

BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, MAY 2, 2019

Vision

A healthy watershed for everyone.

Mission

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



Agenda for Board of Directors Meeting

Thursday, May 2, 2019 at 7:00 p.m.

- 1. CALL TO ORDER** – Fielding
- 2. DECLARATIONS OF CONFLICT OF INTEREST**
- 3. APPROVAL OF AGENDA**
- 4. HEARING**
 - 4.1 Brian Macartney – 76 Chedoke Avenue, Hamilton
 - Brian Macartney
 - Rick Lintack, Lintack Architects Inc.
- 5. DELEGATIONS**
- 6. CONSENT ITEMS FOR APPLICATIONS, MINUTES, AND CORRESPONDENCE**
 - 6.1 Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
 - 6.2 Approval of Board of Directors Minutes – April 4, 2019
 - 6.3 Approved October 18, 2018 Budget & Administration Committee Minutes and Approved February 14, 2019 Conservation Advisory Board Minutes – for receipt only
- 7. MEMBER BRIEFING**
- 8. BUSINESS ARISING FROM THE MINUTES**
 - 8.1. HCA Climate Change Strategy Review – Peck
- 9. OTHER CORRESPONDENCE**
- 10. REPORTS FROM BUDGET & ADMINISTRATION COMMITTEE, CONSERVATION ADVISORY BOARD, AND THE FOUNDATION**
 - 10.1. Conservation Advisory Board – April 11, 2019 – Topalovic

(Recommendations and Minutes)

CA1911	Land Securement Strategy Update
CA1914	Location-based Game Applications at Conservation Areas
CA1916	Project Technical Advisory Committee
CA1917	Gypsy Moth Surveys and Aerial Spray Program

10.2. Budget and Administration Committee – April 18, 2019 – Fielding
(Recommendations and Minutes)

BA1904	2018 – 12 Month Audited Financial Statements and response to City reserves inquiry
BA1909	2020 Casual Wage Rates
BA1910	Records Management Policy and Draft Records Retention Schedule

10.3. Foundation Chairman's Report – Wauben

11. OTHER STAFF REPORTS/MEMORANDUMS

11.1.	ERO Posting 013-5018 and ERO Posting 013-4992	– Peck
11.2.	Proposal for Permanent October 1 Commencement of Rothsay's Annual Discharge Season	– Peck
11.3.	Current Watershed Conditions as of April 23, 2019	– Peck
11.4.	Upcoming HCA and Partner Events	– Costie

12. NEW BUSINESS

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

14. NEXT MEETING – Thursday, June 6, 2019 at 7:00 p.m.

15. ADJOURNMENT

HEARING

- 4.1 Hearing under Section 28(12) of the
 Conservation Authorities Act for Brian
 Macartney Application for Development
 in a Regulated Area of Chedoke Creek at
 76 Chedoke Avenue, City of Hamilton –
 Application No. H/F,C/19/05**

Hearing Report

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: Darren Kenny, Watershed Officer

DATE: April 23, 2019

RE: Hearing under Section 28(12) of the *Conservation Authorities Act* for Brian Macartney Application for Development in a Regulated Area of Chedoke Creek at 76 Chedoke Avenue, City of Hamilton – Application No. H/F,C/19/05

STAFF RECOMMENDATION

THAT the HCA staff recommends to the Board of Directors:

THAT the Board of Directors refuse the application made by Brian Macartney for development in a regulated area of Chedoke Creek at 76 Chedoke Avenue, City of Hamilton, as the development does not conform to the requirements of the Hamilton Conservation Authority's *Planning and Regulation Policies and Guidelines (October, 2011)* as they relate to the implementation of *Ontario Regulation 161/06 (HCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)* made under the *Conservation Authorities Act, R.S.O. 1990*.

BACKGROUND

Site Description

The subject property is a single residential lot located on the west side of Chedoke Avenue, south of Aberdeen Avenue and immediately east of the Chedoke Civic Golf Course. The property is situated on a ravine associated with Chedoke Creek. The house is located on the east side of the creek in close proximity to the ravine slope. The remainder of the lot spans the entire ravine and directly abuts the eastern boundary of the golf course. (See Attachment A).

The property is regulated pursuant to *Ontario Regulation 161/06 (HCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)* made under the *Conservation Authorities Act, R.S.O. 1990* given its location within and adjacent to the ravine. Portions of the property lie within both the flood and erosion hazards associated with the watercourse, but of primary concern for this application is the erosion hazard associated with the ravine slope.

The Proposal

The subject application involves the proposed construction of a 2-storey, 39.5 square metre (425 sq. ft.) addition to the rear of the house. The addition would be 8.1 metres (26.5 ft.) in length and extend to within 1.6 metres (5.25 ft.) of the top of the ravine slope (See Attachment B). The existing house is currently entirely outside of the slope erosion hazard associated with the ravine. The proposal would put a portion of the addition within the slope erosion hazard.

Application History

On June 22, 2018, HCA staff were contacted by the landowner's agent James Ling of the James Ling Group enquiring about HCA requirements for a 2 storey rear addition on the existing house on the subject property.

On June 27, 2018, staff provided an e-mail response to the agent stating that a permit would be required from the HCA for the proposed addition. As the current house was adjacent to a ravine slope, the HCA would have to ensure that the proposed addition would meet a 6 metre setback (erosion access allowance) from the stable top of the ravine slope. If this setback could not be met, staff would not be able to issue a permit for the addition.

The agent was further informed that the location of the *existing* top of slope would have to be flagged by HCA staff and the stable top of slope would be identified through either plotting a 3:1 slope profile from the toe of the slope, or through a site-specific slope stability (geotechnical) assessment. The existing and stable slope lines and the 6 metre setback would then be plotted on the site plan for the proposed addition. Mr. Ling

responded to the e-mail that same day and copied his response and the e-mail chain containing the above-noted requirements to the property owner, Mr. Macartney for his information.

On January 28, 2019, the HCA received a formal regulation application from Mr. Macartney for the proposed rear house addition. The agent for the project was listed as Rick Lintack of Lintack Architects Inc. Neither Mr. Macartney nor Mr. Lintack had contacted our office further to the HCA e-mail of June 27, 2018 for pre-consultation or the required site visit prior to the submission of the application.

HCA staff reviewed the application submission and in an e-mail on February 4, 2019 deemed that the application was incomplete for the following reasons:

- Staff had not visited the site to flag the top of ravine slope
- Top of slope, stable top of slope and 6 metre setback locations were not provided on the site plan for the addition
- Minor fee payment outstanding

Staff informed Mr. Macartney that based on current HCA mapping, it appeared that his proposed addition would extend right to (if not into) the top of slope and would not be able to meet the 6 metre setback requirement. Staff re-iterated that if the setback could not be met, HCA staff would not be able to issue a permit for the project.

On February 5, 2019, Mr. Macartney requested a site visit to flag the physical top of slope on-site. On February 8, 2019, HCA staff attended the property along with both Mr. Macartney and Mr. Lintack and flagged the top of slope. The ravine slope on the property had been somewhat modified and was tiered as opposed to the more naturalized slope condition along many neighbouring properties. The slope was approximately 4 metres in height (See Attachment C).

Based on site conditions, HCA staff deemed that the slope in its current configuration was in a stable profile and therefore the physical top of slope and stable top of slope would be the same. The physical top of slope was flagged at 9.75 m (32 ft.) from the rear of the existing house. As the addition was proposed at 8.1 m (26.5 ft.) in length, only a 1.65 m (5.25 ft.) setback was to be provided as opposed to the 6 m (20 ft.) setback required under policy for erosion access allowance.

The south side yard setback along the drive way is approximately 4 metres wide and the distance between the rear of the house and the garage is approximately 7.5 metres.

On April 12 and April 15, 2019 respectively, Mr. Macartney submitted a geotechnical (slope stability) report and revised site plan for the proposed addition. The results of the geotechnical assessment with regard to stable slope location and addition setback were very similar to the information noted above. The revised site plan included the required information that was identified by HCA at the time of initial application review, such that the application could be deemed complete.

STAFF COMMENT

Applicable Policy

HCA has a mandate to ensure that people and property are protected from impacts associated with natural hazards. The Province has delegated the authority for representing and implementing the provincial interest in natural hazards to Conservation Authorities. In evaluating the subject application, HCA staff must ensure that Provincial and HCA policies regarding development and hazardous lands are considered and met. The following outlines the key provincial and HCA hazard policies relevant to the subject application.

Provincial Policy

The Provincial Policy Statement (PPS, 2014) provides policy direction on matters of provincial interest related to land use planning and development. The PPS provides a policy framework for allowing appropriate development, while protecting resources of provincial interest, conserving the natural and built environment, and ensuring public health and safety.

With respect to natural hazards, the PPS states that development shall generally be directed to areas outside of hazardous lands, including lands affected by erosion hazards (PPS 3.1.1).

HCA Policy

In accordance with *Ontario Regulation 161/06 (HCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)* made under the *Conservation Authorities Act, R.S.O. 1990*, no person shall undertake development in a regulated area without permission from the HCA. HCA may grant permission (issue a permit) for development in a regulated area if, in its opinion, the control of flooding, erosion, dynamic beaches, pollution or the conservation of land will not be affected by the development.

HCA's *Planning & Regulation Policies and Guidelines*, as approved by the HCA Board of Directors in October 2011, were developed to support the administration of HCA's Regulation (*Ontario Regulation 161/06*) and to implement provincial policy (PPS) direction, including provincial natural hazard policies. HCA applies these policies to its review of planning and regulation proposals.

HCA policies do not permit development, including the construction of buildings, within erosion hazard limits associated with valley systems. The following policies are particularly relevant to the subject application:

Policy 2.1.2.3 (d) – Any development proposals adjacent to valleylands must be located outside of the erosion hazard limit and incorporate a vegetation protection zone appropriate for the features associated with that valley.

Policy 2.1.2.3 (h) – The Authority requires that a minimum erosion access allowance of 6 m be incorporated into the development proposal, where possible, and that the erosion access allowance permit access from a municipal roadway to and along the top of slope for regular maintenance purposes and/or to repair protection works.

It should be noted that in this case, maintaining the 6 metre erosion access allowance is possible. However, Mr. Macartney was not willing to amend his addition design accordingly.

Policy 2.1.2.3.1 (a) - Additions to existing structures may be permitted provided that they are located outside of the erosion hazard limits.

Policy 2.1.2.3.1 (e) - Locating replacement structures or additions on a portion of the property where the erosion hazards are the least significant must be examined in the case of all proposals and applied wherever possible. An addition will only be permitted within the erosion hazard limit if it can be shown that the structure cannot reasonably be located elsewhere on the property and the addition does not encroach any further into the erosion hazard limit than the existing structure.

Application Assessment

The subject property is located on the Chedoke Creek valley system, and is subject to potential flood and erosion hazards associated with Chedoke Creek. HCA and provincial policy generally direct development to areas outside of hazardous lands, in order to protect people and property, and to provide for the conservation of river valley systems. The proposed addition as submitted does not comply with HCA policies for development in areas potentially affected by erosion hazards.

STRATEGIC PLAN LINKAGE

HCA's Strategic Plan 2019-2023 outlines its Strategic Priority Areas and associated Initiatives for advancing the Authority's Vision and Mission to ensure a healthy watershed for all through leadership in conservation and sustainable management of the watershed. HCA implements a wide variety of programs to fulfill this mandate, including programs to protect people and property from natural hazards. Administration of HCA's regulation (*Ontario Regulation 161/06*) contributes to the achievement of these program objectives and HCA's Strategic Plan more generally.

AGENCY COMMENTS

None

LEGAL/FINANCIAL IMPLICATIONS

It is important to note that approval of this application may create liabilities for the Hamilton Conservation Authority in that the proposal would allow a portion of a house currently entirely outside of the erosion hazard to encroach into the hazard. The HCA Board of Directors need to be aware of the possible associated liability to the Hamilton Conservation Authority if this application is approved.

CONCLUSION

The subject application proposes development within the Chedoke Creek valley system and its associated erosion hazard.

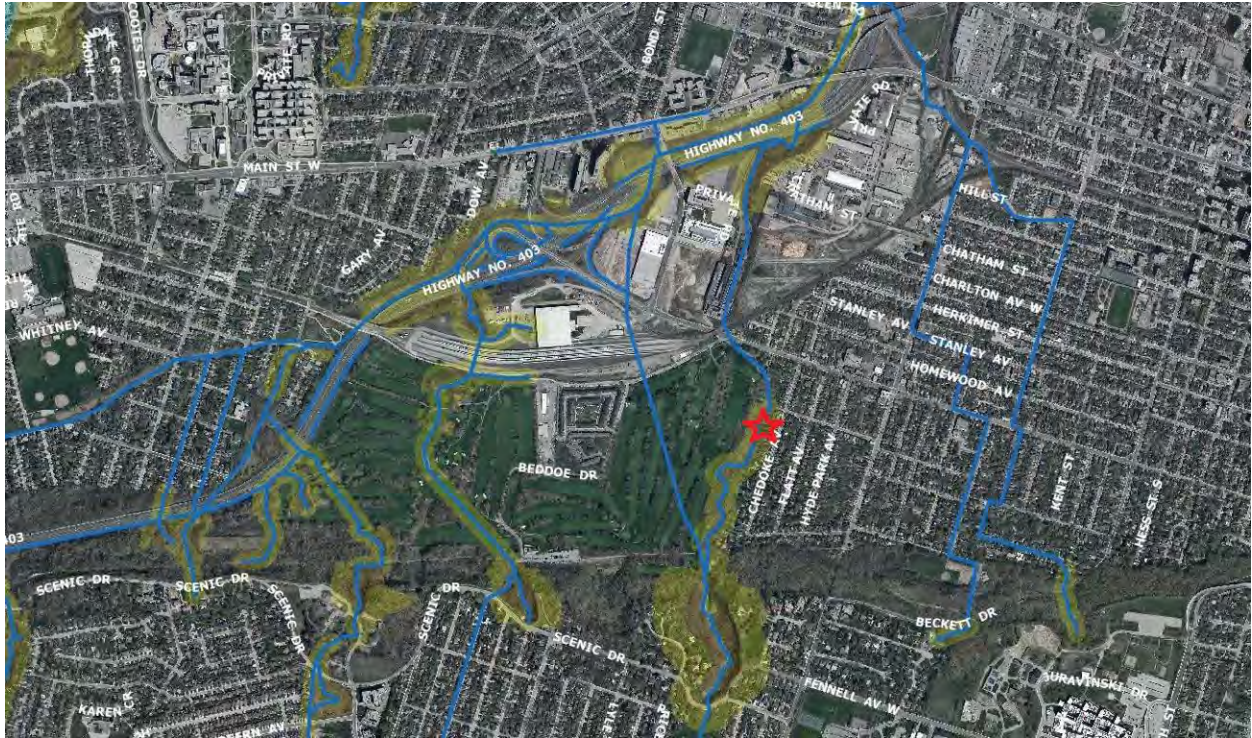
Provincial and HCA policies take a preventative approach to addressing the potential risks and impacts associated with natural hazards by generally directing development to areas outside of hazardous lands. HCA staff are of the opinion the natural hazard policy framework outlined in the PPS and HCA's *Planning and Regulation Policies and Guidelines (October, 2011)* does not support the proposed development.

The proposed development does not meet the conditions under which HCA may issue a permit under *Ontario Regulation 161/06 (HCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)* made under the *Conservation Authorities Act, R.S.O. 1990*.

As such, it is the recommendation of HCA staff that the application be refused.

Attachment A – General Property Location and Close-Up of Lot

76 Chedoke Avenue, City of Hamilton



Proposed Reno/Addition to:
Macatney Residence
 76 Chedoke Avenue
 Hamilton, Ontario

SCALE:
 N.T.S.

DATE:
 APRIL 2019

LINTACK ARCHITECTS INCORPORATED
 544 ALBERT STREET, SUITE 104, CHEDOKO, ONT. L8N 3K2
 T: 905.522.4145 • F: 905.522.2709 • E: info@lntack.com
 WWW.LINTACK.COM

Partial Site Plan
 JOB NO.: 17-099
 DWG. NO.: SP1

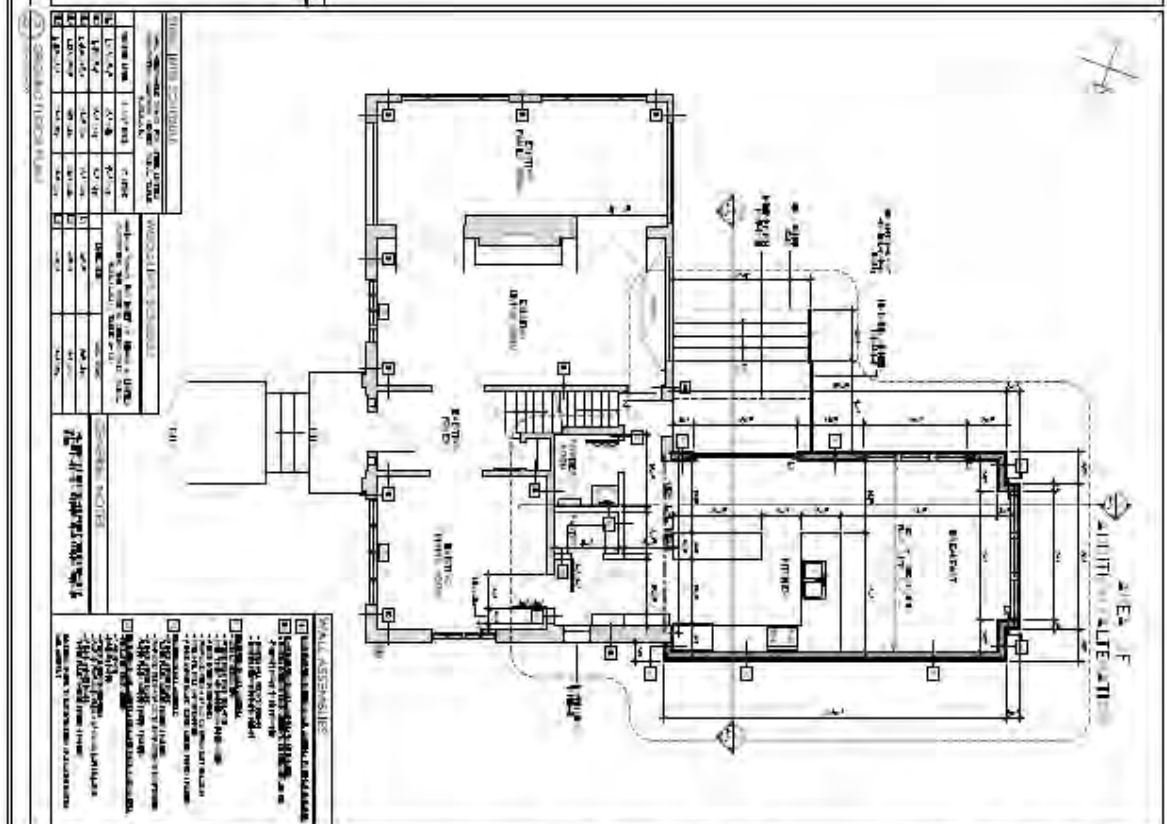
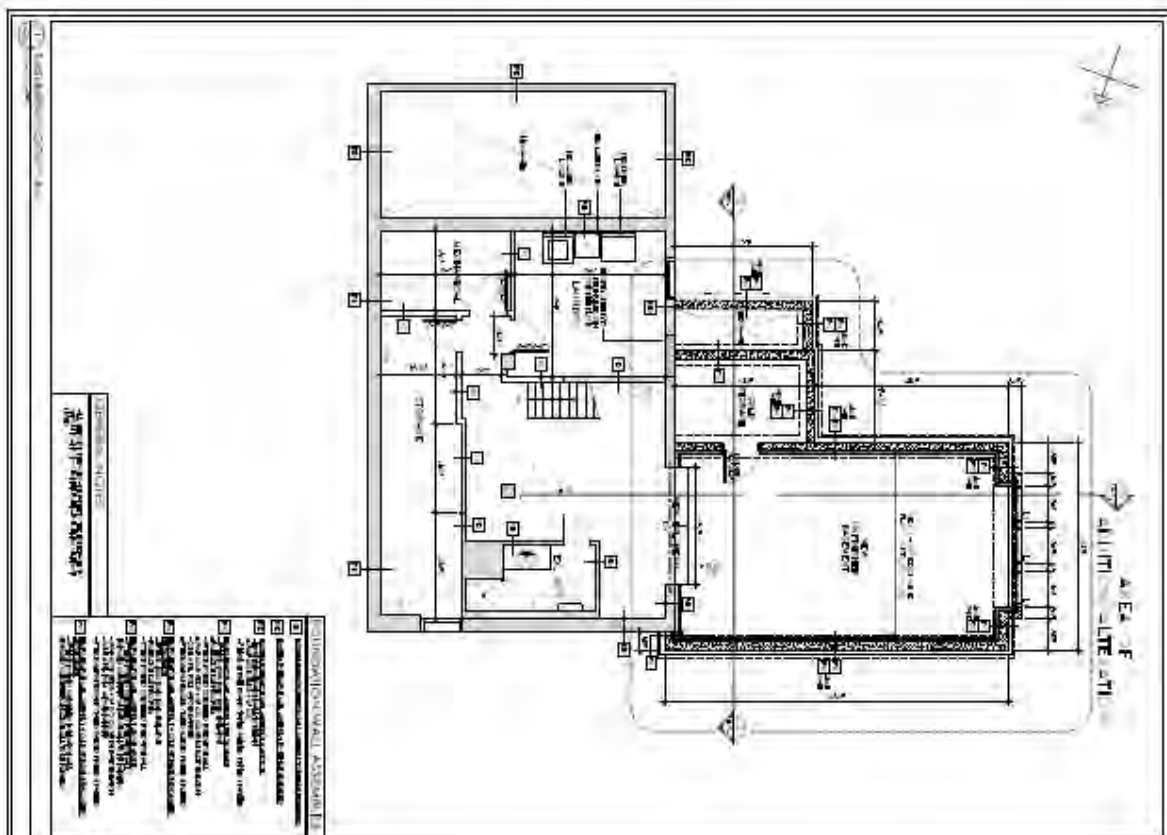
CHEDOKE AVENUE
 (ESTABLISHED BY REGISTERED PLAN No. 408)

REGISTERED PLAN
LOT 205
LOT 204
LOT 206

EXISTING STRUCTURES:
 2 STORY BRICK DWELLING
 2 STORY BRICK ADDITION
 2 STORY BRICK EXTENSION
 2 STORY BRICK PORCH
 2 STORY BRICK GARAGE
 2 STORY BRICK DRIVEWAY
 2 STORY BRICK PARKING AREA
 2 STORY BRICK WALKWAY
 2 STORY BRICK RAMP
 2 STORY BRICK STAIRS
 2 STORY BRICK DECK
 2 STORY BRICK PATIO
 2 STORY BRICK TERRACE
 2 STORY BRICK BALCONY
 2 STORY BRICK PERGOLA
 2 STORY BRICK GAZEBO
 2 STORY BRICK FOUNTAIN
 2 STORY BRICK GARDEN
 2 STORY BRICK LAWN

PROPOSED STRUCTURES:
 2 STORY BRICK DWELLING
 2 STORY BRICK ADDITION
 2 STORY BRICK EXTENSION
 2 STORY BRICK PORCH
 2 STORY BRICK GARAGE
 2 STORY BRICK DRIVEWAY
 2 STORY BRICK PARKING AREA
 2 STORY BRICK WALKWAY
 2 STORY BRICK RAMP
 2 STORY BRICK STAIRS
 2 STORY BRICK DECK
 2 STORY BRICK PATIO
 2 STORY BRICK TERRACE
 2 STORY BRICK BALCONY
 2 STORY BRICK PERGOLA
 2 STORY BRICK GAZEBO
 2 STORY BRICK FOUNTAIN
 2 STORY BRICK GARDEN
 2 STORY BRICK LAWN

Other Labels:
 CHAIN LINK FENCE
 TOP OF SLOPE
 BOTTOM OF SLOPE
 SIDEWALK
 DRIVEWAY
 PARKING
 WALKWAY
 RAMP
 STAIRS
 DECK
 PATIO
 TERRACE
 BALCONY
 PERGOLA
 GAZEBO
 FOUNTAIN
 GARDEN
 LAWN



1 SECOND FLOOR PLAN

GENERAL NOTE:
 1. ALL DIMENSIONS ARE IN FEET AND INCHES.
 2. ALL FINISHES ARE TO BE DETERMINED BY THE ARCHITECT.
 3. ALL MATERIALS ARE TO BE OF THE BEST QUALITY AVAILABLE.
 4. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.
 5. ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MANUFACTURER'S INSTRUCTIONS.

- WALL SCHEDULE:**
- 1. 8" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 2. 4" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 3. 2" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 4. 1" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 5. 1/2" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 6. 1/4" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 7. 1/8" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 8. 1/16" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 9. 1/32" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 10. 1/64" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 11. 1/128" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 12. 1/256" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 13. 1/512" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 14. 1/1024" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 15. 1/2048" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 16. 1/4096" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 17. 1/8192" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 18. 1/16384" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 19. 1/32768" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 20. 1/65536" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 21. 1/131072" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 22. 1/262144" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 23. 1/524288" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 24. 1/1048576" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 25. 1/2097152" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 26. 1/4194304" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 27. 1/8388608" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 28. 1/16777216" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 29. 1/33554432" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 30. 1/67108864" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 31. 1/134217728" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 32. 1/268435456" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 33. 1/536870912" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 34. 1/1073741824" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 35. 1/2147483648" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 36. 1/4294967296" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 37. 1/8589934592" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 38. 1/17179869184" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 39. 1/34359738368" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 40. 1/68719476736" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 41. 1/137438953472" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 42. 1/274877906944" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 43. 1/549755813888" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 44. 1/1099511627776" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 45. 1/2199023255552" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 46. 1/4398046511104" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 47. 1/8796093022208" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 48. 1/17592186044416" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 49. 1/35184372088832" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 50. 1/70368744177664" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 51. 1/140737488355328" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 52. 1/281474976710656" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 53. 1/562949953421312" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 54. 1/1125899906842624" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 55. 1/2251799813685248" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 56. 1/4503599627370496" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 57. 1/9007199254740992" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 58. 1/18014398509481984" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 59. 1/36028797018963968" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 60. 1/72057594037927936" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 61. 1/144115188075855872" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 62. 1/288230376151711744" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 63. 1/576460752303423488" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 64. 1/1152921504606846976" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 65. 1/2305843009213693952" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 66. 1/4611686018427387904" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 67. 1/9223372036854775808" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 68. 1/18446744073709551616" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 69. 1/36893488147419103232" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 70. 1/73786976294838206464" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 71. 1/147573952589676412928" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 72. 1/295147905179352825856" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 73. 1/590295810358705651712" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 74. 1/1180591620717411303424" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 75. 1/2361183241434822606848" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 76. 1/4722366482869645213696" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 77. 1/9444732965739290427392" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 78. 1/18889465931478580854784" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 79. 1/37778931862957161709568" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 80. 1/75557863725914323419136" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 81. 1/151115727451828646838272" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 82. 1/302231454903657293676544" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 83. 1/604462909807314587353088" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 84. 1/1208925819614629174706176" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 85. 1/2417851639229258349412352" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 86. 1/4835703278458516698824704" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 87. 1/9671406556917033397649408" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 88. 1/19342813113834066795298816" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 89. 1/38685626227668133590597632" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 90. 1/77371252455336267181195264" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 91. 1/154742504910672534362390528" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 92. 1/309485009821345068724781056" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 93. 1/618970019642690137449562112" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 94. 1/1237940039285380274899124224" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 95. 1/2475880078570760549798248448" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 96. 1/4951760157141521099596496896" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 97. 1/9903520314283042199192993792" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 98. 1/19807040628566084398385987584" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 99. 1/39614081257132168796771975168" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 100. 1/79228162514264337593543950336" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 101. 1/158456325028528675187087900672" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 102. 1/316912650057057350374175801344" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 103. 1/633825300114114700748351602688" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 104. 1/1267650600228229401496703205376" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 105. 1/2535301200456458802993406410752" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 106. 1/5070602400912917605986812821504" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 107. 1/10141204801825835211973625643008" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 108. 1/20282409603651670423947251286016" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 109. 1/40564819207303340847894502572032" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 110. 1/81129638414606681695789005144064" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 111. 1/162259276829213363391578010288128" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 112. 1/324518553658426726783156020576256" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 113. 1/649037107316853453566312041152512" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 114. 1/1298074214633706907132624082305024" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 115. 1/2596148429267413814265248164610048" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 116. 1/5192296858534827628530496329220096" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 117. 1/10384593717069655257060992658440192" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 118. 1/20769187434139310514121985316880384" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 119. 1/41538374868278621028243970633760768" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 120. 1/83076749736557242056487941267521536" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 121. 1/166153499473114484112975882535043072" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 122. 1/332306998946228968225951765070086144" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 123. 1/664613997892457936451903530140172288" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 124. 1/1329227995784915872903807060280344576" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 125. 1/2658455991569831745807614120560689152" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 126. 1/5316911983139663491615228241121378304" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 127. 1/10633823966279326983230456482242756608" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 128. 1/21267647932558653966460912964485513216" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 129. 1/42535295865117307932921825928971026432" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 130. 1/85070591730234615865843651857942052864" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 131. 1/170141183460469231731687303715884105728" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 132. 1/340282366920938463463374607431768211456" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 133. 1/680564733841876926926749214863536422912" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 134. 1/1361129467683753853853498429727072845824" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 135. 1/2722258935367507707706996859454145691648" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 136. 1/5444517870735015415413993718908291383296" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 137. 1/10889035741470030830827987437816582766592" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 138. 1/21778071482940061661655974875633165533184" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 139. 1/43556142965880123323311949751266331066368" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 140. 1/87112285931760246646623899502532662132736" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 141. 1/174224571863520493293247799005065324265472" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 142. 1/348449143727040986586495598010130648530944" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 143. 1/696898287454081973172991196020261297061888" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 144. 1/1393796574908163946345982392040522594123776" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 145. 1/2787593149816327892691964784081045188247552" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 146. 1/5575186299632655785383929568162090376495104" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 147. 1/11150372599265311570767859136324180752990208" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 148. 1/22300745198530623141535718272648361505980416" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 149. 1/44601490397061246283071436545296723011960832" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 150. 1/89202980794122492566142873090593446023921664" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 151. 1/178405961588244985132285746181186892047843328" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 152. 1/356811923176489970264571492362373784095686656" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 153. 1/713623846352979940529142984724747568191373312" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 154. 1/1427247692705959881058285969449495136382746624" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 155. 1/2854495385411919762116571938898990272765493248" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 156. 1/5708990770823839524233143877797980545530986496" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 157. 1/11417981541647679048466287755595961091061972992" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 158. 1/22835963083295358096932575511191922182123945984" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 159. 1/45671926166590716193865151022383844364247891968" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 160. 1/91343852333181432387730302044767688728495783936" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 161. 1/182687704666362864775460604089535377456991567872" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 162. 1/365375409332725729550921208179070754913983135744" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 163. 1/730750818665451459101842416358141509827966271488" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 164. 1/1461501637330902918203684832716283019655932542976" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 165. 1/2923003274661805836407369665432566039311865085952" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 166. 1/5846006549323611672814739330865132078623730171904" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 167. 1/11692013098647223345629478661730264157247460343808" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 168. 1/23384026197294446691258957323460528314494920687616" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 169. 1/46768052394588893382517914646921056628989841375232" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 170. 1/93536104789177786765035829293842113257979682750464" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 171. 1/187072209578355573530071658587684226515959365500928" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 172. 1/374144419156711147060143317175368453031918731001856" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 173. 1/748288838313422294120286634350736906063837462003712" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 174. 1/1496577676626844588240573268701473812127674924007424" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 175. 1/2993155353253689176481146537402947624255349848014848" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 176. 1/5986310706507378352962293074805895248510699696029696" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 - 177. 1/11972621413014756705924586149611790497021399392059392" CMU BLOCK, 1/2" GROUTED JOINTS, 1/2" WEATHER STRIPPING AT TOP AND BOTTOM.
 -

Attachment C – Slope Photographs



CONSENT ITEMS

- 6.1 Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses**
- 6.2 Approval of Board of Directors Minutes – March 7, 2019**
- 6.3 Approved October 18, 2018 Budget & Administration Committee Minutes and Approved February 14, 2019 Conservation Advisory Board Minutes**

Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer

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

PREPARED BY: Darren Kenny, Watershed Officer

DATE: April 18, 2019

RE: Summary Enforcement Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
Regulation 161/06 Applications for May 2, 2019

HCA Regulation applications approved by staff between the dates of March 22, 2019 and April 18, 2019 are summarized in the following Summary Enforcement Report (SER-4/19).

RECOMMENDATION

THAT the Board of Directors receive this Summary Enforcement Report SER-4/19 as information.

HAMILTON REGION CONSERVATION AUTHORITY
 DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES APPLICATIONS
 April 18, 2019

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, May 02, 2019
 The proposed works are subject to Ontario Regulation 161/06, and in particular Section 2, Subsection (1).

SUMMARY ENFORCEMENT REPORT SER 4/19

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
SC/F,C,A/18/77	23-Aug-18	03-Apr-19	41		33 Lakeview Dr Lot 16, Concession BF Stoney Creek	Completion of repairs at the outlet of Stoney Creek Watercourse No. 4 and construction of a new shorewall in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions
SC/F,C/19/15	12-Mar-19	10-Apr-19	27		Pt Lt 6, Con 1, E of Lewis Rd Lot 6, Concession 1 Stoney Creek	Re-location of an existing eight inch gas pipeline in a regulated area of Stoney Creek Watercourse No. 9.	Approved subject to standard conditions
F/F,C,A/18/109	10-Dec-18	10-Apr-19	71		Westover Rd-170m N of 4th Con Rd W Lot 30, 31, Concession 4 Flamborough	Alteration of a watercourse consisting of the replacement of Bridge #385 Contract No. C15-01-19 (BR) in a regulated area of Westover Creek.	Approved subject to standard conditions
H/F,C,A/18/110	10-Dec-18	15-Apr-19	58		Pt Lt 29 and 30, Con 8; Pt Lt 4 and 5, Con 1, Rymal Rd E between Fletcher Rd to Upper Centennial Pky Lot 29,30, 4, 5, Concession 8, 1 Hamilton	Completion of road reconstruction and widening sidewalk construction and service installation (Contract No. C-15-XX-18 (HSW)) in the regulated area of Eramosa Karst.	Approved subject to standard conditions

HAMILTON REGION CONSERVATION AUTHORITY
DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES APPLICATIONS

April 18, 2019
Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, May 02, 2019
The proposed works are subject to Ontario Regulation 161/06, and in particular Section 2, Subsection (1).

SUMMARY ENFORCEMENT REPORT SER 4/19

SC/F,C/18/51	19-Jun-18	15-Apr-19	130		20 Winona Park Rd Lot 5, Concession BF Stoney Creek	Demolition of an existing single detached dwelling and associated fill placement and grading, as well as construction of a new single detached dwelling and septic system in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions

Hamilton Region Conservation Authority

Minutes

Board of Directors Meeting

April 4, 2019

Minutes of the Board of Directors meeting held on Thursday, April 4, 2019, at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario at 7:00 p.m.

PRESENT:

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

REGRETS: Ine Wauben, Foundation Chair

STAFF PRESENT: Lisa Burnside, Grace Correia, Gord Costie, Matt Hall, Bruce Harschnitz, Neil McDougall, Scott Peck, 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.

BD12,2622**MOVED BY: Dan Bowman
SECONDED BY: Esther Pauls****THAT the agenda be approved.****CARRIED****4. DELEGATIONS**

- 4.1 Ian Graham delivered a presentation entitled "Presentation to Hamilton Conservation Authority regarding Climate Emergency". Mr. Graham presented his position on climate change and provided a specific resolution for the HCA to address climate change by implementing direction from the Dundas Valley 50-Year Vision.

The Chair thanked him for an interesting presentation and shared that all members are concerned for the future with regard to the changing climate. Susan highlighted the work HCA undertakes to protect people and property from flooding, ecological and hydrological monitoring programs, as well as a major wetland creation project on the east escarpment.

Lisa Burnside added that HCA has a Climate Change strategy that was adopted by the Board of Directors in 2012 and includes strategies and actions to be implemented as part of HCA programs. Staff have undertaken a number of actions resulting from the strategy, including a seven-part video series available on the HCA website and an educational brochure. Staff are also members of the Bay Area Climate Change Council. HCA considers climate change in all programs and services provided, however, its greatest tool is its acquisition and maintenance of large tracts of natural lands.

The members discussed the recommendation for a resolution regarding climate change. It was agreed that staff consider the resolution and report back to the Board with recommendations, including a review of the existing the Climate Change Strategy to ensure it remains current. For clarity, Brad Gautreau added a request that the review not be limited to the Dundas Valley, rather include the entire HCA watershed.

BD12,2623**MOVED BY: Lloyd Ferguson
SECONDED BY: Maria Topalovic****THAT staff consider the resolution put forward by Mr. Graham and report back to the Board with**

recommendations, including a review the existing the HCA Climate Change Strategy.

CARRIED

5. CONSENT ITEMS

The following consent items were adopted:

- 5.1 Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses encompass
- 5.2 Approval of Board of Directors Minutes from March 7, 2019

6. MEMBER BRIEFING

There was none.

7. BUSINESS ARISING FROM THE MINUTES

There was none.

8. OTHER CORRESPONDENCE

There was none.

9. REPORTS

9.1 Foundation Chairman's Report

Grace Correia reported on the following:

We received a total of **\$22,409** in donations in March. They break down as follows:

- \$9,000 for the Dundas Valley Trails Fund
- \$6,500 for Tribute Benches in HCA Conservation Areas
- \$4,387 to be used as needed
- \$1,200 to install new field gates at Christie Lake CA
- \$1,000 for the Dundas Valley CA Fund

- The remaining \$766 came in donations for Land Securement, Westfield Heritage Village and Outdoor Environmental Education.
- This brings our total for the current fiscal year (Dec 2018 to Mar 2019) to **\$130,741**

The Foundation will be holding its Donor Appreciation Evening on Monday, May 13 at the Dundas Valley Golf & Curling Club beginning at 6:30pm. HCA Board members will receive an invitation by mail shortly and are encouraged to attend.

10. OTHER STAFF REPORTS/MEMORANDUMS

10.1 Meeting Provincial Priorities for Reducing Regulatory Burden

Scott Peck presented a summary of the report, outlining Conservation Ontario and staff's positions with regard to priorities identified by the new Provincial government, as they relate to HCA programs and services. Staff comments highlighted HCA's good working relationship with our member municipalities and that staff continually work toward streamlining processes and ensuring timely responses. Scott added the Ministry of the Environment, Conservation and Parks held a webinar earlier in the day announcing a proposal to streamline Conservation Authority processes, which will include revisions to the Conservation Authorities Act and associated regulations. The proposals are to be posted on Ontario's Environmental Registry tomorrow, with 45 day commenting periods. The proposed resolution and potential implications of the provincial announcement were discussed. Brad Clark suggested the resolution be amended to indicate the Board of Directors endorsed the recommended three key solutions 'in principle'.

BD12,2624

MOVED BY: Chad Collins

SECONDED BY: Esther Pauls

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

WHEREAS the provincial government intends to increase the supply of housing and streamline the land use planning and development approval process to achieve this goal; and

WHEREAS the Conservation Authorities play an important role in the planning and development review process with respect to watershed protect and hazard lands; and

WHEREAS Conservation Authorities support and can help deliver the Government's objective not to jeopardize public health and safety or the environment;

THEREFORE BE IT RESOLVED THAT the Board of Directors endorses the three key solutions developed by the Conservation Ontario working group: to improve client service and accountability; increase speed of approvals; and, reduce "red tape" and regulatory burden, in principle; and

THAT staff be directed to work with Conservation Ontario and HCA clients to identify additional improvements; and further

THAT staff be directed to implement these solutions as soon as possible.

CARRIED

10.2 Current Watershed Conditions as of March 21, 2019

Scott Peck provided an update on the current conditions. No significant watercourse flooding or low water response is required.

**BD12,2625 MOVED BY: Lloyd Ferguson
 SECONDED BY: Santina Moccio**

10.3 Upcoming HCA and Partner Events

Gord Costie provided an update of the upcoming events that are included in the agenda package. Gord added the Spencer Gorge Shuttle Service will resume at Christie Lake Conservation Area for the Easter long weekend.

**BD12,2626 MOVED BY: Esther Pauls
 SECONDED BY: Santina Moccio**

11. NEW BUSINESS

There was none.

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

**BD12,2627 MOVED BY: Brad Gautreau
 SECONDED BY: Santina Moccio**

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 Report BD/Apr 01-2019

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

**BD12,2628 MOVED BY: Lloyd Ferguson
 SECONDED BY: Esther Pauls**

THAT the Board of Directors approve the following recommendations:

THAT Report BD/Apr 01-2019 be received and remain in camera.

CARRIED

**BD12,2629 MOVED BY: Tom Jackson
 SECONDED BY: Chad Collins**

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, May 2, 2019 at 7:00 p.m. at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

14. ADJOURNMENT

On motion, the meeting adjourned.

Neil McDougall
Secretary-Treasurer

HAMILTON CONSERVATION AUTHORITY

MINUTES

Budget & Administration Committee

October 18, 2018

Minutes of the Budget & Administration Committee meeting held on Thursday, October 18, 2018 at HCA Main Office, 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.

HAMILTON CONSERVATION AUTHORITY

Conservation Advisory Board

MINUTES

February 14, 2019

Minutes of the Conservation Advisory Board meeting held on Thursday, February 14, 2019 at HCA's Woodend Administration Building commencing at 4:00 p.m.

PRESENT:

Maria Topalovic, Chair

John Barkovic

Brad Gautreau

Cheryl Larocque

Duke O'Sullivan

John Shaw

Frank Cucullo

Donna Kydd

Santina Moccio

Morgan Pirie

Wayne Terryberry

REGRETS:

Kristen Brittain, Lydia Cartlidge, Joanne Di Maio, Susan Fielding, Chris Michels

STAFF PRESENT:

Rondalyn Brown, Lisa Burnside, Grace Correia, Gord Costie, Summer Graham, Matt Hall, Cari Hobbs, Peter Lloyd, Judy Love, Lesley McDonell, Neil McDougall, Scott Peck, Kathy Smith, Jaime Tellier, and Nancy Watts – HCA Staff

OTHERS:

Richard Leitner - Media

1. CHAIR'S REMARKS

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

Maria Topalovic made a presentation and remarks as member Morgan Pirie has reached his maximum 12 year term. She wished to recognize Morgan for his tremendous record of citizen involvement and commitment with HCA.

Maria indicated that she was also very grateful for all Morgan's help as Vice Chair. She extended our sincere appreciation and admiration for all of his wisdom and work, and that he will be truly missed.

Morgan thanked his fellow CAB members and staff. He indicated that he enjoyed his time on CAB and it has been very rewarding. Morgan indicated that HCA staff do very important work to make our watershed healthy and he wished HCA all the best.

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.

CA1901	MOVED BY:	Duke O'Sullivan
	SECONDED BY:	Frank Cucullo

THAT the agenda be approved.

CARRIED

4. DELEGATIONS

There was none.

5. MEMBER BRIEFING

5.1 Strategic Plan – 2019 to 2023

Scott Peck presented a PowerPoint presentation. The Strategic Plan is a priority document that will guide the HCA over the next 5 years. It has been developed through an extensive consultation process resulting in a new vision, mission and logo.

The Strategic Plan is a streamlined document that provides that higher level of direction relating to the priorities of the HCA. Implementation of the Strategic Plan will be through departmental work plans with an annual report prepared to highlight progress in implementing the priorities and initiatives of the Strategic Plan.

An annual report will be prepared as to what we have accomplished each year.

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

Maria reported that the following items were approved at the October HCA Board of Directors meeting.

CA1821 Westfield Heritage Village Conservation Area – Master Plan

7. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

7.1 Minutes – Conservation Advisory Board (October 11, 2018)

**CA1902 MOVED BY: Brad Gautreau
 SECONDED BY: John Shaw**

THAT the minutes of the October 11, 2018 Conservation Areas Advisory Board meeting be approved.

CARRIED

8. BUSINESS ARISING FROM THE MINUTES

There was none.

9. STAFF REPORTS/MEMORANDUMS

9.1 2019 Shuttle Bus – Spencer Gorge Conservation Area

Gord Costie presented the report and answered member's questions. Gord indicated that through the operation of this year's shuttle bus out of Christie Lake, staff have had an opportunity to experience all aspects of the service and how it integrates with Christie Lake's operations.

The experience of the past year has demonstrated that Christie Lake is an ideal conservation area setting as a start and finish point for visitors.

Getting visitors directly to Christie Lake as the shuttle base is a key aspect of the shuttle success. This removes traffic congestion in the area and provides the picnic, washroom and garbage facilities for visitors.

A successful shuttle operation will require ongoing Bylaw Enforcement of “No Parking/Stopping” within the Greensville community to deter all unauthorized parking as well to shut down unauthorized “pop up” parking lots.

A new outreach was also undertaken in 2018 with ParkBus to address visitors from the Toronto area looking for the Hamilton waterfall experience. The organization operates bus services to National and Provincial Parks from major cities across Canada and removes cars from the roads.

Staff are recommending Christie Lake Conservation Area as the Spencer Gorge shuttle hub location and include it as part of regular operations for the park. Staff will continue to undertake marketing and communication efforts to ensure visitors have awareness of the shuttle operations.

Ongoing partnership and collaboration with City of Hamilton and Ward Councillor will be continued for waterfall safety, and in order to discuss and address municipal parking enforcement and traffic safety.

CA1903

MOVED BY: Wayne Terryberry
SECONDED BY: Morgan Pirie

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

THAT the shuttle bus service for the Spencer Gorge Conservation Area be continued in 2019 and become part of ongoing operations at Christie Lake Conservation Area on an annual basis; and

THAT the shuttle bus service operates on Saturdays, Sundays, Public Holiday Mondays and Canada Day between May and October weather pending; and further

THAT the Easter weekend be considered by staff for potential shuttle operations based on weather conditions or other factors as determined.

CARRIED

9.2 HCA Conservation Area Vehicle Parking Review

Scott Peck presented the report and answered member's questions. HCA staff have been working to address parking and visitation issues by undertaking the following initiatives:

- implementing the shuttle service at the Spencer Gorge

- shuttles have also been utilized for special events (Telling Tales) at Westfield Heritage Village
- having staff on site to meet with visitors to provide trail etiquette
- trail signage and brochures highlighting the need to stay on the trail for visitor safety and conservation of the associated natural areas
- working through HCA website and social media regarding authorized access points
- working with City of Hamilton regarding municipal no parking and no stopping signage
- installation of automated access gates at conservation areas

All of the above initiatives are considered to be part of an overall visitor management strategy for the HCA as noted in the HCA Strategic Plan 2019 – 2023. One aspect that needs to be considered as part of an overall visitor management system is an assessment and analysis of available parking.

Staff are recommending to the Conservation Advisory Board and the Board of Directors that staff undertake a detailed analysis and assessment of parking and associated access to our conservation areas. This detailed report will provide potential recommendations for parking strategies that support HCA areas. This project will be done in house and will be completed by the fall of 2019.

CA1904

MOVED BY: Donna Kydd

SECONDED BY: Duke O’Sullivan

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

THAT HCA staff be directed to undertake the parking inventory as detailed in the report titled “HCA Conservation Area Vehicle Parking Review”, dated February 1, 2019.

CARRIED

9.3 HCA 10 Year Masterplan Update Strategy

Matt Hall presented the report and answered member’s questions. Masterplans provide a long-term vision for our conservation and managed areas as well as direction for guiding the management of the property.

HCA staff began an internal process to review the status of all existing Master and Management Plan files in order to establish a strategy to review and update these plans for all HCA owned lands over the next ten years.

Staff have developed the following approach for completion of the plans as follows:

- Masterplans
 - are prepared for active conservation areas
 - they provide a detailed property evaluation for land and resource management, development decisions and include a public consultation process
- Management Plans
 - are prepared for lands where resource management is a priority and are generally less detailed than Masterplans
 - these plans set goals and objective for property management
 - will include a public consultation process when not being developed within the overall scope of a Masterplan
- Study Areas
 - are prepared for specific geographic areas within our watershed

This strategy highlights a comprehensive plan for HCA staff to work toward over the next ten years. All HCA owned property should have a current, modern, and working plan in order to effectively direct HCA staffing and resources to manage, restore and improve areas in an appropriate way.

CA1905

MOVED BY: Wayne Terryberry
SECONDED BY: Cheryl Larocque

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

THAT the HCA Ten Year Masterplan Update Strategy be approved.

CARRIED

9.4 2018 Westfield Heritage Village Artifact Donation Acquisition Report

Peter Lloyd provided a presentation and answered member's questions. Peter indicated that Westfield Heritage Village has a comprehensive Collections Management Policy.

Westfield maintains an artifact and archival collection consisting of more than 25,000 objects reflecting the social, cultural and material history of the area. This policy affirms the museum's commitment to managing this collection according to current professional standards for preservation, documentation, research and use of the collection.

Objects acquired for the collection will be consistent with the mandate, goals, and priorities of the site. Objects collected will normally represent the types of material goods that would have been locally manufactured, routinely available or the product of local activity in Southern Ontario from the period 1790 – 1925. They must be in a condition suitable for display or research. The decision to accession an artifact into the Westfield Collection will be made by the Collections Committee.

Deaccessioning is the permanent removal of an object from the collection. The deaccession process will be undertaken according to the highest professional standards and ethical practices, and will be fully documented.

Westfield staff are diligent about adhering to the very important collections management policies and museum standards to ensure the Hamilton Conservation Authority is managing the artifact collection in a professional manner. The artifact donation list needs to be approved each year. Adding the artifacts on this list to the Westfield Heritage Village collection will preserve important pieces of local history and enhance the experience for visitors.

CA1906

MOVED BY: John Shaw
SECONDED BY: Donna Kydd

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

THAT the Westfield Heritage Village 2018 Artifact Acquisitions and Deaccession List be accepted as the artifacts added to, or removed from, the Westfield Heritage Village and the Hamilton Conservation Authority collection.

CARRIED

9.5 Stoney/Battlefield Creeks Flood Plain Mapping Study

Scott Peck presented the memorandum and answered member's questions. In 2010, the HCA undertook a Flood Plain Mapping Review of the existing HCA floodplain mapping for the watershed. The results of the review determined that the existing floodplain mapping needed to be updated and recommendations were implemented to update and create new HCA floodplain mapping to meet current standards.

The next area identified for the new floodplain mapping is Battlefield Creek and Stoney Creek.

A Request for Proposal for the Stoney Creek & Battlefield Creek Flood Plain Mapping Study was developed and a call for proposals issued. Nine proposals were submitted prior to the deadline of February 1, 2019.

At the February 7 Board of Directors meeting, the board approved the proposal submitted by Water's Edge Environmental Solutions Team for the cost of \$59,990.00 plus HST.

9.6 HCA Climate Change Strategy Update and HCA Involvement with Bay Area Climate Change Consortium

Scott Peck presented the memorandum and answered member's questions. In March 2012, the Board of Directors approved the HCA Climate Change Strategy. Over the past 7 years, implementation efforts relating to the HCA Climate Change Strategy have included completing vulnerability analysis and modelling with the City of Hamilton, working with partners to provide data available through our monitoring program, providing education information to the public.

As part of our work to implement the HCA Climate Change Strategy, HCA staff have joined the Bay Area Climate Change Council. HCA involvement with the Bay Area Climate Change Council will enable continued engagement with business, government, community and individual stakeholders to improve our understanding of local climate change issues and priorities. Further, the Council's work will help inform HCA programs as it relates to the HCA Climate Change Strategy and community priorities, work plans and implementation and the effectiveness of programs and achieving targets.

9.7 Seed Mixes Suitable for HCA Watershed

Lesley McDonell presented the report and answered member's questions. Lesley indicated that HCA frequently provides recommendations for species to be included in plantings for residential, commercial and industrial developments, stormwater management facilities and other infrastructure projects, buffer zones and naturalization projects.

When making recommendations for species to be planted, staff consider site and surrounding conditions, including soils, vegetation community type(s), significant or sensitive natural features, ecological functions, native status and local occurrence of species present.

Staff have developed a document of the seed mixes that are appropriate for use within our watershed. The document is intended for use by HCA staff, and to also be distributed to external parties and proponents of development as necessary.

The development of a guideline document will promote consistency in species planted as part of projects undertaken when staff review planting plans associated with development/infrastructure and restoration projects carried out by external and private landowners.

CA1907

MOVED BY: Wayne Terryberry

SECONDED BY: Frank Cucullo

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

THAT the Seed Mix Guidelines for the HCA Watershed be approved.

CARRIED

9.8 Upcoming Events

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

Gord indicated that the deer harvest with the Haudenosaunee Wildlife and Habitat Authority took place on weekdays excluding Fridays between November 12 and December 6, 2018. It was a successful harvest and recognized treaty rights of the Haudenosaunee. Staff did a daily inspection and there were no issues. Staff have not received the total count but have indicated that it was a light harvest.

10. NEW BUSINESS

10.1 Ancaster Well

John Shaw asked for an update on the Ancaster Well following the October CAB meeting where discussion took place regarding the approvals as he is concerned the water is being consumed. Maria Topalovic indicated that there was no staff direction for a follow up report, and asked Scott Peck to review the Board motion that was passed.

Scott indicated that the Board of Directors approved the motion and all requirements were met, and specifically those of the Medical Officer of Health, Public Health Services for the inspection and approval of the change in operation. Scott also noted that users need to obtain an access pass which requires signing a waiver form on an annual basis which informs that the water is not provided for drinking water purposes.

Maria indicated that at the Board of Directors meeting in December 2018, the new board did not raise any issues when the topic of the Ancaster Wells was reviewed as part of year-end presentation.

10.2 Start Time for CAB Meetings

John Shaw indicated he would like to review the new 4 p.m. start time for CAB meetings. Scott Peck noted that the staff will review the new terms of reference for CAB in this regard.

11. **NEXT MEETING**

The next meeting of the CAB is scheduled for Thursday, April 11, 2019 at 4:00 p.m.

12. **ADJOURNMENT**

On motion, the meeting was adjourned.

BUSINESS ARISING FROM THE MINUTES

8.1 HCA Climate Change Strategy Review

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: April 15, 2019

RE: HCA Climate Change Strategy Review

STAFF RECOMMENDATION

THAT the HCA staff recommends to the Board of Directors:

THAT staff be directed to undertake a review and update the HCA's Climate Change Strategy as detailed in the report titled "HCA Climate Change Strategy Review", dated April 15, 2019.

BACKGROUND

At the April 4, 2019 HCA Board of Directors meeting, Ian Graham delivered a delegation presentation entitled "Presentation to Hamilton Conservation Authority regarding Climate Emergency". Mr. Graham presented his position on climate change and proposed the Board of Directors pass the following resolution:

"Whereas:

The City of Hamilton has declared that the Climate Emergency is a threat to the city, region, province, etc.;

And Climate change is happening at an accelerating rate with disastrous consequences for the biodiversity upon which civilization depends;

And that HCA has the expertise and resolve to address climate change impacts;

And the HCA is a major landowner and a leading entity in the Dundas Valley among landowners of all sizes;

Therefore be it resolved:

- a. That HCA implements SD#8 with its 5 subsidiary strategic elements in 2019; and
- b. Engages with landowners in the Dundas Valley to actively draw down Greenhouse Gases, and reduce ongoing carbon pollution in accordance with the City's goal to achieve net zero carbon emissions before 2050."

The Board of Directors discussed the recommendation for a resolution regarding climate change and it was agreed that staff consider the resolution and report back to the Board with recommendations, including a review of the existing Climate Change Strategy to ensure it remains current. For clarity, staff were directed not to limit their review to the Dundas Valley, and to focus on the entire HCA watershed. In this regard, the Board of Directors passed the following motion:

"THAT staff consider the resolution put forward by Mr. Graham and report back to the Board with recommendations, including a review the existing the HCA Climate Change Strategy."

STAFF COMMENT

Staff have considered the recommendation put forth by Mr. Graham and note that the information highlighted originates through the Dundas Valley 50-Year Vision approved by the Board of Directors in 2009. The Dundas Valley 50-Year Vision includes 4 key themes, associated goals, strategic directions and actions. As it relates to Mr. Graham's submission, the following theme, goal, strategic direction and actions apply:

Theme	Protect and Enhance Dundas Valley Lands
Goal	Protect and enhance the valley's ecology and natural areas
Strategic Direction	Develop a climate change action, mitigation and adaptation strategy
Actions	<ul style="list-style-type: none">• HCA to participate in and support NEC/Other government agencies' Climate Change investigative monitoring plots• Identify "quick start" actions to address climate change – e.g. HCA conduct a GHG inventory and develop an action plan to halt/reverse the local impacts of climate change on the valley, and for HCA lands and operations• Participate in a Climate Change Adaptation Strategy

- Encourage Climate Change awareness for business and residents in the Valley area. Couple this action with image development/marketing of “Nature Valley” in valley communities
- Encourage and drive public dialogue on the impact of climate change

The HCA has worked over the past number of years to finalize and implement the strategic directions of the 50-Year Vision for our properties and programs and with community. Climate change as well as the promotion of alternative energy sources where considered for each strategic direction.

Subsequent to the approval of the Dundas Valley 50-Year Vision, The Hamilton Conservation Authority developed a Climate Change Strategy (see attached). The Board of Directors of the Hamilton Conservation Authority adopted the Climate Change Strategy on March 1, 2012. The strategy provides a background to the issue, identifies principles to guide decisions, provides an overall goal and identifies 4 strategies with associated actions to address climate change as follows:

1. **UNDERSTAND THE PROBLEM:** Increase our understanding of changes to climate, what can be done to mitigate it, the impacts of climate change on watersheds, systems and communities and what needs to be done to adapt to these impacts
2. **SHARE INFORMATION:** Share knowledge and information about climate change with other partners (government agencies, the City of Hamilton, the Township of Puslinch, academia such as McMaster University, local business, and Hamilton area agricultural communities, NGOs and the public)
3. **INTEGRATE INTO EXISTING POLICIES:** Work with partners to integrate mitigative and adaptive measures for climate change into existing policies, plans, programs and practices
4. **DEVELOP NEW POLICIES:** Where needed, work with partners to develop new policies, plans programs and practices to mitigate climate change and reduce vulnerability to its impacts

While the Dundas Valley 50-Year Vision provides climate change direction, the HCA Climate Change Strategy is a more all-encompassing document that addresses the issues noted in the Vision document but also covers a broader range of issues over the HCA’s watershed. This should be our focus and with that said, the Climate Change Strategy is 7 years old and would benefit from a review and update to ensure policies and direction is current to the climate change issue.

The following template for the Table of Contents is proposed to highlight the action items to be considered:

1. Introduction – update to include information on the implementation of the strategy since adoption and consultation undertaken that guided updated strategy
2. Background – provide updated science information relating to projected impacts and urgency of addressing climate change
3. Principles – review to ensure current
4. Overall Goal – review to ensure current
5. Strategies for Addressing Climate Change – this will be the focus of the review to highlight what we are currently doing and what further action is required. The focus will be less on science and modelling undertakings and more on education and awareness, maintenance and restoration of natural areas, wetland creation and restoration as well as site specific storm water management efforts such as rain gardens, swales and permeable driveways.

This review will be guided by HCA staff in consultation with our stakeholders and through our involvement with the Bay Area Climate Change Council.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Communicate both internally and externally about what HCA does and why
 - Initiatives – Update our website to increase access to information and services
- **Strategic Priority Area – Water Management**
 - Initiatives – Invest in our monitoring programs and networks to support our ability to track the impacts of climate change and changes in our environment, and inform our adaptation strategies
- **Strategic Priority Area – Education and Environmental Awareness**
 - Initiatives - Create engaging communication materials for HCA website and social media to enhance environmental awareness and the programs and services conservation authorities deliver

AGENCY COMMENTS

Not applicable

LEGAL/FINANCIAL IMPLICATIONS

While the review of the Climate Change Strategy will be undertaken within our current budget allocation, it should be noted that funding for certain priority issues will be required to implement the response to the priority item. As an example, increased funding for continued land acquisition, tree and prairie planting programs, watercourse buffers, and site specific storm water management projects such as rain gardens, swales and permeable driveways as examples.

CONCLUSIONS

This review of the HCA's Climate Change Strategy will allow the Board of Directors and staff to understand the HCA's current efforts relating to climate change from a program, project and awareness perspective. The intent is to continue to take action as identified in the current strategy and to identify what further action is required to address climate change.

REPORTS

- 10.1 Conservation Advisory Board –
April 11, 2019**
- 10.2 Budget & Administration Committee –
April 18, 2019**
- 10.3 Foundation Chairman's Report**



Report

TO: Conservation Advisory Board

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

DATE: March 28, 2019

RE: Hamilton Conservation Authority's 2020 Land Securement Strategy

STAFF RECOMMENDATION

THAT HCA staff recommends to the Conservation Advisory Board:

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

THAT the report entitled "Hamilton Conservation Authority's 2020 Land Securement Strategy", dated March 28, 2019 be received: and,

THAT the framework outlined in the above noted report for the review and update of the Hamilton Conservation Authority's Land Securement Strategy be endorsed.

BACKGROUND

In 2009, the Hamilton Conservation Authority (HCA) engaged the services of Orland Conservation, a consulting firm that with experience in conservation issues and land acquisition. Orland Conservation was engaged to assist the Hamilton Conservation Authority in the development of a Land Securement Strategy which was completed in April 2010 and approved by the HCA Board of Directors.

The Hamilton Conservation Authority Land Securement Strategy, 2010 is a detailed document that highlights the background of the HCA's land securement program and provides direction regarding:

- Land securement tools

- Alternatives to land securement
- Methods of Land Securement
- Land securement partners
- Land securement criteria and priorities
- Landowner contact methodology
- Property evaluation procedures
- Land securement program funding
- Land securement and disposition policy

A key aspect of the Land Securement Strategy is the identification and mapping of specific properties of interest for acquisition.

The HCA's Land Securement Strategy, 2010 has been approved by the Minister of Natural Resources and Forestry as an approved project under Section 24 of the Conservation Authorities Act. This approval allows HCA staff to utilize a section of the Planning Act that permits partial takings of lands acquired by Conservation Authorities without the need of a severance. This has proved to be a very effective tool when acquiring lands.

The above noted Ministerial approval expires at the end of 2019 and at that time, the Land Securement Strategy, 2010 will be 9 years old. A review and update of the Land Securement Strategy is required to ensure the HCA's land securement priorities are current and to facilitate Ministerial approval under Section 24 of the Conservation Authorities Act for the new plan.

STAFF COMMENT

The intent of staff is to review and update the current plan to provide a new Land Securement Strategy that will provide direction for the next 10 years. In this regard, staff are looking to streamline the document such that its focus is on land securement criteria and priorities. The following plan outline is proposed:

1. HCA Land Acquisition Program Background
2. Land Securement Criteria
3. Land Securement Priorities
4. Land Acquisition Mapping
5. Land Securement Funding Reserve

These sections will build on the direction of the Land Securement Strategy, 2010 by increasing the focus on HCA's land acquisition priorities and removing the information that is general in nature and applicable to all land acquisition strategies.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Natural Heritage Conservation**
 - Initiatives – Invest in land acquisition on priorities identified within the land Securement Strategy
- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Communicate both internally and externally about what the HCA does and why

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

N/A

CONCLUSIONS

This report outlines the background associated with the HCA's Land Securement Strategy, 2010 and details the proposed plan outline for the review and update for a new Land Securement Strategy 2020. HCA staff will report back to the Board of Directors and Conservation Advisory Board with final approval of the plan anticipated for December 2019.



Report

TO: Conservation Advisory Board Members

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED BY: Gord Costie, Director of Conservation Area Services

PREPARED BY: Rondalyn Brown, Manager of Westfield Heritage Village

DATE: April 11, 2019

RE: Location-based Game Applications at Conservation Areas

STAFF RECOMMENDATION

THAT HCA staff recommends to the Conservation Advisory Board:

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

THAT staff partner with Hamilton Christian High School to undertake development of location-based game applications for HCA's Conservation Areas, as detailed in the report entitled "Location-based Game Applications at Conservation Areas", dated April 11, 2019.

BACKGROUND

In April 2018, Westfield received an email from a teacher at Hamilton Christian High School asking if there was any interest in working with a Grade 12 Computer Science and Integrated Technologies class. They were looking to partner with an organization to create a location-based game in the local community.

Location-based games are played on mobile devices (tablets and cell phones). The game can be downloaded at home or on location and then only uses the devices GPS capabilities. Pokemon Go is one of the most popular location-based games.

Westfield staff met with the teacher and students to discuss the opportunities and the logistics. The game app could be a virtual tour, adventure game, virtual scavenger hunt or other amazing ideas.

A Business Case was presented and approved by HCA Executive Team and the partners began collaboration. A game app was developed for Westfield that includes a virtual tour of many of the historical buildings. Photographs of interiors, sound effects and audio sound are included. Embedded in the tour is also a game where the player is “planning on settling in a new area and starting a farm”. They can collect up to 20 virtual items such as a cast iron pot, pair of boots and lanterns. If they collect all twenty items they can receive an actual packet of bean seeds from the Westfield Admissions to help them get their ‘new farm started’ as a reward for completing the game and to grow seeds at home.

Westfield youth volunteers, Jerra and Jordan Lindsay, were enlisted to assist with the development of the game, including providing the full list of twenty collectible items.

Hamilton Christian High School invited Westfield to attend their school Open House in June to help present this project to students, teachers and parents.

In February 2019, the teacher requested to have the class produce another game for Westfield and to work with Dundas Valley Conservation Area and Christie Lake Conservation Area on new applications. DVCA and CLCA staff embraced the opportunity with great interest and excitement and are looking forward to working with the class.

STAFF COMMENT

Partnering with students from Hamilton Christian High School to expand the applications to other HCA areas is a wonderful opportunity. It provides an educational and entertaining tool that is maintenance free and completely non-invasive to the natural environment and experience. It will engage and entertain current and new markets in the community and uses technology in a practical and fun way. It can provide access to persons of all abilities by including visual for the hearing impaired; audio for the visually impaired; and virtually access (photos and video) for the physically impaired. There is the potential for providing information in different languages. There is an opportunity to present the areas in different seasons and from unique angles. It is a great way to promote our areas and the Hamilton Conservation Authority.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Conservation Area Experience**

- Initiatives – Identify and support a more diverse and accessible range of programs for our conservation area users
- Initiatives - Identify and act upon revenue generation/cost reduction and investment in visitor services opportunities in our conservation areas
- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Communicate both internally and externally about what HCA does and why
 - Initiatives – Identify opportunities to engage the community, adjacent landowner and Indigenous Peoples
- **Strategic Priority Area – Education and Environmental Awareness**
 - Initiatives – Develop enhanced and consistent interpretive signage and information for conservation areas
 - Initiatives – Enhance and adapt outdoor environmental and cultural education programs with new technology, curriculum and trends
 - Initiatives - Identify and create input and engagement opportunities for conservation area visitors on site
 - Initiatives – Promote the connection between environmental health and human wellness

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

This initiative would require a limited amount of staff time. Conservation Area staff time would be required to meet with the students to help develop the nature of the game app; to provide site specific information; to confirm the accuracy and effectiveness of the application; and to promote it to users. Marketing staff time would be required to launch and promote the games to users.

CONCLUSIONS

Working with a community partner and developing unique and relevant opportunities to engage our visitors should be encouraged and supported.

Report

TO: Conservation Advisory Board

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

PREPARED BY: Jeff Stock, Watershed Stewardship Technician,
Hamilton Watershed Stewardship Program

DATE: April 11, 2019

RE: Project Technical Advisory Committee

STAFF RECOMMENDATION

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

THAT to meet annual insurance coverage requirements, the responsibilities of the Project Technical Advisory Committee for the Hamilton and Halton Watershed Stewardship Programs be approved as identified in this staff report of April 11, 2019; and further

THAT the members on the Committee be appointed for the period of April 1, 2019 to March 31, 2020.

BACKGROUND

Since 1994 the Hamilton-Halton Watershed Stewardship Program (HHWSP), operated by Hamilton and Halton Conservation Authorities, have worked jointly and collaboratively administering stewardship programs within their watersheds. The shared program has been highly successful over the years and has resulted in the contact of over 4,000 landowners with at least half of these being in the Hamilton Conservation Authority's watershed.

While both the Hamilton and Halton Conservation Authorities contributed funding to the program for staffing and landowner contact, funds for the capital projects involving projects on private lands have typically been raised through different sources, including the HCA capital program and application to various granting programs.

The Project Technical Advisory Committee (PTAC) was formally established by the Advisory Boards and the full Boards of Directors of the two conservation authorities in 2009. PTAC acts as a review and approval committee for funding applications under the HHWSP's Water Quality and Habitat Improvement Program. Attached is the terms of reference that has been established for this committee and a list of the individuals who have volunteered to sit on the committee for the next term.

STAFF COMMENT

Staff of the HHWSP appreciates the commitment that Project Technical Advisory Committee members have made to date to assist in the delivery of this program to watershed landowners. This report and resolution serves to formally recognize their work and provides for the annual insurance coverage requirement. The term of appointment would run from April 1, 2018 to March 31, 2019, which coincides with the typical fiscal year of the majority of the granting organizations.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019-2023:

- **Water Management**
 - Invest in programs to address the impacts of nutrient and sediment loading on watershed streams, creeks, rivers and receiving water bodies.
 - Work with the City of Hamilton, and our partners on the Hamilton Harbour Remedial Action Plan to address nutrient and sediment loading within the Hamilton Harbour Watershed.
 - Continue the HCA's Watershed Stewardship Program and work with landowners to increase environmental awareness and restoration projects.
- **Natural Heritage Conservation**
 - Work with our partners on stewardship initiatives for the Hamilton Watershed Stewardship Program and the Cootes to Escarpment EcoPark System
- **Education and Environmental Awareness**
 - Enhance stewardship programs for both urban and rural areas.
 - Identify and support outreach opportunities within all of our program areas.
 - Promote the connection between environmental health and human wellness.

AGENCY COMMENTS

Funding agencies such as Environment Canada's Great Lakes Sustainability Fund require these types of committees to review and approve projects.

LEGAL/FINANCIAL IMPLICATIONS

The members on the committee are not paid for their services but they are undertaking work on behalf of Hamilton Conservation Authority. By formally recognizing the committee, the volunteer committee members can be provided with insurance for their decisions through the Conservation Authority's insurer. Adding the members as volunteers to our insurance does not affect the Hamilton Conservation Authority's premiums.

CONCLUSIONS

The Hamilton and Halton Watershed Stewardship Programs have been successfully utilizing this volunteer committee for the review of projects that are undertaken on private lands. Annual endorsement of PTAC members is required for insurance purposes.



PROJECT TECHNICAL ADVISORY COMMITTEE MEMBERS

Agricultural Organization

Henry Swierenga, Member Service Representative,
Ontario Federation of Agriculture

City of Hamilton

Kara Bunn, Manager, Parks and Cemeteries, Environmental Services,
Public Works

Conservation Halton

Adam Baker, Forest Technician
Julia Marko-Dunn, Natural Heritage Ecologist

Halton Region

Ron Reinholt, R.P.F. Regional Forester

Hamilton Conservation Authority

Lesley McDonell, Terrestrial Ecologist

Landowners

Vic Cairns
Philip Krakar
John Shaw
Paul Smith
Nancy Tilt

Ontario Ministry of Natural Resources and Forestry

Lorraine Moir, Partnership Specialist

CONSERVATION AUTHORITY STAFF RESPONSIBLE FOR PRESENTING GRANT APPLICATIONS TO PROJECT TECHNICAL ADVISORY COMMITTEE

Hamilton Conservation Authority Stewardship Staff

Phone: 905-525-2181; Fax: 905-6484622

Cherish Gamble, Watershed Stewardship Technician

Phone: Extension 181

Email: Cherish.Gamble@conservationhamilton.ca

Jeff Stock, Watershed Stewardship Technician

Phone: Extension 196

Email: Jeff.Stock@conservationhamilton.ca

Mike Stone, Manager of Watershed Planning Services

Phone: Extension 133

Email: Mike.Stone@conservationhamilton.ca

Conservation Halton Stewardship Staff

Phone: 905-336-1158; Fax: 905-336-6684

Colleen Lavender, Watershed Stewardship Technician

Phone: 905-854-9229

Email: clavender@hrca.on.ca

Erin Mallon, Watershed Stewardship Technician

Phone: Extension 2263

Email: emallon@hrca.on.ca

Hajnal Kovacs, Restoration Project Field Technician

Phone: Extension 2304

Email: hbroz@hrca.on.ca

Kent Rundle, Stewardship Coordinator

Phone: Extension 2319

Email: krundle@hrca.on.ca

TERMS OF REFERENCE FOR THE PROJECT TECHNICAL ADVISORY COMMITTEE

GOAL

To assist the Hamilton Conservation Authority and Conservation Halton in the implementation of their Water Quality/Habitat Improvement Programs (WQHIP) which serve to provide landowners with the technical and grant assistance necessary to improve water quality and habitat in the watersheds of Hamilton and Halton Conservation Authorities.

MANDATE

The Project Technical Advisory Committee (PTAC) is a voluntary advisory committee that approves grants for water quality and habitat improvement projects. PTAC has been established by the conservation authorities in accordance with these adopted Terms of Reference. PTAC members are bound by these Terms of Reference and are ultimately responsible to the Hamilton Conservation Authority and Conservation Halton.

PURPOSE

The purpose of PTAC is to:

1. Sit as the grant approvals committee when it may:
 - a) recommend eligible items under the WQHIP including grant rates and grant ceilings;
 - b) ensure that the WQHIP is administered on a priority basis;
 - c) review landowners' grant applications submitted to the conservation authorities;
 - d) approve eligible grant applications under the WQHIP; and
 - e) review WQHIP effectiveness as required.
2. Provide a forum for the exchange of information on agricultural, rural and urban issues and initiatives and to advise on potential concerns; and
- 3) Encourage public awareness and education of agricultural, rural and urban issues.

MEMBERSHIP

PTAC consists of the following volunteer members which are appointed for a term of three years with an option for a second term.

- Agricultural Organizations
- City of Hamilton
- Conservation Halton
- Halton Region
- Hamilton Conservation Authority
- Individual Landowners
- Ontario Ministry of Natural Resources and Forestry
- Royal Botanical Gardens

PTAC members represent a variety of natural resources management, agricultural organizations and landowners. The representatives of organizations or agencies should have special urban, rural and agricultural qualifications, water quality and habitat interests and abilities, as well as the ability and willingness to devote the necessary time to PTAC.

MEETINGS

PTAC meets, annually, or as required. Agendas for meetings will be made available to PTAC one week in advance of meeting. Flexibility will allow meetings to be held in various locations throughout the communities that are most convenient for PTAC members. Meetings will be used to review Water Quality and/or Habitat Improvement Funding Application and Agreement forms, WQHIP program success, WQHIP Terms of Reference, and other determined topics.

SUPPORT STAFF

Conservation authority staff will be assigned to provide secretariat and research support to PTAC.

PTAC meeting minutes will be provided to PTAC members following each meeting.

Report

TO: Conservation Advisory Board

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

PREPARED BY: Lesley McDonell, Terrestrial Ecologist
Mike Stone, MCIP, RPP, Manager, Watershed Planning, Stewardship & Ecological Services

DATE: April 11, 2019

RE: Gypsy Moth Surveys and Aerial Spray Program

THAT HCA staff recommends to the Conservation Advisory Board:

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

THAT staff be authorized to proceed with the gypsy moth spray program as outlined in the staff report dated April 11, 2019

BACKGROUND

The European Gypsy Moth (*Lymantria dispar*) was introduced to North America in the late 1860's near Boston, Massachusetts. They were brought from Europe to North America for silk production and subsequently escaped and expanded their range. The gypsy moth was first detected in Ontario in 1969; however, widespread occurrence and associated defoliation impacts did not occur until 1981 (Ontario, 2016).

The gypsy moth is a tree defoliator and prefers oak, sugar maple, beech and white pine trees. The life cycle of the gypsy moth is very similar to many other native moth species. Gypsy moths produce one generation annually and its life cycle consists of five distinctive life stages: egg, larva (caterpillar), pupa and adult. A summary description of each stage in their life cycle is included for reference in Attachment A.

The Hamilton Conservation Authority (HCA) has been surveying for gypsy moth egg masses since 2004. These surveys have been conducted throughout the Dundas and

Ancaster Area, mainly through the Dundas Valley Conservation Area (DVCA). Surveys are completed in January and February each year. The east and west ends of the DVCA are surveyed in addition to Tiffany Falls, Borer's Falls and Iroquoia Heights Conservation Areas.

Kaldar plots and walking transect methods are used to count gypsy moth egg masses on trees. Kaldar plots are standardized 10m x 10m plots in which all gypsy moth egg masses are counted along with the number of trees and the species of tree. Walking transects involve walking trails throughout the conservation area and recording egg masses observed. This is typically completed in lower infestation areas or when large areas need to be surveyed in a limited amount of time. Gypsy moth egg mass counts are an accepted way of predicting defoliation rates for the upcoming summer months. They can also be used to predict the severity of infestation and the defoliation rate. Defoliation rate is an estimate of the amount of leaf mass in the canopy eaten by gypsy moth larvae.

SURVAY LOCATIONS AND METHODS

Surveys were completed by HCA staff in the Dundas Valley, Tiffany Falls, Borer's Falls and Iroquoia Heights Conservation Areas during January and February 2019. As with 2018 an extensive area was surveyed. This was based on the results of the defoliation surveys completed by staff in spring/summer 2018, as well as in response to information provided by the City regarding their survey results, and phone calls received from the public about areas affected by defoliation. The larger survey area helped to expand our understanding of gypsy moth outbreaks, their migration pattern through the Dundas Valley, as well as identify areas recommended for aerial spray treatment.

Egg mass counts and associated expected impacts can be generally defined as follows:

Egg masses per Ha and defoliation forecast

Egg mass/Ha	Defoliation forecast	Defoliation forecast range (%)
0	Nil	0-5
0-1,250	Light	6-25
1,251-3,750	Moderate	26-65
3,750-5,000	Heavy	66-90
>5,000	Severe	91-100

Walking transect # Egg masses per tree

# of new egg masses/tree	Defoliation forecast	Defoliation forecast range (%)
0	Nil	0-5
0-10	Light-Moderate	6-25
11-50	Moderate-Severe	26-65
>51	Severe	>65

AERIAL SPRAY RESULTS FROM 2018 PROGRAM

In 2018, 113 HA of the forest in the Dundas Valley Conservation Area was sprayed to control gypsy moth. The spray occurred over four mornings representing two applications on May 23 and 25rd and then again on May 29th and June 1, 2018. The spray conditions were ideal with little wind, no precipitation and completed by 7:30 am. The spray blocks from 2018 are shown on the attached map (Aerial Spray Areas – 2008 and proposed 2018). Efficacy studies completed by BioForest to check on the distribution of the spray within spray blocks showed that all spray blocks had evidence of spray on the leaves. Further field checks were completed by summer staff to record leaf out in one of the identified severe locations from 2017 egg mass surveys. The oaks in this area have been weakened by the fall canker worm and gypsy moth. Decline still occurred in some areas, especially near the Hermitage, but in other areas, leaf out was near normal and tree decline minimized.

SURVEY RESULTS

The results of the winter 2018/2019 egg mass surveys on HCA lands indicate that noticeable defoliation (moderate to severe) will likely occur within the Dundas Valley and Iroquoia Heights Conservation Areas. The attached maps indicate the level of predicted defoliation and egg mass counts from 2019 and also show where the spray occurred in spring 2018 (Maps 1-6). Based on the level of egg masses found in each location the spray was effective in 2018. None to very low level of egg masses were found in the spray zones for 2018.

For 2019, staff is proposing to conduct an aerial spray along the main loop trail east of Sulphur Springs Road (gypsy moth egg mass survey 2019). This will coordinate with a City of Hamilton spray program on the west side of Sulphur Springs Road. This will allow us to target a number of Red Oak trees that have moderate to severe levels of gypsy moth egg masses and are predicted to be severely defoliated. In addition, staff are proposing to inject Red and White Oaks along the Headwaters trail on the west end of the Dundas Valley Conservation Area. Injection will occur in this area because it is a smaller area, the oaks are widely distributed and the only effected tree species. This will be completed through a separate contractor.

STAFF COMMENT

Staff have spoken with the forestry staff at the City of Hamilton. City of Hamilton and City of Mississauga staff will be conducting an aerial spray program in 2019. City and HCA staff are concerned about tree health and mortality in the areas that have been identified for treatment. Treatment in 2018 via aerial spray has reduced the gypsy moth population in the spray areas in the Dundas Valley. The 2019 spray area is much smaller and with it completed the impact of gypsy moth and defoliation will be much less. This area was moderate in last year's assessment and the gypsy moth have increased in population to a severe level.

Areas considered for aerial spray treatment (see attached map) include the following:

- The main loop trail east of Sulphur Springs Road

This area is approximately 3 Ha. Zimmer Air Service has been contacted and HCA's lands will be sprayed in conjunction with the City of Hamilton. City of Hamilton staff have advised this is the only company in Ontario that is capable of completing the coordinated aerial spray program being undertaken by the City of Hamilton, City of Mississauga and HCA. A double engine helicopter is proposed over HCA spray areas as we are working in conjunction with the City of Hamilton. Changing helicopters for this small of an area is not feasible. The cost quoted is \$800/Ha, with an estimated final budget of \$2,800+ HST. There may be additional monitoring costs to confirm the effectiveness of the treatment program, which staff estimate at \$5,000. HCA is coordinating with the City of Hamilton for this aerial spray program.

Foray 48B is the compound containing the bacterium Btk or *Bacillus thuringiensis* var. *kurstaki* which targets *Lepidoptera* (butterflies and moths) killing larvae through ingestion at an early larval form. This is the biological control sprayed from the aircraft to control gypsy moth. The weather is monitored as well as insect emergence to ensure the spray is used at the most optimal time period. Two sprays are completed a few days apart to ensure all caterpillars are impacted as the spray needs to be ingested.

HCA staff time will be required to support the aerial spray program, both leading up to and during spray operations. A communications plan will be developed for this spray program both to notify the public and comply with the Pesticide Act of Ontario notification requirements. HCA will coordinate with the City of Hamilton on webpage information, Facebook and Twitter. Newspaper notices will also be used to inform the public about the spray program. In accordance with the Ministerial Authorization from Transport Canada, HCA will be responsible for restricting public access to the spray areas to the best of our ability. This will include trail closures and posting of personnel and signs restricting access while the spray is occurring.

An additional area of tree injections has been added this year as a method of control for gypsy moth in areas where the levels are reaching severe, but are scattered along the trail system and are only on Red and White Oak trees. In order to maintain this tree canopy an injection program has been proposed for these large oak trees at a cost of \$3-4/dbh of the tree. This translates into a cost between \$100- \$200/tree depending on size. The proposal is to inject 10 trees at a final cost of approximately \$2000.

Borer's Falls Conservation Area and Iroquoia Heights Conservation Area showed moderate - severe levels of gypsy moth egg masses. Some tree species within these Conservation Areas had severe levels of egg masses, Black Walnuts and Oak species in particular. However, tree decline and death has not been noted in these areas and spraying these sites is not proposed in 2019. These areas will be monitored for defoliation and egg mass surveys will be conducted again in winter 2019/2020.

It is also important to note that there are other biological controls that will impact the gypsy moth populations as they reach severe levels. This is due to both a fungus and virus that have been introduced as biological controls. The fungus native to Japan called *Entomophaga maimaiga* was deliberately released in the United States around 1910-1911 to help control gypsy moths. Although the exact means by which this fungus made it to Canada are not known, its presence in our forests has become quite evident as it has been responsible for bringing past gypsy moth infestations under control. The amount of wet weather experienced in the spring months is directly related to the success of this fungus, with wetter springs showing greater declines in gypsy moth caterpillars than in drier springs. A virus known as the “nuclear polyhedrosis virus”, or NPV, was also released in the United States in the 1960’s. While most caterpillar mortality can be attributed to the *Entomophaga maimaiga* fungus, it has been shown that NPV controls caterpillars effectively, and has been responsible for mass die-offs. The advantage of this disease is that it is directly specific to gypsy moth caterpillars, and does not affect any other species.

STRATEGIC PLAN

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Natural Heritage Conservation**
 - Initiatives – Maintain and enhance the natural heritage features of HCA lands and manage these lands on an environmentally sustainable basis

AGENCY COMMENTS

Not Applicable

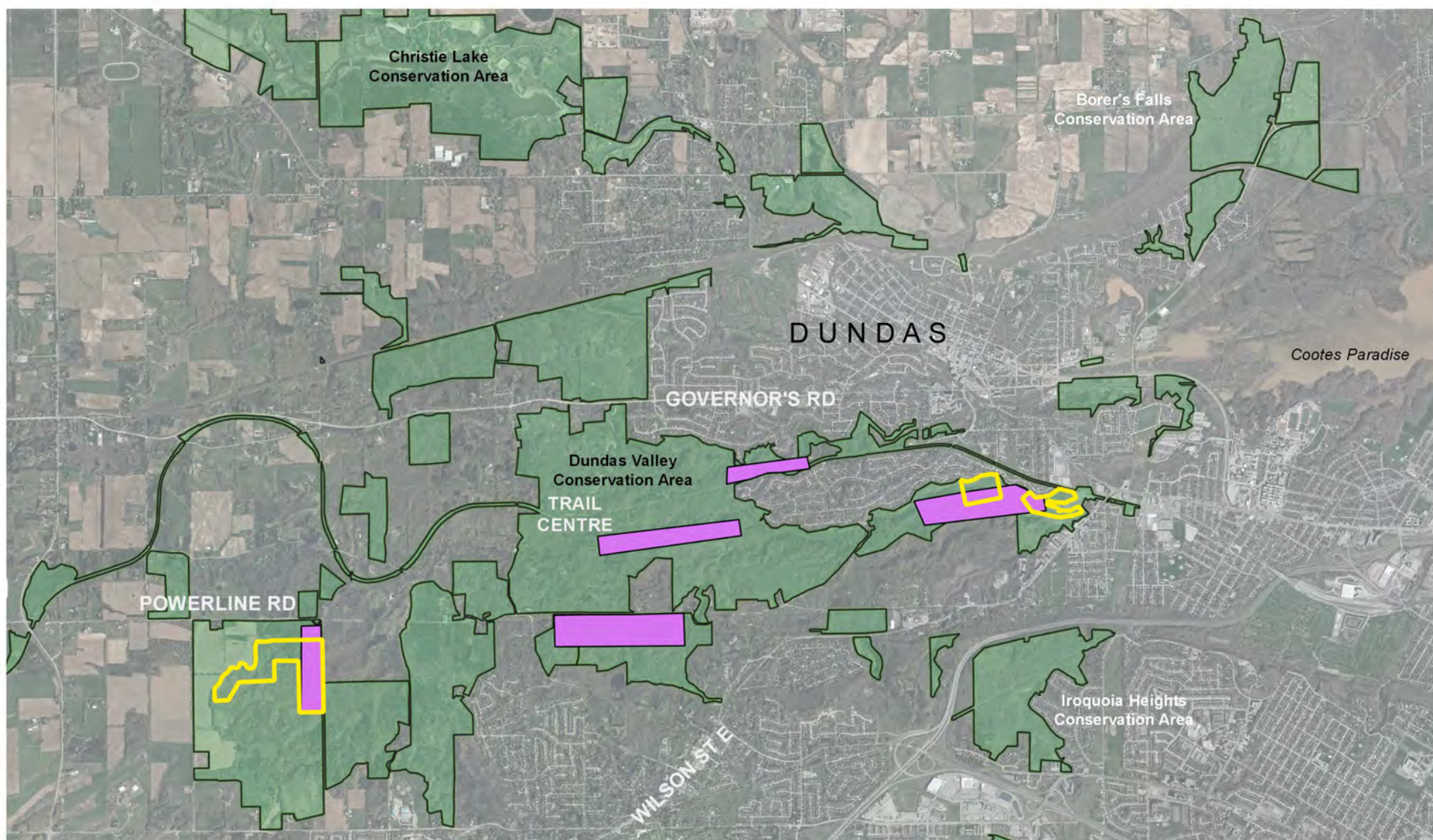
LEGAL/FINANCIAL IMPLICATIONS

The planned aerial spray program is estimated to cost \$2,800 + HST. The program cost will be confirmed as part of finalizing discussions with the City of Hamilton and Zimmer Air Service. There may be additional costs for efficacy monitoring after the spray program has been completed. Staff estimate this will cost approximately \$5,000, and have included this as a contingency item. An additional injection cost of approximately \$2,000 has also been included for trees along the west end of the Dundas Valley Conservation Area.

CONCLUSIONS

Extensive gypsy moth egg mass surveys have been conducted throughout the Dundas Valley Conservation Area and surrounding Conservation Areas. Based on surveys completed, aerial spray areas (see map) include east of Sulphur Springs Road along the main loop trail. Tree injection is also proposed in the west end of the Dundas Valley Conservation Area. Other areas will be monitored for defoliation and egg mass surveys will be conducted again in the fall and winter of 2019/2020. Staff will continue to monitor the levels of gypsy moth in the impacted sections of the Dundas Valley and monitor tree health in these locations as well. Staff will continue to communicate and work with the City of Hamilton regarding their gypsy moth aerial spray program.

Aerial Spray Areas - 2008 and Proposed 2018

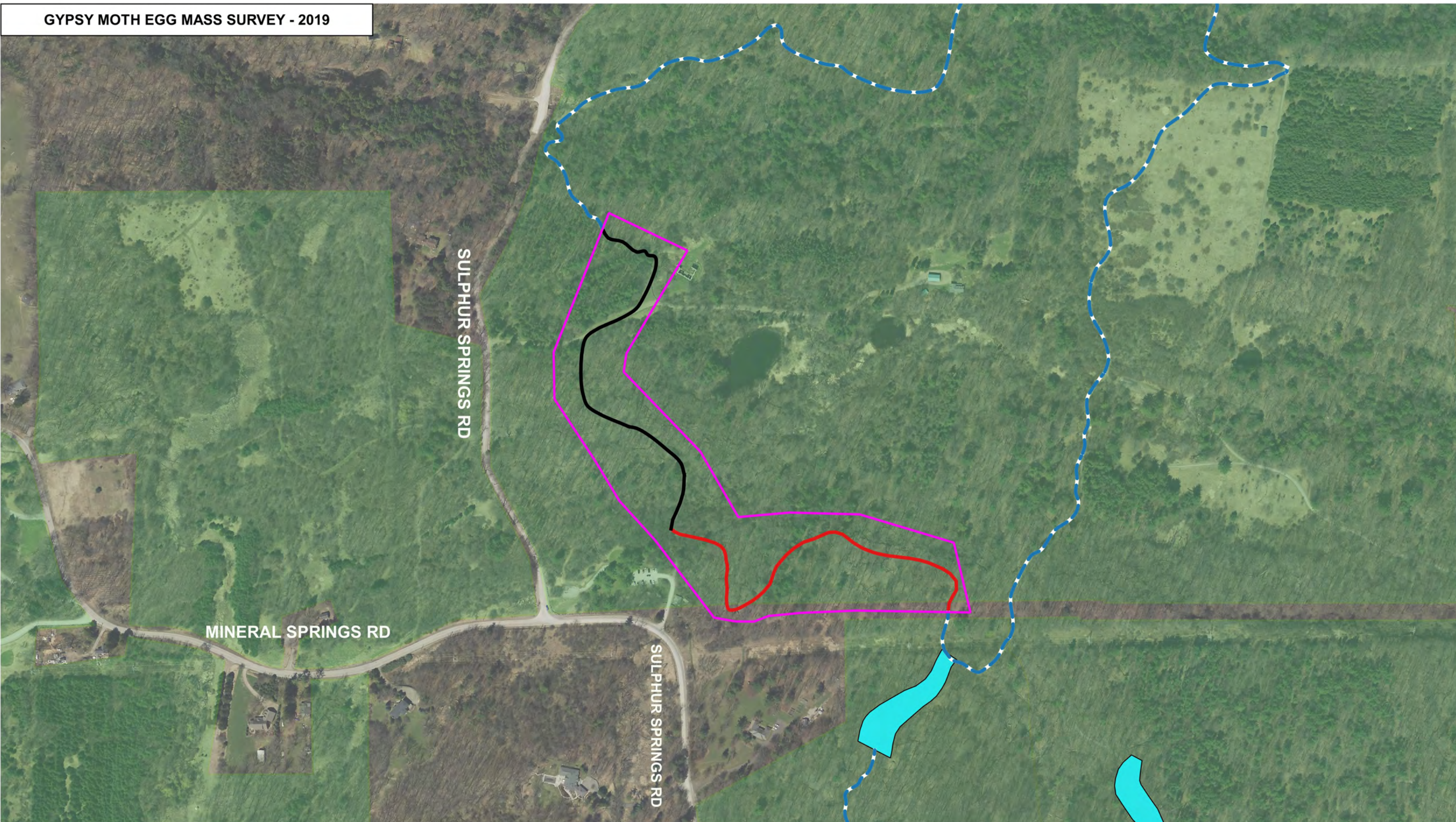


Legend

- Proposed Spray Areas 2018
- Spray Areas 2008
- Conservation Area

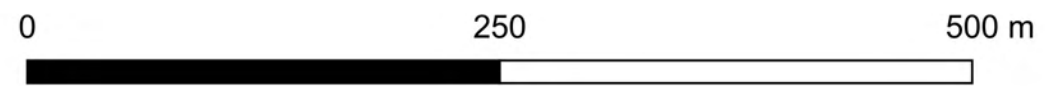


Base Mapping supplied by the City of Hamilton, and the Ministry of Natural Resources. © Queen's Printer for Ontario 2016, City of Hamilton and Teranet Land Information Services Inc. and its licensors. THIS IS NOT A PLAN OF SURVEY. May not be reproduced without permission. All information provided is believed to be accurate and reliable. We will make changes, updates and deletions as required and make every effort to ensure the accuracy and quality of the information provided. 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.



Legend

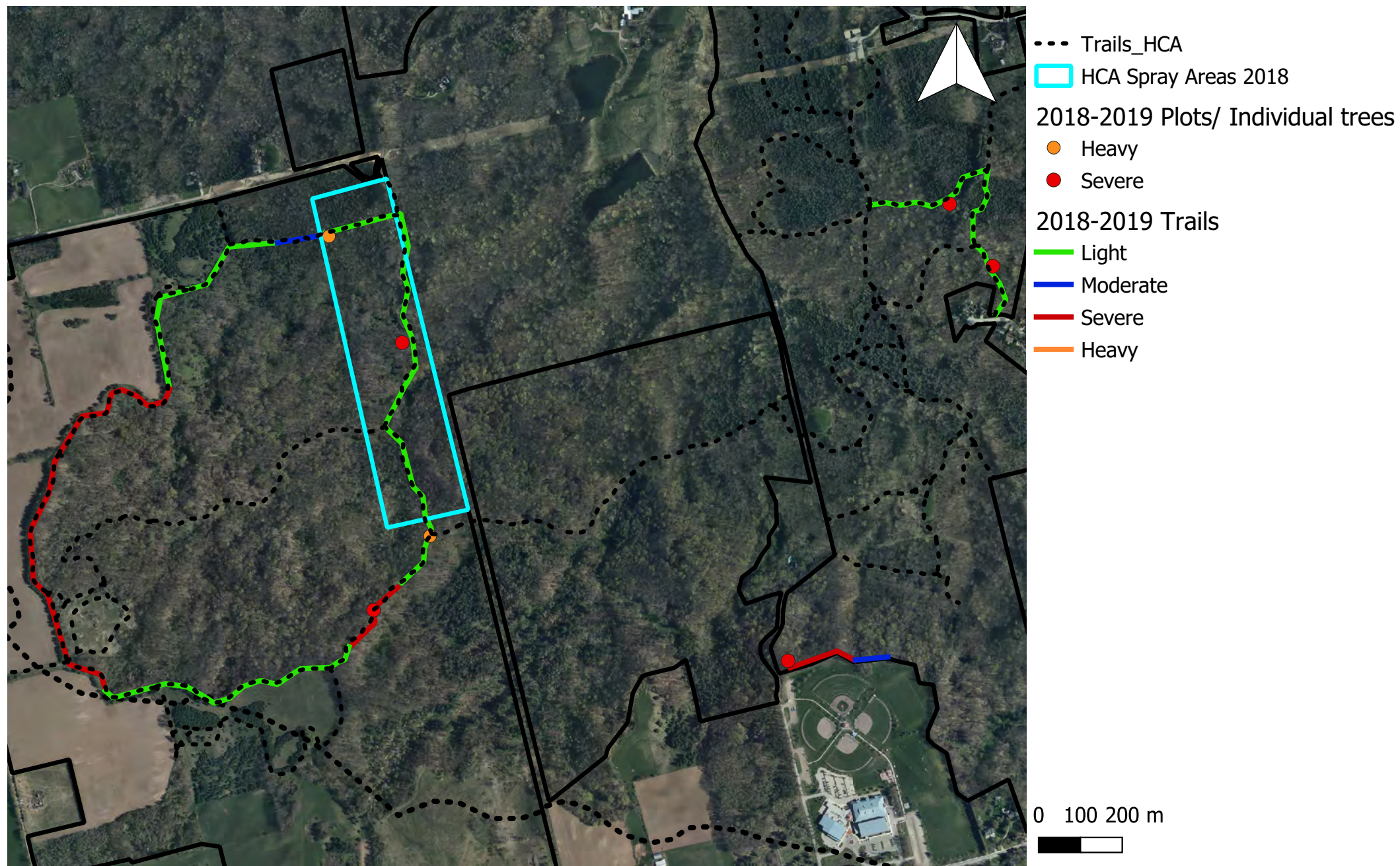
Walking Transect	Proposed Spray Area
— Light	HCA Land
— Heavy	
— Severe	



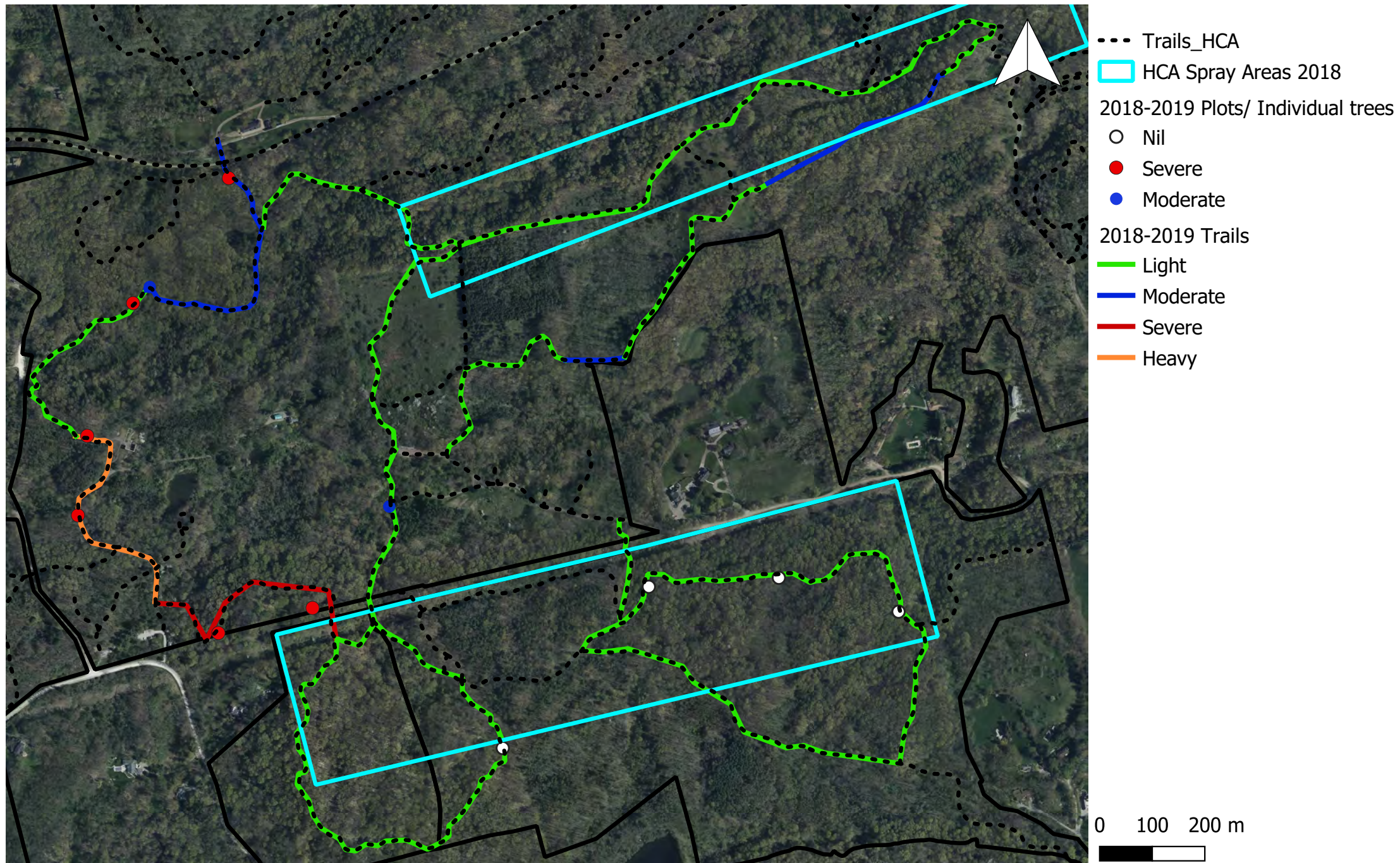
Base Mapping supplied by the City of Hamilton, and the Ministry of Natural Resources. © Queen's Printer for Ontario 2019, City of Hamilton and Teranet Land Information Services Inc. and its licensors. THIS IS NOT A PLAN OF SURVEY. May not be reproduced without permission. All information provided is believed to be accurate and reliable. We will make changes, updates and deletions as required and make every effort to ensure the accuracy and quality of the information provided. 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.

2019 Gypsy Moth Survey Results HCA: Map 1

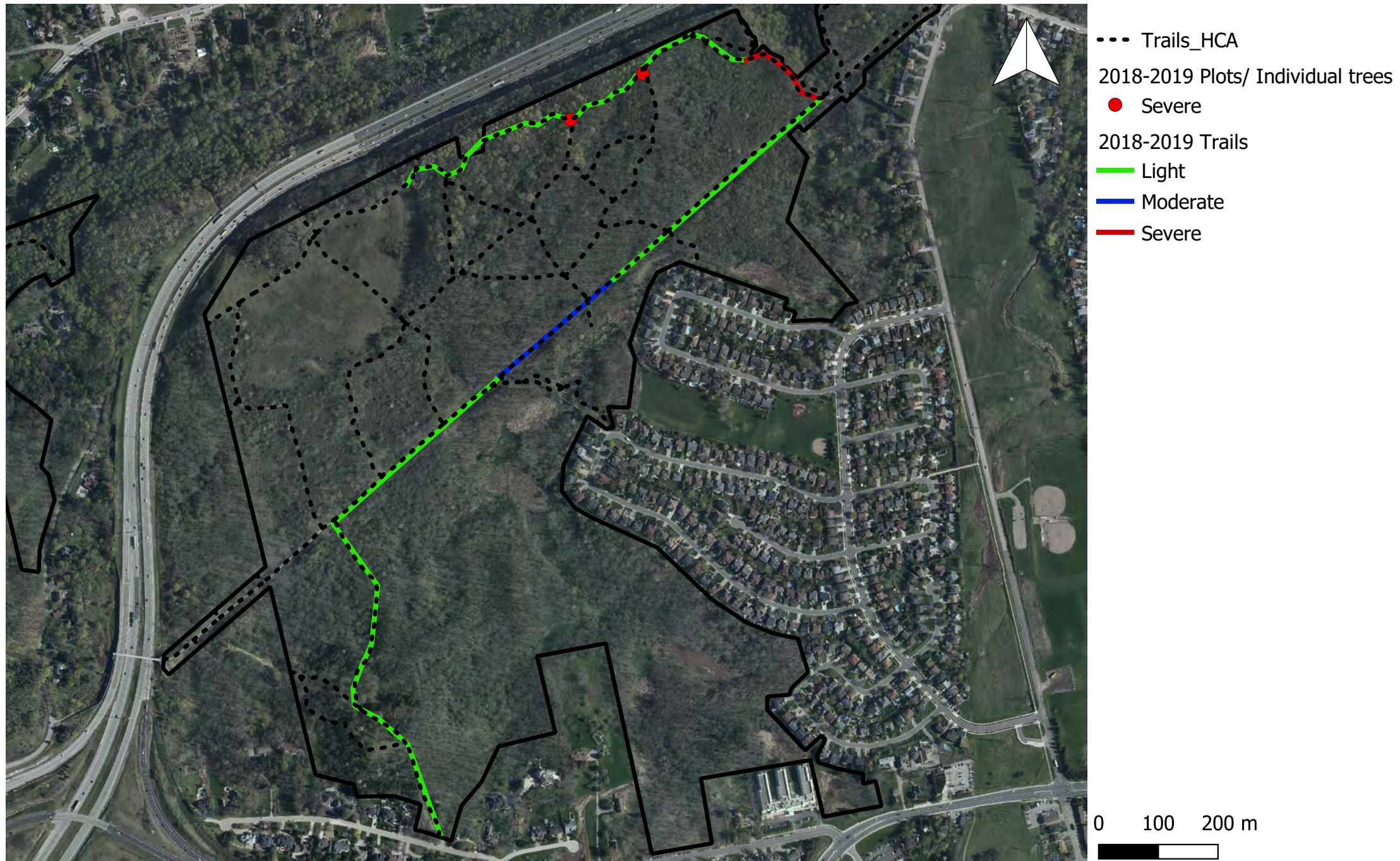
Dundas Valley Headwaters and Lookout Trails, and Rob Wade Park



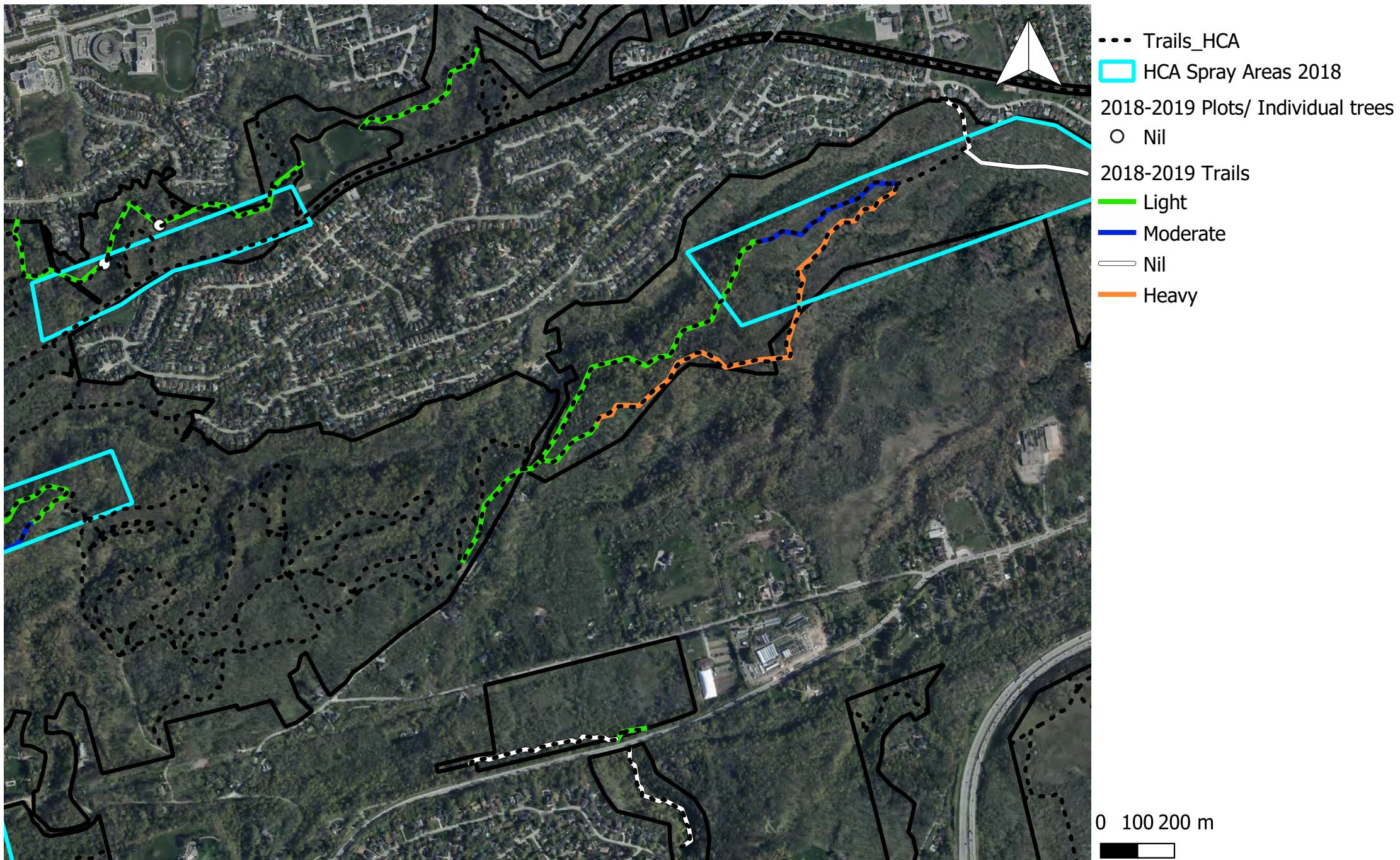
2019 Gypsy Moth Survey Results HCA: Map 2
Dundas Valley Trail Centre Main Loop, Hermitage Loop, and Canterbury Falls



2019 Gypsy Moth Survey Results HCA: Map 3
Iroquoia Heights Conservation Area

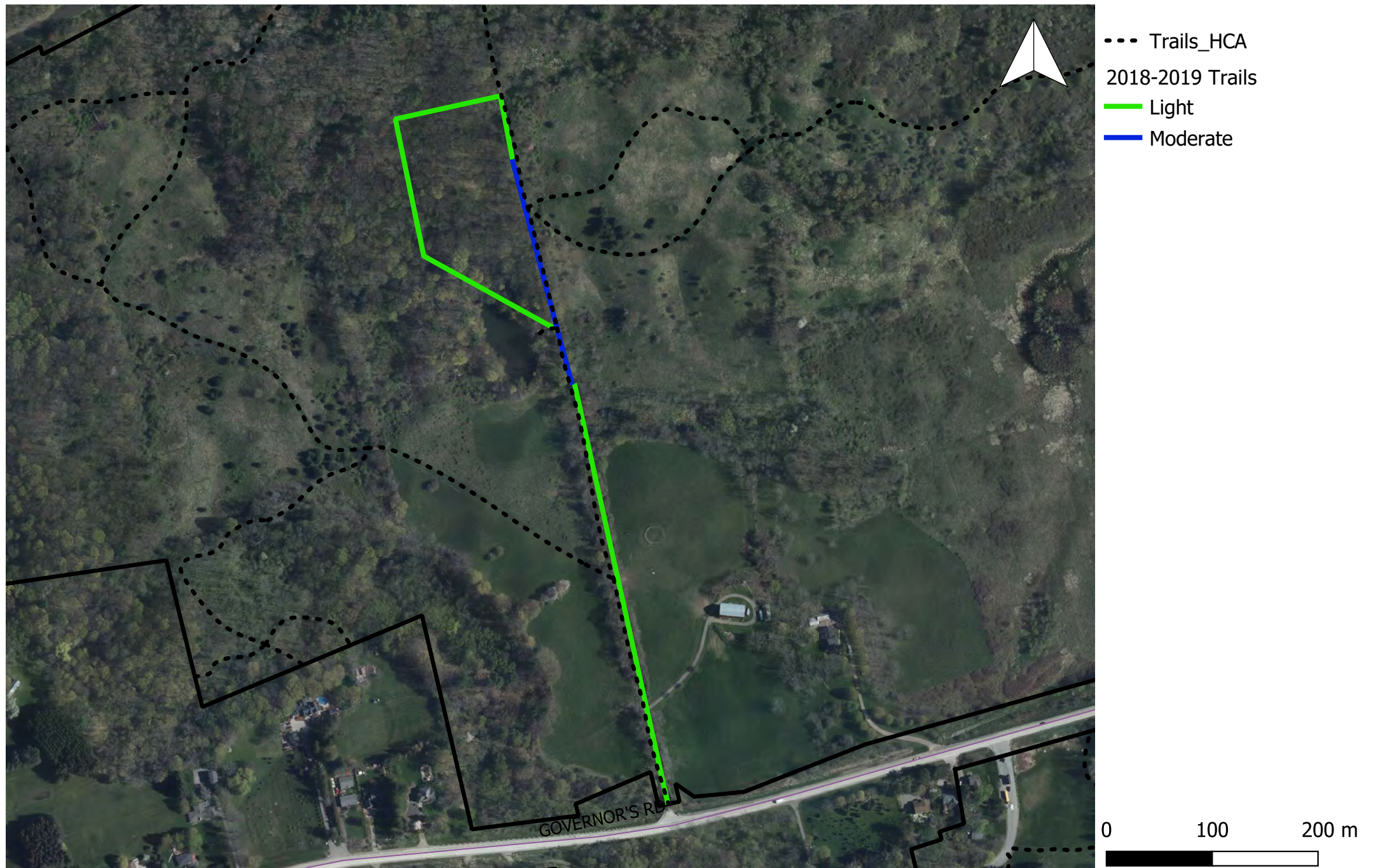


2019 Gypsy Moth Survey Results HCA: Map 4
Dundas Valley Spring Creek and Monarch Trails, and Tiffany Falls



2019 Gypsy Moth Survey Results HCA: Map 5

Dundas Valley McCormack Trail



2019 Gypsy Moth Survey Results HCA: Map 6

Borer's Falls Conservation Area



--- Trails_HCA

2018-2019 Plots/ Individual trees

● Severe

2018-2019 Trails

— Light

Hamilton Region Conservation Authority

Financial Statements

December 31, 2018

DRAFT

Contents

	<u>Page</u>
Independent auditor's report	1-2
Statement of Financial Position	3
Statement of Operations	4
Statement of Cash Flows	5
Statement of Changes in Net Financial Assets	6
Schedule of Tangible Capital Assets	7
Notes to the Financial Statements	8 - 14
Schedules of Business Unit Activity	
Corporate Support	15
Watershed Planning and Engineering Operations	16
Land Management Operations	17
Westfield Heritage Village Operations	18

Independent auditor's report

To the Members of
Hamilton Region Conservation Authority

Opinion

We have audited the financial statements Hamilton Region Conservation Authority, which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Hamilton Region Conservation Authority as at December 31, 2018, and the results of its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Hamilton Region Conservation Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Hamilton Region Conservation Authority's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate Hamilton Region Conservation Authority or to cease operations, or has no realistic alternative to do so.

Those charged with governance are responsible for overseeing Hamilton Region Conservation Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Hamilton Region Conservation Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Hamilton Region Conservation Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Hamilton Region Conservation Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Hamilton, Canada
Date, 2019

Chartered Professional Accountants
Licensed Public Accountants

Hamilton Region Conservation Authority

Statement of Financial Position

December 31

2018

2017

Financial assets

Cash and cash equivalents (Note 4)	\$ 12,787,441	\$ 10,098,945
Accounts receivable	863,974	1,686,176
Due from Hamilton Conservation Foundation	27,758	99,558
Total financial assets	<u>\$ 13,679,173</u>	<u>\$ 11,884,679</u>

Liabilities

Accounts payable and accrued liabilities	\$ 1,315,641	\$ 1,459,306
Due to Confederation Park	480,012	273,003
Employee future benefit costs (Note 7)	277,213	262,627
Deferred revenues (Note 8)	566,776	520,276
Long-term debt (Note 9)	605,167	807,695
Total liabilities	<u>\$ 3,244,809</u>	<u>\$ 3,322,907</u>

Net financial assets \$ 10,434,364 \$ 8,561,772

Non-financial assets

Inventory	103,804	70,596
Prepaid expenses	169,089	192,118
Tangible capital assets (Page 7)	43,522,347	43,339,118
Total non-financial assets	<u>\$ 43,795,240</u>	<u>\$ 43,601,832</u>

Accumulated surplus (Note 10) \$ 54,229,604 \$ 52,163,604

Contingent liabilities, contractual obligations and commitments (Notes 14 and 15)

On behalf of the Authority

_____ Chair _____ Vice Chair

See accompanying notes to the financial statements

Hamilton Region Conservation Authority

Statement of Operations

For the Year Ended December 31

2018

2018

2017

	<u>Budget</u> (Note 16)	<u>Actual</u>	<u>Actual</u>
Revenues			
Municipal levy & special projects	\$ 6,447,876	\$ 6,947,876	\$ 7,242,970
Admissions, product, service & program fees	4,811,495	5,374,530	4,921,601
Private and In-Kind donations (Note 11)	14,500	76,476	836,460
Rentals	1,035,188	955,535	1,001,398
Federal & Provincial grants	404,357	437,718	604,390
Management fees	408,640	415,388	425,672
Hamilton Conservation Foundation	196,650	190,305	551,989
Regulatory fees	300,000	354,734	385,293
Interest	50,000	189,088	93,338
Other income	119,580	182,112	239,458
	<u>13,788,286</u>	<u>15,123,762</u>	<u>16,302,569</u>
Expenditures			
Wages & benefits	7,649,225	6,857,625	6,502,537
Staff expenses	229,725	1,105,942	1,124,797
Contractors / consultants	506,770	1,125,284	866,747
Utilities	698,075	603,482	708,604
Materials & supplies	473,310	563,767	545,522
Professional fees	324,625	392,633	433,050
Products for resale	294,925	325,971	267,698
Miscellaneous expense (Note 13)	1,312,711	1,033,708	1,040,280
	<u>11,489,365</u>	<u>12,008,412</u>	<u>11,489,235</u>
Amortization	<u>1,050,000</u>	<u>1,049,351</u>	<u>1,032,527</u>
	<u>12,539,365</u>	<u>13,057,763</u>	<u>12,521,762</u>
Annual surplus for the year	<u>\$ 1,248,921</u>	<u>\$ 2,065,999</u>	<u>\$ 3,780,807</u>
Accumulated surplus, beginning of year	52,163,604	52,163,604	48,382,797
Accumulated surplus, end of year	<u>\$53,412,525</u>	<u>\$ 54,229,604</u>	<u>\$ 52,163,604</u>

See accompanying notes to the financial statements

Hamilton Region Conservation Authority

Statement of Cash Flows

December 31

2018

2017

Change in cash and cash equivalents

Operating

Annual surplus	\$ 2,065,999	\$ 3,780,807
Non-cash changes to operations		
Amortization	1,049,351	1,032,527
Gain on disposal of tangible capital assets	(451)	(7,006)
Change in accounts receivable	822,202	(712,960)
Change in inventory	(33,208)	(21,968)
Change in prepaid expenses	23,029	14,467
Change in employee future benefit costs	14,586	(28,697)
Change in accounts payable and accrued liabilities	(143,665)	(57,838)
Change in Due from		
Hamilton Conservation Foundation	71,800	(95,293)
Change in Due to (from) from Confederation Park	207,009	(902,600)
Change in deferred revenues	46,500	42,857
	<u>4,123,152</u>	<u>3,044,297</u>

Financing

Repayment of long term debt	<u>(202,528)</u>	<u>(196,065)</u>
-----------------------------	------------------	------------------

Capital

Proceeds on disposal of tangible capital assets	27,639	22,543
Purchase of tangible capital assets	<u>(1,259,767)</u>	<u>(2,062,157)</u>
	<u>(1,232,128)</u>	<u>(2,039,614)</u>

Net change in cash and cash equivalents 2,688,496 808,618

Cash and cash equivalents

Beginning of year 10,098,945 9,290,327

End of year \$ 12,787,441 \$10,098,945

See accompanying notes to the financial statements

For the year ended December 31	2018	2018	2017
--------------------------------	------	-------------	------

See accompanying notes to the financial statements

**Hamilton Region Conservation Authority
Schedule of Tangible Capital Assets**

	Land	Land Improvements	Infrastructure	Building & Building Improvements	Machinery & Equipment	Vehicles	Work In Progress (WIP)	December 31 2018	December 31 2017
Cost									
Beginning of year	\$ 28,058,524	\$ 3,728,616	\$ 20,244,755	\$ 7,599,400	\$ 989,714	\$ 2,635,949	\$ 364,526	\$ 63,621,484	\$ 61,642,383
Additions	209,671	40,899	150,907	7,529	352,146	72,944	425,671	1,259,767	2,062,157
Disposals	-	-	-	-	(12,869)	(162,325)	-	(175,194)	(83,056)
Transfer from WIP	-	-	87,895	224,380	70,303	-	(382,578)	-	-
End of year	<u>28,268,195</u>	<u>3,769,515</u>	<u>20,483,557</u>	<u>7,831,309</u>	<u>1,399,294</u>	<u>2,546,568</u>	<u>407,619</u>	<u>64,706,057</u>	<u>63,621,484</u>
Accumulated Amortization									
Beginning of year	-	2,383,357	11,840,756	3,751,387	338,918	1,967,948	-	20,282,366	19,317,357
Annual amortization	-	127,849	491,327	188,660	119,092	122,423	-	1,049,351	1,032,527
Disposals	-	-	-	-	(4,542)	(143,465)	-	(148,007)	(67,518)
End of year	<u>-</u>	<u>2,511,206</u>	<u>12,332,083</u>	<u>3,940,047</u>	<u>453,468</u>	<u>1,946,906</u>	<u>-</u>	<u>21,183,710</u>	<u>20,282,366</u>
Net book value	<u>\$ 28,268,195</u>	<u>\$ 1,258,309</u>	<u>\$ 8,151,474</u>	<u>\$ 3,891,262</u>	<u>\$ 945,826</u>	<u>\$ 599,662</u>	<u>\$ 407,619</u>	<u>\$ 43,522,347</u>	<u>\$ 43,339,118</u>

See accompanying notes to the financial statements

Hamilton Region Conservation Authority

Notes to the Financial Statements

December 31, 2018

1. Nature of operations

The Hamilton Region Conservation Authority (the "Authority") was established in 1966 under the Conservation Authorities Act of Ontario to manage a designated watershed of approximately 112,000 acres of which the Authority owns 11,000. The Authority is financed from municipal contributions, government grants, donations, user fees, product sales and services.

2. Summary of significant accounting policies

Basis of accounting and management responsibility

The financial statements of the Hamilton Region Conservation Authority are the responsibility of and prepared by management in accordance with Canadian Public Sector Accounting Standards ("PSAS"). The more significant accounting policies are summarized as follows:

Accrual accounting

These statements reflect the incorporation of the full accrual basis of accounting and the reporting of the change in net financial assets and accumulated surplus. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt of payment of cash or its equivalent. Accrual accounting recognizes a liability until the obligation or condition(s) underlying the liability is partially or wholly satisfied. Accrual accounting recognized an asset until the future economic benefit underlying the asset is partially or wholly used or lost.

Revenues and expenditures

Revenues are comprised of grants, contributions, user fees, management fees, regulatory fees and revenue from other Authority services. Revenues are recorded in the period in which the transactions or events occurred that gave rise to the revenues. Expenditures are recorded in the period that the goods or services are acquired, whether or not revenues for those expenditures are raised in the current or following periods.

Donations

Donations are recorded in income in the period they are received, unless designated for a specific purchase that is to occur in a later period at which time the related revenue will be recognized. Donated tangible capital assets, materials and services are recorded at fair market value when fair value can be reasonably estimated.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand and balances held in the bank.

Hamilton Region Conservation Authority

Notes to the Financial Statements

December 31, 2018

2. Summary of significant accounting policies – continued

Pension plans

The Authority maintains a defined contribution plan for employees with more than one year service and who were hired subsequent to January 1, 2006.

Under the plan, the Authority matches employee contributions to a maximum of 6% of gross income.

Tangible capital assets

Tangible capital assets are comprised of property, plant and equipment and are recognized as assets in the period they are acquired. Tangible capital assets are recorded at cost which includes all amounts directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided on a straight-line basis, declining balance for vehicles, over the estimated useful life for all assets except land which is not amortized. Work in progress assets are not amortized until the asset is available for productive use.

Service life of tangible capital assets is estimated as follows:

Land improvements	10 - 20 years
Infrastructure	20 - 75 years
Building & building improvements	40 years
Machinery, equipment	3 - 10 years
Vehicles (light and heavy duty)	15 - 35 percent

The Authority has a collection of art and historical buildings which now include a multitude of artifacts and chattels which came with the acquisition of the Westfield Heritage Village. None of these are included as part of the tangible capital assets due to the lack of any objective value comparatives.

Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

Inventory

Inventories for resale are valued at the lower of cost or net realizable value.

Use of estimates

The preparation of financial statements in conformity with PSAS accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

Hamilton Region Conservation Authority

Notes to the Financial Statements

December 31, 2018

2. Summary of significant accounting policies – continued

Contaminated sites

The Authority has implemented PS3260, Liability for contaminated sites. This requires organizations to record a liability if they have a contaminated site that meets the specified criteria. The standard defines contamination as the introduction into air, soil, water or sediment of a chemical, organic or radioactive or live organism that exceeds a prescribed environmental level. The standard generally applies to sites that are not in productive use. Sites that are in productive use are only considered contaminated if there was an unexpected event that resulted in contamination.

3. Confederation Beach Park

These statements do not include the operating revenues and expenditures relating to Confederation Beach Park which is a separate and distinct operation owned by the City of Hamilton and managed by the Authority under a formal management agreement with the municipality.

All existing real and personal Confederation Beach Park property as at January 1, 1980, all subsequently acquired properties, and any surpluses or deficits generated during a fiscal year will remain the exclusive property of the City of Hamilton.

Under the terms of the management agreement, the Hamilton Region Conservation Authority has exclusive authority to manage specifically defined areas of Confederation Beach Park for the City of Hamilton. In payment for the management function, the Authority receives a management fee of 15% of operating expenditures. This management fee accrues to the Authority for its own purposes. The newest version of the management agreement has been agreed to and signed by both the City of Hamilton and the Hamilton Region Conservation Authority and runs from January 1st, 2017 until December 31st, 2026, inclusive.

4. Restricted cash

Included in cash and cash equivalents is \$258,439 (2017 – \$254,347) that was received as an endowment fund which has been externally restricted by the organization that contributed the amount.

5. Government remittances payable

Included in accounts receivable, accounts payable and accrued liabilities are government remittances receivable of \$26,111 (2017 - \$7,996).

Hamilton Region Conservation Authority

Notes to the Financial Statements

December 31, 2018

6. Related party transactions

	<u>2018</u>	<u>2017</u>
Municipal funding recognized as revenue in the current year	\$ 6,947,876	\$ 7,242,970
Receivable from the City of Hamilton	577,387	218,592
Management fees from Confederation Beach Park	415,388	425,672
Funding from the Hamilton Conservation Foundation	190,305	551,989
Municipal taxes paid to the City of Hamilton and Township of Puslinch	(133,975)	(118,118)

7. Employee future benefit costs

	<u>2018</u>	<u>2017</u>
Accumulated Sick Leave Liability	\$ 70,912	\$ 73,797
Supplemental early retirement package	105,920	111,358
Post-retirement benefits	100,381	77,472
	<u>\$ 277,213</u>	<u>\$ 262,627</u>

Under the Authority's sick leave plan, certain employees hired prior to January 1, 1993 become entitled to a cash payment when they leave the Authority's employment. The liability for these accumulated days, to the extent they are vested and could be taken in cash by employees on termination, is funded by operations.

The Authority committed in October, 2002 to pay a former general manager a supplemental early retirement package. At the end of the current year, the cost of an annuity to satisfy this obligation was \$105,920 (2017 - \$111,358) based on competitive quotes received from several insurance companies.

The Authority is committed to provide full health, life and vision coverage for all employees who have retired prior to the age of 65 for the period until they reach 65 years of age. A liability has been set up based on the current benefit rates for those retirees eligible for this coverage. The estimated value of these benefits in the current year is \$100,381 (2017 - \$77,472).

8. Deferred revenues

Revenue received but not earned at year-end is as follows:

	<u>2018</u>	<u>2017</u>
Storage fees and deposits	\$ 566,776	\$ 520,276

Hamilton Region Conservation Authority

Notes to the Financial Statements

December 31, 2018

9. Long Term Debt

	2018	2017
City of Hamilton 0% loan - Veldhuis property reclamation \$44,000 payable annually, matures March 2020	\$ 88,000	\$ 132,000
City of Hamilton 4.25% loan - Wind-up DB pension plan \$187,245 payable annually, matures June, 2021	517,167	675,695
	<u>\$ 605,167</u>	<u>\$ 807,695</u>

Principal repayments in future years are due as follows:

2019	\$ 209,266
2020	216,289
2021	179,612
	<u>\$ 605,167</u>

Interest on long term debt of \$25,348 (2017 - \$31,949) was paid during the year.

10. Accumulated surplus

	2018	2017
Reserve Funds		
Acquisitions of provincially significant lands or eligible water related projects	\$ 243,899	\$ 458,300
Future projects	7,419,943	6,904,266
Tangible Capital Assets	43,522,347	43,339,118
Unfunded long term debt	(605,167)	(807,695)
Operating surplus	<u>3,648,582</u>	<u>2,269,616</u>
Accumulated surplus	<u>\$ 54,229,604</u>	<u>\$ 52,163,604</u>

11. Donations in kind

During the year, in addition to cash donations, the Authority was the beneficiary through donations in kind of land and other tangible capital assets with a total appraised value of \$63,244 (2017 - \$100,697).

Hamilton Region Conservation Authority

Notes to the Financial Statements

December 31, 2018

12. Defined contribution pension plan

Employer contributions to the Authority's defined contribution pension plan for the year was \$286,911 (2017 - \$276,570). The Plan is designed whereby employee contributions, ranging from 2% to 6% of gross salary, are matched by the employer.

13. Miscellaneous expense breakdown

	2018	2017
Communications & advertising	\$ 219,155	\$ 263,916
Property taxes	141,771	134,174
Postage, printed material & supplies	124,906	132,809
Third party equipment rental	119,603	122,782
Mechanical & garage supplies	114,488	162,416
Computer software, hardware & support	106,149	16,427
Memberships & subscriptions	83,444	62,888
Interest & banking	39,518	49,114
All other	84,676	95,754
	<u>\$ 1,033,708</u>	<u>\$ 1,040,280</u>

14. Contingent liabilities

The Authority is involved from time to time in litigation, which arises in the normal course of business. In respect of any outstanding claims, the Authority believes that insurance coverages are adequate and that no material exposure exists on the eventual settlement of such litigation, therefore no provision has been made in the accompanying financial statements.

15. Contractual obligations and commitments

As at December 31, 2018, the Authority is committed to \$18,350 (2017 - \$24,460) with respect to ongoing contracts for equipment in the following years:

2019	\$ 6,949
2020	6,568
2021	2,375
2022	1,840
2023 and beyond	<u>618</u>
	<u>\$ 18,350</u>

Hamilton Region Conservation Authority

Notes to the Financial Statements

December 31, 2018

16. Budget figures

The budgeted figures are presented for comparison purposes and were adopted by the Authority on January 23rd, 2018. The adopted budget conforms to the Canadian Public Sector Accounting Standards except for the effect of the acquisition and amortization of tangible capital assets and principal repayment on debt. A reconciliation of the adopted and reported budgets is as presented below.

Adopted budget:

Budgeted annual surplus for the year	\$ 202,528
--------------------------------------	------------

Adjustments to adopted budget:

Amortization of tangible capital assets	(1,050,000)
Block funding for major maintenance and capital projects	2,056,000
Removal of intercompany and funding from reserves	<u>40,393</u>

Restated budgeted surplus	<u>\$ 1,248,921</u>
----------------------------------	----------------------------

Hamilton Region Conservation Authority

Schedule of Corporate Support

For the Year Ended December 31	2018	2018	2017
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenues			
Municipal levy & special projects	\$2,647,469	\$ 3,147,469	\$ 3,395,318
Private and In-Kind donations	-	62,465	828,113
Rentals	484,188	274,395	383,836
Management fees	408,640	415,388	425,672
Hamilton Conservation Foundation	181,650	118,627	251,517
Admissions, product, service & program fees	79,095	92,561	87,304
Federal & Provincial grants	-	7,594	36,976
Interest	50,000	189,088	93,338
Other income	47,050	53,058	54,557
	<u>3,898,092</u>	<u>4,360,645</u>	<u>5,556,631</u>
Expenditures			
Wages & benefits	2,781,323	2,301,623	2,172,228
Staff expenses	150,950	586,446	586,954
Utilities	324,225	287,025	320,190
Contractors / consultants	97,500	22,746	157,568
Materials & supplies	146,825	71,786	78,733
Professional fees	123,700	192,888	328,206
Miscellaneous expense (Note 13)	580,184	506,337	406,829
	<u>4,204,707</u>	<u>3,968,851</u>	<u>4,050,708</u>
Amortization	<u>200,000</u>	<u>190,722</u>	<u>191,729</u>
	<u>4,404,707</u>	<u>4,159,573</u>	<u>4,242,437</u>
Annual surplus (deficit)	<u>\$ (506,615)</u>	<u>\$ 201,072</u>	<u>\$ 1,314,194</u>

Hamilton Region Conservation Authority

Schedule of Watershed Planning and Engineering Operations

For the Year Ended December 31

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenues			
Municipal levy & special projects	\$1,408,607	\$1,408,607	\$1,279,452
Federal & Provincial grants	390,857	329,422	458,319
Regulatory fees	300,000	354,734	385,293
Hamilton Conservation Foundation	-	6,782	46,420
Private and In-Kind donations	1,500	6,199	970
Other income	36,420	81,612	70,353
	<u>2,137,384</u>	<u>2,187,356</u>	<u>2,240,807</u>
Expenditures			
Wages & benefits	1,664,168	1,419,874	1,321,372
Staff expenses	37,975	204,682	218,619
Contractors / consultants	157,620	505,619	224,338
Materials & supplies	30,845	78,630	26,555
Utilities	22,750	25,157	26,580
Professional fees	10,000	11,004	8,387
Miscellaneous expense (Note 13)	268,902	97,800	43,925
	<u>2,192,259</u>	<u>2,342,766</u>	<u>1,869,776</u>
Annual surplus (deficit)	<u>\$ (54,875)</u>	<u>\$ (155,410)</u>	<u>\$ 371,031</u>

Hamilton Region Conservation Authority

Schedule of Land Management Operations

For the Year Ended December 31

2018

2018

2017

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenues			
Municipal levy & special projects	\$ 1,705,000	\$ 1,705,000	\$ 1,870,000
Federal & Provincial grants	10,000	93,171	103,684
Hamilton Conservation Foundation	15,000	64,896	254,052
Admissions, product, service & program fees	4,427,900	4,883,100	4,508,118
Rentals	537,300	648,899	590,831
Other income	36,110	47,442	114,548
	<u>6,731,310</u>	<u>7,442,508</u>	<u>7,441,233</u>
Expenditures			
Wages & benefits	2,643,949	2,617,094	2,497,314
Staff expenses	36,500	250,821	263,510
Contractors / consultants	231,650	573,500	434,301
Utilities	294,800	247,723	317,542
Materials & supplies	236,100	364,005	384,070
Products for resale	281,800	308,149	249,690
Professional fees	172,425	171,319	79,598
Miscellaneous expense (Note 13)	381,525	351,084	518,230
	<u>4,278,749</u>	<u>4,883,695</u>	<u>4,744,255</u>
Amortization	<u>800,000</u>	<u>803,045</u>	<u>788,281</u>
	<u>5,078,749</u>	<u>5,686,740</u>	<u>5,532,536</u>
Annual surplus	<u>\$ 1,652,561</u>	<u>\$ 1,755,768</u>	<u>\$ 1,908,697</u>

Hamilton Region Conservation Authority

Schedule of Westfield Heritage Village

For the Year Ended December 31

2018

2018

2017

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenues			
Federal and Provincial grants	\$ 3,500	\$ 7,531	\$ 5,411
Municipal contributions	686,800	686,800	698,200
User fees	277,500	374,289	302,621
Donations	5,000	3,027	5,249
Grants	8,000	4,785	2,128
Food and novelty	27,000	24,580	23,558
Property rental	12,200	12,387	12,240
Other Authority generated	1,500	19,854	14,491
	<u>1,021,500</u>	<u>1,133,253</u>	<u>1,063,898</u>
Expenditures			
Wages & benefits	559,786	519,034	511,623
Staff expenses	4,300	63,993	55,713
Utilities	56,300	43,577	44,293
Products for resale	13,125	17,822	18,008
Materials & supplies	59,540	49,345	56,164
Contractors / consultants	20,000	23,419	50,541
Professional fees	18,500	17,422	16,858
Miscellaneous expense (Note 13)	82,100	78,486	71,295
	<u>813,651</u>	<u>813,099</u>	<u>824,495</u>
Amortization	50,000	55,583	52,517
	<u>863,651</u>	<u>868,682</u>	<u>877,012</u>
Annual surplus	<u>\$ 157,849</u>	<u>\$ 264,571</u>	<u>\$ 186,886</u>

Confederation Beach Park

Financial Statements

December 31, 2018

DRAFT

Contents

	<u>Page</u>
Independent auditor's report	1-3
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Assets	6
Schedule of Tangible Capital Assets	7
Notes to the Financial Statements	8 - 11
Schedule of Operating Activity	12

Independent auditor's report

TO BE PRESENTED AT BOARD MEETING

DRAFT

Independent Auditor's Report (cont'd)

Hamilton, Canada

May 2, 2019

Chartered Professional Accountants

Confederation Beach Park Statement of Financial Position

December 31

2018

2017

Financial assets

Due from Hamilton Region Conservation Authority	<u>\$ 480,012</u>	<u>\$ 273,003</u>
---	-------------------	-------------------

Liabilities

Deferred revenues (Note 3)	<u>35,293</u>	<u>18,672</u>
----------------------------	---------------	---------------

Total liabilities	<u>35,293</u>	<u>18,672</u>
-------------------	---------------	---------------

Net financial assets	<u>444,719</u>	<u>254,331</u>
-----------------------------	-----------------------	----------------

Non-financial assets

Tangible capital assets	<u>5,701,600</u>	<u>5,926,330</u>
-------------------------	------------------	------------------

Accumulated surplus (Note 5)	<u>\$ 6,146,319</u>	<u>\$ 6,180,661</u>
-------------------------------------	----------------------------	---------------------

Contingencies (Note 7)

On behalf of the Authority

_____ Chair _____ Vice Chair

Confederation Beach Park

Statement of Operations

For the Year Ended December 31	2018	2018	2017
	<u>Budget</u> (Note 8)	<u>Actual</u>	<u>Actual</u>
Revenues			
Municipal contributions	\$ 895,000	\$ 743,548	\$ 884,675
Admissions, product and service fees	2,284,355	2,559,138	2,147,471
Lease and rentals	512,903	556,885	569,557
Other income	12,100	54,465	40,581
Total revenues	<u>3,704,358</u>	<u>3,914,036</u>	<u>3,642,284</u>
Expenditures (Note 6)			
Marketing	193,465	203,488	187,911
Operating	2,877,252	2,632,513	2,666,419
Management fees	408,641	415,388	425,672
	<u>3,479,358</u>	<u>3,251,389</u>	<u>3,280,002</u>
Amortization	<u>450,000</u>	<u>442,658</u>	<u>449,589</u>
Total expenses	<u>3,929,358</u>	<u>3,694,047</u>	<u>3,729,591</u>
Net annual (deficit) surplus for the year	\$ (225,000)	\$ 219,989	\$ (87,307)
Operating surplus distribution (Note 10)	<u>-</u>	<u>(254,331)</u>	<u>(1,162,381)</u>
Deficit for the year	<u>\$ (225,000)</u>	<u>\$ (34,342)</u>	<u>\$ (1,249,688)</u>
Accumulated surplus, beginning of year	6,180,661	6,180,661	7,430,349
Accumulated surplus, end of year	<u>\$ 5,955,661</u>	<u>\$ 6,146,319</u>	<u>\$ 6,180,661</u>

Confederation Beach Park

Statement of Changes in Net Financial Assets

For the Year Ended December 31	2018	2018	2017
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Annual (deficit) surplus for the year	<u>\$ (225,000)</u>	<u>\$ 219,989</u>	<u>\$ (87,307)</u>
Acquisition of tangible capital assets	(225,000)	(217,928)	(107,951)
Amortization	450,000	442,658	449,589
Operating surplus distribution (Note 10)	<u>(254,331)</u>	<u>(254,331)</u>	<u>(1,162,381)</u>
Change in net financial assets	(254,331)	190,388	(908,050)
Net financial assets, beginning of the year	<u>254,331</u>	<u>254,331</u>	<u>1,162,381</u>
Net financial assets, end of year	<u>\$ -</u>	<u>\$ 444,719</u>	<u>\$ 254,331</u>

Confederation Beach Park

Schedule of Tangible Capital Assets

Year Ended December 31

	Land Improvements	Infrastructure	Building & Building Improvements	Machinery & Equipment	Work In Progress (WIP)	Total 2018	Total 2017
Cost							
Beginning of year	\$ 27,589	\$ 12,068,925	\$ 5,234,793	\$ 220,770	\$ 7,836	\$17,559,913	\$ 17,451,962
Additions	-	175,231	11,622	10,435	20,640	217,928	107,951
Transfer from WIP	-	-	-	28,476	(28,476)	-	-
End of year	<u>27,589</u>	<u>12,244,156</u>	<u>5,246,415</u>	<u>259,681</u>	<u>-</u>	<u>17,777,841</u>	<u>17,559,913</u>
Accumulated amortization							
Beginning of year	4,966	9,210,353	2,329,168	89,096	-	11,633,583	11,183,994
Amortization for year	<u>1,104</u>	<u>289,514</u>	<u>123,825</u>	<u>28,215</u>	<u>-</u>	<u>442,658</u>	<u>449,589</u>
End of year	<u>6,070</u>	<u>9,499,867</u>	<u>2,452,993</u>	<u>117,311</u>	<u>-</u>	<u>12,076,241</u>	<u>11,633,583</u>
Net book value	<u><u>\$ 21,519</u></u>	<u><u>\$ 2,744,289</u></u>	<u><u>\$2,793,422</u></u>	<u><u>\$ 142,370</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,701,600</u></u>	<u><u>\$ 5,926,330</u></u>

See accompanying notes to the financial statements

Confederation Beach Park

Notes to the Financial Statements

December 31, 2018

1. Nature of operations

Under the terms of a management agreement originating December 1, 1991, the Hamilton Region Conservation Authority (the "Authority") has exclusive authority to manage Confederation Beach Park (the "Organization") for the City of Hamilton. In payment of the management function, the Authority receives a management fee of 15% of operating expenditures. This management fee accrues to the Authority for its own purposes. All existing real and personal Confederation Beach Park property as at December 1, 1991, all subsequently acquired properties, and any surpluses or deficits generated during a fiscal year will remain the exclusive property of the City of Hamilton. The newest version of the management agreement has been agreed to and signed by both the City of Hamilton and the Hamilton Region Conservation Authority and runs from January 1st, 2017 until December 31st, 2026, inclusive.

2. Summary of significant accounting policies

Basis of accounting and management responsibility

The financial statements of the Confederation Beach Park are the responsibility of and prepared by management of the Hamilton Region Conservation Authority in accordance with Canadian Public Sector Accounting Standards. The more significant accounting policies are summarized as follows:

Accrual accounting

These statements reflect the incorporation of the full accrual basis of accounting and the reporting of the change in net financial assets and accumulated surplus. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt of payment of cash or its equivalent. Accrual accounting recognizes a liability until the obligation or condition(s) underlying the liability is partially or wholly satisfied. Accrual accounting recognized an asset until the future economic benefit underlying the asset is partially or wholly used or lost.

Revenues and expenditures

Revenues are comprised of municipal contributions, admissions, product and service fees and leases, rentals and other activities. Revenues are recorded in the period in which the transactions or events occurred that gave rise to the revenues. Expenditures are recorded in the period that the goods or services are acquired, whether or not revenues for those expenditures are raised in the current or following periods.

Donations

Donations are recorded in income in the period they are received. Donation pledges are recognized when a realizable value can be determined and collection is assured. Donated tangible capital assets, materials and services are recorded at fair market value when fair value can be reasonably estimated.

Confederation Beach Park

Notes to the Financial Statements

December 31, 2018

2. Summary of significant accounting policies - continued

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided on a straight-line basis over the estimated useful life for all assets. Work in progress assets are not amortized until the asset is available for productive use.

Service life of tangible capital assets is as follows:

Land improvements	10 - 20 years
Building & building improvements	40 years
Machinery, equipment	3 - 10 years
Infrastructure	20 - 40 years

Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

Internal vehicle and equipment rentals

Authority owned vehicles and equipment are charged on an hourly basis to the appropriate expenditure categories at rates comparable to prevailing rates in the private business sector.

Use of estimates

The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

3. Deferred revenues

Revenue received but not earned at year-end is as follows:

	2018	2017
For Wild Waterworks season passes:	\$ 35,293	\$ 18,672

Confederation Beach Park

Notes to the Financial Statements

December 31, 2018

4. Related party transactions

The Organization paid \$415,388 (2017 - \$425,672) in management fees to the Hamilton Region Conservation Authority. These amounts were calculated in accordance with the management agreement.

5. Accumulated surplus

	2018	2017
Accumulated surplus consists of:		
Tangible capital assets	\$ 5,701,600	\$ 5,926,330
Operating surplus	444,719	254,331
Accumulated surplus	<u>\$ 6,146,319</u>	<u>6,180,661</u>

6. Expenditures by object

	2018	2017
Salaries, wages & employee benefits	\$ 1,689,768	\$ 1,605,080
Contracts/consulting	105,228	161,823
Materials, goods, supplies and utilities	1,041,004	1,087,427
Management fees	415,388	425,672
	<u>\$ 3,251,389</u>	<u>3,280,002</u>

7. Contingencies

Confederation Beach Park is involved from time to time in litigation which arises in the normal course of business. In respect of any outstanding claims, the organization believes that insurance coverage is adequate and that no material exposure exists on the eventual settlement of such litigation. Therefore, no provision has been made in the accompanying financial statements.

Confederation Beach Park

Notes to the Financial Statements

December 31, 2018

8. Budget figures

The budgeted figures are presented for comparison purposes and were adopted by the Authority on January 23rd, 2018. The adopted budget conforms to the Canadian Public Sector Accounting Standards except for the effect of the acquisition and amortization of tangible capital assets and principle repayment on debt. A reconciliation of the adopted and reported budgets is as presented below.

Adopted budget:

Net annual surplus for the year	\$ -
---------------------------------	------

Adjustments to adopted budget

Less:

Amortization expense	(450,000)
----------------------	-----------

Plus:

Capital & special maintenance funding	225,000
---------------------------------------	---------

Annual (deficit)/surplus per Statement of Operations	(225,000)
--	-----------

9. Absence of Cash Flow Statement

As part of the management agreement referenced in Note 1, Confederation Beach Park has no separate bank account and all cash transactions and changes in working capital are handled by the Authority and are reflected solely in the Due to/from account. Consequently, a cash flow statement for this entity would serve no value and is purposely omitted.

10. Operating surplus distribution

As required under article 15. Trust Monies, Surplus Funds and operating deficits of the Confederation Beach Park Management agreement "(2) Any operating surplus shall be transferred to the Waterpark Reserve fund in accordance with the resolutions approved by City Council on December 9, 2015 in response to Report PW11005c/FCS15090". The Waterpark Reserve fund is in the custody of, and managed by, the City of Hamilton.

Confederation Beach Park Schedule of Operating Activity

December 31, 2018

	Budget (unaudited)	2018 (unaudited)	2017 (unaudited)
Open Greenspace Park and Lakeland Centre			
Revenues			
Levy	\$ 670,000	\$ 670,000	\$ 650,000
Lakeland centre	123,000	117,978	152,224
Facilities, films, etc.	63,220	86,661	74,909
	<u>856,220</u>	<u>874,639</u>	<u>877,133</u>
Expenses			
Park operations	543,679	471,528	481,884
Lakeland centre	161,531	118,605	128,023
Adv, G&A, ins.	21,623	14,705	22,716
Management fees	107,027	88,520	94,893
	<u>833,860</u>	<u>693,357</u>	<u>727,516</u>
Open Greenspace Park surplus	<u>\$ 22,360</u>	<u>\$ 181,282</u>	<u>\$ 149,617</u>
Commercial Operations			
Revenues			
Wild Waterworks admissions	\$ 1,908,235	\$ 2,108,836	\$ 1,741,691
Wild WaterWorks food	343,500	444,576	398,511
Park commercial tenants	371,403	412,436	390,274
	<u>2,623,138</u>	<u>2,965,848</u>	<u>2,530,476</u>
Expenses			
Water park operations	1,695,691	1,455,723	1,467,721
Concession operations	331,151	364,552	324,118
Marketing & Advertising	183,792	193,314	178,515
Admin/Ins/Water	133,250	153,443	128,374
Management fees	301,615	326,868	330,780
	<u>2,645,498</u>	<u>2,493,900</u>	<u>2,429,508</u>
Commercial surplus/(deficit)	<u>\$ (22,360)</u>	<u>\$ 471,948</u>	<u>\$ 100,968</u>
Combined operations surplus	\$ -	\$ 653,230	\$ 250,585
Less:			
Amortization expense	(450,000)	(442,658)	(449,590)
Capital and special maintenance expense	(225,000)	(282,059)	(230,928)
Plus:			
Capital & special maintenance funding	225,000	73,548	234,675
Capital addback	<u>225,000</u>	<u>217,928</u>	<u>107,951</u>
Surplus / (deficit) per Statement of Operations	<u>\$ (225,000)</u>	<u>\$ 219,989</u>	<u>\$ (87,307)</u>

Date: May 3rd, 2019

To: Stephanie Paparella, Legislative Coordinator, City of Hamilton

From: Neil McDougall, Secretary Treasurer

Cc: Lisa Burnside, CAO
Susan Fielding, Acting HCA Chair

Re: Report Detailing Reserves Held by Hamilton Conservation Authority as at December 31st, 2018

Summary

On March 29th, 2019 Hamilton Conservation Authority received a letter from the City of Hamilton detailing the following excerpt from a recent (March 27, 2019) GIC meeting:

“1. Conservation Authorities’ Reserves (Item 8.1)

That the following conservation authorities be requested to provide a report, which outlines a comprehensive list of their up-to-date reserves, to the Legislative Coordinator for the General Issues Committee (GIC) for inclusion on an upcoming GIC agenda:

- (i) Conservation Halton;
- (ii) Grand River Conservation Authority;
- (iii) Hamilton Conservation Authority; and,
- (iv) Niagara Peninsula Conservation Authority.”

In response, Hamilton Conservation Authority provides the following:

Report on Reserves

As at December 31st, 2018 the Hamilton Conservation Authority had as part of its audited Statement of Financial Position (Appendix “A”) an Accumulated Surplus of \$54,229,604 comprised of:

Tangible Capital Assets	\$43,522,347
Less unfunded long term debt	(605,167)
Reserve funds	<u>11,312,424</u>
	\$54,229,604 (See Appendix “B” Note 10. Accumulated Surplus)

The Reserve Funds are made up of the following pools:

	(\$,000)
Construction Capital and Major Maintenance projects	\$1,727
Watershed Engineering projects	1,365
East Mountain wetland land acquisition project	2,200
General land acquisition funds	2,000
Major equipment replacement fund	800
Westfield specific funds (half of which is an endowment)	550
Seasonal operating shortfall protection	1,600
Human resources fund (safety, sick plan, severance)	500
Legal issues	300
Records management implementation (consulting & software)	<u>270</u>
Total	\$11,312

Construction Capital and Major Maintenance projects include 20 specific approved projects as well as a pool of funds to be used in areas of tree management, trail repair, building repair and utilities and services upgrades based on a priority basis across all conservation areas.

Watershed Engineering projects which are underway are water quality monitoring programs, floodplain mapping, integrated watershed studies, stewardship programs, forestry and invasive species programs and dam repair funds

East Mountain wetland land acquisition project reserve funds are the remaining monies of what was initially provided by the Heritage Green Trust, City of Hamilton, the HCA and Hamilton Conservation Foundation for land acquisition and wetland creation in the East end above the escarpment which is actively acquiring land and undergoing wetland design for properties already acquired.

General land acquisition funds represents funds for land made available to expand conservation holdings half of which was made possible by a significant bequeathment.

Major equipment replacement funds are set aside to acquire replacement for heavy equipment such as dump trucks, bulldozer and as is needed in 2019 for replacement of the mobile marine lift

Westfield specific funds (half of which is an endowment) came with the ownership transfer and remain dedicated for repairs / replacement or additions to the historical village building compliment

Seasonal operating shortfall protection is a reserve based on two years equivalent of 10% of non-levy revenue. The HCA's annual budget does not include a contingency for revenues affected by cold or wet weather so when the weather is good or there has been success in obtaining federal grants, such as student jobs programs, that money is set aside literally as the "rainy day" reserve

Human resources fund to finance the securing of a safety consultant to review the HCA program as there is no permanent HCA employee dedicated to that task as well as other unbudgeted termination or sick leave payments.

Legal reserve for unplanned situations that require legal counsel support or costs up to the point that the various insurance programs take on responsibility

Records management implementation represents the installation of the much needed modernized records retention program which will involve external consultants & software

Appendix A

Hamilton Region Conservation Authority Statement of Financial Position

December 31

2018

2017

Financial assets

Cash and cash equivalents (Note 4)	\$ 12,787,441	\$ 10,098,945
Accounts receivable	863,974	1,686,176
Due from Hamilton Conservation Foundation	27,758	99,558
	<u> </u>	<u> </u>
Total financial assets	\$ 13,679,173	\$ 11,884,679

Liabilities

Accounts payable and accrued liabilities	\$ 1,315,641	\$ 1,459,306
Due to Confederation Park	480,012	273,003
Employee future benefit costs (Note 7)	277,213	262,627
Deferred revenues (Note 8)	566,776	520,276
Long-term debt (Note 9)	605,167	807,695
	<u> </u>	<u> </u>
Total liabilities	\$ 3,244,809	\$ 3,322,907

Net financial assets	\$ 10,434,364	\$ 8,561,772
-----------------------------	----------------------	---------------------

Non-financial assets

Inventory	103,804	70,596
Prepaid expenses	169,089	192,118
Tangible capital assets (Page 7)	43,522,347	43,339,118
	<u> </u>	<u> </u>
Total non-financial assets	\$ 43,795,240	\$ 43,601,832

Accumulated surplus (Note 10)	\$ 54,229,604	\$ 52,163,604
--------------------------------------	----------------------	----------------------

Contingent liabilities, contractual obligations and commitments (Notes 14 and 15)

Appendix B

Hamilton Region Conservation Authority Notes to the Financial Statements

December 31, 2018

10. Accumulated surplus

	<u>2018</u>	<u>2017</u>
Reserve Funds		
Acquisitions of provincially significant lands or eligible water related projects	\$ 243,899	\$ 458,300
Future projects	7,419,943	6,904,266
Tangible Capital Assets	43,522,347	43,339,118
Unfunded long term debt	(605,167)	(807,695)
Operating surplus	<u>3,648,582</u>	<u>2,269,616</u>
Accumulated surplus	<u>\$ 54,229,604</u>	<u>\$ 52,163,604</u>

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Nancy Watts, Director of Human Resources and Wellness

DATE: April 5, 2019

RE: 2020 Casual Wage Rates

STAFF RECOMMENDATION

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

THAT the revised 2020 Casual/Seasonal wage grids for Hamilton Conservation Authority and Confederation Beach Park/Wild Waterworks as outlined in the April 5, 2019 report be approved.

BACKGROUND

HCA has a casual wage grid for seasonal staff hired to assist our owned and managed operations. The grid previously contained a few steps to reward returning students and enhance recruitment and selection of experienced staff. However, given the 20% increase to minimum wage in 2018, additional steps in the grid were removed to hold expenses and recognized at the time, that all hires had just received a much higher wage rate. The increase was absorbed in 2018 through increased entry fees. At this time, HCA Conservation Area Managers and Superintendents are requesting that step increases be returned to facilitate their seasonal casual hiring.

STAFF COMMENT

HCA hires approximately 225 casual/seasonal staff each year, distributed as follows:

Area	Number of casual staff
HCA conservation areas	80
Confederation Beach Park non wave pool	20
Confederation Beach Park Wild Waterworks	125

The majority of staff are hired using rates based on the minimum wage, noted as Service Level 1. Service Level 2 encompasses positions that require some credential or higher levels of skill or qualification such as security.

Proposed Change to Add Step Increases

Staff are proposing to return the \$0.25 step increases to each service level to assist with recruitment efforts and compensate returning staff for their experience. Returning students are more knowledgeable and efficient and can often take on additional duties and are paired with new students.

Proposed Change to Create Higher Service Level for Lifeguards

Over the past few years, HCA has experienced increasing difficulty recruiting and retaining lifeguards for the pool operations at Confederation Beach Park. Lifeguards are required to run the facilities at Lakeland Pool and Wild Waterworks, without which facilities would not be able to open.

The National Life Saving Society which is the lifeguard authority, is reporting that there are less people taking courses to become a lifeguard and as a result, there is a shortage across Canada. Factors attributed to this include the time commitment and cost to obtain the credentials. The time commitment to be a fully certified lifeguard is approximately 110 hours with an associated cost of nearly \$1000.00. One must recertify their highest qualification every two (2) years which takes approximately 16 hours and an associated cost of \$150-\$175.

An additional factor contributing to recruitment difficulties for Confederation Beach Park is the competition for lifeguards. The City of Hamilton is the main employer of lifeguards for their aquatic facilities. Back in 2008, the 400 part time lifeguards joined the City's union and had their positions evaluated. Lifeguards hourly wages went from approximately \$15.00 to over \$20.00 as laid out in the City's collection agreement with CUPE. This rate currently stands at approximately \$24 per hour and makes competing for lifeguards significantly more difficult. By comparison, the current rate paid at Confederation Beach Park is \$15 per hour.

Previously, HCA included lifeguards in Service Level 2 with security, however due to our ongoing difficulties with recruitment, the 2020 Confederation Beach Park casual wage grid now reflects a higher rate of pay noted in Service Level 3, with a proposed start rate of \$15.50, and steps to \$16.25. While modest, it is felt that this will have a positive effect. In addition, Confederation Beach Park is able to offer full time hours in the summer for students which is an incentive over the City's part time hours.

The new proposed 2020 casual wage grids are attached.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Organizational Excellence**
 - Attracting and retaining a skilled workforce and promoting staff training, mentoring and succession planning

AGENCY COMMENTS

None

LEGAL/FINANCIAL IMPLICATIONS

Based on hours worked in 2018, it is estimated that to return to a \$0.25 step increase in all levels will impact HCA by \$15,000. To put this amount in perspective, our 2018 budget for casual wages across all departments and entities was \$900,000.

Based on hours worked in 2018, it is estimated that to return to a \$0.25 step increase in all levels and adjust the start rate for lifeguards will impact Confederation Beach Park/Wild Waterworks by \$18,000. To put this amount in perspective, our 2018 budget for casual wages at Confederation Beach Park / Wild Waterworks was nearly \$1million. Note that Wild Waterworks has a shorter operating season than our HCA conservation areas and hires more staff under age 18.

These increases will be built into the 2020 operating budgets with any required operational changes to increase revenues or reduce expenses.

CONCLUSIONS

The proposed change to the 2020 casual/seasonal wage grids will provide for a standard \$0.25 step increase for returning staff to reward their experience, assist with recruitment efforts and offer a more competitive rate to recruit lifeguards at Confederation Beach Park/Wild Waterworks.

Proposed 2020 HCA Hiring Request – Seasonal CA and Office Staff

PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME

ENSURE THAT AN EMAIL IS NOTED TO RECEIVE E-PAY STATEMENTS

EMPLOYEE NAME: Ms. ☐ Mr. ☐

FIRST TIME EMPLOYEE? Yes ☐ No ☐ EXTENSION OF EMPLOYMENT? Yes ☐ No ☐

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Conservation Area Services Level 1 includes titles – Park/Grounds Maintenance, Gate/Campground/Marina/Boat Rental Attendants, Food Service, Cashier, Cook, Customer Service	13.15	13.40	14.00	14.25	14.50	14.75
Conservation Area Services Level 2 includes titles – Security, Accounting/Payroll Staff, Historical Interpreter, Team Leader			15.00	15.25	15.50	15.75
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFIC POSITION TITLE:

SUPERVISOR:

WORK LOCATION: (Cons. Area, Workplace)

ACCOUNT NO:

EMPLOYMENT PERIOD: (Start & Final Date)

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes ☐ No ☐

DRIVER'S LICENCE CHECK REQUIRED (check one box) Yes ☐ No ☐

REPLACEMENT FOR:

(If replacing another employee who left, give name of employee being replaced and date they left)

REVISION OF EMPLOYMENT:

(State revision, i.e. rate of pay/position, supervisor, etc.)

REQUESTED BY:

(Name)

(Title)

(Signature)

(Date)

APPROVAL: _____

Director of Conservation Area Services or Human Resources (Date): _____



Proposed 2020 HCA Hiring Request – Confederation Beach Park/WWW

PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME

ENSURE THAT AN EMAIL IS NOTED TO RECEIVE E-PAY STATEMENTS

EMPLOYEE NAME:

Ms. ☐ Mr. ☐

FIRST TIME EMPLOYEE? Yes ☐ No ☐

EXTENSION OF EMPLOYMENT? Yes ☐ No ☐

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Conservation Area Services Level 1	13.15	13.40	14.00	14.25	14.50	14.75
includes titles – Park / Grounds Maintenance, Food Service, Cashier, Cook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation Area Services Level 2			15.00	15.25	15.50	15.75
includes titles – Security, Assistant Plant Operator, Food Concession, Guest Services Representative, Team Leader			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation Area Services Level 3			15.50	15.75	16.00	16.25
includes titles – NLS Lifeguard and Lifeguard Team Leader			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservation Area Services Level 4			17.00	17.25	17.50	17.75
Includes titles – WWW Maintenance / Cash / Food / Lifeguard Supervisors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFIC POSITION TITLE:

SUPERVISOR:

WORK LOCATION: (Cons. Area, Workplace)

ACCOUNT NO:

EMPLOYMENT PERIOD: (Start & Final Date)

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes ☐ No ☐

DRIVER'S LICENCE CHECK REQUIRED (check one box) Yes ☐ No ☐

REPLACEMENT FOR:

(If replacing another employee who left, give name of employee being replaced and date they left)

REVISION OF EMPLOYMENT:

(State revision, i.e. rate of pay/position, supervisor, etc.)

REQUESTED BY:

(Name)

(Title)

(Signature)

(Date)

APPROVAL: _____

Director of Conservation Area Services or Human Resources (Date): _____



Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Jaime Tellier, Executive Assistant & Records Management Coordinator

DATE: April 5, 2019

RE: Records Management Policy and Draft Records Retention Schedule for HCA

STAFF RECOMMENDATION

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

THAT the Records Management Policy and Draft Records Retention Schedule as outlined in the April 5, 2019 report be approved.

BACKGROUND

HCA creates and receives various business records and information in the course of its day to day activities. Increasingly, staff are recognizing the need to evaluate and modernize records management practices within the organization. HCA's last formal listing of business documents and their requirements for retention was created in the mid 1990's (attached as Appendix A) and is in need of update to reflect documents and records from all the divisions within HCA.

STAFF COMMENT

In light of the above, staff propose to formalize a corporate records management program. This program is necessary as HCA finds itself at a pivotal point in time for the following reasons:

- Many long term staff have retired or will retire in the next few years resulting in loss of corporate memory and specifically, in regard to paper filing systems and records that existed prior to databases and electronic records,
- E-records are now a common business practice and need to be assessed in record retention schedules, and
- HCA has renovated and acquired additional storage space at Millgrove works yard and at various locations at the HCA main office to accommodate the growing need for file storage and/or to reflect different work locations.

In anticipation of this coming important initiative to update our records retention schedule and records program, the executive assistant position was expanded to incorporate records oversight for the HCA with responsibilities for coordinating records management. Additionally, recognizing that such a program is beyond the scale of one staff member, HCA staff have formed a records management committee. The committee is comprised of representatives from across the organization for the purpose of updating and modernizing the records management program at HCA and to have an ongoing role in the review of records retention, storage, classification and destruction.

The development of a records management policy is an important first element in the development of the records management program. Staff have written a policy document that outlines HCA's commitment to managing all records created or received by the organization in a systematic and efficient manner to meet all obligations outlined in applicable legislation and operating needs of the organization (attached as Appendix B).

Concurrently, staff sought to gain a comprehensive understanding of HCA's existing records. Through an informal process of surveys and speaking with various department staff, the records management committee has created a listing of records held by the HCA along with their storage location and current retention period. HCA also used the Grand River Conservation Authority records listing as a comparator and benchmark to ensure a similar scope of records was captured and to compare retention periods. It is important to note that there are very few specific retention periods noted in legislation and very often the business use of the records can be a key factor in determining the length of time to retain a record.

The next step in the records management program at HCA will be a complete physical inventory of the records noted in the retention schedule. This will achieve the following objectives:

- Confirm records are noted in the correct locations,
- Verify records are official records and not copies,
- Ensure records have been retained according to the retention schedule,
- Capture any records that have been missed from the retention schedule,
- Determine if records have been stored in a logical order, properly marked and secured if they contain private and/or confidential information,
- Determine if records are stored in locations that could subject them to water

- damage, mould, vermin or fire, and
- Determine what records should be considered for archival purposes for permanent retention and how this may be undertaken

It is anticipated that the physical records inventory will be completed over the course of 2019.

The retention schedule will also be updated to reflect current legal retention requirements and operational needs. When implemented, the retention schedule will guide staff in the disposal of records no longer providing value to, or legally required to be retained by HCA. The program will include a formal process and documentation procedure for records disposition, to be retained for administrative and legal purposes.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Modernize records management and digitize historical records and archives

AGENCY COMMENTS

None

LEGAL/FINANCIAL IMPLICATIONS

A records management program is integral to achieving HCA's core values of accountability, transparency and responsible use of resources. The staff time and organizational cost saving measures afforded by efficiencies found through good record keeping practices are some of the most compelling arguments for implementing a records management program. Well-organized records can result in efficiencies as small as decreasing retrieval times, which when totalled for all staff can amount to significant savings, to reducing duplicated efforts and corporate memory loss.

A records management program is not only vital for efficient use of corporate resources but also for their responsible use. A program will ensure and allow for demonstration of accurate and complete corporate records, compliant with legislation and industry standards. This will include the security of confidential information. Staff will see improved speeds for records retrieval but would most importantly be able to feel confident in the comprehensiveness of responses to requests made under the Municipal Freedom of Information and Protection of Privacy Act, as well as for legal proceedings.

Moreover, implementing and documenting legally compliant disposition of HCA records, provides the benefit of avoiding retention of unnecessary documents, with such documents also being subject to the above-mentioned requests for information. This reduction in the volume of historical files that no longer provide value to the organization and are no longer legally mandated to be retained, reduces the resources required and potential implications of providing historical documents unnecessarily.

Lastly, a records program will preserve and protect records of the organization, including vital records, safe-guarding against damage or unintentional destruction due to unforeseen circumstances that will allow the organization to maintain its status and operations in the event of catastrophic loss or emergency.

CONCLUSIONS

To protect and preserve the history and legacy of HCA, as well as its future endeavours, a comprehensive records management program is necessary. HCA's records management is in need of modernizing and updating. Staff will continue with the development and implementation of this systematic approach to address current records and serve as a framework for the future.

Hamilton Conservation Authority

Records Management Policy

March 22, 2019

Prepared by: HCA Records Management Committee

Policy Statement:

Hamilton Conservation Authority (HCA) manages all records created or received by the organization in a systematic and efficient manner throughout prescribed life cycles in order to meet all obligations outlined in applicable legislation and operating needs of the organization.

Scope:

This policy applies to all forms of records held by the HCA including active, inactive and those retained in perpetuity. This policy governs expectations for staff and management in roles directly responsible for records management as well as those who create and consume records during the course of their duties with the organization.

Purpose:

Adherence to this policy will preserve and protect records of the organization. Additionally, implementation of this policy will improve organizational effectiveness and efficiency through savings in both staff time and corporate memory retention. The policy will also advance HCA's corporate resiliency by ensuring a systematic approach to managing its current records and preparing for the future, as the corporation transitions into increasingly digital methods of creating, transmitting and retaining records.

Objectives:

This policy will:

- meet legislative and regulatory requirements,
- provide protection and support in litigation, and manage risks associated with HCA activities,
- protect the rights of employees through management of personal information,
- provide accurate and current information for support in decision-making and day-to-day operations,

- facilitate effective creation, retrieval, and maintenance of current records,
- improve flow of information throughout the organization,
- improve accountability and transparency of decision making,
- enable efficient responses to information requests from the public, Board members and staff,
- reduce space and costs required for storage of obsolete records,
- preserve the corporate memory of HCA,
- provide continuity in the event of disaster, and
- ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act.

Strategic Plan Linkage:

This initiative refers directly to the Strategic Priority Area, Organizational Excellence, in HCA's current Strategic Plan (2019 – 2023). Specifically, this policy relates to an identified initiative to modernize HCA's records management and digitize historical records and archives. This policy is also integral to demonstrating HCA's core values of accountability, transparency and responsible use of resources.

Legislative Requirements:

The records management policy ensures and allows for demonstration of accurate and complete corporate records, compliant with legislation and industry standards, including security of confidential information. Listed below are significant legislative requirements and/or regulatory bodies that at the present time are considered when managing HCA's records and must be reviewed on an annual basis.

- Canada Pension Plan
- Canada Revenue Agency
- Conservation Authorities Act
- Employment Insurance Act
- Employment Standards
- Financial Services Commission of Ontario (FSCO)
- Human Rights Commission
- Income Tax Act
- Ministry of Labour
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act
- Ontario Pay Equity Act
- Pay Equity Commission
- Workers Safety Insurance Board (WSIB)

Certain activities of the Conservation Authority include additional acts to be considered such as:

- Archives and Recordkeeping Act
- Building Code Act
- Clean Water Act
- Education Act
- Environmental Assessment Act
- Greenbelt Act
- Lakes and Rivers Improvement Act
- Ministry of Municipal Affairs and Housing Act
- Ontario Planning and Development Act
- Ontario Water Resources Act
- Places to Grow Act
- Planning Act
- Provincial Offences Act
- Statutory Powers Procedure Act

Definitions:

Active Records: Records that support day-to-day activities, are typically less than two years old and are referred to for a minimum of twice monthly for six months.

Disposition: Records that no longer have informational value to the organization or that have fulfilled their legal retention requirements are destroyed in accordance with appropriate procedures. Records that retain permanent informational or historical value are archived for permanent retention and preservation.

Inactive Records: Records that are generally older than two years, retained for legal or operational requirements, but are not required on a regular basis.

Record: Documents made or received during the regular course of business and kept for operational or administrative purposes.

Records Inventory: A detailed listing of the volume, scope and complexity of an organization's records in order to evaluate, appraise and organize records holdings. Documents and analyzes existing records and handling procedures and arrangements.

Records Management: Efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records

Records Retention Schedule: A comprehensive list of record series, indicating the length of time each series is to be maintained in office areas (active), records centres (inactive), and when and if each series may be destroyed or transferred to an archive. Establishes corporate policy governing retention and destruction.

Records Series: A group of records linked together by a common function that are normally used and filed as a unit

Principles:

Records and record keeping are the building blocks to ensuring an organization's decision-making and implementation processes are traceable and transparent to those who need or have authority to request the information. The following are the key principles followed for an effective records management policy:

1. Accountability

Senior management will ensure the records management policy and procedures used to guide staff are adopted and reviewed regularly, program responsibility is delegated to appropriate staff and program audits are addressed. All users and authors of corporate records will be accountable for ensuring that their records management obligations are satisfied throughout the records management lifecycle.

2. Integrity

HCA will strive to protect the informational assets of the organization so that they can be accessed, used and distributed as required in accordance with relevant legislation, by-laws, policy and leading practices. The records management program is constructed so the records and information generated or managed by or for the organization have a reasonable guarantee of authenticity and reliability.

3. Transparency

HCA operates in the service of its customers and the public in general. Information that can be made available to staff and the public should be made available whenever practical. The processes and activities of the corporate records management program will be documented in an understandable manner and be available to all personnel and interested parties.

4. Efficiency

The records management program will emphasize the efficient and economical use of HCA resources dedicated to records management activities.

5. Effectiveness

Leading practices, flexibility and performance measurement will be incorporated into the records management program.

6. Protection

Records that are private, confidential, privileged, or essential to business continuity and disaster recovery will be identified and protected with appropriate security measures.

7. Availability

HCA will maintain its information assets in a manner that ensures timely, efficient and accurate retrieval, when needed.

8. Compliance

The records management program will be designed to comply with applicable laws, other binding authorities, and other HCA policies.

9. Retention

HCA will maintain its records and information for an appropriate time, taking into account, legal, regulatory, fiscal, operational and historical requirements.

10. Disposition

HCA will provide secure and appropriate disposition for records that are no longer required to be maintained in accordance with applicable laws and corporate policies.

(Principles are based upon Generally Accepted Recordkeeping Principles from ARMA International)

Staff Responsibilities:

Senior management will ensure the records management policy and procedures are presented to and adopted by staff as a corporate priority. A Records Management Coordinator will administer the policy, including development and review of procedural documents, delivery of staff training, and oversight of implementation of procedures.

A Records Management Committee is comprised of representatives from across the organization for the purpose of updating and modernizing the records management program at HCA and to have an ongoing role in the review of records retention, storage, classification and destruction.

Staff with records management responsibilities throughout the organization will be performing the work to achieve the policy's goals, with assistance from the Records Management Coordinator.

DRAFT HCA RECORDS RETENTION SCHEDULE

The Records Retention Schedule is a list of the business records held by HCA. The principle of retention is for an organization to maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational and historical requirements.

The purpose of the retention schedule is to ensure that necessary records and documents are adequately protected and maintained while in use, and discarded when no longer legally required to be retained or are no longer of value to the organization.

Physical records are stored at the following locations:

- Main Office
- Central Workshop
- Millgrove Workshop
- Conservation Areas

Destruction of physical records shall be undertaken in accordance with the terms outlined in this document and in consultation with appropriate staff. Destruction of records requires written approval from the Records Management Coordinator and appropriate manager or director. Detailed documentation describing the records, and the date and method of destruction, is required.

Information Technology staff maintain electronic file storage. There are no specific requirements for the destruction of electronic documents at this time and will be subject to further review in the development of a records management program.

The records retention schedule contains the following information for each record series, listed by Department and Business Unit:

- 1) Title – describes the record or group of records, providing examples where applicable.
- 2) Location – Description of the physical location of the file.
- 3) Retention Period – is the period of time at which the records will be reviewed and either destroyed or the retention period extended. An extension to the normal retention period may be required when enforcement, an inquiry or other relevant activity is in progress.

CONTENTS

OFFICE OF THE CAO.....	2
CAPITAL PROJECTS AND STRATEGIC SERVICES	3
CONSERVATION AREA SERVICES	3
CORPORATE SUPPORT SERVICES – FINANCE	4
CORPORATE SUPPORT SERVICES – FLEET AND FORESTRY	5
CORPORATE SUPPORT SERVICES – MARKETING & COMMUNICATIONS.....	6
HUMAN RESOURCES AND WELLNESS	6
HUMAN RESOURCES AND WELLNESS – HEALTH & SAFETY	7
HUMAN RESOURCES AND WELLNESS – ENVIRONMENTAL EDUCATION	7
HUMAN RESOURCES AND WELLNESS – PAYROLL.....	8
WATERSHED PLANNING AND ENGINEERING	8
WATERSHED PLANNING AND ENGINEERING – SOURCE PROTECTION PLANNING	9
WATERSHED PLANNING AND ENGINEERING – WATERSHED PLANNING SERVICES	9

Title	Location	Retention Period
Minutes of all board meetings and board reports	Main Office, Basement & EA Office	Permanent
Minutes of all Executive Team meetings and reports	Main Office, Executive Assistant Office	Permanent
Minutes of all Management Team meetings	Main Office	Permanent
All incident reports that have been filed with the Insurance Provider	Main Office, HR Office	Permanent
Original Signed Contracts and Agreements	Main Office, Executive Assistant Office	Permanent
T3010 HCA Information Return and backup documentation	Main Office	15 Years
Municipal General Levy Apportionment Documentation	Main Office	Permanent
By-Laws	Main Office	Permanent
Articles of Incorporation and Letters Patent	Main Office	Permanent
Insurance Policies	Main Office	Permanent
Legal Proceedings of a Corporate Nature	Main Office	Permanent
FOI Requests	Main Office, Executive Admin Office	Permanent
Strategic Plans	Main Office	Permanent
Minister Approvals-Order in Council	Main Office	Permanent
Minutes of all Sustainability Committee meetings	Main Office	Permanent
Minutes of all Accessibility Committee meetings	Main Office	Permanent
Minutes of all Records Management Committee meetings	Main Office	Permanent
Deeds and Deed background files	Main Office	Permanent
Transaction Files: -Acquisitions -Dispositions -Easements -Licenses -Leases	Main Office	Permanent
Detailed financial files for Leases and Licenses	Main Office, Finance Dept.	Permanent
Maintenance Agreements	Main Office	Permanent
Property Tax Info including Assessment Notices	Main Office, Finance Dept.; CaPSS File Storage	Permanent
Enquiries related to use of HRCA lands or other property matters (i.e. request to donate land, municipality enquiries)	Main Office-Finance Form or records may be electronic documents and/or handwritten notes. Enquiries are filed by year.	Permanent

CAPITAL PROJECTS AND STRATEGIC SERVICES

Title	Location	Retention Period
Construction Project Files Tenders Final Contracts	Main Office CaPSS Office	Permanent
Central Services Maintenance Agreements	Main Office (Operations Dept.)	7 years
Drinking Water Testing	Main Office, CaPSS Office and specific Conservation Areas	15 years
Master Plans/Management Plans	Main Office, CaPSS Office (Upper)	Permanent
Minutes of all Project Management Review Team meetings	CaPSS Office	Permanent

CONSERVATION AREA SERVICES

Title	Location	Retention Period
Conservation Areas Student files	Main Office Conservation Areas	7 years
Conservation Areas Equipment Maintenance Files	Conservation Areas Millgrove	For duration of ownership of the equipment
Conservation Areas CA Violations & Violation Note Books	Conservation Areas	7 years
Conservation Areas Special Event Agreements	Conservation Areas Woodend	7 years
Conservation Areas Hunting Permits	Main Office (Operations Dept.)	1 year

CORPORATE SUPPORT SERVICES – FINANCE

Title	Location	Retention Period
GL-Trial Balance	Main Office, Finance Dept.	Permanent (electronic)
GL-General Ledger details	Main Office, Finance Dept	Permanent (electronic)
General Journal Posting Journals – original data entry sheets and back-up and system generated reports	Main Office, (current 3 yrs); Main Office, CaPSS File Storage (5 years)	7 years
Reserves-backup Balance/movement Information	Main Office, CaPSS File Storage	Permanent (electronic)
Audited F/S	Main Office, CaPSS File Storage	Permanent
Annual Audit Working Papers Binder	Main Office, Files or Finance Storage Room)	7 Years
Budgets-working papers	Main Office, Files or Finance Storage Room)	5 Years
Five Year Forecast Working papers	Main Office, Files or Finance Storage Room)	5 Years
MNRF Annual Filings (year-end final report and grant requests)	Main Office	Permanent
Moveable Assets Inventory	Main Office	Permanent (electronic)
TCA Assets back up documentation	Main Office	Permanent
Bank Reconciliations	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
Investment Files		7 Years
Bank Statements Debit/Credit Memos Returned cheques	Main Office, Files or Finance Storage Room (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
Daily Bank Statements	N/A – see Bank Reconciliations	7 Years
Direct Deposit Documentation	Main Office, CaPSS File Storage	7 Years
AR-Cash Receipts Journal, bank deposit slips and deposit back-up	Main Office (current 2 yrs), CaPSS File Storage (5 yrs)	7 Years
AR-Park Deposits-backup documentation	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Invoice Package	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Request for Invoicing (RFI)	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Cheque Log listings	Electronic	7 Years
AR-Receipt Books	Main Office	7 Years
AP-Vendor Invoice package	Main Office (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years

Title	Location	Retention Period
AP-Direct Deposit Payment Documentation	Main Office, (current 3 yrs) CaPSS File Storage (4 yrs)	7 Years
AP-Employee Expense Reports	Main Office, (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years
AP-Vendor Input Listings drafts and final	Main Office, (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years
AP-Cheque registers	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AP-Vendor subledgers	Electronic	7 Years
AP-Purchase Order Books various coloured copies)	Main Office, (1 yr); CaPSS File Storage (6 yrs)	7 Years
AP-Tendering Documents	Unknown what is	7 years
AP-Price Quotation documentation	Unknown what is	2 years
HST Returns and back-up	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
IT-Software Licenses	Main Office, (IT Dept., electronic)	Until expired
IT-Hardware Warranties	Main Office, (IT Dept., electronic)	Until expired

CORPORATE SUPPORT SERVICES – FLEET AND FORESTRY

Title	Location	Retention Period
Motor Pool Purchase /Disposal documents	Millgrove	7 years
Motor Pool Database	Electronic	Permanent
Motor Pool R&M documentation	Millgrove	For duration of ownership of the equipment
Motor Pool Vehicle Accident Reports	Motor Pool Building	7 years
Motor Pool CVOR Registration	Millgrove	7 years
Motor Pool Vehicle Leases	Millgrove	1 year after termination of lease
Motor Pool Tender and Quote Documentation	Millgrove	3 years
Hazard Tree Inspection Reports	Each specific Conservation Area	7 years
Other Misc. Inspection Reports (i.e. Pools)	Motor Pool Conservation Areas CaPSS Office	7 years
Service Contracts	Main Office	3 years after termination of contract

CORPORATE SUPPORT SERVICES – MARKETING & COMMUNICATIONS

Title	Location	Retention Period
News Releases	Kept electronically since 2002	Permanent (since electronic)
News Clippings		Permanent
Publications	Kept electronically since 2003	Permanent (since electronic)

HUMAN RESOURCES AND WELLNESS

Title	Location	Retention Period
Past Permanent Staff Personnel Files	Main Office – Vault	Permanent
Past Casual Staff Personnel Files	Main Office – Vault	Permanent
Employee Computer Loan Agreements	Main Office - Payroll Filing Cabinets	Permanent
CPP 65 to 70 years Stop Payment Forms	Main Office - Payroll Filing Cabinets	Permanent
Employee Service Awards	Main Office, Payroll Filing Cabinets & Electronic	Permanent
Old Sick Plan Liability	Main Office – Payroll Filing Cabinet & electronic	Permanent
Request for Payroll Information	Main Office – Payroll Filing Cabinet	Permanent
Canada Savings Bonds Remittances & forms	Main Office – Payroll Filing Cabinet	Permanent
Organizational Charts	Main Office - Woodend – electronic	Permanent
Job Descriptions	Main Office-HR Dept. & Electronic	Permanent
Staff Directories (hard copy)	Main Office	Permanent
Personnel Policy	Main Office-HR Dept. & Electronic	Permanent
Pay Equity Plans	Main Office-HR Dept.	Permanent
Job Evaluation Committee Meeting Minutes and reports (Job Analysis)	Main Office-HR Dept. & Electronic	Permanent
Group Benefit Insurance Policies	Main Office-HR Dept.	Permanent

HUMAN RESOURCES AND WELLNESS – HEALTH & SAFETY

Title	Location	Retention Period
Joint Health and Safety Committee (JHSC) minutes and reports	Electronic; hard copies Main Office, CaPSS Office/File Storage	7 years
JHSC Inspection reports	Main Office, CaPSS Office & CaPSS File Storage	7 years
Workplace Violence Incident Reports	Main Office-HR Dept.	Permanent
Damage to property or member of the public Incident Reports	Main Office	Permanent
Supervisor's Accident investigation report	Main Office-HR Dept.	7 years
Health & Safety Policy Manuals	Electronic/Hardcopy; hard copies in each location; original in CaPSS Office	Permanent
Health & Safety training records	Employee File & Electronic (Pearl)	7 years following departure
Fit Testing Records	Employee File/Electronic (Pearl)	7 years following departure
Pre-use equipment -	Conservation Areas	7 years
Student health and safety training related information	Student training file kept at Conservation Area/Electronic (Pearl)	7 years
WSIB Form 7s	HR Dept.	Permanent
H&S Training Records	Employee File/Electronic (Pearl)	7 years following departure
Ministry of Labour Orders	HR Dept.	7 years

HUMAN RESOURCES AND WELLNESS – ENVIRONMENTAL EDUCATION

Title	Location	Retention Period
Summer Camp Program and other activities Registration information	Dundas Valley, Trail Centre	7 Years
Nature Centre Service Contracts	Nature Centres	Term of Contract
Volunteer Program-volunteer forms	Main Office?	3 Years

HUMAN RESOURCES AND WELLNESS – PAYROLL

Title	Location	Retention Period
Salary & Hourly Report (GP/WT processing with backup)	Main Office – Vault	7 years
Salary & Hourly Employees Time Reports	Main Office – Vault	7 years
SERP Payment	Main Office – Vault	7 years
Honorariums & Per Diems	Main Office – Vault	7 years
Journal Entries	Main Office – Vault	7 years
Vacation Annual Allotment	Main Office – Vault	7 years
Vacation carry forward/accrual	Files with journals	7 years
Records of Employment	Main Office – Vault	7 years
Receiver General Remittances & YE reconciliation “RP0001 & RP0002	Main Office – Vault	7 years
WSIB – calculations, remittances & YE	Main Office – Vault	7 years
EHT – calculations, remittances 7 YE	Head Office – Vault	7 years
Manual Payroll Cheque Stubs (salary & hourly)	Main Office – Vault	7 years
Year-end Reports – Employee YTD report, Receiver General, Cheque Deposits	Main Office – Vault	7 years
Salary & Hourly Payroll Registers	Main Office – Vault	7 years
Salary & Hourly Payroll GL & Posting Journals	Main Office – Vault	7 years
Critical Illness billing 7 annual reconciliation	Main Office – Vault	7 years
Long Term Disability billing & annual reconciliations	Main Office – Vault	7 years
Basic Life/Dep Life/AD&D billing 7 annual reconciliations	Main Office – Vault years prior to 2017; 2017 onward electronic	Permanent

WATERSHED PLANNING AND ENGINEERING – ENGINEERING

Title	Location	Retention Period
Technical Studies (w files)	Main Office	Permanent
Monitoring Files	Main Office	Permanent
Projects of the Authority (w files)	Main Office	Permanent
Maps	Main Office	Permanent
Drawings	Main Office	Permanent
Maintenance, Inspection and surveillance documentation	Main Office	Permanent
Flooding Records	Main Office	Permanent
Water and Erosion Control Infrastructure (WECI) project files	Main Office	Permanent
Low Water Response Team	Main Office	Permanent

WATERSHED PLANNING AND ENGINEERING – SOURCE PROTECTION PLANNING

Title	Location	Retention Period
SPP subcommittee Minutes	Main Office	Permanent
Assessment Reports	Main Office	15 years after later of: a) date created or acquired, b) assessment report is approved
Source Protection Plans	Main Office	15 years after later of: a) date created or acquired, b) assessment report is approved

WATERSHED PLANNING AND ENGINEERING – WATERSHED PLANNING SERVICES

Title	Location	Retention Period
HCA Permits	Main Office	Permanent
Violations of Section 28 of the Conservation Authorities Act and Violation Notebooks	Main Office	Permanent
Title Clearances		10 Years
Subdivisions/Condominiums	Main Office	Permanent
Official Plan Updates	Main Office	Permanent
Secondary Plans	Main Office	Permanent
Comprehensive Zoning By-law Amendments	Main Office	Permanent
Environmental Assessments	Main Office	Permanent
Subwatershed Studies	Main Office	Permanent
Master Drainage Plans	Main Office	Permanent
Aggregate Resources Act applications	Main Office	Permanent
Official Plan Amendments	Main Office	10 years
Zoning By-law Amendments	Main Office	10 years
Site Plans	Main Office	10 years
Formal Consultation	Main Office	10 Years
Consents	Main Office	10 years
Minor Variances	Main Office	10 years
Niagara Escarpment Commission applications	Main Office	10 years
General Correspondence, Planning and Regulation	Main Office	10 years
Water Quality & Habitat Improvement Program (RWQP) Agreements with Partners	Main Office, Former Board Room	Permanent
WQHIP Landowners Applications	Main Office, Former Board Room	Permanent
WQHIPP Committee Meeting Documentation	Main Office, Former Board Room	Permanent
Natural Areas Inventory	Main Office	Permanent
Aquatic & Terrestrial Monitoring Records	Main Office	Permanent
Restoration Project Designs	Main Office	Permanent

11.0

OTHER STAFF REPORTS/MEMORANDUMS

- 11.1 ERO Posting 013-5018 and ERO Posting 013-4992**
- 11.2 Proposal for Permanent October 1 Commencement of Rothsay's Annual Discharge Season**
- 11.3 Current Watershed Conditions as of April 23, 2019**
- 11.4 Upcoming HCA and Partner Events**



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: April 17, 2019

RE: ERO Posting 013-5018 and ERO Posting 013-4992

STAFF RECOMMENDATION

THAT the HCA staff recommends to the Board of Directors:

THAT staff be directed to develop and submit a Hamilton Conservation Authority specific submission to the ERO Postings 013-5018 and 013-4992 based on staff review and in consultation with Conservation Ontario.

BACKGROUND

On April 5, 2019, the Province of Ontario posted two notices on the Environmental Registry of Ontario (ERO) as follows:

ERO Posting 013-5018 Modernizing Conservation Authority Operations - Conservation Authorities Act – Posted by the Ministry of Environment, Conservation and Parks – comment deadline May 20, 2019

This proposes to amend the Conservation Authorities Act which would help conservation authorities focus and deliver on their core mandate and to improve governance. Specifically it notes:

- Clearly define the core mandatory programs and services provided by conservation authorities to be:
 1. natural hazard protection and management,
 2. conservation and management of conservation authority lands,

3. drinking water source protection
 4. protection of the Lake Simcoe watershed
- Increase transparency in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services and to provide a process for conservation authorities and municipalities to enter into agreements for the delivery of non-mandatory programs and services
 - Enable the Minister to appoint an investigator to investigate or undertake an audit and report on a conservation authority
 - Clarify that the duty of conservation authority board members is to act in the best interest of the conservation authority, similar to not-for-profit organizations
 - To proclaim un-proclaimed provisions of the Conservation Authorities Act relating fees for programs and services, enforcement and offences and a number of other regulations / issues

A copy of ERO 013-5018 is attached to this report.

ERO Posting 013-4992 Focusing Conservation Authority Development Permits on the Protection of People and Property – Posted by the Ministry of Natural Resources and Forestry – comment deadline May 21, 2019

This proposes to streamline the type of permit as well as the permitting process conservation authorities are responsible for. This would be through a regulation to:

- Further define the ability of a conservation authority to regulate and prohibit development and other activities for impacts to control of flooding and other natural hazards
- Consolidate and harmonize the existing 36 individual conservation authority approved regulations into 1 Minister of Natural Resources and Forestry approved regulation to help ensure consistency
- Update and define terms such as “wetland”, “watercourse”, “pollution”, “interference” and “conservation of land”.
- Reduce regulatory restrictions between 30 metres and 120 metres of a wetland when the hydrological connection has been severed
- Exempt low risk development from requiring a permit when in compliance with conservation authority policies
- Require conservation authorities to develop, consult on, make publically available and periodically review internal policies that guide permitting decisions
- Require conservation authorities to notify the public of changes to mapped regulated areas such as floodplains or wetland boundaries
- Require conservation authorities to establish, monitor and report on service delivery standards.

A copy of ERO 013-4992 is attached to this report.

STAFF COMMENT

The mandate of conservation authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social and environmental benefits. Specifically, Section 0.1 of the Conservation Authorities Act states:

“The purpose of this Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario.”

In the fall of 2018, the province released their environmental plan titled “Preserving and Protecting our Environment for Future Generations – A Made-in-Ontario Environment Plan”. The provincial direction as it relates to conservation authorities can be found on page 48 of the above noted document under the heading “Support conservation and environmental planning”. The first bullet under this section states:

“Work in collaboration with municipalities and stakeholders to ensure that conservation authorities focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards, and conserving natural resources.”

In a pre-announcement briefing to highlight the proposed changes outlined in the two ERO's to conservation authority CAO/GM's, the Minister of Environment, Conservation and Parks detailed the following reasons for advancing these proposals:

"Key issues identified with CA operations relate to a lack of transparency and also include:

- some municipalities are concerned about the costs to fund CAs;
- lack of direct municipal control over CA budgets;
- The commission on the Reform of Ontario's Public Services (2012) identified a state of confusion for industry, developers and citizens resulting in 'jurisdictional crowding' in agencies and governments - need to eliminate duplication;
- Ontario's Auditor General's special audit of the Niagara Peninsula Conservation Authority made key recommendations to Ontario: clarify board member's accountability and consider board training and mechanisms for ministry intervention"

While HCA staff understand the intent and direction of the proposed changes, it is difficult to provide specific comments and impacts regarding the proposed changes outlined in the ERO postings as there is limited details or direction to respond to or review. The actual proposed changes to the Act and Regulation would afford staff a better understanding of the proposals and allow a more detailed response. HCA staff

support mentions for increased transparency and consistency and have no concerns with appointment of an investigator to undertake an audit and report on a conservation authority or to clarify that the duty of conservation authority board members is to act in the best interest of the conservation authority, similar to not-for-profit organizations.

The main issue of concern driving the proposed changes to the Conservation Authorities Act relates specifically to potential changes to core and non-core programs, which may affect how municipalities can be levied and the development of service agreements. The HCA is in a unique situation in this regard as, having 99% of its watershed in the City of Hamilton, the oversight provided by the Board is heavily directed by City representatives. Consequently, it may be assumed that the programs active in the HCA are broadly supported by the municipality. Specifically, natural hazard protection and management, conservation and management of conservation authority lands and drinking water source protection are certainly core to our programs for a watershed management agency. However, HCA staff also believe that programs relating to water and groundwater monitoring, aquatic and terrestrial monitoring, landowner stewardship, environmental education and natural heritage restoration, as examples, are also fundamental to the core mandate of a watershed management agency and towards supporting a healthy watershed. The City has traditionally shown support for these integrated watershed efforts.

A preliminary high level assessment of the implications of the proposals would be that given the proposed changes to core and non-core programs and the newly announced 50% reduction in the annual provincial operating grants, there will be impacts and changes to the program and services the Hamilton Conservation Authority delivers, particularly should the City change its views on which activities it supports. Depending on the magnitude of any such change, a change to our activities and organizational structure could result.

As it relates to the proposed changes to the regulation, Hamilton Conservation Authority already undertakes a number of the proposals such as consulting and making public our policies and guidelines relating to permitting and holding public open houses as part of our program to update floodplain mapping. The proposals to define the identified terms should provide greater clarity for staff and our stakeholders. Further, introducing some flexibility relating to permit issuance for low risk proposals may help to provide clarity for staff and stakeholders while streamlining the process. The required service delivery standards will enable staff to confirm our timeliness in responding to applications.

These proposed new regulations will require amendments to the Board approved Planning & Regulations Policies and Guidelines manual, and the potential changes to current definitions and applicability of the regulations will require a substantial public communications effort. Ultimately, the proposed changes may result in fewer permits being required but will also result in greater regulatory clarity for the public and improved consistency between conservation authorities. Notwithstanding, the ERO posting does not provide specifics regarding the proposed changes and this detail is

required to facilitate a fulsome review and response to the proposed changes to the regulation.

STRATEGIC PLAN LINKAGE

The initiative refers directly to all aspects of the HCA Strategic Plan 2019 – 2023.

AGENCY COMMENTS

Not applicable

LEGAL/FINANCIAL IMPLICATIONS

On April 12, 2019, flowing from the release of the Province of Ontario's budget, the Province informed conservation authorities of a 50% reduction to provincial natural hazard transfer payments for all conservation authorities. As it relates to the Hamilton Conservation Authority, our provincial natural hazard transfer payment for 2019/2020 has been reduced by approximately \$85,000 to \$89,995.61. This will have an impact on our budget that will be covered and absorbed through measures such as redirection of programs, reduction in casual staff and utilizing the Watershed Planning & Engineering reserve, etc. Looking to the future, this combined with the levy requirements for core and non-core programs may have a moderate to high impact on the range of programs that the HCA can provide. The full impacts of this is dependent on the final direction of the changes to the Conservation Authorities Act and associated regulation and most importantly, what our partner municipalities agree to fund through a levy for non-core programs.

CONCLUSIONS

Staff continue to review this issue and are working with Conservation Ontario in this regard. Conservation Ontario is soliciting input from member conservation authorities to formulate a collective submission to the environmental postings. Staff recommend to the Board of Directors that staff be directed to develop and submit a Hamilton Conservation Authority specific submission to the ERO Postings 013-5018 and 013-4992 based on staff review and in consultation with Conservation Ontario.

Environmental Registry of Ontario

Modernizing conservation authority operations - Conservation Authorities Act

ERO number 013-5018

Notice type Act

Act Conservation Authorities Act, R.S.O. 1990

Posted by Ministry of the Environment, Conservation and Parks

Proposal posted April 5, 2019

Comment period April 5, 2019 - May 20, 2019 (45 days)

Proposal details

Conservation Authorities Act

The [Conservation Authorities Act](#), an Act introduced in 1946, enables programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. Under the Act, 36 conservation authorities were created at the request of municipalities. They are governed by municipally appointed representatives to deliver local resource management programs at a watershed scale for both provincial and municipal interests.

The initial focus of conservation authorities was to prevent flooding, erosion, drought, and deforestation through improved land, water and forestry management practices. As extreme weather, particularly heavy rains and flooding becomes more frequent due to climate change, the core frontline role that conservation authorities play in our communities is becoming increasingly important. Since the 1940s when the Act was established, the programs and services delivered by conservation authorities have expanded. Conservation authorities are the second largest landowners in Ontario, next to the Province; collectively they own and manage 146,000 hectares of land in Ontario.

Summary of proposed changes

We are proposing to make amendments to the [Conservation Authorities Act](#), an Act introduced in 1946 that would, if passed:

- clearly define the core mandatory programs and services provided by conservation authorities to be, natural hazard protection and management, conservation and management of conservation authority lands, drinking water source protection (as prescribed under the [Clean Water Act](#)), and protection of the Lake Simcoe watershed (as prescribed under the [Lake Simcoe Protection Act](#))
- increase transparency in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services. Update the [Conservation Authorities Act](#) an Act introduced in 1946, to conform with modern transparency standards by ensuring that municipalities and conservation authorities review levies for non-core programs after a certain period of time (e.g., 4 to 8 years)

- establish a transition period (e.g. 18 to 24 months) and process for conservation authorities and municipalities to enter into agreements for the delivery of non-mandatory programs and services and meet these transparency standards
- enable the Minister to appoint an investigator to investigate or undertake an audit and report on a conservation authority
- clarify that the duty of conservation authority board members is to act in the best interest of the conservation authority, similar to not-for profit organizations.

We are also proposing to proclaim un-proclaimed provisions of the [Conservation Authorities Act](#) related to:

- fees for programs and services
- transparency and accountability
- approval of projects with provincial grants
- recovery of capital costs and operating expenses from municipalities (municipal levies)
- regulation of areas over which conservation authorities have jurisdiction (e.g., development permitting)
- enforcement and offences
- additional regulations.

The Ministry of Natural Resources and Forestry is consulting on a proposal to streamline and focus conservation authorities development permitting and role in municipal plan review. For more information, visit Environmental Registry [013-4992](#).

In the spring 2019, we will also develop and consult on a suite of regulatory and policy proposals to support the proposed amendments to and proclamation of un-proclaimed provisions of the [Conservation Authorities Act](#).

Purpose of Act

As extreme weather events increasingly threaten our homes, businesses and infrastructure, conservation authorities play a key frontline role in helping Ontario families and businesses prepare for the cost and impact of climate change in their communities.

Conservation authorities also play an important role in Ontario's land use planning and environmental protection process. They not only help protect people and property from extreme weather, such as flooding and other natural hazards, but they also are essential to protecting sources of drinking water and conserving our province's natural resources.

It is important that conservation authorities refocus on delivering their core mandate.

To support this, the government is consulting with stakeholders and the public on how conservation authorities can improve delivery of their core programs and services, as outlined in our [made-in-Ontario Environment Plan](#).

Environmental Registry of Ontario

Focusing conservation authority development permits on the protection of people and property

ERO number 013-4992

Notice type Regulation

Act Conservation Authorities Act, R.S.O. 1990

Posted by Ministry of Natural Resources and Forestry

Proposal posted April 5, 2019

Comment period April 5, 2019 - May 21, 2019 (46 days)

Description of the Regulation

Prohibited activities set out in Section 28 of the *Conservation Authorities Act* as amended by Schedule 4 of the *Building Better Communities and Conserving Watersheds Act*, 2017 include:

- Development in areas related to natural hazards such as floodplains, shorelines, wetlands and hazardous lands (i.e. lands that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock); and
- Interference with or alterations to a watercourse or wetland.

The Ministry is proposing to create a regulation further defining the ability of a conservation authority to regulate prohibited development and other activities for impacts to the control of flooding and other natural hazards.

This regulation would replace *Ontario Regulation 97/04* which governs the content of conservation authority regulations under the current Section 28(1) of the Act, as well as all existing conservation authority regulations (*O.Reg. 42/06*, *O.Reg. 146-148*, *O.Reg. 150-153*, *O.Reg. 155-172*, *O.Reg. 174-182*, and *O.Reg. 319/09*).

Consolidating and harmonizing the existing 36 individual conservation authority-approved regulations into 1 Minister of Natural Resources and Forestry approved regulation will help to ensure consistency in requirements across all conservation authorities while still allowing for local flexibility based on differences in risks posed by flooding and other natural hazards.

For the purposes of this regulation the Ministry is also proposing to:

- Update definitions for key regulatory terms to better align with other provincial policy, including: “wetland”, “watercourse” and “pollution”;
- Defining undefined terms including: “interference” and “conservation of land” as consistent with the natural hazard management intent of the regulation;
- Reduce regulatory restrictions between 30m and 120m of a wetland and where a hydrological connection has been severed;
- Exempt low-risk development activities from requiring a permit including certain alterations and repairs to existing municipal drains subject to the *Drainage*

Act provided they are undertaken in accordance with the *Drainage Act* and *Conservation Authorities Act* Protocol;

- Allow conservation authorities to further exempt low-risk development activities from requiring a permit provided in accordance with conservation authority policies;
- Require conservation authorities to develop, consult on, make publicly available and periodically review internal policies that guide permitting decisions;
- Require conservation authorities to notify the public of changes to mapped regulated areas such as floodplains or wetland boundaries; and
- Require conservation authorities to establish, monitor and report on service delivery standards including requirements and timelines for determination of complete applications and timelines for permit decisions.

These regulations are a critical component of Ontario's approach to reducing risks posed by flooding and other natural hazards and strengthening Ontario's resiliency to extreme weather events.

Ensuring conservation authority permitting decisions focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards is part of the government's [Made-in-Ontario Environment Plan](#) to help communities and families prepare and respond to climate change. The proposed changes will also provide the business sector with a clear and consistent regulatory environment in which to operate and will help to make approval processes faster, more predictable and less costly.

As more extreme weather events occur that threaten our homes, businesses and infrastructure, it's important to ensure conservation authorities deliver on their core mandate for protecting people and property from flooding and other natural hazards. Improving the efficiency and effectiveness of these regulations is critical component of this government's strategy for strengthening Ontario's resiliency to extreme weather events.

Once established, the province is also proposing to bring into force un-proclaimed sections of the *Conservation Authorities Act* associated with conservation authority permitting decisions and regulatory enforcement.

The Ministry of the Environment, Conservation and Parks is consulting on a proposal to ensure that conservation authorities focus and deliver on their core mandate, and to improve the governance of conservation authorities. For more information, visit Environmental Registry notice [013-5018](#).

Public consultation opportunity

Written comments and other feedback related to this posting can be sent directly to the Ministry of Natural Resources and Forestry via email to mnrwaterpolicy@ontario.ca

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: April 17, 2019

RE: Proposal for Permanent October 1 Commencement of
Rothsay's Annual Discharge Season

STAFF RECOMMENDATION

THAT the HCA staff recommends to the Board of Directors:

THAT, provided the wastewater to be discharged to Christie Reservoir complies with all standards identified in Rothsay's Environmental Compliance Approval (ECA) for wastewater works issued by the Ministry of Environment, Conservation and Parks (MECP), the Hamilton Conservation Authority approve a change to the earliest allowable discharge date to October 1 for the Rothsay Annual Discharge Season, commencing October 1, 2019; and,

THAT all regular testing of wastewater, and associated reporting of results, continue by Rothsay; and,

THAT HCA staff work with Rothsay regarding a monitoring program (by HCA) as it relates to the continued review of downstream water quality, 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 MECP staff.

BACKGROUND

The Rothsay Dundas Plant is a meat rendering facility that renders raw meat material from meat processing plants, farms, grocery stores, and restaurants and converts this into products including animal feeds, cosmetics, detergents and other products. As part of the rendering process and operation of the facility, wastewater is produced and treated on-site. The Environmental Compliance Approval (ECA) for Rothsay issued by the Ministry of Environment, Conservation and Parks allows for discharge of the treated wastewater. The discharge is released into a pond located on Rothsay property before being released into a wetland that flows into a watercourse on HCA lands (former Pond 4) and Christie Lake Conservation Area. The approved discharge period is November 1 to March 31. The discharge period is as detailed in the ECA and any variations to the specific dates must be approved by the HCA as per conditions specified in the ECA.

Requests for early and extended discharges were made by Rothsay and approved by the HCA Board of Directors in 2011 and 2013, subject to requirements for monitoring the wastewater at locations on HCA lands, to be determined by HCA staff. Following the early discharge in 2013, water quality monitoring based on an approved plan was undertaken downstream of the discharge point, at the expense of Rothsay. This monitoring program took place over a 5-year period and ceased in April 2019. Although, the results in this monitoring report indicate that Rothsay's discharge may be having an impact on downstream water quality, it is inconclusive if the observed increase in Total Phosphorous (TP) and Dissolved Organic Carbon (DOC) during the discharge period were from Rothsay effluent and/or seasonal wetland patterns. Funds were still available within this program to continue with an Adaptive Monitoring Plan (AMP) in order to determine if the Rothsay effluent is the cause of increased concentrations observed downstream during the effluent discharge period.

The results of the AMP have indicated that although concentrations of TP and DOC are elevated during the discharge season, they are either not influenced by Rothsays effluent or concentrations are low enough that there are no adverse ecological effects in the receiving waterbodies downstream.

Rothsay has submitted a request for an October 1 commencement of the annual discharge season. The estimated discharge season would be October 1 to December 31. The request is being made to facilitate efficiencies in the operation of the rendering and wastewater management facilities; to avoid operation in cold weather and winter months.

STAFF COMMENT

As noted, similar requests have been made to the HCA in the past and approved. The HCA has undertaken monitoring downstream of the discharge point over the past 5-years and this work has been undertaken at Rothsay's expense. The results from this monitoring program and the AMP have been reviewed and reported on by an outside

consultant and indicate that effluent from Rothsay does not have a negative impact on water quality downstream during the discharge period. Similar TP concentrations at the wetland inside and outside of the discharge window in conjunction with statistically significantly lower TP concentrations in the effluent compared to wetland and the reference site indicate that TP concentrations at the wetland site are not influenced by effluent from the Rothsay Rendering plant. The minor, but consistent increases in DOC from the Rothsay Rendering Plant are not expected to produce measurable negative impacts to the downstream receiving environment or aquatic biology.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2023:

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Communicate both internally and externally about what HCA does and why
- **Strategic Priority Area – Water Management**
 - Invest in programs to address the impacts of nutrient and sediment loading on watershed streams, creeks, rivers and receiving water bodies
 - Invest in our monitoring programs and networks to support our ability to track the impacts of climate change and changes in our environment, and inform our adaptation strategies

AGENCY COMMENTS

Not applicable

LEGAL/FINANCIAL IMPLICATIONS

Not applicable

CONCLUSIONS

HCA staff support the approval of an annual change to the earliest allowable discharge date of October 1 for the Rothsay Annual Discharge Season. It has been demonstrated through the monitoring work that the early release will not impact the aquatic environment or water quality in an adverse way. HCA staff will work with Rothsay to continue the partnership relating to this work to maintain monitoring of downstream water quality.

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: April 23, 2019

RE: Current Watershed Conditions as of April 23, 2019

CURRENT WATERSHED CONDITIONS – April 23, 2019

Current Water Levels in Major Area Watercourses

Water levels and flows are elevated in Spencer Creek and there are public safety concerns associated with the elevated water levels, faster moving water, and slippery banks. Also, localized watercourse flooding of low-lying areas that typically flood during higher water levels may be occurring, particularly in Upper Spencer Creek areas. However, no significant watercourse flooding has been reported, observed, or expected. These watercourse conditions are the remnant effects of saturated soils and rain runoff. There is an active Watershed Conditions Statement Water Safety message communicating these concerns to the City and public. HCA engineering staff continue to closely monitor conditions.

Water levels and flows are currently near baseflows to slightly elevated in Ancaster Creek at Wilson Street, Redhill Creek at Barton Street, and Stoney Creek at Queenston Road, with no concerns regarding watercourse flooding or significant public safety.

Current Lake Ontario Water Levels

Currently, Lake Ontario is about 35 cm above average water levels for this time of year. The Lake Ontario mean daily water level is currently approximately 75.25 m IGLD85.

Current Storages in HCA Reservoirs

Based on current reservoir levels at Christie Lake Dam (approximately 766.5 ft), the reservoir is presently above the typical winter operating level range (765 to 766 ft), and is

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

Based on current reservoir levels at Valens Dam (275.47 m), the reservoir is presently above the typical winter operating level range (274.15 - 274.30 m), and is at its preferred maximum (summer) storage capacity (corresponding to a water level of 275.5 m).

Reservoir levels are elevated as a result of storage of runoff from the recent rain, however reservoir levels are expected to decline to typical winter operating levels over the coming days.

Current Soil Conditions

Soil moisture in the surface and root-zone soils are expected to be moist, and fully unfrozen.

RECENT STORM EVENTS

During the period of mid-March to now, there were no significant watercourse flooding or Lake Ontario Shoreline erosion / flooding events. However, four storm events warranted issuing flood messages and close monitoring of conditions.

Watercourse Flooding

March 14th - Currently

Melting of the remaining snowpack occurred during the period between March 13th to 15th. In addition, a total of approximately 10 mm of rain was received across the watershed on March 14th to 15th.

This snowmelt resulted in public safety concerns due to the elevated water levels, faster moving water, unsafe ice, and slippery banks, with the maximum water levels occurring on March 15th and 16th. In addition, there was also observed localized flooding of low-lying areas that typically flood during higher water levels, including natural floodplain, portions of farmed fields, and wooded areas (particularly in Upper and Middle Spencer Creek).

However, there were no reports, observations, or expectations, of widespread or significant localized watercourse flooding.

Throughout this snowmelt event, Lower Spencer Creek flows and flow durations were typical for annual spring freshet events.

During the storm, the Christie Lake Dam discharge was reduced to increase flood storage and decrease flows and water levels downstream. Prior, during, and after this storm event, HCA engineering staff closely monitored conditions, undertook site monitoring (on March 15th at or near the peak water levels and flows that occurred during the event), and issued the following messages to communicate the potential watercourse flooding conditions to the City and public:

- Watershed Conditions Statement (Water Safety) on March 12th
- Flood Watch on March 15th
- Watershed Conditions Statement (Water Safety) on March 18th

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

The currently elevated water levels and flows in Spencer Creek are expected to continue to decline towards typical levels over the coming days.

There is currently one significant rainfall event (+20 mm in a day) anticipated for the watershed over the next 2 weeks (April 29th).

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 above seasonal average values through the spring unless exceedingly dry conditions return.

SYNOPSIS

As of April 23, 2019, HCA engineering staff continue to closely monitor watercourse conditions with regards to the ongoing elevated water levels and public safety concerns in Spencer Creek, but there are no significant responses required concerning significant watercourse flooding, Lake Ontario shoreline erosion / flooding, or watershed drought.



Upcoming 2019 HCA & Partner Events

Doors Open

May 5, 12:30 – 4:00 pm

Westfield Heritage Village

1049 Kirkwall Road, Rockton, ON L0R 1X0

If you have never been to Westfield Heritage Village here is your chance to check it out and see what all the excitement is about. Free admission today as part of the City of Hamilton's Doors Open. For more information visit www.westfieldheritage.ca

Victoria Day Camping

May 17 - 20

Valens Lake Conservation Area

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

Reserve your campsite to avoid missing out on this busy weekend. For more information, please call Valens Lake at 905-525-2183 or email valens@conservationhamilton.ca

Victoria Day

May 20, 12:30 – 4:00 pm

Westfield Heritage Village

1049 Kirkwall Road, Rockton, ON L0R 1X0

Explore the village and discover what life was like in Victorian Canada. Visit the many historical buildings with volunteers in period clothing and enjoy a hike on the trails. The General Store and the Gift Shop have sweet treats and unique gifts. For more information visit www.westfieldheritage.ca

Sulphur Springs Trail Race

May 25

Dundas Valley Conservation Area

Christie Antique & Vintage Show**May 25, 8:00am - 5:00pm****Christie Lake Conservation Area****1000 Highway 5 West, Dundas, Ontario, L9H 5E2**

Canada's favourite antique & vintage show with hundreds of dealers and almost 10 acres of treasures to be discovered. Here you'll find china, jewellery, golf items, tins, scientific instruments, folk art, postcards, native artifacts, Canadiana, fine art, nostalgia items, furniture and much, MUCH more! Food vendors on site for a snack or meal. Rain or shine. Admission fee applies. For more information visit www.christieshow.ca

Opening Weekend**June 8 & 9, 11:00am to 8:00pm****Wild Waterworks****680 Van Wagners Beach Road, Hamilton, ON L8E 3L8**

What better way than to start your summer than a day at Wild Waterworks?! Splash around and enjoy a day filled with fun in the sun! Make sure to visit for your chance to win 1 of 2 Family Season Passes for 2019! Bring a canned good and receive \$3.00 off regular admission. Not valid with sundown admission or other discounts. For more information, visit www.wild-waterworks.com, phone 905-547-6141 or email wildww@conservationhamilton.ca