

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: **Doug Conley, in the Chair**
 Dan Bowman
 Susan Fielding
 Santina Moccio
 Maria Topalovic

Chad Collins
Brad Gautreau
Robert Pasuta

Ine Wauben – Foundation Chair

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 – 3rd 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 3rd 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 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.

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.



Neil McDougall
Secretary-Treasurer