to conflict with or preclude any other agreement between Conservation Halton and other municipalities, agencies, partners, or entities.

3. OBJECTIVES

3.1. The objectives of this MOU are to:

- a) ensure that environmental and watershed-related programs and services in Peel are effective, complementary, value-added, and customer-focused;
- b) eliminate unnecessary duplication and streamline environmental and watershed-related programs and services to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;
- c) continuously improve working relationships and enhance service performance of all **Parties**;
- d) ensure natural resources in Peel are protected, managed and/or restored using a watershed or systems-based approach and cost-effective solutions;
- e) support the development of a collaborative watershed-based resource management strategy that addresses natural resource issues of interest and concern to the **Parties**; and
- f) ensure relevant watershed resource data is collected using sound science and robust analytical tools and technologies, is shared among the **Parties** to support decision making and evaluation, and that related outcomes and progress are reported among the **Parties**.

4. AGREEMENT

4.1. Conservation Halton will deliver **Category 2 and/or Category 3 programs and services** in accordance with any standards and requirements, and any terms and conditions, that may be prescribed pursuant to subsection 21.1.1(4) of the Act.

4.2. Conservation Halton agrees to deliver **Category 2 and/or Category 3 programs and services** specifically described in the attached Schedule(s).

4.3. The **Parties** agree to meet on an annual basis to ensure that the objectives and terms of this MOU and its associated Schedule(s) are achieved.

5. TERM

5.1. This MOU shall be executed by the **Parties** and come into effect on January 1, 2024. The term of this MOU will be for a period of one (1) year, running until December 31, 2024.

5.2. This MOU shall be endorsed by the Conservation Halton Board and Regional Council. Signatories to the MOU must warrant sufficient authority to bind the Party.

- 5.3. This MOU shall be reviewed annually, or as necessary to reflect any legislative changes or provincial directions. Conservation Halton shall lead the review of the MOU with any final recommended changes subject to full agreement by all **Parties**.
- 5.4. Schedules may be added to, amended, or removed from this MOU without Board and Regional Council endorsement.
- 5.5. A Schedule to this MOU does not require Conservation Halton Board and Regional Council endorsement but signatories to the Schedule must warrant sufficient authority to bind the Party.
- 5.6. A Party may withdraw from this MOU by providing a six (6) month written notice to Conservation Halton and continuing to fund program delivery costs during the six (6) month notification period.

6. FUNDING

- 6.1. Conservation Halton shall follow the prescribed budgetary process and shall comply with the prescribed methods of apportionment or, where permitted, by agreement in accordance with the Act and applicable regulations.
- 6.2. Conservation Halton shall identify what proportion of **Category 2 and/or Category 3 programs and services** identified in the annual budget are funded by the Region through the **MCVA apportionment method** and shall apportion the associated **reduced operating expenses and capital costs** to the Region. **Category 2 and/or Category 3 programs and services** are described in Schedule A of this Agreement.
- 6.3. Where **Category 2 and/or Category 3 programs and services** are requested by the Region and it involves municipal funding other than the **MCVA apportionment method**. Conservation Halton shall attribute the associated operating expenses and capital costs to the Region.
- 6.4. Where the Region procures **Category 2 and/or Category 3 programs and services** outside of the budget process, Conservation Halton will be considered when procuring services related to Conservation Halton's areas of expertise and in accordance with applicable procurement and purchasing policies.

7. DISPUTE RESOLUTION

- 7.1. In the event of any dispute between the **Parties** in carrying out the terms this MOU and associated Schedules that cannot be resolved between staff members, the issue(s) under dispute are to be escalated to the **Parties'** Chief Administrative Officers for resolution. The **Parties** understand that no dispute will be referred to any court, tribunal, arbiter, or any other binding forum or process.
- 7.2. Any notice, election, demand, request, consent or objection required or contemplated to be given or made by any provisions of this MOU shall be given or made in writing and either delivered personally, electronically or sent by registered mail, postage prepaid to the **Parties**.

8. INSURANCE

- 8.1. Conservation Halton agrees that it shall maintain, at its own expense during the performance of the **Category 2 and/or Category 3 Programs and Services**, the following insurance:

- i. Comprehensive General Liability Insurance – such coverage shall include personal injury coverage, bodily injury and public liability and property damage coverage against loss or damage resulting from bodily injury to or death to one or more persons and loss of or damage to property of the Region or any other public or private property resulting from or arising out of any negligent act or omission on the part of the Conservation Halton. Such insurance shall include: 1) a \$2,000,000.00 limit of coverage per occurrence; and 2) a cross liability/severability of interest clause.
 - ii. Comprehensive Automobile Liability Insurance – Conservation Halton agrees to carry a comprehensive automobile liability policy providing bodily injury liability and property damage liability insurance. The policy shall protect the **Parties** against all liability arising out of the use of owned or leased automobiles, both passenger and commercial. The limits of the liability under this insurance policy shall not be less than \$2,000,000.00 per occurrence.
- 8.2. Conservation Halton further agrees that the coverage provided by the policies specified in this Section will not be changed, amended, or cancelled until sixty (60) days after written notice of such intended change, amendment or cancellation has been delivered to the **Parties**.

9. WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

- 9.1. Workplace Safety and Insurance coverage is applicable and required where Conservation Halton engages in any form of services on the Region's premises. A Workplace Safety and Insurance Board (WSIB) certificate showing Conservation Halton's coverage shall be provided to the Region upon execution of this Agreement.

10. GENERAL

- 10.1. The Region shall have the right to assign or otherwise transfer this MOU in whole or in part, including all or any portion of the Region's rights, benefits and obligations therein, to any one or more person, corporation or other entity (each an "Assignee"). Upon the assumption by an Assignee of the Region's obligations under this Agreement, the Region shall be released from its obligations arising under this MOU.
- 10.2. The Region may assign without consent of Conservation Halton to its successor(s) in accordance with the *Hazel McCallion Act (Peel Dissolution)*, 2023.
- 10.3. The **Parties** acknowledge that there are no covenants, representations, warranties, agreements or conditions express or implied, collateral or otherwise forming part of or in any way affecting or relating to this MOU other than as set out in this MOU which constitutes the entire agreement between the **Parties** and which may be modified only by further written agreement.
- 10.4. This MOU and the covenants and agreements herein contained extend to and ensure to the benefit of and are binding upon the **Parties** and their respective successors and assigns, according to the purport and intent of their respective covenants and agreements.

- 10.5. Should any provision or provisions of this MOU be illegal or unenforceable, it or they shall be considered separate and severable from this MOU, and the remaining provisions shall remain in force and be binding upon the **Parties** hereto as though the said provision or provisions had never been included.
- 10.6. The **Parties** agree that each of them shall and will, upon the reasonable request of the other, make, do, execute, or cause to be made, done or executed, all such further and other lawful acts, deeds, things, documents and assurances whatsoever necessary to give effect to this Agreement, and the terms and conditions contained herein.
- 10.7. This MOU may be executed in any number of counterparts and may be delivered by means of electronic transmission.
- 10.8. The headings contained in this MOU are for reference only.

11. PUBLIC AVAILABILITY

- 11.1. This MOU shall be accessible to the public on Conservation Halton's website in accordance with the Act and any applicable regulations.

IN WITNESS WHEREOF, the parties have entered into this MOU as of the Effective Date.

THE HALTON REGION CONSERVATION AUTHORITY

Per: _____

Name:

Title: President & Chief Executive Officer

Per: _____

Name:

Title: Chair, Conservation Halton Board

**THE CORPORATION OF THE REGIONAL MUNICIPALITY
OF PEEL**

Per: _____

Name:

Title:

Per: _____

Name:

Title:

“Schedule A”

DESCRIPTION OF CATEGORY 2 PROGRAMS & SERVICES (WATERSHED SERVICES) THAT CONSERVATION HALTON DELIVERS THAT ARE PARTIALLY FUNDED BY THE REGION OF PEEL THROUGH THE ANNUAL BUDGET & APPORTIONMENT PROCESS

| Program/Service Name | Description/Rationale |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Watershed and Subwatershed Planning | Conservation Halton (CH) develops plans to characterize the land use, stressors, water resource and natural systems within a watershed or subwatersheds. These plans provide analysis based on stressor and mitigation scenarios, as well as recommend implementation actions to meet study goals and objectives. Plans may also include the identification, prioritization and quantification of risks and cost-benefit analysis of a range of management options, with management recommendations based on this analysis. |
| Watershed Monitoring and Reporting | CH collects and analyzes a suite of data on water quality and water quantity, rainfall and climate, natural assets, and biodiversity. CH's data is used to: 1) inform comments on municipal policy and planning applications, source protection policies and technical requirements, watershed planning and management initiatives, 2) assess and report on water and environmental conditions, trends, drivers and risks within a watershed or subwatersheds (e.g., Watershed Report Cards, interactive story maps, etc.); 3) provide flood warnings and forecasting and support emergency planning; 4) identify and prioritize natural areas for protection, restoration, and enhancement; 5) carry out natural asset condition and risk assessments; and 6) undertake performance monitoring. CH data is also used by consultants/municipalities to support technical reports and studies (e.g., Subwatershed Studies, Environmental Assessments, Environment Implementation Studies) and inform municipal water management. |
| Climate Change Vulnerability Assessment and Resiliency Planning | CH assesses trends and impacts of climate change as they relate to natural resources, including flood mitigation and stormwater management, natural heritage, biodiversity, and environmental health. CH develops risk assessment/management methodologies, to identify priority short- and long-term vulnerabilities and risks to natural and built infrastructure/properties, undertakes cost-benefit analysis, identifies prioritized response actions at the watershed level and develops mitigation and adaptation policies and plans. |
| Environmental Education and Outreach | CH delivers programs and services to engage, educate, and coordinate environmental and climate change awareness and learning programs. Includes implementation of curriculum-based outdoor education programs, adult workshops, public awareness events, Water Festival, Forest Festival, and other community events, etc. |
| Landowner Engagement and Stewardship | CH engages with urban, rural, and agricultural landowners to promote private land stewardship and provide project advice, design and implementation assistance to property owners and delivery of CH's existing landowner assistance programs. |
| Restoration on Public and Private Lands | CH undertakes projects to manage natural hazards and improve the environment for landowners and municipalities and undertakes environmental restoration and enhancement projects on behalf of the private sector (e.g., developers, private companies). Program is partially funded through provincial and/or federal programs or other grantors/partners. Includes, but is not limited to, delivery of wildlife habitat improvement projects, water quality projects, forestry services, wetland restoration projects, on-line dam removal, and riparian restoration. |

This Memorandum of Understanding ("MOU") for Conservation Halton's Watershed Programs and Services made this 1st day of January 2024 (the "Effective Date").

BETWEEN:

THE HALTON REGION CONSERVATION AUTHORITY

hereinafter referred to as "Conservation Halton"

- and -

THE TOWNSHIP OF PUSLINCH

hereinafter referred to as the "Township"

DRAFT

WHEREAS Conservation Halton and the Township (the “**Parties**”) have a shared interest in providing complementary, value-added, and customer-focused environmental and **watershed services** within the Township of Puslinch;

AND WHEREAS the **Parties** agree that there is a shared need to eliminate unnecessary duplication and streamline environmental and **watershed services** to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;

AND WHEREAS Conservation Halton is a conservation authority, established under the *Conservation Authorities Act* (the “**Act**”), with the object to provide, in the area over which it has jurisdiction, programs and services that further the conservation, restoration, development and management of natural resource in its watersheds;

AND WHEREAS under the Act, Conservation Halton is required to provide **Category 1 programs and services**;

AND WHEREAS under the Act, Category 1 programs and services, including operating expenses and capital costs, are funded through the budget and apportionment process in accordance with the applicable regulations and without a memorandum of understanding or agreement with the Township;

AND WHEREAS under the Act, Conservation Halton may also provide **Category 2 and/or 3 programs and services** where there is a memorandum of understanding, or such other agreement, with the Township in respect of the programs and services;

AND WHEREAS under the Act, **reduced operating expenses and capital costs** for **Category 2 and/or Category 3 programs and services** may be funded through the budget and apportionment process and provided with a memorandum of understanding or other agreement with the Township;

AND WHEREAS under the Act, **Category 2 and/or Category 3 programs and services** may also be provided where there is a memorandum of understanding, or such other agreement, with the Township in respect of the programs and services, outside of the budget and apportionment process, through individual procurement agreements;

AND WHEREAS this memorandum of understanding (the “**MOU**”) sets out the principles, terms and conditions governing the delivery of **Category 2 and/or Category 3 programs and services** that may be funded by the Township through the budget and apportionment process, or otherwise requested by the Township outside of the budget and apportionment process;

NOW THEREFORE the **Parties** hereby agree to enter into this MOU in relation to the provision of **Category 2 and/or Category 3 programs and services** in the Township of Puslinch within Conservation Halton’s jurisdiction, in accordance with specific terms and conditions outlined herein.

Table of Contents

1. Definitions
2. Purpose
3. Objectives
4. Agreement
5. Term
6. Funding
7. Dispute Resolution
8. Insurance
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10. Indemnification
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12. Public Availability

Schedules

Schedule A – “Description of Category 2 Programs & Services (Watershed Services) that Conservation Halton Delivers that are Partially Funded by the Township of Puslinch through the Annual Budget & Apportionment Process”

Schedule B – “Conservation Halton (CH) 2024 Budget & Business Plan” (as approved by the Conservation Halton Board on October 19, 2023)

1. DEFINITIONS

“Category 1 Program or Service” – means mandatory programs and services described in O. Reg. 686/21 (e.g., natural hazard management, regulatory management of Conservation Halton-owned lands, source protection, and watershed-based resource management strategy). Category 1 programs and services are funded through the budget and apportionment process in accordance with the applicable regulations and may be municipally funded and/or through user fees, and/or grants.

“Category 2 Program or Service” – means programs and services that are at the request of a municipality as described in S.21.1.1 of the *Conservation Authorities Act*, including watershed services. Category 2 programs and services may be municipally funded and/or through user fees and/or grants, but a MOU/service agreement is required if municipally funded.

“Category 3 Program or Service” – means programs and services that a Conservation Authority considers advisable to further the purposes of the *Conservation Authorities Act* as described in S.21.1.2 of the Act, including watershed services. The programs and services may be municipally funded and/or through user fees and/or grants, but a MOU/service agreement is required if municipally funded.

“Watershed Services” – means areas wherein Conservation Halton has professional expertise, including but not limited to natural hazard and natural resources management, watershed data collection, monitoring, analysis and reporting, watershed planning and management, environmental education and outreach, environmental restoration, landowner outreach and stewardship, and climate change assessment.

“MCVA apportionment method” – means a method of apportioning a Conservation Authority’s operating expenses and capital costs that is based on the modified current value assessment (MCVA) of the properties within the Authority’s area of jurisdiction and further described in *Conservation Authorities Act* regulations.

“Parties” – means the Parties to this agreement, including Conservation Halton and the Township of Puslinch.

“Reduced operating expenses and capital costs” – means the capital and operating costs of an authority for a given year, as reduced following *Conservation Authorities Act* regulations.

2. PURPOSE

2.1. The purpose of this MOU is to:

- a) satisfy Provincial requirements under the *Conservation Authorities Act* (the “Act”);
- b) outline the **Category 2 and/or 3 programs and services** delivered by Conservation Halton which are funded, in part or whole, by the Township; and
- c) detail the agreed-upon terms for the delivery of **Category 2 and/or Category 3 programs and services** by Conservation Halton.

2.1. This MOU is not intended to conflict with or preclude any other agreement between Conservation Halton and other municipalities, agencies, partners, or entities.

3. OBJECTIVES

3.1. The objectives of this MOU are to:

- a) ensure that environmental and watershed-related programs and services in the Township of Puslinch are effective, complementary, value-added, and customer-focused;
- b) eliminate unnecessary duplication and streamline environmental and watershed-related programs and services to optimize the use of existing resources and technical expertise and, where possible, coordinate efforts;
- c) continuously improve working relationships and enhance service performance of all **Parties**;
- d) ensure natural resources in the Township of Puslinch are protected, managed and/or restored using a watershed or systems-based approach and cost-effective solutions;
- e) support the development of a collaborative watershed-based resource management strategy that addresses natural resource issues of interest and concern to the **Parties**; and
- f) ensure relevant watershed resource data is collected using sound science and robust analytical tools and technologies, is shared among the **Parties** to support decision making and evaluation, and that related outcomes and progress are reported among the **Parties**.

4. AGREEMENT

4.1. Conservation Halton will deliver **Category 2 and/or Category 3 programs and services** in accordance with any standards and requirements, and any terms and conditions, that may be prescribed pursuant to subsection 21.1.1(4) of the Act.

4.2. Conservation Halton agrees to deliver **Category 2 and/or Category 3 programs and services** specifically described in the attached Schedule(s).

4.3. The **Parties** agree to meet on an annual basis to ensure that the objectives and terms of this MOU and its associated Schedule(s) are achieved. It shall be the responsibility of Conservation Halton to initiate the annual review with the Township.

5. TERM

5.1. This MOU shall be executed by the **Parties** and come into effect on January 1, 2024. The term of this MOU will be for a period of five (5) years, running until December 31, 2028 (“Initial Term”).

- 5.2. This MOU shall be endorsed by the Conservation Halton Board and Township Council. Signatories to the MOU must warrant sufficient authority to bind the Party.
- 5.3. This MOU shall be reviewed every five (5) years, or as necessary to reflect any legislative changes or Provincial directions, and shall commence within six (6) months of the end date of the Initial Term of this MOU. Conservation Halton shall lead the review of the MOU with any final recommended changes subject to full agreement by all **Parties**.
- 5.4. Schedules may be added to, amended, or removed from this MOU without Board and Township Council endorsement. No changes shall be made without first consulting with Township staff.
- 5.5. A Schedule to this MOU does not require Conservation Halton Board and Township Council endorsement, but signatories to the Schedule must warrant sufficient authority to bind the Party.
- 5.6. This MOU shall terminate automatically upon either party providing the other party with prior written notice of their intention to terminate this MOU given no less than one hundred and eighty (180) days and no more than three hundred (300) days prior to the end of such calendar year. Upon such written notice of intention to terminate this MOU being given in any calendar year during the Initial Term or Renewal Term, the date that is the last date of such calendar year, or such date as may be otherwise agreed to by all **Parties** in writing, shall be the "Termination Date". In the event this MOU is terminated, any operating expenses and costs incurred by Conservation Halton for providing services to the Township shall be paid by the Township up to and including the Termination Date.
- 5.7. The **Parties** may renew this MOU for an unlimited number of additional five (5) year terms (the "Renewal Term(s)"), provided that any renewed MOU must also be reviewed by the **Parties** six months prior to the end-date of any such Renewal Term(s), as set out in paragraph 5.3.

6. FUNDING

- 6.1. Conservation Halton shall follow the prescribed budgetary process and shall comply with the prescribed methods of apportionment or, where permitted, by agreement in accordance with the Act and applicable regulations.
- 6.2. Conservation Halton shall identify what proportion of **Category 2 and/or Category 3 programs and services** identified in the annual budget are funded by the Township through the **MCVA apportionment method** and shall apportion the associated **reduced operating expenses and capital costs** to the Township. **Category 2 and/or Category 3 programs and services** are described in Schedule A of this Agreement.
- 6.3. The amount of total annual fees is shown in Schedule B of this Agreement. The costs will be reviewed by the **Parties** on an annual basis as part of the Conservation Halton annual budget (operating/capital) approval process, in line with budget guidelines following Conservation Halton's final approved budget, which shall comply with all applicable regulations.
- 6.4. Where **Category 2 and/or Category 3 programs and services** are requested by the Township and involves municipal funding other than the **MCVA apportionment method**, Conservation Halton shall attribute the associated operating expenses and capital costs to the Township.

- 6.5. An 'Annual Notice to Pay' shall be sent to the Township following Conservation Halton's annual budget approval, and payment for annual fees for total levy amount shall be made by the Township at the end of the first fiscal quarter of each calendar year.
- 6.6. Where the Township procures **Category 2 and/or Category 3 programs and services** outside of the budget process, Conservation Halton will be considered when procuring services related to Conservation Halton's areas of expertise and in accordance with applicable procurement and purchasing policies.

7. DISPUTE RESOLUTION

- 7.1. In the event of any dispute between the **Parties** in carrying out the terms of this MOU and associated Schedules that cannot be resolved between staff members, the issue(s) under dispute are to be escalated to the **Parties'** Chief Administrative Officers for resolution. The **Parties** understand that no dispute will be referred to any court, tribunal, arbiter, or any other binding forum or process.
- 7.2. Any notice, election, demand, request, consent or objection required or contemplated to be given or made by any provisions of this MOU shall be given or made in writing and either delivered personally, electronically, or sent by registered mail, postage prepaid, to the **Parties**.

8. INSURANCE

- 8.1. Conservation Halton agrees that it shall, at its own expense during the performance of the **Category 2 and/or Category 3 Programs and Services**, maintain the following insurance:
 - i. Comprehensive General Liability Insurance – such coverage shall include personal injury coverage, bodily injury and public liability and property damage coverage against loss or damage resulting from bodily injury to or death to one or more persons and loss of or damage to property of the Township or any other public or private property resulting from or arising out of any negligent act or omission on the part of the Conservation Halton. Such insurance shall include: 1) a \$5,000,000.00 limit of coverage per occurrence; and 2) a cross liability/severability of interest clause.
 - ii. Comprehensive Automobile Liability Insurance – Conservation Halton agrees to carry a comprehensive automobile liability policy providing bodily injury liability and property damage liability insurance. The policy shall protect the **Parties** against all liability arising out of the use of owned or leased automobiles, both passenger and commercial. The limits of the liability under this insurance policy shall not be less than \$2,000,000.00 per occurrence.
 - iii. Professional Liability – such coverage shall include coverage for an amount not less than \$1,000,000.00 dollars with respect to all of the responsibilities relating to this Agreement. Professional Liability insurance, also known as Errors and Omissions (E&O), provides coverage against claims that professional advice or services provided caused financial harm due to actual or alleged mistakes or a failure to perform a professional service.
- 8.2. Conservation Halton further agrees that the coverage provided by the policies specified in this Section will not be changed, amended, or cancelled until sixty (60) days after written notice of such intended change, amendment or cancellation has been delivered to the Township.

- 8.3. Conservation Halton shall provide a summary of insurance which shall include name of the Insurance Company, type of insurance, and amount of such coverage and include the Township as an additional insured. If the Township requests that the amount of coverage of the Conservation Halton's insurance coverage be increased, or special insurance be obtained, Conservation Halton shall cooperate with the Township to seek to obtain such increased or special insurance coverage, as necessary. Payment of the increased cost of any requested increased or special insurance will be negotiated in good faith. The furnishing of this insurance shall not limit any of the indemnification obligations, or other obligations or liabilities, expressed elsewhere in this MOU.

9. WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

- 9.1. Workplace Safety and Insurance coverage is applicable and required where Conservation Halton engages in any form of services on the Township's premises. A Workplace Safety and Insurance Board (WSIB) certificate showing Conservation Halton's coverage shall be provided to the Township upon execution of this Agreement.

10. INDEMNIFICATION

- 10.1. Conservation Halton covenants and agrees to indemnify and save the Township, its Councillors, officers, employees and agents harmless from any liability, action, claim, loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of its obligations under this Agreement, including without limitation any negligent act or omission by any employee, agent or sub-consultant or anyone else from whom it is in the law responsible, save and except where the liability, action, claim loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, arises out of the negligence of the Township, its Councillors, officers, employees or agents.
- 10.2. The Township covenants and agrees to indemnify and save Conservation Halton, its Board Members, officers, employees and agents harmless from any liability, action, claim, loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of its obligations under this Agreement, including without limitation any negligent act or omission by any employee, agent or sub-consultant or anyone else from whom it is in the law responsible, save and except where the liability, action, claim loss, injury, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, arises out of the negligence of Conservation Halton, its Board Members, officers, employees or agents.

11. GENERAL

- 11.1. The **Parties** acknowledge that there are no covenants, representations, warranties, agreements or conditions express or implied, collateral or otherwise forming part of or in any way affecting or relating to this MOU other than as set out in this MOU which constitutes the entire agreement between the **Parties** and which may be modified only by further written agreement.

- 11.2. This MOU and the covenants and agreements herein contained extend to and ensure to the benefit of and are binding upon the **Parties** and their respective successors and assigns, according to the purport and intent of their respective covenants and agreements.
- 11.3. Should any provision or provisions of this MOU be illegal or unenforceable, it or they shall be considered separate and severable from this MOU, and the remaining provisions shall remain in force and be binding upon the **Parties** hereto as though the said provision or provisions had never been included.
- 11.4. The **Parties** agree that each of them shall and will, upon the reasonable request of the other, make, do, execute, or cause to be made, done or executed, all such further and other lawful acts, deeds, things, documents and assurances whatsoever necessary to give effect to this Agreement, and the terms and conditions contained herein.
- 11.5. This MOU may be executed in any number of counterparts and may be delivered by means of electronic transmission.
- 11.6. The headings contained in this MOU are for reference only.

12. PUBLIC AVAILABILITY

- 12.1. This MOU shall be accessible to the public on Conservation Halton's website in accordance with the Act and any applicable regulations.

IN WITNESS WHEREOF, the Parties have entered into this MOU as of the Effective Date.

THE HALTON REGION CONSERVATION AUTHORITY

Per: _____

Name:

Title: President and Chief Executive Officer

Per: _____

Name:

Title: Chair, Conservation Halton Board

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

Per: _____

Name:

Title:

Per: _____

Name:

Title:

“Schedule A”

**DESCRIPTION OF CATEGORY 2 PROGRAMS & SERVICES (WATERSHED SERVICES) THAT
CONSERVATION HALTON DELIVERS THAT ARE PARTIALLY FUNDED BY THE TOWNSHIP OF
PUSLINCH THROUGH THE ANNUAL BUDGET & APPORTIONMENT PROCESS**

| Program/Service Name | Description/Rationale |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Watershed and Subwatershed Planning | Conservation Halton (CH) develops plans to characterize the land use, stressors, water resource, and natural systems within a watershed or subwatersheds. These plans provide analysis based on stressor and mitigation scenarios, as well as recommend implementation actions to meet study goals and objectives. Plans may also include the identification, prioritization, and quantification of risks and cost-benefit analysis of a range of management options, with management recommendations based on this analysis. |
| Watershed Monitoring and Reporting | CH collects and analyzes a suite of data on water quality and water quantity, rainfall and climate, natural assets, and biodiversity. CH's data is used to: 1) inform comments on municipal policy and planning applications, source protection policies and technical requirements, watershed planning and management initiatives; 2) assess and report on water and environmental conditions, trends, drivers, and risks within a watershed or subwatersheds (e.g., Watershed Report Cards, interactive story maps, etc.); 3) provide flood warnings and forecasting and support emergency planning; 4) identify and prioritize natural areas for protection, restoration, and enhancement; 5) carry out natural asset condition and risk assessments; and 6) undertake performance monitoring. CH data is also used by consultants/municipalities to support technical reports and studies (e.g., Subwatershed Studies, Environmental Assessments, Environment Implementation Studies) and inform municipal water management. |
| Climate Change Vulnerability Assessment and Resiliency Planning | CH assesses trends and impacts of climate change as they relate to natural resources, including flood mitigation and stormwater management, natural heritage, biodiversity, and environmental health. CH develops risk assessment/management methodologies to identify priority short- and long-term vulnerabilities and risks to natural and built infrastructure/properties, undertakes cost-benefit analysis, identifies prioritized response actions at the watershed level, and develops mitigation and adaptation policies and plans. |
| Environmental Education and Outreach | CH delivers programs and services to engage, educate, and coordinate environmental and climate change awareness and learning programs. Includes implementation of curriculum-based outdoor education programs, adult workshops, public awareness events, Water Festival, Forest Festival, other community events, etc. |
| Landowner Engagement and Stewardship | CH engages with urban, rural, and agricultural landowners to promote private land stewardship and provide project advice, design and implementation assistance to property owners, and the delivery of CH's existing landowner assistance programs. |
| Restoration on Public and Private Lands | CH undertakes projects to manage natural hazards, improve the environment for landowners and municipalities, and undertakes environmental restoration and enhancement projects on behalf of the private sector (e.g., developers, private companies). The program is partially funded through provincial and/or federal programs or other grantors/partners. Includes, but is not limited to, delivery of wildlife habitat improvement projects, water quality projects, |

| | |
|--|-------------------------------------------------------------------------------------------------|
| | forestry services, wetland restoration projects, on-line dam removal, and riparian restoration. |
|--|-------------------------------------------------------------------------------------------------|

DRAFT

“Schedule B”

**CONSERVATION HALTON (CH) 2024 BUDGET & BUSINESS PLAN
(AS APPROVED BY THE CH BOARD ON OCTOBER 19, 2023)**

DRAFT

REPORT TO: Conservation Halton Board

REPORT NO: CHB 08 23 04

FROM: Kellie McCormack, Director, Planning & Regulations

DATE: October 19, 2023

SUBJECT: Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping
CH File No.: MPR 799 / AMPR-75

Recommendation

THAT the Conservation Halton Board **approves updated flood hazard mapping for the Lower Rambo Creek watershed for incorporation into Conservation Halton's Approximate Regulation Limit mapping based on the results of the "Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown" report prepared by WSP, dated March 6, 2023, and local updates completed by Conservation Halton staff;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled "Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping."**

Executive Summary

The City of Burlington completed a Phase 1 Flood Hazard and Scoped Stormwater Management Assessment for downtown Burlington and the Burlington GO Major Transit Station Area (MTSA) in 2020. Prior to the Phase 1 Study, the creeks south of the diversion channel in the Lower Rambo Creek watershed were considered part of the municipal storm drainage system. However, the Phase 1 study revealed that the extent of the flood hazard in the Lower Rambo watershed was greater than previously understood, and the Lower Rambo watershed was confirmed to be regulated by Conservation Halton (CH).

The City of Burlington retained WSP to undertake a Phase 2 study to update the Phase 1 flood hazard modelling and mapping for tributaries within the Rambo and Hager Creek watersheds, located within Downtown Burlington and the Burlington GO MTSA. Burlington City Council received the final MTSA Phase 2 Flood Hazard Assessment, Burlington GO and Downtown ("The Phase 2 Study"), on July 11, 2023. The mapping and modelling developed as part of the Phase 2 Study is considered the best available information for understanding the magnitude and extent of the flood hazard, assessing potential risk to life and property, and land use and regulatory decision making. The public was informed of the study and the forthcoming changes to CH's Approximate Regulation Limit (ARL) mapping. Staff recommends that the CH Board approve the updated flood hazard mapping for immediate incorporation into CH's ARL mapping.

Report

Background

In October 2020, the City of Burlington (the City) completed and endorsed a Phase 1 Flood Hazard and Scoped Stormwater Management Assessment as part of the Downtown Re-examination Study. The purpose of the assessment was to define existing flood hazards for areas of anticipated development in downtown Burlington and the Burlington GO MTSA. The study also developed preliminary stormwater management strategies and identified that further technical work was required to refine and confirm the flood vulnerable areas through a Phase 2 study. Updated flood hazard mapping provides CH, municipalities, the public, and stakeholders with a current understanding of the magnitude and extent of riverine flood hazards. It is also an important tool that supports CH's regulatory and planning, flood forecasting and warning programs, as well as municipal emergency management, flood mitigation, and infrastructure design.

Prior to the Phase 1 Study, the creeks south of the diversion channel in the Lower Rambo Creek watershed were considered part of the municipal storm drainage system and were not identified as regulated by CH. However, the City's Phase 1 study revealed that the extent of the flood hazard in the Lower Rambo watershed was greater than previously understood. Based on the Phase 1 study findings, the characteristics of the watershed, and *Ontario Regulation 162/06*, the Lower Rambo watershed was confirmed to be regulated by CH. This includes the flooding (i.e., floodplain and spills) and erosion hazards associated with Lower Rambo Creek, as well as a 7.5 metre regulatory allowance. Based on the study findings, CH staff confirmed that *Ontario Regulation 162/06* does not apply to Lower Hager watershed. Further information on the regulatory status of the lower Rambo and Hager Creek watersheds can be found in CH Board Report [CHBD 07 21 06](#). A notice was published on CH's website and in the Burlington Post on November 18, 2021, to inform the public of the change in regulatory status based on the findings of the City's Phase 1 study.

In 2021, the City retained WSP to undertake the Phase 2 Study to refine and confirm the flood vulnerable areas within the Lower Rambo and Lower Hager watersheds (Figure 1). CH and City staff, as well as the City's consultant, worked collaboratively to complete the Phase 2 Study and associated modelling. CH received the Final Draft Phase 2 Report from the City in March 2023 and staff considers the modelling and mapping to be the best available information for understanding the extent of the hazard, assessing potential risk to life and property, identifying areas requiring further analysis, making decisions when development is contemplated in hazardous or regulated areas, and administering *Ontario Regulation 162/06*.

Burlington Council received the final Phase 2 Study on July 11, 2023. In August 2023, after some local updates to the Phase 2 modelling and mapping, the draft flood hazard mapping was included as a layer on CH's ARL online mapping and labelled as "Consult CH". This note on CH's mapping remains in place until such time as the ARL mapping is brought to the CH Board for approval. CH's ARL mapping is a screening tool to determine if a site contains natural hazards and is regulated by CH. A notice was published on CH's website and in the Burlington Post on August 24, 2023, to inform the public of the forthcoming changes to CH's ARL mapping to reflect the results of the City's Phase 2 Study, pending CH Board approval.

Final Draft Flood Hazard Mapping

Overall, there are some locations within the study area where the predicted extent of the flood hazard and CH's regulated area has increased, some locations where it decreased, and other locations where CH's existing flood hazard mapping did not change from the Phase 1 study.

Figure 2 shows the flood hazard mapping for the upper portion of the study area. In the upper portion of the study area, two spill flood hazard areas were identified in the lower Rambo Creek watershed that were not previously mapped. Figure 3 shows the flood hazard mapping for the lower portion of the study area. In the lower portion of the study area, there were some increases to the extent of the floodplain associated with Lower Rambo Creek in the Caroline Street area, and a spill flood hazard area was identified that was not previously mapped. Both figures only show the flood hazard, not the full extent of CH's regulated area, which includes a 7.5 metre regulatory allowance from the limit of the greater of the regulatory floodplain or erosion hazard. There were no changes to the regulatory mapping in the Lower Hager Creek watershed, as *Ontario Regulation 162/06* does not apply to this area.

The final report, "Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown" prepared by WSP, dated March 6, 2023, is available on the City's website.

Recommendation

After considerable technical analysis, staff recommends that the CH Board approves the updated flood hazard mapping for the Lower Rambo Watershed in Burlington for incorporation into CH's ARL mapping based on the results of the "Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown" prepared by WSP, dated March 6, 2023, as well as local updates completed by CH staff. The mapping follows Provincial guidance and industry standards.

Impact on Strategic Priorities

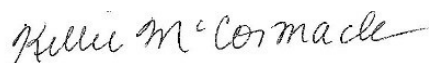
This report supports the Momentum priority of Natural Hazards and Water.

The theme is supported by the objective of protecting people and property from risks related to natural hazards and not creating new hazards or aggravating existing hazards through development.

Financial Impact

There is no financial impact resulting from this recommendation.

Signed & respectfully submitted:



Kellie McCormack, MCIP, RPP
Director, Planning and Regulations

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer



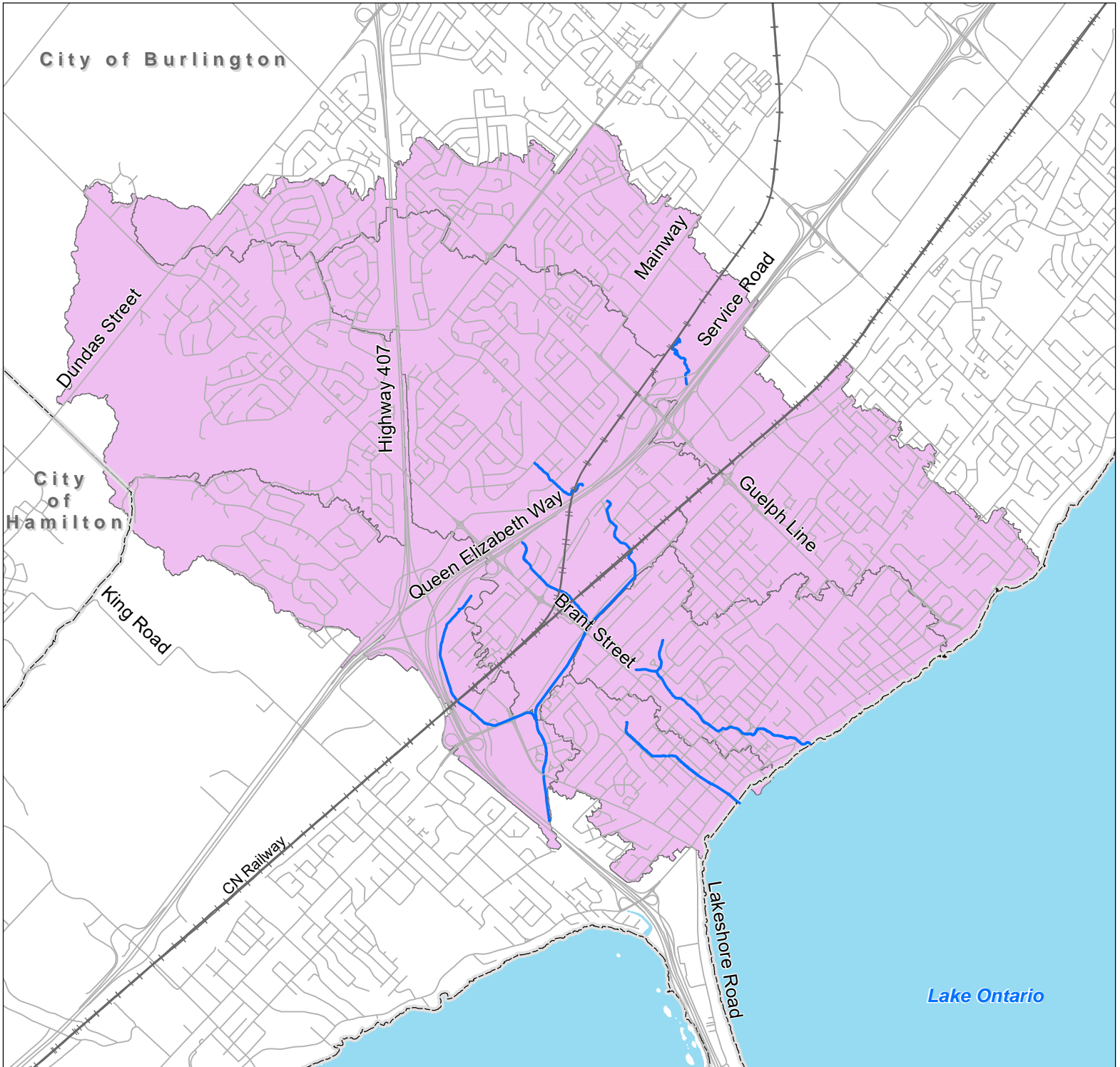
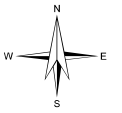
October
2023

FOR QUESTIONS ON CONTENT:

Kellie McCormack, Director, Planning & Regulations
kmccormack@hrca.on.ca, 905-336-1158 x 2228

Attachments: Figures 1-3

Figure 1 - Study Area Map



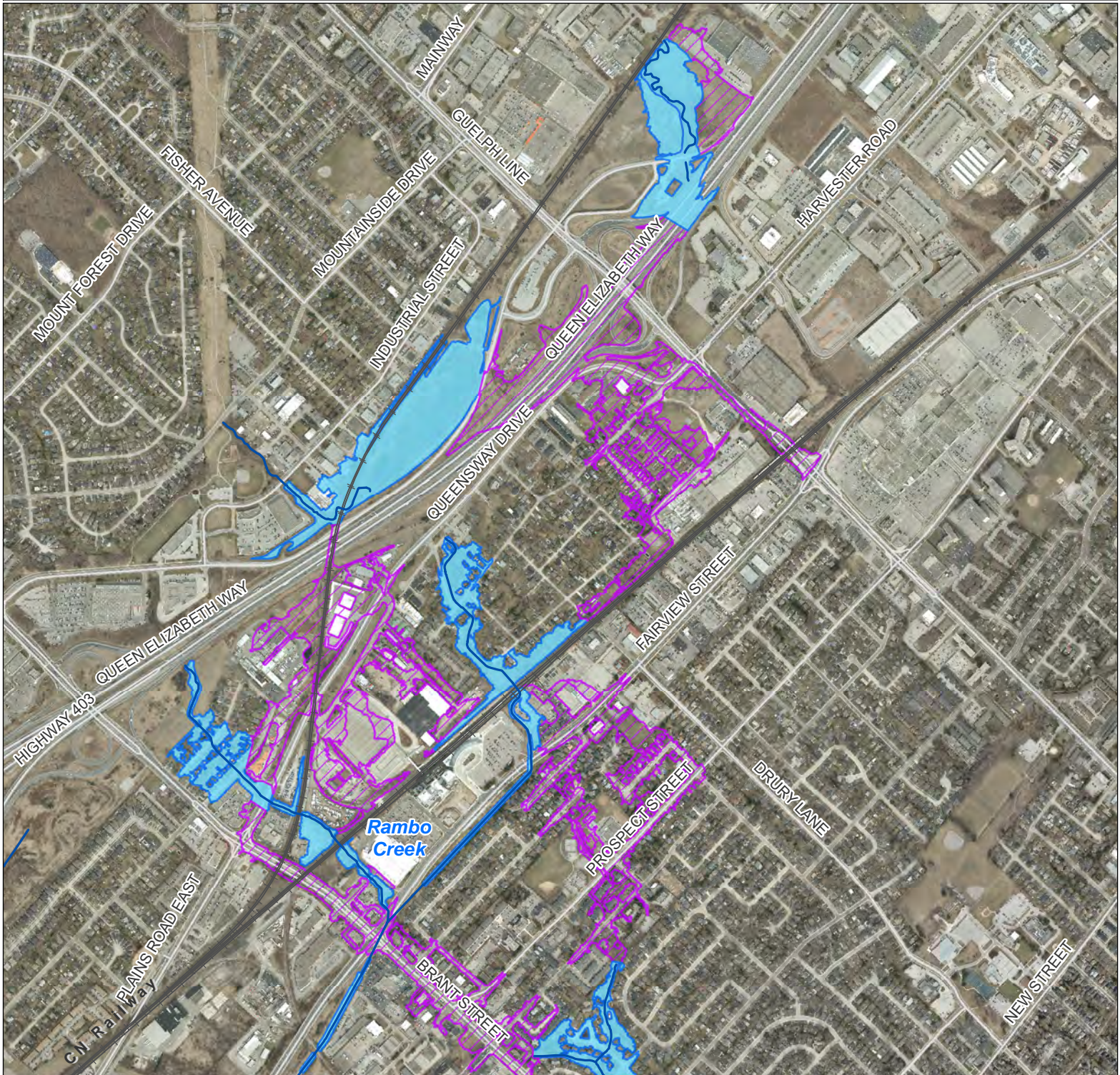
Legend

- Studied Watercourse
- Study Area Watershed
- Road
- Municipal Boundary
- +— Railway






0 0.5 1 2
Kilometres

This mapping is provided for information purposes only. Data sources used in its production are of varying quality and accuracy. Conservation Halton disclaims all responsibility for any and all errors or inaccuracies in the information presented and further disclaims all liability for loss or damage, which may result from the use of this information. NOT A PLAN OF SURVEY. Copyright 2023 Conservation Halton. This map may not be reproduced without written consent from Conservation Halton. © King's Printer for Ontario, 2023 © Teranet Enterprises Inc. and its suppliers. All rights reserved.

Figure 2 – Final Draft Flood Hazard Mapping
– Lower Rambo Creek Watershed (North)



Legend

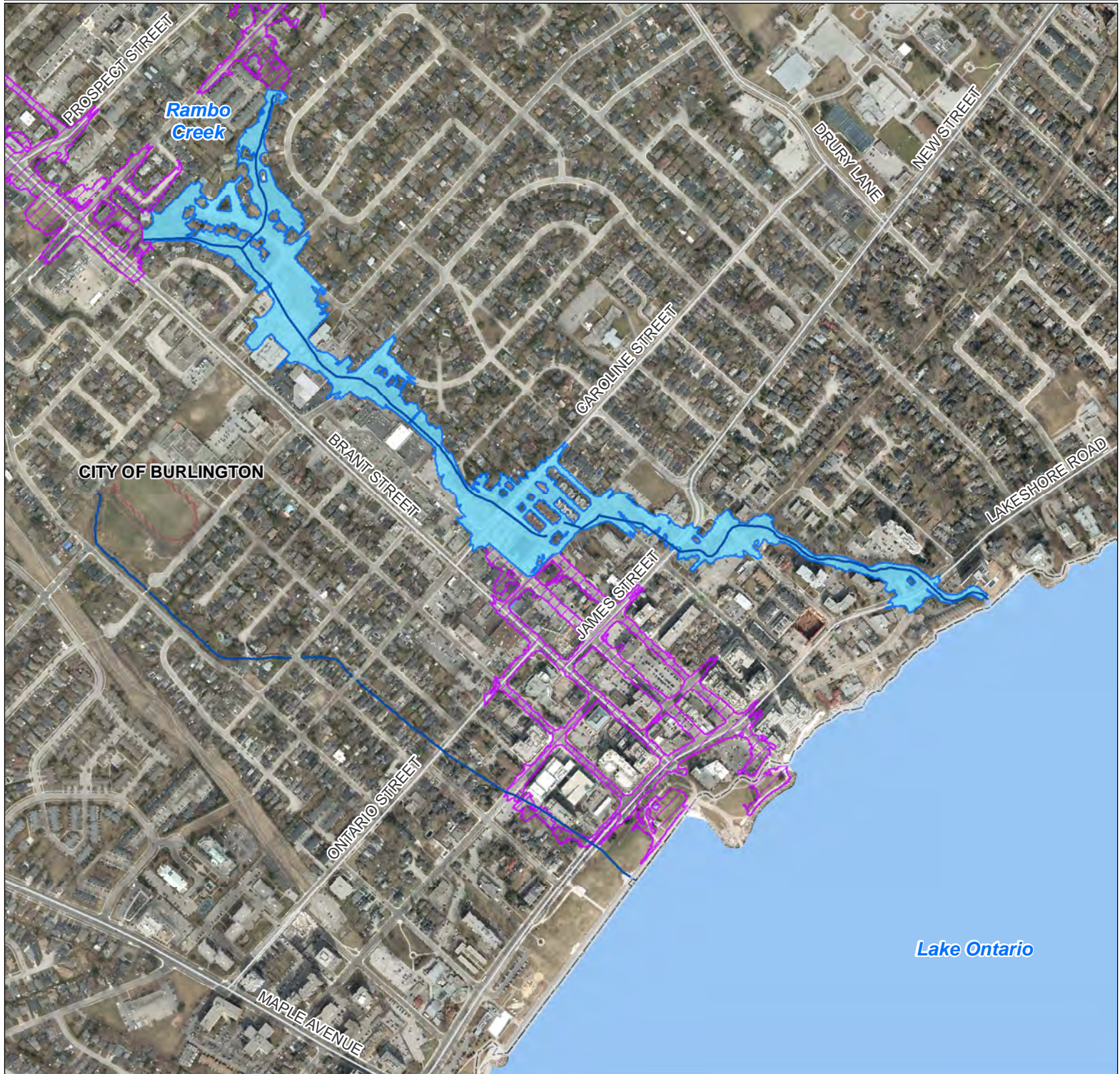
-  Watercourse
-  Regulated Floodplain
-  Road
-  Regulated Spill
-  Railway

Note: Draft mapping only shows updated flood hazards and does not show full extent of Conservation Halton's regulated area.






0 0.15 0.3 0.6
Kilometres

The text of the Ontario Regulation 162/06 takes precedence over mapping information. Some regulated features and associated hazards may not appear on this mapping, and this mapping should be used for information purposes in conjunction with the associated board report only. The data displayed are derived from sources with different accuracies and all boundaries should therefore be considered approximate. No responsibility or liability is assumed by Conservation Halton or its employees, officers and agents or the data providers listed below for any errors, omissions or inaccuracies, whether due to their negligence or otherwise. NOT A PLAN OF SURVEY. Data on this map is used under license and is protected by copyright for different organizations, including but not limited to the Ministry of Natural Resources and Forestry. © King's Printer for Ontario, 2023. All rights reserved. Copyright 2023 Conservation Halton. This map may not be reproduced without written consent from Conservation Halton.

Figure 3 – Final Draft Flood Hazard Mapping
– Lower Rambo Creek Watershed (South)



Legend

-  Watercourse
-  Regulated Floodplain
-  Road
-  Regulated Spill
-  Railway

Note: Draft mapping only shows updated flood hazards and does not show full extent of Conservation Halton's regulated area.

0 0.1 0.2 0.4
Kilometres

The text of the Ontario Regulation 162/06 takes precedence over mapping information. Some regulated features and associated hazards may not appear on this mapping, and this mapping should be used for information purposes in conjunction with the associated board report only. The data displayed are derived from sources with different accuracies and all boundaries should therefore be considered approximate. No responsibility or liability is assumed by Conservation Halton or its employees, officers and agents or the data providers listed below for any errors, omissions or inaccuracies, whether due to their negligence or otherwise. NOT A PLAN OF SURVEY. Data on this map is used under license and is protected by copyright for different organizations, including but not limited to the Ministry of Natural Resources and Forestry. © King's Printer for Ontario, 2023. All rights reserved. Copyright 2023 Conservation Halton. This map may not be reproduced without written consent from Conservation Halton.

REPORT TO: Conservation Halton Board

REPORT NO: CHB 08 23 05

FROM: Kellie McCormack, Director, Planning & Regulations

DATE: October 19, 2023

SUBJECT: East Burlington Creeks (Tuck, Shoreacres, Appleby, and Sheldon Creeks) Flood Hazard Mapping Study – Final Mapping
CH File No.: ADM 356 / AADM-41

Recommendation

THAT the Conservation Halton Board **approves updated flood hazard mapping for Tuck Creek, Shoreacres Creek, Appleby Creek, and Sheldon Creek for incorporation into Conservation Halton's Approximate Regulation Limit mapping based on the results of the "Hydrology Report – East Burlington Creeks Flood Hazard Mapping Update" and "Hydraulics Report – East Burlington Creeks Flood Hazard Mapping Update" prepared by WSP E&I Canada Limited, both dated September 2023;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled "East Burlington Creeks (Tuck, Shoreacres, Appleby, & Sheldon Creeks) Flood Hazard Mapping Study – Final Mapping."**

Executive Summary

Conservation Halton (CH) retained WSP E&I Canada Limited to update flood hazard modelling and mapping for Tuck Creek, Shoreacres Creek, Appleby Creek, and Sheldon Creek, which are located primarily within the City of Burlington but also extend into south-east Oakville. The mapping and modelling developed as part of the East Burlington Creeks Flood Hazard Mapping (EBC) Study is considered the best available information for understanding the magnitude and extent of the flood hazard, assessing potential risk to life and property, and land use and regulatory decision-making. The mapping update was supported by a robust public and stakeholder engagement to ensure that the public; municipal, provincial, and federal agencies; and other stakeholders were informed of the study and had opportunities to participate. Staff recommends that the CH Board approve the updated flood hazard mapping for immediate incorporation into CH's Approximate Regulation Limit mapping.

Report

Background

In 2021, CH retained a consultant, WSP E&I Canada Limited (formerly Wood), to undertake a study and update flood hazard modelling and mapping for Tuck Creek, Shoreacres Creek, Appleby Creek, and Sheldon Creek, as shown in Figure 1. At that time, most of the available flood hazard mapping for

these systems dated back to the 1990s or was associated with local scale mapping/modelling updates in support of infrastructure works or development applications. There were also some regulated features within the study area with no available mapping/modelling (e.g., regulated spill flood hazards).

With more current and sophisticated modelling tools and technologies, CH can better model flood flows and depict flood hazards on more detailed topographic data. Updated flood hazard mapping provides CH, municipalities, the public, and stakeholders with a current understanding of the magnitude and extent of riverine flood hazards. It is an important tool that supports CH's regulatory and planning and flood forecasting and warning programs, as well as municipal emergency management, flood mitigation, and infrastructure design. A Technical Advisory Committee (TAC) comprised of staff from the City of Burlington, Town of Oakville, and Halton Region worked closely with CH and the consultant on the flood hazard modelling and mapping throughout the study process.

Public engagement was undertaken throughout the study process to ensure stakeholders and public, municipal, provincial, and federal agencies were informed of the study status and had opportunities to participate. CH not only follows but exceeds the public consultation process recommendations outlined in Conservation Ontario's *"Procedures for Updating Section 28 Mapping: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations"* by undertaking virtual public engagement sessions, emailing stakeholders, creating flood hazard mapping study webpages and, in specific cases, sending direct notifications to potentially affected property owners.

In October 2021, CH held Public Engagement Session #1 to provide notice of study commencement. At that time, residents were requested to share flood observations from the August 4, 2014, storm to help the study team validate study findings.

In June 2023, updated draft flood hazard modelling and mapping was shared as part of Public Engagement Session #2. This session was a virtual event and an opportunity for the public and stakeholders to learn more and ask questions about CH's study and the draft mapping. It was preceded by local newspaper notices, public and stakeholder email notifications, CH website updates, CH and City of Burlington social media posts, and letters to potentially affected property owners in select residential areas in Oakville, where the study limit had expanded to include a significant spill. Following the public engagement session, the draft flood hazard mapping and report were posted on CH's website for a 30-day public review period. Where the draft flood hazard mapping differed from CH's existing mapping, it was identified as a layer on CH's Approximate Regulation Limit (ARL) mapping as "Consult CH". CH's ARL mapping is an online screening tool to determine if a site contains natural hazards and is regulated by CH.

Staff reviewed all feedback received and met with stakeholders and several property owners to discuss the updated mapping and how it may affect their properties. Many residents within the study area shared flood observations, including flooding experienced during the August 4, 2014, storm. As a result of public feedback, model refinements were made along portions of Appleby Creek, which generally reduced the extent of the flood hazard, particularly between Upper Middle Road and Corporate Drive.

Where concerns or questions were raised about the mapping, staff advised that while the June 2023 modelling and mapping is considered the best available information for understanding the extent of

the hazard, assessing potential risk to life and property, and decision making, it is an estimate of the anticipated Regulatory flood hazard. The mapping may be refined and updated through topographic surveys and technical studies at a site-specific level. Site-specific questions or concerns related to current planning and development applications were directed to CH and City of Burlington planning staff.

Final Draft Flood Hazard Mapping

Overall, there are some locations within the study area where the predicted extent of the flood hazard and CH's regulated area has increased, some locations where it decreased, and other locations where it did not change from previous iterations. The changes in the mapping are due to a number of factors including: 1) access to new tools and technologies (e.g., 2D modelling, access to detailed topographic data using LiDAR) which support better understandings of the magnitude and extent of riverine flooding; 2) use of different and updated modelling platforms; and 3) funding from Halton Region and the Provincial and Federal governments that enabled detailed engineering reviews. The mapping follows Provincial guidance and industry standards.

The updated mapped flood limits aligned well with observations of riverine flooding shared by members of the public and CH's records from the August 4, 2014, storm. The key difference between the mapping developed as part of this study and past work is that CH has been able to better map spill flood hazards, which were previously represented by an arrow or opening in the floodplain limit at the point of spill on CH's mapping.

Figure 2 shows the flood hazard mapping for the northern portion of the study area while Figure 3 shows the flood hazard mapping for the southern portion of the study area. Figure 3 depicts several spills, including a significant spill from Sheldon Creek to Bronte Creek. Both figures only show the flood hazard, not the full extent of CH's regulated area, which includes a 7.5 metre regulatory allowance from the limit of the greater of the regulatory floodplain or erosion hazard.

The final reports, "Hydrology Report – East Burlington Creeks Flood Hazard Mapping Update" and "Hydraulics Report – East Burlington Creeks Flood Hazard Mapping Update" prepared by WSP E&I Canada Limited, dated September 2023, are available on CH's website.

While this mapping is recognized as the best available information at present, flood hazard limits are also subject to change in the future in keeping with changes to provincial guidance, industry best practices, access to more sophisticated modelling tools, and additional study. The final WSP study report includes a recommendation that CH consider further refinement of the spill modelling for the study area to provide more detailed understanding of the flooding characteristics within the spill flood hazards and to enable CH to implement a more risk-based approach to development proposed in spill flood hazards, as is contemplated as part of CH's spill flood hazard policy review and update (CH Board Report [CHBD 07 22 11](#)).

Recommendation

After considerable technical analysis and public and stakeholder engagement, staff recommends that the CH Board approves the updated flood hazard mapping for Tuck Creek, Shoreacres Creek, Appleby Creek, and Sheldon Creek for incorporation into CH's ARL mapping based on the results of the "Hydrology Report – East Burlington Creeks Flood Hazard Mapping Update" and "Hydraulics

Report – East Burlington Creeks Flood Hazard Mapping Update” prepared by WSP E&I Canada Limited, both dated September 2023. The mapping follows Provincial guidance and industry standards.

Impact on Strategic Priorities

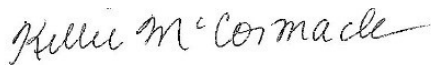
This report supports the Momentum priority of Natural Hazards and Water.

The theme is supported by the objective of protecting people and property from risks related to natural hazards and not creating new hazards or aggravating existing hazards through development.

Financial Impact

There is no financial impact resulting from this recommendation.

Signed & respectfully submitted:



Kellie McCormack, MCIP, RPP
Director, Planning and Regulations

Approved for circulation:



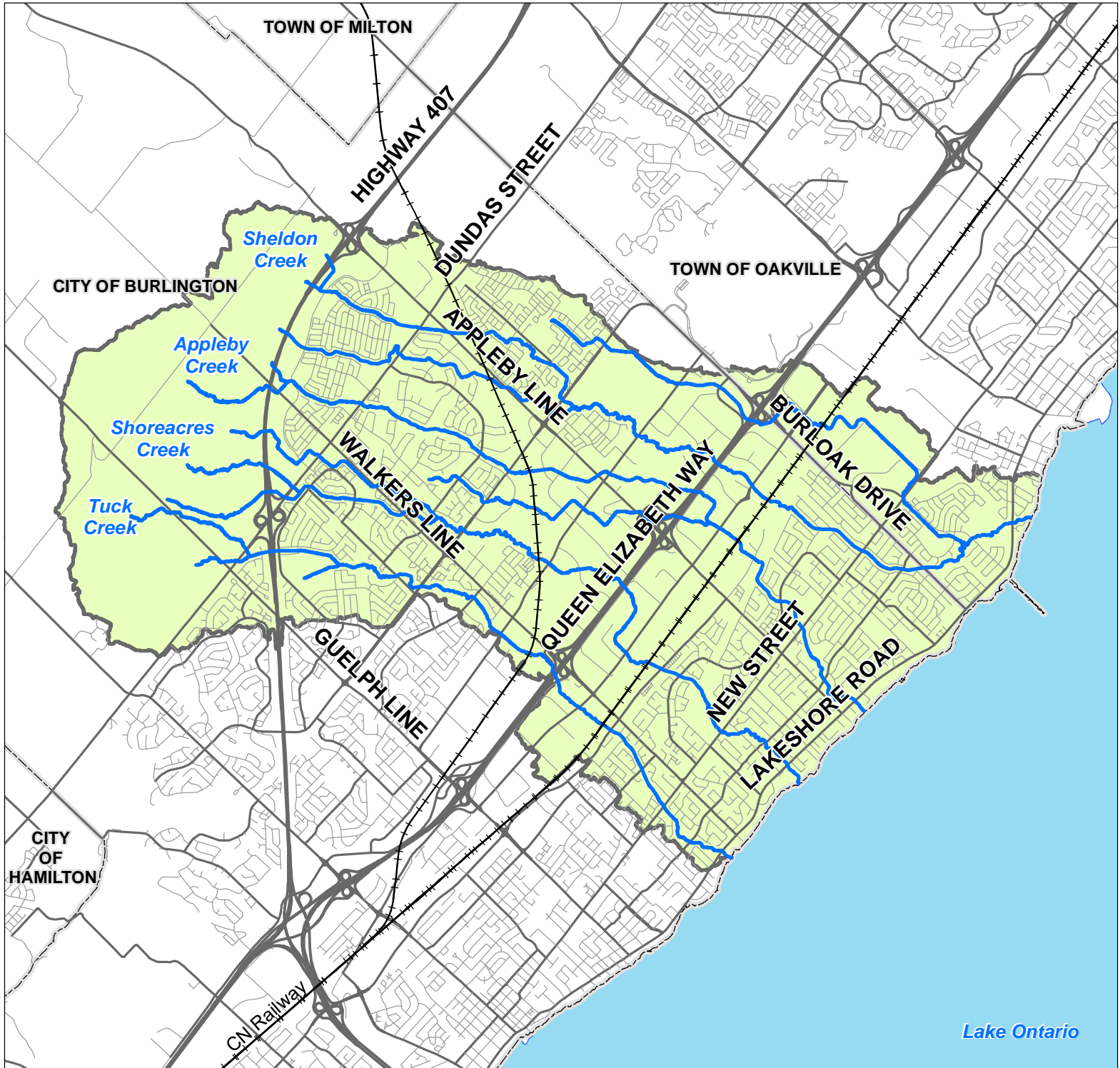
Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:







Kellie McCormack, Director, Planning & Regulations
kmccormack@hrca.on.ca, 905-336-1158 x 2228

Attachments: Figures 1-3

Figure 1: East Burlington Creeks Flood Hazard Mapping Study Area



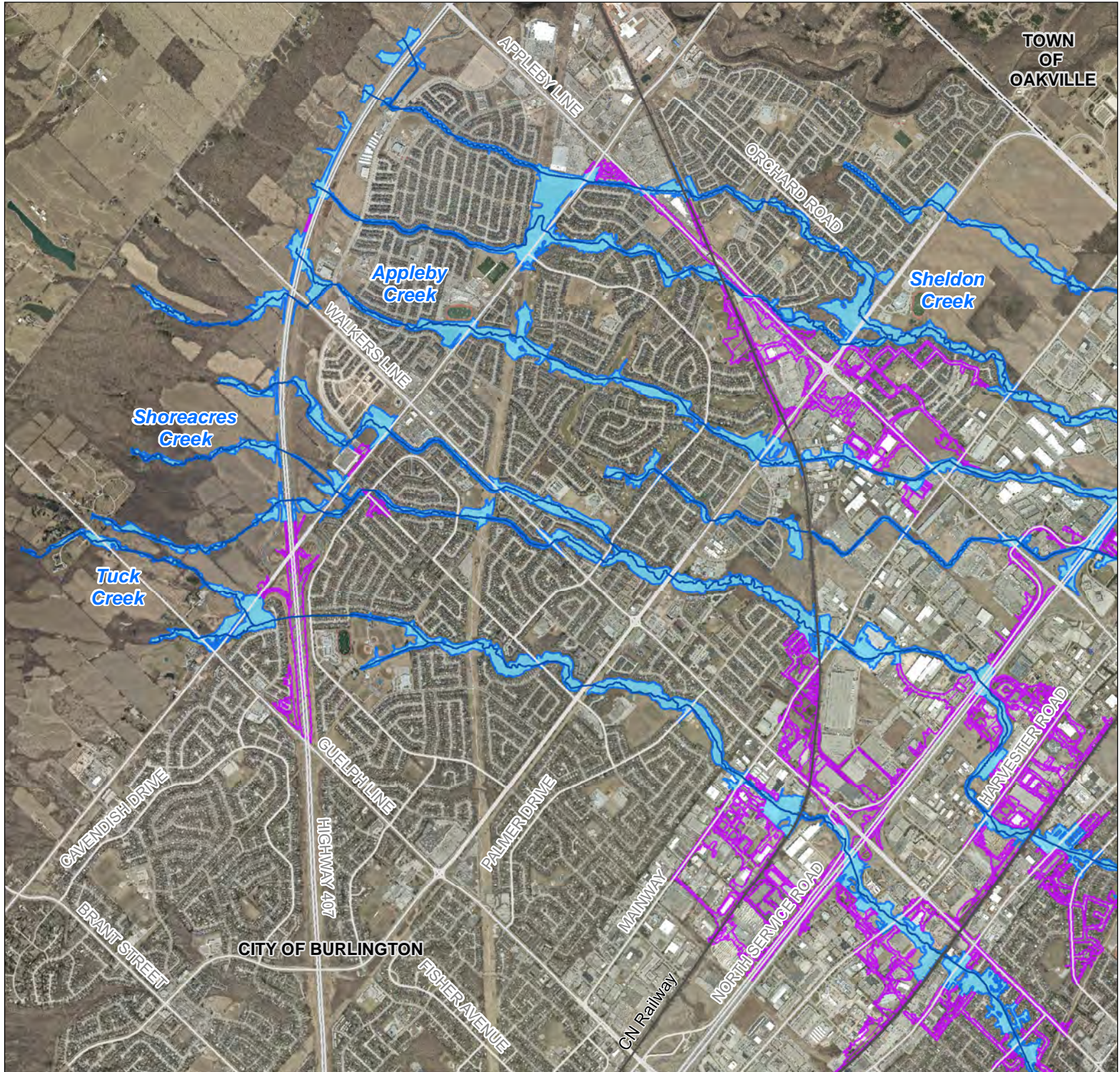
Legend

-  Watercourses with Updated Flood Hazard Mapping
-  Road
-  Railway
-  Study Area
-  Municipal Boundary
-  Waterbody

0 0.75 1.5 3
Kilometres

This mapping is provided for information purposes only. Data sources used in its production are of varying quality and accuracy. Conservation Halton disclaims all responsibility for any and all errors or inaccuracies in the information presented and further disclaims all liability for loss or damage, which may result from the use of this information. NOT A PLAN OF SURVEY. Copyright 2023 Conservation Halton. This map may not be reproduced without written consent from Conservation Halton. © King's Printer for Ontario, 2023 © Teranet Enterprises Inc. and its suppliers. All rights reserved.

Figure 2: Updated Flood Hazard – Upper Reaches of Tuck, Shoreacres, Appleby, and Sheldon Creeks



Legend

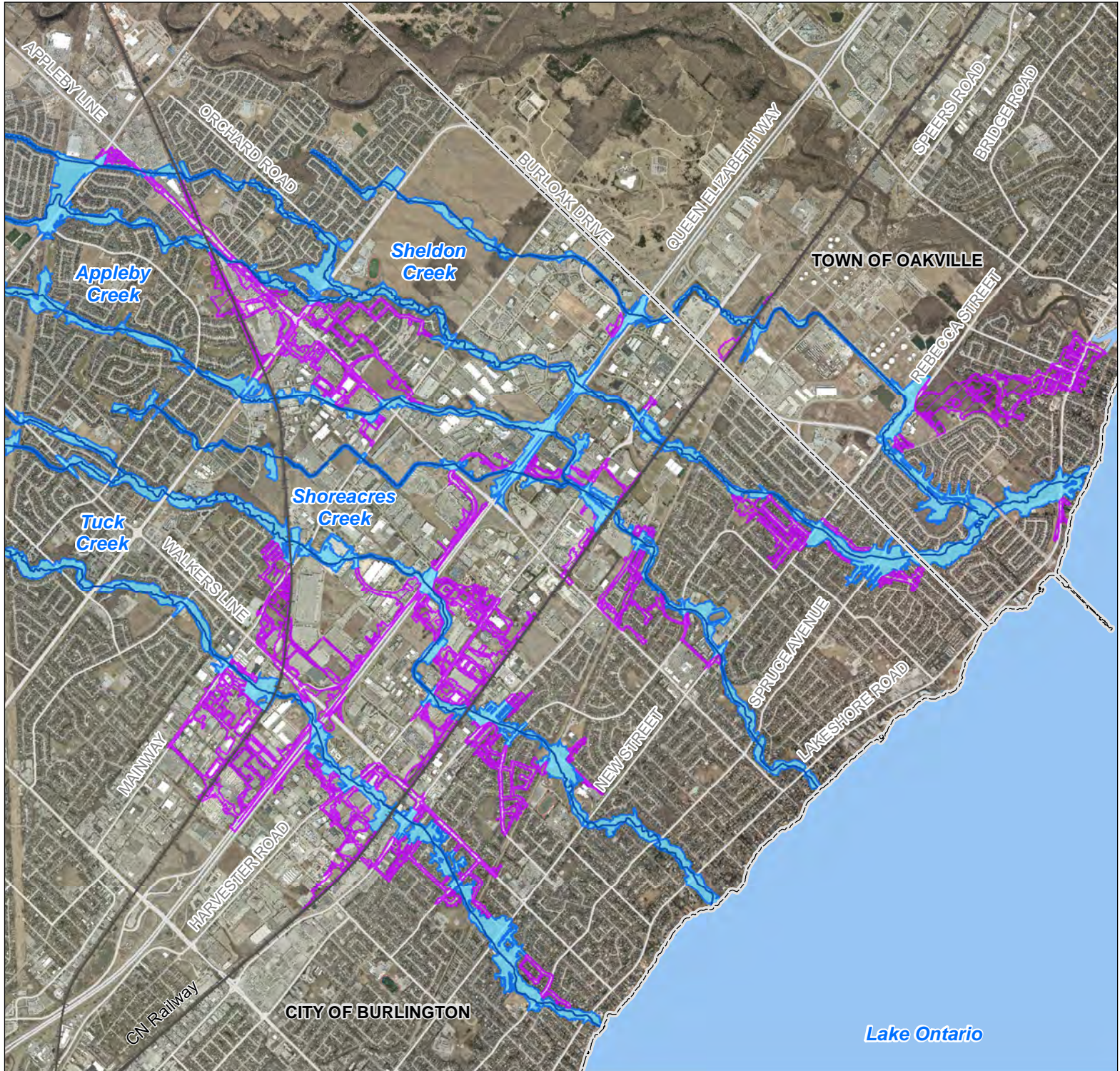
- Mapped Watercourse
- Regulated Floodplain
- Road
- ▨ Regulated Spill
- + + Railway
- Municipal Boundary

Note: Draft mapping only shows updated flood hazards and does not show full extent of Conservation Halton's regulated area.

0 0.375 0.75 1.5
Kilometres

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Figure 3: Updated Flood Hazard – Lower Reaches of Tuck, Shoreacres, Appleby, and Sheldon Creeks



Legend

- Mapped Watercourse
- Road
- +— Railway
- Regulated Floodplain
- Regulated Spill
- Municipal Boundary

Note: Draft mapping only shows updated flood hazards and does not show full extent of Conservation Halton's regulated area.

0 0.45 0.9 1.8
Kilometres

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REPORT TO: Conservation Halton Board

REPORT NO: # CHB 08 23 06

FROM: Marnie Piggot, Director, Finance

DATE: October 19, 2023

SUBJECT: Planning and Permit Review Fees Study

Recommendation

THAT the Conservation Halton Board **approves updating Planning and Permits Review Fees for 2024 based on the results and recommendations outlined in the “Plan Review and Permit Fees Review” report prepared by Watson & Associates Economists Ltd. dated October 5, 2023;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled “Planning and Permit Review Fees Study” dated October 19, 2023.**

Report

Background and Legislative Changes

In 2018, Conservation Halton (CH) retained Watson & Associates Economists Ltd. (Watson) to undertake a Rates and Fees study. Watson’s analysis at that time indicated CH was recovering an average of 74% of the review cost for all categories of planning applications and 72% of the costs for permit applications.

Based on the Watson study completed in February 2019, the CH Board approved a target recovery rate of 100% of the costs for the review of planning and permit applications. The CH Board further approved substantial changes to CH planning and permit review fee schedules to close the cost recovery gap. Since that time, CH has increased fees annually based on updated costs and generally applied inflationary increases to most fee categories, except for those fees that were determined by staff to fall below the 100% costs recovery rate.

In November 2022, the CH Board approved the CH Fee Policy, based on changes enacted under the *Conservation Authorities Act* (CA Act), Section 21.2. The CH Fee Policy requires CH to administer the charging of fees in a transparent and accountable manner, including the publishing of fee schedules for CH programs and services. The CH Fee Policy established cost recovery standards such that the costs associated with administering and delivering a program or service be fully recovered by the respective user fee. Permitting and Planning fee revisions require CH Board approval.

Bill 23, More Homes Built Faster Act, 2022 (Bill 23) and *Ontario Regulation 596/22* introduced changes that altered the roles and responsibilities of Conservation Authorities (CAs). As a result of these changes, technical review services for planning and development applications previously provided by CH to municipalities under a Memorandum of Understanding (MOU) for non-mandatory

or Category 2 programs and services can no longer be provided (e.g., technical reviews related to natural heritage and select aspects of stormwater management). An Order was further issued by the Minister of Natural Resources and Forestry (MNR) on December 28, 2022, to all CAs to not change planning and development and permit fees effective from January 1, 2023, to December 31, 2023.

The CH 2024 budget has addressed Bill 23 service impacts and assumes that fee increases will resume in 2024.

Plan Review and Permit Fees Review

The attached Plan Review and Permit Fees Review report (Attachment 1) prepared by Watson is an update to the comprehensive fee review completed in 2019.

Watson was retained by CH in early 2023 to undertake a comprehensive review of CH's planning and permit review fees. Comprehensive fee reviews are included in the CH budget forecast for updates on a five-year basis to ensure maximum cost recovery that is balanced with stakeholder affordability and competitiveness. The review included the assessment of the direct and indirect costs associated with delivering the planning and regulatory program that enable CH to maintain industry-leading service standards and respond to the increases in application file volumes over the last few years.

The primary objectives of the Watson fee review were to:

- Assess the full cost of providing plan review and permitting services including service impacts as a result of Bill 23. Only costs associated with mandatory planning and permit services were considered.
- Recommend fees applicable for 2024 to achieve full cost recovery of associated direct, indirect, and capital costs while maintaining market competitiveness and considering applicant affordability and industry best practices.
- Simplify plan review and permit fee structures to facilitate the staff administrative process and ease of understanding by the applicant of the fee charged.

The Watson report outlines the study process undertaken by Watson to assess costs utilizing activity-based costing methodology, and to determine CH staffing requirements for fee related and non-fee related activities, to arrive at the fee recommendations.

Watson, in conjunction with CH staff, completed a detailed analysis of the staff effort required to process plan review and permit applications. The staff effort estimates were applied against average historical plan review and permit application volumes over the 2018 to 2022 period to assess annual processing time per staff position for each fee category. The analysis incorporated the removal of staff involvement for Bill 23-related changes such as the removal of natural heritage reviews.

Watson Key Findings and Recommendations

The Watson report provides the following key findings:

- Total plan review and permit annual services costs were determined to be almost \$6 million. Direct costs account for 74% of the annual service costs, while indirect and capital costs account for the remaining 26%.

- Annual revenues for plan review and permit fee-related categories represent \$3.7 million with an overall 89% recovery of the annual fee-related service costs. Plan review fees are recovering 92% of the annual service costs and Permitting fee are recovering 83% of the annual service costs. Other non-fee related service costs are being funded primarily through municipal funding and other revenue (e.g. reviews and input associated with municipal technical studies or policy reviews/updates; subwatershed studies; comprehensive official plan or zoning by-law reviews).
- Past fee increases, generally in line with inflation, have not kept pace with increased costs and the staff efforts that are required to address the increasingly more complex applications staff are processing.
- Proposed fee recommendations were developed to improve cost recovery levels while balancing compliance with legislative requirements and applicant affordability. On average, plan review fees are recommended to increase by 8% and permit fees are recommended to increase by 18%. The proposed plan review fees would recover the 100% of full-service costs while permitting fee would recover 98%. The overall cost recovery across the fee categories would be 99% or a potential additional \$409,000 in user fee revenue based on average historical application levels.
- Comparisons of the proposed fees to the fees of neighbouring CAs determined that the increased fees would remain below or comparable to fees of neighbouring CAs. The proposed fee increases would also have a relatively minor impact on total municipal and CA development fees in CH watershed municipalities.

If implemented, the Watson report recommendations would enable staff to develop planning and permit review fee schedules for 2024 that would achieve near full cost recovery. Prior to bringing updated 2024 fee schedules to the CH Board for approval, CH staff will circulate the proposed fee schedules to key stakeholders, including Building Industry and Land Development Association (Canada) (BILD) as suggested in guidelines provided by the MNRF.

Impact on Strategic Priorities


This report supports the Momentum priority of Organizational Sustainability.

Financial Impact

The recommendations contained in the Watson & Associates Economists Ltd. report support the 2024 budget targets for plan review and permit fees and the proposed municipal funding increase. Implementation of the Watson fee recommendations will also return these fees closer to full cost recovery in accordance with the CH Fee Policy. Final Planning and Permit Review Fee schedules will be submitted to the CH Board for approval.

Signed & respectfully submitted:

Approved for circulation:



Marnie Piggot
Director, Finance
Treasurer



Hassaan Basit
President & CEO/Secretary-

FOR QUESTIONS ON CONTENT: Marnie Piggot, Director, Finance
mpiggot@hrca.on.ca, 905-336-1158 x 2240

Attachment: Plan Review and Permit Fees Review, Watson & Associates Economists Ltd.



Plan Review and Permit Fees Review

Conservation Halton

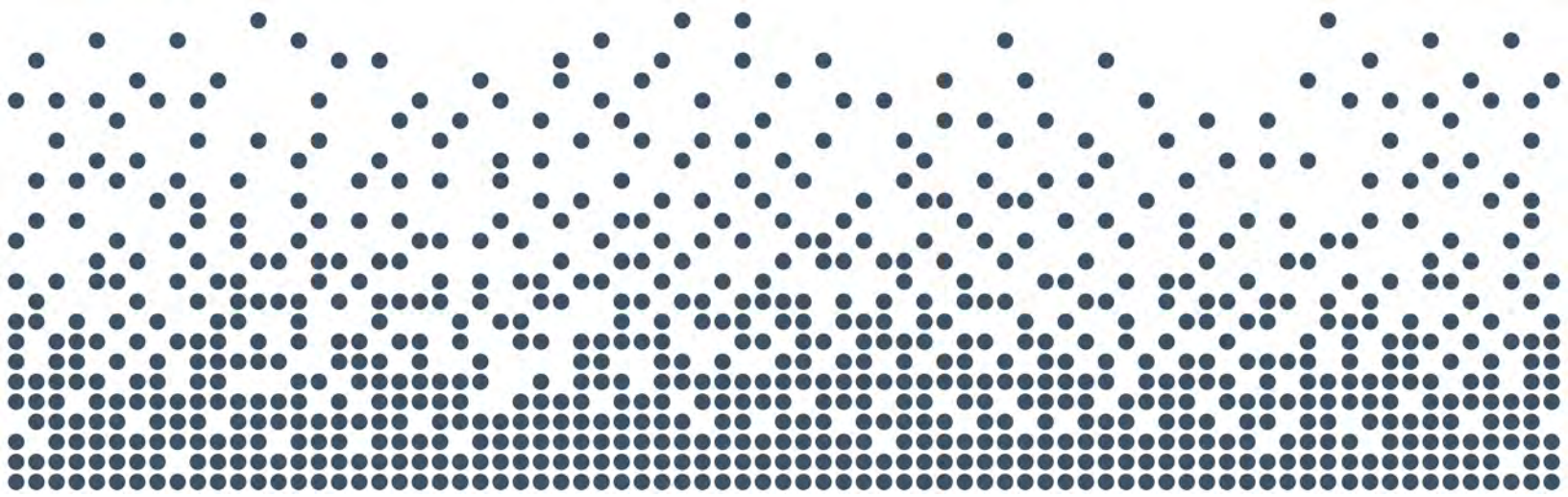
Final Report

October 5, 2023

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

Table of Contents

| | Page |
|---------------------------------------------------------------------------------|------------|
| Executive Summary | E-1 |
| 1. Introduction..... | 1-1 |
| 1.1 Background..... | 1-1 |
| 1.2 Objectives | 1-2 |
| 1.3 Study Process..... | 1-3 |
| 1.4 Legislative Context for Fees Review..... | 1-4 |
| 1.4.1 Conservation Authorities Act, 1990..... | 1-4 |
| 1.4.2 The More Homes Built Faster Act, 2022 | 1-6 |
| 2. Activity-Based Costing Methodology | 2-1 |
| 2.1 Activity Based Costing Methodology for Plan Review and Permitting Fees..... | 2-1 |
| 2.2 Plan Review and Permitting Fee Costing Category Definition | 2-2 |
| 2.3 Processing Effort Cost Allocation..... | 2-5 |
| 2.4 Direct Costs | 2-6 |
| 2.5 Indirect Cost Functions and Cost Drivers..... | 2-7 |
| 2.6 Capital Costs | 2-7 |
| 3. Plan Review and Permitting Fees Review | 3-1 |
| 3.1 Staff Capacity Utilization Results | 3-1 |
| 3.2 Annual Costs and Revenues | 3-2 |
| 3.3 Fee Recommendations..... | 3-3 |
| 3.4 Development Impacts | 3-9 |
| 4. Conclusion | 4-1 |



Report



Executive Summary



Executive Summary

Conservation Halton (CH) provides planning services and approvals to provincial agencies, municipalities, and landowners throughout its watersheds within the Region of Halton, City of Hamilton, County of Wellington, and Region of Peel. Additionally, CH regulates the following through permits granted under O.Reg 162/06:

- all development in or adjacent to river or stream valleys, wetlands, shorelines, or hazardous lands;
- alterations to a river, creek, stream, or watercourse; and
- interference with wetlands.

C.H. last undertook a comprehensive review of the full cost of these services and the fees imposed in 2018. Since the completion of the 2018 fee review,

Watson & Associates Economists Ltd. (Watson) was retained by C.H. to update the 2018 review of the plan review and permitting fees that they impose. The primary objectives of the fee review are to assess the full cost of providing plan review and permitting services with respect to recent legislative changes (i.e., *The More Homes Built Faster Act, 2022*), increases in complexity of application review processes, and the adequacy of the current fees to recover the anticipated costs of service.

The analysis provided herein, and ultimate fee recommendations, have been developed to provide for the full recovery of the direct costs of service while also contributing towards the recovery of indirect and overhead support costs and capital costs associated with plan review and permitting activities. The final implementation plan for these fees will be determined through consultation with the C.H.'s Board and with respect to the legislative ability to increase fees (see section 1.4.2).

To inform the full cost of service assessment, a staff capacity utilization analysis has been completed to capture each participating C.H. staff member's relative level of effort in processing activities related to plan review/permitting. These calculations incorporated the anticipated impact of removing staff's involvement in natural heritage review. Furthermore, the estimates of staff time per application/permit reflect the increased complexity of review that has occurred between the period since the last fee review in 2018.



The annual level of involvement does not consider the impacts of further regulatory changes that may impact the annual volumes of site plan applications, development permits, and OLT appeals. While these future changes may impact the annual level of staff activity, it is not anticipated that there would be an impact on the level of staff involvement on a per application/permit basis.

Table E-1 summarizes the annual staff resource utilization and number of F.T.E. positions attributable to plan review, permitting, and other processes.

**Table E-1
Staff Resource Utilization**

| Department | FTEs | Planning Total | Permitting Total | Other Revenue Generating Total | Other Non-Revenue Generating Total | Grand Total | Utilized FTEs (Revenue Generating Activities) |
|---------------------------------------|-------|----------------|------------------|--------------------------------|------------------------------------|-------------|-----------------------------------------------|
| Flood Forecasting & Operations | 3.75 | 0.6% | 0.3% | 0.0% | 99.0% | 100.0% | 0.04 |
| Watershed Strategies & Climate Change | 15.25 | 1.6% | 0.5% | 0.0% | 97.8% | 100.0% | 0.33 |
| Planning & Regulations | 32.75 | 39.4% | 21.6% | 1.0% | 38.0% | 100.0% | 20.30 |

In total, 20.7 F.T.E. staff positions are involved in the plan review and permitting processes. 65% (13.2 F.T.E.s) of this effort is spent of plan review activities and 35% (7.2 F.T.E.s) is spent on permitting activities.

Based on this level of staff involvement, the total annual cost of service is \$6.0 million (\$4.1 million excluding non-fee related activities). Annual revenues have been calculated at \$3.7 million across the fee-related categories based on the average annual historical application and permit activity and current fees. This equates to 89% of the annual costs of service in fee-related categories.

**Table E-2
Annual Cost of Service and Revenues**

| Description | Direct Costs | Indirect Costs | Capital Costs | Total Annual Costs | 2023 Fees & Average Annual Volumes | | |
|-----------------------------------------------------|------------------|------------------|---------------|--------------------|------------------------------------|--------------------------------------------|-----------------|
| | | | | | Annual Revenue | Surplus/ (Costs Funded from Other Sources) | Cost Recovery % |
| Planning Applications | 1,967,538 | 666,285 | 22,999 | 2,656,822 | 2,446,971 | (209,851) | 92% |
| O.Reg 162/06 Permits | 1,011,726 | 361,790 | 12,477 | 1,385,993 | 1,155,469 | (230,524) | 83% |
| Other Conservation Halton Reviews (Fee Related) | 51,300 | 16,942 | 585 | 68,827 | 72,774 | 3,947 | 106% |
| Other Conservation Halton Reviews (Non-Fee Related) | 1,448,173 | 412,538 | 14,226 | 1,874,936 | 80,000 | (1,794,936) | 4% |
| Grand Total | 4,478,737 | 1,457,555 | 50,287 | 5,986,578 | 3,755,214 | (2,231,364) | 63% |
| Grand Total Fee-Related Activities | 3,030,564 | 1,045,017 | 36,061 | 4,111,642 | 3,675,214 | (436,428) | 89% |



Proposed fee structure recommendations were developed with regard to the cost and revenue impacts presented in Table E-2. The proposed fee structures, which are presented in detail in Chapter 3, seek to align the recovery of processing costs to application/permit characteristics to improve cost recovery levels while balancing C.A.A. compliance, applicant benefits and affordability, and revenue stability. C.H.'s current fee structure has been generally maintained within the proposed fee structures. Proposed plan review and other fees would recover the full cost of service, while permitting fees would recover only 98% as minor development permit and clearance/no objection fees would remain unchanged based on staff feedback. In making the full cost fee recommendations careful attention has been paid to the competitiveness of the C.H. fees in comparison to fees in other conservation authority, the total municipal and conservation authority fees payable for sample developments within C.H. watershed municipalities (see Section 3.4) and the affordability of fees for private landowners.

Across the three fee-based service areas, the proposed fees would recover 99% of the annual costs of service, increasing user fee revenue by 11% or \$409,000 based on average historical application/permit levels.



Chapter 1

Introduction



1. Introduction

1.1 Background

Conservation Halton (CH) provides planning services and approvals to provincial agencies, municipalities, and landowners throughout its watersheds within the Region of Halton, City of Hamilton, County of Wellington, and Region of Peel. Additionally, CH regulates the following through permits granted under O.Reg 162/06:

- all development in or adjacent to river or stream valleys, wetlands, shorelines, or hazardous lands;
- alterations to a river, creek, stream, or watercourse; and
- interference with wetlands.

C.H. last undertook a comprehensive review of the full cost of these services and the fees imposed in 2018.

Changes to the *Conservation Authorities Act* (C.A.A.) through the *Building Better Communities and Conserving Watershed Act, 2017* and the *More Homes, More Choice Act, 2019* (which are discussed further in section 1.4 herein) and subsequently the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* and the *More Homes Built Faster Act, 2022*, have implications for the types of services provided by Conservation Authorities (C.A.s) and the available funding sources for the services provided. The impact of these changes on the ability of C.A.s to recover costs through municipal levies, agreements, memorandums of understanding, and fees and charges, suggest there will be a greater need for full cost accounting principles (i.e., direct, indirect, and capital costs) and transparency in the determination of fees and charges for all programs and services provided.

The C.A.A. and Ontario Regulations (O. Reg.) 686/21 and 687/21 set out the mandatory programs and services that C.A.s may provide and the proposed funding structures that C.A.s must comply with over the transition period to January 1, 2024. With regard to the required funding structures to be in place by January 1, 2024, the amended C.A.A. and regulations identify that programs and services can be funded through the municipal levy if they are a mandatory program or service or a program or service provided on behalf of a partnering municipality through a memorandum of understanding (MOU) or agreement.



1.2 Objectives

Watson & Associates Economists Ltd. (Watson) was retained by C.H. to update the 2018 review of the plan review and permitting fees that they impose. The primary objectives of the fee review are to assess the full cost of providing plan review and permitting services with respect to recent legislative changes (i.e., *The More Homes Built Faster Act, 2022*), as well as the adequacy of the current fees to recover the anticipated costs of service. Furthermore, Watson was also tasked with assessing the annual level of effort and costs in non-fee related activities such as municipal plan input, policy development, general inquiries, and legal matters.

This analysis was the basis for the for the fee structure recommendations to improve cost recovery levels while:

- being defensible and conforming with the C.A.A. and O. Reg. 686/21, in that the costs of non-mandatory programs and services will need to be funded by self generated revenue sources;
- having regard for the Minster's list of classes of programs and services in response of which C.A.s may charge a fee;
- balancing C.H.'s need to maximize cost recovery with stakeholder interests, affordability, and competitiveness;
- reflecting industry best practices; and
- considering the administrative process for the implementation of fees, including ease of interpretation of the fee schedule.

The analysis provided herein, and ultimate fee recommendations, have been developed to provide for the full recovery of the direct costs of service while also contributing towards the recovery of indirect and overhead support costs and capital costs associated with plan review and permitting activities. The final implementation plan for these fees will be determined through consultation with the C.H.'s Board and with respect to the legislative ability to increase fees (see section 1.4.2).

This technical report summarizes the legislative context for the fees review, provides in detail, the methodology utilized to assess the full costs of service, and presents the recommended fees.



1.3 Study Process

Set out in Table 1-1 is the project work plan that has been undertaken in the review of C.H.'s plan review and permitting fees.

Table 1-1
Program Rates and User Fee Study Work Plan

| Work Plan Component | Description |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Project Initiation and Orientation | <ul style="list-style-type: none">• Undertook an initial start-up meeting with C.H. staff to review project scope, work plan, legislative context, fee review trends, and activity-based costing methodology |
| 2. Review Background Information | <ul style="list-style-type: none">• Reviewed cost recovery policies• Assessed annual application/permit patterns and characteristics |
| 3. Document Fee Categorization and Processes | <ul style="list-style-type: none">• Met with C.H. staff members to review and refine fee design parameters and revise costing categories from the 2018 fee review• Revised process maps from the 2018 fee review, in collaboration with C.H. staff to reflect current review processes• Updated participating C.H. departments/staff positions directly involved in the plan review and permit processes |
| 4. Design and Execution of Direct Staff Processing Effort Estimation | <ul style="list-style-type: none">• Produced (by C.H. staff) effort estimates for each plan review and permitting costing category across established processes• Examined effort estimates to quantify and test overall staff capacity utilization (i.e., capacity analysis) for reasonableness• Reviewed the results of the staff capacity utilization analysis with C.H. staff and refined effort estimates |
| 5. Develop A.B.C. Model to Determine the Full Cost Processes and Calculation of Fees | <ul style="list-style-type: none">• Developed A.B.C. model to reflect the current cost base (i.e., 2023\$), fee costing categories, direct and indirect cost drivers, and generated full cost of service• Used modeled costing results to generate full cost recovery and policy-driven fee structure options• Prepared comparison surveys for C.A. and municipal development• Provided impact analysis for sample development types and for C.A./municipal comparators |



| Work Plan Component | Description |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• Developed a recommended fee structure to achieve full cost recovery while maintaining market competitiveness and considering applicant affordability• Presented draft fee structure and findings to C.H. staff• Fee recommendations were updated based on C.H. staff feedback |
| 6. Final Report | <ul style="list-style-type: none">• Prepared the Final Report |

1.4 Legislative Context for Fees Review

The context for the fees review is framed by the statutory authority available to C.H. to recover the costs of service through user fees. The statutory authority for imposing fees for services, including plan review and section 28 permits, is conferred through the C.A.A.

1.4.1 Conservation Authorities Act, 1990

Section 21 of the C.A.A. provides C.A.s the legislative authority to charge fees for services. Recent changes to the C.A.A. through *the Building Better Communities and Conserving Watershed Act, 2017* (Bill 139) and the *More Homes, More Choice Act, 2019* (Bill 108), have implications for the types of services C.A.s provide and how costs are recovered. S. 21.1, S. 21.1.1, and Section 21.1.2. of the C.A.A. and O. Reg. 686/2 identify the programs and services that a C.A. is required or permitted to provide within its area of jurisdiction. These programs and services include:

- Mandatory programs and services (section 21.1) related to:
 - Risk of Natural Hazards;
 - Conservation and Management of Lands;
 - Other Programs and Services related to the provincial groundwater monitoring program, the provincial stream monitoring program, or a watershed-based resource management strategy;
 - Conservation authority duties, functions, and responsibilities as a source protection authority under the Clean Water Act, 2006;
 - Lake Simcoe Region Conservation Authority duties, functions, and responsibilities under the Lake Simcoe Protection Act, 2008; and



- Prescribed services under the Building Code Act, 1992.
- Municipal programs and services (section 21.1.1)
 - Provided through an M.O.U. or agreement with municipal partners.
- Other programs and services (section 21.1.2).

C.A.s may apportion operating costs of programs and services to participating municipalities. However, the apportionment of the costs of “municipal” programs and services must be identified in an MOU or agreement and the costs of “other” programs and services must be identified in a cost apportionment agreement. The apportionment of costs may also be appealed by the participating municipalities.

C.A.s are required to determine the fees for service unless prescribed through regulation. C.A.s are required to maintain a fee schedule that sets out the programs and services it provides and for which it charges a fee, the amount of the fee, and the manner in which the fee has been determined.

C.A.s are required to adopt a fee policy, including fee schedule, frequency, and process for review (including notice and public availability), and circumstances for the request of reconsideration. The fees and fee policy shall be made available to the public and reviewed at regular intervals. Notice of any changes to the list of fees, amount of any fee, or the manner in which the fees were determined, shall be given to the public.

The Province also released Phase 2 of the *Conservation Authorities Act* regulations, including:

- O.Reg. 402/22: Budget Apportionment;
- O.Reg. 401/22: Determination of Amounts Under subsection 27.2 (2) of the Act;
- O.Reg/ 400/222: Information requirements; and
- O.Reg. 399/22: Amendment to the Minister’s Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act (Ontario Regulation 687/21).

As part of the release of the second phase of the regulations in 2022, the Province also released their Minister’s list of classes of programs and services in response of which C.A.s may charge a fee. The policy identifies that fees charged must be a “user fee” in which there is a direct benefit of service received and the “user pay” principle is appropriate. Further direction is provided that fees for planning and permitting services



should be developed to recover but not exceed the costs associated with administering and delivering the services on a program basis.

1.4.2 The More Homes Built Faster Act, 2022

The More Homes Built Faster Act, 2022 (Bill 23) received Royal Assent on November 28, 2022. The bill was introduced with the following objective: “This plan is part of a long-term strategy to increase housing supply and provide attainable housing options for hardworking Ontarians and their families.” The Province’s plan is to address the housing crisis by targeting the creation of 1.5 million homes over the next 10 years. To implement this plan, Bill 23 introduced a number of changes to the C.A.A., along with nine other Acts including the *Development Charges Act* and the *Planning Act*, which seek to increase the supply of housing. The changes to the C.A.A. that are now in force include:

- Identifying programs and services that are prohibited within municipal and other programs and services. This change means that C.A.s are no longer permitted to review and comment on a proposal, application, or other matter made under a prescribed Act (if not related to their mandatory programs and services under O.Reg. 686/21). One of the main areas impacting C.A. involvement is with respect to their role reviewing natural heritage matters on behalf of their municipal partners.
- The Minister of Natural Resources and Forestry was granted authority to issue a written direction to C.A.s to not change fees under section 21.3 of the C.A.A. Written direction was provided to all C.A.s on December 28, 2022 to not change fees related to reviewing and commenting on planning and development proposals, applications, or land use planning policies, or for C.A. permitting until December 31, 2023.

Further regulations are anticipated to define exemptions to the requirement for a permit under section 28 such as when a development has been authorized under the *Planning Act*.



Chapter 2

Activity-Based Costing Methodology



2. Activity-Based Costing Methodology

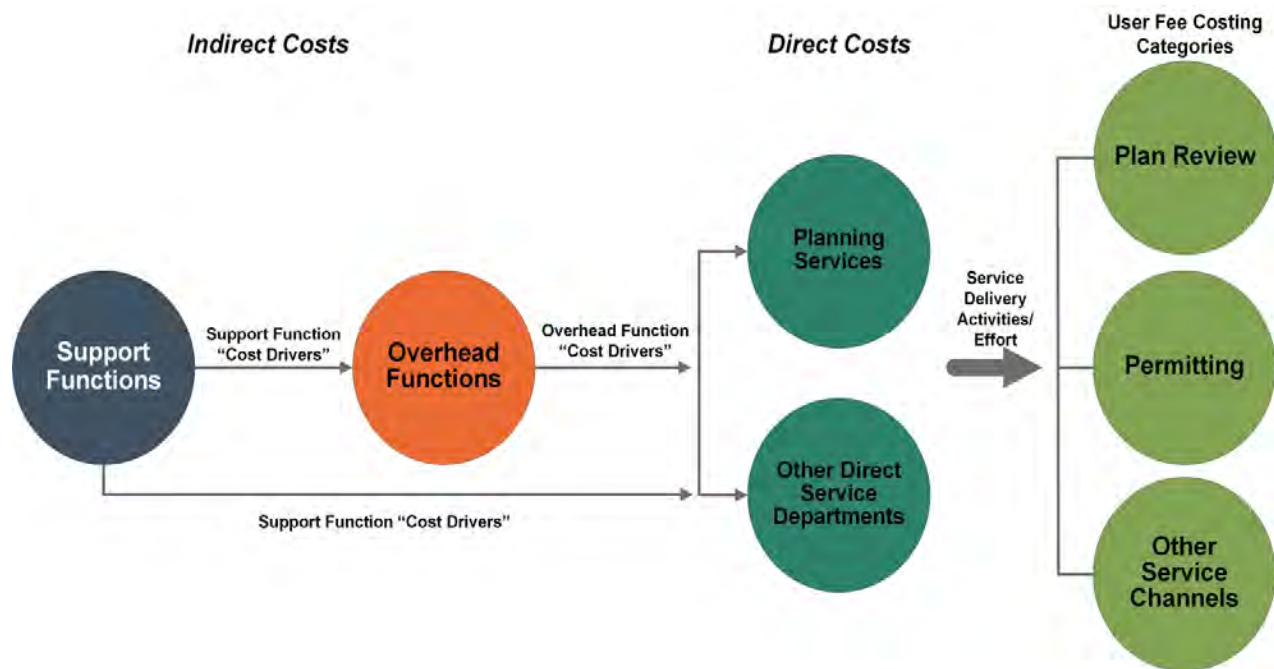
2.1 Activity Based Costing Methodology for Plan Review and Permitting Fees

An activity-based costing (A.B.C.) methodology, as it pertains to C.A.s, assigns an organization's resource costs through activities to the services provided to the public. Conventional public sector accounting structures are typically not well suited to the costing challenges associated with development or other service processing activities, as these accounting structures are department focussed and thereby inadequate for fully costing services with involvement from multiple departments/divisions. An A.B.C. approach better identifies the costs associated with the processing activities for specific user-fees and thus is an ideal method for determining full cost recovery plan review and permit fees.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating departments and individuals to the appropriate plan review and permit categories. The resource costs attributed to processing activities and application/permit categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are typically allocated to direct service departments according to operational cost drivers (e.g., human resource costs allocated based on the relative share of full time equivalent (F.T.E.) positions by department). Once support costs have been allocated amongst direct service departments, the accumulated costs (i.e., indirect, direct, and capital costs) are then distributed across the various fee categories, based on the department's direct involvement in the processing activities. The assessment of each department's direct involvement in the plan review and permitting process is accomplished by tracking the relative shares of staff processing effort across each fee category's sequence of mapped process steps. The results of employing this costing methodology provides organizations with a better recognition of the costs utilized in delivering plan review and permitting services, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.



Figure 2-1
Activity-Based Costing Conceptual Cost Flow Diagram



2.2 Plan Review and Permitting Fee Costing Category Definition

A critical component of the full cost recovery fees review is the selection user fee costing categories. This is an important first step as the process design, effort estimation, resource allocation, and the subsequent costing exercise are based on these categorization decisions. Moreover, the cost categorization process provides insight into any differences in processing or resource costs for each costing category, which is informative to the fee structure design exercise.

For plan review and permitting, fee categorization decisions were initially based on the categories that were developed as part of the 2018 fee review and the current fee schedules as a starting point. These categories were then updated through discussion with C.H. staff to reflect the type and complexity of application and permit review processes. Additional categories were also included to help quantify the amount of time and costs related to non-fee recoverable activities that Planning and Regulations staff are involved in. These costing category distinctions included assess differences in costs by application complexity (e.g., minor, and major applications, inclusion of



technical reviews). These discussions and the fee categorization process were undertaken during working sessions with C.H. staff at the outset of this review and allows for a better understanding of the factors influencing processing effort.

Summarized in Tables 2-1 to 2-3 are the plan review, permitting, and other (both fee and non-fee related) costing categories that have been included in the A.B.C. model. These costing categories have been used to rationalize changes to C.H.'s plan review and permitting user fee schedule and understand the full costs of other processes.

Table 2-1
Plan Review Costing Categories

| Costing Categories |
|--------------------------------------------------------------------|
| Planning Applications |
| Subdivision |
| Minor Technical Review (EIR/FSS/SIS) |
| Major Technical Review (EIR/FSS/SIS) |
| Official Plan Amendment or Zoning By-law Amendment (Complex) |
| Official Plan Amendment or Zoning By-law Amendment (Major) |
| Official Plan Amendment or Zoning By-law Amendment (Intermediate) |
| Official Plan Amendment or Zoning By-law Amendment (Minor) |
| Combined Official Plan Amendment & Zoning By-Law Amendment (Major) |
| Parkway Belt Applications |
| Consent (Major) |
| Consent (Intermediate) |
| Consent (Minor) |
| Minor Variance (Major) |
| Minor Variance (Intermediate) |
| Minor Variance (Minor) |
| Minor Variance or Consent (no site visit or technical review) |
| Site Plan (Major) |
| Site Plan (Minor) |
| Minor Site Alteration |
| Site Alteration prior to draft plan approval |
| Minor Applicant Driven Revisions |
| Major Applicant Driven Revisions |
| Terms of Reference Technical Review |
| NEC Development Permit |



Table 2-2
Permitting Costing Categories

| Costing Categories |
|----------------------------------------------------------------------|
| O.Reg 162/06 Permits |
| Alteration/Development Permit (Minor) |
| Alteration/Development Permit (Intermediate) |
| Alteration/Development Permit (Major) |
| Alteration/Development Permit (Major Scale) |
| Large Fill Placement (less than 30 m3) |
| Large Fill Placement (30 m3 or greater, but less than 200 m3) |
| Large Fill Placement (200 m3 or greater) |
| Environmental Project (Technical Review Req'd) |
| Letter of Permission (No site visit or technical review) |
| Letter of Permission (With site visit or technical review) |
| Clearance/No Objection Letters (No site visit or technical review) |
| Clearance/No Objection Letters (With site visit or technical review) |
| Minor Red line Revision (<4 drawings revised) |
| Major Red line Revision (>3 drawings revised) |
| Minor Changes to applications in progress |
| Major Changes to applications in progress |
| Minor Changes to approved permits |
| Solicitor/Real Estate/Appraiser Inquiries |
| O.Reg 162/06 Permits Subtotal |



Table 2-3
Other Costing Categories

| Costing Categories |
|--------------------------------------------------------------------------------|
| Other Conservation Halton Reviews (Fee Related) |
| EA Review (Master Plan) |
| EA Review (Simple) |
| EA Review (Complex) |
| Niagara Escarpment Plan Amendment |
| Aggregate Extraction Application (Features of interest within 120m of license) |
| Other Conservation Halton Reviews (Non-Fee Related) |
| Subwatershed Studies |
| OP Reviews |
| Comprehensive Zoning By-Law Reviews |
| Secondary Plan/OPA (Municipally Initiated) |
| Compliance and Enforcement |
| Policy Guidelines |
| P&R Products (e.g., guidelines, BMPs) |
| Hazard & Wetland Mapping |
| General Inquiries (not related to a specific fee or file) |
| Public Engagement & Education |
| OLT hearings |
| Legal Matters |

2.3 Processing Effort Cost Allocation

To capture each participating C.H. staff member's relative level of effort in processing plan review applications and permits, process templates were prepared for each of the referenced costing categories in Tables 2-1 and 2-2. For the non-fee related other costing categories in Table 3-1, process templates were not developed, rather staff were asked to estimate the annual amount of time spent on these activities. The process templates were generated using the process templates from the 2018 review with updates made by staff to reflect the current C.H. processes reflective of changes resulting from Bill 23.

The individual process maps were populated by C.H. staff in internal working sessions with the typical effort spent by staff for each process step and costing category. The effort estimates generated reflect the time related to the plan review and permitting processing activities by participating C.H. staff position and by application/permit type.



These effort estimates were applied to average historical application/permit volumes, by type, to produce annual processing effort estimates by C.H. staff position. The available staff complement was also adjusted to reflect planned changes in staffing levels in 2024 (e.g. change to complement for Senior Environment Planner, Planning Ecology Specialist, and Planning Ecologist).

Annual processing efforts per staff position were compared with available capacity (recognizing time spent on non-fee recoverable activities) to determine overall service levels. Subsequent to this initial capacity analysis, working sessions were held with the C.H. staff to further define the scope and nature of staff involvement in plan review and permitting activities to reflect anticipated staff utilization levels. These refinements provided for the recognition of efforts that are ancillary but related to the direct processing tasks, i.e., departmental support activities, management, and application oversight activities by departmental senior management.

The capacity utilization results are critical to the full cost recovery fee review because the associated resourcing costs follow the activity-generated effort of each participating staff member into the identified costing categories. As such, considerable time and effort was spent ensuring the reasonableness of the capacity utilization results. The overall departmental fee recovery levels underlying the calculations are provided in Chapter 3 of this report.

2.4 Direct Costs

Direct costs refer to the employee costs (salaries, wages, and benefits), supplies, materials, and equipment, and purchased services, that are typically consumed by directly involved departments. Based on the results of the staff capacity analysis summarized in Chapter 3, the proportionate share of each individual's direct costs is allocated to the respective user fee categories. The direct costs included in C.H.'s costing model are taken from their 2023 operating budget and include cost components such as salaries and benefits and other operating expenses (e.g., materials & supplies, etc.).



2.5 Indirect Cost Functions and Cost Drivers

An A.B.C. model includes both the direct service costs of providing service activities and the indirect support costs that allow direct service departments to perform these functions. The method of allocation employed in this analysis is referred to as a step-down costing approach. Under this approach, support function and general corporate overhead functions are classified separately from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to plan review application and permit fee categories according to staff effort estimates. Cost drivers are units of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate human resources support costs would be a department's share of total corporate full time equivalent (FTE) staff positions.

The indirect cost allocation to the front-line service departments was prepared using indirect and corporate overhead cost drivers reflective of accepted practices within the public sector. Indirect and corporate overhead costs from Corporate and Conservation Lands Administration & Operations programs contained in the C.H. budget.

2.6 Capital Costs

The inclusion of capital costs within the full cost planning review and permit fees calculations follows a methodology similar to indirect costs. The annual replacement value of assets commonly utilized to provide direct department services has been included to reflect capital costs of service. The replacement value approach determines the annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation of the asset over its useful life based on current asset replacement values using a sinking fund approach. This annuity is then allocated across all fee categories based on the capacity utilization of direct departments.



The annual capital replacement contribution has been calculated based on the replacement of the CH administration facility, equipment, computer hardware, and non-C.H. parks vehicles utilized in the provision of planning review and permit review services. These annual capital cost estimates were then allocated to the fee categories based on staff resource utilization.



Chapter 3

Plan Review and Permitting Fees Review



3. Plan Review and Permitting Fees Review

3.1 Staff Capacity Utilization Results

To capture each participating C.H. staff member's relative level of effort in processing activities related to plan review/permitting, process estimates were obtained for each of the costing categories referenced in Tables 2-1 to 2-3. The effort estimates were applied against average annual plan review/permitting volumes for the 2018 - 2022 period to assess the average annual processing time per position spent on each plan review/permitting category. These calculations incorporated the anticipated impact of removing staff's involvement in natural heritage review. Furthermore, the estimates of staff time per applications/permit reflect the increased complexity of review that has occurred between the period since the last fee review in 2018.

The annual level of involvement does not consider the impacts of further regulatory changes that may impact the annual volumes of site plan applications, development permits, and OLT appeals. While these future changes may impact the annual level of staff activity, it is not anticipated that there would be an impact on the level of staff involvement on a per application/permit basis.

Table 3-1 summarizes the annual staff resource utilization and number of F.T.E. positions attributable to plan review, permitting, and other processes.

Table 3-1
Staff Resource Utilization

| Department | FTEs | Planning Total | Permitting Total | Other Revenue Generating Total | Other Non-Revenue Generating Total | Grand Total | Utilized FTEs (Revenue Generating Activities) |
|---------------------------------------|-------|----------------|------------------|--------------------------------|------------------------------------|-------------|-----------------------------------------------|
| Flood Forecasting & Operations | 3.75 | 0.6% | 0.3% | 0.0% | 99.0% | 100.0% | 0.04 |
| Watershed Strategies & Climate Change | 15.25 | 1.6% | 0.5% | 0.0% | 97.8% | 100.0% | 0.33 |
| Planning & Regulations | 32.75 | 39.4% | 21.6% | 1.0% | 38.0% | 100.0% | 20.30 |

The following observations are provided based on the results of the capacity analysis summarized in Table 3-1.

- In total, 20.7 F.T.E. staff positions are involved in the plan review and permitting processes. 65% (13.2 F.T.E.s) of this effort is spent on plan review activities and 35% (7.2 F.T.E.s) is spent on permitting activities.



- Planning & Regulations staff spend 62% of their time on plan review and permitting activities and spend approximately 38% of their time on non-revenue generating activities. Of the total time organization wide spent on planning and permitting activities, Planning & Regulations staff represents 98%.

3.2 Annual Costs and Revenues

This section summarizes the overall cost recovery levels for plan review and permitting and other conservation area reviews.

Annual cost include the direct, indirect, and capital costs by costing category and are based on C.H.'s 2023 budget. The overall recovery levels are based on the weighted average annual historical application and permit volumes over the 2018 to 2022 period. The cost/revenue impacts are shown in Table 3-2.

The total annual cost of service is \$6.0 million (\$4.1 million excluding non-fee related activities). Direct costs account for 74% (\$4.5 million) of the annual costs, while indirect and capital costs account for 26% of the annual costs (\$1.5 million). Annual revenues have been calculated at \$3.7 million across the fee-related categories based on the average annual historical application and permit activity and current fees. This equates to 89% of the annual costs of service in fee-related categories. Plan review fees are recovering \$2.5 million or 92% of the annual costs of service, permitting fees are recovering \$1.2 million or 83% of the full costs of service, and other fee-related activities (e.g., aggregate applications and EAs) are recovering \$73,000 or 106% of the full costs of service.

Table 3-2
Annual Cost of Service and Revenues

| Description | Direct Costs | Indirect Costs | Capital Costs | Total Annual Costs | 2023 Fees & Average Annual Volumes | | |
|-----------------------------------------------------|------------------|------------------|---------------|--------------------|------------------------------------|--------------------------------------------|-----------------|
| | | | | | Annual Revenue | Surplus/ (Costs Funded from Other Sources) | Cost Recovery % |
| Planning Applications | 1,967,538 | 666,285 | 22,999 | 2,656,822 | 2,446,971 | (209,851) | 92% |
| O.Reg 162/06 Permits | 1,011,726 | 361,790 | 12,477 | 1,385,993 | 1,155,469 | (230,524) | 83% |
| Other Conservation Halton Reviews (Fee Related) | 51,300 | 16,942 | 585 | 68,827 | 72,774 | 3,947 | 106% |
| Other Conservation Halton Reviews (Non-Fee Related) | 1,448,173 | 412,538 | 14,226 | 1,874,936 | 80,000 | (1,794,936) | 4% |
| Grand Total | 4,478,737 | 1,457,555 | 50,287 | 5,986,578 | 3,755,214 | (2,231,364) | 63% |
| Grand Total Fee-Related Activities | 3,030,564 | 1,045,017 | 36,061 | 4,111,642 | 3,675,214 | (436,428) | 89% |



3.3 Fee Recommendations

Proposed fee structure recommendations were developed with regard to the cost and revenue impacts presented in Table 3-2 by program area (i.e., plan review vs. permitting) and by individual costing category (e.g. Subdivision vs. Zoning By-Law Amendment, etc.). The proposed fee structures, presented in Tables 3-3 to 3-5, seek to align the recovery of processing costs to application/permit characteristics to improve cost recovery levels while balancing C.A.A. compliance, applicant benefits and affordability, and revenue stability. C.H.'s current fee structure has been generally maintained within the proposed fee structures. However fee structures revisions have been made to provide ease of understanding of the fees imposed and ease of administration. Proposed plan review and other fees would recover the full cost of service, while permitting fees would recover only 98% as minor development permit and clearance/no objection fees would remain unchanged based on staff feedback.

In developing the proposed fees, a survey of the fees imposed for a comparator group of C.A.s was undertaken to assess the relative competitiveness of the current and proposed fees.

The proposed fees have been calculated in 2023\$ values and will be indexed to 2024\$ values at 2.5%. It is also recommended that fees be increased annually consistent with cost-of-living increases incorporated into C.H.'s annual budget. On average, plan review fees would increase by 8% while permitting fees would increase by 18% on average. The following fee recommendations from Tables 3-3 to 3-5 are noted based on the fee recommendations in 2023\$ values:

Plan Review

- **Subdivisions.** Per unit fees for residential applications have been replaced by per net ha fees that will be imposed uniformly for both residential and non-residential applications. A 25% reduction to the net ha fee has been introduced for applications that are subject to further planning approval.
- **Zoning By-law Amendment.** New fees have been introduced for the review of applications for the removal of holding provisions.
- **Site Plan.** Fee structures have been consolidated to have minor and intermediate fees. For major site plan applications a per net ha fee will be imposed for areas in excess of 2 ha.



Permitting

- **Permits.** For private landowners, Intermediate permits would increase by 5% while minor and major permits would remain unchanged. Minor permits for multi-residential and non-residential development would increase by \$700 from \$2,100 to \$2,800, intermediate permit fees would increase by \$2,935 from \$4,415 to \$7,350, and major scale permit fees would increase by \$1,646 from \$30,354 to \$32,000. Fees for major permits would be reduced by 17% to narrow the gap between intermediate and major permits to better reflect the changes in complexity of effort.
- **Letter of Permission.** Fees would increase between 11% and 14%

Other Fee Categories

- **Pre-application.** Pre-application fees for single residential and private landowners would remain unchanged while pre-application fees for other development where no technical review is required would more than double.
- **Technical Review (EIR/FSS/SIS).** Fees are currently based on the size of the development area. The proposed fees would now be imposed as a minor and major fee.
- **Terms of Reference Technical Review.** Fees would be imposed separately for minor and major applications vs. the current flat fee.
- **Niagara Escarpment Plan Amendment (Application Driven) and Parkway Belt Applications (Application Driven).** One base application fee has been replaced by minor, intermediate and major fees for these application types.



Table 3-3
Proposed Plan Review Fees

| | | Current Fee | | | Proposed Fee (2023S) | | | Proposed Fee (2024S) | | | 2.5% | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------|----------|------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------|-----------|----------------------|-----------|-----------|-----------|-----------|
| Application Type | Category | Fee | HST | Total 2023 Fee | Category | Fee | HST | Total | Fee | HST | Total | |
| Subdivisions - Residential/Condominium | Base fee | 6,588.50 | 856.50 | 7,445.00 | Subdivisions | - | - | - | - | - | - | |
| Multi-Residential/Mixed Use (Note 1) | Residential per unit/lot fee Residential per unit/lot (< 25 units/lots) | 297.35 | 38.65 | 336.00 | Base Fee | 10,000.00 | 1,300.00 | 11,300.00 | 10,250.00 | 1,332.50 | 11,582.50 | |
| | Residential per unit/lot (26-100 units/lots) | 238.94 | 31.06 | 270.00 | Per net hectare (Note 1) | - | - | - | - | - | - | |
| | Residential per unit/lot (101-200 units/lots) | 190.27 | 24.73 | 215.00 | < 2 ha | 8,668.70 | 1,126.93 | 9,795.63 | 8,885.42 | 1,155.10 | 10,040.52 | |
| | Residential per unit/lot (200+ units/lots) | 150.44 | 19.56 | 170.00 | > 2 ha but < 5 ha | 7,335.00 | 953.55 | 8,288.55 | 7,518.38 | 977.39 | 8,495.76 | |
| | Per net hectare (Note 1) | - | - | - | > 5 ha but <= 10 ha | 6,106.10 | 793.79 | 6,899.89 | 6,258.75 | 813.64 | 7,072.39 | |
| | < 2 ha | 6,870.80 | 893.20 | 7,764.00 | > 10 ha | 5,755.50 | 748.22 | 6,503.72 | 5,899.39 | 766.92 | 6,666.31 | |
| | > 2 ha but < 5 ha | 5,348.67 | 695.33 | 6,044.00 | 25% reduction to per net hectare fee for blocks sub | - | - | - | - | - | - | |
| | > 5 ha but <= 10 ha | 4,281.42 | 556.58 | 4,838.00 | | - | - | - | - | - | - | |
| | > 10 ha | 3,495.58 | 454.42 | 3,950.00 | | - | - | - | - | - | - | |
| | Clearances per phase (tech review required) (Note 2) | 3,623.89 | 471.11 | 4,095.00 | Clearances per phase (tech review required) (Note | 3,986.28 | 518.22 | 4,504.50 | 4,085.94 | 531.17 | 4,617.11 | |
| Clearances per phase (no tech review required) | 1,217.70 | 158.30 | 1,376.00 | Clearances per phase (no tech review required) | 1,339.47 | 174.13 | 1,513.60 | 1,372.96 | 178.48 | 1,551.44 | | |
| Subdivisions - Industrial/Commercial | Base fee | 6,588.50 | 856.50 | 7,445.00 | | - | - | - | - | - | - | |
| | Per net hectare | 6,428.32 | 835.68 | 7,264.00 | | - | - | - | - | - | - | |
| | Clearances per phase (tech review required) (Note 2) | 3,623.89 | 471.11 | 4,095.00 | | - | - | - | - | - | - | |
| | Clearances per phase (no tech review required) | 1,217.70 | 158.30 | 1,376.00 | | - | - | - | - | - | - | |
| Subdivisions - Revisions/Redlines | Major/Intermediate (Note 3) | 3,800.00 | 494.00 | 4,294.00 | Subdivisions - Revisions/Redlines | Major/Intermediate (Note 3) | 4,180.00 | 543.40 | 4,723.40 | 4,284.50 | 556.99 | 4,841.49 |
| | Minor | 824.78 | 107.22 | 932.00 | Subdivisions - Revisions/Redlines | Minor | 907.26 | 117.94 | 1,025.20 | 929.94 | 120.89 | 1,050.83 |
| Official Plan Amendments | Large (> 2ha) | 17,659.29 | 2,295.71 | 19,955.00 | Official Plan Amendments | Large (> 2ha) | 23,000.00 | 2,990.00 | 25,990.00 | 23,575.00 | 3,064.75 | 26,639.75 |
| | Major | 6,349.56 | 825.44 | 7,175.00 | Major | 15,000.00 | 1,950.00 | 16,950.00 | 15,375.00 | 1,998.75 | 17,373.75 | |
| | Intermediate | 4,199.12 | 545.88 | 4,745.00 | Intermediate | 7,500.00 | 975.00 | 8,475.00 | 7,687.50 | 999.38 | 8,686.88 | |
| | Minor | 1,221.24 | 158.76 | 1,380.00 | Minor | 2,000.00 | 260.00 | 2,260.00 | 2,050.00 | 266.50 | 2,316.50 | |
| Zoning By-law Amendments | Large (> 2ha) | 17,659.29 | 2,295.71 | 19,955.00 | Zoning By-law Amendments | Large (> 2ha) | 23,000.00 | 2,990.00 | 25,990.00 | 23,575.00 | 3,064.75 | 26,639.75 |
| | Major | 6,349.56 | 825.44 | 7,175.00 | Major | 15,000.00 | 1,950.00 | 16,950.00 | 15,375.00 | 1,998.75 | 17,373.75 | |
| | Intermediate | 4,199.12 | 545.88 | 4,745.00 | Intermediate | 7,500.00 | 975.00 | 8,475.00 | 7,687.50 | 999.38 | 8,686.88 | |
| | Minor | 1,221.24 | 158.76 | 1,380.00 | Minor | 2,000.00 | 260.00 | 2,260.00 | 2,050.00 | 266.50 | 2,316.50 | |
| | | | | | Removal of H - Minor | 2,000.00 | 260.00 | 2,260.00 | 2,050.00 | 266.50 | 2,316.50 | |
| | | | | | Removal of H - Intermediate/Major | 4,000.00 | 520.00 | 4,520.00 | 4,100.00 | 533.00 | 4,633.00 | |
| | | | | | Removal of H - Minor-No Objections | - | - | - | - | - | - | |
| Consents | Major | 3,828.32 | 497.68 | 4,326.00 | Consents | Major | 3,828.32 | 497.68 | 4,326.00 | 3,924.03 | 510.12 | 4,434.15 |
| | Intermediate (staking or one technical review) | 2,952.21 | 383.79 | 3,336.00 | Intermediate (staking or one technical review) | 2,952.21 | 383.79 | 3,336.00 | 3,026.02 | 393.38 | 3,419.40 | |
| | Minor | 2,163.72 | 281.28 | 2,445.00 | Minor | 2,163.72 | 281.28 | 2,445.00 | 2,217.81 | 288.32 | 2,506.13 | |
| | Minor (no site visit or technical review) | - | - | - | Minor (no site visit or technical review) | 250.00 | 32.50 | 282.50 | 256.25 | 33.31 | 289.56 | |
| Minor Variances | Major | 1,818.58 | 236.42 | 2,055.00 | Minor Variances | Major | 2,000.00 | 260.00 | 2,260.00 | 2,050.00 | 266.50 | 2,316.50 |
| | Intermediate (staking, visual assessment or one technical review) | 608.85 | 79.15 | 688.00 | Intermediate (staking, visual assessment or one tech | 700.00 | 91.00 | 791.00 | 717.50 | 93.28 | 810.78 | |
| | Minor (visual inspection) | 247.79 | 32.21 | 280.00 | Minor (visual inspection) | 350.00 | 45.50 | 395.50 | 358.75 | 46.64 | 405.39 | |
| | Minor (no site visit or technical review) | 139.82 | 18.18 | 158.00 | Minor (no site visit or technical review) | 250.00 | 32.50 | 282.50 | 256.25 | 33.31 | 289.56 | |
| Site Plans - Single Residential | Major | 1,768.14 | 229.86 | 1,998.00 | n/a | - | - | - | - | - | - | |
| | Intermediate (staking, visual assessment, or one technical review) | 608.85 | 79.15 | 688.00 | n/a | - | - | - | - | - | - | |
| | Minor (visual inspection) | 247.79 | 32.21 | 280.00 | n/a | - | - | - | - | - | - | |
| | Minor (no site visit or technical review) | 139.82 | 18.18 | 158.00 | n/a | - | - | - | - | - | - | |
| Site Plans - Commercial/Industrial/Institutional/Multi-Residential > 2ha | Major (per gross ha) | 6,070.80 | 789.20 | 6,860.00 | Site Plans and Condominium-Commercial/Industrial/Institutional/Multi-Residential | Major | 14,000.00 | 1,820.00 | 15,820.00 | 14,350.00 | 1,865.50 | 16,215.50 |
| | Intermediate | 10,597.35 | 1,377.65 | 11,975.00 | - Plus per net hectare fee applied to area in excess of | 3,000.00 | 390.00 | 3,390.00 | 3,075.00 | 399.75 | 3,474.75 | |
| | Minor | 2,207.96 | 287.04 | 2,495.00 | Intermediate | 14,000.00 | 1,820.00 | 15,820.00 | 14,350.00 | 1,865.50 | 16,215.50 | |
| | Clearance (technical review required) | 4,097.21 | 532.64 | 4,629.85 | Minor | 3,000.00 | 390.00 | 3,390.00 | 3,075.00 | 399.75 | 3,474.75 | |
| | Clearance (no technical review required) | 1,392.04 | 180.96 | 1,573.00 | Minor - No objections fee | 1,400.00 | 182.00 | 1,582.00 | 1,435.00 | 186.55 | 1,621.55 | |
| Site Plans - Commercial/ Industrial/Institutional/ Multi-Residential < 2ha | Major | 10,530.97 | 1,369.03 | 11,900.00 | Clearance (technical review required) | 4,097.21 | 532.64 | 4,629.85 | 4,199.64 | 545.95 | 4,745.59 | |
| | Intermediate | 6,840.71 | 889.29 | 7,730.00 | Clearance (no technical review required) | 750.00 | 97.50 | 847.50 | 768.75 | 99.94 | 868.69 | |
| | Minor | 1,474.34 | 191.66 | 1,666.00 | Maximum Fee (Major Applications) | 38,000.00 | 4,940.00 | 42,940.00 | 38,950.00 | 5,063.50 | 44,013.50 | |
| | Clearance (technical review required) | 1,862.83 | 242.17 | 2,105.00 | | | | | | | | |
| | Clearance (no technical review required) | 792.04 | 102.96 | 895.00 | | | | | | | | |



Table 3-3 (Cont'd)
Proposed Plan Review Fees

| Application Type | Category | Current Fee | | | Category | | Proposed Fee (2023S) | | | Proposed Fee (2024S) | | | 2.5% |
|------------------------------------------------------------------------------|----------------------------------------------------|-------------|-----------|------------------|------------------------------------------------------------------------------|----------------------------------------------------|----------------------|-----------|------------------|----------------------|-----------|------------------|------|
| | | Fee | HST | Total 2023 Fee | | | Fee | HST | Total | Fee | HST | Total | |
| | | | | | | | | - | - | - | - | - | - |
| Municipal Site Alteration Applications | Major/Intermediate | 3,396.46 | 441.54 | 3,838.00 | Municipal Site Alteration Applications (Note 3) | Major/Intermediate | 3,566.28 | 463.62 | 4,029.90 | 3,655.44 | 475.21 | 4,130.65 | |
| | Minor | 938.05 | 121.95 | 1,060.00 | | Minor | 984.55 | 128.04 | 1,113.00 | 1,009.58 | 131.24 | 1,140.82 | |
| | Prior to draft plan approval (note 5) | 9,603.54 | 1,248.46 | 10,852.00 | | Prior to draft plan approval | 10,083.72 | 1,310.88 | 11,394.60 | 10,335.81 | 1,343.66 | 11,679.47 | |
| Applicant-Driven Revisions (requiring re-circulation) | | | | | Applicant-Driven Revisions (requiring re-circulation) | | | | | | | | |
| | Major changes (% of current fee) | 75% | | 75% | | Major changes (% of current fee) | 75% | | 75% | 75% | | 75% | |
| | Minor changes (% of current fee) | 25% | | 25% | | Minor changes (% of current fee) | 25% | | 25% | 25% | | 25% | |
| Resubmission Due to incomplete application | % of current applicable application fee | 10,563.72 | 1,373.28 | 11,937.00 | Resubmission Due to incomplete application | % of current applicable application fee | 75% | | 75% | 75% | | 75% | |
| Technical Study/ Design Resubmission | Third Submission (Note 3) | | | 25% up to 13,050 | Technical Study/ Design Resubmission | Third Submission (Note 3) | | - | 25% up to 13,700 | | | 25% up to 13,700 | |
| | Subsequent Submissions (per submission) (Note 3) | | | 50% up to 27,050 | | Subsequent Submissions (per submission) (Note 3) | | - | 50% up to 28,500 | | | 50% up to 28,500 | |
| Additional Site Visit | Single residential/Single farm (private landowner) | 247.79 | 32.21 | 280.00 | Additional Site Visit | Single residential/Single farm (private landowner) | 260.18 | 33.82 | 294.00 | 266.68 | 34.67 | 301.35 | |
| | Commercial/Industrial/Institutional/Residential | 2,008.85 | 261.15 | 2,270.00 | | Commercial/Industrial/Institutional/Residential | 2,109.29 | 274.21 | 2,383.50 | 2,162.02 | 281.06 | 2,443.09 | |
| File reactivation (inactive for 2 or more years) | Minor (Note 4) | 557.52 | 72.48 | 630.00 | File reactivation (inactive for 2 or more years) | Minor (Note 4) | 585.40 | 76.10 | 661.50 | 600.03 | 78.00 | 678.03 | |
| | Intermediate/Major (Note 4) | 1,128.32 | 146.68 | 1,275.00 | | Intermediate/Major (Note 4) | 1,184.74 | 154.02 | 1,338.75 | 1,214.35 | 157.87 | 1,372.22 | |
| Aggregate Extraction Technical Review Associated with a Planning Application | | | | | Aggregate Extraction Technical Review Associated with a Planning Application | | | | | | | | |
| | | 85,728.32 | 11,144.68 | 96,873.00 | | | 85,728.32 | 11,144.68 | 96,873.00 | 87,871.53 | 11,423.30 | 99,294.83 | |
| | | | | | | | | - | - | - | - | - | - |



Table 3-4
Proposed Permitting Fees

| | | | Current Fee | | Proposed Fee (2023\$) | | | Proposed Fee (2024\$) | | 2.5% |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------|-------------|----------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------|-----------------------|--------------|----------------------|
| Category | Type | | Base Fee | Variable Fee | Category | Base Fee | Variable Fee | Base Fee | Variable Fee | |
| Letter of Permission (Note 1) | No site visit or technical review | PL(a) | 278.00 | | Letter of Permission (Note 1) | 300.00 | | 309.00 | - | |
| | Technical Site visit or technical review | PL(b) | 540.00 | | | 600.00 | | 618.00 | - | |
| | Technical Site visit and technical review | PL(c) | 1,753.00 | | | 1,900.00 | | 1,957.00 | - | |
| Private Landowner Single Residential/Single Farm | Minor | p(a) | 540.00 | | Private Landowner Single Residential/Single Farm | 540.00 | | 556.20 | - | |
| | Intermediate | p(i) | 1,753.00 | | | 1,840.65 | | 1,895.87 | - | |
| | Major | p(b) | 5,750.00 | | | 5,750.00 | | 5,922.50 | - | |
| Residential Multi-Unit Lots (RM) Local Municipality, Utility (G) Industrial/Commercial (b) | Minor | RM(a) (G(a)) | 2,100.00 | | Residential Multi-Unit Lots Local Municipality, Utility Industrial/Commercial | 2,800.00 | | 2,884.00 | - | |
| | Intermediate | RM(i) (G(i)) | 4,415.00 | | | 7,350.00 | | 7,570.50 | - | |
| | Major | RM(b) (G(b)) | 22,808.00 | | | 19,000.00 | | 19,570.00 | - | |
| Institutional (IC) | Major Scale | RM(c) (G(c)) | 30,354.00 | | Institutional | Major Scale | 32,000.00 | 32,960.00 | - | |
| | | | | | | | | - | - | |
| | | | | | | | | - | - | |
| Fill Placement (Not Associated with a Planning Application) | Small (<=30 m2) | FP(a) | 540.00 | | Fill Placement (Not Associated with a Planning Application) | Small (<=30 m2) | 1,000.00 | 1,030.00 | - | |
| | Medium (> 30 m3 but <= 200 m3) | FP(b) | 3,858.00 | 0.61 per cubic metre | | Medium (> 30 m3 but <= 200 m3) | 4,050.90 | 0.64 per cubic metre | 4,172.43 | 0.66 per cubic metre |
| | Large (> 200 m3) | FP(c) | 13,248.00 | 1.12 per cubic metre | | Large (> 200 m3) | 13,910.40 | 1.18 per cubic metre | 14,327.71 | 1.21 per cubic metre |
| Environmental Projects | | EP | 145.00 | | Environmental Projects | 7,350.00 | | 7,570.50 | - | |
| Fish Timing Window Extension | | FTW | 550.00 | | Fish Timing Window Extension | n/a | | n/a | - | |
| Red-Line Revisions by CH | Minor (<= 2 hr. to complete) (% of current fee) | | | | Red-Line Revisions by CH | Minor (<= 2 hr. to complete) (% of current fee) | 25% | 25% | - | |
| | Major (> 2hr. to complete) | | 1,700.00 | | | Major (> 2hr. to complete) | 1,785.00 | 1,838.55 | - | |
| Client-Driven Changes (% of current fee) | Minor Changes to applications in progress (Note 3) | | 35% | | Client-Driven Changes (% of current fee) | Minor Changes to applications in progress (Note 3) | 35% | 35% | - | |
| | Major Changes to applications in progress (Note 3) | | 75% | | | Major Changes to applications in progress (Note 3) | 75% | 75% | - | |
| | Minor Changes to approved permits (Note 3) | | 50% | | | Minor Changes to approved permits (Note 3) | 50% | 50% | - | |
| | Major Changes to approved permits (new permit required) (Note 3) | | 100% | | | Major Changes to approved permits (new permit required) (Note 3) | 100% | 100% | - | |
| Technical Resubmissions | Percentage of current fee for each additional technical submission after 1st resubmission | | 50% | | Technical Resubmissions | Percentage of current fee for each additional technical submission after 1st resubmission | 50% | 50% | - | |
| | | | | | | | | - | - | |
| Additional Site Visit (Single Residential/Single Farm) (Note 4) (Major, Major scale) (per visit) (Note 4) | | | 247.00 | | Additional Site Visit (Single Residential/Single Farm) (Note 4) (Major, Major scale) (per visit) (Note 4) | | 259.35 | 267.13 | - | |
| | | | 2,009.00 | | | | 2,109.45 | 2,172.73 | - | |
| Agreements | (Note 2) | | | | Agreements | (Note 2) | | - | - | |



Table 3-5
Other C.H. Fees

| Category | Current Fee | | | Category | Proposed Fee (2023\$) | | | Proposed Fee (2024\$) | | | 2.5% |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|-----------|-----------------------|----------|-----------|------|
| | Fee | HST | Total 2023 Fee | | Fee | HST | Total | Fee | HST | Total | |
| Solicitor, Real Estate, Appraiser Inquiries (Note 1) | 360.00 | | 360.00 | Solicitor, Real Estate, Appraiser Inquiries (Note 1) | 378.00 | | 378.00 | 387.45 | | 387.45 | |
| | | | | | | | - | - | | - | |
| Clearance/No Objection Letters | | | | Clearance/No Objection Letters | | | - | - | | - | |
| No Site Visit | 145.00 | | 145.00 | No Site Visit | 145.00 | | 145.00 | 148.63 | | 148.63 | |
| With Site Visit (visual inspection) | 247.00 | | 247.00 | With Site Visit (visual inspection) | 247.00 | | 247.00 | 253.18 | | 253.18 | |
| With Site Visit (staking; field assessment) | 448.00 | | 448.00 | With Site Visit (staking; field assessment) | 448.00 | | 448.00 | 459.20 | | 459.20 | |
| With Site Visit & Technical Review (includes review of one report; | 720.00 | | 720.00 | With Site Visit & Technical Review (includes review of one report; | 720.00 | | 720.00 | 738.00 | | 738.00 | |
| -Additional reviews are charged at the rate of \$800 per submission) | 685.00 | | | -Additional reviews are charged at the rate of \$800 p | 800.00 | | 800.00 | 820.00 | | 820.00 | |
| | | | | | | | - | - | | - | |
| Pre-Application Requests (no permit or planning application has been submitted) (Private Landowner Single Residential, Single Farm) (Note 2) | | | | Pre-Application Requests (no permit or planning application has been submitted) (Private Landowner Single Residential, Single Farm) (Note 2) | | | - | - | | - | |
| With Site Visit (visual inspection) | 247.00 | | 247.00 | With Site Visit (visual inspection) | 247.00 | | 247.00 | 253.18 | | 253.18 | |
| With Site Visit (staking; field assessment) (per visit) | 448.00 | | 448.00 | With Site Visit (staking; field assessment) (per visit) | 448.00 | | 448.00 | 459.20 | | 459.20 | |
| With One Technical Review | 720.00 | | 720.00 | With One Technical Review | 720.00 | | 720.00 | 738.00 | | 738.00 | |
| | | | | | | | - | - | | - | |
| Pre-Application Requests (no permit or planning application has been submitted) (Other) (Note 2) | | | | Pre-Application Requests (no permit or planning application has been submitted) (Other) (Note 2) | | | - | - | | - | |
| With Site Visit (visual inspection) (per visit/per staff person) | 247.00 | | 247.00 | With Site Visit (visual inspection) (per visit/per staff p | 500.00 | | 500.00 | 512.50 | | 512.50 | |
| With Site Visit (staking; field assessment) (per visit/per staff person) | 448.00 | | 448.00 | With Site Visit (staking; field assessment) (per visit/p | 1,000.00 | | 1,000.00 | 1,025.00 | | 1,025.00 | |
| With One Technical Review | 2,013.00 | | 2,013.00 | With One Technical Review | 2,013.00 | | 2,013.00 | 2,063.33 | | 2,063.33 | |
| | | | | | | | - | - | | - | |
| Hard Copy Maps (per property) | 19.47 | 2.53 | 22.00 | Hard Copy Maps (per property) | 19.47 | 2.53 | 22.00 | 19.96 | 2.59 | 22.55 | |
| | | | | | | | - | - | | - | |
| Photocopies (per sheet up to 11"x17") | 0.97 | 0.13 | 1.10 | Photocopies (per sheet up to 11"x17") | 0.97 | 0.13 | 1.10 | 0.99 | 0.13 | 1.12 | |
| | | | | | | | - | - | | - | |
| Technical Review - EIR/FSS/SIS (or equivalent) | | | | Technical Review - EIR/FSS/SIS (or equivalent) | | | - | - | | - | |
| Base Fee (<= 25 ha) | 11,265.49 | 1,464.51 | 12,730.00 | Minor | | | | | | | |
| Base Fee (> 25 ha but <= 50 ha) | 22,539.82 | 2,930.18 | 25,470.00 | Base Fee | 25,000.00 | 3,250.00 | 28,250.00 | 25,625.00 | 3,331.25 | 28,956.25 | |
| Base Fee (> 50ha) | 33,816.81 | 4,396.19 | 38,213.00 | plus per net hectare fee | | | | | | | |
| Per gross hectare (Note 3) | 464.60 | 60.40 | 525.00 | Major | | | | | | | |
| | | | | Base Fee | 50,000.00 | 6,500.00 | 56,500.00 | 51,250.00 | 6,662.50 | 57,912.50 | |
| | | | | plus per net hectare fee | - | - | - | - | - | - | |
| | | | | | | | - | - | | - | |
| Terms of Reference Technical Review | 1,646.02 | 213.98 | 1,860.00 | Terms of Reference Technical Review | | | | | | | |
| | | | | Major (e.g., SWS/EIR) | 3,290.00 | 427.70 | 3,717.70 | 3,372.25 | 438.39 | 3,810.64 | |
| | | | | Minor (e.g., EIA) | 1,646.02 | 213.98 | 1,860.00 | 1,687.17 | 219.33 | 1,906.50 | |
| | | | | | | | - | - | | - | |
| EA Review (Notes 4 & 5) | | | | EA Review (Notes 4 & 5) | | | | | | | |
| Master Plan | 15,703.54 | 2,041.46 | 17,745.00 | Master Plan | 15,703.54 | 2,041.46 | 17,745.00 | 16,096.13 | 2,092.50 | 18,188.63 | |
| Individual EA | 15,703.54 | 2,041.46 | 17,745.00 | Individual EA | 15,703.54 | 2,041.46 | 17,745.00 | 16,096.13 | 2,092.50 | 18,188.63 | |
| Schedule A or A+ | | | | Schedule A or A+ | | | | | | | |
| Schedule B (or equivalent) | 6,543.36 | 850.64 | 7,394.00 | Schedule B (or equivalent) | 6,543.36 | 850.64 | 7,394.00 | 6,706.94 | 871.90 | 7,578.85 | |
| Schedule C (or equivalent) | 10,469.03 | 1,360.97 | 11,830.00 | Schedule C (or equivalent) | 10,469.03 | 1,360.97 | 11,830.00 | 10,730.76 | 1,395.00 | 12,125.75 | |
| EA Addendum Reports | 2,710.62 | 352.38 | 3,063.00 | EA Addendum Reports | 2,710.62 | 352.38 | 3,063.00 | 2,778.39 | 361.19 | 3,139.58 | |
| | | | | | | | - | - | | - | |
| Niagara Escarpment Plan Amendments (Applicant Driven) | 18,004.42 | 2,340.58 | 20,345.00 | Niagara Escarpment Plan Amendments (Applicant Driven) | | | | | | | |
| | | | | Minor | 2,000.00 | | 2,260.00 | 2,050.00 | 266.50 | 2,316.50 | |
| | | | | Intermediate | 10,000.00 | 1,300.00 | 11,300.00 | 10,250.00 | 1,332.50 | 11,582.50 | |
| | | | | Major | 18,004.42 | 2,340.57 | 20,344.99 | 18,454.53 | 2,399.09 | 20,853.62 | |
| | | | | | | | - | - | | - | |
| NEC Development Permit | | | | | 2,800.00 | 364.00 | 3,164.00 | 2,870.00 | 373.10 | 3,243.10 | |
| | | | | | | | - | - | | - | |
| Parkway Belt Applications | 3,376.11 | 438.89 | 3,815.00 | Parkway Belt Applications (Applicant Driven) | | | | | | | |
| | | | | Minor | 3,376.11 | 438.89 | 3,815.00 | 3,460.51 | 449.87 | 3,910.38 | |
| | | | | Intermediate | 16,000.00 | 2,080.00 | 18,080.00 | 16,400.00 | 2,132.00 | 18,532.00 | |
| | | | | Major | 26,250.00 | 3,412.50 | 29,662.50 | 26,906.25 | 3,497.81 | 30,404.06 | |



Table 3-6 presents the annual revenues and cost recovery levels by service area (consistent with Table 3-2) based on the proposed fees in Tables 3-3 to 3-5.

Table 3-6
Annual Costs of Service and Revenues (2023\$)
Proposed Fees

| Description | Direct Costs | Indirect Costs | Capital Costs | Total Annual Costs | Proposed Fees & Average Annual Volumes | | |
|-----------------------------------------------------|------------------|------------------|---------------|--------------------|----------------------------------------|--------------------|-----------------|
| | | | | | Annual Revenue | Surplus/ (Deficit) | Cost Recovery % |
| Planning Applications | 1,967,538 | 666,285 | 22,999 | 2,656,822 | 2,648,889 | (7,933) | 100% |
| O.Reg 162/06 Permits | 1,011,726 | 361,790 | 12,477 | 1,385,993 | 1,362,249 | (23,744) | 98% |
| Other Conservation Halton Reviews (Fee Related) | 51,300 | 16,942 | 585 | 68,827 | 72,774 | 3,947 | 106% |
| Other Conservation Halton Reviews (Non-Fee Related) | 1,448,173 | 412,538 | 14,226 | 1,874,936 | - | (1,874,936) | 0% |
| Grand Total | 4,478,737 | 1,457,555 | 50,287 | 5,986,578 | 4,083,912 | (1,902,667) | 68% |
| Grand Total Fee-Related Activities | 3,030,564 | 1,045,017 | 36,061 | 4,111,642 | 4,083,912 | (27,730) | 99% |

Across the three fee-based service areas, the proposed fees would recover 99% of the annual costs of service, increasing user fee revenue by 11% or \$409,000 based on average historical application/permit levels. The following section highlights the impacts of the proposed planning application fees on total municipal and C.A. development fees.

3.4 Development Impacts

In order to understand the impacts of the proposed fee structure on the total cost of C.A. development fees, an impact analysis for tow sample developments has been prepared. Development permit fees have not been included in the analysis as these permits may not be applicable for developments proceeding through *Planning Act* applications under the proposed regulatory changes.

- Official Plan Amendment, Zoning By-law Amendment, and Site Plan for a residential 25-unit Townhouse development
 - C.H. fees to increase from \$27,400 to \$45,400
 - Current C.H. fees in C.H. watershed municipalities (i.e., Halton and Hamilton) represent between 0.9% and 1.3% of total municipal and C.A. development fees (i.e., development charges, planning applications, and building permits)
 - Proposed C.H. fees increase total municipal and development fees by 0.6% to 0.9%



- Zoning By-law Amendment, and Plan of Subdivision applications for a residential 100-unit low-density subdivision;
- increase from \$55,200 to \$71,500
- Current fees represent between 0.5% and 0.7% of total fees in C.H. watershed municipalities
- Proposed C.H. fees increase total municipal and development fees by 0.2%.



Chapter 4

Conclusion



4. Conclusion

Summarized in this technical report is the legislative context for the fees review, the methodology undertaken, A.B.C. results and full cost of service, and proposed fee structures. In developing the proposed fee structure, careful consideration was given to the affordability and market competitiveness of the fee impacts. The proposed plan review, permitting, and other C.H. fees are contained in Tables 3-3 to 3-5.

The proposed plan review and permit fees have been designed to provide C.H. with a fee structure for consideration that would align the cost of service with the benefitting parties to improve cost recovery levels. As C.A.s are restricted from changing their plan review and permitting fees until January 1, 2024, the proposed fees have been made in 2024\$ values inclusive of 2.5% indexing.

C.H. will ultimately determine the level of cost recovery and phasing strategy that is suitable for their objectives. In this regard, staff will consider further input received from stakeholders, the general public, and the C.H. Board on the proposed fees before implementing the recommendations herein (currently anticipated for January 1, 2024).



October 18, 2023

Chair

Conservation Halton

Re: Conservation Halton Board Meeting – October 19, 2023

Item 7-7.3 – Major Transit Station Area (MTSA)

Phase 2 Flood Hazard Assessment, Burlington GO and Downtown

Final Mapping (CHB 08 23 04)

From a review of the results of this study and ongoing discussions with our technical engineering and planning team and staff from Conservation Authority and City of Burlington, we have identified a number of issues associated with this report as it affects our application for rezoning at Brant Street and Ghent Avenue.

Our first concern is with respect to timing since the review of that report by City and Conservation Authority staff have led them to take a position of opposition to our application for official plan amendment and rezoning based on the results of the study. We need to find a way to move forward with our applications which, if approved, would allow for development which is consistent with the Official Plan land use expectations for this site in the Official Plan that was approved by both the City and the Region.

From the technical work undertaken by our study team, we believe that we can accommodate appropriate stormwater mitigation measures on our properties. However, we cannot accommodate flooding that occurs from spillover of upstream municipal stormwater facilities. We believe that it is unfair and technically not possible to accommodate upstream spills created by municipal facilities.

Some of the mitigation measures being considered by staff, for example, possibly prohibiting left turn movements from the site at the northwest corner, would be inconsistent with proper transportation planning principles.

We have been working with staff for a number of months and intend to continue to work with them to find appropriate response and solutions to these matters. However, we believe it is premature for the Board to take a position and adopt this report until further discussions have taken place. Since we found out about this meeting yesterday, we have met with staff twice today but have not had an opportunity to formally apply to appear as a delegation or address the Board.

We would suggest the matter be deferred and we be invited to attend the next Board meeting to review this matter in further detail.

In the meantime, we will continue to work with staff in an attempt to find solutions to this matter. However, in the meantime, we would ask that this matter be put on hold to give us time to work with staff.

Sincerely,



Vince Molinaro

President

MOLINARO GROUP

From: Mark Bales <[REDACTED]>
Sent: October 18, 2023 5:50 PM
To: Kellie McCormack <[REDACTED]>; Adriana Ingrid Birza <[REDACTED]>
Cc: Nick Carnicelli <[REDACTED]>
Subject: [EXTERNAL]Staff Report CHB 08 23 04 - Attention Kelly McCormack, Adriana Birza, Chair Smallengage and Board Members)

Dear Ms. McCormack and Ms. Birza:

We are the owners of several development and redevelopment projects and properties in downtown Burlington. Today (October 19th, 2023), we were advised by the City of Burlington that Conservation Halton Staff Report CHB 08 23 04 is to be considered by the Board at its October 19th, 2023 meeting. Although we did not receive notice that this report had been completed and scheduled for the Board's consideration, we did obtain a copy of the report earlier today.

The staff report is very complex and raises many serious and fundamental concerns impacting development, redevelopment and intensification in the City of Burlington. It appears that this report, if approved, will have consequential long-term impacts that should be considered comprehensively in conjunction with the building industry and the City of Burlington prior to the Board considering this matter. A comprehensive approach is needed to not only identify issues but to propose solutions. Solutions cannot be appropriately addressed on a site-by-site basis.

In response to the housing crisis facing Ontario, the City of Burlington has approved a Housing Pledge to accommodate over 29,000 new homes between now and 2031. This housing pledge was made based on the potential of the city's existing and planned growth and intensification areas. The City of Burlington has only one Urban Growth Centre – the Burlington GO Station lands – and Downtown Burlington is a designated primary regional growth area. Both of these areas are critical components of the city's Housing Pledge.

Staff Report CHB-08 23 04 proposes new and expanded regulation areas. These areas include the majority of the Burlington GO Station/Urban Growth Centre lands and many downtown city blocks and properties between the GO Station and Lake Ontario. CHB 08 23 04 appears to indicate CH will now be regulating two areas (areas within the regulated floodline and the newly identified spill areas) as one.

We are very concerned that this report is being rushed forward in the absence of appropriate dialogue with the building industry and affected landowners. Many years of comprehensive planning completed by the City of Burlington must be considered and the role and function of the city's primary growth and development areas deserves respect.

Based on the above, we are requesting that consideration of this report be deferred until Conservation Halton staff have further discussion and consultation and direct impact assessment and mitigation measures are confirmed.

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Please ensure that this request is provided to the Chair and all members of the Board.

Regards,

Mark Bales | MCIP, RPP, MLAI



CARRIAGEGATE
home to new listing

2119 Old Lakeshore Road Burlington, ON L7R 1C8

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