



# Conservation Advisory Board Meeting Agenda

Thursday, February 11, 2021







## **Notice of Meeting Conservation Advisory Board**

**Thursday, February 11, 2021**

**4:00 p.m.**

**This meeting will be held by WebEx videoconference.**

**The meeting can be viewed live on HCA's You Tube Channel:  
<https://www.youtube.com/user/HamiltonConservation>**

- 1. Chairman's Remarks** – Topalovic
- 2. Declaration of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Delegations**
- 5. Member Briefing**
  - 5.1. Overview of Bill 229 - Protect, Support and Recover from COVID 19 Act  
(Budget Measures Act) - Schedule 6 - Conservation Authorities Act – Burnside
- 6. Chairman's Report on Board of Directors Actions** – Topalovic
  - CA 2020 Lafarge Trail, Fletcher Creek and Beverly Swamp  
(Valens Area) Management Plans
- 7. Approval of Minutes of Previous Meeting**
  - 7.1. Minutes – Conservation Advisory Board (October 8, 2020) – Topalovic
- 8. Business Arising from the Minutes**
- 9. Staff Reports/Memorandums**
  - 9.1. 2021 Reservation Service –  
Spencer Gorge Conservation Area – Costie
  - 9.2. Westfield Heritage Village Accession and  
Deaccession Lists – Brown/Lloyd

9.3. 2020 Visitor Attendance - Verbal Update

– Harschnitz

**10. New Business**

**11. Next Meeting – Thursday, April 8, 2021 at 4:00 p.m.**

**12. Adjournment**

# Overview of Legislative Amendments

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BILL 229 BUDGET MEASURES ACT-SCHEDULE 6



# Bill 229 – Schedule 6

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- Bill 229 was released on November 5, 2020 as part of an omnibus bill in the Provincial budget
- No requirement for the Province to consult on this initiative was posted on the Environmental Registry of Ontario (ERO) as the proposal forms part of the Provincial budget
- Despite opposition, the request from Conservation Authorities and many others to the Province to remove Schedule 6 from Bill 229 for further consultation was not accepted
- Province did make concessions to Schedule 6 which addressed primarily governance, and added new mandatory permits for Ministerial Zoning Orders (MZO)
- Bill 229 received Royal Assent on December 8<sup>th</sup>, 2020
- Majority of clauses to be enacted in future
- MZO clauses and housekeeping amendments came into effect on December 8<sup>th</sup>, 2020

# HCA Advocacy & Response to Bill 229

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- CAO and Deputy CAO participated in virtual meeting with MECP staff with all other CAs November 9, 2020 to note initial concerns and questions
- HCA's Preliminary Response to CA Act Changes Media Release November 13, 2020
- Budget & Administration Committee review of proposed ERO amendments November 17<sup>th</sup>, 2020
- Municipal Support Resolutions to remove Schedule 6 from Bill 229 from both Township of Puslinch November 16 and City of Hamilton November 25, 2020
- Chair's Letter to the Province and all local MPPs November 23, 2020
- CAO attended MPP Sandy Shaw's virtual town hall meeting November 26, 2020
- Chair's Opinion Article in Hamilton Spectator November 30, 2020
- CAO call with MPP Donna Skelly December 4, 2020
- Multiple local media and communications by Chair and CAO through November and December 2020
- Chair, Vice-chair, CAO and Deputy CAO attended virtual CO Council meeting with MECP Minister address December 14, 2020

# Final Governance Amendments- Fiduciary Duty & Citizen Appointments

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- Duties of Board members amended to act in the best interest of the conservation authority
- Amended elimination of citizen appointments on the Board to provide that 70% of members must be appointed from council with provision to have the Minister grant an exception from this requirement at the request of a municipality
- Replaced the term “municipal councillors” with “members of the council” so that mayors can be included as appointees
- Amendments address HCA concerns to have board members act in the best interest of the CA and that all citizen members be retained (5 from City of Hamilton, 1 from Township of Puslinch), assuming exception granted



# Final Governance Amendments- Chair Rotation & Agricultural Representative

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- Added provision that upon application by a CA or a participating municipality, the Minister may grant an exception to the requirement to rotate chair and vice-chair amongst participating municipalities
- Exemption could also be granted for appointment of chair and vice-chair for one year term, for no more than two terms
- Limited voting rights for Agriculture representative appointed by Minister; cannot vote on enlarging, amalgamating, or dissolving an authority or on any budgetary matter
- Amendments address HCA concerns given our specific and unique board composition with only one member from another municipality, assuming exception granted for Chair and Vice-Chair rotation

# Final Amendments - Programs & Services

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- Removed the ability of the Lieutenant Governor-in Council (LGIC) to make a regulation regarding types of non-mandatory services CA's could provide
- As such, returns to individual CAs and municipalities to determine local watershed programs and services to be offered locally, subject to agreement, outside the mandatory categories
- Amendment addresses HCA concerns of non-mandatory services being limited by regulation
- CAs continue to await the many implementing regulations as these will define the scope of programs and services allowed under core mandated programs

# Final Amendments - Powers & Duties under the Planning Act

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- The schedule initially proposed an amendment to the Planning Act which removed CAs as a public body for purposes of appeals to the LPAT
- This has been amended to allow CAs to appeal for prescribed natural hazard related purposes and consents on our own properties
- Partially addresses HCA concerns as an important tool to have as a landowner

# Final Amendments - Enforcement

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- The schedule initially eliminated the unproclaimed power for officers appointed by CA to issue stop work orders
- This was repealed and the stop work orders clause was retained, however, it is still to be enacted
- Addresses HCA concerns as CAs have long requested for the ability to issue stop work orders to protect environmentally sensitive areas

# NEW – Mandatory Permits

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- Requires the CA to issue a permit if the designated conditions are met:
  - When the Minister of Municipal Affairs and Housing issues a MZO
  - The lands are not located in the Greenbelt
  - Any other requirement that may be prescribed
- Permit must be issued even if the application does not meet criteria for issuing a permit
- CAs may be able to impose limited conditions, including compensating for ecological impacts that may result from the development of the project, however these can be appealed to the Minister or LPAT
- Not clear how impacts to natural hazards such as flooding and erosion would be addressed that could increase risk to public health and safety
- To date, HCA does not have any MZOs of any consequence to HCA within its jurisdiction
- ***These clauses come into effect immediately.***



# Legislative Changes that Remain

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- **Permitting:**

- Authorizing the Minister of Natural Resources and Forestry to take over and decide an application for a permit in place of the CA
- Allowing permit applicants several appeal avenues to the Minister and/or LPAT
- Appeals to LPAT also apply to permit fees
- These changes reduce our ability to protect the natural environment and our watershed and will require staff time to address multiple appeal avenues

- **Other:**

- Removing the power of CAs to expropriate land

# Upcoming Consultation & Regulations

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- CA ACT Working Group was created to provide input to the Minister on implementation of governance and other CA Act regulations, guidelines, policies, and general recommendations
- Regulations will be key as they can either strengthen or restrict the mandate of CAs and will determine how the legislation will be applied
- CEO of Conservation Halton, Hassaan Basit is the Chair and group has begun its meetings
- Working group has a main committee as well as a subcommittee with members drawn from:
  - Conservation Authorities
  - Development and agriculture sector
  - Association of Municipalities of Ontario
  - Conservation Ontario

# Regulation Phases

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## **Regulations to be developed for Phase 1:**

- Mandatory programs and services that conservation authorities will deliver; anticipate clarification on what these are
- Section 28 Regulations (MNRF); how CAs will regulate development and other activities to ensure public safety through natural hazard management; anticipate this will define environmental features such as wetlands and how development should take place around them
- Regulations for CAs to establish Community Advisory Boards (HCA already has CAB with citizen members)
- Transition period for CAs and Municipalities to enter into agreements for Non-Mandatory watershed programs

## **Regulations to be developed for Phase 2:**

- Municipal Levy related to mandatory and non-mandatory programs and services; anticipate this will detail how CAs levy municipalities who fund CA programs

# Next Steps

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- Now have to direct attention to the regulations that provide the details around the changes to the *Conservation Authorities Act*
- HCA staff will continue to coordinate with Conservation Ontario and other CA staff as the CA working group meets and develops regulations
- These regulations will be posted on the Environmental Registry for public input
- Staff will provide analysis and impact to our programs and services and actions that will need to be undertaken such as amending our administrative bylaws and other policies and identifying agreements that will be required with the city of Hamilton and Township of Puslinch for non mandatory programs
- The regulations will also provide the timeframes when the changes will be enacted
- Anticipate the regulations will be coming into effect in 2022





# HAMILTON CONSERVATION AUTHORITY

## Conservation Advisory Board

## MINUTES

# October 8, 2020

Minutes of the Conservation Advisory Board meeting held on Thursday, October 8, 2020 at 4:00 p.m. by WebEx videoconference.

**PRESENT:** Maria Topalovic - in the Chair  
Dan Bowman,  
Joanne Di Maio  
Cheryl Larocque

Lydia Cartlidge  
Cynthia Janzen  
Wayne Terryberry

**REGRETS:** Duke O'Sullivan, John Shaw

**STAFF PRESENT:** Gord Costie, Matt Hall, Neil McDougall, Colin Oaks,  
Kathy Smith, Mike Stone, and Jaime Tellier

**OTHERS:**                      **Zobia Jawed – McMaster University**

## 1. Chairman's Remarks

The Chair called the meeting to order and welcomed everyone present. Maria called to the members' attention that both Cheryl Larocque and John Shaw had reached the end of their service terms with the Conservation Advisory Board. She commented on the loss of two valued citizen appointees with such history and that have made such notable contributions to the organization. She noted that both Cheryl and John began on the Water Management Advisory Board in 2008 and remained following an amalgamation into the Conservation Advisory Board in 2012. Maria further added that Cheryl's insights and support have been greatly appreciated and that John's academic and employment history provided for unique and important contributions to HCA's advisory boards and committees. John also participated on the Hamilton-Halton Watershed Stewardship Program Project Technical Advisory Committee and Low Water Response. Maria conveyed HCA's appreciation and presented Cheryl and John with lifetime membership passes to HCA.

Maria read a statement on John's behalf where he shared how much he enjoyed his time on the advisory board and working with HCA staff in the delivery of its varied

environmental programs. Cheryl thanked staff and her fellow members for the opportunity to be involved in so many initiatives and projects over the years.

Maria also thanked staff for a recent site visit to the Dundas Peak / Tew Falls site to view capital improvements for the Spencer Gorge reservation system. She thanked staff for the great work completed.

## **2. Declaration of Conflict of Interest**

The Chair asked members to declare any conflicts under the HCA Administrative By-law. There were none.

## **3. Approval of Agenda**

The Chair requested any additions or deletions to the agenda.

**CA 2018                      MOVED BY: Joanne Di Maio**  
**SECONDED BY: Wayne Terryberry**

**THAT the agenda be approved.**

**CARRIED**

## **4. Delegations**

There were none.

## **5. Member Briefing**

### **5.1. McMaster Forest Eco Field Station Design Concept**

Wayne Terryberry and Zobia Jawed presented a summary of the history of the McMaster Forest property and a design concept for a proposed Eco Field Station. He highlighted that student volunteers have undertaken a lot of work on the property, including invasive species management, and in the course of the work found that a field station is needed. He advised that Zobia was having technical difficulties and shared building and landscape designs on her behalf, highlighting innovative low impact development design elements. The building will be LEED Platinum certified. The Naturalist Club is a partner in the project. The project is currently in the stakeholder engagement phase. Joanne Di Maio inquired about the intended users of the station. Wayne advised that smaller field classes and labs will utilize the facility as well as field study and art

students. The Naturalist Club is currently using the property for bird studies. The parking lot will remain small to encourage active transportation such as hiking, cycling, and public transit. Dan Bowman congratulated those involved for striving for LEED certification. He inquired about support or endorsement from HCA. Wayne advised that the team will work with HCA staff for any necessary approvals but the project has been presented to CAB for their information and feedback or input. Lydia Cartlidge commented on the future potential for high school students to be exposed to the facility and recommended engagement with the school board. Wayne acknowledged the potential use and thanked Lydia for the input. Maria thanked Wayne and Zobia for the presentation, adding we look forward hearing more as the project progresses.

## **6. Chairman's Report on Board of Directors Actions**

Maria reported the following recommendations were approved by the Board of Directors.

### CA 2014 Valens Lake Conservation Area Master Plan

The master plan was tabled at the April Board of Directors meeting until such a time as an in-person staff presentation could be given. This was done at the October Board meeting and was approved.

### CA 2015 Spencer Gorge 2020 Operations

In March, staff had put forward to CAB a series of recommendations for the shuttle operation for the 2020 season. However, due coronavirus-related operational challenges, staff presented an amended report to the Board of Directors in June to adapt and initiate a pilot reservation system. The proposal was approved at the June meeting and has since come into effect on September 19<sup>th</sup>.

### CA 2016 Project Technical Advisory Committee

The recommendations to appoint the members of the Project Technical Advisory Committee for a three-year term and ensure the annual insurance for the committee were approved at the April Board of Directors meeting.

## **7. Approval of Minutes of Previous Meeting**

### 7.1. Minutes – Conservation Advisory Board (March 12, 2020)

**CA 2019**                      **MOVED BY: Cynthia Janzen**  
                                     **SECONDED BY: Joanne Di Maio**

**THAT the minutes of the March 12, 2020 Conservation Areas Advisory Board meeting be approved.**

**CARRIED**

## **8. Business Arising from the Minutes**

There was none.

## **9. Staff Reports/Memorandums**

### **9.1. Lafarge Trail, Fletcher Creek and Beverly Swamp Management Plans**

Kathy Smith provided a summary of the plans, highlighting their purpose in guiding staff activities for the next ten years, to preserve natural heritage and provide recreational infrastructure for future generations. The Chair thanked Kathy for a great presentation and tremendous amount of work required for the development of the plans.

Lydia Cartlidge inquired about parking on Gore Road. Staff have observed some parking challenges in this area. Creation of a parking lot on Gore Road is not possible due to wetlands and roadside ditches. Visitors must use the formal parking lot available and should parking on the road become an issue, staff will work with municipal partners to implement control measures. Staff will monitor the situation closely.

Dan Bowman commented on the importance of the management plans as we see increased pressures on the Conservation Areas. He compared the pressures to those observed at provincial and national parks. The management plans protect Environmentally Significant Areas and provide a road map for the future.

The issue of dogs off leash at the Fletcher Creek Ecological Preserve and on HCA lands in general was discussed, as well as the use of enforcement as a tool to protect natural features and other visitors from these occurrences. Gord commented that the ecological preserve name of the conservation area was intentional to emphasize the purpose of the area as to preserve its natural heritage. He compared the situation to the issue of ATV use that was problematic and that staff have found ways to manage, adding that dogs off leash are now a rising issue. Challenges with enforcement were discussed.

The members discussed the possibility of an HCA area where dogs are prohibited to preserve the ecology of the area, protect wildlife from harassment, and equitable use for all visitors. It was determined that the language in the Fletcher Creek Ecological Preserve Management Plan is flexible to allow for a future decision on

the issue and that any recommendation made with respect to dogs in conservation areas would be brought to CAB for review.

**CA 2020            MOVED BY: Dan Bowman  
                         SECONDED BY: Wayne Terryberry**

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

**THAT this report and accompanying management plans of October 2020 be received as information for project background and general understanding; and further**

**THAT the Management Plans for the Upper Watershed Beverly Swamp, Lafarge 2000 Trail, and Fletcher Creek Ecological Preserve be approved.**

**CARRIED**

#### **9.2. Fifty Point Conservation Area Wetland / Fishery Restoration Update**

Mike Stone introduced the presentation, noting the update is a summary of the findings from ecological and environmental assessments completed for the area. Colin presented the proposed design of the habitat restoration project. Maria thanked Colin for the presentation.

**CA 2021            MOVED BY: Cynthia Janzen  
                         SECONDED BY: Wayne Terryberry**

**THAT the memorandum entitled Fifty Point Conservation Area Wetland / Fishery Restoration Update be received as information.**

**CARRIED**

#### **9.3. Conservation Areas Experiences Update**

Gord Costie provided an update on Conservation Area operations: including the reopening of Spencer Gorge, the ongoing popularity of camping at Valens and Fifty Point, and sustained high visitation at all other areas.

Wayne Terryberry inquired about early results of the Spencer Gorge pilot reservation system. Gord advised that visitor numbers are controlled and there is less traffic and pedestrians in the area. There are some challenges noted, including that local



residents would like access to the area without reservations but that we do not have a means to differentiate between residents and the general public. Gord added that the system is still in the early stages; staff are following it closely and will fully analyze information collected

Cynthia Janzen asked about monitoring and tracking comments on the system. Gord advised that Marketing and Communications staff are very engaged with our social media and that calls and emails to the reservation accounts are monitored for common themes in their topics.

**CA 2022**

**MOVED BY: Dan Bowman**

**SECONDED BY: Joanne Di Maio**

**THAT the verbal update on the Conservation Areas Experiences Update be received as information.**

**CARRIED**

#### **10. New Business**

There was none.

#### **11. Next Meeting**

The next meeting of the CAB is scheduled for Thursday, December 10, 2020 at 4:00 p.m., at the HCA Main Office.

#### **12. Adjournment**

On motion, the meeting was adjourned.



# Report

**TO:** Conservation Advisory Board

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

**RECOMMENDED AND PREPARED BY:** Gordon R. Costie, Director of Conservation Area Services  
Bruce Harschnitz, Manager, Conservation Area Services

**MEETING DATE:** February 11, 2021

**RE:** 2021 Reservation Service - Spencer Gorge Conservation Area

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## STAFF RECOMMENDATION

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

**WHEREAS** the COVID-19 pandemic continues to drive and reshape HCA Conservation Area operations, visitor attendance levels, and visitor management strategies;

**WHEREAS** the former Shuttle Bus service based out of Christie Lake was effectively removed as a visitor management measure for the Spencer Gorge Conservation Area due to the COVID-19 pandemic measures and operational challenges;

**WHEREAS** the pilot 2020 reservation system for Dundas Peak, Tew Falls, and Webster Falls operations for the fall colour season, was highly successful in controlling and regulating the number of visitors, reducing vehicle traffic and congestion within the nearby community;

**WHEREAS** staff were directed to evaluate the effectiveness of the pilot reservation system and report back regarding its ongoing potential during the regular operation system in 2021;

**THEREFORE**, be it resolved

**THAT staff be directed to implement the following recommendations outlined in the report titled “2021 Reservation Service – Spencer Gorge Conservation Area”;**

**Recommendation #1 - THAT the reservation system continue as an extension of the 2020 fall pilot program during the main operating season allowing staff the opportunity to further evaluate the effectiveness of a longer reservation service period; and further**

**Recommendation #2 – THAT the 2021 reservation system for Spencer Gorge Conservation Area continue to operate 7 days a week for a 6-month period extending from May to November, with specific dates to be determined by staff, and further**

**Recommendation #3 - THAT staff continue to monitor and evaluate the effectiveness of a full main operating season reservation area service at the Spencer Gorge Conservation Area regarding its ongoing potential to be a permanent part of operations to address parking and visitor management for the area.**

## **BACKGROUND**

In 2020, the Spencer Gorge Conservation Area was closed, initially in March, along with all other HCA conservation areas due to the COVID-19 pandemic.

While other HCA and city waterfall sites reopened in July, given the immense popularity of this iconic area, particularly to view fall colours, it has always been difficult to maintain proper physical distancing on its trails and viewing platforms. Consequently, with Board approval, HCA staff undertook to prepare for and effectively operate a reservation system. With this pilot reservation program, visitors were required to book a reservation time slot prior to their visit which provided safe, equitable access at a manageable level of occupancy.

The Spencer Gorge conservation area remained closed over the summer as many site enhancements and improvements to the area such as a new gatehouse and automatic entry gates, one-way trail loop and safety fencing at the Dundas Peak were installed, along with the development of a reservation system.

CAB and Board members toured the Dundas Peak/Tew Falls site on September 12, 2020 to preview the enhanced experience and see the area.

## **STAFF COMMENT**

Following Board of Directors June 2020 approval of the pilot reservation program and Fall operation of the system, staff have taken the opportunity to evaluate the results and

experience to make informed recommendations for 2021. Despite some potential concerns about visitor uptake and compliance that were raised in media articles, visitors quickly adapted to the reservation system resulting in much stronger regulation of visitor attendance, reduced traffic congestion, and an improved visitor experience, including a guaranteed parking spot. Staff now have the experience and confidence in drive-up reservation systems, which are trending across Conservation Authorities and Provincial Parks, and are comfortable moving away from the shuttle bus service option as the means of effectively operating and providing safe and equitable access. What should also be noted in this discussion is that the shuttle system also had its flaws. A primary one being that at end of day or during sudden inclement weather, the bus capacity was limited to efficiently shuttle visitors back to their vehicles. Additionally, with dogs not permitted to ride the shuttle, there remained ongoing drop offs at the entrance ways and vehicle traffic in addition to the shuttle buses.

### Reservation Overview and Metrics:

The reservation system operated for an 8-week pilot from September 19 to November 15, 2020. Given the fall daylight hours, 2-hour reservation time slots were put in place with the first at 9:00 am and the last at 3:00 pm. For the Dundas Peak/Tew falls experience, 150 reservations were available daily with parking at the Tew Falls parking lot. For the Webster Falls experience, 60 reservations were available daily with parking at the Greensville Optimist Park parking lot.

Out of the 58-day operating pilot, reservations were made every single day during this time period. In total, the reservation system successfully handled 8,160 reservation bookings to safely host over 22,000 visitors.

50% of the days were fully booked for the Dundas Peak/Tew Falls experience and Webster Falls was fully booked for 31%. Additionally, a further 29% of the days for the two experiences were over 75% booked. Only 15% of the operating days for the two experiences were booked less than 25%, related to poor weather days and the drop-in reservations as the pilot neared its end in mid November.

There was a significant decrease in issued parking violations which was a dramatic improvement over fall 2019. The Greensville area experienced a large reduction in parking tickets in the special enforcement area, with municipal bylaw advising of a reduction of approximately 73%, over the same period in 2019.

Staff are recommending an extended reservation system capturing the six-month main operating season based on the format of the pilot used for the 2020 fall colour period. A 7 day per week reservation system provides a consistent and clear communications message for visitors and the public and addresses visitation in a uniform way. While week day reservations are less likely to be fully booked, staff have experience from our other conservation areas of week days quickly experiencing weekend like visitation and being over subscribed. Staff will also be considering any marketing strategies to help spread out visitation through the week.

Additionally, HCA will again work with city staff and ward councillor for area signage to advise of and promote the reservation system.

Similar to the 2020 pilot, the 2021 reservation system will require timely and effective public communication campaign from the HCA Marketing department. This will again include the partners HCA worked with in 2020 including Bell Media, Metroland Media, KX 94.7, Blog TO, Google and HCA's own social media platforms. Google Ads were particularly effective and received over 190,000 views and almost 42,000 clicks.

Based on feedback received from visitors through the customer service support phone line and email that was put in place for the 2020 pilot, HCA staff will be incorporating suggestions where possible to enhance the information and process on the reservation site and on-site experience.

## **STRATEGIC PLAN LINKAGE**

**The initiative refers directly to the HCA Strategic Plan 2019 – 2023**

### Conservation Area Experience

- Initiative – Develop visitor and parking management strategies to support conservation areas for sustainable recreation, education, and tourism.

### Organizational Excellence

- Initiative – Providing a positive and safe environment for both staff and visitors

## **AGENCY COMMENTS**

Staff continue to work closely with the city Waterfall Motion Group and ward councillor addressing city and community concerns in a balanced and reflective manner.

The working group has been successful in identifying and implementing meaningful change which will continue to help shape future operations. In 2020, the committee with ward councillor endorsement, also instituted pilot tow away zones on both Harvest Road and Ofield/Fallsvie Roads as a further deterrent to parking in the community. The committee agreed that the 2020 reservation system was successful in providing safe and equitable access and eliminated traffic congestion in the community.

## **LEGAL/FINANCIAL IMPLICATIONS**

Reservation system costs as well as expenses for security, will become part of the operating budget for Christie Lake. The reservation system and security costs are comparable to the past cost for the shuttle bus. The reservation fee will help offset these expenses as well as administration and client support costs for booking support.

## **CONCLUSIONS**

It is anticipated that visitation to this multi-featured and iconic area will continue in popularity particularly as the pandemic continues and given the usual high interest to view fall colours. The effect of traffic and congestion from vehicles on the Greensville community is well documented and requires visitor management to minimize its impact. For 2021 operations, staff recommends the continuation of the 7 day a week reservation system during the six-month operating season. This area remains one of the most prominent challenges for the HCA and the City of Hamilton to manage and the recommendations in this report represent the ongoing evolution of parking and visitor management for this area.





# Report

**TO:** Conservation Advisory Board

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

**RECOMMENDED BY:** Gord Costie, Director Conservation Area Services

**PREPARED BY:** Rondalyn Brown, Manager, Westfield Heritage Village  
Peter Lloyd, Collections Officer, Westfield Heritage Village

**MEETING DATE:** February 11, 2021

**RE:** Westfield Artifact Accessions for 2020

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## STAFF RECOMMENDATION

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

**THAT the Westfield 2020 Artifact Accessions List as noted in the February 11, 2021 Accession report be accepted as the artifacts to be added to the Westfield Heritage Village Conservation Area and the Hamilton Conservation Authority collection.**

## BACKGROUND

Westfield Heritage Village has a comprehensive Collections Management Policy approved by the HCA's Board of Directors.

Westfield is a living history museum dedicated to the collection, preservation and presentation of objects associated with the cultural and natural history of this area. 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 acquisition, preservation, documentation, research and use of the artifact 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 through consultation with the Collections Officer and the Westfield Manager. A list of accessioned items will be provided to the HCA at year end.

## **STAFF COMMENT**

Westfield staff is diligent about adhering to the very important collections management policies and museum standards to ensure the HCA is managing the artifact collection in a professional manner.

## **Westfield 2020 Artifact Accessions List**

The following items are recommended to be accepted into the Westfield Heritage Village Conservation Area permanent artifact collection in 2020.

- Hand forged ember tongs
- Collection of TH&B tickets and tags
- Group of 10 books, Victorian, fiction and reference
- Group of 11 engraved printing blocks
- Cast Iron match box, wall mounted

## **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

## **AGENCY COMMENTS**

Not applicable.

## **LEGAL/FINANCIAL IMPLICATIONS**

In accepting these artifacts, HCA assumes liability and responsibility for the care and protection of the artifacts as per the Collections Management Policy.

## **CONCLUSIONS**

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.