



Board of Directors Meeting Agenda

Thursday, October 3, 2019



Board of Directors Meeting

Thursday, October 3, 2019 at 7:00 p.m.

HCA Main Office, 838 Mineral Springs Road, Ancaster, Ontario

- 1. Call to Order** – Ferguson
- 2. Declarations of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Delegations**
- 5. Consent Items for Applications, Minutes and Correspondence**
 - 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
 - 5.2. Approval of Board of Directors Minutes – September 5, 2019
 - 5.3. Approved August 22, 2019 Budget & Administration Committee Minutes – for receipt only
- 6. Member Briefing**
 - 6.1. Source Water Protection – Bob Edmondson
 - 6.2. Insurance Policy Review – Glenn Sheppard
- 7. Business Arising from the Minutes**
- 8. Other Correspondence**
 - 8.1. Provincial Direction and Response Regarding Core Programming
 - a. September 19, 2019 email from Conservation Ontario to all Conservation Authorities, regarding Minister of Environment, Conservation and Parks pre-consultation with Conservation Authorities
 - b. September 13, 2019 email response from Ted Arnott, MPP, Wellington-Halton Hills, to Hon. Jeff Yurek, Minister of Environment, Conservation and

Parks regarding HCA Board of Directors letter to the Minister, dated September 5, 2019

- c. September 5, 2019 letter from the Hamilton Conservation Authority Board of Directors in response to letter from the Minister of the Environment, Conservation and Parks, dated August 16th, 2019
- d. August 16, 2019 letter from the Minister of the Environment, Conservation and Parks regarding the More Homes, More Choice Act, 2019

9. Reports from Budget & Administration Committee, Conservation Advisory Board, and the Foundation

9.1. Budget and Administration Committee – September 19, 2019 – Moccio
(Recommendations)

- a. BA 1928 – HCA Purchasing and Contracts Policy and Procedures
- b. BA 1929 – 2020 Capital Budget

9.2. Foundation Chairman's Remarks

– Margaret Reid

10. Other Staff Reports/Memorandums

- 10.1. Current Watershed Conditions as of September 23, 2019 – Peck
- 10.2. Upcoming HCA and Partner Events – Costie

11. New Business

12. In-Camera Items for Matters of Law, Personnel and Property

13. Next Meeting – Thursday, November 7, 2019 at 7:00 p.m.

14. Adjournment

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: September 23, 2019

RE: Summary Enforcement Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
Regulation 161/06 Applications for October 3, 2019

HCA Regulation applications approved by staff between the dates of August 24, 2019 and September 23, 2019 are summarized in the following Summary Enforcement Report (SER-7/19).

RECOMMENDATION

THAT the Board of Directors receive this Summary Enforcement Report SER-7/19 as information.

HAMILTON REGION CONSERVATION AUTHORITY

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

September 23, 2019

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, October 03, 2019

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

SUMMARY ENFORCEMENT REPORT SER 7/19

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
F/F,C,A/19/51	02-Jul-19	27-Aug-19	36		24m E of 7434 Gore Rd Lot 33, Concession 10 Flamborough	Emergency replacement of a road culvert (FLA-619) and installation of a new driveway entrance culvert in a regulated area of Fletcher Creek and the Fletcher Creek Swamp Provincially Significant Wetland.	Approved subject to standard conditions
D/C/19/67	21-Aug-19	27-Aug-19	7		62 Bertram Dr Lot 55, Concession 1 Dundas	Demolition of part of a shed in a regulated area of Lower Spencer Creek.	Approved subject to standard conditions
F/F,C,A/19/70	20-Aug-19	04-Sep-19	15		771 Safari Rd Lot 8, Concession 7 Flamborough	Removal of an existing buried roadside culvert and restoration of a ditch in a regulated area of Flamborough Creek and the Hayesland-Christie Provincially Significant Wetland.	Approved subject to standard conditions
P/F,C/19/64	12-Aug-19	09-Sep-19	11		7373 1st Con Rd Lot 34, Concession Gore Puslinch	Installation of an in-ground pool and removal of a driveway extension and associated fill and grading in a regulated area of Fletcher Creek Swamp Provincially Significant Wetland and Fletcher Creek.	Approved subject to standard conditions
SC/F/19/65	19-Aug-19	09-Sep-19	22		10 Lorado Dr Lot 4, Concession 2, 3 Stoney Creek	Excavation of a pond and creation of a berm with excavated material in a regulated area of Stoney Creek Watercourse No. 12.	Approved subject to standard conditions

HAMILTON REGION CONSERVATION AUTHORITY
 DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES APPLICATIONS
 September 23, 2019

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, October 03, 2019
 The proposed works are subject to Ontario Regulation 161/06, and in particular Section 2, Subsection (1).

SUMMARY ENFORCEMENT REPORT SER 7/19

H/C/19/73V	06-Sep-19	10-Sep-19	13		1290 Stone Church Rd E Lot 3, Concession 8 Hamilton	Installation of nine portable self-storage units erected on concrete piers within a regulated area of Hannon Creek.	Permit issued to resolve an outstanding violation.
H/F,C/19/71	29-Aug-19	12-Sep-19	16		700 Woodward Ave Lot 29, 30, Concession BF Hamilton	Completion of construction of a new Electrical Power Centre, expansion of an existing dewatering building and upgrades to the existing electrical and chlorination systems as part of Phase II upgrades to the Woodward Wastewater Treatment Plant in a regulated area of Redhill Creek.	Approved subject to standard conditions
A/F/19/74V	09-Sep-19	13-Sep-19	10		1261 Mohawk Rd W Lot 54, Concession 2 Ancaster	Grading works associated with the development of residential Lots 1, 2 & 3 within the Stella Subdivision (formerly Ralphana Homes Subdivision), file 25T-201106, in a regulated area of Chedoke Creek and a locally significant wetland.	Permit issued to resolve an outstanding violation.
F/F,C,A/19/75	09-Sep-19	13-Sep-19	5		Pt Lt 1, Cons 1 and 2, in the Right-of-Way in front of 279 Hwy 8 Lot 1, Concession 1, 2 Flamborough	Like-for-like replacement of an existing road culvert (FLA-2616) in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions

HAMILTON REGION CONSERVATION AUTHORITY
DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES APPLICATIONS
September 23, 2019
Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, October 03, 2019
The proposed works are subject to Ontario Regulation 161/06, and in particular Section 2, Subsection (1).

SUMMARY ENFORCEMENT REPORT SER 7/19

F/F,C,A/18/40V	31-Jul-19	17-Sep-19	59		Pt Lt 8, Con 4, 619 Centre Rd Lot 8, Concession 4 Flamborough	Realignment of Borer’s Creek involving the removal of the existing 900 mm diam. CSP and the installation of a new 6000 x 1800 mm box culvert (sized to accommodate eco-passage) measuring 57.1 m in length under Centre Road; the decommissioning of the temporary stormwater management pond and the construction of a new permanent stormwater management facility; the placement of engineered fill, and servicing and grading activities associated with the development of the Place Phase 2 subdivision 25T-201003, located within a regulated area of Borer’s Creek and the Logies Creek Parkside Drive Provincially Significant Wetland.	Permit issued to resolve an outstanding violation.

The Chair indicated a correction to the agenda. Item 8.1 under Other Correspondence was incorrectly labelled as 5.4 in the agenda package.

BD12,2670

MOVED BY: Santina Moccio

SECONDED BY: Jim Cimba

THAT the agenda be approved as amended.

CARRIED

4. Delegations

There were none.

5. Consent Items for Applications, Minutes, and Correspondence

5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses

5.2. Approval of Board of Directors Minutes – June 6, 2019

The Chair indicated a correction to the minutes was required to note Esther Pauls as present at the meeting.

BD12,2671

MOVED BY: Susan Fielding

SECONDED BY: Cynthia Janzen

THAT the minutes be amended to add Esther Pauls as in attendance.

CARRIED

5.3. Approved April 18, 2019 Budget and Administration Committee Minutes and Approved June 13, 2019 Conservation Advisory Board Minutes – for receipt only

BD12,2672

MOVED BY: Jim Cimba

SECONDED BY: Maria Topalovic

THAT the Consent Agenda be approved, as amended.

CARRIED

6. Member Briefing

6.1. Hamilton Conservation Foundation

Margaret Reid provided an overview of the Foundation's structure, governance and objectives. She highlighted their role in raising and stewarding funds for conservation projects and the environmental education program for HCA. Margaret further highlighted the benefits of the education program for its students.

The Foundation raises between \$500,000.00 to \$1,000,000.00 annually, on average. Since 2014, they have raised \$3.4 million and invested \$3.5 million into the work of the Conservation Authority.

Margaret noted that future work will focus on education, acquiring and protecting sensitive lands and ongoing maintenance of existing lands.

The members inquired about various mechanisms for making donations and discussed how they may help to engage new donors. On behalf of the Board, the Chair thanked the Foundation for their great work.

BD12,2673

**MOVED BY: Santina Moccio
SECONDED BY: Esther Pauls**

**THAT the presentation from the Hamilton Conservation
Foundation be received as information**

CARRIED

6.2. FOTEK Cheque Presentation

Margaret Reid, as the Chair of the Friends of the Eramosa Karst (FOTEK), accompanied by Brad Gautreau and Doug Dunford, two founding members of the organization, presented a cheque for \$60,000.00 to HCA. To-date, FOTEK has donated over \$200,000.00 to HCA, as well as numerous volunteer hours. Their efforts have resulted in a number of restoration projects within the Eramosa Karst Conservation Area. FOTEK will be consulting with staff regarding their focus for the next two years.

Margaret also thanked Heritage Green Community Trust and the City of Hamilton for their donations contributing to the protection of the feeder lands to the Karst.

On behalf of the Board and staff, Lisa Burnside thanked FOTEK for their work and the funds donated.

7. Business Arising from the Minutes

There was none.

8. Other Correspondence

8.1. August 16, 2019 letter from the Minister of the Environment, Conservation and Parks re. the More Homes, More Choice Act, 2019 and Conservation Ontario Media Release response, dated August 19, 2019

The letter was reviewed. A lack of clarity in the direction was discussed, as details for defining non-core activities, and any new or revised regulations, have not yet been released. It was noted the letter also does not address agreements that can be made with municipalities. HCA currently has four agreements with the City of Hamilton.

The Chairman provided a draft response letter and requested endorsement from the Board to send the letter. The members discussed fine points of the letter but all agreed the letter conveyed that HCA's Conservation Areas provide numerous benefits to the community and are self-sustaining through collection of user fees, and additionally that the Conservation Areas generate revenues that contribute to support of our core mandate programs.

BD12,2674

MOVED BY: Jim Cimba

SECONDED BY: Tom Jackson

THAT the Chair be authorized to send the letter as is, with the addition of copying the Mayor for the Township of Puslinch and Ted Arnott, MPP for Wellington-Halton Hills.

CARRIED

9. Reports from Budget & Administration Committee, Conservation Advisory Board, and the Foundation

9.1. Conservation Advisory Board – June 13 & August 8, 2019

Resolution Number from Conservation Advisory Board Minutes - CA1922 - Cootes to Escarpment Update and Management Plan Report.

BD12,2675

MOVED BY: Maria Topalovic

SECONDED BY: Jim Cimba

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

THAT the “Borer’s Falls-Rock Chapel Management Plan” and “Cootes Paradise Management Plan” be endorsed, and further;

THAT Hamilton Conservation staff be directed to work with the Cootes to Escarpment EcoPark System partners to implement the objectives of these plans.

CARRIED

9.2. Budget and Administration Committee – August 22, 2019

Resolution Number from Budget & Administration Committee Minutes - BA1923 - Governance Review

BD12,2676

MOVED BY: Santina Moccio

SECONDED BY: Jim Cimba

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

THAT the Board of Directors Administrative By-Law approved, September 6, 2018, be amended with the revisions noted in the attached draft, subject to and including any further revisions as noted during the August 22, 2019 meeting.

CARRIED

Resolution Number from Budget & Administration Committee Minutes - BA1927 – Budget & Administration Committee Vacancy

BD12,2677

MOVED BY: Santina Moccio

SECONDED BY: Tom Jackson

THAT Maria Topalovic be added to the membership of the Budget and Administration Committee for 2019.

CARRIED

9.3. Foundation Chairman's Report

Donations

HCF received a total of **\$248,610** in donations between June 1 and August 31. They break down as follows:

- \$100,000 for the Canal Park platform from the Hamilton Future Fund
- \$100,000 for the Dofasco 2000 Boardwalk Renovation from ArcelorMittal Dofasco
- \$23,370 for the Dundas Valley CA Trails Fund. This included proceeds from the Ancaster Rotary Club A.M.'s annual Autumn Stroll, taking place this weekend in Dundas Valley
- \$17,733 for Outdoor Environmental Education
- \$3,150 for Tribute Benches
- \$3,116 for the Fifty Point CA Fund
- \$3,047 for the Valens Lake CA Fund
- \$1,975 for the Area of Greatest Need Fund
- The remaining \$3,144 came in donations for Westfield Heritage Village, the Christie Lake CA Fund, the Land Securement Fund and our Tribute Tree Fund.
- This brings our total for the current fiscal year (Dec 2018 to Aug 31) to **\$410,295**

Events

A number of events are planned for the Fall including:

- Friends of Eramosa Karst (FOTEK) Planting Saturday, September 21, 9:30am
- Viewing Platform Ribbon Cutting/Concert in the Park: Sunday, September 29, 2-4pm – Canal Park
- Green Carpet Fundraising Event: Wednesday, November 13, 7:00pm – Westdale Theatre

BD12,2678

**MOVED BY: Santina Moccio
SECONDED BY: Esther Pauls**

**THAT the Foundation Chairman's Report be received as
information**

CARRIED

10. Other Staff Reports/Memorandums

10.1. Designation of Provincial Offences Officers

Gord Costie presented a summary of the report, outlining the purpose and process for select HCA staff to be designated as Provincial Offences Officers. He advised that Conservation Area Assistant Managers, Lindsey Darling and Stacey McConnell, have met the criteria required for the designation to enforce Section 29 of the Conservation Authorities Act.

BD12,2679

**MOVED BY: Susan Fielding
SECONDED BY: Maria Topalovic**

THAT the HCA Board of Directors endorse the designation of Conservation Area Assistant Managers, Lindsey Darling and Stacey McConnell, as Provincial Offences Officers to enforce Section 29 of the Conservation Authorities Act.

CARRIED

10.2. Client Service Standards

Mike Stone presented the report, providing the background for the initiative as stemming from a Conservation Ontario effort to work collaboratively with the Province to achieve its objectives with regard to streamlining regulatory processes. HCA was largely meeting these standards prior to development of the document, with some minor adjustments having been made since. The document now formalizes our commitment to these standards. The members reviewed and discussed the document with staff. It was suggested the response time be changed to reflect current practice and for clarity.

BD12,2680

**MOVED BY: Jim Cimba
SECONDED BY: Maria Topalovic**

THAT the Hamilton Conservation Authority Client Service Standard Commitment, dated August 7, 2019, be amended to change the response time language to one business day, rather than within 24 to 48 hours.

CARRIED

BD12,2681

**MOVED BY: Jim Cimba
SECONDED BY: Susan Fielding**

THAT the Hamilton Conservation Authority Client Service Standard Commitment, dated August 7, 2019, be approved, as amended.

CARRIED

10.3. Request for Quotation Christie Dam Lead Paint and Corrosion Removal

Jonathan Bastien presented the report, including a background of the process whereby the proposed work was identified. The details of the tendering process were presented. Staff advised they are recommending the second lowest bid be awarded the contract due to the level of detail included in the proposal to address specific challenges of the site and the project. Staff advised that both the lowest and second lowest bidders were re-contacted following the tender submission to ensure the scope of work was fully understood.

BD12,2682

**MOVED BY: Tom Jackson
SECONDED BY: Jim Cimba**

THAT the quotation for the Christie Dam Lead Paint and Corrosion Removal Project submitted by Beton Infrastructure-Construction-Restoration be accepted at a cost not to exceed \$118,200.00, excluding HST.

CARRIED

10.4. Current Watershed Conditions as of August 26, 2019

Jonathan Bastien presented the report, advising that the conditions are largely the same as the last report. The Lake Ontario water level has dropped 10 cm since then, and almost 60 cm from its peak height earlier this season. The Control Board continues to actively drawdown the water levels.

BD12,2683

**MOVED BY: Esther Pauls
SECONDED BY: Santina Moccio**

THAT the memorandum entitled Current Watershed Conditions as of August 26, 2019 be received as information.

CARRIED

10.5. Upcoming HCA and Partner Events

Gord Costie presented the memorandum, highlighting that the long weekend was very busy at all Conservation Areas. He specifically recognized WWW staff for their hard work ensuring another safe and successful season. Their attendance for the season was totalled at 103,000 visitors. Gord further highlighted the BRIGHT Run and Autumn Stroll at the Dundas Valley Conservation Area, the Christie Antique and Vintage Show and Tough Mudder at Christie Lake Conservation Area, and Telling Tales at Westfield Heritage Village.

BD12,2684

**MOVED BY: Santina Moccio
SECONDED BY: Esther Pauls**

THAT the memorandum entitled Upcoming HCA and Partner Events be received as information.

CARRIED

11.New Business

There was none.

12.In-Camera Items for Matters of Law, Personnel and Property

BD12,2685

**MOVED BY: Tom Jackson
SECONDED BY: Cynthia Janzen**

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

CARRIED

12.1. Confidential Memorandum – BD/Sep 01-2019

Lisa Burnside presented the memorandum regarding a property matter and answered the members' questions.

BD12,2686

**MOVED BY: Jim Cimba
SECONDED BY: Susan Fielding**

THAT the confidential memorandum entitled BD/Sep 01-2019 be received as information and remain in camera.

CARRIED

12.2. Confidential Verbal Update – BD/Sep 02-2019

Lisa Burnside provided a verbal update regarding a legal matter and answered the members' questions.

BD12,2687

MOVED BY: Tom Jackson

SECONDED BY: Maria Topalovic

THAT the confidential verbal updated entitled BD/Sep 02-2019 be received as information and remain in camera.

CARRIED

BD12,2688

MOVED BY: Maria Topalovic

SECONDED BY: Cynthia Janzen

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

CARRIED

13. Next Meeting – Thursday, October 3, 2019

14. Adjournment

On motion, the meeting adjourned.

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

August 22, 2019

Minutes of the Budget & Administration Committee meeting held on Thursday, August 22, 2019 at Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario, at 7:00 p.m.

Present: Santina Moccio, in the Chair
Dan Bowman
Jim Cimba
Lloyd Ferguson

Regrets: None

Staff Present: Lisa Burnside, Matt Hall, Neil McDougall and Jaime Tellier

Others Present: None

1. Chairman's Remarks

Santina Moccio welcomed members and staff.

2. Declarations of Conflicts of Interest

There were none.

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda. The chair advised she would add two items under New Business, meeting times and vacancy on the Committee.

BA1917**MOVED BY: Dan Bowman
SECONDED BY: Jim Cimba****THAT the August 22, 2019 Budget & Administration
Committee meeting agenda be approved, as amended.****CARRIED****4. Chairman's Report on Board of Directors Actions**

The Chair advised the committee that all recommendations from the April 18, 2019 meeting were approved by the Board of Directors, including the 2018 Report by the Auditors, 2020 Casual/Seasonal Wage Grids, and Records Management Policy and Draft Records Retention Schedule.

5. Delegations

There were none.

6. Minutes of Previous Meeting (April 18, 2019)**BA1918****MOVED BY: Jim Cimba
SECONDED BY: Lloyd Ferguson****THAT the minutes of the Budget & Administration
Committee meeting held on April 18, 2018 be approved
as written.****CARRIED****7. Business Arising from the Minutes**

There was none.

8. Correspondence Received**8.1 Letter from City of Hamilton regarding 2020 Budget Submission**

Lisa Burnside presented a summary of the letter, noting that the City of Hamilton Council approved a 2% operating budget increase for Police, Libraries and Conservation Authorities. Lisa added this increase is to offset an earlier

provincial funding cut. Lisa further commented that HCA will be limiting our budget increase to 2%.

BA1919

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

**THAT the letter from the City of Hamilton regarding the
2020 Budget Submission be received.**

CARRIED

9. Staff Reports/Memorandums

9.1 2019 – Second Quarter Financial Results - Operating

Neil McDougall presented the memorandum and answered the members' questions. Neil indicated the financials were positive and are in a good position to equal last year for total revenues. The financials will allow HCA to remain at a 2% budgetary increase. The members discussed the surplus position with staff as well as the potential to utilize the surplus funds for a Health and Safety staffing position. Staff responded such as position has been considered for the 2020 budget and is linked to an audit that is currently underway. Staff further added that the general findings and recommendations from the audit will be brought to the B&A Committee. The members also discussed other factors contributing to the surplus position, including possibly nearing capacity of our facilities due to the growing population. Staff advised the members that a parking study will also be presented to the B&A Committee in the coming months.

9.2 2019 – Second Quarter Financial Results – Capital and Major Maintenance

Neil McDougall presented a summary of the memorandum. To-date \$1.2 million has been spent in capital and maintenance work. Staff anticipate spending in the second half to be similar, possibly greater. Staff drew members' attention to the considerable work completed at the Dofasco Trail boardwalk and on the Canal Park viewing platform. The members discussed with staff, challenges and costs associated with high Lake Ontario water levels this year. Staff advised the members that the high water level has created the need for shoreline repair work. A request for repair design work has returned an estimate of \$1 million. The docks in the Fifty Point Marina were retrofitted in 2017 to accommodate the high water level at that time and were therefore not affected this year. A master plan for the Fifty Point Conservation Area is planned for in the next couple of years.

9.3 2019 – Second Quarter Vendor Report

Neil McDougall presented the final financial memorandum. He highlighted the large expenditures for the quarter as being insurance, land securement and a loan payment, followed by typical smaller expenses. It was requested that in the future, when reporting on land acquisitions, the property seller be included in the description of the transaction. The members commended staff on the report.

The Chair recommended all three related memoranda be received through one motion.

BA1920

MOVED BY: Jim Cimba

SECONDED BY: Dan Bowman

THAT the memoranda entitled 2019 Second Quarter Financial Results – Operating, 2019 Second Quarter Financial Results – Capital and Major Maintenance, and 2019 Second Quarter Vendor Report, be received.

CARRIED

9.4 Governance Review

Lisa Burnside advised that our government lawyer, David Outerbridge, was unable to attend this meeting. Lisa commented that David has been a great asset for the HCA providing his expertise pro bono. Lisa went on to present a summary of the report, highlighting that a comprehensive change to HCA's administrative by-law was completed last year. Consequently this year's review was primarily house-keeping amendments. Lisa summarized the proposed changes. The terms of directors and officers insurance were discussed. Lisa advised that Marsh LLC will be providing a member briefing on HCA's insurance to the Board of Directors in October. The members reviewed the proposed changes to Appendix 5, the guidelines for a hearing under Section 28 of the Conservation Authorities Act. It was confirmed for new members that the HCA Board of Directors is the hearing board for the purposes of these hearings. The members commended staff on their commitment to good governance, adding that the annual review ensures the by-laws are current and top of mind.

BA1921

MOVED BY: Dan Bowman

SECONDED BY: Jim Cimba

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

THAT the Board of Directors Administrative By-Law approved, September 6, 2018, be amended with the revisions noted in the attached draft, subject to and including any further revisions as noted during the August 22, 2019 meeting.

CARRIED

9.5 HCA Purchasing Policy and Procedures

Neil McDougall presented a summary of the report, highlighting the new policy and procedure document as more robust, including direction for credit cards, contracts and agreements, as well as other procurement methods. The members discussed sections of the document in detail, providing a number of recommendations, including those related to clarifying terms, processes for evaluating supplier performance, disposition of goods and credit card purchases, as well as tendering processes. The members requested a quarterly report be prepared for the B&A Committee on the disposition of surplus goods. The members also confirmed that any project over \$10,000.00 will go through a formal application process, that any projects anticipated to be over \$100,000 will be opened in public, and that any exemption from a tender report will be tabled at a regular Board meeting which would be open to the public. The members requested that the policy requiring that any purchase over \$100,000.00 must be approved by the Board of Directors, be added to the summary of approved purchasing methods table. The members also requested it be stated that there is a two person approval of all credit card purchase transactions. With regard to credit cards, the members requested staff obtain a legal opinion to understand if the policy for staff to sign off on recovering erroneous expenses from staff wages is lawful and permissible via unilateral wage deduction or garnishment and also review the assigned cards to see if the number of cards in use could be reduced.

The members highlighted the importance of oversight with regard to purchasing practices and commending staff for their work on the document to-date. Staff thanked the members for their input and committed to returning to the October meeting with responses to the requests and the revised document.

BA1922

MOVED BY: Jim Cimba

SECONDED BY: Lloyd Ferguson

THAT the report be referred back to staff to amend and revise the document and return to the Committee for final review before submission to the Board of Directors for approval.

CARRIED

9.6 Workplace Safety & Insurance Board (WSIB) January to June report for 2019

Lisa Burnside presented a summary of the memorandum. Three incidents were reported in the first 6 months of 2019, compared to ten last year. The incidents were mainly over-exertion and blisters. The members commented that it is commendable that medical aid claims have reduced from seven to one and lost time claims, from three to one. The members requested Lisa inform staff that the Board appreciates their working safely.

BA1923

**MOVED BY: Dan Bowman
SECONDED BY: Jim Cimba**

THAT the memorandum entitled Workplace Safety & Insurance Board (WSIB) January to June report for 2019 be received.

CARRIED

10. New Business

10.1 Budget and Administration Committee Meeting Times

The members discussed challenges with the current meeting time beginning at 7:00 p.m. Through the discussion it was agreed that the meeting time would be changed to 6:00 p.m. moving forward.

BA1924

**MOVED BY: Lloyd Ferguson
SECONDED BY: Jim Cimba**

THAT the meeting time for the Budget and Administration Committee be changed to 6:00 p.m.

CARRIED

10.2 Budget and Administration Committee Membership Vacancy

The Chair advised that Board Member, Maria Topalovic, has expressed interest in joining the Committee. It was added that Maria is the Chair of the Conservation Advisory Board.

BA1925

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

THAT Maria Topalovic be added to the membership of the Budget and Administration Committee for 2019.

CARRIED

11. In-Camera Items for Matters of Law, Personnel and Property

There were none.

12. NEXT MEETING

The next meeting will be scheduled for Thursday, September 19, 2019 at 6:00 p.m. at HCA Main Office, Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

13. ADJOURNMENT

On motion, the meeting adjourned.

From: Kim Gavine [mailto:KGavine@conservationontario.ca]

Sent: September 19, 2019 3:44 PM

To: CAOs

Subject: [Pre-consultation](#) Granted

Importance: High

To: CAOs

From: Kim Gavine

Re: Pre-consultation with Conservation Authorities

Over the last week, the CO office has had productive conversations with the Minister's office and I am pleased to report that the Minister has agreed to our request for pre-consultations. To start, the consultations will be one-on-one meetings between the conservation authorities and the Minister's office and MECP officials, and will then be followed up with regional consultations with municipalities and other stakeholders. It is the Minister's office intention to start these consultations as soon as possible.

I will keep you apprised as more details are worked out.

Kim Gavine

General Manager

Conservation Ontario

(905) 895-0716 ext 231



Burnside, Lisa

Subject: Re: Hamilton Conservation Authority response re Letter from Minister Yurek

From: Arnott-CO, Ted [<mailto:ted.arnottco@pc.ola.org>]

Sent: September 13, 2019 12:19 PM

To: Burnside, Lisa

Subject: RE: Hamilton Conservation Authority response re Letter from Minister Yurek

Dear Ms. Burnside,

Thank you for sending me a copy of the Hamilton Conservation Authority Board's response to the Minister of Environment, Conservation and Parks.

I have also written to the Hon. Jeff Yurek, Minister of Environment, Conservation and Parks, to bring the Board's comments to his attention. A copy of my e-mail is below for your ease of reference.

Once again, thanks for informing me of these concerns.

Sincerely

Ted Arnott, MPP
Wellington-Halton Hills
Toll Free: 1-800-265-2366
Phone: 519-787-5247

From: Arnott-CO, Ted

Sent: Friday, September 13, 2019 12:18 PM

To: 'minister.mecp@ontario.ca'

Cc: 'isa.burnside@conservationhamilton.ca'; 'jseeley@puslinch.ca'

Subject: FW: Hamilton Conservation Authority response re Letter from Minister Yurek

The Hon. Jeff Yurek
Minister of Environment, Conservation and Parks

Dear Minister,

Please find attached a copy of a letter that you may have already received from Councillor Lloyd Ferguson, Chair of the Hamilton Conservation Authority (HCA), in regard to the proposed changes to the focus on the delivery of programs and services related to the core mandate of Conservation Authorities.

Councillor Ferguson outlines that HCA has been actively participating and providing comments about the proposed changes to the Conservation Act and look forward to continuing this dialogue. He also reiterated the Board's support to working cooperatively with member municipalities to provide programs.

I would appreciate your review of Councillor Ferguson's comments and respond directly to them. Please send a copy of your reply to our Wellington-Halton Hills Provincial Riding Office.

Thank you for your consideration.

Sincerely

Ted Arnott, MPP
Wellington-Halton Hills
Toll Free: 1-800-265-2366
Phone: 519-787-5247

From: Burnside, Lisa

Sent: September 6, 2019 3:29 PM

To: Eisenberger, Fred <Fred.Eisenberger@hamilton.ca>; 'jseeley@puslinch.ca' <jseeley@puslinch.ca>; 'Kim Gavine' <KGavine@conservationontario.ca>; 'donna.skelly@pc.ola.org' <donna.skelly@pc.ola.org>; 'ted.arnott@pc.ola.ca' <ted.arnott@pc.ola.ca>; 'minister.mecp@ontario.ca' <minister.mecp@ontario.ca>

Subject: Hamilton Conservation Authority response re Letter from Minister Yurek

Dear Minister Yurek,

Attached please find a letter from the Hamilton Conservation Authority Board of Directors in response to your letter of August 16th, 2019. We would be happy to discuss any of the content with you in the coming months as we work cooperatively in developing the regulations that further define the implementation of the Conservation Authorities Act.

The letter is being shared with our watershed municipalities, select local MPPs, and Conservation Ontario.

Thank you,

Lisa Burnside CHRL
Chief Administrative Officer
Hamilton Conservation Authority
838 Mineral Springs Road PO Box 81067
Ancaster, ON L9G 4X1
Phone: (905) 525-2181 Ext 126
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A Healthy Watershed for Everyone

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A Healthy Watershed for Everyone

September 5, 2019

Honourable Jeff Yurek, MPP
Minister of Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto, ON M7A 2J3
minister.mecp@ontario.ca

Dear Minister Yurek,

The Hamilton Conservation Authority ("HCA") has received your letter dated August 16, 2019 in regard to the focus on the delivery of programs and services related to Conservation Authorities' core mandate.

HCA has been actively participating and providing comments regarding proposed changes to the Conservation Authorities Act ("the Act") through supporting the engagement of Conservation Ontario. We look forward to detailed regulations being released and the opportunity for continued engagement pursuant to your process for comment and phase-in period for any changes to the Conservation Authorities Act when Bill 108 was passed in June, 2019 (the More Homes, More Choice Act).

We also look forward to continued consultation with the Province and our municipalities regarding what constitutes mandatory and non-mandatory programs. Throughout this ongoing engagement, some non-mandatory programs may become programs of agreement with the municipalities. We are unable to wind down programs and services that provide value without consultation with the Province and our municipalities regarding what constitutes mandatory and non-mandatory programs. Once we are made aware of the detailed regulations, we will be in a better position to determine how our inventory of programs and services align with the revised Act and regulations.

We have a strong relationship with the City of Hamilton, which is our major funder. Through this relationship we will be working through the process of change. As we understand it, the changes to the Act have specified that Conservation Authorities may have municipal program and service agreements between a Conservation Authority and an individual municipality for any non-mandatory programs. We will continue to work collaboratively with our municipal partners to identify those programs of value, which will be continued for our participating municipalities and our environmental mandate to ensure a healthy watershed.

HCA owns over 11,000 acres of land, which is approximately 10% of the land in its watershed and provides significant green space, recreation opportunities and protection of environmentally sensitive areas. Our watershed is located within the west end of the Greater Toronto and Hamilton area, home to a growing population of over 6 million people who are seeking access to natural and recreational areas. HCA had 1 million visitors to its areas in

2018 who enjoyed multi use trails, camping, recreational lakes and marina boat slips and we employed approximately 250 seasonal workers, mainly students and youth.

Our Conservation Areas provide high quality, diverse areas that promote outdoor recreation, education, health and well-being. Of note is that our areas' operations are self-sustaining and funded through user fees. Moreover, HCA conservation areas generate revenues that contribute to the support of core mandate programs.

In 2018, out of HCA's roughly \$15-million of actual revenue, the Province contributed \$220,000, made up of \$174,000 toward its Flood Forecasting and Operations Program and \$46,000 for specific projects under the Water and Erosion Control Infrastructure program (WECI). This, in total, represented a fraction of our budget at 1.5% of the revenue for the year. Note that in 2019, Section 39 transfer payments from the Province for one of our mandatory programs – flood management, has been cut mid-year by 50% which for HCA translates to just under a \$90,000 shortfall. The over 98% majority of our 2018 funding comes from our municipal partners which made up \$7 million, and the remaining \$8 million was self-generated through user fees, grants and donations. Conservation area programs are highly valued by local municipalities and residents and are user driven and supported. Restricting such self-funded programs will not create cost efficiencies for either the Province or municipalities.

The HCA supports working with our municipalities, the City of Hamilton and Township of Puslinch in a joint and cooperative fashion to provide programs. 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. Currently, our programs are broadly supported by the municipality. An example of a joint initiative HCA has with the City is a major wetland and climate change mitigation project underway with the ongoing development of our Saltfleet Conservation Area, which will address flooding and erosion hazards below the escarpment in Stoney Creek.

We thank you for your commitment as Minister of Environment, Conservation and Parks, and we look forward to ongoing discussion, engagement and consultation with the Province and our municipalities.

Sincerely,



Councillor Lloyd Ferguson
Chair, Hamilton Conservation Authority

cc Board of Directors - Hamilton Conservation Authority
Mayor Fred Eisenberger and Council - City of Hamilton
Mayor James Seeley – Township of Puslinch
Donna Skelly, Member of Provincial Parliament (Flamborough-Glanbrook)
Ted Arnott – Member of Provincial Parliament (Wellington-Halton Hills)
Kim Gavine, General Manager - Conservation Ontario

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs

Office of the Minister

Bureau du ministre

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416-314-6790

777, rue Bay, 5^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416.314.6790



August 16, 2019

To whom it may concern:

As you know, on June 6, 2019, our government passed the *More Homes, More Choice Act, 2019*, which updated the *Conservation Authorities Act*. We made these legislative changes to improve public transparency, consistency, and accountability in conservation authority operations. These changes will give greater control to individual municipalities on conservation authority programs and budgets. These changes will also require conservation authorities to re-focus their efforts on the delivery of programs and services related to their core mandate, such as those related to:

- Risk of natural hazards;
- Conservation and management of CA owned or controlled lands;
- Drinking water source protection;
- Protection of the Lake Simcoe watershed;
- Other programs or services, as prescribed by regulation.

Furthermore, over the coming months, I will be reviewing all of the relevant legislation and regulations that govern Ontario's conservation authorities to explore even more opportunities to re-focus their efforts and to ensure they are best serving the interests of the people of Ontario.

In the meantime, I request that you review and consider your own conservation authority's activities and begin preparations and planning to wind down those activities that fall outside the scope of your core mandate. I also encourage you to refrain from developing new policies that are not aligned with your mandate or with provincial policies. Finally, I ask that while we are undergoing this review and updating the legislation and regulations that you do not proceed with any increases to your fees or levies.

I appreciate the work of conservation authorities and the feedback that was provided on the legislative changes. I look forward to receiving further input and recommendations as we move forward with upcoming regulatory and policy proposals.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Yurek".

Jeff Yurek

Minister of the Environment, Conservation and Parks

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED & PREPARED BY: Neil McDougall, Secretary-Treasurer

DATE: August 13, 2019

RE: HCA Purchasing and Contracts Policies and Procedures

STAFF RECOMMENDATION

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

THAT the Hamilton Conservation Authority Purchasing and Contracts Policy and Procedures be approved subject to and including any further revisions as noted during the August 22, 2019 meeting.

BACKGROUND

HCA has had a documented purchasing policy dating back to the 1980's. The policy has been a streamlined document focusing on spending limits and approval authorities. It has been periodically updated, with the last update occurring in 2016, which is attached for your information.

STAFF COMMENT

The existing purchasing policy was found to be limited in its scope and did not address the multiple methods that staff utilize to procure goods and services.

The policy now identifies authorization and competition requirements for procuring goods, services and contractor/construction projects for the HCA and establishes signing authority for all written contracts.

The policy will ensure that all goods, services and contractor/construction projects will be acquired in a competitive, fair and open manner that is efficient, accountable and maximizes best value and advances the HCA's commitment to economic, environmental, and social responsibility by supporting the acquisition of sustainable products and services. The policy also ensures that all corporate credit cards are respected and managed correctly and that legal contracts are entered into with proper authority.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery.

AGENCY COMMENTS

None.

LEGAL/FINANCIAL IMPLICATIONS

None.

CONCLUSIONS

A comprehensive review of the purchasing policy has been undertaken and the attached policy reflects management's attempt to cover the broader topic of Purchasing and Contract issues.

PURCHASING PROCEDURES 2016

A Quarterly Vendor Listing Report, is included with the Board of Directors agenda on a quarterly basis and is received as information. Members are encouraged to ask questions of the Secretary-Treasurer either by phone prior to the Board meeting or at the meeting concerning specific vendors. All responses will be provided at the meeting if available or circulated to all members by email at a later date if not readily available.

Members are advised to scrutinize the list carefully in view of the Municipal Conflict of Interest legislation and, if required, to declare a possible conflict prior to a vote receiving the list of organizations and individuals.

Purchasing Procedures

All purchases for the Conservation Authority shall be made in accordance with the procedure as set forth in the Administrative Regulations of the Conservation Authority. The following are the more pertinent regulations:

- a. All purchases shall be within budget limits unless otherwise directed by the Board of Directors.
- b. All major purchases shall be made with the issuance of a purchase order signed by one of the Secretary-Treasurer, CAO or his designate, or a Conservation Authority Director or by letter of the General Manager. Minor purchases may be made through petty cash.
- c. Purchases shall be made only by those persons who have been authorized by the General Manager to do so.
- d. Purchases up to \$3,000, plus HST may be authorized by employees if designated by Division Directors.
- e. Purchases between \$3,000 and \$45,000, plus HST, require approval of the CAO or designated supervisory staff. Purchases shall be made for the best possible price and value combination, which may not necessarily be the lowest price. Wherever possible, three (3) prices are to be obtained by fax, phone or mail.
- f. Purchases between \$45,000 and \$75,000, plus HST, shall be approved by the Conservation Authority Chairman. Three quotations shall be obtained whenever possible.
- g. Purchases over \$75,000, plus HST, must be advertised by public tender and be approved by the Board.

- h. In emergency or unusual situations where time is of the essence, the Conservation Authority Chairman shall have discretionary power to approve purchases between \$75,000 and \$125,000, plus HST, subject to a telephone poll of Board members. All such purchases shall be reported and receive confirmation of approval at the next Board of Directors meeting.
- i. Purchases made through the City of Hamilton purchasing department shall not require quotation or public tender, as this has already been done by the City. The City selection of specific items or services shall therefore be deemed to be the low tender.
- j. Only when quotes/tenders are received which are identical to one another in every respect, may the location of the bidder be taken into account.

Hamilton Conservation Authority Purchasing and Contracts Policy and Procedures

September 17, 2019

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1.0 POLICY

The intent of this policy is to provide a framework that will help HCA make purchases in a way that all goods, services and contractor/construction projects may be acquired in a competitive, fair and open manner that

- is efficient, accountable and maximizes best value
- advances the HCA's commitment to economic, environmental, and social responsibility by supporting the acquisition of sustainable products and services

AND

That corporate credit cards are respected and managed correctly,

AND

That legal contracts are entered into with proper authority.

2.0 PURPOSE

This policy outlines authorization and competition requirements for procuring goods, services and contractor/construction projects for the HCA and establishes signing authority for all written contracts.

3.0 MANAGEMENT OF THE POLICY

Purchasing and supply management activities at the HCA are accomplished through management staff who are responsible for acquiring goods, services and contractor/construction projects for all operational and capital requirements in accordance with the terms of this policy. This policy falls under the oversight of the Budget and Administration Committee (B&AC) and will be periodically reviewed through the exercise of the B&AC's corporate governance responsibilities. Any changes will be recommended by the B&AC for approval by the Board before taking effect.

4.0 SCOPE

This policy applies to all HCA functions and to all acquisitions and purchases made by HCA officers and employees. Specific exemptions are set out in section 10.

5.0 AUTHORITY FOR PROCUREMENT TRANSACTIONS

Procurement transactions must be within the scope of Board approved annual operating budgets, annual capital budgets or specific Board motions. Purchases must only be initiated and executed by persons authorized to acquire and purchase goods and services within the authorized purchasing limits as set out in the HCA Authorized

Purchasing Limits, Appendix A. Authorized Staff must only authorize procurement transactions that are within their signing authority limits.

6.0 RESPONSIBLE PROCUREMENT

The HCA's primary goal in the procurement process is to attain best value using processes that are competitive, open, transparent and non-discriminatory. Where possible, the HCA will give preference to the purchase of goods, services and contractor/construction projects that minimize adverse environmental impacts and greenhouse gas emissions and that promote recycling, re-use and reduction of waste. Authorized Staff will review and modify existing procurement specifications, and create new specifications, to include environmentally and socially responsible options or criteria to be considered along with price and performance.

7.0 ACCEPTANCE OF LOWEST BID

While it is preferable to select the lowest cost bid, if there is reason, be it quality, timeliness or other distinction to not select the lowest bid, that reason can be brought forward and if agreed to by the authorizing person and the next level authorizer the requirement of lowest bid selection can be waived provided, in the case of purchases valued at \$50,000 or less, the CAO agrees in writing, and in the instance of purchases/contracts valued at more than \$50,000, by approval of the Board.

8.0 PROCUREMENT THRESHOLDS AND METHODS

The chosen method of HCA procurement is based on the dollar value and the nature of the specific procurement transaction, matching the cost and time associated with using a competitive process proportionately to the benefit received. Procurement methods must be selected in accordance with the procedures set out in Appendix B to this policy.

9.0 PAYMENT TOOL OPTIONS

Authorized Staff are responsible for determining the instrument to be used which is in the best interests of the HCA in each particular situation. The following factors should be taken into consideration:

- **Corporate Credit Cards** may be used for straightforward purchases not exceeding \$1,500 in value, unless otherwise authorized by the cardholder's manager who may designate the limit to be up to that Manager's card limit, but not exceeding \$5,000.
- **Invoices without purchase orders** are allowed for generic purchases of goods or services which are straightforward, do not require specific terms and conditions from the vendor and do not exceed \$10,000, except under certain specific circumstances. See 10.3. GENERAL Exemptions.

- **A purchase order** may be used when the resulting purchase is straightforward, fits within the terms denoted on the purchase order form and does not exceed \$50,000 in value. This applies unless the responsible Director or CAO believes the nature of the purchase is better suited to be done through a written contract.
- **A written contract** is to be used when the arrangement is unique and/or complex or when terms and conditions are required that are not in the HCA's standard purchase order and in all cases where the value exceeds \$50,000.

10.0 GENERAL

10.1 Purchase Standardization

All HCA divisions shall co-operate in the purchase of supplies by simplifying and standardizing like requirements, wherever possible. Every effort should be made to reduce the types and kinds of products used to the smallest number (i.e., considering equivalents or any alternatives suggested) in order to minimize investment.

10.2 Co-operative Purchasing

Savings likely to be achieved through purchasing goods and services jointly with other government bodies should be pursued. This policy provides the authority to Authorized Staff to participate with other government agencies or public authorities in joint purchasing ventures when it is in the best interests of the HCA. In such cases, the procedures set out by the agency responsible for the venture will be followed and not the procedures set out in this Policy.

10.3 Exemptions

This procurement policy establishes the policies and practices applying to the purchase of all types of goods, services and contractor/construction projects with the exception of the following:

1. The borrowing and investing of money
2. The rental, lease, purchase and sale of property, land or accommodation
3. Memberships in professional and vocational associations, their related publications and other professional and training activities.
4. Legal services
5. Mandatory government remittances, source deductions and WSIB
6. The hiring of staff
7. Goods and services purchased through provincial and federal corporate supply arrangements.
8. Liability insurance, as well as life and disability insurance, purchased under the Conservation Ontario insurance umbrella.

10.4 Prohibitions

The following activities are prohibited:

1. Purchase by the HCA staff of any goods or services for personal use by or on behalf of any member of the Board, appointed officers or employees or their immediate families.
2. The division of a single purchase into multiple increments to circumvent policies or levels of authority.
3. Committing the HCA or entering into a procurement transaction without the appropriate authority to do so.

10.5 Conflict of Interest

1. No member of the Board or employee of HCA shall have any direct or indirect pecuniary interest in any competitive bid or arrangement for the supply of goods, services or contractor/construction projects to the HCA, unless it is first disclosed by the person having the conflict.
2. All competitive bid documentation must include a section that requires suppliers to disclose any actual or potential conflicts of interest and existing business relationships it may have with the HCA, its elected or appointed officials or employees prior to submission of the bid.

10.6 Insurance

All contracts for services to be provided on HCA property require the contractor to provide and maintain their own insurance coverage acceptable to the HCA, including but not limited to commercial general liability, auto, property/all risk and professional liability. The risk associated with each contract varies and accordingly the HCA may require additional factors, such as being named as an additional insured, cross liability clauses, waiver of subrogation, notice of cancellation and proof of coverage.

10.7 Workplace Safety Insurance Board (WSIB)

All contracts for service to be provided on HCA property require the contractor to provide proof of registration, where applicable, and remain in good standing with WSIB throughout the term of their contract. Contractors may be required to provide clearance letters before and after performing work for the HCA. In the event the contractor is not eligible for registration with WSIB for reasons other than workplace safety performance, the HCA may register the contractor and pay the applicable WSIB premiums, at the contractor's expense.

10.8 Procurements When All Qualified Bids Exceed Budget

A bid that is accepted under the procedures set out must not exceed the amount that is included for that purpose, specifically or generally, in a budget approved by the Board, with the following exception: where the bid was not accepted solely due to exceeding budget, the Director of the division, must either recommend rejection, revision of the requirements sufficient to reduce the cost to within budget or request approval from the CAO for the transfer of additional monies from another approved source sufficient to fund the bid amount.

10.9 Increase to an Existing Contract or Purchase Order

Increases to the value of an existing contract or purchase order must only be approved by the Authorized Staff person that approved the award and only if the total amount of the contract or purchase order, including the increase, is within that Authorized Staff person's signing authority limit and within the project budget as set out in the approved financial plan. If the increase moves the total project cost above the original Authorizing Staff's authority limit but remains within the approved budget, the next level of line Authority may be sought to approve the increase.

10.10 Identical Bids

If identical qualified bids are received, each of which are less than the signing authority of the CAO and all other criteria are equal (delivery, service, performance and security of supply), the successful bid must be chosen by the drawing of lots under the CAO's supervision, preferably in a public forum with the impacted bidders.

10.11 Late Bids

Submissions not received by the stated local time on the stated closing date will be rejected. Submissions may be hand delivered and time stamped when received, faxed or emailed, both of which provide a time stamp as part of the transmission.

10.12 Financial Security

The purchaser may require financial security from potential suppliers if considered to be in the HCA's best interest. Bonding is not required on every bid but it is advisable where there is a large liability or the value is over \$100,000.

10.13 Supplier Performance

Authorized Staff and the department responsible for a procurement transaction will maintain records of supplier performance in the categories of timeliness and quality of work. The information will be used to assist with contract compliance, to supplement a subsequent prequalification process or to justify a subsequent award to other than the low bidder where it can be demonstrated that such records are part of the evaluation process and criteria.

10.14 Vendor/Proponent Debriefing

When a procurement transaction is awarded using a formal competitive process, unsuccessful vendors/proponents are entitled to a debriefing upon request to obtain feedback on the strengths and weaknesses of their bid.

10.15 Records Available to Public

Records of the Authority under this Policy shall be made available to the public subject to the requirements of the Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA).

10.16 Disposal of Surplus Goods

Management in each division must dispose of all goods and equipment for which there is no longer a use, by any method considered to be in the HCA's best interest, including transfer to another HCA division, public auction, public tender, trade or negotiated sale. If the surplus goods cannot reasonably be sold by any of these means, the goods may be disposed of in such manner as deemed appropriate and may include donation to a not-for-profit agency. Surplus goods may only be sold to an HCA employee after all other methods are exhausted and then by lottery. On a quarterly basis, details of all surplus goods disposals shall be presented to the B&AC by the Secretary-Treasurer.

10.17 Unsolicited Proposals

Unsolicited proposals received by the HCA will be acknowledged by senior personal and if the proposal is of interest to the HCA it may be reviewed by Authorized Staff. Any procurement activity resulting from the receipt of an unsolicited proposal must comply with the provisions of this policy. A contract resulting from an unsolicited proposal will only be awarded on a non-competitive basis when the procurement requirements comply with the non-competitive procurement procedures described in Appendix B.

11.0 SUMMARY OF APPROVED PURCHASING METHODS

<u>Type of Purchase</u>	<u>Style of Purchase</u>	<u>Approval Required</u>	<u>Maximum \$ Value</u>
Generic Products Common Pricing	Verbal order, Credit card, Purchase order	CC holder Supervisor and above	\$ 5,000
Products/services Similar functionality Some range in pricing	Informal quote by phone (3 preferable), Purchase order	Manager Superintendent and above	\$ 10,000

Product/Service/Project valued over \$10,000 requires written contract (PO,RFQ,RFP,RFT).

Similar products available Range in pricing/competitive	Request for Quote Purchase order to max. of \$50k	Value Driven Director, CAO, Board	Over \$ 10,000
Solution driven, not predetermined Want to survey wide spectrum of vendors	Request for Proposal	Value Driven Director, CAO, Board	Over \$ 10,000
Technical specifications required Want to have competition	Request for Tender	Value Driven Director, CAO, Board	Over \$ 10,000

All contracts valued at \$100,000 or more MUST be approved by the Board.

APPENDIX A – HCA Authorized Purchasing Limits

All amounts stated on this schedule are before the addition of applicable taxes.

All amounts stated on this schedule are the maximum for the various levels. However, should the direct higher manager feel a lower amount is more suitable for an individual, that is at the discretion of the higher-up.

<u>Employee Position</u>	<u>\$ Limit</u>
Approved credit card holder	\$ 1,500
Supervisor	\$ 5,000
Manager / Superintendent	\$ 10,000
Director	\$ 50,000
CAO	<\$ 100,000
HCA Board of Directors, through motion *	\$ 100,000

* If necessary the approval can be secured by a unanimous vote completed by either telephone or email poll.

APPENDIX B – Procurement Method Procedures

1. Low Value Process Application

- 1.1. This method will be used for goods or services having a value less than \$5,000.
- 1.2. Before initiating the transaction staff with sufficient signing authority must obtain approval of the applicable supervisor/manager.
- 1.3. An informal quote or quotes (i.e. telephone, email, fax, and letter) from a known supplier(s) will be sought. If possible, two or three competitive quotes should be obtained.
- 1.4. Authorized Staff are responsible for ensuring that low value procurements are made at fair market value and all information relating to the procurement must be documented and maintained on file.
- 1.5. Authorized staff are responsible for selecting the payment tool appropriate for the transaction.
- 1.6. The budget or funding source must be identified in advance of the purchase.

2. Informal Quotation Process Application

- 2.1. This method will be used for goods or services having a value less than \$10,000.
- 2.2. Before initiating the transaction staff with sufficient signing authority must obtain approval of the applicable manager/Director.
- 2.3. A reasonable attempt to obtain three informal quotes will be made (i.e. telephone, email, fax, and letters) from known or qualified suppliers/contractors.
- 2.4. Authorized Staff are responsible for ensuring that the purchase or acquisition is made at fair market value and all information relating to the procurement must be documented and maintained on file.
- 2.5. Authorized staff are responsible for selecting the payment tool appropriate for the transaction (refer to section 9 of the Procurement Policy).
- 2.6. The budget or funding source must be identified in advance of the purchase.

3. Formal Application Process: RFQ, RFT, RFP

3.1. Request for Quote (RFQ) will usually be employed where:

- 3.1.1. the value of the transaction is above \$10,000,
- 3.1.2. the transaction is for a procurement of generic goods, services or contractor/construction projects; and
- 3.1.3. the goods, services or contractor/construction projects required can be easily and fully defined.

3.2. Request for Proposal (RFP) will usually be employed where:

- 3.2.1. the value of the transaction is greater than \$10,000;
- 3.2.2. the transaction is a procurement of specialized goods, services or contractor/construction projects; and
- 3.2.3. the goods, services or contractor/construction projects require comprehensive technical specifications that cannot be fully defined OR when alternate methods will be considered to perform a certain function or service.

3.3. Request for Tender (RFT) will usually be employed where:

- 3.3.1. the value of the transaction is greater than \$10,000;
- 3.3.2. the transaction is a procurement of specialized goods, services or contractor/construction projects; and
- 3.3.3. the goods, services or contractor/construction projects require comprehensive technical specifications to be met.

3.4. RFQ, RFT and RFP in most cases will be executed by a public notice and/or electronic bidding platform, such as Biddingo, and the HCA webpage, complemented, if appropriate, by other means of making the public and suppliers aware of the request. If the request is issued out of a competitive pre-qualification process that was posted, notice will only be given to successful respondents in a manner consistent with the pre-qualification documents.

3.5. For those projects which are expected to cost \$100,000 or more, at the close of the bid submission, in a predetermined public forum as described in the RFT or RFP, all submitted bids will be opened and recorded. Then each bid will be reviewed in accordance with the terms of the request. For those projects of lesser value, all bids received will also be opened and recorded and evaluated.

3.6. Staff will forward to the CAO a summary of the results and recommend an award of contract to the supplier that meets all the mandatory requirements and provides the best value. Following review by the CAO, a summary of the procurement and the recommendation of award will be forwarded as follows:

- for awards within the signing authority limit of Authorized Staff, to the responsible staff person; and
- for awards \$100,000 and above, to the Board.

3.7. Written notification regarding a procurement award and all supporting documentation is to be kept in the procurement file.

3.8. All bid documentation will be retained by the Authorized Staff person in Department files to be held in accordance with HCA records retention policies.

3.9. Authorized Staff are responsible for ensuring that the purchase or acquisition is formalized in a written contract, where appropriate.

4. Non-Competitive Purchase Process Application

4.1. The requirement for competitive purchasing may be waived by the CAO and replaced with negotiations by staff under the following circumstances:

- 4.1.1. where competition is precluded due to the application of any Act or legislation or other legal consideration (such as patent rights/copyrights);
- 4.1.2. where it can be demonstrated that only one supplier is able to meet the requirements of the procurement;
- 4.1.3. where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security of confidentiality matters;
- 4.1.4. where the possibility of a follow-on contract was identified in the original bid solicitation;
- 4.1.5. where the requirement is for a utility for which there exists a monopoly;
- 4.1.6. where an unforeseeable situation of urgency exists and the goods, services or contractor/construction projects are urgently required and delay would be injurious to the public interest;
- 4.1.7. where the procurement is from a public body or non-profit organization;
- 4.1.8. where the value of a transaction is less than \$100,000 and the CAO has determined that a competitive process would not be practical and has given written approval for the acquisition (an email is sufficient to be kept with the file).

4.2. Approval of a non-competitive transaction must be within the signing authority of the person approving the transaction.

4.3. When staff wish to use a non-competitive purchase process staff will provide the CAO with the rationale that warrants a non-competitive selection for approval and will obtain the CAO's written approval before proceeding. If the amount of the proposed non-competitive purchase is over \$100,000, the Board must approve the process prior to proceeding with the transaction.

4.4. The supplier in whom the HCA has the greatest confidence to fulfill the requirement and provides for fair market value will be selected. Awards will be approved as follows:

- 4.4.1. for awards under \$100,000, by the CAO;

4.4.2. for awards \$100,000 and above, by the Board.

5. Request for Qualifications

5.1. A Request for Qualifications may be conducted in any procurement transaction for goods, services or contractor/construction projects to determine qualified suppliers that may bid on a subsequent procurement process undertaken by the HCA. A Request for Qualifications may be used in the following circumstances:

- 5.1.1. the work requires a stipulated performance and experience level or requires elements of confidentiality or security; or
- 5.1.2. the value and complexity of the work is such that the contract administration costs (work inspection, follow-up, delay) would result in substantial additional costs or loss to the HCA if the work is not performed as required; or
- 5.1.3. to build supplier interest to determine if there are enough suppliers to justify a full Request for Proposal process or other formal competitive process.

5.2. A selection committee composed of staff from the responsible department will review all submissions against the criteria established in the Request for Qualifications and will reach consensus on the final rating results and ensure that the final rating results with supporting documents are kept on the procurement file.

5.3. The final rating results will be forwarded for approval in the same manner as a Request for Proposals award.

5.4. In the situation where a new product, technology or process is being considered it is best practice to require a Proof of Concept wherein the vendor has to demonstrate that their solution can perform as represented. This currently happens most in the technology field but may become more common in other areas.

6. Other

6.1. There may be other procurement methods or tools not described in this Appendix that may be appropriate for any given transaction (including, for example, a Request for Expression of Information or Request for Information).

6.2. Authorized Staff may only use a method not listed in this Appendix for transactions within their signing authority limit with the approval of the CAO.

6.3. When staff wish to use a method not listed in this Appendix, staff will provide the rationale that warrants the process proposed and a description of the process proposed when seeking approval.

APPENDIX C – Corporate Credit Card Policy and Procedures

This Policy applies to all employees of HCA who are assigned a Corporate Credit Card.

Cardholders are responsible for ensuring that they adhere to the Corporate Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that Corporate Credit Cards are used for fraudulent or corrupt purposes.

Eligibility

- Full Time employees are eligible to receive a card pending approval from the Division Director, Secretary-Treasurer and CAO.

Limits

- Card purchasing limits will be set to a maximum of:
 - CAO, Deputy CAO, Secretary-Treasurer , Division Director - \$10,000
 - Manager/Other - \$5,000
- Individual transactions will be limited to a maximum of \$1,500, except under extraordinary circumstances.
- Requests for additional cards or increased credit limits will be directed to and determined by the Secretary-Treasurer and CAO

Conditions of Use

- The Corporate Credit Card is to be used only for official HCA business, not personal expenses. Charging personal transactions to Corporate Cards is not acceptable under any circumstance. Cardholder transactions will be scrutinized to ensure compliance with this policy.
- Employees issued with a Corporate Credit Card are in a position of trust. Improper or unauthorized use of the Card shall result in the Cardholder being held liable for expenditures and may result in, legal/disciplinary action being brought against the Cardholder, termination of Card-use and/or termination of employment from HCA. Should improper charges be made to the card, the employee agrees to repay the amount within 14 days of the discovery of the misuse.
- Cardholders may not use their Corporate Credit Card to obtain cash advances from banks, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank cheques, traveler's cheques and electronic cash transfers.
- All Credit Card transactions must be approved by the cardholder's supervisor.

- All rewards accumulated from purchases per the Credit Card's policy are to be used for business related purposes only.

Monthly Corporate Card Statements

- Corporate Credit Card expenditures must be reconciled, signed off by the immediate supervisor and submitted to Accounts Payable within 15 business days of receiving the Statement from Accounts Payable.
- Cardholders must submit an original receipt to Accounts Payable for each transaction. The more information, the better.
- Reimbursement for return of goods and/or services must be credited directly to the Card account. No cash should be received by the Cardholder.
- Lost or stolen Cards must be reported immediately to Accounts Payable.

Records Management

- All documentation associated with the payment of a Corporate Credit Card will be maintained within Accounts Payable.
- Original receipts for all Credit Card transactions will be retained in Accounts Payable.

Disputed Transactions

- Disputed transactions must be resolved with the Supplier and the Bank by the Cardholder. The Cardholder must notify the Bank immediately for resolution and Accounts Payable should be informed of the charge under question.
- Transactions will be monitored monthly by the HCA's accounting department.

Retirement /Termination of Employment

- Prior to departure or termination of duties with HCA, the Cardholder must reconcile all expenditures on his/her Card account since the last Statement.
- It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure.
- The card must be surrendered upon termination of employment to the Division Director.

APPENDIX D – Authority to Bind the HCA Policy

Binding means that the HCA can be bound to a contract that is:

- 1) entered into by corporate representatives who have the actual authority to sign agreements on its behalf, or
- 2) by those employees who can be reasonably viewed by third parties as having the apparent authority to bind the company.

In order to avoid the confusion that could occur under option 2) above, this policy's purpose is to lay out which HCA employees have what authority to contractually commit the organization.

This policy is separate and independent of the Banking Resolution By-Law.

For revenue generating or grant opportunities which are within the current type of operations whose value is greater than \$100,000, the CAO and Secretary-Treasurer shall sign the related contractual document.

For revenue generating or grant opportunities whose value is greater than \$50,000 but equal to or less than \$100,000, the CAO and any one of the Deputy CAO and Secretary-Treasurer may sign the related contractual document.

For revenue generating or grant opportunities whose value is less than \$50,000, any two of the CAO, Deputy CAO, Secretary-Treasurer and relevant division director may sign the related contractual document.

For revenue generating or grant opportunities whose value is less than \$25,000, any one of the CAO, Deputy CAO, Secretary-Treasurer and relevant division director may sign the related contractual document.

For property leases whose value is less than \$25,000 per annum, the Secretary-Treasurer may sign the lease.

To value a multi-year contract, if the contract cannot be broken without penalty the value is the total of all years combined. If the contract has exit clauses for each year then the value for this purpose is the value of the highest individual year.

Report

TO: Budget & Administration Committee

FROM: Neil McDougall, Secretary-Treasurer
Matt Hall, Director, Capital Projects and Strategic Services

DATE: September 19, 2019

RE: Capital Budget 2020

STAFF RECOMMENDATION

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

THAT the 2020 Capital Budget request as presented herein be submitted to the City of Hamilton for consideration and be included in their block funding budget of 2020.

BACKGROUND

Funding for capital projects and major maintenance will again be requested from the City of Hamilton under their block funding program. In each fiscal year since 2009, \$2.0 million as has been provided by the City to address the asset needs of the Authority. Much has been accomplished with these funds but new challenges arrive every year so the need is ongoing. Inflation affects how much can be done with the funds as each year the purchasing power of the dollar diminishes. The \$2.0 million today is the equivalent of \$1.7 million in 2009 when the program started or conversely it can be said that what cost \$100 in 2009 now costs \$118 (based on data for Ontario from inflationcalculator.ca). Of note, the Township of Puslinch would contribute funds for capital projects taking place specific to their jurisdiction through a separate ask but there are no such projects currently slated for 2020.

STAFF COMMENT

The budget is composed of two areas; those being Special Projects and Major Maintenance. Specific projects make up 55% of the budget and they are broken down into four groups. The four groups are 1) Safety and Legislation, 2) Revenue Increase / cost reduction 3) Maintenance of Viability and 4) Development. The Major Maintenance has multiple groups such as Roads, Trails, Bridges, etc. which are identified in full detail on the numeric sheet which follows.

Specific Projects

In 2020, the Safety and Legislation subgroup is garnering 46% of the specific project funds and of those funds 80% is for the Lake Ontario shoreline repair at the Fifty Point conservation area. These repairs are required as a result of the high water levels and intense storm activity which is eroding and undercutting the shore to the extent the bird observation platform and nearby trails are endangered. This is just the first phase of what could be a \$1.0 million project to complete all recommended protection. A second project that is of high importance is the Tiffany Falls Parking Upgrades. The intent of these works is to improve capacity within a very limited area by maximizing the useable parking area and providing visible demarcation of lanes which will encourage visitors to park properly.

The Revenue Increase /cost reduction subgroup totals 36% of the 2020 project program. Expansion of the Valens campground will bring a quick payback as there has been demonstrated demand for camping sites as shown by the multiple weekends of no vacancy with our current inventory. Also, there are three parking driven projects located at Westfield, on Artaban Road and on Middletown Road that will add to the revenues. In the Westfield case, it also works in tandem with the avoidance of the cost of building a new volunteer facility by converting an existing building.

Under the Maintenance of Viability subgroup there are many candidates for refurbishment across the watershed so each year several are identified as meriting highest priority. Of particular note in this year's program is the relocation of the WP&E lab work area to a new location within Woodend. A suitable area within the main office building has been identified to carry out the lab and testing work conducted by WP&E staff which until now has been in a part of the building that has more traffic than is conducive to the type of work and analysis that is performed.

With the fourth subgroup, Development, there is only one project this year and it is for a study of the Lake Ontario regulated shoreline. This study would support not only an understanding of the natural processes which define the Authority's hazard regulations (i.e. Flood, Erosion, Dynamic Beach), but also an understanding of the overall system for multiple management objectives (e.g. protection of nearshore ecosystems, habitat restoration). This plan should be designed to support the identification & establishment of response systems to the Coping Zones (erosion, high & low water levels) outlined in the Upper Great Lakes Study.

General Projects - Major Maintenance

The General Projects group of major maintenance make up 45% of the Block funds and are spread across multiple geographic areas and work disciplines. Several years ago we introduced the budget process of pooling the primary categories of major maintenance to address the issue of having not enough funds in one conservation area to do a necessary upgrade while having work of lesser priority completed in areas that had an allocation and felt compelled to use it. With the pooled approach the funds are held centrally and distributed to the areas that are of highest priority.

Continued healthy attendance has pressured the existing infrastructure so repairs and upgrades are necessary across the watershed. Roads and parking lots are regularly in need of repair from the increased use in all seasons. Trails have felt the pressure of both increased usage and the impact of more intense and damaging weather which cause washouts and rutting on the trails. The Authority has in excess of 140 kilometres of trails. Costs to replace, if new, can go from \$77 per metre if stone to \$92 if asphalt and up to \$615 if it is boardwalk. Bridges, of which we have approximately 90, must be kept in proper repair as these structures are required to safely handle, depending on the allowed usage, everything from pedestrians, mountain bikes and horses. Fencing has also become more of an issue from the multiple perspectives of 1) keeping visitors on authorized trails and permitted areas for their own protection, 2) initiating the build of fencing for protection of our lands from intrusion and irresponsible usage by all-terrain vehicles and 3) partnering with our neighbours in a sharing of a build for their privacy and safety.

In 2020, the two largest subgroups are Bridges, which includes boardwalks, and Forestry which funds hazard tree removal, invasive species removal and replantings. The Bridges work is driven by the re-decking of the Dofasco Trail. A significant donation has been received to help with this project and allows the HCA to stretch their dollars further. The Forestry budget funds the arborist crew which is still playing catch up to all the dead and dying ash trees caused by the infestation of the Emerald Ash Borer.

STRATEGIC PLAN LINKAGE

The capital budget refers directly to the HCA Strategic Plan 2019 – 2023:

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Support the capital development and major maintenance program to enhance our facilities and ensure they are safe, functional and current
- **Strategic Priority Area – Water Management**
 - Initiatives – Complete Lakeshore Management Plan

- Initiatives – Maintain and enhance our flood control infrastructure to address flooding and work to augment low flow conditions
- **Strategic Priority Area - Conservation Area Experience**
 - Initiatives – Update and develop master and management plans and implement priorities to further enhance conservation areas for current and future generations
 - Initiatives – Continue to expand installation of automatic gates across our conservation areas
 - Initiatives - Identify and act upon revenue generation/cost reduction and investment in visitor services opportunities in our conservation areas

AGENCY COMMENTS

n/a

LEGAL/FINANCIAL IMPLICATIONS

Approval of the capital budget will be incorporated into the Capital Projects and Strategic Services work plan for 2020.

CONCLUSION

HCA management is confident that with the 2020 block funding of \$2.0 million all necessary work can be accomplished to move forward with its mandate and provide a safe and enjoyable visitor experience.

CAPITAL BUDGET 2020

<u>Specific Projects</u>			<u>Subtotal</u>	<u>Percent</u>
<u>#</u>	<u>Location</u>		<u>By</u> <u>Type</u>	<u>of</u> <u>Projects</u>
Safety and Legislation				
1	DV Tiffany Falls Parking Upgrades	\$ 50,000		
2	DV Devil's Punchbowl Fencing	50,000		
3	FP Shoreline Repairs	400,000		
			\$ 500,000	45.5%
Revenue Increase / cost reduction				
1	VL West Campground Expansion	\$ 150,000		
2	WHV Volunteer Building Conversion & Parking Area	75,000		
3	VL Cabin Furnishings	50,000		
4	VL Beach House Concession Area Renos	50,000		
5	DV Artaban Rd Parking Lot Improvements & Expansion	50,000		
6	CL Middletown Rd. Pay & Display	10,000		
7	CL Boat Fleet Expansion	10,000		
			395,000	35.9%
Maintenance of Viability				
8	DV Woodend Workshop Office Renos	40,000		
9	WHV Ironwood Interior Upgrades	35,000		
10	CL Gatehouse Repairs & Improvements	25,000		
11	DV WPE Lab Conversion	25,000		
12	WHV Potts Office Improvements	25,000		
13	WPE Valens Dam Stability Study	15,000		
14	WHV Church Portable Washroom Improvement	10,000		
			175,000	15.9%
Development				
15	WPE Lake Ontario Shoreline Study	\$ 30,000		
			30,000	2.7%
			\$1,100,000	55.0%
<u>General Projects - Major Maintenance</u>				
	Building Maintenance	\$ 100,000		
	Roads & Parking	60,000		
	Signage	45,000		
	Bridges	300,000		
	Fencing	25,000		
	Utilities & Services	50,000		
	Masterplans	20,000		
	Forestry (inc: replanting & invasive removals)	300,000		
			900,000	45.0%
Total Capital and Major Maintenance			\$2,000,000	100.0%

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: September 23, 2019

RE: Current Watershed Conditions as of September 23, 2019

CURRENT WATERSHED CONDITIONS – September 23, 2019

Current Water Levels in Major Area Watercourses

Water levels and flows are currently near baseflows at all streamflow gauges (Ancaster Creek at Wilson Street, Redhill Creek at Barton Street, Stoney Creek at Queenston Road, Upper Spencer Creek at Safari Road, Middle Spencer Creek at Highway 5, and Lower Spencer Creek at Market Street).

There are no concerns regarding watercourse flooding or significant public safety.

Current Lake Ontario Water Levels

Currently, the Lake Ontario mean daily water level is approximately 75.20 m IGLD85. This is about 45 cm above average for this time of year, and about 72 cm below this year's peak of 75.92 m (last recorded on June 15th).

There are currently no observations, reports, or expectations of shoreline flooding or active significant shoreline erosion at this time.

Current Storages in HCA Reservoirs

Based on current reservoir levels at Christie Lake Dam (approximately 770.80 ft), the reservoir is presently near typical summer operating level (771 ft), and is at about 65

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

Based on current reservoir levels at Valens Dam (275.40 m), the reservoir is presently above the typical summer operating level (275.30 m), but is below the preferred maximum (summer) storage capacity (corresponding to a water level of 275.5 m).

Current Soil Conditions

Soil moisture in the surface and root-zone soils are expected to be slightly dry to moist.

RECENT STORM EVENTS

During the period of mid-August to now, there were no occurrences of significant watercourse flooding or significant Lake Ontario Shoreline erosion / flooding.

RECENT PRECIPITATION SUMMARY

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

FORECASTED WATERSHED CONDITIONS

Lake Ontario Shoreline Erosion / Flooding

There are currently no significant Lake Ontario shoreline erosion / flooding anticipated within the watershed over the next 5 days.

According to International Lake Ontario – St. Lawrence River Board information, Lake Ontario water levels are expected to continue declining over the coming weeks. However, with record inflows from Lake Erie expected to continue, water levels will remain near seasonal highs for at least the next several weeks. Lake Ontario levels are expected to continue their seasonal decline through the fall, with the actual rate of decline largely depending on rainfall.

Watercourse Flooding

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

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

SYNOPSIS

As of September 23th, 2019, there are no expectations of significant watercourse flooding, Lake Ontario shoreline erosion / flooding, or watershed drought.

Upcoming 2019 HCA & Partner Events

Ghost Walks

October 5

Dundas Valley Conservation Area

Hermitage Parking Lot, 621 Sulphur Springs Road, Dundas

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

A Taste of Warm Bread

October 6, 12:30 – 4:00 pm

Westfield Heritage Village

1049 Kirkwall Road, Rockton, ON L0R 1X0

Come and taste a little history! Warm, soft, crusty – bread is the theme of this day. Learn how different types of breads are made in hearths, woodstoves and the bake oven. Free samples! For more information visit www.westfieldheritage.ca

Thanksgiving Weekend Campout

October 11 – 14

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