

# BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, DECEMBER 6, 2018

## Hamilton Conservation Authority

### Vision

Hamilton Conservation Authority will work 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 of our watershed's natural environment.



**Hamilton  
Conservation Authority**

*Healthy Streams...Healthy Communities!*

**'Twas the Night Before Christmas  
Westfield Heritage Village**

## **AGENDA FOR BOARD OF DIRECTORS MEETING**

**Thursday, December 6, 2018 at 7:00 p.m.**

- 1. CALL TO ORDER** ~ Fielding
- 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 – November 1, 2018
- 6. MEMBER BRIEFING**
  - 6.1 HCA – Year End Highlights ~ CAO and Directors
- 7. BUSINESS ARISING FROM THE MINUTES**
- 8. OTHER CORRESPONDENCE**
- 9. REPORTS FROM BUDGET & ADMINISTRATION COMMITTEE, CONSERVATION ADVISORY BOARD, AND THE FOUNDATION**
  - 9.1 Foundation Chairman's Report ~ Wauben
- 10. OTHER STAFF REPORTS/MEMORANDUMS**
  - 10.1 Hamilton Conservation Authority Strategic Plan 2019 – 2023 ~ Peck
  - 10.2 Update – re Urban Hamilton Runoff Task Group Report and Recommendations ~ Peck
  - 10.3 2019 Mileage Report ~ Watts
  - 10.4 Current Watershed Conditions as of November 23, 2018 ~ Bastien
  - 10.5 Upcoming HCA and Partner Events ~ Costie
- 11. NEW BUSINESS**
  - 11.1 2019 Schedule of Board of Directors Meetings and Date of AGM ~ Burnside
- 12. IN-CAMERA ITEMS FOR MATTERS OF LAW, PERSONNEL AND PROPERTY**
- 13. NEXT MEETING - Thursday, February 7, 2019**
- 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:** Jaime Tellier, Watershed Officer

**DATE:** November 21, 2018

**RE:** Summary Enforcement Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation 161/06 Applications for December 6, 2018

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HCA Regulation applications approved by staff between the dates of October 20, 2018 and November 21, 2018 are summarized in the following Summary Enforcement Report (SER-8/18).

## RECOMMENDATION

**THAT the Board of Directors receive this Summary Enforcement Report SER-8/18 as information.**

**HAMILTON REGION CONSERVATION AUTHORITY**

**DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES APPLICATIONS**

November 21, 2018

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, December 06, 2018

The proposed works are subject to Ontario Regulation 161/06, and in particular Section 2, Subsection (1).

**SUMMARY ENFORCEMENT REPORT SER 8/18**

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
F/F,C,A/18/84V	17-Sep-18	24-Oct-18	26		279 Hwy 8 Lot 1, Concession 1 Flamborough	Recognize the alteration of an existing on-line pond and for the replacement of two existing culverts in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions
A/F,C/18/02	01-Feb-18	29-Oct-18	81		546 Sulphur Springs Rd Lot 41, Concession 2 Ancaster	Interior and exterior renovations of an existing dwelling, including reconstruction of the second-storey and roof, a second-storey addition above an existing garage, addition of a front porch, and upgrades to an existing septic system, in a regulated area of Sulphur Creek.	Approved subject to standard conditions
H/F,C/18/86	25-Sep-18	31-Oct-18	25		1 Redfern Ave Lot 57, Concession 2 Hamilton	Installation of a new NPS 4 inch natural gas pipeline by directional drill in a regulated area of Chedoke Creek.	Approved subject to standard conditions
H/F,C,A/18/97	29-Oct-18	02-Nov-18	21		50 Albright Rd Lot 30, Concession 4 Hamilton	Directional drilling activities and alteration of a watercourse to install a stormsewer outlet associated with the development of plan of subdivision (25T-2015-08), in a regulated area of Montgomery Creek.	Approved subject to standard conditions

## HAMILTON REGION CONSERVATION AUTHORITY

### MINUTES

#### Board of Directors Meeting

**November 1, 2018**

Minutes of the Board of Directors meeting held on Thursday, November 1, 2018 at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario at 7:00 p.m.

**PRESENT:**

<b>Doug Conley, in the Chair</b>	<b>Chad Collins</b>
<b>Dan Bowman</b>	<b>Brad Gautreau</b>
<b>Susan Fielding</b>	<b>Robert Pasuta</b>
<b>Santina Moccio</b>	
<b>Maria Topalovic</b>	

**REGRETS:** **Lloyd Ferguson, Aidan Johnson**

**STAFF PRESENT:** **Lisa Burnside, Grace Correia, Gord Costie, Liam Fletcher, Matt Hall, Bruce Harschnitz, Paul Karbusicky, Judy Love, Neil McDougall, Colin Oaks, Scott Peck, Bob Saccomano, Kathy Smith, and Nancy Watts - HCA Staff**

**OTHERS:** **Media – Not Present**

#### **1. CALL TO ORDER**

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

Susan Fielding made a presentation and would like to recognize Doug Conley and Robert Pasuta for their contribution they have made to the Hamilton Conservation Authority as Chairs of the Board.

Councillor Robert Pasuta was first elected to Hamilton City Council representing Ward 14 in 2006. In 2007, Robert was appointed to HCA Board of Directors as a



City Council Member and began serving as Chair in June 2015 and was acclaimed for the next 3 terms.

Councillor Doug Conley represents Ward 9 and was appointed to the Board of Directors of HCA in 2015. Doug was acclaimed Chair in February 2018. Prior to serving on Hamilton City Council, Doug served on the HCA as a Councillor representing the former City of Stoney Creek.

Congratulations to both Doug and Robert. A framed picture and a life time pass was presented to both. Board members and staff congratulated both gentlemen.

## **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 is a new agenda item under 8.1 Other Correspondence and an additional report under 10.1 with the tender results.

**BD12,2586                      MOVED BY:              Chad Collins**  
**SECONDED BY:        Santina Moccio**

**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 September 6, 2018

## **6. MEMBER BRIEFING**

### **6.1 Lower Spencer Fish Habitat Project**

Colin Oaks provided a PowerPoint presentation on the Lower Spencer Creek Restoration Project and answered member's questions.

Through funds from MNRF COA, the restoration of the Lower Spencer Creek was completed in summer of 2018.

The following work was completed:

- restored a simulated natural channel function
- created walleye spawning habitat
- restored and created additional salmonid spawning habitat
- created potential pike spawning habitat
- rehabilitated riparian buffer areas
- introduced some habitat diversity to the degraded channel
- improved species and habitat diversity

Doug Conley thanked Colin for the excellent presentation.

## **7. BUSINESS ARISING FROM THE MINUTES**

There was none.

## **8. OTHER CORRESPONDENCE**

The following correspondence was received:

### **8.1 Letter from University Plaza Area Residents Association Inc. re University Plaza – 119 Osler Drive, Hamilton**

Scott Peck provided an update and indicated that the proposed development would not encroach into the adjacent Ancaster Creek valley or the TH&B Rail Trails as the footprint of the building is being maintained in relation to those features. Further, it was noted that storm water management was not required as there was no change in impervious area with the development. As such, HCA staff are satisfied that the development will not impact on natural hazard or natural heritage issues. It was noted that some of the issues noted are the responsibility of the City of Hamilton or through provincial regulations or requirements.

**BD12,2587**

**MOVED BY:**

**Santina Moccio**

**SECONDED BY: Susan Fielding**

**THAT the other correspondence be received.**

**CARRIED**

## 9. REPORTS

9.1 Budget & Administration Committee (Minutes – October 18, 2018)

Susan Fielding presented the minutes of the Budget & Administration Committee meeting held on October 18, 2018.

Resolution Number from Budget & Administration Committee Minutes – BA1832  
– 2018 – 9 Month Financial Results - Operating

**BD12, 2588**      **MOVED BY:**      **Santina Moccio**  
**SECONDED BY:**      **Dan Bowman**

**THAT the Board of Directors approve the following recommendations:**

**THAT the 9 month financial results for 2018 be approved.**

**CARRIED**

Resolution Number from Budget & Administration Committee Minutes – BA1833  
– 2018 – 3<sup>rd</sup> Quarter Vendor Listing Report

**BD12,2589**      **MOVED BY:**      **Santina Moccio**  
**SECONDED BY:**      **Robert Pasuta**

**THAT the Board of Directors approve the following recommendations:**

**THAT the Vendor Listing report for the 3<sup>rd</sup> quarter of 2018 be approved.**

**CARRIED**

Resolution Number from Budget & Administration Committee Minutes – BA1834  
– 2019 Operating Budget

Neil McDougall provided an update on the 2019 Operating Budget.



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

Neil indicated that we will be asking the City for a 1.5% increase in levy.

**BD12,2590                      MOVED BY:                      Dan Bowman**  
**SECONDED BY:                      Brad Gautreau**

**THAT the Board of Directors approve the following recommendations:**

**THAT the 2019 Operating Budget be approved.**

**CARRIED**

Resolution Number from Budget & Administration Committee Minutes – BA1835  
– Replacement of Fifty Point Mobile Marina Boat Lift

Neil McDougall indicated that the current boat lift is reaching the end of its useful life. A replacement of the existing lift would come with a significant upgrade in technology. The newer style machine will 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. Neil McDougall answered member's questions.

**BD12,2591                      MOVED BY:                      Santina Moccio**  
**SECONDED BY:                      Chad Collins**

**THAT the Board of Directors approve the following recommendations:**

**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**

Resolution Number from Budget & Administration Committee Minutes – BA1836  
– Bulk Lumber Order – Quotation Results

**BD12,2592                      MOVED BY:                      Brad Gautreau**  
**SECONDED BY:                      Dan Bowman**

**THAT the Board of Directors approve the following recommendations:**

**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**

Resolution Number from Budget & Administration Committee Minutes – BA1838 – Specific Agreement with the Haudenosaunee Wildlife and Habitat Authority

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

**BD12,2593**

**MOVED BY: Brad Gautreau  
SECONDED BY: Dan Bowman**

**THAT the Board of Directors approve the following recommendations:**

**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**

Motion to Receive the Minutes

**BD12,2594**

**MOVED BY: Santina Moccio  
SECONDED BY: Dan Bowman**

**THAT the minutes of the Budget & Administration Committee meeting held on October 18, 2018 be approved.**

**CARRIED**

## 9.2 Conservation Advisory Board (Minutes – October 11, 2018)

Maria Topalovic presented the minutes of the Conservation Advisory Board meeting held on October 11, 2018.

### Resolution Number from Conservation Advisory Board Minutes – CA1821 – Westfield Heritage Village Conservation Area – Master Plan

Kathy Smith provided an update and answered member's questions. Work on this new master plan began in February 2017, harnessing the expertise of HCA staff working in collaboration with friends, volunteers, local residents and stakeholders. This document summarizes current planning, environmental, social, economic, tourism and recreation information to provide direction and guidance for the management and operation of Westfield over the next ten years.

Kathy Smith highlighted for the Board two significant features of the new plan. First, the trails master plan which provides overall guidance for trail development, recreational use, and enjoyment of the new lands and entire conservation area west of the heritage village.

Secondly, the village development zone map which helps guide future development at the main entrance for visitor parking, access to the heritage village and areas for future village expansion, room for a new "back of house" operations, staff and volunteer parking and service area, and perimeter areas for service and emergency access. This master plans 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.

**BD12,2595**

**MOVED BY: Brad Gautreau**

**SECONDED BY: Dan Bowman**

**THAT the Board of Directors approve the following recommendations:**

**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**

Motion to Receive the Minutes**BD12,2596****MOVED BY: Susan Fielding  
SECONDED BY: Santina Moccio****THAT the minutes of the Conservation Advisory Board meeting held on October 11, 2018 be approved as amended.****CARRIED****9.3 Foundation Chairman's Report**

Ine Wauben reported on the following:

- We received a total of \$143,348 in donations in September and October. They break down as follows:
  - \$100,000 for improvements to the Dofasco 2000 Trail
  - \$36,425 for Outdoor Environmental education
  - \$5,040 to the Area of Greatest Need Fund
  - \$1,000 for Tribute Benches
  - The remaining \$883 came in donations for Land Securement, Dundas Valley C.A., Fifty Point C.A., Westfield Heritage Village, and Trail Development
- Year-to-Date:
  - This brings our cumulative fiscal-year (December 1, 2017 to October 31, 2018) donations to \$380,335
- Outdoor Environmental Education
  - The Foundation has received \$85,429 in pledges and contributions for HCA's Outdoor Environmental Education program. This is far more than the Foundation has ever raised for Education and puts us on track to meet our 2018 commitment of \$125,000. The Foundation expects to be able to transfer the remainder of our commitment from our Area of Greatest Need Fund pending Board approval.
- Events:
  - Despite some unfavourable weather, we held our Fall Appreciation Day donor and community event at the Dundas Valley Trail Centre on Saturday, October 27, 2018. 15 guests joined us for a guided bird walk led by James Lees, CA Tech at the Dundas Valley and met with Sandy Root and James O'Neill from the Outdoor Environmental Education program and how donations help to get children learning outdoors.

**10. OTHER STAFF REPORTS/MEMORANDUMS****10.1 Supply and Install Viewing Platform at Canal Park**

Matt Hall presented the report and answered member's questions. Matt indicated that the last significant project left at Canal Park is to install the viewing platform.

In 2018 CAPSS staff retained EXP Services Inc. to review the existing platform details with current code compliance and cost savings alternatives to the design.

Public tender documents were sent out to contractors. A total of 19 companies picked up or downloaded the full tender package.

Sufficient funding for this work has been provided by various donations received through the Hamilton Conservation Foundation.

It is recommended that this contract be awarded to Coco Paving Inc., located in Hannon, ON. They are a fully qualified and bonded contracting firm that has significant experience in general construction and contracting works.

**BD12,2597****MOVED BY: Chad Collins  
SECONDED BY: Dan Bowman****THAT the Board of Directors approve the following recommendations:****That the Supply and Install Viewing Platform at Canal Park contract be awarded to Coco Paving Inc. at a total cost of \$185,659 (including contingency sum and taxes).****CARRIED****10.2 Current Watershed Conditions as of October 22, 2018**

Scott Peck provided an update on the current conditions. As of October 22, 2018, no significant responses are required concerning watercourse flooding, Lake Ontario shoreline erosion or flooding, or drought.

**10.3 Upcoming HCA and Partner Events**

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

## 11. NEW BUSINESS

There was none.

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

**BD12,2598**      **MOVED BY:**      **Santina Moccio**  
**SECONDED BY:**      **Brad Gautreau**

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

**CARRIED**

**During the *in camera* session, one personnel matter was discussed.**

12.1 Confidential Memorandum BD/Nov 01-2018

Discussions took place.

**BD12,2599**      **MOVED BY:**      **Santina Moccio**  
**SECONDED BY:**      **Brad Gautreau**

**THAT the Board of Directors moves out of *in camera*.**

**CARRIED**

## 12.1 CAO Performance Review

The following recommendation came out of camera. Doug Conley and Susan Fielding will finalize Lisa Burnside's performance review on November 15.

**BD12,2600**      **MOVED BY:**      Brad Gautreau  
**SECONDED BY:**      Dan Bowman

**THAT the Board of Directors approve the following recommendations:**

**THAT the Board of Directors Chair and Vice Chair undertake an annual evaluation of the CAO using the HCA Management Performance Review document and 6 month check in review; and further**

**THAT the Budget & Administration Committee provide input on goals for the following year and any other additional comments to be incorporated in the review.**

**CARRIED**

**13. NEXT MEETING**

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

**14. ADJOURNMENT**

On motion, the meeting adjourned.





# Report

**TO:** Board of Directors

**FROM:** Lisa Burnside, Chief Administrative Officer (CAO)

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

**DATE:** November 20, 2018

**RE:** Hamilton Conservation Authority Strategic Plan 2019-2023

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## STAFF RECOMMENDATION

**THAT HCA staff recommends to the Board of Directors:**

**THAT the Hamilton Conservation Authority Strategic Plan 2019-2023 be approved.**

## BACKGROUND

The Strategic Plan is a key document that sets the overall aims of the Hamilton Conservation Authority (HCA) and is used by staff in reporting to the Board of Directors and in setting and implementing work plan priorities. The current Hamilton Conservation Authority Strategic Plan 2014-2018 will expire at the end of this year. With the expiration of the current plan, HCA staff initiated the development of a new Strategic Plan to replace the current plan and set priorities and initiatives for the next five years.

To facilitate the development of the new Strategic Plan for 2019-2023, a steering committee was put in place and was comprised of Lisa Burnside, CAO, Scott Peck, Deputy CAO/Director WP&E, Matt Hall, Director, Capital Projects and Mike Stone, Manager, Watershed Planning Services. The steering committee oversaw the development of the strategic plan and the public and staff consultation process undertaken. The development of the Strategic Plan benefitted from an extensive consultation process that included two Board of Director retreat sessions, Executive Team and Management Team meetings, meetings with each department and conservation area at the HCA, 3 public open houses held across the HCA's watershed,

an on line survey that generated over 500 individual responses, dotocracy exercises and individual meetings. The final Hamilton Conservation Authority Strategic Plan 2019-2023 has been guided and developed based on this consultative process and is attached for review.

## **STAFF COMMENT**

The Hamilton Conservation Authority Strategic Plan 2019-2023 is a streamlined document that builds on the theme and approach of the previous Strategic Plan. The same 5 key priority areas, Water Management, Conservation Area Experience, Education & Environmental Awareness, Natural Heritage Conservation and Organizational Excellence, have been maintained. The key difference in the new plan is a change in focus and integration with Organizational Excellence being a centred and key priority with the remaining priorities all relating to Organizational Excellence and as appropriate, with each other priority. Each Strategic Priority Area includes examples of what work undertaken for that priority. From that, specific initiatives to be addressed over the life of the Strategic Plan are identified for each priority.

Through the development of the Strategic Plan and the associated consultation process, it became evident that a revised logo, vision and mission statement should be developed and that we should develop a corporate commitment and corporate values. A vision is where we want to be whereas a mission is what we do. In this regard, the following vision, mission and corporate values were developed.

Vision – A healthy watershed for everyone

Mission – To lead in the conservation of our watershed and connect people to nature.

### **Our Commitment & Corporate Values**

- provide excellent customer service and a solution-oriented approach
- be accountable, transparent and responsible in the use of resources
- embrace new technologies to help develop new ways of doing business and foster innovation
- promote teamwork internally and externally to achieve common goals, support existing relationships and build new partnerships
- maintain trust, act with integrity and treat others with respect
- value knowledge to continually learn and improve, in an effort to achieve best solutions

Lastly, the logo has been updated. The logo contains elements of nature, wildlife, water, land and Niagara Escarpment. The green leaf highlights our commitment to nature with the blue representing wetlands and the flow of water through our watershed, from headwaters, to Hamilton Harbour and Lake Ontario. The brown conveys the land and Niagara Escarpment. All of this connects us to the communities we represent. The

overall bird shape represents the variety of wildlife present in our natural areas and opportunities to experience the watershed through education, stewardship and recreation. The logo also includes our vision so it is always present for Board of Directors, staff, stakeholders and the public.

## **STRATEGIC PLAN LINKAGE**

The development of the Hamilton Conservation Authority Strategic Plan 2019-2023 builds on the current plan and sets the strategic direction for the Hamilton Conservation Authority. As such, future reports to the Board of Directors and advisory boards will highlight the strategic plan linkage as it relates to this new strategic plan.

## **AGENCY COMMENTS**

Not applicable.

## **LEGAL/FINANCIAL IMPLICATIONS**

The Hamilton Conservation Authority Strategic Plan 2019-2023 will guide programs and projects over the next 5 years and work plans, operating and capital budgets will be developed based on this guidance. Programs and projects will only be developed based on budget allowances through municipal levy, provincial and other funding sources.

## **CONCLUSIONS**

The Hamilton Conservation Authority Strategic Plan 2019-2023 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.



# Memorandum

**TO:** Board of Directors

**FROM:** Lisa Burnside, Chief Administrative Officer (CAO)

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

**DATE:** November 20, 2018

**RE:** Update Re: Urban Hamilton Runoff Task Group Report and Recommendations

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## BACKGROUND

In November 2016, a report with a recommendation regarding the Urban Hamilton Runoff Task Group Final Report was presented to the Hamilton Conservation Authority Board of Directors (see attached report). The report highlighted the work undertaken by area stakeholders, including the Hamilton Conservation Authority, 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 of the Urban Task Group Report and report back on how the recommendations can be implemented by the Hamilton Conservation Authority (HCA).

This memorandum provides an update to the Board of Directors for their information regarding the status of the recommendation.

## STAFF COMMENT

The Urban Hamilton Runoff Task Group was a committee formed from the Hamilton Harbour Remedial Action Plan and the associated Bay Area Implementation Team. Key partners in the development of the report were the City of Hamilton, Hamilton Conservation Authority and Conservation Halton. The City of Burlington was also

included as a separate report was developed for Burlington, though the issues and recommendations are similar to the Hamilton Report.

The City of Hamilton has considered the recommendations as they relate to the City. In a report to the City of Hamilton Public Works Committee dated January 15, 2018, City staff reviewed the recommendations and organized them into four categories for further evaluation. Building on this approach and understanding that a number of the recommendations relate to multiple stakeholders, staff from the City of Hamilton, City of Burlington, Hamilton Conservation Authority and Conservation Halton developed the attached chart to highlight which agency is responsible for a specific recommendation and whether the recommendation is already in practice, feasible with current resources, feasible with additional resources or unknown status.

As it relates to the Hamilton Conservation Authority, 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. The recommendations that are feasible with additional resources or unknown require one or more of the following a) additional provincial policy or guideline direction regarding storm water management and low impact development initiatives; b) funding for training programs; c) funding for incentive programs. 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.

## **STRATEGIC PLAN LINKAGE**

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

- **Strategic Goal #1 – Water Management**
  - Strategic Objective - Minimize the impacts of erosion and sedimentation on watershed streams, creeks, rivers and receiving water bodies.
  - Strategic Objective - Maintain and enhance surface and ground water quality from the headwater source to Hamilton Harbour and Lake Ontario.

## **AGENCY COMMENTS**

Not applicable.

## **LEGAL/FINANCIAL IMPLICATIONS**

Not applicable.

## **CONCLUSIONS**

This program has involved and will continue to involve co-operation between the City of Hamilton and the Hamilton Conservation Authority. There are initiatives that are currently underway where the HCA undertakes its own programs and projects and there are initiatives where we combine efforts with partners such the City of Hamilton and Conservation Halton. This work will continue to be implemented through HCA work plans and initiatives. Funding and resources will be pursued as appropriate to implement additional programs not currently being undertaken based on provincial direction and guidelines being confirmed.

# Report

**TO:** Board of Directors

**FROM:** Chris Firth-Eagland, Chief Administrative Officer (CAO)

**RECOMMENDED &  
PREPARED BY:** T. Scott Peck, MCIP, RPP, Director, Watershed Planning  
& Engineering

**DATE:** November 15, 2016

**RE:** Urban Hamilton Runoff Task Group & Erosion and  
Sediment Control Task Group Reports and  
Recommendations

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## STAFF RECOMMENDATION

**THAT the HCA staff recommends to the Board of Directors:**

**THAT** staff be directed to review the recommendations contained in the *“Hamilton Harbour Remedial Action Plan, Urban Runoff, Hamilton, Report and Recommendations for Nutrient and Sediment Management, dated October 20, 2016”* and the *“Hamilton Harbour Remedial Action Plan, Erosion and Sediment Control on Active Construction Sites, Report and Recommendations, dated October 20, 2016”* and report back on implementation.

## BACKGROUND

As part of the Hamilton Conservation Authority’s (HCA) work program, the HCA is a partner in the Hamilton Harbour Remedial Action Plan (HHRAP) and HCA staff are involved in several committee’s and programs that relate to remediation work for Hamilton Harbour. Most recently, staff have taken part in a co-operative initiative involving the HHRAP, City of Hamilton, Royal Botanical Gardens, Green Venture, Bay Area Restoration Council, Ministry of Environment and Climate Change and the Hamilton/Halton Homebuilders Association that looked to the watershed to address inputs to the harbour. Specifically, staff were involved with two committees. One committee examined the role of urban storm water and nutrients and sediment management while the other committee examined erosion and sediment control on active constructions site. Over the past 2 years these committees have worked



together to examine existing situations and methods to reduce inputs to the harbour in the form of nutrients and sediment. Each committee has developed a series of recommendations to address nutrient and sediment loading into Hamilton Harbour from the watersheds. It is noted that there was a similar committee for the Urban area of Burlington that drains to Hamilton Harbour. This report is not being considered as the affected area is outside the watershed jurisdiction of the Hamilton Conservation Authority. Lastly, there is a Rural committee that is considering nutrient and sediment loading from the rural areas, however, that committees work is ongoing and will be reported on at a later date.

At the December 1, 2016 Board of Directors meeting, John Hall, Coordinator, Hamilton Harbour Remedial Action Plan will be making a presentation on the above noted committee work and the resulting reports and recommendations and will be requesting that the HCA Board of Directors provide direction to staff to review the reports and recommendations and to report back on implementation.

### **STAFF COMMENT**

Staff are supportive of the committee work completed and the reports and recommendations. As noted, HCA staff have been very much involved in the development of the reports and recommendations and we support the request to review the reports and recommendation as it relates to our work program to identify how the recommendations can be implemented given HCA priorities, timing and budget allocations.

### **STRATEGIC PLAN LINKAGE**

The initiative refers directly to all aspects of the HCA Strategic Plan 2014-2018.

### **AGENCY COMMENTS**

Not Applicable

### **LEGAL/FINANCIAL IMPLICATIONS**

Not Applicable

### **CONCLUSIONS**

It is appropriate that staff be directed to review the reports and recommendations noted as it relates to the HCA's work program and to implement the recommendations as required based on our work program priorities, timing and budget allocations. A report on implementation will be brought back to the Board of Directors for their information.

	Status	Already in Practice	Feasible with Current Resources	Feasible with Additional Resources	Unknown
<b>Responsible Lead Agency</b>					
<b>Province of Ontario</b>					<p>B1) It is recommended that the Province of Ontario complete development of the Low Impact Development (LID) Guidance Manual to complement the current MOECC Stormwater Planning and Design Manual.</p> <p>B2) It is recommended that the Province of Ontario provide guidance with respect to the stormwater volume reduction that may be possible through crediting LID techniques as part of a treatment train approach to stormwater management, particularly implications for designing stormwater management wet ponds.</p> <p>B3) It is recommended that the Province of Ontario review the existing building code to include recommendations that support and/or promote implementing LID techniques for buildings and structures subject to the building code.</p>
<b>City of Hamilton/City of Burlington</b>		B4) It is recommended that the City of Hamilton/Burlington, in consultation with the Hamilton Conservation Authority and Conservation Halton, develop or update a stormwater management manual and Master Plans for development in Hamilton based on the Province	C3) It is recommended that the City of Hamilton establish a new monitoring procedure for the accumulation of sediment within City owned stormwater management ponds. This would provide information beyond a	C4) [Hamilton] & C3) [Burlington] It is recommended that the City of Hamilton/Burlington, in collaboration with the Hamilton Conservation Authority and Conservation Halton, develop a monitoring program to examine the functioning of stormwater	B5) It is recommended that the City of Hamilton/Burlington and the Region of Halton develop LID guidance for reconstruction of urban roads based on LID stormwater management techniques developed by the

	<p>of Ontario's LID Guidance Manual, the 2003 MOECC Stormwater Planning and Design Manual, and other relevant references.</p> <p>B7) It is recommended that the City of Burlington adopt a policy to maintain to the greatest extent possible infiltration through the road and swale system in Aldershot for existing, redevelopment, and new development and to utilize LID techniques for stormwater management.</p> <p>B10) It is recommended that the City of Burlington, with support from the Province of Ontario, create and implement a training program in LID, SWM, and maintenance for municipal engineers, planners, building department staff, and maintenance operations staff (Parks and Rec, Roads and Parks Maintenance, etc.) involved in all stages of development to ensure full integration of changes/updates to LID and SWM guidelines and manuals.</p> <p>C2) It is recommended that the City of Hamilton/Burlington</p>	<p>visual inspection to assist with forecasting dredging work.</p> <p>C6) It is recommended that the City of Hamilton, within the Hamilton Harbour watershed, explore opportunities to improve the efficiency of their catchbasin cleaning program with the use of new sediment capturing technologies.</p>	<p>management facilities to determine if they are addressing water quality requirements, functioning as designed, and if their performance can be optimized.</p> <p>C4) It is recommended that the City of Burlington, within the Hamilton Harbour watershed, explore increasing frequency of maintenance to improve the efficiency of their catch basin cleaning program and explore addition of catch basin technologies to optimize performance.</p> <p>C7) [Hamilton] &amp; C5 [Burlington] It is recommended that the City of Hamilton/Burlington, Hamilton CA, and Conservation Halton update and maintain an inventory of erosion sites within the City and CA owned creek blocks and prioritize appropriate remedial actions.</p> <p>D2) It is recommended that the City of Hamilton create a municipal financial model for stormwater management based on an equitable rate structure for a stable funding source.</p> <p>E1) It is recommended that the City of Hamilton/Burlington investigate and explore measures to ensure maintenance is carried out by</p>	<p>Province, other municipalities, and Conservation Authorities.</p> <p>C1) It is recommended that the Province of Ontario include guidance regarding the frequency of quantity and/or quality monitoring of stormwater management infrastructure.</p> <p>D1) It is recommended that the Province of Ontario provide guidance and direction for new financial models that allow stormwater infrastructure to be separately and predictably funded.</p> <p>D2) It is recommended that the City of Burlington examine a municipal financial model for stormwater management based on an equitable rate structure for a stable funding source.</p> <p>E2) It is recommended that the Province of Ontario provide updated guidance for storm sewers and include requirements related to nutrients for incorporation into municipal sewer use bylaws.</p> <p>E3) It is recommended that the City of Burlington review their Storm Sewer Discharge By-law regarding including a</p>
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		<p>inventory the area to confirm and update location and ownership of all stormwater management infrastructure and OGS on municipal and where possible private lands.</p> <p>C5) It is recommended that the City of Hamilton continue the practice of updating its catchbasin inventory and cleanout maintenance program.</p> <p>C8) It is recommended that the City of Hamilton continue with the program for optimization and improvements in their combined sewer system.</p> <p>E3) It is recommended that the City of Hamilton review their Sewer Use Bylaw regarding including a limit for total phosphorus discharged into storm sewers.</p> <p>E8) It is recommended that the City of Hamilton continue to provide additional staffing and funding to accelerate the identification and remediation of cross connections from the sanitary to separated storm sewer system.</p>		<p>private industrial, commercial, and institutional landowners to ensure the efficiency of all private stormwater management facilities and private OGS systems are maintained.</p>	<p>limit for total phosphorus and total suspended sediment discharged into storm sewers.</p>
<p><i>Conservation Authority Hamilton Conservation Authority/Conservation Halton</i></p>		<p><i>B7) It is recommended that the Hamilton Conservation Authority water quality monitoring program and the associated aquatic monitoring and terrestrial monitoring program continue and be expanded to</i></p>	<p><i>B6) [Hamilton &amp; Burlington] It is recommended that the City of Hamilton/Burlington, the Hamilton Conservation Authority, and Conservation Halton review their watershed basin reports and develop a list</i></p>	<p><i>B8) [Hamilton] &amp; B9 [Burlington] It is recommended that the City of Hamilton [City of Burlington], the Hamilton Conservation Authority, Conservation Halton, and the Province of Ontario develop a local</i></p>	

		<p><i>ensure a thorough understanding of water quality issues from headwaters to Cootes Paradise/Hamilton Harbour.</i></p>	<p><i>to identify updates and priorities.</i></p> <p><i>E4) [Hamilton &amp; Burlington] It is recommended that the City of Hamilton, the Hamilton Conservation Authority, Conservation Halton, and local community groups provide and/or expand programs for social incentives to recognize community participation in sustainable stormwater management and the adoption of LIDs (e.g. awards, recognition programs).</i></p> <p><i>E5) It is recommended that a neighbourhood based stormwater stewardship program be delivered in the communities of Ancaster, Upper and Lower Hamilton, and Flamborough and ensure that collaboration in these initiatives occurs between local organizations and governments.</i></p> <p><i>E6) [Hamilton] &amp; E5) [Burlington] It is recommended that the numerous existing outreach and education programs being delivered currently by Hamilton Conservation Authority, Conservation Halton, the City of Hamilton/Burlington, and local non-profit agencies be enhanced and ensure that collaboration in these initiatives occurs.</i></p>	<p><i>workshop/conference for the development industry and practitioners to share new LID guidelines, LID construction and design tools, LID maintenance, and resources.</i></p> <p><i>B9) [Hamilton] &amp; B11 [Region of Halton] It is recommended that the City of Hamilton [Region of Halton], with support from the Province of Ontario, create and implement a training program in LID, SWM, and maintenance for municipal engineers, planners, building department staff, and maintenance operations staff (Parks and Rec, Roads and Parks Maintenance, etc.) involved in all stages of development to ensure full integration of changes/updates to LID and SWM guidelines and manuals.</i></p> <p><i>B10) [Hamilton] &amp; B12 [Burlington] It is recommended that the Hamilton Conservation Authority and Conservation Halton, with support from the Province of Ontario, create and implement a training program in LID, SWM, and maintenance for its engineers, planners, enforcement, and ecology staff involved in all stages of development to ensure full integration of changes/updates to LID and SWM guidelines and manuals.</i></p> <p><i>E7) [Hamilton] &amp; E6) [Burlington] It is recommended</i></p>	
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			<i>E9) [Hamilton] &amp; E7 [Burlington] It is recommended that local government and community groups in the Hamilton Harbour Watershed collaborate on stormwater stewardship outreach and education initiatives to maximize effectiveness of messaging to urban residents to promote acceptance and implementation at the lot level to address urban stormwater runoff.</i>	<i>that the City of Hamilton/Burlington, in collaboration with Hamilton Conservation Authority and Conservation Halton, investigate the opportunity to develop an incentive program to encourage the use of LIDs on private lands.</i>	
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# Report

**TO:** Board of Directors

**FROM:** Lisa Burnside, Chief Administrative Officer (CAO)

**PREPARED BY:** Nancy Watts, Director of Human Resources & Wellness

**DATE:** November 19, 2018

**RE:** 2019 Mileage Rate

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## STAFF RECOMMENDATION

**THAT HCA staff recommends to the Board of Directors:**

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

## BACKGROUND

As approved by the Budget & Administration Committee in June 2007 and the Board of Directors in July 2007, 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. An increase will take place only if the change would result in a minimum half cent increase in the rate. Staff will also monitor mileage rates from area conservation authorities to ensure our rate does not fall below the average.

## STAFF COMMENT

### CPI Index

The November 2018 year over year CPI for Private Transportation in Ontario did increase by 2.2%.



### Area Conservation Authority Mileage Rates

The table below shows a summary of mileage rates from area conservation authorities:

<u>Conservation Authority</u>	<u>Rate – cents per km</u>
Lower Trent	52
Upper Thames	50
Halton	55
Grand River	55
Credit Valley	55
Niagara	50
Ganaraska	52
<b>Average</b>	<b>52.71</b>

### Canada Revenue Agency

Canada Revenue Agency publishes a guideline for calculating what is a “reasonable allowance” that would not be deemed to be taxable income. For 2018, that guideline is 55 cents for the first 5,000 km and 49 cents per km thereafter.

Based on the above information, maintaining the current mileage rate of 53 cents per km is recommended to remain unchanged for 2019 as the CPI Transportation Index increase is a rebound after the previous year decrease and the HCA mileage rate is competitive with area Conservation Authorities.

### **STRATEGIC PLAN LINKAGE**

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

- **Strategic Goal #5 – Organization Excellence**
  - Strategic Objectives - maintain and enhance a corporate philosophy focussed on cost control, sponsorship, revenue generation, sustainable municipal funding, and customer service.

### **AGENCY COMMENTS**

Not applicable.

### **LEGAL/FINANCIAL IMPLICATIONS**

None.

## **CONCLUSIONS**

As the Hamilton Conservation Authority 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.



# 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:** November 23, 2018

**RE:** Current Watershed Conditions as of November 23, 2018

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## **CURRENT WATERSHED CONDITIONS – November 23, 2018**

### Current Water Levels in Major Area Watercourses

Water levels and flows are currently slightly elevated in Spencer Creek [Upper Spencer Creek at Safari Road, Middle Spencer Creek at Highway 5, and Lower Spencer Creek at Market Street], while flows are near baseflow conditions at the other HCA stream gauges [Ancaster Creek at Wilson Street, Redhill Creek at Barton Street, and Stoney Creek at Queenston Road].

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

### Current Lake Ontario Water Levels

Currently, Lake Ontario is about 10 cm above average water levels for this time of year. The Lake Ontario mean daily water level is currently approximately 74.61 m IGLD85.

### Current Storages in HCA Reservoirs

Based on current reservoir levels at Christie Lake Dam (approximately 767.5 ft.), the reservoir is presently drawing down towards typical winter operating level (765 ft.), and

is at about 30 percent of its maximum (summer) storage capacity (corresponding to a water level of 773 ft.).

Based on current reservoir levels at Valens Dam (274.17 m), the reservoir is presently at its typical winter operating level (274.15m - 274.30m), and is at about 42 percent of its maximum (summer) storage capacity (corresponding to a water level of 275.5 m).

#### Current Soil Conditions

Soil moisture in the surface and root-zone soils are expected to be wet and frozen.

### **RECENT STORM EVENTS**

During the period of mid-October to current, there were no significant watercourse flooding or Lake Ontario Shoreline erosion / flooding events. However, one potential shoreline erosion / flooding event (October 27 to 28) warranted issuing a flood message and closely monitoring conditions.

#### Lake Ontario Shoreline Flooding and Erosion

Due to the forecasted high winds and waves (for October 27 to 28), HCA engineering staff issued a Flood Watch – Lake Ontario Shoreline message on the morning of October 25 to communicate the increased potential for shoreline erosion and localized flooding. During this potential storm event, HCA engineering staff closely monitored conditions. There were no reports or observations of significant shoreline erosion or flooding within the HCA watershed.

### **RECENT PRECIPITATION SUMMARY**

The total precipitation amounts received in the HCA watershed over the last few months are average and do not indicate drought conditions.

### **FORECASTED WATERSHED CONDITIONS**

#### Watercourse Flooding

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

Forecasted rain and snowmelt may result in elevated water levels and flows in area watercourses, but no significant watercourse flooding is expected.

## 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 remain relatively stable or decline slowly during the remainder of the fall and into early winter.

### **SYNOPSIS**

As of November 23, 2018, no significant responses are required concerning watercourse flooding, Lake Ontario shoreline erosion / flooding, or watershed drought.



## UPCOMING HCA AND PARTNER EVENTS

### **'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](http://www.westfieldheritage.ca)

### **Bruce Trail New Year's Day Hike**

**January 1**

**Dundas Valley Conservation Area**

**650 Governor's Road, Dundas, Ontario L9H 5E3**

Start your New Year right with a hike with the Iroquoia Bruce Trail Club. Dundas Valley Trail Centre – 650 Governor's Rd. Dundas Bring your family, friends, and neighbours for a free, enjoyable winter afternoon walk with the Iroquoia Bruce Trail Club. All walks will start at 12:30 p.m. We will be holding one-hour walks and a two hour walk. After the walks, join us in the Trail Centre for warm drinks, snacks and a chance to chat with others and wish them a Happy New Year. Door prizes after the two hour hike and the one hour hike. Please note: Parking fee in effect (\$10 per car/Seniors \$8) or a Conservation Area Pass if you have one.

### **Ice Fishing Derby**

**February 16**

**Valens Lake Conservation Area**

**1691 Regional Road 97 (R.R.#6), Flamborough, Ontario N1R 5S7**

Ice Fishing Derby for bluegill and crappie species. From sunrise until 2 p.m. Lots of prizes to be won for the top number of catches. For more information, please call Valens Lake at 905-525-2183 or email [valens@conservationhamilton.ca](mailto:valens@conservationhamilton.ca)

### **Maple Syrup Festival**

**March 3, 10, 17, 24 & 31**

**Wednesday, March 13, Thursday, March 14 of March Break**

**10:00 – 4:00 pm**

**Westfield Heritage Village**

**1049 Kirkwall Road, Rockton, ON L0R 1X0**

Discover one of Canada's most time-honoured and tasty traditions. Explore historical and modern methods of making of maple syrup from the tree to the table. Families can purchase and enjoy a delicious, reasonably-priced pancake breakfast. For more information visit [www.westfieldheritage.ca](http://www.westfieldheritage.ca)



# Report

**TO:** Board of Directors

**FROM:** Lisa Burnside, Chief Administrative Officer (CAO)

**DATE:** November 26, 2018

**RE:** 2019 Schedule of Board of Directors Meetings and Date of AGM

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The Hamilton Conservation Authority Administrative By-Law under Section C (2) - Meeting Procedures – Notice of Meeting, indicates that the Board of Directors shall approve a schedule for regular meetings in advance. The Board of Directors historically have met on the first Thursday of each month at 7:00 p.m. Below is the proposed meeting schedule for the 2019 Board of Directors meetings.

Additionally, under Section C (11) Meeting Procedures – Annual Meeting, the Board shall designate one of the meetings each year as the Annual General Meeting where the election of officers takes place.

With the renewal of the Board after the Municipal Election, we have been advised that the five citizen appointments will be confirmed mid-February by City of Hamilton Council. The AGM may take place any time after their appointments are confirmed at one of the noted meeting dates below or an amended date as approved by the board.

## 2019 Proposed Board of Directors Meeting Dates:

<b>February 7</b>	<b>July 4</b>
<b>March 7</b>	<b>Sept 5</b>
<b>April 4</b>	<b>October 3</b>
<b>May 2</b>	<b>November 7</b>
<b>June 6</b>	<b>December 5</b>