

BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, NOVEMBER 1, 2018

Hamilton Conservation Authority

Vision

HCA works to ensure healthy streams and healthy communities in which human needs are met in balance with the needs of the natural environment, now and in the future.

Mission

To lead in the conservation and sustainable management of our watershed's natural environment.



**Hamilton
Conservation Authority**

Healthy Streams...Healthy Communities!

**Fallen Leaves
Hamilton to Brantford Rail Trail**

AGENDA FOR BOARD OF DIRECTORS MEETING

Thursday, November 1, 2018 at 7:00 p.m.

- 1. CALL TO ORDER** ~ Conley
- 2. DECLARATIONS OF CONFLICT OF INTEREST**
- 3. APPROVAL OF AGENDA**
- 4. DELEGATIONS**
- 5. CONSENT ITEMS**
 - 5.1 Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
 - 5.2 Approval of Board of Directors Minutes – September 6, 2018
- 6. MEMBER BRIEFING**
 - 6.1 Lower Spencer Fish Habitat Project ~ Oaks
- 7. BUSINESS ARISING FROM THE MINUTES**
- 8. OTHER CORRESPONDENCE**
- 9. REPORTS FROM BUDGET & ADMINISTRATION COMMITTEE, CONSERVATION ADVISORY BOARD, AND THE FOUNDATION**
 - 9.1 Budget & Administration Committee – October 18, 2018 ~ Fielding
(Recommendations and Minutes)

BA1832	9 Month Financial Results – Operating	
BA1833	3 rd Quarter Vendor Listing Report	
BA1834	2019 Operating Budget	~ McDougall
BA1835	Replacement of Fifty Point Mobile Marina Boat Lift	
BA1836	Bulk Lumber Order – Quotation Results	
BA1838	Specific Agreement with the Haudenosaunee Wildlife and Habitat Authority	
Minutes	Approval of October 18, 2018 Minutes	

9.2 Conservation Advisory Board – October 11, 2018 ~ Topalovic
(Recommendations and Minutes)

CA1821 Westfield Heritage Village Conservation ~ Smith
Area Master Plan
Minutes Approval of October 11, 2018 Minutes

9.3 Foundation Chairman's Report ~ Wauben

10. OTHER STAFF REPORTS/MEMORANDUMS

10.1 Supply and Install Viewing Platform at Canal Park ~ Hall
10.2 Current Watershed Conditions as of October 22, 2018 ~ Bastien
10.3 Upcoming HCA and Partner Events ~ Costie

11. NEW BUSINESS

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

13. NEXT MEETING - Thursday, December 6, 2018

14. ADJOURNMENT



Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED BY: T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer/Director, Watershed Planning and Engineering

PREPARED BY: Darren Kenny, Watershed Officer

DATE: October 19, 2018

RE: Summary Enforcement Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation 161/06 Applications for November 1, 2018

HCA Regulation applications approved by staff between the dates of August 22, 2018 and October 19, 2018 are summarized in the following Summary Enforcement Report (SER-7/18).

RECOMMENDATION

THAT the Board of Directors receive this Summary Enforcement Report SER-7/18 as information.

HAMILTON REGION CONSERVATION AUTHORITY
DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES APPLICATIONS
October 19, 2018
Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, November 01, 2018
The proposed works are subject to Ontario Regulation 161/06, and in particular Section 2, Subsection (1).

SUMMARY ENFORCEMENT REPORT SER 7/18

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
F/F,C/18/69	09-Aug-18	22-Aug-18	15		25 Middletown Rd Lot 36, Concession 1 Flamborough	Filling of an existing foundation and construction of a new single residential dwelling, as well as associated grading and installation of a septic system, in a regulated area of Spring Creek.	Approved subject to standard conditions
SC/F,C,A/17/74	30-Aug-17	23-Aug-18	222		1831 Rymal Rd E, Pt Lt 33, Con 8 Lot 33, Concession 8 Stoney Creek	Construction of a permanent stormwater management facility and completion of the eco-corridor for Phase I of the Central Park Subdivision (25T-2014-01) in a regulated area of Upper Davis Creek.	Approved subject to standard conditions
SC/F,C,A/18/42	05-Jun-18	24-Aug-18	16		Barton St from McNeilly Rd to Glover Rd Lot 9, 10, Concession 2 Stoney Creek	Completion of fibre optic service installation by jack and bore in a regulated area of Stoney Creek Watercourse No. 7.	Approved subject to standard conditions
SC/F,C,A/18/43	05-Jun-18	24-Aug-18	16		Winona Rd from Barton St to Helena Ave Lot 4, Concession 2 Stoney Creek	Completion of fibre optic service installation by jack and bore in a regulated area of Stoney Creek Watercourse No. 12.	Approved subject to standard conditions

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SUMMARY ENFORCEMENT REPORT SER 7/18

F/F,C,A/18/70	15-Aug-18	27-Aug-18	14		Pt Lt 36 (Beverly), Pt Lt 1 (W. Flam), Con 1 Lot 36, Concession 1 Flamborough	Like for like replacement of an existing cross culvert (2148), in a regulated area of Upper Spencer Creek.	Approved subject to standard conditions
F/F,C/18/71	15-Aug-18	27-Aug-18	14		1746 Gore Rd Lot 21, Concession 10 Flamborough	Like for like replacement of an existing entrance culvert, in a regulated area of Upper Spencer Creek.	Approved subject to standard conditions
H/F,C,A/18/62	26-Jul-18	30-Aug-18	26		Pt Lt 10, Con 1, 50 Miles Rd Lot 10, Concession 1 Hamilton	Alteration of a watercourse and grading activities within a regulated area of Hannon Creek associated with the construction of the interim Miles Estates stormwater management facility.	Approved subject to standard conditions
A/F,C/18/67	30-Jul-18	31-Aug-18	22		52 Millcreek Crt Lot 46, Concession 2 Ancaster	Construction of a cabana and installation of an in-ground pool and patio in a regulated area of Ancaster Creek.	Approved subject to standard conditions
SC/F,C,A/17/12	22-Mar-17	31-Aug-18	92		Arvin Ave from Watercourse 7 to McNeilly/Watercourse 7 from CNR to Barton St Lot 9, Concession 1 Stoney Creek	Alteration of a watercourse consisting of the realignment of Stoney Creek Watercourse No. 7.	Approved subject to standard conditions

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SC/F,C,A/18/12	07-Mar-18	07-Sep-18	72		4-20 Mathers Dr Lot 17, Concession 3 Stoney Creek	Alteration of a watercourse consisting of installation of in-stream erosion control measures associated with the Mathers Drive Stream and Valley Erosion Municipal EA in a regulated area of Stoney Creek Watercourse No. 4.	Approved subject to standard conditions
SC/A/18/75	17-Aug-18	07-Sep-18	22		400 Green Rd Lot 20, Concession 1 Stoney Creek	Maintenance of vegetation, in a regulated area of Watercourse No. 2.	Approved subject to standard conditions
H/F,C/18/78	27-Aug-18	11-Sep-18	17		1041 West 5th St Lot 15, Concession 8 Hamilton	Installation of stormwater infrastructure and grading activities associated with Phase 1 of a development to construct a four storey retirement home facility, with commercial units, and a community centre and place of worship, in a regulated area of Upper Ottawa Creek.	Approved subject to standard conditions
SC/F,C/18/56	04-Jul-18	12-Sep-18	30		55 Church St Lot 21, Concession BF Stoney Creek	Completion of repairs and modifications to an existing shorewall, new concrete patio construction and rear deck construction in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions

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SUMMARY ENFORCEMENT REPORT SER 7/18

H/F,C/18/73	16-Aug-18	21-Sep-18	28		King St off ramp Lot 31, Concession 3 Hamilton	Completion of structural repairs to the Southbound off-ramp to King Street from the Redhill Valley Parkway in a regulated area of Redhill Creek.	Approved subject to standard conditions
F/F,C,A/18/64	26-Jul-18	01-Oct-18	37		Pt Lt 9 and 10, Con 4, North Waterdown Dr Lot 9, 10, Concession 4 Flamborough	Completion of North Waterdown Drive from Mosaic Drive to approximately 910 metres easterly, in a regulated area of Borer’s Creek.	Approved subject to standard conditions
A/A/18/80	11-Sep-18	02-Oct-18	22		633 Old Dundas Rd Lot 46, Concession 2 Ancaster	Repair of existing stone wall streambank protection, included re-placement of stones and mortar, in a regulated area of Ancaster Creek.	Approved subject to standard conditions

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SC/F,C,A/18/74	13-Aug-18	03-Oct-18	18		288 Glover Rd Lot 10, Concession 2 Stoney Creek	Installation of a temporary 450 diam. storm sewer within the Barton Street municipal road between the outlet of the future stormwater management facility servicing the Branthaven Homes residential development at 288 Glover Road and the new sewer connection to the existing 2.2 m diam. CSP culvert crossing under Barton Street, which will outlet to a rock rip-rap scour pool to be constructed within the Stoney Creek Watercourse No. 7 watercourse channel on the north side of Barton Street.	Approved subject to standard conditions
F/C/18/81	11-Sep-18	04-Oct-18	41		339 Old Brock Rd Lot 9, Concession 2 Flamborough	Interior and exterior renovations of an existing dwelling, including construction of a garage on an existing foundation, reconstruction of the second storey and roof, addition of a front porch, and reinforcement and renovation of an existing rear deck, in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions
D/C/18/87	26-Sep-18	05-Oct-18	12		31 Robinhood Dr Lot 50, Concession 1 Dundas	Installation of a concrete patio and construction of a rear deck, in a regulated area of Sulphur Creek.	Approved subject to standard conditions

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F/F,C,A/18/76	24-Aug-18	10-Oct-18	41		1108 5th Con Rd W Lot 36, Concession 4 Flamborough	Completion of a pipeline integrity dig (HML-LW-99888.67) within a watercourse tributary in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions
SC/F,C,A/17/90	09-Nov-17	11-Oct-18	49		52 Lakeshore Dr Lot 11, Concession BF Stoney Creek	Construction of a new shoreline retaining wall in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions
SC/F,C,A/17/91	09-Nov-17	11-Oct-18	49		54 Lakeshore Dr Lot 11, Concession BF Stoney Creek	Construction of a new shoreline retaining wall in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions
SC/F,C,A/17/63	18-Oct-17	11-Oct-18	58		42 Lakeshore Dr Lot 11, Concession BF Stoney Creek	Construction of a new shoreline retaining wall in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions
SC/F,C,A/17/87	18-Oct-17	11-Oct-18	58		44 Lakeshore Dr Lot 11, Concession BF Stoney Creek	Construction of a new shoreline retaining wall in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions

HAMILTON REGION CONSERVATION AUTHORITY

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SC/F,C,A/17/88	18-Oct-17	11-Oct-18	58		48 Lakeshore Dr Lot 11, Concession BF Stoney Creek	Construction of a new shoreline retaining wall in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions
A/C/18/83	14-Sep-18	12-Oct-18	18		1760 Main St W Lot 54, Concession 1 Ancaster	Completion of structural repairs to an existing parking garage in a regulated area of Ancaster Creek.	Approved subject to standard conditions
SC/F,C,A/17/76	22-Sep-17	15-Oct-18	124		99 Highland Rd W, 665 Pritchard Rd and 1603 Rymal Rd E Lot 34, Concession 8 Stoney Creek	Installation of sediment and erosion control measures and completion of pre-grading only in association with plan of subdivision 25T- 2014-02 in a regulated area of Upper Davis Creek.	Approved subject to standard conditions

HAMILTON REGION CONSERVATION AUTHORITY

MINUTES

Board of Directors Meeting

September 6, 2018

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

PRESENT:

Doug Conley, in the Chair	Chad Collins
Dan Bowman	Susan Fielding
Lloyd Ferguson	Santina Moccio
Brad Gautreau	
Maria Topalovic	

REGRETS: Aidan Johnson, Robert Pasuta

STAFF PRESENT: Lisa Burnside, Grace Correia, Gord Costie, Bruce Harschnitz, Sara Kinnear, Judy Love, Neil McDougall, Jonathan Roberts, Jaime Tellier, and Nancy Watts - HCA Staff

OTHERS: Media – Not Present

1. CALL TO ORDER

The Chair called the meeting to order and welcomed everyone present.

2. DECLARATIONS OF CONFLICT OF INTEREST

The Chair asked members to declare any conflicts under the Board's Governance Policy. There was none.

3. APPROVAL OF AGENDA

The Chair requested any additions or deletions to the agenda. The Chair indicated that there are two new agenda items under 11) New Business.

BD12,2573 MOVED BY: Santina Moccio
SECONDED BY: Brad Gautreau

THAT the agenda be approved as amended.

CARRIED

4. DELEGATIONS

There was none.

5. CONSENT ITEMS

The following consent items were adopted:

- 5.1 Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
- 5.2 Approval of Board of Directors Minutes from July 5, 2018

6. MEMBER BRIEFING

There was none.

7. BUSINESS ARISING FROM THE MINUTES

7.1 60 Arbour Road, Part of Mt. Albion Conservation Area

Scott Peck provided an update on 60 Arbour Road. At the April 2, 2015 Board of Directors meeting, the Board approved and directed staff to undertake a request for proposals to determine community interest in utilizing 60 Arbour Road and the results of the proposal call be returned to the Board of Directors for consideration. The Board of Directors also provided direction regarding the need to have planning approvals in place to facilitate the request for proposals.

The review of the Niagara Escarpment Plan Amendment is being processed by the Ministry of Natural Resources and Forestry (MNRF). Cabinet will make the

THAT the Board of Directors approve the following recommendations:

THAT the Vendor Listing report for the 2nd quarter of 2018 be approved.

CARRIED

Resolution Number from Budget & Administration Committee Minutes – BA1827 – 2019 Preliminary Capital Budget

Neil McDougall provided an update and indicated the block funding of \$2 Million will once again be sought from the City of Hamilton.

Following are some of the major projects we will be working on in 2019.

- Valens Cabins Project
- Ontario Shoreline repair at Fifty Point
- floodplain mapping
- building additional pavilions
- installation of autogates

BD12,2576

MOVED BY: Brad Gautreau
SECONDED BY: Maria Topalovic

THAT the Board of Directors approve the following recommendations:

THAT the Preliminary Capital Budget for 2019 be approved.

CARRIED

Resolution Number from Budget & Administration Committee Minutes – BA1829 – Governance Review

Lisa Burnside indicated that HCA was required to undertake a comprehensive review of the governance policies due to the changes to the Conservation Authorities Act.

David Outerbridge of law firm Tory's assisted us with this process.

The main changes were to clarify maximum time as Chair and Vice-Chair and also simplifying the language of the signing officers.

A Board Committee was formed to undertake a comprehensive review of the Conservation Advisory Board terms of reference. The major changes include:

- combined goal and objectives into a functions section for clarity
- downsizing number of members to maximum 11; 8 citizens and up to 3 board members which will be achieved through attrition as members rotate off next year
- addition of a section related to recruitment and selection of new citizen members to formalize process
- maximum term reduced to 8 years
- reduced number of meetings to 6 per year

The new administrative by-law document reflects both the new model Conservation Ontario recommends all Conservation Authorities adopt as well as current HCA practices and is compliant with Section 19.1 of the new Conservation Authorities Act.

BD12,2577

MOVED BY: Lloyd Ferguson

SECONDED BY: Maria Topalovic

THAT the Board of Directors approve the following recommendations:

THAT Board Resolution BD12,1864 from July 4, 2013 approving the current HCA Administrative Regulations and Governance Policies, last amended by Board Resolution BD12,2356 is hereby repealed; and further

THAT the Board of Directors approve the new Administrative By-Law which shall come into force effective the day of approval, September 6, 2018.

CARRIED

Motion to Receive the Minutes

BD12,2578

MOVED BY: Santina Moccio

SECONDED BY: Dan Bowman

THAT the minutes of the Budget & Administration Committee meeting held on August 16, 2018 be approved.

CARRIED

9.2 Conservation Advisory Board (Minutes – August 9, 2018)

Maria Topalovic presented the minutes of the Conservation Advisory Board meeting held on August 9, 2018.

Resolution Number from Conservation Advisory Board Minutes – CA1818 – Proposal for Permanent October 1 Commencement of Rothsay's Annual Discharge Season

BD12,2579

MOVED BY: Maria Topalovic

SECONDED BY: Santina Moccio

THAT the Board of Directors approve the following recommendations:

THAT, provided the wastewater to be discharged complies with all standards identified in Rothsay's Environmental Compliance Approval (ECA) for wastewater works issued by the Ministry of Environment, Conservation and Parks, the Hamilton Conservation Authority approve the proposal for October 1 Commencement of Rothsay's Annual Discharge Season on a One-Year Basis commencing October 1, 2018; and,

THAT upon the commencement of Rothsay's Early Annual Discharge Season, HCA will continue to monitor water quality; and,

THAT all regular testing of wastewater, along with testing for additional sewage indicators, continue by Rothsay over the One-Year Early Discharge Approval Period; and,

THAT HCA staff continue to work with Rothsay on monitoring the parameters of the wastewater discharge as it relates to the review of water quality in Christie Lake with costs covered by Rothsay as required; and further,

THAT Rothsay report on the results of the early commencement of the normal fall discharge period to the HCA and MOECP staff.

CARRIED

Motion to Receive the Minutes**BD12,2580****MOVED BY: Maria Topalovic
SECONDED BY: Susan Fielding****THAT the minutes of the Conservation Advisory Board meeting held on August 9, 2018 be approved as amended.****CARRIED****9.3 Foundation Chairman's Report**

Ine Wauben reported on the following:

- We received a total of \$69,024 in donations in July and August. They break down as follows:
 - \$30,000 for improvements to the Eramosa Karst Conservation Area and Feeder Lands
 - \$20,926 for Outdoor Environmental Education
 - \$12,348 for the Dundas Valley Trail Fund
 - \$2,000 for Memorial Benches
 - \$1,027 to the Area of Greatest Need Fund
 - \$1,000 for the Dundas Valley CA Fund
 - \$625 for the Cootes Drive Turtle Fencing and Habitat Improvements Project
 - The remaining \$1,098 came in donations for Land Securement, Westfield Heritage Village, and Trail Development
- Year-to-Date:
 - This brings our cumulative fiscal-year (December 1, 2017 to August 31, 2018) donations to \$250,780.
- Outdoor Environmental Education
 - The Foundation has received \$68,129 in pledges and contributions for HCA's Outdoor Environmental Education program. This is the most the Foundation has ever raised for education and represents strong progress toward our 2018 commitment of \$125,000. Additional donations are expected before our fiscal year-end.
- Events:
 - The Dundas Valley CA held their Equestrian Campout from August 10 to 12 and raised a total of \$13,453 in gross revenue. Event proceeds go to the Dundas Valley Trails Fund.

Dan Bowman was asked by a member of the public if the memorial bench program is still running. Grace Correia indicated that the memorial bench is still up and running. The memorial benches are only installed in the Spring and Fall. Grace indicated that the memorial tree program was on hold and we are in the process of launching the new program this Fall.

10. OTHER STAFF REPORTS/MEMORANDUMS

10.1 Current Watershed Conditions as of August

Jonathan Bastien provided an update on the current conditions. Based on data from HCA stream gauges, water levels and flow are currently near baseflow conditions. Lake Ontario water levels remain above normal. There is no significant watercourse flooding or drought responses required.

10.2 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. Ministry of Municipal Affairs and Housing – National Disaster Mitigation Program Funding

Scott Peck indicated that the National Disaster Mitigation Program is a federal program that provides funding for flood mitigation projects. An organization may submit project proposals to the Ministry of Municipal Affairs and Housing.

Staff have two proposals to submit; one for the Flood Mapping for the Battlefield and Stoney Creek Subwatershed in the City of Hamilton and the second one for the Saltfleet Flood and Erosion Control Wetland Design Plan for the Community of Stoney Creek, City of Hamilton.

The Board of Directors needs to be aware of the application and staff require a board resolution to submit the application.

Scott also indicated that staff need a letter of support from the City of Hamilton which he will take care of.

11.1 Flood Mapping for the Battlefield and Stoney Creek Subwatershed

BD12,2581

**MOVED BY: Lloyd Ferguson
SECONDED BY: Brad Gautreau**

THAT the Board of Directors approve the following recommendations:

THAT the Hamilton Conservation Authority (HCA) will enter a proposal for funding from the National Disaster Mitigation Program, entitled Flood Mapping for the Battlefield and Stoney Creek Subwatershed in the City of Hamilton.

CARRIED

11.2 Saltfleet Flood and Erosion Control Wetland Design Plan

BD12,2582

MOVED BY: Susan Fielding
SECONDED BY: Santina Moccio

THAT the Board of Directors approve the following recommendations:

THAT the Hamilton Conservation Authority (HCA) will enter a proposal for funding from the National Disaster Mitigation Program, entitled Saltfleet Flood and Erosion Control Wetland Design Plan for the Community of Stoney Creek, City of Hamilton.

CARRIED

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

BD12,2583

MOVED BY: Dan Bowman
SECONDED BY: Maria Topalovic

THAT the Board of Directors moves *in camera* for matters of law, personnel and property.

CARRIED

During the *in camera* session, one property/legal matter was discussed.

12.1 Confidential Verbal Update BD/Sep 01-2018

Lisa Burnside provided a verbal update and answered member's questions.

BD12,2584**MOVED BY: Lloyd Ferguson**
SECONDED BY: Santana Moccio**THAT the Board of Directors approve the following recommendations:****THAT the verbal update BD/Sep 01-2018 be endorsed and remain in camera.****CARRIED****BD12,2585****MOVED BY: Dan Bowman**
SECONDED BY: Brad Gautreau**THAT the Board of Directors moves out of *in camera*.****CARRIED****13. NEXT MEETING**

The next meeting of the Board of Directors will be held on Thursday, October 4, 2018 at 7:00 p.m. at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

14. ADJOURNMENT

On motion, the meeting adjourned.

HAMILTON CONSERVATION AUTHORITY

MINUTES

Budget & Administration Committee

October 18, 2018

Minutes of the Budget & Administration Committee meeting held on Thursday, October 18, 2018 at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario, at 7:00 p.m.

PRESENT: Santina Moccio, in the Chair
 Dan Bowman
 Lloyd Ferguson

REGRETS: Doug Conley and Susan Fielding

STAFF PRESENT: Lisa Burnside, Gord Costie, Matt Hall, Bruce Harschnitz, Judy Love, Neil McDougall, and Scott Peck

1. CHAIRMAN'S REMARKS

Santina Moccio welcomed members and staff.

2. DECLARATIONS OF CONFLICT OF INTEREST

There was none.

3. APPROVAL OF AGENDA

The Chair requested any additions or deletions to the agenda. The Chair indicated that there is a new agenda item under 9.1 New Business and an additional item under 10.3 In Camera – legal matter. The Chair indicated that 10.3 will be presented prior to 10.2.

BA1830 **MOVED BY:** **Lloyd Ferguson**
 SECONDED BY: **Dan Bowman**

THAT the October 18, 2018 Budget & Administration Committee meeting agenda be approved as amended.

CARRIED

4. CHAIRMAN'S REPORT ON BOARD OF DIRECTORS ACTIONS

Santina Moccio reported that all recommendations from the August 16, 2018 Budget & Administration Committee meeting were approved by the Board of Directors.

5. DELEGATIONS

There was none.

6. MINUTES FROM THE PREVIOUS MEETING (August 16, 2018)

BA1831

MOVED BY: Dan Bowman

SECONDED BY: Lloyd Ferguson

THAT the minutes of the Budget & Administration Committee meeting held on August 16, 2018 be approved as written.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

There was none.

8. STAFF REPORTS/MEMORANDUMS

8.1 9 Month Financial Results - Operating

Neil McDougall provided an update and indicated that with the summer period now behind us, the operations have posted a healthy surplus. The fourth quarter traditionally runs a deficit but unless there are unusual events matching last year's results should not be a problem. This will provide funds to address future unplanned issues.

Neil answered member's questions.

Watershed Planning and Engineering:

- Revenues:
 - levy has made up over 50% of the revenues available to operate this division
 - grants were lower as the provincial water quality monitoring funds were on hold with the change in government
 - permits and fees are lower to date but expected to meet budget by end of year
 - new funds were received from the Municipal Green Fund in support of the East Mountain Study
- Expenses:
 - staff expense represented 69% of the total costs to date of WP&E and the costs are on track to come in within budget
 - contractor costs rose with the work on the Lower Spencer Creek restoration
 - other expenses exceed last year due to the \$37K spent for aerial spraying for gypsy moth

Conservation Areas:

- Revenues:
 - day fees were raised to offset the increase in minimum wage and although there was some concern that this would turn some customers away it was felt that the value was still there
 - the installation of additional autogates was also a positive step in raising revenues
 - both have worked out and admissions have grown
 - the weather was better this year which has helped both marina and camping operations
 - the Valens electrical sites have been sold out every long weekend and most other weekends all summer
 - the addition of the Tough Mudder obstacle race pushed event revenue up almost 15% this year
 - concessions reported less revenue due to the reduced price for firewood
- Expenses:
 - staff costs were flat as the number of hours of casual staff were reduced by the autogates and other efficiency gains sufficient to offset the minimum wage impact
 - intracompany equipment costs were lower as rates and usage were held in check
 - contracts were down but more is expected
 - utilities are currently lower but some of that variance is timing of invoice receipt

Westfield Heritage Village:

- Revenues:
 - City support remains the primary source of funding but the events revenues have done very well to date and with both Halloween and Christmas events yet to come – the revenue will surely surpass the 2018 budget target
 - school programs and regular admissions have been steady while film shoots have been very frequent this year
- Expenses:
 - staff expense are the largest but are being held below that of a year ago and are looking like they will come in below budget
 - promotion costs have increased as planned while most other expenses remain at or lower than anticipated

Corporate Support:

- Revenues:
 - intracompany equipment charges are lower this year reflecting usage and rate adjustments
 - grant revenue shows a decline due primarily to the reassignment of the administration portion of the provincial Section 39 grant to WP&E
 - come year end the related expenses will also follow to WP&E
 - other income to date is ahead of last year due to higher interest earned
- Expenses:
 - staff expense, representing 63% of Corporate Services costs, were under last year by 3% due to staff turnover and usage of staff on rental home repairs
 - utilities are trending higher than expected due to motor pool fuel, internet, and website expenses
 - other costs rose with computer software and hardware purchases increasing and more investment in advertising

BA1832**MOVED BY: Lloyd Ferguson
SECONDED BY: Dan Bowman****THAT the 9 month financial results for 2018 be received.****CARRIED****8.2 2018 – 3rd Quarter Vendor Listing Report**

Neil McDougall provided an update on the 3rd quarter vendor listing report for 2018. Neil answered member's questions.

BA1833**MOVED BY: Lloyd Ferguson****SECONDED BY: Dan Bowman**

THAT the Vendor Listing report for the 3rd quarter in 2018 be received.

CARRIED

8.3 2019 Operating Budget

Neil McDougall presented the report and answered member's questions.

The 2019 budget has been crafted with the three principles of:

1. operate as mandated by the Conservation Authorities Act
2. operate to attain a cash neutral or positive position by year end
3. operate with the change in levy as directed by the City of Hamilton

To accomplish these principles the regular staffing complement was held as in 2018. Any short term needs will be addressed by contracted staff. Only fully funded projects will be taken on and grants from all levels of government and private organizations will be aggressively sought.

Following are detailed information for each division:

Watershed Planning & Engineering:

- the majority of the funding for this division now rests with the City and Township as the province supports on a project by project basis with the exception of the Section 39 grant which has been \$174.3K annually for the last ten years. Fees for permits have been steady recently in the \$300K range.
- staffing will always be the main expense for this division

Conservation Areas:

- with the significant increase put in place last year there will be no additional rate change in 2019
- provided the weather is similar to 2018 the revenues should also be as good if not superior
- staffing remains the largest cost to operate a conservation area that provides the multiple recreation opportunities that the HCA provides
- the HCA counts on the conservation areas to generate a positive return as it is needed to supply the funds to cover the principle on the debt payment and shortage in coverage of customer service costs

Westfield Heritage Village:

- events have become the growth area at Westfield and that trend is expected to continue. The risk, as with most outdoor activities is the weather
- school program has remained constant
- film shoots have also been a reliable revenue generator
- staffing drives the programs and also the costs of the operation
- number of full time staff has remained constant
- the Village would not be able to operate without its over 250 active volunteers that bring the past to life
- as do all museums, reliance on public funding is essential. Westfield covers a third of its costs with self-generated revenue which is above average

Corporate Services:

- the total levy to be received from the City of Hamilton and the Township of Puslinch has increased by a total of \$66K.
- staffing, as in all divisions, is the largest single cost category and it is being held at the nominal growth rate
- the budget reflects the lower levy allocation, inflationary costs, and a contingency to address shortfalls due to weather or absorb unexpected expenses

BA1834**MOVED BY: Dan Bowman
SECONDED BY: Lloyd Ferguson****THAT the 2019 operating budget be approved.****CARRIED****8.4 Replacement of Fifty Point Mobile Marina Boat Lift**

Neil McDougall presented the report and answered member's questions. The current boat lift was purchased in 1990 and is reaching the end of its useful life. A replacement of the existing lift would come with a significant upgrade in technology which would allow a reduction in the staffing and time required for each lift as well as improve safety for personnel and security of patron's property during the process. The newer style machine contemplated in this request would support the lifting of larger boats.

The purchase of this machine estimated at \$350,000 will be funded from the heavy equipment reserve which currently has sufficient funds to make this purchase.

BA1835**MOVED BY: Lloyd Ferguson
SECONDED BY: Dan Bowman**

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT staff be directed to issue a request for quote for the purchase of a replacement for boat lift at the Fifty Point Marina.

CARRIED

8.5 Bulk Lumber Order – Quotation Results

Matt Hall presented the report and answered member's questions. The HCA requires a large quantity of various sizes of rough cut and pressure treated lumber for annual capital maintenance and repairs to boardwalks and bridges.

Staff issued a RFQ and specification documents through the Biddingo web service, as well as directly to local lumber suppliers.

Delivery of this lumber order will allow for the completion of scheduled priority boardwalk and bridge repairs by spring 2019. All work will be completed by HCA staff.

A significant portion of this lumber order was made possible by a generous donation of \$100,000 from ArcelorMittal Dofasco to the Hamilton Conservation Foundation. This portion of the material costs will be directed for substantial repair works required to the boardwalk along the Dofasco 2000 Trail. Sufficient funding for the remainder of this material order has been allocated within the 2018 Capital Projects and Strategic Services budget.

It is recommended that this contract be awarded to the low bidder; Hanford Lumber Limited. They are a fully qualified lumber supplier with the capacity to procure and deliver the material as specified.

BA1836

**MOVED BY: Dan Bowman
SECONDED BY: Lloyd Ferguson**

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT the 2018 HCA Bulk Lumber Order be awarded to Hanford Lumber Limited for a total cost of \$195,016.53, which includes HST.

CARRIED

8.6 WSIB Injury Statistics

Lisa Burnside provided a report on the WSIB Injury Statistics from August 1 to October 1, 2018. Lisa answered member's questions.

Lisa indicated between August 1 and October 1, 2018, WSIB approved 2 Medical Aid Claims:

- rolled ankle
- insect bite

Claims were made by casual/contract employees.

Between August 1 and October 1, 2018 there were no lost time claims reported to WSIB for approval.

Year over Year Comparison:

At October 1 last year, HCA experienced:

- 7 Medical Aid claims in 2017 vs 11 claims in 2018
- 3 Lost Time claims in 2017 vs 5 claims in 2018

Claims in 2017 were bruising from a seatbelt, slip and fall, bug bite, embedded tick, rolled ankle, scraped arm, eye injury, and back and arm injuries.

BA1837 MOVED BY: Lloyd Ferguson
SECONDED BY: Dan Bowman

THAT the presentation on the WS&IB Overview and HCA Accident Statistics be received.

CARRIED

9. NEW BUSINESS

9.1 Specific Agreement with the Haudenosaunee Wildlife and Habitat Authority

Gord Costie presented the report and answered member's questions. The Board of Directors at its meeting of November 3, 2011 authorized entering into an agreement with the Haudenosaunee Wildlife and Habitat Authority (HWWHA) to establish a protocol for recognizing the Treaty Rights of the Haudenosaunee respecting hunting on HCA owned lands. The protocol continues in place.

As a result of discussion between the HWWA members and HCA staff, the agreement allows for deer harvesting in the Dundas Valley in two locations.

For 2018, the dates of the harvest have been harmonized for Schedule "A" and Schedule "B" to occur between November 12 and December 6, 2018. There will be no harvest scheduled for January 2019.

Based upon the Treaty Rights of the Haudenosaunee, and the successful relationship the HCA has developed with the HWWA, it is appropriate that the HCA enter into the Specific Agreement attached to this report.

BA1838 **MOVED BY:** **Lloyd Ferguson**
SECONDED BY: **Dan Bowman**

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT the Board of Directors approve the signing of the attached agreement allowing for a deer harvest in an area of Dundas Valley Conservation Area as identified on Schedule 'A', and generally bounded by Martin Road to the east, Jerseyville Road to the south, Paddy Green Road to the west, and Powerline Road to the north and; as identified on Schedule 'B' and generally bounded by 50 metres into HCA lands between Weir's Lane to the east, the CN rail line to the north, the lot line of private properties along the south and west only on weekdays excluding Fridays between November 12 and December 6, 2018, inclusive.

CARRIED

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

BA1839 **MOVED BY:** **Dan Bowman**
SECONDED BY: **Lloyd Ferguson**

THAT the Budget & Administration Committee moves *in camera* for matters of law, personnel and property.

CARRIED

There were two legal matters and one personnel matter discussed during the *in camera* session.

10.1 Confidential Correspondence BA/Oct 01-2018

Lisa Burnside presented the correspondence and answered member's questions.

BA1840 **MOVED BY:** **Lloyd Ferguson**
 SECONDED BY: **Dan Bowman**

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT staff be directed to send a response through the lawyer; and further

THAT Confidential Correspondence BA/Oct 01-2017 be approved and remain in-camera.

CARRIED

10.2 Confidential BA/Oct 03-2018

Discussions took place.

10.3 Confidential BA/Oct 03-2018

Neil McDougall provided a verbal update and answered member's questions.

BA1841 **MOVED BY:** **Dan Bowman**
 SECONDED BY: **Lloyd Ferguson**

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT Report BA/Oct 03-2017 be received and remain in-camera.

CARRIED

BA1842 **MOVED BY:** **Lloyd Ferguson**
 SECONDED BY: **Dan Bowman**

THAT the Budget & Administration Committee moves out of *in camera*.

CARRIED

11. NEXT MEETING

The next meeting will be scheduled for Thursday, November 15, 2018 at 7:00 p.m. at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

12. ADJOURNMENT

On motion, the meeting adjourned.



Report

TO: Budget and Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Neil McDougall, Secretary Treasurer

DATE: October 1, 2018

RE: Replacement of Fifty Point Mobile Marina Boat Lift

STAFF RECOMMENDATION

THAT the Budget and Administration Committee recommends to the Board of Directors:

THAT staff be directed to issue a request for quote for the purchase of a replacement for boat lift at the Fifty Point Marina.

BACKGROUND

The current boat lift was purchased in 1990 and is reaching the end of its useful life. It has a lift capacity of 25 ton, which is now undersized as a survey of nearby marinas showed that all marinas that had lifts had load capacity of 30 ton or greater. The current lift's structural configuration, which was more than adequate when originally purchased, limits the ability to move the larger breadth boats which are becoming more common. The last few years have seen the repair costs increase significantly at the same time that the reliability has decreased. Currently Fifty Point conducts approximately 650 lifts per year, totalling both Spring launch and Fall storage so availability is crucial. The lift is also used to bring most of the marina's floating docks out of the water when needed to execute repairs on land. The availability of rental lifts is both expensive and extremely limited so outsourcing this work is not a viable option.

STAFF COMMENT

The winter storage and launching of boats each year contributes gross revenues of \$390,000. This activity is critical to the continuing successful operation of HCA's full service marina. A replacement of the existing lift would come with a significant upgrade in technology which would allow a reduction in the staffing and time required for each lift as well as improve safety for personnel and security of patron's property during the process. The newer style machine contemplated in this request would support the lifting of larger boats, five of which are currently in the marina. To mirror the changing in demand, in 2009 the marina added 20 additional slips to accommodate such larger boats in the 37 to 60 foot range. This is now being followed up with the reconfiguring of one section of dock for 2019 that will further modify the marina with the addition of 24 slips that will accommodate the continued growth in demand for docks able to properly service these larger boats. It would also support the handling of the larger mast sailboats which is another trend in the industry. This represents additional revenue opportunities which, when combined with the labour savings in operations produces a return on investment of 15% with a payback period of five years, assuming an investment of \$350,000 (this amount could be reduced if there is a trade-in value for the existing machine).

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2014-2018:

- **Strategic Goal # 3 – Conservation Area Experience**
 - Strategic Objective – maintain and enhance the financial sustainability of our conservation areas
 - Strategic Objective – develop and explore new revenue generating opportunities
- **Strategic Goal # 5 – Organizational Excellence**
 - Strategic Objective – maintain and provide a safe working environment for both employees and visitors

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

The purchase of this machine estimated at \$350,000 will be funded from the heavy equipment reserve which currently has sufficient funds to make this purchase.

CONCLUSIONS

This lift is a critical piece of equipment for the operation of the marina. The current lift is 28 years old and at end of useful life. While replacement can be justified on a maintenance of viability basis alone it is also a revenue generating opportunity. Consequently the purchase of the new machine in time for the Spring of 2019 lift-in is reasonable.



Report

TO: Budget & Administration Committee Members

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED BY: Matt Hall, C.E.T., Director; Capital Projects & Strategic Services

PREPARED BY: Kathy Smith, OALA CSLA, Design Projects Coordinator; Capital Projects & Strategic Services

DATE: October 4, 2018

RE: Bulk Lumber Order – Tender Results

STAFF RECOMMENDATION

THAT the Budget and Administration Committee recommends to the Board of Directors:

THAT the 2018 HCA Bulk Lumber Order be awarded to Hanford Lumber Limited for a total cost of \$ 195,016.53, which includes HST.

BACKGROUND

The HCA requires a large quantity of various sizes of rough cut and pressure treated lumber for annual capital maintenance and repairs to boardwalks and bridges on HCA lands.

On September 24, 2018, HCA CaPSS staff issued RFQ and specification documents through the Biddingo web service, as well as directly to local area lumber suppliers. Quotation packages were received on October 3, 2018.

A summary of the public tender results is as follows:

Company	Total Price (Inc. Taxes)	Notes
Hanford Lumber Limited	\$ 195,016.53	Low Bid
Goodfellow Inc.	\$ 199,501.50	
Tamarack Lumber Inc.	\$ 247,369.43	

STAFF COMMENT

Delivery of this lumber order will allow for the completion of scheduled priority boardwalk and bridge repairs by spring 2019. All work will be completed by HCA staff.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2014-2018:

- **Strategic Goal #5 – Organizational Excellence**
 - maintain and provide a safe working environment for both employees and visitors.

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

A significant portion of this lumber order was made possible by a generous donation of \$100,000 from ArcelorMittal Dofasco to the Hamilton Conservation Foundation. This portion of the material costs will be directed for substantial repair works required to the boardwalk along the Dofasco 2000 Trail. Sufficient funding for the remainder of this material order has been allocated within the HCA 2018 Capital Projects and Strategic Services Budget.

CONCLUSIONS

It is recommended that this contract be awarded to the low bidder; Hanford Lumber Limited. They are fully qualified lumber supplier with the capacity to procure and deliver the material as specified.



Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

DATE: October 18, 2018

RE: Specific Agreement with the Haudenosaunee Wildlife and Habitat Authority

STAFF RECOMMENDATION

THAT the Budget & Administration Committee recommends to the Board of Directors:

THAT the Board of Directors approve the signing of the attached agreement allowing for a deer harvest in an area of Dundas Valley Conservation Area as identified on Schedule 'A', and generally bounded by Martin Road to the east, Jerseyville Road to the south, Paddy Green Road to the west, and Powerline Road to the north and; as identified on Schedule 'B' and generally bounded by 50 metres into HCA lands between Weir's Lane to the east, the CN rail line to the north, the lot line of private properties along the south and west only on weekdays excluding Fridays between November 12 and December 6, 2018, inclusive.

BACKGROUND

The Hamilton Conservation Authority (HCA) Board of Directors at its meeting of November 3, 2011 authorized entering into an agreement with the Haudenosaunee Wildlife and Habitat Authority (HWWHA) to establish a protocol for recognizing the Treaty Rights of the Haudenosaunee respecting hunting on HCA owned lands. The protocol continues in place. At the same meeting, the Board of Directors authorized entering into a Specific Agreement allowing hunting in the west end of the Dundas Valley Conservation Area. This specific agreement is to be reconsidered on an annual basis.

This report details the proposed specific agreement to allow deer harvesting in the west end of the DVCA for the 2018 season.

STAFF COMMENT

As a result of discussion between HWWA members and HCA staff, the specific agreement (attached) allows for deer harvesting in the Dundas Valley Conservation Area in two locations.

For 2018, the dates of the harvest have been harmonized for Schedule "A" and Schedule "B" to occur between November 12 and December 6, 2018. There will be no harvest scheduled for January 2019.

The agreement is similar to last year providing for the taking of up to 60 deer, notification to Hamilton Police Services and Ministry of Natural Resources and Forestry officials and notification to the public and trail closures.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2014-2018:

- **Strategic Goal # 2 – Natural Heritage Conservation**
 - Strategic Objective – maintain and enhance the natural heritage features of HCA lands and manage these lands on an environmentally sustainable basis.
- **Strategic Goal # 4 – Education and Environmental Awareness**
 - Strategic Objective – collaborate with agencies and organizations to promote the importance and value of the watershed environment.

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

Not applicable.

CONCLUSIONS

Based upon the Treaty Rights of the Haudenosaunee, and the successful relationship the HCA has developed with the HWWA, it is appropriate that the HCA enter into the Specific Agreement attached to this report.

2018 Specific Agreement:

Haudenosaunee Wildlife and Habitat Authority and Hamilton Conservation Authority

This agreement is to be read jointly with the Protocol made between the Haudenosaunee Wildlife and Habitat Authority (HWWHA) and the Hamilton Conservation Authority (HCA) on November 3, 2011.

This agreement addresses the Dundas Valley Conservation Area (DVCA), which is administered by the HCA and specifically those parts of the Area illustrated on the attached two maps, Schedule "A" and Schedule "B".

We are reaffirming that the attached maps are the only maps to which we are referring, and that our agreement is intended to facilitate a deer harvest that is consistent with Haudenosaunee Treaty Rights, and is consistent with our shared standards of safety and conservation. It does not and cannot affect or diminish Haudenosaunee rights.

The following factors have helped to establish some parameters for the harvesting of deer:

1. This Specific Agreement, like the Protocol that authorizes it, has been developed in the spirit of a growing relationship between the HCA and the HWWHA based upon respect, trust, and friendship.
2. HCA staff and HWWHA members will continue to make observation of the ground conditions of the DVCA with respect to deer habitat, over grazing, and potential damage to other native species.
3. The conservation lands identified in Schedule A and Schedule B of the DVCA are permitted for deer harvesting ensuring public and harvester safety as the overriding priority. Private property land holdings outside of the scheduled conservation lands is strictly prohibited for the deer harvest.
4. HWWHA will continue to provide the deer harvest communication with all harvesters. HWWHA will also continue to provide the final tally of the harvest per each scheduled area indicating the number of deer harvested, sex, and approximate age (yearling or older).

For the 2018 season, the number of deer harvested from the areas identified as Schedules "A" and "B" combined shall not exceed sixty deer.

Deer harvesting within the Schedule "A" and Schedule "B" will take place only on HCA owned lands, and only on weekdays, excluding Fridays, between November 12 and December 6, 2018, inclusive. There is no January harvest scheduled. The HCA and

the HWWA will monitor the deer harvest and will remain in consistent contact throughout the harvesting period.

The HCA and the HWWA will contact the Hamilton Police Service and the Ontario Ministry of Natural Resources and Forestry to inform them of the intent and provisions and of this agreement, and to secure their co-operation and involvement in ensuring public and harvester safety.

Haudenosaunee harvesters will use the safest means possible to take deer humanely. They will use archery equipment, including compound bows and crossbows. They will not use firearms, rifles, or shotguns. They will not use dogs, feed bait, or jack-lighting. They will not harvest before dawn or after dark. They will as often as possible use tree stands and blinds, such use to be determined by factors of safety and effectiveness. They may also wear blaze orange clothing to ensure they are aware of one another's presence.

The HCA will use the "Conservation Alert and Trail Closure Protocol" approved by its Board on February 3, 2011 as a basis for informing the public of the harvesting of deer pursuant to this agreement.

Specifically, public notification of "Trail Closure" will be:

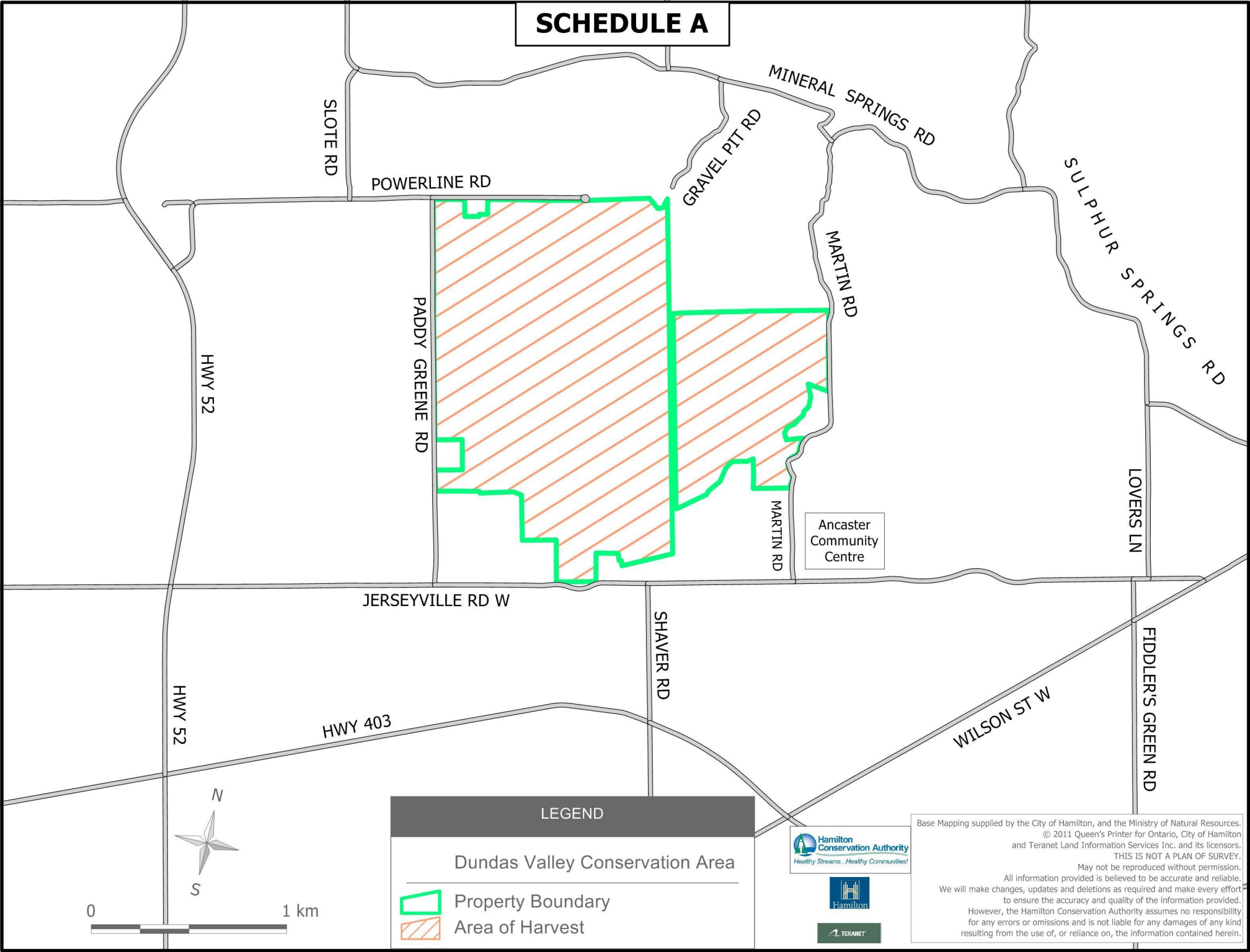
- A media release to local radio, television and newspapers.
- Notification to the Board of the HCA, City Council, and the office of the City Manager of Hamilton by way of the written media release.
- Hand delivery of notice to the owners and occupiers of land adjacent to the harvest area. The notice will include telephone numbers and contacts for the HCA staff, HWWA members, and the Hamilton Police Service.
- Posting of the "Public Notice of Trail Closure" on the HCA website.
- Posting of "Public Notice of Trail Closure" at the Dundas Valley Trail and Conservation Area gatehouse.
- Posting of "Public Notice of Trail Closure" at main trail entry points.

Date: _____

CAO: Hamilton Conservation Authority

Haudenosaunee Wildlife
and Habitat Authority

SCHEDULE A



LEGEND

Dundas Valley Conservation Area



Property Boundary



Area of Harvest



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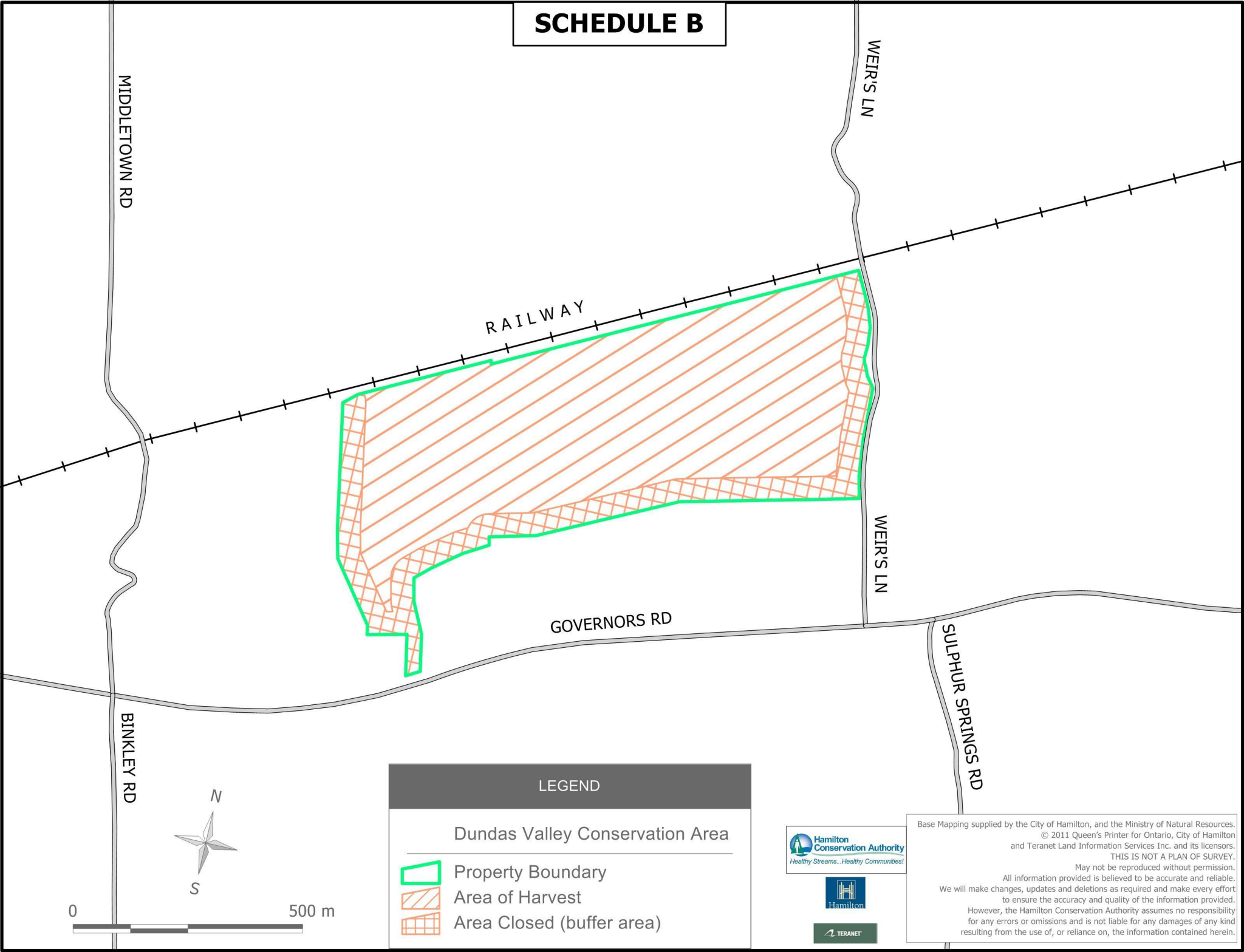
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However, the Hamilton Conservation Authority assumes no responsibility for any errors or omissions and is not liable for any damages of any kind resulting from the use of, or reliance on, the information contained herein.

SCHEDULE B



LEGEND

Dundas Valley Conservation Area

-  Property Boundary
-  Area of Harvest
-  Area Closed (buffer area)



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 for any errors or omissions and is not liable for any damages of any kind
 resulting from the use of, or reliance on, the information contained herein.

HAMILTON CONSERVATION AUTHORITY

Conservation Advisory Board

MINUTES

October 11, 2018

Minutes of the Conservation Advisory Board meeting held on Thursday, October 11, 2018 at HCA's Woodend Administration Building commencing at 7:00 p.m.

PRESENT:

**Maria Topalovic, Chair
John Barkovic
Donna Kydd
Morgan Pirie
Wayne Terryberry**

**Lydia Cartlidge
Duke O'Sullivan
John Shaw**

REGRETS:

Kristen Brittain, Doug Conley, Frank Cucullo, Joanne Di Maio, Susan Fielding, Brad Gautreau, Cheryl Larocque, Chris Michels, and Robert Pasuta

STAFF PRESENT:

Jonathan Bastien, Grace Correia, Sarah Gauden, Matt Hall, Bruce Harschnitz, Judy Love, Sheila O'Neal, Scott Peck, Kathy Smith, and Jeff Stock – HCA Staff

OTHERS:

Not Present

1. CHAIR'S REMARKS

Maria Topalovic welcomed everyone and indicated the regrets received for the meeting.

2. DECLARATION OF CONFLICT OF INTEREST

The Chair asked members to declare any conflicts of interest. There were none.

3. APPROVAL OF THE AGENDA

The Chair requested any additions or deletions to the agenda. The Chair indicated that there will be a new item under 10.1 New Business.

CA1819 **MOVED BY:** **Donna Kydd**
 SECONDED BY: **John Shaw**

THAT the agenda be approved as amended.

CARRIED

4. DELEGATIONS

There was none.

5. MEMBER BRIEFING

5.1 2019 Annual Membership Pass

Sarah Gauden provided a PowerPoint presentation and indicated the membership pass allows a driver and passenger access to HCA Conservation Areas for a year from date of purchase. The pass includes entrance for up to six people, but does include entrance to Wild Waterworks.

If pass sales hold steady, we will hit 6,280 passes sold in 2018.

The membership pass will increase by \$5.00 in 2019. With the slight increase, we anticipate that we will exceed pass sales for 2018.

The key marketing activities include radio campaign, print ads in local tourism publications, and outdoor signs. There has been a rise in online pass sales both to a change in customer behavior, more people shop online, but also because of recent changes to our online advertising.

Sarah answered member's questions. Maria thanked Sarah for her presentation.

6. CHAIRMAN'S REPORT OF BOARD OF DIRECTOR'S ACTIONS

Maria reported that the following items were approved at the September HCA Board of Directors meeting. Maria indicated that the Board of Directors approved the Terms of Reference for CAB and thanked members for providing their comments.

7. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

The Lower Spencer Creek Integrated Sub-Watershed Study overall report is underway. It is HCA staff's expectation that a draft report will be available for review by the end of December. A final draft will be brought to CAB and subsequently the Board of Directors with a recommendation that the report be filed for public review and for the Ministry of Environment, Conservation and Parks.

9.2 Westfield Heritage Village Conservation Area – Master Plan

Kathy Smith presented the report and answered member's questions. Kathy indicated that we are at the final phase, finalizing the Master Plan. The draft plan was posted on the HCA website for public review. At the completion of the public commenting period, a total of sixty seven items were received and brought forward to the HCA Steering Committee and staff for review and consideration. All comments received were reviewed and have been addressed in the revised draft master plan.

This information has been provided as background for review, and recommendation to the Board of Directors that the Westfield Heritage Village Conservation Area Master Plan be approved as the official policy document for the management and development of this conservation area.

CA1821

MOVED BY: John Shaw
SECONDED BY: Lydia Cartlidge

THAT the Conservation Advisory Board recommends to the Board of Directors:

THAT this report and accompanying master plan draft document of October 2018 be received as information for project background and general understanding; and further

THAT the Westfield Heritage Village Conservation Area Master Plan be approved.

CARRIED

9.3 2018 Stewardship Program in Review

Sheila O'Neal provided a PowerPoint presentation and indicated that the Stewardship Program has a fresh branding. Staff have updated the brochure and watershed signs.

Some of the activities that took place in 2018 are as follows:

- Sharing Experiences Workshop
- Healthy Neighbourhood Workshops
- Stewardship Newsletters
- Stewardship Stations in Conservation Areas
- Volunteer Opportunities Committee
- Watershed Report Card
- Urban Bird Walk
- Watershed Stewards Appreciation Day
- Neighbourhood Native Plant Sale
- Photo Monitoring Restoration Projects
- Stormwater Stewardship
- Restoration Projects

In 2019, the Hamilton Watershed Stewardship Program will be celebrating its 25th Anniversary.

Scott Peck announced that Sheila will be retiring at the end of the year. Sheila started in 1994 and has done a tremendous job and she will be very much missed.

Maria thanked Sheila for her dedicated and passionate service with the Stewardship Department. Congratulations Sheila – you will be very much missed.

9.4 Upcoming Events

Bruce Harschnitz provided an update of the upcoming events that was provided in the agenda package.

10. NEW BUSINESS

John Shaw asked questions in regard to approvals and inspection process for the Ancaster Well. Discussions took place amongst members.

11. NEXT MEETING

The next meeting of the CAB is scheduled for Thursday, November 8, 2018 at 7:00 p.m.

12. ADJOURNMENT

On motion, the meeting was adjourned.



Report

TO: Members of the Conservation Advisory Board

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED BY: Matt Hall, C.E.T., Director, Capital Projects & Strategic Services

PREPARED BY: Kathy Smith, Design Projects Coordinator

DATE: September 28, 2018

RE: Westfield Heritage Village Conservation Area Master Plan

STAFF RECOMMENDATION

THAT the Conservation Advisory Board recommends to the Board of Directors:

THAT this report and accompanying master plan draft document of October 2018 be received as information for project background and general understanding; and further

THAT the Westfield Heritage Village Conservation Area Master Plan be approved.

BACKGROUND

Westfield Heritage Village opened to the public in 1964, and today is operated year round as a living history museum by the Hamilton Conservation Authority (HCA). Recent land acquisitions by HCA west of the heritage village have significantly increased the size of this conservation area to 202 hectares (500 acres).

The new Westfield Heritage Village Conservation Area Master Plan supports HCA's Vision and Mission Statements in the current Strategic Plan. The 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.

Work on this new master plan began February 2017 and was implemented by HCA staff through a five stage process. Throughout the process the plan was refined through ongoing staff consultation and periodic review through an in-house steering committee.

Phase 1 Initiation was completed by September 2017 with the establishment of the steering committee, engagement of staff, collection of mapping information, and gathering information through meetings and workshops. Staff, the steering committee, and selected volunteers and stakeholders were involved in this process.

Phase 2 Inventory was completed by February 2018 with collection and assembly of background information, mapping, and seasonal ecological field surveys of the property. Visitor surveys were conducted in the summer of 2017 in person and on-line with staff, volunteers, and the public. Staff also operated a public information booth at the Westfield Ice Cream Carnival to notify the public of the master plan process and respond to questions.

Phase 3 and 4 Site Concepts, Management and Operations was completed by April 2018 with a series of roundtable focus groups discussing site concept, site philosophy, vision and mission, operations, finance, marketing and tourism.

The final phase, Phase 5 Finalizing the Master Plan, is currently at 95% and will be completed upon endorsement by the Conservation Advisory Board, and adoption of the master plan by the HCA Board of Directors. This phase commenced June 2018 with preparation of the draft document for review and comment by the public, stakeholders, staff and the steering committee. A presentation was made to CAB on June 14th at Christie Lake CA to launch this phase of the process. Following this meeting the draft plan was refined and posted on the HCA website for public review and comment from July 12 to August 15th, an email was provided on the website for receipt of comments. Outside agencies, stakeholders, CAB, Board of Directors, staff, steering committee, and members of the public who provided us with their contact information during the master plan process were also directly circulated with the plan on July 11th and advised of the one month deadline for commenting. Copies of the master plan were distributed to Westfield staff to be available at Westfield for viewing. A public open house for the draft master plan was also advertised on HCA social media and held the afternoon of Sunday June 24th at Westfield in the Ironwood Building.

STAFF COMMENT

During the public commenting period July 12th to August 15th comments were received from HCA staff; Volunteers and Friends of Westfield; Grand River Conservation Authority; City of Hamilton Cultural Heritage Staff, Natural Heritage Planning Staff, Heritage Resource Management Staff; and the Public.

At the completion of the public commenting period, a total of sixty seven items were

received and brought forward to the HCA steering committee and staff for review and consideration. All comments received were reviewed with the HCA steering committee and executive team, and have been addressed in the revised draft accompanying this report.

Following is a brief overview of the key items brought forward that resulted in edits to the draft master plan.

HCA Staff

Staff comments helped refine statements on the village operation within the conservation area, vision, mission, goals and objectives. Conservation area operations, village operation, education programs, the need for supplementary operation and conservation management plans to be developed upon adoption of this master plan were also considered. A checklist was also suggested to help track implementation of items listed in the master plan, to be worked on by staff following approval of the master plan.

Volunteers and Friends of Westfield

Volunteers and Friends commented on the master plan sections mentioning the volunteers, operation of the heritage village, business case and revenue generation. They were generally supportive of the plan and interested in more detail on how it would be implemented. They were also pleased to see the importance we placed on volunteer efforts at Westfield and to strengthen statements on the importance of volunteers on service delivery at Westfield.

Grand River Conservation Authority

GRCA staff commented that from a natural heritage perspective, the goals and proposed works outlined within the master plan are generally supportable and consistent with GRCA policy. Expansion of the trail network to cross regulated wetlands and watercourses will require a GRCA permit. Trails should avoid hydrological and ecological impacts to natural heritage features.

City of Hamilton Staff

City staff submitted over thirty comments to help strengthen the master plan sections on planning, cultural heritage, heritage designation at Westfield, conservation area development, funding sources, collections management, and mapping. They also strongly encouraged including support for indigenous engagement and archaeological assessment of the property in the master plan.

Another significant item city staff brought to our attention is that no new development or site alterations are permitted within or adjacent to the environmentally sensitive areas at Westfield, unless it can be demonstrated through an Environmental Impact Statement

(EIS) that there will be no negative impacts on the ecological features. An EIS may be required to be completed for some of the proposed new trails, as well as any new buildings or structures west of the heritage village (west of the P4 zone boundary shown on the mapping).

Public

We received five comments during the public commenting period, and one comment submitted at a later date, from people familiar with Westfield. Their comments concerned the following topics:

- A person with a background in heritage restoration requested more information in the master plan on the heritage structures on site.
- An HCA pass holder expressed support for public access seven days a week, as well as more recreational trails on the property.
- A person with a spouse in a wheelchair provided comments on accessibility and ideas for revenue generation.
- A person with an interest in electric vehicles requested an electric charging station in the parking lot.
- A person with a tree growing business provided comments on the conservation area management, managed forests, wildlife habitat features, and restoration.
- A person with knowledge of the school programs submitted a late comment expressing HCA address indigenous engagement in the master plan and the education programs at Westfield.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2014-2018:

- **Strategic Goal #3 – Conservation Area Experience**
 - Strategic Objective – Maintain and enhance conservation area infrastructure and natural heritage features within the context of approved masterplans.

AGENCY COMMENTS

Westfield Heritage Village is situated in the Grand River Conservation Authority watershed. The Grand River Conservation Authority and City of Hamilton have been circulated with the draft document and have provided written comments. Their comments are addressed in this revised draft document.

LEGAL/FINANCIAL IMPLICATIONS

Not applicable.

CONCLUSIONS

This information has been provided as background for review, and recommendation to the Board of Directors that the Westfield Heritage Village Conservation Area Master Plan be approved as the official policy document for the management and development of this conservation area.



Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED & RECOMMENDED BY: Matthew Hall, C.E.T., Director – Capital Projects & Strategic Services

DATE: October 22, 2017

RE: Supply and Install Viewing Platform at Canal Park – Project Background Report

STAFF RECOMMENDATION

THAT HCA staff recommends to the Board of Directors:

THAT this information be reviewed for project background. Request for tenders for this project closes on Tuesday, October 23, 2018. HCA staff will review these proposals and will provide a Summary Report with the results of the tender opening, along with a recommendation for contract award at the November 1, 2018 Board of Directors meeting.

BACKGROUND

Canal Park sits on the north edge of the section of the Desjardins Canal west of Olympic Drive, south of King Street. A long rectangle in shape and 1 hectare (2.5 acres) in size, it was previously occupied by a complex of greenhouses which have now been removed. The rest of the site has been restored to the landscape plans approved by the HCA Conservation Advisory Board and Board of Directors in 2011. Significant highlights of the restored area to date include: a series of walking paths, public art pieces and interpretive signage, structural restoration and salvage of a pre-existing chimney which was found to house the threatened species “Chimney Swift”, overall landscape restoration and floating vegetated island installation.

The last significant item left to realize the existing “Short-Term Plan” (see Attachment 1.0) is to install a viewing platform at the canal edge itself. In late 2013 through early 2014, HCA land management staff obtained a contractor to grade the site and construct the platform’s foundation. The scope of work at this time was limited due to funding and the foundation was left protected from public use until more funding could be obtained to complete the viewing deck portion above grade.

After the official renaming and public opening of the area to the now “Canal Park” in 2016, enough additional funding had been obtained by the Hamilton Conservation Foundation in order to complete the remainder of works left on site, including the viewing platform.

STAFF COMMENT

In 2018 CAPSS staff retained the original engineering firm, EXP Services Inc. to review the existing platform details with current code compliance and cost savings alternatives to the design. On September 25, 2018 the redesigned design drawings were issued in Public Tender documents for contractors to consider. A recommended site meeting for bidders was held on October 3, 2018 to go over project details with potential contractors.

Anticipated Project Schedule is as follows:

October 23, 2018 @ 1:00 P.M.	-	Tender Closing
November 2, 2018	-	Anticipated Tender Award
November 5, 2018	-	Anticipated Contract Commencement
April 26, 2018	-	Official Substantial Completion

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2014 – 2018:

- **Strategic Goal #3 – Conservation Area Experience**
 - Strategic Objectives - maintain and enhance conservation area infrastructure and natural heritage features within the context of approved master plans.

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

None at this time, to be reviewed after tender opening.

CONCLUSIONS

This information has been provided as background to this project and process, A summary report with the evaluation of bids received will be available at the time of the November 1, 2018 Board of Directors meeting.

The Plan 4.0

Short-Term Plan



- A Restored natural area
- B Crushed stone pathway
- C Boardwalk look-out
- D Sheltered rest area
- E Floating islands

- F Boardwalk over stream
- G Streetscape improvements / parking
- H Weir
- I Water-level access



Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED BY: T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer / Director, Watershed Planning & Engineering

PREPARED BY: Jonathan Bastien, Water Resources Engineering

DATE: October 22, 2018

RE: Current Watershed Conditions as of October 22, 2018

CURRENT WATERSHED CONDITIONS – October 22, 2018

Current Water Levels in Major Area Watercourses

Water levels and flows are currently near baseflow conditions at the majority of HCA stream gauges (Ancaster Creek at Wilson Street, Redhill Creek at Barton Street, Stoney Creek at Queenston Road, Middle Spencer Creek at Highway 5, and Lower Spencer Creek at Market Street). Flows at the gauge at Upper Spencer Creek at Safari Road are presently elevated.

At all gauges, there are currently no watercourse flooding or significant public safety concerns.

Current Lake Ontario Water Levels

Currently, Lake Ontario is at normal water levels. The Lake Ontario mean daily water level is currently approximately 74.60 m IGLD85.

Current Storages in HCA Reservoirs

Based on current reservoir levels at Christie Lake Dam (770.94 ft.), the reservoir is presently just below its typical summer operating level (771 ft.), and is at about 65

percent of its preferred typical maximum summer storage capacity (corresponding to a water level of 773 ft.). Drawdown of reservoir levels towards typical winter operating level (765 ft.) has commenced.

Based on current reservoir levels at Valens Dam (274.77 m), the reservoir is presently below its typical summer operating level (275.35 m), and is at about 65 percent of its preferred typical maximum summer storage capacity (corresponding to a water level of 275.5 m). Drawdown of reservoir levels towards typical winter operating (274.15 m to 274.30 m) has commenced.

Current Soil Conditions

Soil moisture in surface and root-zone soils are expected to be wet, but not saturated.

RECENT STORM EVENTS

During the period of mid-August to current, there were no significant watercourse flooding or Lake Ontario Shoreline erosion / flooding events. However, one potential storm event warranted issuing flood messages and proactively increasing available flood storage within the Christie Lake reservoir.

There was significant uncertainty as to the expected weather impacts to the Hamilton area resulting from the remnants of Hurricane Florence. Forecasted rainfall over September 9 and 10 varied between 20 and 85 mm (with an additional 10 to 35 mm possible should thunderstorm activity occur). Forecasts expected sustained east winds of up to 30 km/hr, with wind gusts of up to 65 km/hr and wave heights of up to 1.7 m.

In the lead up to, and during, this potential storm event, HCA engineering staff closely monitored conditions, temporarily increased the outflows from Christie Lake ahead of the storm arrival (in order to increase the available flood storage within Christie Lake should significant storm runoff occur), and issued the following messages to communicate the potential watercourse flooding and Lake Ontario Shoreline erosion / flooding to the City and public:

- Watershed Conditions Statement (Flood Outlook) on Sept. 7
- Flood Watch – Lake Ontario Shoreline on Sept. 7
- Flood Watch on Sept. 9
- Termination of messages on Sept. 10 & 11

This storm ended up producing smaller amounts of rainfall than expected over the Hamilton area. The HCA rain gauges recorded 0 mm on Sept. 9 and 11 to 22 mm on Sept. 10. There were no reports or observations of watercourse flooding or shoreline erosion / flooding within the HCA watershed.

RECENT PRECIPITATION SUMMARY

Current precipitation totals do not definitively indicate drought conditions. A reassessment of conditions is planned for the beginning of November.

FORECASTED WATERSHED CONDITIONS

Watercourse Flooding

There are currently no significant rainfall events (+20 mm in a day) anticipated for the watershed over the next 2 weeks.

Resultant water levels and flows from forecasted rain are not expected to pose significant watercourse flooding concerns.

Lake Ontario Shoreline Erosion/Flooding

There are currently no significant Lake Ontario Shoreline erosion / flooding events anticipated within the watershed over the next 2 weeks.

According to International Lake Ontario – St. Lawrence River Board weekly briefing information, Lake Ontario water levels are expected to generally continue to decline as through the fall months.

If average inflows to the lake were to continue, water levels would remain near seasonal average values through the fall, whereas wetter or drier conditions would result in higher or lower levels, respectively.

SYNOPSIS

As of October 22, 2018, no significant responses are required concerning watercourse flooding, Lake Ontario shoreline erosion or flooding, or drought.



UPCOMING HCA AND PARTNER EVENTS

Ghost Walks

October 27

Dundas Valley Conservation Area

Hermitage Parking Lot, Sulphur Springs Road, Dundas

Walk into the haunted woods at night with the only tour of its kind anywhere! Experience the conflict between calm and fear. A quiet stroll in the forest mixed with dark energy from one of the oldest communities in Ontario. Soon you arrive at a place filled with ghost stories told over generations at this hidden historic gem. It's just your group, alone in the dark with ghosts. Stories of tragic love, cults and the coachman who still walks among the trees. Visit www.ghostwalks.com for more information.

Ghost Walks

October 31

Dundas Valley Conservation Area

Hermitage Parking Lot, Sulphur Springs Road, Dundas

Walk into the haunted woods at night with the only tour of its kind anywhere! Experience the conflict between calm and fear. A quiet stroll in the forest mixed with dark energy from one of the oldest communities in Ontario. Soon you arrive at a place filled with ghost stories told over generations at this hidden historic gem. It's just your group, alone in the dark with ghosts. Stories of tragic love, cults and the coachman who still walks among the trees. Visit www.ghostwalks.com for more information.

OFSSA Cross Country

November 3

Christie Lake Conservation Area

1000 Highway 5 West, Dundas, Ontario, L9H 5E2

Road2Hope

November 3 & 4

Confederation Beach Park

Friend's Dinner**Saturday, November 10**

The Friends of Westfield host this dinner at Rockton Fairgrounds. Door prizes, auction and great food. Funds raised by the Friends of Westfield support projects at Westfield. Tickets must be purchased in advance (not available on-line).

'Twas the Night Before Christmas**Saturday Evenings on December – 8, 15, 22 - 5:00 - 9:00 pm****Westfield Heritage Village****1049 Kirkwall Road, Rockton, ON L0R 1X0**

Enjoy Westfield by candlelight and feel the warmth of the season through music, food samples, fireworks and a visit from Father Christmas. Christmas shopping is available at the Gift Shop and the restaurant features light meals and refreshments. For more information visit www.westfieldheritage.ca