



## **Conservation Halton Board Meeting**

Conservation Halton

Zoom Meeting:

<https://us02web.zoom.us/j/86393591684?pwd=MEVuVWo2TXVPMjNvRm9mYmNQejlRZz09>

November 23, 2023, 1:00 PM - 4:00 PM EST

## **Table of Contents**

<b>1. Roll Call</b>	
<b>2. Disclosure of Pecuniary Interest</b>	
<b>3. Acceptance of Agenda</b>	
<b>4. CEO Verbal Update</b>	
<b>5. Consent Items</b>	
5.1. Approval of AMENDED September 21, 2023, Conservation Halton Board Meeting Minutes.....	3
5.2. Approval of DRAFT October 19, 2023, Conservation Halton Board Meeting Minutes.....	10
5.3. Approval of DRAFT November 9, 2023, Governance & Risk Committee Meeting Minutes.....	16
5.4. Purchasing Activity – August 1, 2023, to September 30, 2023 (CHB 09 23 01).....	21
5.5. Permits & Letters of Permission Issued under Ontario Regulation 162/06 from July 1 to September 30, 2023 (Q3 2023) (CHB 09 23 02).....	24
5.6. Conservation Halton Environmental Registry (ERO) Comments (CHB 09 23 03).....	44
5.7. Partnership with Halton Region Federation of Agriculture (CHB 09 23 04).....	47
5.8. Budget Variance Report for the Period Ended September 30, 2023, and 2023 Projected Year End Amounts (CHB 09 23 05).....	48
<b>6. Action Items</b>	
6.1. Proposed 2024 Planning and Permit Review Fees (CHB 09 23 06).....	61
<b>7. In Camera</b>	
7.1. Legal Matter (CHB 09 23 07)	
7.2. Legal Matter (CHB 09 23 08)	
7.3. Personnel Matter (CHB 09 23 09)	
<b>8. Other Business</b>	

## **9. Adjournment**

## Conservation Halton Board Meeting Minutes AMENDED

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 Conservation 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:

November 23, 2023

## Conservation Halton Board Meeting Minutes

Conservation Halton

October 19, 2023, at 1:00 PM EDT

@ 2596 Britannia Road, Burlington, ON L7P 0G3

### 1. Roll Call

#### Members Present

Sameera Ali  
Sara Bailey  
Rob Burton  
Cathy Duddeck (Vice Chair)  
Allan Elgar  
Jane Fogal  
Chantal Garneau  
Dave Gittings  
Sammy Ijaz  
Sue McFadden  
Marianne Meed Ward  
Rory Nisan  
Gerry Smallegange (Chair)  
Shawna Stolte  
Kristina Tesser Derksen

#### Absent

Alvin Tedjo  
Cameron Kroetsch  
Alex Wilson

#### Absent with Regrets

Gordon Krantz  
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  
Janette Brenner, Senior Manager, Water Resource Engineering  
Robyn Koutrouliotis, Admin. Assistant, Office of the President & CEO  
Justin Wei, Senior Manager, Finance  
Carolyn Zanchetta, Restoration Monitoring and Reporting Technician

The Chair called the meeting to order at 1:04 p.m. and advised the agenda would be amended to *include Correspondence to the Board in response to Item 7.3: Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping (CHB 08 23 04)*

- *Molinaro Group Submission – Received October 18, 2023 (Item 8.1), and*
- *Carriage Gate Submission – Received October 18, 2023 (Item 8.1).*

## 2. Disclosure of Pecuniary Interest

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

## 3. Acceptance of the AMENDED Agenda

**CH 08 01** Moved by: Dave Gittings  
Seconded by: Sammy Ijaz

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

*Carried*

## 4. CEO Verbal Update

This item was removed.

## 5. Presentations

- 5.1. Sherman Sand & Gravel Restoration Project (Carolyn Zanchetta, Restoration Monitoring and Reporting Technician) (Item 6.3)
- 5.2. Wellness Program Update (Plezzie Ramirez, Director, Human Resources)
- 5.3. 2024 Budget & Business Plan (Hassaan Basit, President & CEO) (Item 7.1)

## 6. Consent Items

- 6.1. Approval of DRAFT September 21, 2023, Conservation Halton Board Meeting Minutes
- 6.2. Approval of DRAFT October 6, 2023, Finance & Audit Committee Meeting Minutes
- 6.3. Sherman Sand & Gravel Restoration Project and Watershed Steward Award (CHB 08 23 01)

## 7. Action Items

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

**CH 08 02** Moved by: Rob Burton  
Seconded by: Rory Nisan

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.**

*All in Favour*

Sameera Ali  
Sara Bailey  
Rob Burton  
Cathy Duddeck  
Allan Elgar  
Jane Fogal  
Chantal Garneau  
Dave Gittings  
Sammy Ijaz  
Sue McFadden  
Marianne Meed Ward  
Rory Nisan  
Gerry Smallegange  
Shawna Stolte  
Kristina Tesser Derksen

*All Opposed*

*Absent*

Gordon Krantz  
Cameron Kroetsch  
Alvin Tedjo  
Alex Wilson  
Maureen Wilson

***Carried***

7.2. Memorandums of Understanding for Conservation Halton's Watershed Programs & Services (CHB 08 23 03)

**CH 08 03**

Moved by: Sammy Ijaz  
Seconded by: Sue McFadden

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.**

***Carried***

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

City of Burlington Mayor Marianne Meed Ward provided an overview of municipal considerations regarding Items 7.3 and 7.4: “Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping” (CHB 08 23 04) and “East Burlington Creeks (Tuck, Shoreacres, Appleby, and Sheldon Creeks) Flood Hazard Mapping Study – Final Mapping)” (CHB 08 23 05). The City of Burlington proposed the following for consideration: that the Board incorporate the approved mapping into Conservation Halton’s Approximate Regulation Limit mapping in thirty (30) days to allow time for Burlington City Council to discuss the initiation of a City study that assesses and evaluates potential solutions to mitigate or reduce flood hazard risks.

Staff noted the City of Burlington’s Phase 2 Flood Hazard Assessment or any future mitigation study does not preclude CH from evaluating site-specific planning or permit applications.

Staff provided background information on the purpose of flood hazard assessments and the mitigation studies that occur following the assessment, including the following:

- Updated flood hazard mapping provides CH, municipalities, the public, and stakeholders with a current understanding of the magnitude and extent of riverine flood hazards; this is 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.
- The mapping and modelling developed as part of the MTSA Phase 2 Flood Hazard Assessment 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.
- Municipalities can undertake mitigation studies to determine whether there are viable options to eliminate or mitigate risks associated with flood hazards identified in the Flood Hazard Assessment or CH’s Flood Hazard Mapping Studies.

Staff noted that some of the challenges facing Conservation Authorities (Cas) and municipalities includes:

- There are competing Provincial objectives and policies related to growth and development and natural hazards, as Provincial policy generally directs development away from hazardous lands (Section 3 of the Provincial Policy Statement (PPS)) while also directing municipalities to plan for development in Strategic Growth Areas to accommodate significant population and employment growth;
- Provincial technical guides that support the PPS (e.g., “*Technical Guide, River & Stream Systems: Flooding Hazard Limit (Ministry of Natural Resources)*”) were last updated in

2002. The Guide provides direction on assessing development in floodplains and floodplain mapping, but provides minimal direction on spill flood hazards; and
- CAs are awaiting the release of new Section 28 regulations under the *Conservation Authorities Act*, which specifically relates to development in hazard lands.

Staff noted the results that have been found through recent Flood Hazard mapping studies is not without precedent across the Greater Toronto Area (GTA) or in CH's watershed and that, when updated mapping is available, this information should to inform decision-making.

The Board thanked Mayor Meed Ward and CH staff.

*For more information, please see staff report CHB 08 23 04: "Major Transit Station Area (MTSA) Phase 2 Flood Hazard Assessment, Burlington GO and Downtown – Final Mapping" ([Conservation Halton Board Meeting Agenda for October 19, 2023](#); Item 7.3).*

**CH 08 04**

Moved by: Sameera Ali  
Seconded by: Rob Burton

The Board adopted the following resolution **as amended**.

THAT the Conservation Halton Board **approves updated flood hazard mapping for the Lower Rambo Creek watershed 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 **directs staff to incorporate the approved mapping into Conservation Halton's Approximate Regulation Limit mapping in 30 days to allow time for Burlington City Council to discuss the initiation of a City study that assesses and evaluates potential solutions to mitigate or reduce flood hazard risks in downtown Burlington / Burlington GO MTSA and build climate change resiliency, in collaboration with Conservation Halton.**

***Carried***

7.4. East Burlington Creeks (Tuck, Shoreacres, Appleby, and Sheldon Creeks) Flood Hazard Mapping Study – Final Mapping (CHB 08 23 05)

**CH 08 05**

Moved by: Sameera Ali  
Seconded by: Rob Burton

The Board adopted the following resolution **as amended**.

THAT the Conservation Halton Board **approves updated flood hazard mapping for Tuck Creek, Shoreacres Creek, Appleby Creek, and Sheldon Creek 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 **directs staff to incorporate the approved mapping into Conservation Halton's Approximate Regulation Limit mapping in 30 days to allow time for Burlington City Council to discuss the initiation of a City study that assesses and evaluates potential solutions to mitigate or reduce flood hazard risks in the East Burlington Creeks study area and Appleby GO MTSA and build climate change resiliency, in collaboration with Conservation Halton.**

*Carried*

7.5. Planning and Permit Review Fees Study (CHB 08 23 06)

**CH 08 06**

Moved by: Cathy Duddeck  
Seconded by: Chantal Garneau

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.**

*Carried*

## **8. Other Business**

Correspondence to the Board was shared.

## **9. Adjournment**

**CHB 08 07**

Moved by: Marianne Meed Ward

THAT the Conservation Halton Board meeting **be adjourned at 2:20 p.m.**

*Carried*

Signed by:

Hassaan Basit, President & CEO/Secretary-Treasurer

Date:

November 23, 2023



## **Conservation Halton Governance & Risk Committee Meeting Minutes**

November 9, 2023, at 9:30 AM EST

Zoom Meeting:

<https://us02web.zoom.us/j/82981755633?pwd=SEcwK3pyWnVpcUlKVnhrTE9YM3piZz09>

### **1. Roll Call**

Members Present: Jane Fogal  
Gordon Krantz  
Rory Nisan (Chair)  
Gerry Smallegange  
Shawna Stolte  
Kristina Tesser Derksen (Vice-Chair)

Absent with Regrets: Cathy Duddeck

Staff Present: Hassaan Basit, President & CEO/Secretary-Treasurer  
Adriana Birza, Senior Advisor, Office of the President & CEO  
Mark Vytvytskyy, Chief Operating Officer  
Robyn Koutrouliotis, Admin. Assistant, Office of the President & CEO

The Chair called the meeting to order at 9:31 a.m.

### **2. Disclosure of Pecuniary Interest**

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

### **3. Acceptance of Agenda**

**GC 02 01** Moved by: Gordon Krantz  
Seconded by: Shawna Stolte

THAT the agenda be **approved as distributed**

***Carried***

### **4. Presentation**

4.1 Policy Management Overview and Assessments and Audits (Mark Vytvytskyy, Chief Operating Officer (Items 5.1 & 5.2)

Mayor Gordon Krantz requested staff bring an annual high-level summary of all corporate policies to the Committee at the November 2024 meeting, noting each policy's status and review deadline. Staff will highlight the policies reviewed in the current year.

The Committee expressed appreciation for the presentation.

4.2 Corporate Policy Program Update (GC 02 23 01)

4.3 Risk Assessment Reports Summary (GC 02 23 02)



## 5. Action Items

### 5.1 Approval of Conservation Halton Board 2024 DRAFT Meeting Schedule and Work Plan (GC 02 23 03)

Councillor Rory Nisan suggested the addition of a mid-term CH Board development opportunity to future Board work plans. Councillor Nisan and Hassaan Basit, President & CEO/Secretary-Treasurer, will meet to determine the next steps.

**GC 02 02** Moved by: Gerry Smallegange  
Seconded by: Shawna Stolte

THAT the Conservation Halton Governance & Risk Committee **recommends to the Conservation Halton Board approval of the 2024 Draft Meeting Schedule and the 2024 Board Work Plan.**

*Carried*

## 6. In Camera

**GC 02 03** Moved by: Shawna Stolte  
Seconded by: Gordon Krantz

THAT the Conservation Halton Governance & Risk Committee **move In Camera.**

### 6.1 Legal Matter (GC 02 23 04)

**GC 02 04** Moved by: Shawna Stolte  
Seconded by: Gordon Krantz

THAT the Conservation Halton Governance & Risk Committee **reconvene in public forum;**

And

THAT the Conservation Halton Governance & Risk Committee **receives for information the staff report entitled “Enterprise Risk Management (ERM) Update – Top Risks” which summarizes the identification and assessment of Conservation Halton’s top enterprise risks and the updates to the corporate risk program initiative.**

*Carried*

## 7. Other Business

There was **no other business.**

## 8. Adjournment

**GC 02 05** Moved by: Kristina Tesser Derksen



THAT the Conservation Halton Governance & Risk Committee meeting **be adjourned at 10:53 a.m.**

Attachments:                      Appendix A: Conservation Halton Board 2024 Meeting Schedule  
   Appendix B: 2024 Conservation Halton Board Work Plan

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

Date:                                      November 23, 2023

DRAFT

## CONSERVATION HALTON BOARD 2024 MEETING SCHEDULE

**Location:** 2596 Britannia Road, Burlington, Ontario

Date	Time	Meeting	Delivery
February 15	1:00 – 4:00 p.m. /TBD	<b>CH Board/Inaugural</b>	<u>In Person</u>
		Halton Region Source Protection Authority	
March 21	1:00 – 4:00 p.m. /TBD	<i>Reserve CH Board (if necessary)</i>	Virtual
April 4	9:00 – 10:30 a.m.	Finance & Audit Committee	Virtual
April 5	9:30 – 10:30 a.m.	Governance & Risk Committee	Virtual
April 18	1:00 – 4:00 p.m. /TBD	<b>CH Board/Annual General Meeting</b>	<u>In Person</u>
June 7	9:00 – 10:30 a.m.	Finance & Audit Committee	Virtual
June 20	10:00 a.m. – 4:00 p.m. /TBD	<b>CH Board</b>	<u>In Person</u>
		CH Board Tour	
September 19	1:00 – 4:00 p.m. /TBD	<b>CH Board</b>	<u>In Person</u>
October 9	9:30 – 10:30 a.m.	Governance & Risk Committee	Virtual
October 25	9:00 – 10:30 a.m.	Finance & Audit Committee	Virtual
October 29	10:00 – 11:00 a.m.	Compensation Committee	Virtual
October 31	1:00 – 4:00 p.m. /TBD	<b>CH Board</b>	<u>In Person</u>
		Halton Region Source Protection Authority	
December 5 1 <sup>st</sup> Thursday	1:00 – 4:00 p.m. /TBD	<i>Reserve CH Board (if necessary)</i>	Virtual

## APPENDIX B: CH BOARD WORK PLAN 2024 (DRAFT)

Objective(s)/Solution(s)	Actions/Activities	Results	Responsibility	Timeframe											
				JAN	FEB	March REMOVE	APR	MAY REMOVE	JUN & Board Tour	JUL	AUG	SEP	OCT	NOV	DEC
Strategic Planning and Organizational Performance	Review Strategic Priorities (Momentum quarterly report) DashBoard review, KPI's		Board				x Annual report					x Momentum Reporting (mid-year)			
	Business Planning Session		Board	x 2024 projects review			x Strategy Session		x Preliminary 2025 priorities						
	Inaugural & AGM		Board	x Inaugural			x AGM								
Finance and Audit	Approval of Draft and Final Budget		F&A / Board						x				x		
	Approve Audited Financial Statements		F&A				x								
	Review Long-term Budget Forecast		F&A / Board											x	
	Evaluate Auditors and Select Auditors (as needed)		F&A										x		
	Review, Budget Principles & Policies Related to Financial & Purchasing Matters (as needed, new Board members)		F&A				x								
President & CEO Relations	Review and Approve Annual President & CEO Workplan		CC	x											
	End-of-year review		CC											x	
	Approve Performance-based Compensation for President & CEO		CC											x	
Governance & Risk	Risk Management reporting		G&R / Board				x							x	
	Review and Approve Governance Policies and Procedures, Board by-laws		G&R / Board											x	
	Conduct Board Performance Self Assessment Survey and Review Results		G&R											x	
	Approve Annual Board Workplan		G&R / Board											x	
	Board Development & Member Orientation Program		G&R / Board												
	Succession planning for Chair & Vice Chair	Engagement levels	G&R				x								
	Election of Board Chair and Vice Chair		Board	x											
	Specific Policy and Procedures Review and Approval		Board	As needed											
	Functioning as a Hearing Board	Training (legal) on Board Hearing Procedures under CA Act	Board												
	Approvals under O. Reg 162/06 for Applications that didn't meet Policy		Board												
Strategic Advocacy/Position on Environmental Issues and Provincial Reviews		Board													
	CA Act Transition reporting		Board												

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 09 23 01

**FROM:** Mark Vytvytskyy, Chief Operating Officer

**DATE:** November 23, 2023

**SUBJECT:** Purchasing Activity – August 1, 2023, to September 30, 2023

---

### Recommendation

THAT the Conservation Halton Board **receives for information the Purchasing Activity Memo for the period of August 1, 2023, to September 30, 2023, in accordance with the Conservation Halton Purchasing Policy.**

### Report

The following report summarizes purchases to be reported during the period of August 1, 2023, to September 30, 2023.

The Conservation Halton (CH) Purchasing Policy requires single or sole source purchases greater than \$25,000 (not including taxes) and Requests for Proposals/Quotations and Tenders awarded up to a value of \$500,000 (not including taxes) to be reported to the CH Board for information. Request for Proposal and Tenders award recommendations that exceed \$500,000 (not including taxes) will be subject to Board approval prior to award.

### Single or Sole Source Purchases (above \$25,000 excl. HST):

Vendor	Amount	Details
Octacom Ltd.	\$362,132	Octacom record digitization contract has been extended to finish outstanding files as per Board approval received at the September 21, 2023, meeting.
Head Canada Inc.	\$48,552	Purchase of ski equipment (skis, boots, helmets, and bindings) awarded September 28, 2023. Head Canada continues to be the main ski equipment provider for Glen Eden.
Burton Canada	\$43,477	Purchase of snowboarding equipment (boards, boots, and bindings) awarded September 28, 2023. Burton Canada continues to be the main snowboarding equipment provider for Glen Eden.
Snowmax LLC	\$42,861	Snowmax LLC awarded September 11, 2023, to provide thirty (30) cases of Snowmax (snow) inducer.

KPMG LLP	\$32,500	KPMG retained September 8, 2023, to provide accounting advisory services related to the implementation of Public Sector Accounting Board (PSAB) standard for Asset Retirement Obligations (ARO).
----------	----------	--

**Request for Proposals/Quotations (less than \$500,000 excl. HST reported to the Board for information):**

Vendor	Amount	Details
Matrix Solutions Inc.	\$148,706	Consultant awarded August 4, 2023, via publicly solicited Request for Quotation (RFQ) 23707 for watershed climate change vulnerability and risk assessment.

**Request for Tenders (less than \$500,000 excl. HST reported to the Board for information):**

Vendor	Amount	Details
Associated Paving & Materials Ltd.	\$497,095	Contractor awarded September 29, 2023, via publicly issued Request for Tender (RFT) 090523 for roadwork construction at Kelso.
Meadowbrook Landscape Contracting Inc.	\$403,290	Contractor awarded September 14, 2023, via publicly issued RFT 081623 for natural playground construction at Area 8.
Total-Pave Inc.	\$274,195	Contractor awarded August 4, 2023, via publicly issued RFT 300623 for trail improvement works at Rattlesnake Point.
R&M Construction	\$134,915	Vendor of Record (VOR) contractor awarded September 13, 2023, via VOR invitational RFT 081823 for weir replacement on Campbellville Road. R&M is a VOR for restoration construction.
Roof Tile Management Inc.	\$77,176	Contractor awarded September 5, 2023, via publicly issued RFT 081123 for roofing and trough repairs at Rattlesnake Point.

**Impact on Strategic Goals**

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

**Financial Impact**

There is no financial impact to this report.



November  
2023

Signed & respectfully submitted:

Approved for circulation:

Mark Vytvytskyy  
Chief Operating Officer

Hassaan Basit  
President & CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:**

Mark Vytvytskyy, Chief Operating Officer  
[mvytytskyy@hrca.on.ca](mailto:mvytytskyy@hrca.on.ca), 905-336-1158 x 1228

**PREPARED BY:**

Pavan Seth, Procurement Manager

**REPORT TO:** Conservation Halton Board

**REPORT NO.:** CHB 09 23 02

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

**DATE:** November 23, 2023

**SUBJECT:** **Permits & Letters of Permission Issued under Ontario Regulation 162/06 from July 1 to September 30, 2023 (Q3 2023)**  
**CH File No.: AADM-420**

---

### Recommendation

THAT the Conservation Halton Board **receives for information the staff report entitled “Permits and Letters of Permission Issued under Ontario Regulation 162/06 from July 1 to September 30, 2023 (Q3 2023)”**.

### Report

Between July 1, 2023, to September 30, 2023, Conservation Halton (CH) staff issued 94 Permits and fifteen (15) Letters of Permission (see Attachment 1). All approvals were reviewed and approved in accordance with Board-approved policies contained in CH's *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document* dated April 27, 2006, last amended, November 26, 2020.

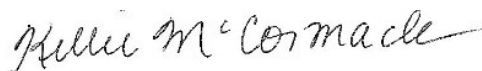
### Impact on Strategic Priorities

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

### Financial Impact

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

Signed & respectfully submitted:



Kellie McCormack  
Director, Planning and Regulations

Approved for circulation:



Hassaan Basit  
President & CEO/Secretary-Treasurer





---

November  
2023

**FOR QUESTIONS ON CONTENT:**

Kellie McCormack, Director, Planning & Regulations  
[kmccormack@hrca.on.ca](mailto:kmccormack@hrca.on.ca), 905-336-1158 x 2228

Attachment 1 – Table of Permits & Letter of Permission Issued

## Permits &amp; Letters of Permission 1 JUL 2023 TO 30 SEP 2023

Municipality	Permit	LOP	Total
Burlington	30	3	33
Halton Hills	3	3	6
Hamilton	15	3	18
Milton	24	5	29
Mississauga	1	0	1
Oakville	20	0	20
Puslinch	1	1	2
	94	15	109

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
Burlington	RAPP-163	7936 - REVISED	1064 Mohawk Road	REVISED - Temporary excavation and minor grading within 7.5m of the valley of Indian Creek, associated with the construction of a new dwelling outside of the regulated area.	YES		Jul 21 2023	Aug 09 2023	Cassandra Connolly
	RAPP-387	8442 - REVISION #2	430 Indian Road	Second Revision - Re-construction of a dwelling, partial pool removal/reconstruction, and site grading within the flooding and erosion hazard associated with the shoreline of Hamilton Harbour/Burlington Bay.	YES		Jul 18 2023	Aug 01 2023	Cassandra Connolly
	RAPP-8930	8559 - REVISED	649 North Service Road	REVISED - Replacement of a 1200mm CSP culvert with a 1200mm concrete culvert conveying a tributary of Indian Creek and replacement of a 600mm CSP within the valley and 7.5m regulatory allowance associated with that watercourse.	YES		Sep 18 2023	Sep 20 2023	Cassandra Connolly
	RAPP-8971	8589	3128 Jenn Avenue	Re-construction and expansion of a second-storey balcony/deck located within the 7.5m regulatory allowance from the floodplain of Sheldon Creek.	YES		Jun 21 2023	Jul 05 2023	Cassandra Connolly

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-8969	8590	868 Danforth Place	Construction of a temporary (seasonal) dock extending into Lake Ontario.	YES		Jun 19 2023	Jul 05 2023	Cassandra Connolly
	RAPP-8973	8591	3291 Aventurine Avenue	Construction of a below grade entrance requiring excavation, grading, and construction of a staircase for access, within the 7.5m regulatory allowance from the floodplain of Sheldon Creek.	YES		Jun 22 2023	Jul 05 2023	Cassandra Connolly
	RAPP-8923	8592	0 No. 1 Sideroad	Replacement of a culvert which conveys a tributary of Shoreacres Creek and a culvert which conveys a tributary of Appleby Creek beneath No. 1 Sideroad.	YES		Jun 09 2023	Jul 06 2023	Justin McArthur
	RAPP-8968	8602	52 Old York Road	Construction of a one-storey addition to a dwelling within the 15m regulatory allowance from the meanderbelt erosion hazard of Grindstone Creek, maintaining the 6m minimum setback requirement.	YES		Jul 07 2023	Jul 14 2023	Cassandra Connolly
	RAPP-8965	8603	3278 Sharpe Road	Construction of a below grade entrance requiring excavation, grading, and construction of a staircase and on-grade walkway for access, within the 7.5m regulatory allowance from the floodplain of Sheldon Creek.	YES		Jul 10 2023	Jul 18 2023	Cassandra Connolly
	RAPP-8994	8607	Dundas Street (407 ETR to Walkers Line)	Installation of ± 642.2m of new NPS 1-3" natural gas pipeline via horizontal directional drill and ± 5m of 1-3" via hydro-vac, crossing tributaries of Shoreacres Creek and within the flooding and erosion hazards associated with those watercourses.	YES		Jul 07 2023	Jul 27 2023	Cassandra Connolly

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-9010	8624	1450 Appleby Line	Removal of excess soil and regrading and restoration of land within the valley of a tributary associated with Appleby Creek and within the 7.5m regulated allowance associated with that feature.	YES		Jul 31 2023	Aug 10 2023	Sean Stewart
	RAPP-9015	8625	2126 Orchard Road	Construction of an in-ground swimming pool, patio, and cabana, partially within the 7.5m regulatory allowance from the floodplain of Sheldon Creek.	YES		Jul 27 2023	Aug 10 2023	Cassandra Connolly
	RAPP-8948	8626	5485 Guelph Line	Installation of three (3) hydro poles with overhead infrastructure (wires) crossing a tributary of Bronte Creek and the installation of a 1-3" duct within the flooding and erosion hazard of that watercourse, to service the residential dwelling.	YES		Jul 28 2023	Aug 10 2023	Cassandra Connolly
	RAPP-9013	8627	2518 Headon Forest Drive	Construction of an on-grade patio and installation of weeping tile requiring temporary excavation and grading, partially within the 7.5m regulatory allowance from the valley of Shoreacres Creek.	YES		Jul 25 2023	Aug 11 2023	Cassandra Connolly
	RAPP-9008	8632	364 North Shore Blvd E.	Construction of a dock extending beyond existing shoreline protection works out into Lake Ontario.	YES		Jul 19 2023	Aug 17 2023	Cassandra Connolly
	RAPP-208	8637	830 Danforth Place	Re-construction/replacement of retaining walls and wooden steps with new concrete steps, and associated site grading/filling to within the erosion hazard associated with Hamilton Harbour/Burlington Bay.	YES		Mar 17 2022	Aug 22 2023	Cassandra Connolly

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-9023	8644	5112 New Street	Construction of a second storey expansion to a building located within the 7.5m regulatory allowance from the valley of Appleby Creek.	YES		Aug 15 2023	Aug 28 2023	Cassandra Connolly
	RAPP-5082	8648	Hydro Corridor (Berwick to Millcroft Park Drive)	Construction of a 900m long, 4.0m wide multi-use path within the Hydro Corridor including a new pedestrian bridge crossing Appleby Creek.	YES		Sep 09 2019	Aug 31 2023	Cassandra Connolly
	RAPP-8835	8652	4140 Inglewood Drive	Reconstruction of shoreline protection works along the shoreline of Lake Ontario.	YES		Mar 03 2023	Sep 08 2023	Cassandra Connolly
	RAPP-8836	8652	4148 Inglewood Drive	Reconstruction of shoreline protection works along the shoreline of Lake Ontario.	YES		Mar 03 2023	Sep 09 2023	Cassandra Connolly
	RAPP-9046	8653	837 Shadeland Avenue	Construction of a second storey covered deck at the rear of a dwelling, within 7.5m of the top of bank of the valley of a tributary within the West Aldershot Creek watershed.	YES		Aug 29 2023	Sep 08 2023	Cassandra Connolly
	RAPP-330	8654	2082 to 2090 James Street	Alteration of a watercourse, and grading and construction of retaining walls and walkways within the flooding and erosion hazards associated with Lower Rambo Creek, as well as the construction of a multi-unit residential building and associated driveway/walkways, retaining walls and underground parking structure, within the regulatory allowance associated with Lower Rambo Creek as approved by the Conservation Halton Board on November 17, 2022 (CHBD 07 07)	YES		Jan 11 2023	Sep 20 2023	Sean Stewart
	RAPP-9054	8655	0 Dundas Street (Bridge Crossing East of Appleby Line)	Excavation of a 5ft x 5ft test pit adjacent to a bridge pier (footing inspection) partially within Bronte Creek.	YES		Sep 11 2023	Sep 11 2023	Ben Davis

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-9047	8659	4480 Appleby Line	New accessory structure with driveway extension within the floodplain associated with Bronte Creek.	YES		Sep 05 2023	Sep 18 2023	Karen Reis
	RAPP-9060	8661	Opposite 3241 Lakeshore Road	Installation of $\pm 92\text{m}$ of new NPS 8" pipeline using horizontal directional drill method for the underground sections within the flooding and erosion hazards adjacent to Roseland Creek.	YES		Sep 15 2023	Sep 19 2023	Cassandra Connolly
	RAPP-8794	8662	2056 Halton Place	Construction of a minor addition to an existing dwelling and rear deck within the floodplain of Lower Rambo Creek.	YES		Jun 22 2023	Sep 19 2023	Cassandra Connolly
	RAPP-9050	8667	2039 Victoria Avenue	Construction of a front porch within the 7.5m regulatory allowance of the floodplain of Lower Rambo Creek.	YES		Sep 08 2023	Sep 20 2023	Cassandra Connolly
	RAPP-9059	8672	2619 Bluffs Way	Construction of a new dwelling, two (2) detached garages, driveway, septic system, patio, cabana, and pool between 15-120 metres of a Provincially Significant Wetland within an approved Plan of Subdivision.	YES		Sep 13 2023	Sep 25 2023	Cassandra Connolly
	RAPP-8981	8981	3100 Mainway	Installation of $\pm 17.0\text{m}$ of new NPS 1" natural gas pipeline via horizontal directional drill within 7.5m from a piped tributary of Roseland Creek, for site servicing.	YES		Jun 27 2023	Jul 11 2023	Cassandra Connolly
	RAPL-1002	Letter of Permission	2235 No 1 Sideroad	Construction of a second storey addition and reconstruction of a sunroom within 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Jul 13 2023	Jul 31 2023	Cassandra Connolly

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPL-1033	Letter of Permission	4480 Escarpment Drive	Construction of a new inground swimming pool, accessory structure (cabana), and on-grade patio partially within 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Jul 20 2023	Aug 02 2023	Cassandra Connolly
	RAPL-1046	Letter of Permission	1107 Dundas Street	Replacement of a septic system between 30 and 120 metres of a wetland greater than 2 hectares in size.		YES	Sep 26 2023	Sep 27 2023	Karen Reis
	RAPP-8926	REVISED - 8537	2168 Hunt Crescent	REVISED - Re-construction of a deck within the 7.5m regulatory allowance from the top of bank erosion hazard of the valley of Tuck Creek	YES		Jul 13 2023	Jul 31 2023	Cassandra Connolly

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
Halton Hills	RAPP-9017	8629	7745 No. 17 Sideroad	Construction of an interlocking stone patio and swimming pool between 15 and 30 metres of a Provincially Significant Wetland and within 15 metres of the floodplain associated with a tributary of Sixteen Mile Creek.	YES		Aug 03 2023	Aug 11 2023	Justin McArthur
	RAPP-8896	8671	8350 Esquesing Line	Realignment of a tributary of Sixteen Mile Creek and its associated floodplain within the North Porta Lands Halton Business Community Subdivision.	YES		Sep 8 2023	Sep 25 2023	Justin McArthur
	RAPP-9069	8673	12131 Steeles Avenue	Construction of an inground swimming pool between 6 and 15 metres from the valley associated with a tributary of Sixteen Mile Creek.	YES		Sep 26 2023	Sep 27 2023	Justin McArthur
	RAPL-1031	Letter of Permission	9174 Ninth Line	Construction of a dwelling and detached garage between 30 and 120 metres of a wetland greater than 2 hectares in size.		YES	Jul 11 2023	Aug 02 2023	Justin McArthur
	RAPL-1032	Letter of Permission	11740 Dublin Line	Replacement of a residential septic system between 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Jul 18 2023	Aug 11 2023	Justin McArthur
	RAPL-1037	Letter of Permission	12420 Dublin Line	Reconstruction and expansion of a dwelling, and the replacement and expansion of septic system between 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Aug 28 2023	Sep 14 2023	Justin McArthur
Hamilton	RAPP-577	8147 - REVISED No. 2	27 James Street	SECOND REVISION – Re-construction and expansion of a dwelling within the valley of Grindstone Creek.	YES		Aug 29 2023	Sep 14 2023	Cassandra Connolly



## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-615	8343 - REVISED	7 Neptune Crescent	REVISED - Demolition of a dwelling, and the construction of a new dwelling, pool, patios, driveway, and septic replacement within 120m of a Provincially Significant Wetland and partially within 15m regulatory allowance from the floodplain of Grindstone Creek.	YES		Jul 18 2023	Aug 18 2023	Cassandra Connolly
	RAPP-8826	8478 - REVISED	2 Glenron Road	REVISED - Reconstruction of a dwelling, patio, and swimming pool partially within the 15m regulatory allowance from the floodplain of Bronte Creek, and construction of a new septic system between 30 and 120m from a Provincially Significant Wetland (PSW).	YES		Jul 18 2023	Aug 03 2023	Cassandra Connolly
	RAPP-8984	8594	10 Elderberry Lane	Installation of ± 32.0m of new NPS 1¼" natural gas pipeline via horizontal directional drill within the 15m regulatory allowance from a piped tributary of Bronte Creek and within 30-120m of a Provincially Significant Wetland, for residential servicing.	YES		Jun 27 2023	Jul 11 2023	Cassandra Connolly
	RAPP-8979	8596	225 Carlisle Road	Installation of ± 20.0m of new NPS 1¼" natural gas pipeline via horizontal directional drill within 30-120m from a greater than 2ha in size, for residential servicing.	YES		Jun 27 2023	Jul 11 2023	Cassandra Connolly
	RAPP-9009	8610	414 Fifth Concession Road East	Construction of an accessory dwelling including a septic system and underground cistern between 30 and 120 metres of a wetland greater than 2 hectares in size.	YES		Jul 20 2023	Aug 08 2023	Matthew Lauzon

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-8884	8612	Parkside Drive (approximately 400m south of Boulding Ave)	Repair/reconstruction of existing gabion baskets along the banks of a tributary of Grindstone Creek.	YES		Jul 10 2023	Jul 27 2023	Cassandra Connolly
	RAPP-9012	8618	864 Beeforth Road	Re-construction/replacement of a fire-damaged dwelling (same size and location) located partially within 15m of the floodplain of Grindstone	YES		Jul 25 2023	Aug 08 2023	Cassandra Connolly
	RAPP-9019	8636	144 Concession 7 Road East	Construction of an addition and front porch to a dwelling located 30-120m from a Provincially Significant Wetland and reconstruction of an accessory building located within 30m of the Provincially Significant Wetland, no closer than existing.	YES		Aug 08 2023	Aug 22 2023	Cassandra Connolly
	RAPP-9020	8641	1605 Waterdown Road	Replacement of a septic system located within the valley of Grindstone Creek, no further into the valley or closer to the watercourse than existing, and within 30m-120m of a Provincially Significant Wetland (PSW).	YES		Aug 11 2023	Aug 24 2023	Cassandra Connolly
	RAPP-8992	8643	217 to 269 Carlisle Road	Municipal ditching/maintenance works and municipal culvert replacement requiring the crossing of a tributary of Bronte Creek, and excavation and grading within the associated flooding and erosion hazards with the watercourse and within 0-30m of a wetland greater than 2ha	YES		Aug 14 2023	Aug 28 2023	Cassandra Connolly

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-9039	8649	230 Sixth Concession Road East	Installation of ±156m of new NPS 1¼" pipeline via horizontal directional drill method, crossing tributaries of Grindstone Creek, within the flooding and erosion hazards, and adjacent to a wetland less than 2ha in size, for residential servicing.	YES		Aug 24 2023	Aug 31 2023	Cassandra Connolly
	RAPP-9032	8658	1085 Concession 10 Rd W - Lot 78	Partial reconstruction and expansion of an existing modular home within 30-120m of a Provincially Significant Wetland (PSW).	YES		Aug 21 2023	Sep 15 2023	Cassandra Connolly
	RAPP-9043	8660	673 Concession Road 5 (adj to 659 Conc Rd 5)	Minor grading/filling within the floodplain of Grindstone Creek and within 120 metres of a Provincially Significant Wetland, and the placement of sediment mats within the wetland as part of the CH PMO Fuciarelli Reserve Area – Wren Restoration Project.	YES		Aug 30 2023	Sep 18 2023	Cassandra Connolly
	RAPP-9016	8674	87 Carlisle Road	Construction of a stormwater management pond and a building within 120m of a Provincially Significant Wetland, and within a spill associated with Grindstone Creek.	YES		Sep 11 2023	Sep 28 2023	Cassandra Connolly
	RAPL-1040	Letter of Permission	35 Palomino Drive	Construction of a rear covered porch to a dwelling located within 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Aug 31 2023	Sep 13 2023	Cassandra Connolly
	RAPL-1041	Letter of Permission	1067 Milborough Line	Construction of an addition to a dwelling, detached garage, extension of an existing asphalt driveway, and septic system replacement/relocation within 30 metres and 120 meters of a Provincially Significant Wetland (PSW).		YES	Sep 05 2023	Sep 15 2023	Cassandra Connolly

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
Milton	RAPL-1035	Letter of Permission	940 Beeforth Road	Construction of a patio and swim spa located within 30 and 120 metres of a Provincially Significant Wetland		YES	Aug 04 2023	Aug 17 2023	Cassandra Connolly
	RAPP-8996	8599	2259 Milborough Line	Re-routing a trail requiring grading and the importation of gravel/soil within 30m of a Provincially Significant Wetland (PSW).	YES		Jul 13 2023	Jul 13 2023	Charles Priddle
	RAPP-8958	8600	6071 Fourth Line	Construction of a temporary sediment basin, temporary outfall and grading within the floodplain associated with a tributary of Sixteen Mile Creek.	YES		Jun 21 2023	Jul 12 2023	Justin McArthur
	RAPP-8931	8604	8350 Esquesing Line	Constriction of a temporary culvert which conveys a tributary of Sixteen Mile Creek.	YES		May 19 2023	Jul 19 2023	Justin McArthur
	RAPP-8967	8605		Installation of a communications cable, pedestals and conduit within the flooding and erosion hazards associated with tributaries of Sixteen Mile Creek, within 120 metres of a wetland greater than 2 hectares in size, and within 30 metres of a wetland less than 2 hectares in size.	YES		Jul 07 2023	Jul 20 2023	Justin McArthur
	RAPP-9007	8609	5524 Derry Road West	Removal of historic fill requiring grading and restoration works within a tributary of Bronte Creek.	YES		Jul 18 2023	Aug 08 2023	Matthew Lauzon
	RAPP-8959	8614	6554 Tremaine Rd	Cut/fill and grading to alter the floodplain associated with a tributary of Bronte Creek and within 120 metres of a wetland greater than 2 hectares in size.	YES		Jul 13 2023	Jul 28 2023	Justin McArthur
	RAPP-8907	8619	1211 Fourth Line	Realignment of a tributary of Sixteen Mile Creek and construction of an ultimate channel block within the floodplain associated with a tributary of Sixteen Mile Creek.	YES		May 23 2023	Aug 09 2023	Justin McArthur

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-8908	8620	1211 Fourth Line	Construction of a concrete open span culvert to convey a tributary of Sixteen Mile Creek.	YES		May 23 2023	Aug 09 2023	Justin McArthur
	RAPP-819	8621	1334 Fourth Line	Realignment of a tributary of Sixteen Mile Creek and construction of an ultimate channel block within the floodplain associated with a tributary of Sixteen Mile Creek.	YES		May 23 2023	Aug 09 2023	Justin McArthur
	RAPP-820	8622	1334 Fourth Line	Construction of a concrete open span culvert to convey a tributary of Sixteen Mile Creek.	YES		May 23 2023	Aug 09 2023	Justin McArthur
	RAPP-8916	8623	6071 Fourth Line	Realignment of a tributary of Sixteen Mile Creek and construction of an ultimate channel block within the floodplain associated with a tributary of Sixteen Mile Creek.	YES		May 24 2023	Aug 09 2023	Justin McArthur
	RAPP-9002	8628	6199 Tremaine Road	Installation of a 6-inch natural gas pipeline crossing beneath a tributary of Sixteen Mile Creek.	YES		Jul 18 2023	Aug 11 2023	Justin McArthur
	RAPP-816	8630	Bayview Lexis Ph2	Construction of a concrete culvert which conveys a tributary of Sixteen Mile Creek, construction of a watermain crossing beneath a tributary of Sixteen Mile Creek and construction of a temporary diversion channel and wingwalls within the floodplain associated with a tributary of Sixteen Mile Creek.	YES		Jul 07 2023	Aug 14 2023	Justin McArthur
	RAPP-9025	8631	0 Fifth Line	Replacement of a culvert which conveys a tributary of Sixteen Mile Creek between 15 and 30 metres of a Provincially Significant Wetland (PSW).	YES		Aug 11 2023	Aug 17 2023	Justin McArthur
	RAPP-9030	8633	348 Kingsleigh Court	Construction of a minor addition within the floodplain associated with a tributary of Sixteen Mile Creek.	YES		Aug 17 2023	Aug 17 2023	Justin McArthur

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-8955	8640	4150 Donaldson Lane	Replacement of a culvert and widening of a private access road within 30 metres of a Provincially Significant Wetland (PSW).	YES		Aug 24 2023	Aug 24 2023	Justin McArthur
	RAPP-9034	8642	1860 Thomspson Road South	Reconstruction and expansion of a pavilion between 6 and 15 metres of the valley associated with a tributary of Sixteen Mile Creek.	YES		Aug 24 2023	Aug 24 2023	Justin McArthur
	RAPP-793	8645	4025 Campbellville Road	Stream rehabilitation including the removal of a concrete weir to be replaced with naturalized riffle bed and associated bank grading within a tributary of Sixteen Mile Creek.	YES		Aug 28 2023	Aug 29 2023	Matthew Lauzon
	RAPP-9053	8651	375 Wheelabrator Way	Placement of a temporary communications tower between 6 and 15 metres from the floodplain associated with a tributary of Sixteen Mile Creek.	YES		Sep 07 2023	Sep 14 2023	Justin McArthur
	RAPP-9052	8656	375 Wheelabrator Way	Placement of a temporary communications tower between 6 and 15 metres from the floodplain associated with a tributary of Sixteen Mile Creek.	YES		Sep 11 2023	Sep 14 2023	Justin McArthur
	RAPP-9027	8657	320 Kingsleigh Court	Construction of a minor addition between 6 and 15 metres from the floodplain associated with a tributary of Sixteen Mile Creek.	YES		Sep 12 2023	Sep 18 2023	Justin McArthur
	RAPP-9066	8668	0 Britannia Road (320m East of Trafalgar Road)	Proposed replacement of an existing structural culvert (Crossing 16) and installation of a 400mm watermain associated with the reconstruction and widening of Britannia Road	YES		Sep 21 2023	Sep 21 2023	Ben Davis

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-9067	8669	0 Britannia Road (160m West of Sixth Line)	Replacement of an existing structural culvert (Crossing 14) and installation of a 1500mm sanitary sewer associated with the reconstruction and widening of Britannia Road	YES		Sep 21 2023	Sep 21 2023	Ben Davis
	RAPL-	Letter of Permission	11998 Dublin Line	Reconstruction of a sunroom and construction of a deck and roof between 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Aug 16 2023	Aug 17 2023	Justin McArthur
	RAPL-1038	Letter of Permission	45 Donaldson Lane (Lot 3)	Construction of a dwelling, deck, pool, cabana and driveway between 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Aug 24 2023	Aug 24 2023	Justin McArthur
	RAPL-1039	Letter of Permission	5437 Steeles Avenue	Construction of a playground requiring the placement of structures, pathways, armour stones, and involving associated grading and landscaping between 15 and 30 of a wetland less than 2 hectares in size.		YES	Sep 06 2023	Sep 18 2023	Matthew Lauzon
	RAPL-1034	Letter of Permission	0 First Line (north of 9283 First Line)	Construction of a dwelling and septic system between 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Jul 31 2023	Aug 21 2023	Justin McArthur
	RAPL-1042	Letter of Permission	10275 Guelph Line	Construction of three driveway entrances requiring grading between 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Sep 07 2023	Sep 18 2023	Matthew Lauzon
	RAPP-801	REVISED - 8210	79 Fulton Street	REVISED - Reconstruction of a dwelling including a minor addition, soak away pit, and site servicing within the floodplain associated with Sixteen Mile Creek.	YES		Jun 29 2023	Jul 12 2023	Justin McArthur

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
Mississauga	RAPP-8999	8615	7306 Black Walnut Trail	Construction of a pumping station within 15m of the flooding and erosion hazards associated with Sixteen Mile Creek.	YES		Aug 04 2023	Aug 10 2023	Laura Head
Oakville	RAPP-1070	8580	0 Dundas (Preserve Phase 4) -	Construction of Preserve Drive crossing a tributary of Upper West Morrison Creek and construction of an outfall and bioswale within 7.5m of the flooding and erosion hazards of Upper West Morrison Creek and 30m of a Provincially Significant Wetland (PSW).	YES		Apr 25 2023	Jul 12 2023	Laura Head
	RAPP-1052	8593	194 Front Street	Reconstruction of an existing dwelling and covered porches within the erosion hazard associated with the shoreline of Lake Ontario.	YES		Jul 04 2023	Jul 11 2023	Matthew Lauzon
	RAPP-8980	8598	2036 Waters Edge Drive	Construction of a new single family dwelling outside of the Engineered Development setback, and the construction of associated covered patios, a walk-out, patios and landscaping meeting setbacks for non-habitable development within the erosion hazard of Lake Ontario.	YES		Jun 28 2023	Jul 12 2023	Laura Head
	RAPP-910	8601	21 Allan Street	Reconstruction and expansion of a two storey dwelling with covered porch, swimming pool, patios, tea house and associated grading and landscaping within the erosion hazard associated with the shoreline of Lake Ontario.	YES		July 7 2023	Jul 12 2023	Laura Head



## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-8901	8606	1187 Burnhamthorpe Road East	Construction of a stormwater outfall within the flooding hazard associated with Joshua's Creek and the 7.5m regulation limit associated with the flooding and erosion hazards.	YES		May 03 2023	Jul 25 2023	Laura Head
	RAPP-9006	8608	3540 & 3560 Wyecroft Road	Alteration of the floodplain associated with Sheldon Creek with the construction of a gabion basket retaining wall, the introduction of fill and grading, construction of a parking lot within 7.5 metres of the altered floodplain as well as grading, paving and minor landscaping within a flood hazard (spill) associated with Sheldon Creek.	YES		Jul 18 2023	Aug 08 2023	Matthew Lauzon
	RAPP-9000	8611	0 Sixth Line (north of 3158 Sixth Ln)	Temporary excavation within the floodplain and 7.5m regulation limit associated with Upper West Morrison Creek to facilitate underground servicing.	YES		Jul 27 2023	Jul 27 2023	Laura Head
	RAPP-8995	8613	238 Mohawk Road	Construction of a patio located within a flood hazard (spill) associated with Sheldon Creek.	YES		Jul 20 2023	Jul 28 2023	Laura Head
	RAPP-8956	8616	0 Sixth Line (at Burnhamthorpe Road W)	Installation of approximately 28m of new conduit along Sixth Line within 120m of a Provincially Significant Wetland (PSW).	YES		Jul 20 2023	Aug 02 2023	Laura Head
	RAPP-8998	8617	201 Trelawn Avenue	Construction of a pool and associated patio partially within 7.5m of the floodplain associated with Lower Wedgewood Creek.	YES		Jul 17 2023	Aug 03 2023	Laura Head
	RAPP-9021	8634	121 Wolfdale Avenue	Construction of a drainage swale and minor grading within 7.5m of the floodplain associated with Fourteen Mile Creek.	YES		Aug 14 2023	Aug 21 2023	Laura Head

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
	RAPP-9029	8635	1253 McCraney Street E	Construction of a below grade entrance within 7.5m of the erosion hazard associated with Upper Morrison Creek.	YES		Aug 15 2023	Aug 22 2023	Laura Head
	RAPP-9022	8638	1127 Mayfair Road	Construction of a pool and associated patio within 7.5m of the erosion hazard associated with McCraney Creek.	YES		Aug 11 2023	Aug 22 2023	Laura Head
	RAPP-9026	8639	3270 Sixth Line	Construction of a temporary crossing of the Diversion Channel containing Upper West Morrison Creek.	YES		Aug 21 2023	Aug 22 2023	Laura Head
	RAPP-9045	8650	1323 Bridge Road	Underpinning of existing foundation to increase basement height within the floodplain associated with Fourteen Mile Creek.	YES		Aug 29 2023	Sep 01 2023	Laura Head
	RAPP-8833	8663	0 Nottinghill Gate (behind 1469 Nottinghill Gate)	Replacement of a pedestrian bridge crossing McCraney Creek, the flooding and erosion hazards and 7.5m regulation limit.	YES		Jul 31 2023	Sep 20 2023	Laura Head
	RAPP-8829	8664	356 Bronte Road (Petro Canada Park)	Replacement of a pedestrian boardwalk including new erosion protection works along the bank of Bronte Creek and within 30m of a Provincially Significant Wetland (PSW).	YES		Jul 21 2023	Sep 20 2023	Laura Head
	RAPP-8830	8665	0 North Service Road (behind 461 North Service Road)	Removal of twin culverts and replacement with a pedestrian bridge including bank restoration along McCraney Creek.	YES		Jul 21 2023	Sep 20 2023	Laura Head
	RAPP-8834	8666	0 Old Colony Road (Behind 1218 Old Colony Road)	Removal of culvert and replacement with a pedestrian bridge including bank restoration along Fourteen Mile Creek.	YES		Jul 21 2023	Sep 20 2023	Laura Head

## Permits LOP, FROM 1 JUL 2023 TO 30 SEP 2023

Municipality	CAID	Permit No.	Address	Proposed Works	Permit	LOP	Complete	Issued	CH Staff Member
Puslinch	RAPP-9062	8670	3071 and 3079 Trafalgar Road	Installation of approximately 188m of new NPS 4 inch natural gas pipeline crossing a tributary of Sixteen Mile Creek and the flooding and erosion hazards associated with that watercourse	YES		Sep 19 2023	Sep 22 2023	Adam Heizer
	RAPP-8976	8595	4155 Eleventh Concession Road	Replacement of a septic tank within 30 meters of a Provincially Significant Wetland (PSW).	YES		Jun 27 2023	Jul 11 2023	Cassandra Connolly
	RAPL-1043	Letter of Permission	7585 Leslie Road W	Construction of additions to an existing house, the replacement of a septic system and installation of a new geothermal system between 30 and 120 metres of a Provincially Significant Wetland (PSW).		YES	Sep 13 2023	Sep 14 2023	Charles Priddle

**TO:** Conservation Halton Board

**MEMO #:** CHB 09 23 03

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

**DATE:** November 23, 2023

**SUBJECT:** Conservation Halton Environmental Registry (ERO) Comments  
ERO 019-6853 and ERO 019-6928

---

## MEMO

Conservation Halton (CH) recently submitted comments to the Environmental Registry of Ontario (ERO) on two (2) proposed policy changes. The following memo summarizes the proposed policy changes and key CH comments.

### **Streamlining environmental permissions for water takings for construction site dewatering activities and foundation drains (ERO 019-6853)**

The Ministry of the Environment, Conservation and Parks (MECP) is proposing to remove the current volumetric water taking limit of 400,000 litres per day for construction site dewatering activities. This would allow someone to self-register on the Environmental Activity and Sector Registry (EASR) for the taking of any quantity of groundwater or stormwater from a construction site dewatered area as long as all other current eligibility criteria are met. The MECP is also proposing to remove the current requirements to notify the local conservation authority of the water taking.

Furthermore, the MECP is proposing to simplify permissions for residential foundation drainage. Foundation drains are required for the lifetime of the building to keep buildings dry where they are constructed below the water table. The MECP is proposing to make residential foundation drainage systems exempt from requiring a Permit to Take Water (PTTW) for water takings of up to 379,000 litres per day. For water takings more than 379,000 litres per day from residential foundation drainage systems, a PTTW will still be required.

### Conservation Halton Comments

The use of the EASR for construction site dewatering and permanent foundation drains where consumptive water taking is a significant drinking water threat as per the *Clean Water Act, 2006*, is concerning. The proposal does not consider the potential impacts to sources of drinking water and does not allow for the assessment of cumulative impacts.

CH recommended that temporary dewatering activities from construction sites of more than 400,000 litres per day and permanent foundation drains for water takings up to 379,000 litres

per day continue to be regulated through the PTTW program under the *Ontario Water Resources Act* (OWRA) where:

- 1) The consumptive water taking is a significant drinking water threats as per the *Clean Water Act, 2006*, or
- 2) Where an OWRA section 34 Director has determined a ground or surface water source of supply to be under stress in accordance with subsection 4(5) of the Water Taking and Transfer Regulation (O. Reg. 387/04).

The removal of the current requirement to notify the local conservation authority of the water taking is also problematic. It is important that conservation authorities be notified of proposed water takings so that natural hazards are not aggravated and drinking water source protection is not negatively affected.

CH recommended that the EASR regulation be amended to require notification of and meaningful consultation with Source Protection Authorities, conservation authorities, and municipalities for EASR registrations.

### **Streamlining environmental permissions for stormwater management under the Environmental Activity and Sector Registry (ERO 019-6928)**

The MECP is proposing to streamline environmental permissions for stormwater management as follows:

- 1) Develop a new regulation under the *Environmental Protection Act* to allow owners of certain stormwater management works to self-register on the Environmental Activity and Sector Registry (EASR) rather than requiring an Environmental Compliance Approval (ECA).
- 2) Amend Ontario Regulation 525/98 under the *Ontario Water Resources Act* to exempt low impact development (LID) works from the need to obtain an ECA.
- 3) Amend Ontario Regulation 287/07, made under the *Clean Water Act, 2006*, by removing the need for, limiting, or restricting the types of policies to be included in source protection plans where a significant drinking water threat is being managed through registration on the EASR, and to allow for amendments to existing source protection plans without following the usual process.

### Conservation Halton Comments

CH recommended that the Province retain full regulatory and enforcement authority for private stormwater works eligible for self-registry, and that private regulatory storm control facilities continue to require a provincial ECA.

With respect to proposed amendments to O. Reg. 525/98, CH recommended against expanding the exemptions to all LIDs and that ECAs continue to be required for LIDs on private lands used to mitigate impacts to natural hazards and risks to human health, safety, and property to ensure their proper design, operation, and maintenance.

Regarding drinking water source protection, the proposal would restrict CH's ability to address significant drinking water threats proposed to be managed through an EASR registration and weaken the protection of municipal drinking water sources by allowing self-registration of activities that have a proven potential to impact surface and groundwater.

CH recommended that all stormwater management (SWM) works that are significant drinking water threats, including those currently managed by prescribed instrument or Part IV policies, be added to the list of ineligible activities for EASR registration.

**TO:** Conservation Halton Board

**MEMO: #** CHB 09 23 04

**FROM:** Hassaan Basit, President & CEO

**DATE:** November 23, 2023

**SUBJECT:** Partnership with Halton Region Federation of Agriculture

---

## MEMO

Conservation Halton (CH) and the Halton Region Federation of Agriculture (HRFA) have partnered to help address shared priorities, such as climate change mitigation and adaptation strategies, and to build stronger community connections. The partnership creates a forum for regular dialogue with representatives of the agricultural community, and it provides opportunities for joint training, knowledge sharing and education, as well as joint advocacy. The organizations formed a working group in February 2023 and have since held three (3) additional meetings to formalize the terms of the partnership and establish a joint work plan.

CH has engaged directly with the agricultural community for decades, both through planning and permitting functions as well as through Landowner Outreach & Restoration programs, including the Water Quality and Habitat Improvement Program. In 2022, this program allowed CH restoration technicians to collaborate with more than 50 agricultural landowners to guide the planning and implementation of environmental improvement projects on farm properties, such as tree planting, well decommissioning, stream rehabilitation, and cover cropping. CH's new partnership with the HRFA presents opportunities to increase engagement in this and other business areas that support the Authority's strategic goals and objectives, and that allow staff to continue to address matters of mutual interest with the agricultural community.

On behalf of this partnership, CH will be writing to The Honourable Graydon Smith, Minister of Natural Resources and Forestry (MNRF), in response to changes made to the Conservation Authorities Act in 2020, which enables the MNRF to appoint a member from the agricultural sector to each Conservation Authority to increase agricultural sector perspectives in Authority operations, governance, and decision making. CH is seeking an update from the Ministry on the status of this process to understand when this representation will be appointed to CH's Board.

Applications were open to the agricultural community during the Ontario government's previous term and several qualified candidates from CH's watershed expressed interest. Some Conservation Authorities now have agricultural representation on their boards. Information about CH's partnership with the HRFA will be made publicly available later this fall through a joint news release and related communications.

**REPORT TO:** Conservation Halton Board

**REPORT NO: #** CHB 09 23 05

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

**DATE:** November 23, 2023

**SUBJECT:** Budget Variance Report for the Period Ended September 30, 2023, and 2023 Projected Year End Amounts

---

### Recommendation

THAT the Conservation Halton Board **receives for information the staff report entitled “Budget Variance Report for the Period Ended September 30, 2023, and 2023 Projected Year End Amounts” on the Budget Variance Report for the period ended September 30, 2023, and 2023 Projected Year End Amounts.**

### Executive Summary

An operating surplus for 2023 of \$3,234,987 is projected in the attached Budget Variance Report Financial Appendix (Appendix A) and is summarized in the revenue and expense table below for the period ended September 30, 2023. Projected year end amounts are based on conservative estimates by staff for the remainder of the year. The projected surplus is a favourable increase of \$2,807,650 compared to the budgeted surplus of \$427,337.

The surplus is primarily driven by a favourable conservation areas projected surplus totalling \$2,334,680. The remainder surplus is attributed to Watershed Management & Support Services programs (WMSS), totalling \$900,307.

The table below provides a summary of the projected year end surplus compared to the budgeted year end balances, as well as the total actual amounts as of September 30, 2023.



<b>Budget Summary</b>	<b>Projected Dec 31, 2023</b>	<b>Budget Dec 31, 2023</b>	<b>Increase (Decrease)</b>	<b>Actual Sept 30, 2023</b>
<b>Revenue</b>				
Program Revenue	\$ 22,375,246	\$ 20,793,806	<b>\$ 1,581,440</b>	\$ 20,027,285
Municipal Funding	10,546,849	10,546,849	-	7,910,136
Other & Municipal Special Funding	2,638,315	1,982,489	<b>655,826</b>	1,737,734
Internal Chargeback Recoveries	2,485,384	2,862,789	<b>(377,405)</b>	1,866,224
Transfers from Reserves	76,902	212,163	<b>(135,261)</b>	-
Provincial Funding	776,016	929,314	<b>(153,298)</b>	524,963
<b>Total Revenues</b>	<b>\$ 38,898,711</b>	<b>\$ 37,327,410</b>	<b>\$ 1,571,301</b>	<b>\$ 32,066,342</b>
<b>Expenses</b>				
Corporate Administration & Operations	\$ 6,219,518	\$ 6,886,303	<b>(\$ 666,785)</b>	\$ 4,204,329
Natural Hazards & Watershed Management	5,833,605	6,503,071	<b>(669,466)</b>	4,045,392
Permitting & Planning	5,153,111	5,322,854	<b>(169,743)</b>	3,813,850
<i>Conservation Lands</i>				
Forestry & Land Management	1,666,594	1,835,300	<b>(168,706)</b>	1,272,334
Parks & Recreation	15,645,772	15,207,419	<b>438,353</b>	12,016,818
Debt Financing	580,126	580,126	-	37,000
Transfers to Reserves	565,000	565,000	-	-
<b>Total Expenses</b>	<b>\$ 35,663,725</b>	<b>\$ 36,900,073</b>	<b>(\$ 1,236,348)</b>	<b>\$ 25,389,723</b>
<b>Total Operating Surplus</b>	<b>\$ 3,234,987</b>	<b>\$ 427,337</b>	<b>\$ 2,807,650</b>	<b>\$ 6,676,621</b>

Further details on the projected surplus and capital project life-to-date costs are provided in the attached Budget Variance Report Financial Appendix (Appendix A) and in the information contained in this report. Additional appendices also provided with this report include the Capital Project Summary Financial Appendix (Appendix B) and the Reserve Continuity schedule (Appendix C) with reserve balances projected to the end of year.

## Report

### Operating Program

The Budget Variance Report Financial Appendix (Appendix A) provides explanations by department for variances that are projected to be greater than 10% and exceed \$10,000 from the 2023 budget amounts.

In consultation with Conservation Halton's (CH) auditor related to an audit of Canadian Emergency Wage Subsidy (CEWS) claims by Canada Revenue Agency (CRA), it was determined that the CEWS claims received were to be repaid at the end of fiscal 2022, with uncertainty on the interest associated with the repayment. Thus, an interest accrual in the amount of \$702,000 was included in the December 31, 2022, financial statements. CH received notice in May 2023 that interest will not be charged as part of the reassessment of the CEWS funds, resulting in the reversal of the accrued amounts in the current fiscal year. Staff consulted with KPMG and filed a notice of objection with CRA on the denial of the claims in June 2023.

## Revenue

Total revenue is projected to exceed the budget target by \$1.57 million. Significant variances of note contributing to the overall revenue increase are detailed in the chart below.

Revenue	Projected Dec 31, 2023	Budget Dec 31, 2023	Increase (Decrease)	Actual Sept 30, 2023
<b>Various Departments</b>				
Total Internal Chargeback Recoveries from Parks - decrease for staff changes	1,559,000	1,650,700	(91,700)	1,559,000
<b>Corporate Administration &amp; Operations</b>				
Increase in investment revenue	386,000	115,000	271,000	373,000
<b>Natural Hazards &amp; Watershed Management</b>				
Restoration revenue decrease offset by decreased expenses	719,657	995,253	(275,597)	430,182
Hamilton Harbour Remedial Action Plan (HHRAP) shortfall due to delay in provincial funding confirmation offset partly by reduced program expenses	15,598	96,500	(80,902)	15,598
<b>Permitting &amp; Planning</b>				
Planning & Regulations fees	3,472,380	3,208,000	264,380	3,690,470
Other Municipal Funding - Regional Infrastructure Team (RIT) & Ecological Services Agreement (ESA) changes	419,766	799,417	(379,651)	412,323
<b>Partnership Projects</b>				
Project revenue decrease offset by decreased expenses	2,282,847	2,436,808	(153,962)	3,333,554
<b>Conservation Areas</b>				
Park revenue total increase	17,980,451	15,634,756	2,345,695	17,484,410
<b>Other</b>				
Reserve funding in year lower than budget due to cost savings and	-	242,000	(242,000)	-
Various other increases (decreases)			(85,963)	
<b>Total Revenue Variance from Budget</b>			<b>\$1,571,300</b>	

For 2023, CH has recognized previously collected planning fees related to inactive, closed files along with files which have been appealed to the Ontario Land Tribunal (OLT) as these files no longer follow the typical planning process. In review of current year planning fees, staff has noted a slowdown in planning applications and fees received in 2023, consistent with current economic factors. Staff will continue to monitor plan review fees for potential 2024 budget impacts that may need to be mitigated.

Revenues related to the Halton Region Regional Infrastructure Team (RIT) and Interim Ecological Services Agreement (IESA) are lower than budgeted due to changes in staffing and Bill 23-related impacts. As RIT funding is based on actual expenses, there is no impact on the completion of RIT work. Hamilton Harbour Remedial Action Plan revenues are lower in year due to a delay in confirming provincial funding. Investment revenue continues to drive a large favourable variance due to the increased interest rates.

## Expenses

Total expenses are projected to be lower than the 2022 budget by (\$1.24 million). Significant variances of note contributing to the overall decrease in expenses are detailed in the chart below.

Expenses	Projected Dec 31, 2023	Budget Dec 31, 2023	Increase (Decrease)	Actual Sept 30, 2023
<b>Corporate Administration &amp; Operations</b>				
CEWS Interest accrual reversal	(702,544)	-	(702,544)	(702,544)
<b>WMSS Various Departments</b>				
Staff salaries & benefits - staff changes	14,820,911	16,172,799	(1,351,888)	15,118,506
<b>Permitting &amp; Planning, Watershed Strategies &amp; Climate Change</b>				
Legal fees increase	925,142	475,000	450,142	807,272
<b>Conservation Lands - Forestry &amp; Land Management</b>				
Forestry purchased services are lower in year due to expenses funded by grants such as 2 Billion Trees and Parks Canada	341,620	478,590	(136,970)	396,366
<b>Partnership Projects</b>				
Project expenses decrease fully offset by matching lower funding	2,282,847	2,436,808	(153,962)	2,793,560
<b>Conservation Areas</b>				
Park expenses total decrease	15,645,772	15,207,418	438,354	15,163,149
Various other increases			220,520	
<b>Total Expense Variance from Budget</b>			<b>(\$1,236,347)</b>	

## Conservation Areas

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

Parks Operating Summary	Projected Dec 31, 2023	Budget Dec 31, 2023	Budget Variance	Actual Sep 30, 2023
<b>Revenue</b>				
Ski (season passes, lift fees, lessons, rentals, retail)	\$ 8,434,064	\$ 7,044,000	\$ 1,390,064	\$ 8,414,064
Entry fees	2,912,301	2,619,000	293,301	2,412,300
Program & other	4,826,099	4,261,769	564,330	3,769,684
Annual park memberships	1,438,000	1,340,000	98,000	1,162,702
Municipal funding - Education & Outreach	369,986	369,986	-	277,488
<b>Total Revenue</b>	<b>\$ 17,980,451</b>	<b>\$ 15,634,755</b>	<b>\$ 2,345,696</b>	<b>\$ 16,036,238</b>
<b>Expenses</b>				
Staff salaries & benefits - full time	\$ 3,382,297	\$ 3,863,468	(\$ 481,171)	\$ 2,502,950
Staff salaries & benefits - part time	5,705,266	4,798,863	906,403	4,869,039
Materials & supplies and Purchased services	4,999,208	4,894,386	104,822	3,406,789
Internal chargeback - WMSS support services	1,559,000	1,650,700	(91,700)	1,238,040
<b>Total Expenses</b>	<b>\$ 15,645,771</b>	<b>\$ 15,207,417</b>	<b>\$ 438,354</b>	<b>\$ 12,016,818</b>
<b>Parks Operating Surplus</b>	<b>\$ 2,334,681</b>	<b>\$ 427,338</b>	<b>\$ 1,907,342</b>	<b>\$ 4,019,420</b>

Total revenues are estimated to be higher than the budget amount by \$2.35 million. This is primarily attributed to an increase in ski revenues and program fees, along with a slight increase in annual park memberships and entry fees.

Expenses are projected to be higher than budget by \$438,000 primarily due to increased part-time staffing costs; consistent with an increase in ski revenues and general programming, staffing was also increased to maintain a high level of visitor experience for guests.

## Capital Program

The Capital Project Summary Financial Appendix (Appendix A) includes current capital projects, the respective approved project budget, life-to-date costs, and the remaining budget. September 30, 2023, life-to-date capital expenses total \$7.89 million, or approximately 39% of the total capital budget. No projects are anticipated to exceed approved budget amounts.

## Investments

Information on investment balances and investment revenue earned to September 30, 2023, is provided in the chart below. Current investments including the long-term Water Management System fund, total \$39 million. Total market values for held investments exceed the cost of the total investments.

Investment balances have increased since December 31, 2022, with the successful Glen Eden operating season and pre-season sales as well as the timing of municipal and grant funding payments.

Investment	Investment Cost Book Value Sep. 30, 2023	Current Rates of Return	2023 YTD Investment Revenue	Investment Fair Market Value Sep. 30, 2023	Investment Cost Book Value Dec. 31, 2022
Business Investment Account	\$ 55,538	3.75%-4.70%	\$ 139,639	\$ 55,538	\$ 14,361
Bank 31 day Notice Plan	5,542,800	5.65%	215,185	5,542,800	5,327,616
GICs (Guaranteed Investment Certificates)	8,000,000	1.20%-6.01%	260,036	8,000,000	8,000,000
One Investment - High Interest Savings	6,641,671	5.47%	110,009	6,641,671	31,662
One Investment - Corporate Bond Fund	4,621,287	1.82%	84,174	4,070,419	4,537,113
One Investment - Equity Fund	665,174		-	1,429,738	665,174
Subtotal - Operating and Reserve funds	25,526,470	4.2%	809,042	25,740,167	18,575,926
Long-term Water Management System Fund	13,435,928	3.11%-4.22%	382,691	11,831,300	12,731,960
<b>Total</b>	<b>\$ 38,962,398</b>		<b>\$ 1,191,733</b>	<b>\$ 37,571,467</b>	<b>\$ 31,307,886</b>

Funds continue to be invested in accordance with the CH Investment Policy.

The current investment market is subject to increased market fluctuations with interest rate increases by the Bank of Canada totaling 0.75% through 2023 in efforts to address inflation. As a result, investment revenue is projected to exceed the 2023 budget amounts. Held investments have varying maturity dates that may allow for reinvestment at higher rates.

## Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability.

## Financial Impact

The report Recommendation outlines the financial impacts of the Budget Variance Report for the period ended September 30, 2023, and the projected year end 2023 amounts.

Signed & respectfully submitted:



Marnie Piggot,  
Director, Finance

Approved for circulation:



Hassaan Basit  
CEO/Secretary-Treasurer

**FOR QUESTIONS ON CONTENT:**

Marnie Piggot, Director, Finance  
[mpiggot@hrca.on.ca](mailto:mpiggot@hrca.on.ca), 905-336-1158 x 2240

Justin Wei, Senior Manager, Finance  
[jwei@hrca.on.ca](mailto:jwei@hrca.on.ca), 905-336-1158 x 2300

**Attachments:**

Appendix A: Financial Appendix  
Appendix B: Capital Project Summary Financial Appendix  
Appendix C: Reserve Continuity

Appendix A

Conservation Halton  
Budget Variance Report Financial Appendix

	NOTES	ACTUAL SEPT 30, 2023	PROJECTED DEC 31, 2023	BUDGET DEC 31, 2023	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>WATERSHED MANAGEMENT &amp; SUPPORT SERVICES (WMSS)</b>						
<b>CORPORATE ADMINISTRATION &amp; OPERATIONS</b>						
<u>Expenditures</u>						
Salaries and Benefits		3,724,190	5,204,610	5,278,015	(73,405)	(1.4%)
Total Materials & Supplies and Purchased Services, Finance & other	1	480,139	1,014,908	1,608,288	(593,380)	(36.9%)
Debt Financing Charges		37,000	580,126	580,126	-	0.0%
Transfer to Reserves - Land Securement and Debt Financing		-	25,000	25,000	-	0.0%
Transfer to Reserves - State of Good Repair Levy		-	540,000	540,000	-	0.0%
<b>Total Expenditures</b>		<b>4,241,329</b>	<b>7,364,644</b>	<b>8,031,429</b>	<b>(666,785)</b>	<b>(8.3%)</b>
<u>Revenue</u>						
Program & Other Revenue		601,608	422,908	327,000	95,908	29.3%
Provincial Funding		-	-	-	-	0.0%
Municipal Funding		7,910,136	10,546,849	10,546,849	-	0.0%
Internal Chargeback Recoveries		1,207,725	1,525,628	1,635,500	(109,872)	(6.7%)
Reserve Funding		-	-	10,000	(10,000)	(100.0%)
<b>Total Revenues</b>		<b>9,719,469</b>	<b>12,495,386</b>	<b>12,519,349</b>	<b>(23,963)</b>	<b>(0.2%)</b>
<b>TOTAL CORPORATE SERVICES</b>		<b>5,478,140</b>	<b>5,130,742</b>	<b>4,487,920</b>	<b>642,822</b>	<b>14.3%</b>

**Notes:**

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

1. Total Materials & Supplies and Purchased Services, Finance & other are anticipated to be less than the budget by \$(593,380) as this includes \$702,544 in the CEWS interest accrual reversal. Staff have consulted with KPMG and filed of a notice of objection on the denial of the claims in June 2023. This amount is slightly offset by increased staff training costs and increased marketing expenses.

# Appendix A

## Conservation Halton Budget Variance Report Financial Appendix

	NOTES	ACTUAL SEPT 30, 2023	PROJECTED DEC 31, 2023	BUDGET DEC 31, 2023	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>NATURAL HAZARDS &amp; WATERSHED MANAGEMENT</b>						
<u>Expenditures</u>						
Salaries and Benefits	2	2,755,773	3,932,979	4,537,020	(604,041)	(13.3%)
Total Materials & Supplies and Purchased Services		1,289,619	1,900,626	1,966,051	(65,426)	(3.3%)
<b>Total Expenditures</b>		<b>4,045,392</b>	<b>5,833,605</b>	<b>6,503,071</b>	<b>(669,466)</b>	<b>(10.3%)</b>
<u>Revenue</u>						
Program & Other Revenue	2	669,669	1,128,271	2,012,326	(884,055)	(43.9%)
Provincial Funding	2	431,213	651,016	804,314	(153,298)	(19.1%)
Other Municipal Funding	2	166,395	206,649	289,750	(83,101)	(28.7%)
Federal Funding	2	894,434	1,209,909	341,336	868,573	254.5%
Reserves	3	-	15,000	185,163	(170,163)	(91.9%)
Internal Chargeback Recoveries	2	335,481	574,649	823,149	(248,500)	(30.2%)
<b>Total Revenues</b>		<b>2,497,192</b>	<b>3,785,495</b>	<b>4,456,038</b>	<b>(670,543)</b>	<b>(15.0%)</b>
<b>TOTAL NATURAL HAZARDS &amp; WATERSHED MANAGEMENT</b>		<b>(1,548,201)</b>	<b>(2,048,110)</b>	<b>(2,047,033)</b>	<b>(1,077)</b>	<b>0.1%</b>

### Notes:

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

2. Expenditures are projected to be less than the budget amount by \$669,466. As the majority of this is related to Partnership Projects and Restoration work, this will be offset by lower Program & Other Revenue and confirmed grants.

3. Reserve funding included in the budget related to funding of Restoration projects and Landowner Outreach program expenses is not needed as a result of cost savings and increased other revenues.

Appendix A

Conservation Halton  
Budget Variance Report Financial Appendix

	NOTES	ACTUAL SEPT 30, 2023	PROJECTED DEC 31, 2023	BUDGET DEC 31, 2023	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>PERMITTING &amp; PLANNING</b>						
<u>Expenditures</u>						
Salaries and Benefits	4	3,211,009	4,288,092	4,909,204	(621,112)	(12.7%)
Total Materials & Supplies and Purchased Services	5	602,841	865,018	413,650	451,368	109.1%
<b>Total Expenditures</b>		<b>3,813,850</b>	<b>5,153,111</b>	<b>5,322,854</b>	<b>(169,743)</b>	<b>(3.2%)</b>
<u>Revenue</u>						
Program & Other Revenue	6	2,844,010	3,472,380	3,208,000	264,380	8.2%
Provincial Funding		-	-	-	-	0.0%
Other Municipal Funding	7	313,413	419,766	799,417	(379,651)	(47.5%)
Internal Chargeback Recoveries		26,685	29,372	30,750	(1,378)	(4.5%)
<b>Total Revenues</b>		<b>3,184,107</b>	<b>3,921,518</b>	<b>4,038,167</b>	<b>(116,649)</b>	<b>(2.9%)</b>
<b>TOTAL PERMITTING &amp; PLANNING</b>		<b>(629,743)</b>	<b>(1,231,593)</b>	<b>(1,284,687)</b>	<b>53,094</b>	<b>(4.1%)</b>

**Notes:**  
Permitting & Planning category includes: Planning & Regulations, Floodplain Mapping, and the Regional Infrastructure Team (RIT).  
4. Projected salaries and benefits are expected to be lower primarily due to the impact of Bill 23, which has led to staffing changes within the program.  
5. Purchased Services include legal expenses that exceed the budget by \$333,297 primarily due to increased OLT legal costs under Planning & Regulations.  
6. Planning fees are projected to slightly be higher in year as CH has recognized a balance of collected fees related to appeal requests. New fees in year are lower than budgeted and CH will continued to monitor throughout 2024.  
7. Other municipal funding is lower than budget primarily due to changes to the Ecological Services Agreement and lower than expected costs for the Regional Infrastructure Team (RIT). As RIT funding is based on actual expenses, there are savings in salaries and benefits primarily due to staffing vacancies with no impact on RIT work.



Appendix A

Conservation Halton  
Budget Variance Report Financial Appendix

	NOTES	ACTUAL SEPT 30, 2023	PROJECTED DEC 31, 2023	BUDGET DEC 31, 2023	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>CONSERVATION LANDS - FORESTRY &amp; LAND MANAGEMENT</b>						
<u>Expenditures</u>						
Salaries and Benefits		1,040,097	1,395,229	1,448,560	(53,331)	(3.7%)
Chargeback - Parks staff support		58,572	73,850	78,090	(4,240)	(5.4%)
Total Materials & Supplies and Purchased Services	9	173,665	197,515	308,650	(111,135)	(36.0%)
<b>Total Expenditures</b>		<b>1,272,334</b>	<b>1,666,594</b>	<b>1,835,300</b>	<b>(168,706)</b>	<b>(9.2%)</b>
<u>Revenue</u>						
Program & Other Revenue	10	265,820	276,973	211,800	65,173	30.8%
Provincial Grants		93,750	125,000	125,000	-	0.0%
Other Municipal Funding	10	32,005	32,005	47,000	(14,995)	(31.9%)
Internal Chargeback Recoveries		237,762	281,884	295,300	(13,416)	(4.5%)
<b>Total Revenues</b>		<b>629,337</b>	<b>715,862</b>	<b>679,100</b>	<b>36,762</b>	<b>5.4%</b>
<b>TOTAL CONSERVATION LANDS - FORESTRY &amp; LAND MANAGEMENT</b>		<b>(642,997)</b>	<b>(950,732)</b>	<b>(1,156,200)</b>	<b>205,468</b>	<b>(17.8%)</b>
<b>Notes:</b>						
Conservation Lands & Recreation (Lands Management) includes: Forestry, Property Management, and Security.						
9. Purchased Services are lower than budget by \$(111,135) primarily due to lower than expected Property Management and Forestry operating costs and project costs funded by grants such as 2 Billion Trees and Parks Canada.						
10. Program & Other Revenue are higher in year due to higher tree planting revenues, offset by other lower municipal funding. Overall revenues have increased by 5.4% or \$36,762.						
<b>TOTAL WMSS REVENUE</b>		<b>16,030,104</b>	<b>20,918,260</b>	<b>21,692,654</b>	<b>(774,394)</b>	<b>(3.6%)</b>
<b>TOTAL WMSS EXPENDITURES</b>		<b>13,372,905</b>	<b>20,017,953</b>	<b>21,692,654</b>	<b>(1,674,701)</b>	<b>(7.7%)</b>
<b>TOTAL</b>		<b>2,657,200</b>	<b>900,308</b>	<b>-</b>	<b>900,308</b>	

# Appendix A

Conservation Halton  
Budget Variance Report Financial Appendix

	NOTES	ACTUAL SEPT 30, 2023	PROJECTED DEC 31, 2023	BUDGET DEC 31, 2023	\$ VARIANCE OVER / (UNDER) BUDGET	% VARIANCE OVER / (UNDER) BUDGET
<b>CONSERVATION LANDS - PARKS &amp; RECREATION</b>						
<u>Expenditures</u>						
Salaries and Benefits		7,371,989	9,087,563	8,662,332	425,231	4.9%
Total Materials & Supplies and Purchased Services		3,406,789	4,999,209	4,894,387	104,822	2.1%
Internal Chargeback - WMSS Support Services to Parks		1,238,040	1,559,000	1,650,700	(91,700)	(5.6%)
<b>Total Expenditures</b>		<b>12,016,818</b>	<b>15,645,772</b>	<b>15,207,419</b>	<b>438,353</b>	<b>2.9%</b>
<u>Revenue</u>						
Program Revenue	11	15,646,178	17,074,713	15,034,680	2,040,033	13.6%
Other Revenue	12	4,000	320,000	85,000	235,000	276.5%
Municipal Funding		327,488	449,986	419,986	30,000	7.1%
Reserve Funding (Outreach)	13	-	61,902	17,000	44,902	264.1%
Internal Chargeback Recovery - Parks to WMSS		58,572	73,850	78,090	(4,240)	(5.4%)
<b>Total Revenues</b>		<b>16,036,239</b>	<b>17,980,451</b>	<b>15,634,756</b>	<b>2,345,696</b>	<b>15.0%</b>
<b>TOTAL - CONSERVATION LANDS - PARKS &amp; RECREATION</b>						
		<b>4,019,420</b>	<b>2,334,679</b>	<b>427,337</b>	<b>1,907,342</b>	<b>446.3%</b>

**Notes:**

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

11. Program revenue is projected to exceed budget by \$3.04M and is primarily attributed to an increase in ski revenues totaling \$1.39M. Entry fees and annual park memberships are also projected to be higher than budget by \$293,301 and \$98,000, respectively.

12. Other revenue consists of investment revenue allocated to the parks operating program and is higher than the budget amount due to increased interest rates.

13. Reserve Funding (Outreach) is projected to be higher in current year with expanded Water Festival programming.

**CONSERVATION HALTON  
CAPITAL PROJECT FINANCIAL APPENDIX  
AS AT SEPTEMBER 30, 2023**

**Appendix B**

Capital Project Description	Total Capital Budget	Prior Years Capital Costs	2023 Capital Costs	Total Capital Costs	Total Unspent	Capital Project Funding
	= A			= B	= A - B	
<b>Watershed Management &amp; Support Services (WMSS)</b>						
Kelso Dam Lift Gates and Hoists Refurbishment & East Gate	395,970	257,284	36,369	293,653	102,317	50% Provincial; 50% Reserve
Milton Channel - Kingsleigh Court	190,000	122,104	(2,456)	119,648	70,352	50% Provincial; 50% Reserve
Hilton Falls Dam - 96" Actuator & Trashrack	130,000	99,548	20,451	119,999	10,001	50% Provincial; 50% Reserve
Mountsberg Dam Safety Review	80,000	38,665	28,835	67,500	12,500	50% Provincial; 50% Reserve
Scotch Block Dam Intake Assessment	25,000	13,342	11,658	25,000	0	50% Provincial; 50% Reserve
Kelso Dam - Lift Gates & Hoists; Low Flow Engineering	50,000	-	-	-	50,000	50% Provincial; 50% Reserve
Mountsberg Dam - Building and Sluice Gate Refurbishment	125,000	-	1,289	1,289	123,711	50% Provincial; 50% Reserve
Hilton Falls Dam - Low Flow Actuator Refurbishment	50,000	-	1,289	1,289	48,711	50% Provincial; 50% Reserve
Scotch Block Dam – Intake and Sluiceway Refurbishment	55,000	-	1,289	1,289	53,711	50% Provincial; 50% Reserve
Channels - Channel Repair, Design and Engineering	88,000	-	2,012	2,012	85,988	50% Provincial; 50% Reserve
Multi-Structure - Emergency Preparedness	60,000	-	1,289	1,289	58,711	50% Provincial; 50% Reserve
Emerald Ash Borer **	958,581	-	669,826	669,826	288,755	Other Municipal Halton Region
LDD Moth/Spongy Moth	100,000	-	-	-	100,000	Reserve
Flood Forecasting & Warning **	303,027	27,835	20,351	48,187	254,840	Municipal
Floodplain Mapping - 2019 (Urban Milton; Morrison-Wedgewood)	521,626	503,560	11,173	514,733	6,893	50% Federal NDMP; 50% Municipal
Floodplain Mapping - General	880,000	273,021	234,768	507,789	372,211	Other Municipal Halton Region
Floodplain Mapping - 2021 (East Burlington)	975,000	488,754	117,757	606,511	368,489	50% Other Municipal Halton; 50% NDMP
Floodplain Mapping - 2022 (Bronte Creek Survey)	525,000	-	56,164	56,164	468,836	Other Municipal Halton Region
Watershed Planning	259,000	-	77,947	77,947	181,053	\$139K Municipal; \$90K Reserve; Grant \$30K
Watershed Database Management System**	23,269	-	-	-	23,269	Municipal
WMSS Facility & Admin. Office Renovations - non SOGR **	100,000	-	15,859	15,859	84,141	Reserve - Building
WMSS Facility & Admin. Office - State of Good Repair (SOGR) **	208,754	-	-	-	208,754	Reserve - Building SOGR
Green Infrastructure Low Impact Development - Admin. Office	798,000	387,743	332,600	720,343	77,657	Debt Financing \$500K; CCRF Grant
Central Works Operations Centre -Study, Design & Construction	1,100,000	21,353	30,093	51,446	1,048,554	Reserve - Building; Debt Financing
Information Technology **	150,171	-	44,793	44,793	105,378	Municipal
Digital Transformation **	401,047	-	49,430	49,430	351,617	Municipal; Reserve \$200K
Asset Management Plan	90,000	23,936	27,137	51,073	38,927	Reserve
Program Rates & Fees	30,000	-	28,334	28,334	1,666	Municipal
Financial system upgrades	75,000	-	13,678	13,678	61,322	Municipal
GIS Imagery Data Acquisition (Lidar; Ortho)	115,000	21,168	-	21,168	93,832	Municipal
Fleet Vehicle and Equipment Replacements	281,023	9,951	213,906	223,857	57,166	Reserve; Vehicle Sales
Property Management	125,000	-	-	-	125,000	Municipal
Speyside Weir Removal	57,000	4,088	3,002	7,090	49,910	Reserve; Grant
<b>Conservation Areas Facility &amp; Infrastructure:</b>						
Kelso/Glen Eden - Water/Wastewater Servicing	704,035	627,593	-	627,593	76,442	Reserve; Dev. Contribution funds \$59,548
Kelso & Crawford Lake Visitor Centres (Dev. Contr'n Projects)	625,000	162,521	77,350	239,871	385,129	Developer Contribution funds
Crawford Lake Boardwalk	3,480,000	68,036	33,705	101,741	3,378,259	ICIP Grant; Developer Contribution funds
Kelso/Glen Eden - Ski Capital	1,025,000	179,187	198,606	377,793	647,207	Reserve
Kelso Quarry Park	530,250	272,877	144,468	417,344	112,906	Reserve; CCRF Grant & CH Foundation
Facility and Infrastructure Major Maintenance **	2,694,171	227,755	809,478	1,037,232	1,656,939	Reserve; CCRF & EAF Grants
Enhancing Trail Systems and Park Infrastructure	1,041,500	285,918	191,472	477,390	564,110	ICIP Grant
Foundation Funded Capital Projects	100,000	-	-	-	100,000	CH Foundation
Information Technology **	194,703	18,623	38,415	57,038	137,666	Reserve
Fleet Vehicle and Equipment replacements	350,016	66,057	146,426	212,482	137,534	Reserve; Vehicle Sales
<b>Total Capital Projects</b>	<b>\$20,070,143</b>	<b>\$4,200,916</b>	<b>\$3,688,763</b>	<b>\$7,889,679</b>	<b>\$12,180,464</b>	

**CONSERVATION HALTON**  
**Reserve Continuity**  
**September 30, 2023**

**Appendix C**

<b>Reserve</b>	<b>Reserve Balances Jan 1, 2023</b>	<b>Budgeted &amp; Previously Approved Transfers</b>	<b>Projected Reserve Balances Dec 31, 2023</b>
<b>Watershed Management &amp; Support (WMSS) Services</b>			
Vehicle and equipment	744,296	(187,023)	<b>557,273</b>
Building - State of Good Repair	485,404	(81,484)	<b>403,920</b>
Building	511,151	321,353	<b>832,504</b>
Watershed Management Capital - Municipal Funds	773,270	148,700	<b>921,970</b>
Watershed Management Capital - Self Generated Funds	469,109		<b>469,109</b>
WMSS Stabilization	1,789,212	(732,000)	<b>1,057,212</b>
Capital Projects - Debt Financing Charges	518,146	-	<b>518,146</b>
Digital Transformation	285,700	-	<b>285,700</b>
Legal - Planning & Watershed Management	941,995	(100,000)	<b>841,995</b>
Legal - Corporate	200,000	-	<b>200,000</b>
Water Festival	179,334	(70,000)	<b>109,334</b>
Land Securement	116,239	25,000	<b>141,239</b>
Property Management	1,112,642	(100,000)	<b>1,012,642</b>
Stewardship and restoration	439,051	(132,163)	<b>306,888</b>
<b>Conservation Areas</b>			
Capital	5,015,734	(1,915,776)	<b>3,099,958</b>
Revenue Stabilization	1,146,490		<b>1,146,490</b>
<b>Total Reserves</b>	<b>\$14,727,773</b>	<b>\$ (2,823,393)</b>	<b>\$ 11,904,380</b>

**REPORT TO:** Conservation Halton Board

**REPORT NO:** CHB 09 23 06

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

**DATE:** November 23, 2023

**SUBJECT:** **Proposed 2024 Planning and Permit Review Fees**  
**CH File Number: ADM 049**

---

### Recommendation

THAT the Conservation Halton Board **approves the proposed 2024 fees outlined in the staff report entitled “Proposed 2024 Planning and Permit Review Fees” dated November 23, 2023, with an effective date of January 1, 2024;**

And

THAT the Conservation Halton Board **directs staff to provide appropriate notice to municipalities and neighbouring conservation authorities and post the revised fee schedules to Conservation Halton’s website.**

### Report

#### *Background*

In 2018, Conservation Halton (CH) retained Watson & Associates Economists Ltd. (Watson) to undertake a Rates and Fees study. Watson’s analysis indicated that CH was recovering an average of 74% of the review cost for 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 Board further approved changes to CH planning and permit review fee schedules to close the cost recovery gap. CH has since increased fees annually, generally applying inflationary increases to most fee categories, except for those fees that were determined to fall below the 100% costs recovery rate.

In early 2023, Watson was retained to undertake a comprehensive review of CH’s planning and permit review fees. The review included an assessment of the direct and indirect costs associated with delivering the planning and regulatory program and that enable CH to maintain industry-leading service standards and respond to the increases in application file volumes over the last few years. On October 19, 2023, the Board approved updates to CH’s Planning and Permit review fees for 2024 based on the results and recommendations outlined in Watson’s report entitled “Plan Review and Permit Fees Review” in October 2023 (staff report CHB 08 23 06).

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.

The key findings and recommendations include:

- 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 higher costs and the staff time required to address more complex applications.
- Proposed fee recommendations were developed to improve cost recovery levels while balancing compliance with legislative requirements and affordability for the applicant. The recommendation is to increase plan review fees by 8% and permit fees by 18%, on average. The proposed plan review fees would recover 100% of full-service costs while the 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 those charged by neighbouring conservation authorities (CAs) determined that the increased fees would remain below or comparable to fees of neighbouring CAs. The proposed increases would have a relatively minor impact on total municipal and CA development fees in CH watershed municipalities.

#### *Proposed 2024 Planning & Permit Fee Schedules*

CH's fees fall into three discrete categories: 1) fees for permit applications under Ontario Regulation 162/06; 2) fees for planning applications under the *Planning Act*; and 3) fees for technical reviews and miscellaneous services not associated with permit or planning applications. Attachment 1 contains CH's proposed 2024 Planning & Permit Fee Schedules.

The proposed fees for 2024 were calculated in 2023 dollar values and indexed to 2024 dollar values at 2.5%. The proposed fees reflect the changes necessary to achieve the CH Board-approved target recovery rate of 100% of planning and permit review for most application/review types. Staff's recommendation is to increase the fees gradually and below Watson's recommendation, to reflect that this is a new fee category and to help reduce costs for projects of a smaller scope (e.g., Niagara Escarpment Development Permits for individual property owners). The schedules and notes have been streamlined wherever possible.

The proposed fees will enable CH to continue to deliver exceptional customer service, provide timely review, and respond to the increase in file volumes over the last few years. CH's Permit and Planning turnaround times in 2023 (year-to-date) are as follows:

- 94% of minor permits approved within 30 days;
- 100% of major permits approved within 90 days;

- 100% of regulatory technical reviews for permit applications reviewed within six (6) weeks;
- 94% of planning & development files reviewed by municipal/Niagara Escarpment Commission (NEC) deadline (no technical review);
- 84% of planning technical reviews completed by municipal deadline (complex technical review); and
- 100% of planning technical reviews completed by municipal deadline (municipal files; complex technical and plan review).

The proposed fees have been reviewed with the development community through the Halton Chapter of the Building Industry and Land Development Association (Canada) (BILD), as suggested in guidelines provided by the Ministry of Natural Resources and Forestry (MNR). Staff received BILD's response on November 8, 2023, wherein BILD requested additional information regarding Watson's methodology and recommended that CH defer the approval of the fees. In response, staff provided BILD with a copy of the Watson report and confirmed that a staff report would be presented to the CH Board in November, given that CH's next Board meeting will be in early 2024. Staff also provided an overview of CH's Board-approved Fee Policy, which outlines the process for applicants to request an administrative review of the application fee as well as the option to appeal decisions to the Board. CH and BILD have developed a strong working relationship and staff is committed to delivering industry-leading planning and permit review services and supporting the development industry to deliver timely and affordable housing.

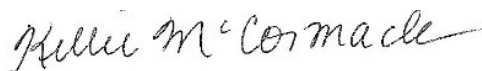
### Impact on Strategic Priorities

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

### Financial Impact

There is no financial impact to this report. However, Board approval of the proposed 2024 planning and permit review fee schedules will enable CH to achieve its target of 100% cost recovery for planning and permit review services.

Signed & respectfully submitted:



Kellie McCormack  
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](mailto:kmccormack@hrca.on.ca), 905-336-1158 x 2228



**CONSERVATION HALTON PERMIT FEES 2024**  
Pursuant to Ontario Regulation 162/06 - Effective January 1, 2024

<u>Category</u>	<u>Type</u>		<u>2023 Fee</u>	<u>Proposed 2024 (rounded)</u>
<b>Letter of Permission</b>	<i>No site visit or technical review</i>	<b>PL(a)</b>	\$278.00	<b>\$309.00</b>
<i>(Note 1)</i>	<i>Technical Site visit or technical review</i>	<b>PL(b)</b>	\$540.00	<b>\$618.00</b>
	<i>Technical Site visit <b>and</b> technical review</i>	<b>PL(c)</b>	\$1,753.00	<b>\$1,957.00</b>
<b>Private Landowner</b>	<i>Minor</i>	<b>P(a)</b>	\$540.00	<b>\$556.00</b>
<i>Single Residential/Single Farm</i>	<i>Intermediate</i>	<b>P(i)</b>	\$1,753.00	<b>\$1,896.00</b>
	<i>Major</i>	<b>P(b)</b>	\$5,750.00	<b>\$5,922.00</b>
<b>Residential Multi-Unit Lots (RM) Local Municipality/Utility (G) Industrial/Commercial/ Institutional (ICI)</b>	<i>Minor</i>	<b>RM(a) G(a) ICI(a)</b>	\$2,100.00	<b>\$2, 884.00</b>
	<i>Intermediate</i>	<b>RM(i) G(i) ICI(i)</b>	\$4,415.00	<b>\$7,570.00</b>
	<i>Major</i>	<b>RM(b) G(b) ICI(b)</b>	\$22,808.00	<b>\$19,570.00</b>
	<i>Major Scale</i>	<b>RM(c) G(c) ICI(c)</b>	\$30,354.00	<b>\$32,960.00</b>
<b>Fill Placement</b>	<i>Small (<math>\leq 30m^3</math>)</i>	<b>FP(a)</b>	\$540.00	<b>\$1,030.00</b>
<i>(Not Associated with a Planning Application)</i>	<i>Medium (<math>&gt; 30m^3</math> but <math>\leq 200 m^3</math>)</i>	<b>FP(b)</b>	\$3,858.00 + 0.61/ $m^3$	<b>\$4,172.00 + 0.66/<math>m^3</math></b>
	<i>Large (<math>&gt; 200 m^3</math>)</i>	<b>FP(c)</b>	\$13,248.00 + 1.12/ $m^3$	<b>\$14,328.00 + 1.21/<math>m^3</math></b>
<b>Environmental Projects</b>	<i>Minor</i>	<b>EP(a)</b>	\$145.00	<b>\$309.00</b>
	<i>Intermediate</i>	<b>EP(i)</b>	-	<b>\$1,896.00</b>
	<i>Major</i>	<b>EP(b)</b>	-	<b>\$7570.50</b>
<b>Red-Line Revisions by CH</b>	<i>Minor (<math>\leq 2</math> hr. to complete) (% of current fee)</i>		25%	<b>25%</b>
	<i>Major (<math>&gt; 2</math> hr. to complete)</i>		\$1,785.00	<b>\$1,838.55</b>
<u>Category</u>	<u>Type</u>			
<b>Client-Driven Changes</b>	<i>Minor Changes to applications in progress</i>		35%	<b>35%</b>
<i>(% of current fee)</i>	<i>Major Changes to applications in progress</i>		75%	<b>75%</b>
	<i>Minor Changes to approved permits</i>		50%	<b>50%</b>
	<i>Major Changes to approved permits (new permit required)</i>		100%	<b>100%</b>
<b>Technical Resubmissions</b>	<i>Percentage of current fee for each additional technical submission after 1<sup>st</sup> resubmission</i>		50%	<b>50%</b>
<b>Additional Site Visit (Single Residential/Single Farm)</b>			\$247.00	<b>\$267.00</b>
<b>Additional Site Visit (Major; Major scale) (per visit)</b>			\$2,009.00	<b>\$2,173.00</b>
<b>Agreements</b>	<i>(Note 2)</i>			





**DRAFT**

## **CONSERVATION HALTON PERMIT FEES 2024**

### **Pursuant to Ontario Regulation 162/06 - Effective January 1, 2024**



#### **Definitions:**

**Minor:** works are small; no technical studies are required (e.g., accessory buildings less than 20m<sup>2</sup>; on-title agreement not required; generally involving less than 30 m<sup>3</sup> of fill; small works such as maintenance dredging of intermittent watercourse and simple culvert replacement; minor repairs /maintenance of shoreline protection works).

**Intermediate:** works require one technical study or detailed plan; an on-title agreement may be required.

**Major:** works require more than one technical study; an on-title agreement may be required; multi-disciplinary technical review is required

**Major Scale:** works are significant in scale/scope/complexity (e.g., major creek realignments; bridge crossings; significant shoreline protection works); technical studies are required; multi-disciplinary technical review is required.

**Major Changes:** Changes to the nature and extent of the development approved by permit including but not limited to: size, location, footprint, number of dwelling units, use of the building or structure, or grading.

**Environmental Projects:** Land and water restoration projects for environmental improvement not associated with offsetting requirements through other approval processes.

**Development:** Development is defined in the *Conservation Authorities Act* to mean:

- the construction, reconstruction, erection or placing of a building or structure of any kind (e.g., all buildings, including accessory non-habitable structure such as gazebos, decks, storage sheds, docks, stairs, retaining walls, etc.),
- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- site grading, or;
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere

**Alteration:** any works that result in changes to a watercourse, wetland or Great Lakes shoreline.

**Interference:** any act or instance which hinders, disrupts, degrades or impedes the hydrologic functions of a wetland or watercourse.

#### **General Provisions:**

- All applications must be deemed complete, including all technical studies and fees before the submission can be processed.
- Pre-consultation to determine the scale and scope of issues and the technical reports/studies required for the application to be deemed complete is encouraged. The applicant is responsible for undertaking required technical reports/studies. Fees determined through the pre-consultation process, including fees noted in formal checklists, are approximate only and based on the fee schedules in place and information available at the time of pre-consultation. The final fee may change at the time of submission if the technical review requirements have changed due to the availability of new information or if the fee schedule has changed subsequent to the pre-consultation.
- Fees charged are for administration purposes and are non-refundable. Permit applications will be closed if additional information/studies have been requested by Conservation Halton and no submissions have been received from the applicant within one year.
- Conservation Halton reserves the right to charge additional fees, at a rate of \$160.00/hour.
- Peer reviews may be required for technical reports, as necessary. The cost of peer review will be charged to the applicant.
- Where an application exceeds one year to process due to other approval processes (e.g., site plan; Niagara Escarpment Development Permit, etc.), it may remain active for a period of two years, if there are no major revisions. Where there are major revisions, a new permit application will be required.
- Except where specifically stated in the fee schedule (e.g., Letter of Permission, Inquiries), permit fees include one site visit. For major or major-scale permits not associated with single residential/single farm applications, the fee includes three site visits. A fee will be charged for additional site visits.
- Permits are valid for two years.
  - Permits for public infrastructure - Requests to extend the validity of the permit beyond two year time period (up to 5 years) will be considered for large public infrastructure projects, where CH Board approval has been granted. An additional fee of 50% of the current permit application fee will be charged for each year the permit is valid beyond the standard two-year time period.
  - Permits for all other development/works - Applicants may re-apply for a permit based on the original approval prior to the expiry of the original permit, following the most recent technical requirements. An additional fee of 50% of the current permit application fee will be charged for each year the permit is re-issued for a maximum of two years from the original permit expiry date.
  - A new permit is required after a permit expires and will be charged at the current fee rate.
- Permits are issued to current landowners and cannot be transferred to new owners. A change in ownership will require the submission of a new, complete permit application.
- In areas under the jurisdiction of the Niagara Escarpment Commission (NEC), Conservation Halton cannot issue a permit under Ontario Regulation 162/06 until a NEC Development Permit or Exemption Letter has been issued.
- Any dispute of fee calculations that cannot be resolved through consultation with Conservation Halton's, Director of Planning and Regulations, and/or CAO's office, can be appealed to the Board of Directors:

#### **Notes**

1. Letters of Permission are issued for certain activities as identified within the *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document (as amended)* or for minor works located within the regulated area but outside of the flood or erosion hazard that are less than 10 m<sup>2</sup> and require a municipal building permit, but no site visit or technical review.
2. **Restoration Agreements** will be applied where violations can be fully removed from the regulated area. An administration fee based on the current applicable category plus a 100% surcharge will be charged, except for fill removal, where an administration fee equal to the base permit application fee for fill placement will be charged. **Compliance Agreements** will be applied for violations that can meet Conservation Halton policies and regulatory requirements. An administration fee based on the current applicable category fee plus a 100% surcharge will be charged.



# CONSERVATION HALTON PLAN REVIEW FEES 2024 **DRAFT**

EFFECTIVE January 1, 2024



APPLICATION TYPE	CATEGORY	2023 FEE(\$)	HST (\$)	TOTAL 2023 FEE (\$)	2024 APPLICATION TYPE	2024 CATEGORY	2024 FEE(\$)	HST (\$)	TOTAL 2024 FEE (\$)
<b>Subdivisions - Residential/Condominium Multi-Residential/Mixed Use (Note 1)</b>	Base fee Residential per unit/lot fee Residential per unit/lot (≤25 units/lots) Residential per unit/lot (26-100 units/lots) Residential per unit/lot (101-200 units/lots) Residential per unit/lot (200+ units/lots)  Per net hectare (Note 1) ≤ 2 ha > 2 ha but ≤ 5 ha > 5 ha but ≤ 10 ha > 10 ha Clearances per phase (tech review required) (Note 2) Clearances per phase (no tech review required)	\$ 6,588.50 \$ \$ 297.35 \$ 238.94 \$ 190.27 \$ 150.44  \$ 6,870.80 \$ 5,348.67 \$ 4,281.42 \$ 3,495.58 \$ 3,623.89 \$ 1,217.70	\$ 856.50 \$ \$ 38.65 \$ 31.06 \$ 24.73 \$ 19.56  \$ 893.20 \$ 695.33 \$ 556.58 \$ 454.42 \$ 471.11 \$ 158.30	\$ 7,445.00 \$ \$ 336.00 \$ 270.00 \$ 215.00 \$ 170.00  \$ 7,764.00 \$ 6,044.00 \$ 4,838.00 \$ 3,950.00 \$ 4,095.00 \$ 1,376.00	<b>Subdivisions</b>	Base fee       Per net hectare (Note 1) ≤ 2 ha > 2 ha but ≤ 5 ha > 5 ha but ≤ 10 ha > 10 ha Clearances per phase (tech review required) (Note 2) Clearances per phase (no tech review required)	\$ 10,249.56 \$ \$ \$ \$ \$ \$  \$ 8,885.84 \$ 7,518.58 \$ 6,258.41 \$ 5,899.12 \$ 4,085.84 \$ 1,372.57	\$ 1,332.44 \$ \$ \$ \$ \$ \$  \$ 1,155.16 \$ 977.42 \$ 813.59 \$ 766.88 \$ 531.16 \$ 178.43	\$ 11,582.00 \$ \$ \$ \$ \$ \$  \$ 10,041.00 \$ 8,496.00 \$ 7,072.00 \$ 6,666.00 \$ 4,617.00 \$ 1,551.00
<b>Subdivisions - Industrial/Commercial</b>	Base fee Per net hectare Clearances per phase (tech review required) (Note 2) Clearances per phase (no tech review required)	\$ 6,588.50 \$ 6,428.32 \$ 3,623.89 \$ 1,217.70	\$ 856.50 \$ 835.68 \$ 471.11 \$ 158.30	\$ 7,445.00 \$ 7,264.00 \$ 4,095.00 \$ 1,376.00	<b>Subdivisions - Revisions/Redlines</b>	Major/Intermediate Minor	\$ 4,284.07 \$ 930.09	\$ 556.93 \$ 120.91	\$ 4,841.00 \$ 1,051.00
<b>Official Plan Amendments</b>	Large (> 2ha) (Note 4) Major Intermediate Minor	\$ 17,659.29 \$ 6,349.56 \$ 4,199.12 \$ 1,221.24	\$ 2,295.71 \$ 825.44 \$ 545.88 \$ 158.76	\$ 19,955.00 \$ 7,175.00 \$ 4,745.00 \$ 1,380.00	<b>Official Plan Amendments</b>	Large (> 2ha) (Note 4) Major Intermediate Minor	\$ 23,575.22 \$ 15,375.22 \$ 7,687.61 \$ 1,961.06	\$ 3,064.78 \$ 1,998.78 \$ 999.39 \$ 254.94	\$ 26,640.00 \$ 17,374.00 \$ 8,687.00 \$ 2,216.00
<b>Zoning By-Law Amendments</b>	Large (> 2ha) (Note 4) Major Intermediate Minor H Removal - Intermediate/Major H Removal - Minor H Removal - Clearance	\$ 17,659.29 \$ 6,349.56 \$ 4,199.12 \$ 1,221.24 - - -	\$ 2,295.71 \$ 825.44 \$ 545.88 \$ 158.76 - - -	\$ 19,955.00 \$ 7,175.00 \$ 4,745.00 \$ 1,380.00 \$ \$ \$	<b>Zoning By-Law Amendments</b>	Large (> 2ha) (Note 4) Major Intermediate Minor H Removal - Intermediate/Major H Removal - Minor H Removal - Clearance	\$ 23,575.22 \$ 15,375.22 \$ 7,687.61 \$ 2,049.56 \$ 4,100.00 \$ 2,049.56 \$ 663.72	\$ 3,064.78 \$ 1,998.78 \$ 999.39 \$ 266.44 \$ 533.00 \$ 266.44 \$ 86.28	\$ 26,640.00 \$ 17,374.00 \$ 8,687.00 \$ 2,316.00 \$ 4,633.00 \$ 2,316.00 \$ 750.00
<b>Consents</b>	Major Intermediate (staking or one technical review) Minor Clearance	\$ 3,828.32 \$ 2,952.21 \$ 2,163.72 -	\$ 497.68 \$ 383.79 \$ 281.28 -	\$ 4,326.00 \$ 3,336.00 \$ 2,445.00 -	<b>Consents</b>	Major Intermediate (staking or one technical review) Minor Clearance	\$ 3,923.89 \$ 3,025.66 \$ 2,217.70 \$ 256.64	\$ 510.11 \$ 393.34 \$ 288.30 \$ 33.36	\$ 4,434.00 \$ 3,419.00 \$ 2,506.00 \$ 290.00
<b>Minor Variances</b>	Major Intermediate (site visit & staking or one technical review) Minor (site visit) Minor (no site visit or technical review)	\$ 1,818.58 \$ 608.85 \$ 247.79 \$ 139.82	\$ 236.42 \$ 79.15 \$ 32.21 \$ 18.18	\$ 2,055.00 \$ 688.00 \$ 280.00 \$ 158.00	<b>Minor Variances</b>	Major Intermediate (site visit & staking or one technical review) Minor (site visit) Minor (no site visit or technical review)	\$ 2,049.56 \$ 717.70 \$ 358.41 \$ 256.64	\$ 266.44 \$ 93.30 \$ 46.59 \$ 33.36	\$ 2,316.00 \$ 811.00 \$ 405.00 \$ 290.00
<b>Site Plans - Single Residential</b>	Major Intermediate (staking, visual assessment, or one technical review) Minor (visual inspection) Minor (no site visit or technical review)	\$ 1,768.14 \$ 608.85 \$ 247.79 \$ 139.82	\$ 229.86 \$ 79.15 \$ 32.21 \$ 18.18	\$ 1,998.00 \$ 688.00 \$ 280.00 \$ 158.00			- - - -	- - - -	- - - -
<b>Site Plans - Commercial/Industrial/Institutional/Multi-Residential &gt; 2ha</b>	Major (per gross ha) Intermediate Minor Clearance (technical review required) (Note 2) Clearance (no technical review required)	\$ 6,070.80 \$ 10,597.35 \$ 2,207.96 \$ 4,097.21 \$ 1,392.04	\$ 789.20 \$ 1,377.65 \$ 287.04 \$ 532.64 \$ 180.96	\$ 6,860.00 \$ 11,975.00 \$ 2,495.00 \$ 4,629.85 \$ 1,573.00	<b>Site Plan &amp; Condominium</b>	Major Base Fee Major per net hectare fee (to a cap of 8 ha) Intermediate Minor Clearance (technical review) Clearance (no technical review)	\$ 14,349.56 \$ 3,075.22 \$ 14,349.56 \$ 3,075.22 \$ 4,200.00 \$ 769.03	\$ 1,865.44 \$ 399.78 \$ 1,865.44 \$ 399.78 \$ 546.00 \$ 99.97	\$ 16,215.00 \$ 3,475.00 \$ 16,215.00 \$ 3,475.00 \$ 4,746.00 \$ 869.00
<b>Site Plans - Commercial/Industrial/Institutional/Multi-Residential &lt; 2ha</b>	Major Intermediate Minor Clearance (technical review required) (Note 2) Clearance (no technical review required)	\$ 10,530.97 \$ 6,840.71 \$ 1,474.34 \$ 1,862.83 \$ 792.04	\$ 1,369.03 \$ 889.29 \$ 191.66 \$ 242.17 \$ 102.96	\$ 11,900.00 \$ 7,730.00 \$ 1,666.00 \$ 2,105.00 \$ 895.00			- - - - -	- - - - -	- - - - -
<b>Municipal Site Alteration Applications</b>	Major/Intermediate Minor Prior to draft plan approval	\$ 3,396.46 \$ 938.05 \$ 9,603.54	\$ 441.54 \$ 121.95 \$ 1,248.46	\$ 3,838.00 \$ 1,060.00 \$ 10,852.00	<b>Municipal Site Alteration Applications</b>	Major/Intermediate Minor Prior to draft plan approval	\$ 3,655.75 \$ 1,009.73 \$ 10,335.40	\$ 475.25 \$ 131.27 \$ 1,343.60	\$ 4,131.00 \$ 1,141.00 \$ 11,679.00
<b>Applicant-Driven Revisions (requiring re-circulation)</b>	Major changes (% of current fee) Minor changes (% of current fee)			75% 25%	<b>Applicant-Driven Revisions (requiring re-circulation)</b>	Major changes (% of current fee) Minor changes (% of current fee)			75% 25%
<b>Resubmission Due to Incomplete application</b>	% of current applicable application fee	\$ 10,563.72	\$ 1,373.28	\$ 11,937.00					
<b>Technical Study/Design Resubmission</b>	Third Submission Subsequent Submissions (per submission)			25% up to \$13,050.00 50% up to \$27,050.00	<b>Technical Study/Design Resubmission</b>	Third Submission Subsequent Submissions (per submission)			25% up to \$13,700.00 50% up to \$28,500.00
<b>Additional Site Visit</b>	Single residential/Single farm (private landowner) Commercial/Industrial/Institutional/Multi-Residen	\$ 247.79 \$ 2,008.85	\$ 32.21 \$ 261.15	\$ 280.00 \$ 2,270.00	<b>Additional Site Visit</b>	Single residential/Single farm (private landowner) Commercial/Industrial/Institutional/Multi-Residentia	\$ 266.37 \$ 2,161.95	\$ 34.63 \$ 281.05	\$ 301.00 \$ 2,443.00
<b>File reactivation (Inactive for 2 or more years)</b>	Minor (Note 3) Intermediate/Major (Note 3)	\$ 557.52 \$ 1,128.32	\$ 72.48 \$ 146.68	\$ 630.00 \$ 1,275.00	<b>File reactivation (Inactive for 2 or more years)</b>	Minor (Note 3) Intermediate/Major (Note 3)	\$ 600.00 \$ 1,214.16	\$ 78.00 \$ 157.84	\$ 678.00 \$ 1,372.00
<b>Aggregate Extraction Technical Review Associated with a Planning Application</b>		\$ 85,728.32	\$ 11,144.68	\$ 96,873.00	<b>Aggregate Extraction Technical Review Associated with a Planning Application</b>		\$ 87,871.68	\$ 11,423.32	\$ 99,295.00

## **DEFINITIONS**

**Minor:** The application is within or adjacent to the area of interest to Conservation Halton (CH) (e.g., natural hazard areas or CH regulated area), but no technical studies are required by CH

**Intermediate:** One technical study is required for review by CH

**Major:** More than one technical study is required for review by CH

**Incomplete Submission:** The application has not met all CH's requirements as indicated in the checklist generated through the municipal pre-consultation process, including fees

**Applicant-Driven Revision:** An amendment or revision to an application initiated by the applicant after municipal approval has been granted

**Net Hectare:** The total developable area of the property including development blocks, roads, parks, schools, and stormwater management facilities, but excluding areas regulated by CH or other natural heritage system (NHS) areas.

## **GENERAL**

- **Plan Review Fees** –CH's plan review fee may be paid to the municipality or directly to CH after the application has formally been submitted to the municipality and CH has confirmed the applicable fee. *Schedule B – Fees for Other Services* will be paid directly to CH.
- **Pre-application Technical Study Review** – A fee will apply for the review of a technical study/analysis where a planning application has not yet been submitted as outlined on *Schedule B – Fees for Other Services*. This fee must be paid prior to review. The fee for the review of a technical submission prior to a planning application will be deducted from the planning application fee at the time it is submitted. Any additional technical submissions received for review prior to a planning application will be charged separately.
- **Pre-application Full Review** – If the full review of a planning application and supporting technical studies is requested through pre-application the full application fee will apply as per the Plan Review Fee Schedule and further fees will not be collected at the time of formal application.
- **Pre-consultation** – CH reserves the right to request a pre-consultation fee. This fee will be deducted from the fee for the planning application if it is submitted within **12 months (one year)** of the pre-consultation.
- **Concurrent Applications** – Planning applications submitted concurrently for the same property will be charged at 100% of the highest fee rate and 75% of the fee rate for each additional planning application. Fees for the technical review of EIR/FSS/SIS's or equivalent studies will be charged separately.
- **Technical Study/Design Resubmission** – A fee will be charged directly to the applicant when technical reviews of required studies, plans, drawings and models go beyond two submissions. A graduated fee of 25% of the current fee for the third submission and 50% of the current fee for subsequent submissions will be charged.
- **Peer Review Fees** – The cost for peer review of technical submissions will be borne by the applicant.
- **Additional Fees** – CH reserves the right to request additional fees, at a rate of \$160/hour (inclusive of HST). Additional fees are required for all applicant-initiated revisions.
- **Fee Appeal Process:** - Any dispute of fee calculations that cannot be resolved through consultation with CH's Manager, Environmental Planning, Director of Planning and Regulations, and/or President & CEO's office, can be appealed to the CH Board, as outlined in CH's Fees Policy.

**NOTES**

1. **Subdivision Fees** – In addition to the base fee, the net hectare fee applies to all blocks as identified in the Net Hectare definition above. Subdivision fees include:

- i. review of first and second submissions of all studies and technical analysis required to support draft plan approval; subsequent submissions will be charged as per the current *Plan Review Fees Schedule*
- ii. one site visit prior to draft plan approval
- iii. three (3) consultation meetings
- iv. preparation of draft plan conditions
- v. review of the first and second submissions of all detailed design drawings and other submissions required to clear draft plan conditions; subsequent submissions will be charged as per the current *Plan Review Fees Schedule*
- vi. up to 2 site visits during the detailed design process (if required)

The subdivision fee assumes a single phase of detailed design and registration. If the subdivision is phased after draft plan approval, additional fees for the review of detailed design at a rate of 15% of the current total subdivision fee will apply in addition to any resubmission fees as per the Plan Review Fee Schedule. All works associated with municipal site alteration applications and CH permit applications are separate from the subdivision review process and associated fees.

2. **Revision and Clearance Fees** – The prescribed fee assumes a standard approach to the issuance of the CH clearance. Should the applicant want to consider a different approach, CH will charge additional fees to cover administrative and any legal costs.
3. **File Reactivation** – A file reactivation fee will be charged for applications that have been inactive for two or more years. This fee will be charged in addition to the difference in the application fee paid with the original submission and the current application fee. After five (5) years of inactivity, any technical or planning review will be charged the full current application fee.
4. **Large Official Plan Amendments/Zoning Bylaw Amendments** – A “large” fee will be required where the site is > 2ha and a stormwater management facility and/or watercourse realignment is proposed, or the application is supported by a comprehensive study (e.g. EIR/FSS/SIS or equivalent).



CONSERVATION HALTON FEES FOR OTHER SERVICES 2024 - **DRAFT**  
Effective January 1, 2024



CATEGORY	2023 FEE	HST	TOTAL 2023 FEE	Revised 2024 Categories	2024 FEE	HST	TOTAL 2024 FEE
<b><u>Fees Not Requiring HST</u></b>							
<b>Solicitor, Real Estate, Appraiser Inquiries</b> <i>(Note 1)</i>	\$360.00		\$360.00		\$387.00		<b>\$387.00</b>
<b>Clearance/No Objection Letters</b>							
No Site Visit	\$145.00		\$145.00		\$149.00		<b>\$149.00</b>
With Site Visit <i>(visual inspection)</i>	\$247.00		\$247.00		\$253.00		<b>\$253.00</b>
With Site Visit <i>(staking; field assessment)</i>	\$448.00		\$448.00		\$459.00		<b>\$459.00</b>
With Site Visit & Technical Review <i>(includes review of one report; additional reviews are charged at the rate of \$685.00 (\$800.00 – 2024 Fee) per submission)</i>	\$720.00		\$720.00		\$738.00		<b>\$738.00</b>
<b>Pre-Application Requests</b> <i>(no permit or planning application has been submitted)</i> <i>(Private Landowner Single Residential, Single Farm) (Note 2)</i>							
With Site Visit <i>(visual inspection)</i>	\$247.00		\$247.00		\$253.00		<b>\$253.00</b>
With Site Visit <i>(staking; field assessment) (per visit)</i>	\$448.00		\$448.00		\$459.00		<b>\$459.00</b>
With One Technical Review	\$720.00		\$720.00		\$738.00		<b>\$738.00</b>
<b>Pre-Application Requests</b> <i>(no permit or planning application has been submitted)</i> <i>(Other) (Note 2)</i>							
With Site Visit <i>(visual inspection) (per visit/per staff person)</i>	\$247.00		\$247.00		\$512.00		<b>\$512.00</b>
With Site Visit <i>(staking; field assessment) (per visit/per staff person)</i>	\$448.00		\$448.00		\$1025.00		<b>\$1,025.00</b>
With One Technical Review	\$2013.00		\$2013.00		\$2063.00		<b>\$2,063.00</b>
<b><u>Fees Requiring HST</u></b>							
<b>Hard Copy Maps</b> <i>(per property)</i>	\$19.47	\$2.53	\$22.00		\$19.96	\$2.59	<b>\$22.55</b>
<b>Photocopies</b> <i>(per sheet up to 11" x17")</i>	\$0.97	\$0.13	\$1.10		\$0.99	\$0.13	<b>\$1.12</b>
<b>Technical Review - EIR/FSS/SIS (or equivalent)</b>							
Base Fee ( $\leq 25ha$ )	\$11,265.49	\$1,464.51	\$12,730.00	Minor (e.g. EIR Addendum or equivalent)	(\$25,624.78	\$3,331.22	<b>\$28,956.00</b>
Base Fee ( $> 25ha$ but $\leq 50ha$ )	\$22,539.82	\$2,930.18	\$25,470.00	Major (e.g. EIR/FSS/SIS)	\$51,249.56	\$6,662.44	<b>\$57,912.00</b>
Base Fee ( $> 50ha$ )	\$33,816.81	\$4,396.19	\$38,213.00				
Per gross hectare <i>(Note 3)</i>	\$464.60	\$60.40	\$525.00				
<b>Terms of Reference Technical Review</b>							
	\$1,646.02	\$213.98	\$1860.00	Minor (e.g. EIA/SWM)	\$1,686.73	\$219.27	<b>\$1,906.00</b>
				Major (e.g. SWS/EIR)	\$3,372.57	\$438.43	<b>\$3,811.00</b>



CONSERVATION HALTON FEES FOR OTHER SERVICES 2024 - **DRAFT**  
Effective January 1, 2024



CATEGORY	2023 FEE	HST	TOTAL 2023 FEE	Revised 2024 Categories	2024 FEE	HST	TOTAL 2024 FEE
<b>EA Review</b> (Notes 3 & 4)							
Master Plan	\$15,703.54	\$2041.46	\$17,745.00		\$16,096.46	\$2,092.54	<b>\$18,189.00</b>
Individual EA	\$15,703.54	\$2041.46	\$17,745.00		\$16,096.46	\$2,092.54	<b>\$18,189.00</b>
Schedule A or A+							-
Schedule B (or equivalent)	\$6,543.36	\$7,394.00	\$7,394.00		\$6,707.08	\$871.92	<b>\$7,579.00</b>
Schedule C (or equivalent)	\$10,469.03	\$1,360.97	\$11,830.00		\$10,730.97	\$1,395.03	<b>\$12,126.00</b>
EA Addendum Reports	\$2,710.62	\$352.38	\$3,063.00		\$2,778.76	\$361.24	<b>\$3,140.00</b>
<b>Niagara Escarpment Plan Amendments</b> (Applicant Driven)							
	\$18,004.42	\$2,340.58	\$20,345.00	Minor	\$2,049.56	\$266.44	<b>\$2,316.00</b>
				Intermediate	\$10,249.56	\$1,332.44	<b>\$11,582.00</b>
				Major	\$18,454.87	\$2,399.13	<b>\$20,854.00</b>
<b>Niagara Escarpment Commission Development Permit</b>							
				Minor	\$256.64	\$33.36	<b>\$290.00</b>
				Intermediate	\$717.70	\$93.30	<b>\$811.00</b>
				Major	\$2,049.56	\$266.44	<b>\$2316.00</b>
<b>Parkway Belt Applications</b>							
	\$3,376.11	\$438.89	\$3,815.00	Minor	\$3,460.18	\$449.82	<b>\$3,910.00</b>
				Intermediate	\$16,400.00	\$2,132.00	<b>\$18,532.00</b>
				Major	\$26,906.19	\$3,498.80	<b>\$30,404.00</b>

**Definitions**

**Minor:** The application is within or adjacent to the area of interest to Conservation Halton (CH) (e.g., natural hazard areas), but no technical studies are required by CH

**Intermediate:** One technical study is required for review by CH

**Major:** More than one technical study is required for review by CH

**Notes**

1. Solicitor, real estate or appraiser inquiries for information specific to a PIN (Property Identification Number) will be charged the inquiry fee for each PIN.
2. The pre-application fee will be deducted from the cost of an application if it is received within **one (1) year** of completing the site visit or technical review. Additional technical submissions received for review prior to a formal application will be charged separately and no additional deduction will be made
3. When technical reviews of studies associated with an EA, EIR/FSS/SIS (or equivalent) go beyond two submissions, a graduated fee of 25% of the current fee for the third submission and 50% of the current fee for subsequent submissions will be charged.
4. Review fees do not apply for Region of Halton infrastructure projects as the Region funds a CH Regional Infrastructure Team.