

HAMILTON REGION CONSERVATION AUTHORITY

MINUTES

Board of Directors Meeting

December 6, 2018

Minutes of the Board of Directors meeting held on Thursday, December 6, 2018 at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario at 7:00 p.m.

PRESENT:

Susan Fielding, in the Chair	
Dan Bowman	Chad Collins
Brad Clark	Lloyd Ferguson
Brad Gautreau	Tom Jackson
Santina Moccio	Esther Pauls
Maria Topalovic	

Ine Wauben, Foundation Chair

STAFF PRESENT: Lisa Burnside, Grace Correia, Gord Costie, Matt Hall, Bruce Harschnitz, Paul Karbusicky, Sara Kinnear, Judy Love, Neil McDougall, Val Pazzi, Scott Peck, Kathy Smith, Mike Stone, and Nancy Watts - HCA Staff

OTHERS: Richard Leitner - Media

1. CALL TO ORDER

The Chair called the meeting to order and welcomed everyone present. The Chair welcomed the new members; Councillors Brad Clark, Esther Pauls, and Tom Jackson.

Susan Fielding indicated that she attended the Staff AGM on November 21. It was a very productive meeting and great team spirit.

Lisa indicated that as we approach the end of the year, this is often a time of reflection and looking back at everything that has been accomplished. We have done a lot this year and am very proud of that and our staff.

A few highlights from each area:

Corporate Review by Lisa Burnside:

- CA Act Review:
 - the Provincial Government initiated a review of the CA Act with the document “Conserving Our Future”
 - after 2 years of input from a wide range of sectors, the bill received royal assent
 - Act made a few immediate changes with a purpose statement confirming the role of CAs as watershed-based natural resource managers in Ontario, requiring meetings to be open to the public and also required administrative bylaws to be passed by December 12, 2018
 - bylaws were to ensure strengthened oversight and accountability for proper administration
 - our B&A Committee held two special meetings to review the document and the Board passed the new bylaws this fall
- Strategic Plan:
 - HCA’s current 5-year strategic plan is expiring at the end of this year
 - staff initiated the renewal process beginning in January and after a full year of work, we as staff are very pleased and excited to share the new document
 - the timing of having a new strategic plan aligns very well with a renewed board to provide a blueprint and roadmap for our organization for the coming years
- Ancaster Wells:
 - on January 1, 2018, HCA changed the manner of operation of the Ancaster Wells for them to remain open
 - the new manner of operation has been running successfully since January 1 with over 700 people obtaining swipe cards and we are currently in the process of having the cards re-newed

Central Services Review by Neil McDougall:

Neil indicated that he is the Secretary-Treasurer who takes care of all the money, but he is also responsible for Forestry, Fleet, Marketing, and the Grant Officer.

- Finance Section:
 - 50% of our payments are on electronic funds transfer
 - deposits – we now can scan the cheques at the office and the money will be deposited in our account
 - introduced new systems with time sheets, work orders which are more effective
- Forestry:
 - hired 2 crew members who are certified Arborist – this saves a lot of money instead of contracting this work out
 - in house chainsaw and respirator courses
- Film Shoots:
 - 36 film shoots
 - \$200,000 in revenues – very strong and busy

Watershed Planning & Engineering Review by Scott Peck:

Scott indicated that there is a tremendous amount of work on the planning and permit application process which has brought in approximately \$320,000 in revenues.

- Lower Spencer Fish Habitat Improvement Project:
 - through funds from MNRF COA, the restoration of Lower Spencer Creek was completed in summer of 2018
 - the following work was completed:
 - restored a simulated natural channel function
 - created walleye spawning, salmonid spawning, potential pike spawning habitat
 - rehabilitated riparian buffer areas
- Christie Lake Ponds – Pond to Watercourse Restoration:
 - problems with algae in the ponds – this was not sustainable
 - secured funding through the Fisheries and Oceans for this project
 - removed ponds and put watercourse back in
- Saltfleet Conservation Area Wetland:
 - completed the environmental assessment
 - work on the design aspect to get the wetland built
 - exciting project which will take a number of years

Conservation Areas Review by Gord Costie:

- Conservation Area Auto Gates:
 - installation of auto gates in many of our conservation areas
 - saves staff time
 - very positive feedback from the public
- Valens Lake Carp:
 - during the week of June 18, staff at Valens Lake noticed a number of dead carp floating in the reservoir
 - staff initiated a clean-up effort to remove the dead carp
 - there were over 4,000 dead carp
 - staff expect the cause of the carp die-off is the KOI Herpes Virus
 - MNRF attended the site to collect fish samples
- Christie Lake/Spencer Gorge Shuttle:
 - shuttle ran from May 12 to October 28
 - sold over 50,000 wristbands
 - \$255,955 revenue from wristbands sales only
 - shuttle only operated for 29 days in 2018 – October was the busiest month with over 10,000 wristbands sold
 - the shuttle out of Christie Lake has worked and had many great successes

Capital Projects and Strategic Services Review by Matt Hall:

- Woodend Backup Generator:
 - the main office did not have an emergency power supply system to sustain operations in the event of a power outage
 - during the power outage, the main office not only loses lighting and computer systems, but the water pumps for washrooms and HVAC systems also shut down which then staff are sent home
 - a capital project was initiated and approved to install a backup power supply system
- Fifty Point Marina Channel Dredging:
 - major maintenance project
 - sediment levels have increased to the point where dredging had to take place to ensure appropriate boating access is maintained
 - dredging was completed in September

- Westfield Masterplan:
 - work on the new master plan began in February 2017
 - used the expertise of HCA staff working in collaboration with friends, volunteers, local residents, and stakeholders
 - this master plan reflects HCA's intent to protect the natural environment and constructed features of Westfield and to maintain and develop high quality facilities for cultural heritage appreciation, education, recreation, and enjoyment of the conservation area by visitors for the next ten years

Human Resources and Wellness Review by Nancy Watts:

- WSIB – Workplace Safety & Insurance Board:
 - good news – HCA received \$6,750 rebate for reducing on the job injuries
- Outdoor Education Program in Dundas Valley:
 - received the Digital Innovation Award from Conservation Areas Workshop Innovation Award Committee
 - HCA Education Department was voted the winner by delegates of CAW
 - it was presented in recognition of the Education Team developing innovative programming in utilizing I-Pads for promoting outdoor environmental activities
- Workforce Changes:
 - there will be 7 retirements in the next four months

Hamilton Conservation Foundation Review by Grace Correia:

Grace indicated that the Foundation focuses on raising money for three areas and have raised over \$530,000 this fiscal year:

- Education
 - Land
 - Cultural Heritage
- Outdoor Environmental Education:
 - raised \$125,000 for the outdoor education program which puts us on track to meet our 2018 commitment
 - agreed to renew this again in 2019
 - increase support
 - need to raise money for transportation service for inner City

- We received a total of \$147,077 donations in November. They break down as follows:
 - \$50,100 for a design plan for wetlands as part of the Saltfleet Conservation Area project
 - \$28,050 for the Outdoor Environmental Education Program
 - \$25,000 for the Dobson-McKee Outdoor Environmental Education Endowment Fund
 - \$20,345 for the Westfield Volunteer Building Fund
 - \$12,000 for the Westfield Operating Fund
 - \$6,572 for the Area of Greatest Need Fund
 - a \$2,500 receipt was provided for a donated sailboat to be auctioned off by Fifty Point CA
 - \$1,500 for the Hamilton Watershed Stewardship Program
 - the remaining \$1,010 came in donations for Land Securement, Christie Lake CA, Valens Lake CA, and Trail Development

- Year-to-Date:
 - This brings our unaudited fiscal-year (December 1, 2017 to November 30, 2018) donations to \$536,101

- Outdoor Environmental Education:
 - The Foundation has worked with HCA's Finance Director to ensure that all necessary funding for the 2018 Outdoor Environmental Education program has been transferred

Brad Clark indicated that he had the privilege to sit on the Foundation Board. The Board members do a lot of amazing work. Congratulations to the Foundation.

10. OTHER STAFF REPORTS/MEMORANDUMS

10.1 Hamilton Conservation Authority Strategic Plan 2019 - 2023

Scott Peck presented the report and answered member's questions. The Strategic Plan is a priority document that will guide the HCA over the next 5 years. It has been developed through an extensive consultation process resulting in a new vision, mission and logo. The Strategic Plan is a streamlined document that provides that higher level of direction relating to the priorities of the HCA. Implementation of the Strategic Plan will be through departmental work plans with an annual report prepared to highlight progress in implementing the priorities and initiatives of the Strategic Plan.

Councillor Lloyd Ferguson congratulated staff on a job well done.

BD12,2602**MOVED BY: Esther Pauls
SECONDED BY: Dan Bowman****THAT the Board of Directors approve the following recommendations:****That the Hamilton Conservation Authority Strategic Plan 2019-2023 be approved.****CARRIED****10.2 Update – re Urban Hamilton Runoff Task Group Report and Recommendations**

Scott Peck presented the memorandum and answered member's questions.

In November 2016, a report with a recommendation regarding the Urban Hamilton Runoff Task Group Final Report was presented to the Board of Directors. The report highlighted the work undertaken by area stakeholders, including the HCA, to address nutrient and sediment loading into Hamilton Harbour from the larger watershed area.

The recommendation in the November 2016 report outlined that staff be directed to review the recommendations and report back on how the recommendations can be implemented by the HCA.

As it relates to the HCA, the majority of recommendations are already in practice or feasible with current resources. These recommendations relate to existing water monitoring programs and stewardship initiatives and are included in the Watershed Planning & Engineering work plan.

HCA staff will continue to implement the recommendations as noted into annual work plans and will work with our partners and stakeholders on the recommendations that require provincial direction or additional funding on a priority basis.

10.3 2019 Mileage Report

Nancy Watts presented the report and indicated a yearly review of mileage is to take place with any change effective January 1.

The rate of mileage compensation shall be subject to an annual adjustment based on the year over year change in the Consumer Price Index for Private Transportation in Ontario.

The HCA has been found to be competitive with our rate, it is therefore recommended that the 2018 mileage rate of 53 cents per kilometre be maintained for 2019.

BD12,2603

MOVED BY: Tom Jackson
SECONDED BY: Santina Moccio

THAT the Board of Directors approve the following recommendations:

That the current mileage rate of 53 cents per kilometre remain unchanged for 2019.

CARRIED

10.4 Current Watershed Conditions as of November 23, 2018

Scott Peck provided an update on the current conditions. As of November 23, 2018, no significant responses are required concerning watercourse flooding, Lake Ontario shoreline erosion or flooding, or drought.

10.5 Upcoming HCA and Partner Events

Gord Costie provided an update of the upcoming events that are included in the agenda package.

11. NEW BUSINESS

11.1 2019 Schedule of Board of Directors Meetings and Date of AGM

Lisa Burnside presented the report and answered member's questions. As per our new governance policy, the Board of Directors shall approve a schedule for regular meetings in advance and shall designate one of the meetings as the Annual General Meeting (AGM) where the election of officers take place.

For the full renewal of the Board after the Municipal Election, we have been advised that the five citizen appointments will not be confirmed until mid-February by the City of Hamilton Council.

Discussions took place in regards to the meeting dates and the AGM should take place after the citizen appointments.

BD12,2604

MOVED BY: Tom Jackson
SECONDED BY: Brad Clark

THAT the Board of Directors approve the following recommendations:

THAT the 2019 Meeting Schedule for the Board of Directors meetings be approved; and

THAT staff confirm with the City Clerk the timelines of the citizen appointments; and further

THAT this be revisited at the February 7 Board of Directors meeting to determine the date of the AGM.

CARRIED

12. IN-CAMERA ITEMS FOR MATTERS OF LAW, PERSONNEL AND PROPERTY

There were no in-camera items.

13. NEXT MEETING

The next meeting of the Board of Directors will be held on Thursday, February 7, 2019 at 7:00 p.m. at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

14. ADJOURNMENT

On motion, the meeting adjourned.



Neil McDougall
Secretary-Treasurer