



Board of Directors Meeting Agenda

Thursday, December 2, 2021



Board of Directors Meeting

Thursday, December 2, 2021 at 7:00 p.m.

This meeting will be held in person for Board of Directors members and designated, limited staff only.

The public may access the meeting by teleconference.

To access the meeting, please dial 1-866-219-8638.

Please then enter the conference access code: 4987945 and the # key.

- 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 – November 4, 2021
 - 5.3. Approved October 21, 2021 Budget & Administration Committee Minutes – for receipt only
- 6. Foundation Briefing** Foundation Chair – Stebbing
- 7. Member Briefing**
 - 7.1. Year End Briefings by Various Divisions – Verbal Update
- 8. Business Arising from the Minutes**
- 9. Reports from Budget & Administration Committee and Conservation Advisory Board**
 - 9.1. Budget & Administration Committee – November 18, 2021 – Moccio
(Recommendations)

- 9.1.1. BA 2142 2022 Mileage Rate
- 9.1.2. BA 2143 2022 Casual Wage Rates
- 9.1.3. BA 2144 Honorariums and Per Diems

10. Other Staff Reports/Memorandums

- 10.1. Saltfleet Wetland Construction Tender – Peck
- 10.2. Watershed Conditions Report – Peck

11. New Business

12. In-Camera Items

13. Next Meeting – Thursday, February 3, 2022 at 7:00 p.m. Please note this will be the Annual General Meeting.

14. Adjournment

Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer

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

Mike Stone, MCIP, RPP, Manager, Watershed Planning, Stewardship & Ecological Services

DATE: December 2, 2021

RE: Summary Enforcement Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
Regulation 161/06 Applications for December 2, 2021

HCA Regulation applications approved by staff between the dates of October 26, 2021 and November 17, 2021 are summarized in the following Summary Enforcement Report (SER-10/21).

RECOMMENDATION

THAT the Board of Directors receive this Summary Enforcement Report SER-10/21 as information.

HAMILTON REGION CONSERVATION AUTHORITY

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

November 17, 2021

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, December 02, 2021

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

SUMMARY ENFORCEMENT REPORT SER 10/21

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
SC/F,C,A/21/58	22-Jul-21	26-Oct-21	40		10 Lorado Dr Lot 4, Concession 3 Stoney Creek	Demolition of existing pool and cabana, construction of a new pool and two pool cabanas, and channel rehabilitation in a regulated area of Stoney Creek Watercourse No. 12.	Approved subject to standard conditions.
A/F,C/21/85	18-Oct-21	28-Oct-21	22		24 Honeysuckle Cres Lot 54, Concession 2 Ancaster	Construction of a pool in a regulated area of Chedoke Creek.	Approved subject to standard conditions.
F/F,C,A/21/69	08-Sep-21	28-Oct-21	50		111 Parkside Dr Lot 11, Concession 4 Flamborough	Inspection and maintenance of a buried pipeline in a regulated area of Borer's Creek and Logies Creek Parkside Drive Wetland Complex.	Approved subject to standard conditions.
SC/F,C,A/21/81	27-Sep-21	28-Oct-21	37		16 Winona Park Rd Lot 5, Concession BF Stoney Creek	Septic system installation in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions.

HAMILTON REGION CONSERVATION AUTHORITY

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

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SUMMARY ENFORCEMENT REPORT SER 10/21

A/F,C,A/21/82	05-Oct-21	29-Oct-21	25		16-140 Gravel Pit Rd, 814 Binkley Rd to 1249 Mineral Springs Rd Lot 36, 37, Concession 1 Ancaster	Installation of conduit in the municipal right of way by directional bore in a regulated area of Sulphur Creek.	Approved subject to standard conditions.
F/A/21/65	23-Aug-21	29-Oct-21	25		Borer's Creek between Hollybush Dr and Riley St Lot 10, 11, Concession 3 Flamborough	Vegetation and debris removal in a regulated area of Borer's Creek.	Approved subject to standard conditions.
F/F,C,A/21/83	13-Oct-21	01-Nov-21	21		1 Tews Ln to 379 Ofield Rd S and 577 Harvest Rd Lot 12, Concession 2 Flamborough	Micro conduit installation in municipal RoW and residential connection in a regulated area of Logie's Creek.	Approved subject to standard conditions.
SC/F,C,A/21/90	29-Oct-21	15-Nov-21	30		22 Ben Tirran Cres Lot 17, Concession 3 Stoney Creek	Installation of a pool and retaining wall in a regulated area of Watercourse 4.	Approved subject to standard conditions.

Hamilton Region Conservation Authority

Minutes

Board of Directors Meeting

November 4, 2021

Minutes of the Board of Directors meeting held on Thursday, November 4, 2021, at 7.p.m., by videoconference and livestreamed via YouTube.

PRESENT:

Lloyd Ferguson – in the Chair	
Dan Bowman	Brad Clark
Jim Cimba	Susan Fielding
Tom Jackson	Cynthia Janzen
Santina Moccio	Esther Pauls
Maria Topalovic	

Graham Reid – Foundation Vice-Chair

REGRETS: **None**

STAFF PRESENT: **Lisa Burnside, Grace Correia, Gord Costie, Matt Hall, Neil McDougall, Scott Peck, Jaime Tellier, and Nancy Watts**

OTHERS: **None**

1. Call to Order

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

2. Declarations of Conflict of Interest

The Chair asked members to declare any conflicts under the Board's Governance Policy. Brad Clark declared a conflict of interest regarding any items relating to 140 Garner Road East.

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda. Lisa Burnside advised there were three reports circulated to the members in advance of the meeting as an addendum to the agenda regarding tender results for three items on the agenda.

They were added as items 10.2.1, 10.3.1, and 10.4.1 on the agenda. Lisa also advised of a verbal update regarding a personnel matter to be added as item 12.1.

BD12, 2954

MOVED BY: Maria Topalovic

SECONDED BY: Brad Clark

THAT the agenda be approved, as amended.

CARRIED

4. Delegations

There were none.

5. Consent Items for Applications, Minutes and Correspondence

The following consent items were adopted:

- 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
- 5.2. Approval of Board of Directors Minutes – October 7, 2021
- 5.3. Approved September 16, 2021 Budget & Administration Committee Minutes – for receipt only

6. Foundation Briefing

Graham Reid reported on the following:

Donations

The Foundation received a total of **\$2,601** in new donations from October 1 to 31. They break down as follows:

- \$1,150 for Area of Greatest Need Fund
- \$300 for the Fifty Point CA Fund
- \$250 for the Planting Fund through our Tribute Tree Program
- \$250 for the Dundas Valley Trails Fund
- \$230 for the Christie Lake CA Fund
- \$110 for the Land Securement Fund
- \$100 for the Stewardship Fund

- The remaining \$211 was donated to the Westfield Heritage Village, the Species at Risk Fund, Dundas Valley and the Step Into Nature Fund.

This brings the fiscal year-to-date (Dec 2020 to Oct 2021) fundraising total to **\$227,380**.

Fall Appeal

The Foundation's Fall Appeal will be mailed later this month. The appeal invites past donors and members of the Conservation Advisory Board as well as both the HCA and Foundation Boards to make a gift to the Foundation's Area of Greatest Need Fund.

Legacy Giving Webinar

The Foundation hosted a webinar on October 12th highlighting how individuals can benefit both a charity and their families in their will. Graham thanked the members who were able to attend.

The Chair thanked Graham and acknowledged the fund raising efforts of the Foundation, particularly for the Environmental Education Program.

BD12, 2955

MOVED BY: Santina Moccio
SECONDED BY: Susan Fielding

THAT the Foundation Briefing be received.

CARRIED

7. Member Briefing

7.1. Conservation Authorities Act – Phase 1 Regulations

Lisa Burnside presented on three new provincial regulations made to implement recent changes to the Conservation Authorities Act and answered the members' questions.

Lisa noted the mandatory programs and services regulation outlines the categories that will be considered mandatory moving forward and CAs are pleased to see the inclusion of passive recreation. Potential changes to HCA's current funding model resulting from the new legislation were discussed. Lisa advised the new regulations do not appear to be intended to change any of our programs and services directly; the intent is to clarify who will be responsible to fund the activities, be it the Province, the Municipality or through self-generated revenue. Senior staff will be working to complete an inventory of HCA's programs and services in the coming weeks,

incorporating the requirements of the regulations. Additional specific deliverables set out by the regulation are to be completed by December 31, 2024 in regard to various plans and inventories, with the transition plan concluding by January 1, 2024, unless an extension has been requested.

Conservation Authorities are required to complete and publish transition plans outlining the steps and timeframes that will be followed to comply with the new regulatory requirements.

The Rules of Conduct in Conservation Areas regulation consolidates the current individual conservation authority 'Conservation Area' regulations made under Section 29 of the *Conservation Authorities Act* into one Minister's regulation. There are no significant updates to the regulation and does not change HCA's current operations.

BD12, 2956

MOVED BY: Jim Cimba

SECONDED BY: Dan Bowman

THAT the presentation entitled Conservation Authorities Act – Phase 1 Regulations be received.

CARRIED

Esther Pauls entered the meeting.

8. Business Arising from the Minutes

8.1. Conservation Authorities Act Amendments - HCA Transition Plan

Lisa Burnside provided a summary of the report and answered the members' questions.

BD12, 2957

MOVED BY: Cynthia Janzen

SECONDED BY: Susan Fielding

THAT the Board of Directors approve the attached HCA Draft Transition Plan dated November 4, 2021, subject to and including any further revisions as noted during the November 4, 2021 meeting.

CARRIED

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

9.1. Budget and Administration Committee – October 21, 2021
(Recommendations)

9.1.1. BA 2137 2022 Operating Budget

Santina Moccio provided an overview of the staff memorandum and introduced Neil McDougall to provide an overview of the operating budget. The 3% cost of living increase for staff wages in contrast to the 2% levy increase was discussed. Neil advised that staff are comfortable with the surplus to be able to provide the wage increase. The recent increase to minimum wage was also raised. Neil advised that the increase was unexpected but can be accommodated in the budget. The increase in membership pass sales was also highlighted. The value of the pass and societal change to greater appreciation of green spaces were noted.

BD12, 2958

MOVED BY: Santina Moccio
SECONDED BY: Dan Bowman

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

**THAT the 2022 Operating Budget, as presented, be
approved.**

CARRIED

9.1.2. BA 2138 Amendments to Conservation Authorities Act
Section 28 Hearing Guidelines

Santina Moccio introduced the report which ensures the document is current and provides guidance on hearings associated with a Minister's Zoning Order (MZO).

BD12, 2959

MOVED BY: Santina Moccio
SECONDED BY: Jim Cimba

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

**THAT the *Section 28(3) Conservation Authorities Act*
Hearing Guidelines, as contained in the HCA
Administrative By-Law, be adopted as revised.**

CARRIED

10. Other Staff Reports/Memoranda

10.1. Natural Heritage Offsetting Policy

Lisa Burnside provided introductory remarks on the report, noting the recommended policy approach retains HCA's existing policy framework, but with an amendment for two specific exceptions to incorporate and address offsetting. It acknowledges Provincial directive in the event of an MZO when the decision to offset has already been made by the Minister. It also provides for and recognizes environmental assessment projects that require the removal of a natural heritage feature.

Scott Peck presented a detailed summary of the report including comments from our municipal partners, stakeholders and the public, as well as results of a natural heritage mapping analysis within the HCA watershed. Scott answered members' questions after his presentation. Following remarks by members, including concluding comments from the Chair, the staff recommendation was endorsed.

BD12, 2960

MOVED BY: Brad Clark

SECONDED BY: Maria Topalovic

THAT the Board of Directors receive the report titled "Natural Heritage Offsetting Policy Review", dated November 4, 2021;

THAT the existing policy framework for natural heritage features as outlined in Section 3 of the HCA's Planning & Regulation Policies and Guidelines, October 2011, be maintained; and,

THAT offsetting/compensation be incorporated in the policy but be limited to address issues associated with Ministerial Zoning Orders and other Provincially and municipally led environmental assessment projects and to that end, the following policy amendment should be added to Section 3.1 General Policies, Natural Heritage of the HCA's Planning & Regulation Policies and Guidelines, October 2011.

"Section 3.1 i) – In the instance of a Ministerial Zoning Order (MZO) being issued by the Province of Ontario or a Provincially or municipally led environmental assessment that requires the removal or partial removal of a designated or regulated natural heritage feature, offsetting/compensation can be utilized to provide for "net gain" or at a minimum, "no net loss".

CARRIED**10.2. Lake Ontario and Hamilton Harbour Shoreline Management Plan Tender****10.2.1. Lake Ontario and Hamilton Harbour Shoreline Management Plan – Tender Results**

Scott Peck presented a summary of the report.

BD12, 2961**MOVED BY: Brad Clark
SECONDED BY: Cynthia Janzen**

THAT the proposal for the Lake Ontario and Hamilton Harbour Shoreline Management Plan submitted by Zuzek Inc. be accepted at a cost not to exceed \$199,605.00 plus HST.

CARRIED**10.3. Red Hill Creek Floodplain Mapping Study Tender****10.3.1. Red Hill Creek Floodplain Mapping Study – Tender Results**

Scott Peck presented a summary of the report and answered the members' questions. The scale of storms included in the study were discussed. Scott advised the study includes the 2 to 100 year and regional storms. Modelling for climate change was raised. Scott noted incorporating climate change into modelling is very difficult. In addition, the Province has not issued any new regulatory flooding standards for climate change. The study is for the current Regulatory storm and will include comments on climate change.

The tender submissions were discussed. Those that followed the request for proposals closely were being evaluated for selection. Any companies that did not address specific requirements in the request for proposals were advised of the oversights.

BD12, 2962**MOVED BY: Jim Cimba
SECONDED BY: Dan Bowman**

THAT the HCA staff recommends to the Board of Directors:

THAT the proposal for the Red Hill Creek Floodplain Mapping Study submitted by Aquafor Beech be accepted at a cost not to exceed \$106,030 plus HST.

CARRIED

10.4. Design, Supply and Installation of Permanent Public Safety Boom at Christie Lake Dam Tender

10.4.1. Design, Supply and Installation of Permanent Public Safety Boom at Christie Lake Dam – Tender Results

Scott Peck presented a summary of the report and answered the members' questions. Supply chain issues were raised. Scott responded that staff have not been advised of any supply chain issues. He noted there may be some delays but the contractor can complete the work within the timeframe.

BD12, 2963

MOVED BY: Brad Clark

SECONDED BY: Cynthia Janzen

THAT the HCA staff recommends to the Board of Directors:

THAT the proposal for the Design, Supply and Installation of a Permanent Public Safety Boom Including Onshore and In-Water Anchors at Christie Lake Dam submitted by Geniglace Engineering be accepted at a cost not to exceed \$346,202.32 plus HST.

CARRIED

10.5. Watershed Conditions Report

Scott Peck presented a summary of the memorandum, noting a flood watch had been issued for possible storm surges on Lake Ontario but had since been lifted with no issues. There were no significant watercourse flooding or erosion issues within our watercourses or along our shorelines. Watercourse levels are higher than normal, but not of concern. The Christie Lake reservoir remains at summer operating levels; the winter gates will be removed in the coming weeks. Staff are working toward winter operating levels for the Valens Lake reservoir.

BD12, 2964

MOVED BY: Tom Jackson

SECONDED BY: Susan Fielding

THAT the memorandum entitled Watershed Conditions Report be received.

CARRIED

10.6. Conservation Areas Experiences Update

Gord Costie provided the members with a verbal update, highlighting the start of the 11th annual Haudenosaunee Wildlife and Habitat Authority deer harvest, running from November 8th to December 2nd, on weekdays only. All relevant agencies have been informed. He also advised the Spencer Gorge Reservation System for the 2021 season will end November 14th and commented on the success of the initiative in addressing visitation issues in the Greenville area. Staff recommendations for the 2022 reservation system will be brought forward to an upcoming Conservation Advisory Board meeting. He also called attention to new and updated parking lots at the Saltfleet CA and Chippewa Trail/Mount Albion CA; they are open and increasing in use. Trail improvements have also been completed on Spring Valley Trail off of Jerseyville Road.

BD12, 2965

MOVED BY: Esther Pauls

SECONDED BY: Santina Moccio

THAT the verbal update on the Conservation Areas Experiences be received.

CARRIED

11. New Business

There was none.

12. In-Camera Items

BD12, 2966

MOVED BY: Maria Topalovic

SECONDED BY: Susan Fielding

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

CARRIED

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

12.1. Confidential Verbal Update – BD/Nov 01-2021

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

BD12, 2967

**MOVED BY: Santina Moccio
SECONDED BY: Tom Jackson**

THAT the confidential verbal update entitled BD/Nov 01-2021 be received and remain in camera.

CARRIED

BD12, 2968

**MOVED BY: Esther Pauls
SECONDED BY: Cynthia Janzen**

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

CARRIED

13. Next Meeting

The next meeting of the Board of Directors will be held on Thursday, December 2, 2021 at 7:00 p.m.

14. Adjournment

On motion, the meeting adjourned.

Neil McDougall
Secretary-Treasurer

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

October 21, 2021

Minutes of the Budget & Administration Committee meeting held on Thursday, October, 2021 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and by teleconference.

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

Regrets: **None**

Staff Present: **Lisa Burnside, Gord Costie, Matt Hall, Neil McDougall, Scott Peck, Jaime Tellier, and Nancy Watts**

Others Present: **None**

1. Chair's Remarks

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

2. Declarations of Conflict of Interest

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

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda. There were none.

BA 2135

MOVED BY: Jim Cimba
SECONDED BY: Maria Topalovic

THAT the agenda be approved.

CARRIED

4. Delegations

There were none.

5. Consent Items

The following consent item was adopted:

- 1.1. Approval of Budget & Administration Committee Minutes
– September 16, 2021

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda

7.1. 9-month Capital & Major Maintenance

Neil McDougall presented a summary of the memorandum and answered the members' questions. It was noted that maintenance and project work is done on a priority basis across the organization so efforts are made where there is the greatest need.

7.2. 3rd Quarter Vendor Report

Neil McDougall reviewed the report and answered the members' questions. Increased insurance costs were noted. Industry-wide increases in insurance costs were discussed.

7.3. Provincial Update to the Conservation Authorities Act

Lisa Burnside presented a summary of the memorandum and reviewed the table enclosed to the report. It was noted the transition plan is a simple document that

outlines key timelines in each phase of the changes. There are requirements to post the transition plans on our website and share them with member municipalities.

The contents of the plans were also discussed. Lisa advised that little additional information is available at this time, however HCA will work with the province and Conservation Ontario to understand the requirements. Of primary importance is understanding what will be identified as mandatory and non-mandatory programs and services. Lisa added that as an organization, HCA is lean and has focussed on its mandate and core programming. HCA is not proposing to do anything differently in terms of our programs and services; they will instead need to be categorized according to the provincial framework. It is anticipated that most Watershed Planning and Engineering programs and passive recreation will be considered mandatory. HCA's more active conservation areas are already sustained through self generating revenue. There are some challenges to assigning central administrative support to the appropriate category.

BA 2136

MOVED BY: Jim Cimba

SECONDED BY: Maria Topalovic

THAT the memorandums entitled 9-month Capital & Major Maintenance, 3rd Quarter Vendor Report, and Provincial Update to the Conservation Authorities Act, be received.

CARRIED

7.4. 2022 Operating Budget

Neil McDougall presented the 2022 operating budget. The proposed budget adheres to the 2% increase set by the City of Hamilton. It was noted the projected surplus will assist with offsetting costs of non-mandatory programming as identified under the legislative changes. With regard to the surplus, it was suggested that unforeseeable risks may emerge in the future, such as supply chain limitations, rising fuel costs, and inflation. In this regard, it was suggested staff revise the deduction of a \$180K loan from the budget request and assign these funds to a reserve account for emergencies. The members were supportive of this staff direction to revise the budget.

BA 2137

MOVED BY: Maria Topalovic

SECONDED BY: Dan Bowman

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

THAT the 2022 Operating Budget as presented be approved, subject to and including any further revisions as noted during the October 21, 2021 meeting.

CARRIED

7.5. Amendments to the Conservation Authorities Act Hearing Guidelines

Lisa Burnside presented a summary of the report and answered the members' questions. It was clarified that Conservation Ontario struck a committee to review and make the suggested edits to the document. Each Conservation Authority is able to make edits to reflect their practices. Conservation Ontario Council has adopted the amendments. HCA made some minor revisions. HCA's edits were reviewed. It was noted in the future that HCA's edits should be in a different colour from Conservation Ontario's proposed changes.

References to an Executive Committee on page 48 of the document were identified as needing to be changed to Board of Directors as HCA does not have an Executive Committee.

An amended motion was moved to adopt the Section 28(3) Conservation Authorities Act Hearing Guidelines, as revised

BA 2138

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

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

THAT the *Section 28(3) Conservation Authorities Act Hearing Guidelines*, as contained in the HCA Administrative By-Law, be adopted as revised.

CARRIED

8. New Business

There was none.

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

BA 2139

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

THAT the Budget and Administration Committee moves *in camera* for matters of law, personnel and property.

CARRIED

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

9.1. Confidential Verbal Update – BA/Oct 01-2021

Nancy Watts provided a verbal update regarding a personnel matter and answered the members' questions.

BA 2140

**MOVED BY: Maria Topalovic
SECONDED BY: Dan Bowman**

THAT the Budget and Administration Committee moves out of *in camera*.

CARRIED

10. Next Meeting

The next meeting of the Budget and Administration Committee will be held on Thursday, November 18, 2021 at 6:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

11. Next Meeting Adjournment

On motion, the meeting adjourned.

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE: November 18, 2021

RE: 2022 Mileage Rate

STAFF RECOMMENDATION

THAT HCA staff recommends to the Budget and Administration Committee:

THAT the mileage rate of 54 cents per kilometre be increased to 56 cents per kilometre effective January 1, 2022.

BACKGROUND

As approved by the Budget & Administration Committee in June 2007 and the Board of Directors in July 2007, a yearly review of mileage is to take place with any change effective January 1. The rate of mileage compensation shall be subject to an annual adjustment taking into consideration the year-over-year change in the Consumer Price Index for Private Transportation in Ontario. An increase will take place only if the change would result in a minimum half cent increase in the rate. Staff will also monitor mileage rates from area conservation authorities to ensure our rate does not fall below the average.

STAFF COMMENT

Consumer Price Index (CPI)

The September 2021 year over year CPI for Private Transportation in Ontario did increase by 9.0% from last year, mainly to the increase in gas prices.

Area Conservation Authority Mileage Rates

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

<u>Conservation Authority</u>	<u>Rate – cents per km</u>
Upper Thames	50
Lake Simcoe	59
Grand River	58
Credit Valley	58
Niagara	50
Halton	58
Quinte	58
Average	55.86

Canada Revenue Agency

Canada Revenue Agency publishes a guideline for calculating what is a “reasonable allowance” that would not be deemed to be taxable income. For 2021, that guideline is 59 cents for the first 5,000 km and 53 cents per km thereafter.

Based on the above information, increasing the mileage rate to 56 cents per km is recommended for 2022 as this meets average reimbursement rate with other area Conservation Authorities and recognizes that there has been a substantial increase in the CPI Private Transportation Index.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- Strategic Priority Area - Organization Excellence
 - Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

Using past average mileage reimbursement figures, the two cent increase would increase annual mileage costs by approximately \$2,500.

CONCLUSIONS

Based on the above information, it is recommended that the 2021 mileage rate of 54 cents per kilometre be increased to 56 cents per km for 2022.

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE November 18, 2021

RE: Proposed Minimum Wage Increase to Casual Wage Rates

STAFF RECOMMENDATION

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

THAT the revised January 1, 2022 Casual/Seasonal wage grids for Hamilton Conservation Authority, Confederation Beach Park/Wild Waterworks and Construction/Forestry and Fleet as outlined in the November 18, 2021, report be approved, should the proposed increase to minimum wage be implemented by the Province.

BACKGROUND

As part of the 2021 Fall Economic Statement, the Ontario government will introduce legislation that, if passed, would raise the general minimum wage from \$14.35 to \$15.00 per hour effective January 1, 2022. The student minimum wage is currently \$13.50/hr and will increase to \$14.10/hr. While there was a modest increase to minimum wage October 1, 2021, the province has stated that the annual minimum wage increase was based on the 2020 annual Consumer Price Index increase, which does not reflect the recent increases.

STAFF COMMENT

HCA has a casual wage grid for seasonal staff hired to assist our owned and managed operations.

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

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

The majority of staff are hired using rates based on the minimum wage, noted as Service Level 1. Service Level 2 encompasses positions that require some credential or higher levels of skill or qualification such as security. All levels of the wage grids are impacted by the minimum wage increase to maintain the pay grade separations.

HCA also hires a complement of casual staff to assist with construction, forestry and fleet and that grid was similarly increased to reflect the 65 cent minimum wage increase to maintain the pay grades.

STRATEGIC PLAN LINKAGE

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

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

AGENCY COMMENTS

None

LEGAL/FINANCIAL IMPLICATIONS

The minimum wage increase and corresponding increase to all service levels is estimated to have an impact of approximately \$50,000 for casual staffing expenses in 2022.

CONCLUSIONS

The change to the 2022 casual/seasonal wage grids will provide for the required increase to minimum wage that is proposed effective January 1 and maintain pay grades to assist with recruitment and retention of staff to successful run our operations.

January 1, 2022 HCA Hiring Request – Seasonal CA and Office Staff

PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME

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

EMPLOYEE NAME:

EMAIL ADDRESS:

POSTAL ADDRESS:

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

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Conservation Area Services Level 1	14.10	14.35	15.00	15.25	15.50	15.75
includes titles – Park/Grounds Maintenance, Gate/Campground/Marina/Boat Rental Attendants, Food Service, Cashier, Cook, Customer Service						
Conservation Area Services Level 2			16.00	16.25	16.50	16.75
includes titles – Accounting/Payroll Staff, Historical Interpreter, Team Leader						
Conservation Area Services Level 3			17.00	17.25	17.50	17.75
includes titles – Conservation Area Worker, Licenced Security						

SPECIFIC POSITION TITLE:

SUPERVISOR:

WORK LOCATION: (Cons. Area, Workplace)

ACCOUNT NO:

EMPLOYMENT PERIOD: (Start & Final Date)

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

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

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

REVISION OF EMPLOYMENT: (State revision, i.e. rate of pay/position, supervisor, etc.)

REQUESTED BY:

(Name)

(Title)

(Signature)

(Date)

APPROVAL: (Date):

(Director of Conservation Area Services or Human Resources)



January 1, 2022 HCA Hiring Request – Confederation Beach Park/WWW

*** PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME ***

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

EMPLOYEE NAME:

EMAIL ADDRESS:

POSTAL ADDRESS:

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

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Conservation Area Services Level 1	14.10	14.35	15.00	15.25	15.50	15.75
includes titles – Park / Grounds Maintenance, Food Service, Cashier, Cook						
Conservation Area Services Level 2			16.00	16.25	16.50	16.75
includes titles –Assistant Plant Operator, Guest Services Representative						
Conservation Area Services Level 3			16.50	16.75	17.00	17.25
includes titles – NLS Lifeguard, Team Leader, Security,						
Conservation Area Services Level 4			18.00	18.25	18.50	18.75
Includes titles – WWW Maintenance / Cash / Food / Lifeguard Supervisors						

SPECIFIC POSITION TITLE:

SUPERVISOR:

WORK LOCATION: (Cons. Area, Workplace)

ACCOUNT NO:

EMPLOYMENT PERIOD: (Start & Final Date)

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

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

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

REVISION OF EMPLOYMENT: (State revision, i.e. rate of pay/position, supervisor, etc.)

REQUESTED BY:

(Name)

(Title)

(Signature)

(Date)

APPROVAL: _____ (Date): _____

(Director of Conservation Area Services or Human Resources)

2022 HCA Hiring Request – Construction, Forestry & Fleet Casual Staff

PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME

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

EMPLOYEE NAME: _____ Ms. Mr.

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

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

POSITION CATEGORY:

HOURLY RATES				
POSITION CATEGORY:	1 st step	2 nd step	3 rd Step	
Level 1: General Labourer	18.00	19.00	20.00	
Labourer for construction, carpentry, electrical, landscaping, forestry and fleet				
Level 2: Skilled Labourer/Light Equipment Operator	20.25	21.75	23.25	
Light equipment operator with 2+ years of experience, certified/trained labourer with 2+ years of experience				
Level 3: Licensed Truck Driver/Heavy Equipment	23.50	25.50	27.50	
DZ driver, AZ driver or an experienced heavy equipment operator				
POSITION CATEGORY:	1 st step	2 nd step	3 rd Step	4 th step
Apprentice Program	19.00	21.00	23.00	25.00
Skilled Trades (i.e. carpentry, electrical etc.)				

SPECIFIC POSITION TITLE: _____

SUPERVISOR: _____

WORK LOCATION: Millgrove Works Yard – 594 5th Concession W. Waterdown, Ont.

ACCOUNT NO: _____

EMPLOYMENT PERIOD: (Start & Final Date)

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

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

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

REVISION OF EMPLOYMENT: (State revision, i.e. rate of pay/position, supervisor, etc.)

REQUESTED BY: _____

(Name)

(Title)

(Signature)

(Date)

APPROVAL: _____ (Date): _____

(Director of CaPSS, Secretary Treasurer or Human Resources)

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE: November 18, 2021

RE: 2022 Remuneration of Board of Directors and Advisory Board and Committee Members

STAFF RECOMMENDATION

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

THAT the current HCA's honorarium rates for the Chair and Vice-Chair of the Board of Directors and per diem rate for Board of Directors and Advisory Board, remain in effect for 2022.

BACKGROUND

Hamilton Conservation Authority's administrative by-law, as approved by the Board of Directors on October 7, 2021, requires the Authority to establish a per-diem rate to be paid to Directors for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-Chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

Per the administrative by-law, the Budget and Administration Committee is responsible for investigating, reviewing and making recommendations to the Board of Directors on personnel related matters, including reviewing and making recommendations on members per diems and honorariums.

STAFF COMMENT

Significant increases were put in place for 2020 to bring our honorariums and per diems in line with area conservation authorities, and as a result, no changes were made for 2021 as our rates were comparable to other conservation authorities.

As shown below, HCA's remuneration scheme continues to be comparable with its neighbouring Conservation Authorities for each category. Table 1 is a comparison chart of the 2021 remuneration rates for nearby Conservation Authorities. Staff have reached out to our neighbouring conservation authorities and note the majority do not intend to increase their rates for 2022. GRCA typically applies a 1.5% inflationary increase, however a decision has not been made at this time.

Table 1: Comparison of 2021 Honorariums and Per Diems

Conservation Authority	Honorarium Chair, Board of Directors	Honorarium Vice-Chair, Board of Directors	Per Diem Rate
Conservation Halton	\$10,000.00	\$3,000.00	\$75.00
HCA	\$10,000.00	\$3,000.00	\$75.00
GRCA	\$27,842.23	\$2,784.64	\$153.64
NPCA	\$6,891.53	\$1,344.21	\$76.10

It should be noted that elected officials for the City of Hamilton do not receive honorariums, per diems, or reimbursement for mileage.

STRATEGIC PLAN LINKAGE

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- Strategic Priority Area - Organization Excellence
 - Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

The honorariums, per diems and mileage expenses for Board and Advisory Board members are accommodated in HCA annual operating budgets.

CONCLUSIONS

It is recommended that the honorariums for the Chair and Vice Chair of the Board of Directors and per diems for Board and CAB members remain constant for 2022.

Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE: December 2, 2021

RE: Request for Tender – Saltfleet Conservation Area Battlefield Creek Wetland Storage Facility (BC-1)

STAFF RECOMMENDATION

THAT the HCA staff recommends to the Board of Directors:

THAT the Request for Tender for the Saltfleet Conservation Area Battlefield Creek Wetland Storage Facility (BC-1) be considered for approval at the December 2, 2021 Board of Directors meeting.

BACKGROUND

The Saltfleet Conservation Area Wetland Restoration Program proposes to construct a total of 4 wetlands in the upper watershed area of Battlefield and Stoney Creeks. An environmental assessment has been completed that demonstrates that four wetland cells can be constructed in these upper watershed areas with the result being the reduction of flood risk and erosion forces of water in the lower urban area of Stoney Creek. Further, this project will create new wetlands areas that will function as natural features on the landscape providing habitat for flora and fauna. Lastly, the conservation area will be connected via the existing Dofasco Trail to allow visitors to experience the area and the wetlands first hand.

Based on the completed environmental assessment, detailed design, natural heritage review and archaeological assessments have been completed for the first wetland cell to be constructed at 444 First Road East. HCA staff working with our consultant Water's

Edge have completed the proposed design and report for the first wetland and the design is shown in Figure 1.

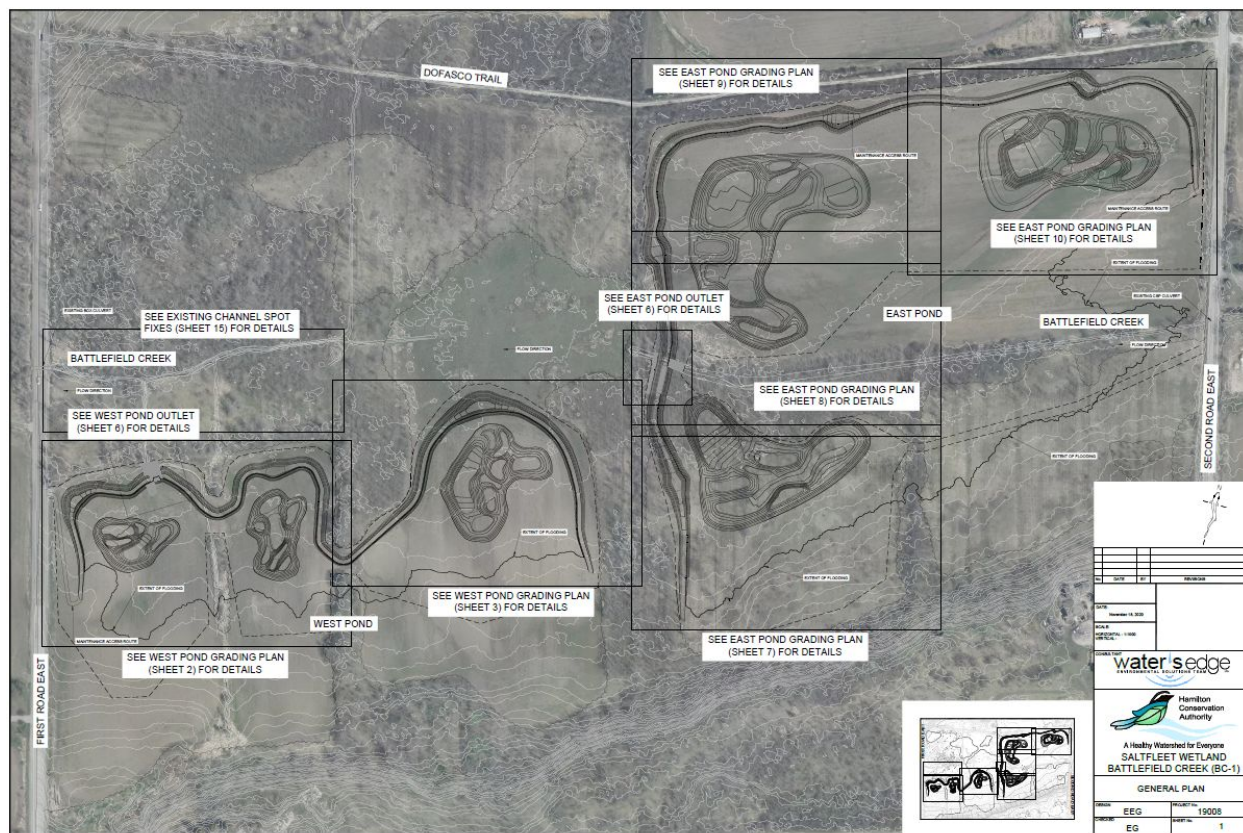


Figure 1

STAFF COMMENT

A detailed Request for Tender has been sent out requesting contracting services to complete the construction and implementation of the first wetland cell. The closing date for this call for tenders is November 26, 2021 at 2pm.

Given the deadline for the tender and timing associated with staff completing the evaluations required of the submitted tenders and getting the December 2, 2021 Board of Directors meeting agenda out, this background report on the project has been prepared to be included in the Board of Directors Agenda package and a brief summary report on the tenders submitted for the project will be provided at the December 2, 2021 Board of Directors meeting.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Natural Heritage Conservation**
 - Initiatives – Implement the Saltfleet Conservation Area Wetland Restoration Program and have the first wetland designed and constructed by 2021.

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

The total cost of the project will be detailed in the tender summary report on December 2, 2021. The Board at its October 7, 2021 meeting approved that HCA enter into Contribution Agreements and any other ancillary agreements with the City of Hamilton and the Heritage Green Community Trust, necessary to facilitate the granting and management of funds from each entity, for the purpose of funding construction of the first wetland for the Saltfleet Conservation Area Wetland Restoration Project.

CONCLUSIONS

The submitted tenders will outline the costs to construct the first wetland in the Saltfleet Conservation Area Wetland Restoration Program. The submitted tender results will be presented at the December 2, 2021 Board of Directors meeting with a recommendation to award the contract if appropriate.

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 Engineer

DATE: December 2, 2021

RE: Watershed Conditions Report

SYNOPSIS

There have been no current or recent observations or reports of significant watercourse flooding, public safety concerns, or Lake Ontario shoreline flooding. However, a high wave event on October 25 and 26 warranted issuing a Flood Watch – Lake Ontario Storm Surge message, although there were no reports or observations of significant shoreline flooding or erosion due to this event.

In the next 2 weeks, no significant watercourse flooding is expected. In the next 9 days, no significant Lake Ontario shoreline flooding is expected.

Current flows at available gauges are near baseflows to slightly elevated above baseflows. That said, current and average November flows have predominantly been well above long-term averages, with the main exception being Red Hill Creek where flows have been below long-term averages.

Christie Lake levels are at the high end of typical winter levels, and are slowly receding as part of the on-going annual fall drawdown of reservoir levels. Valens Lake levels are slightly above the high end of typical winter levels, and are slowly receding as part of the on-going annual fall drawdown of reservoir levels.

The latest drought assessment indicated normal watershed conditions. Drought conditions are not anticipated within the watershed, moving into December.

CURRENT WATERSHED CONDITIONS – November 23, 2021

Current Flows in Major Area Watercourses

There are no observations, reports, or expectations that significant watercourse flooding or significant public safety concerns are occurring at this time. Current flows at the five available streamflow gauges range from near baseflows to slightly elevated above baseflows. The five available streamflow gauges are: Upper Spencer Creek at Safari Road, Middle Spencer Creek at Highway 5, Lower Spencer Creek at Market Street, Ancaster Creek at Wilson Street, and Red Hill Creek at Barton Street.

That said, at four of the five available streamflow gauges, these current flows are at to well above the long-term average monthly flows for November. At the Red Hill Creek at Barton Street gauge, the current flow is well below the long-term average monthly flow for November.

In addition, at the same four of the five available streamflow gauges as above, the average monthly flows in November to date have been well above the long-term average November flows. At the Red Hill Creek at Barton Street gauge, average monthly flows in November to date have been below the long-term average monthly flow for November.

The average monthly flows in October were well above the long-term average October flows, at all five available streamflow gauges. The average monthly flows in September were also well above the long-term average September flows. The average monthly flows in August were near to slightly below the long-term average August flows. The average monthly flows in July were generally significantly above the long-term average July flows. Conversely, for January to June, in general the average monthly flows were significantly below the long-term average monthly flows.

Current Lake Ontario Water Levels

At this time, there are no observations, reports or expectations of significant Lake Ontario shoreline flooding. The Lake Ontario mean daily water level is approximately 74.87 m IGLD85. This is about 33 cm above average for this time of year.

Current Storages in HCA Reservoirs

The current reservoir level at Christie Lake dam (about 765.79 ft) is at the high end of typical winter levels (765.30 – 765.80 ft), and is slowly receding, as part of the on-going annual fall drawdown of reservoir levels. The reservoir is at 20 percent of its preferred maximum storage capacity (corresponding to a water level of 773.0 ft).

The current reservoir level at Valens Lake dam (about 274.67 m) is slightly above the high end of typical winter levels (274.15 – 274.40 m), and is slowly receding, as part of the on-going annual fall drawdown of reservoir levels. The reservoir is at 60 percent of its preferred maximum storage capacity (corresponding to a water level of 275.5 m).

Current Soil Conditions

The surface and root-zone soils are currently moist to wet and fully thawed.

RECENT STORM EVENTS

During the recent period of October 24, 2021 to November 22, 2021, there were no observations or reports of significant watercourse flooding events or public safety concerns, nor Lake Ontario shoreline flooding events.

However, a high wave event on October 25 and 26 warranted issuing a Flood Watch – Lake Ontario Storm Surge message and additional monitoring of conditions.

Lake Ontario Shoreline Flooding

October 25 to 28

Forecasts ahead of the high wave event expected sustained shore-bound winds of up to 35 km/hr, with wind gusts of up to 62 km/hr. Wave heights of up to 2.0 m were forecasted. There was an increased risk of significant localized flooding along Hamilton's shoreline, due to the forecasted storm surge and wave action.

However, there were no observations or reports of significant shoreline flooding or erosion due to this event. The reported maximum wave height was 2.8 m, and the maximum hourly Lake Ontario water level was 74.97 m IGLD85.

In the lead up to and during this event, HCA engineering staff closely monitored conditions, and issued the following messages to communicate the potential Lake Ontario Shoreline flooding risks to the City and public:

- Flood Watch – Lake Ontario Storm Surge on October 25
- Termination of Flood Watch – Lake Ontario Storm Surge on October 28

RECENT WATERSHED LOW WATER CONDITIONS

For the latest drought assessment (which includes data up to the end of October), the 1- and 3-month precipitation totals both indicated normal conditions within the watershed, based on data 8 available stations. Current and recent 30-day average streamflows

also all indicated normal conditions within the watershed, based on data at 5 available stations.

Recently, the Hamilton Low Water Response Team (Hamilton LWRT) terminated a Level 1 Low Water Conditions for the HCA watershed on October 19.

FORECASTED WATERSHED CONDITIONS

Watercourse Flooding

There are currently no significant rainfall events (+20 mm in a day) forecasted for the watershed over the next 2 weeks. HCA staff continue to monitor conditions and forecasts routinely. Resultant water levels and flows from currently anticipated precipitation are not expected to result in significant watercourse flooding.

Lake Ontario Shoreline Flooding

In the next 9 days, no significant Lake Ontario shoreline flooding is expected.

According to International Lake Ontario – St. Lawrence River Board information, Recent wet weather and water supply conditions have caused Lake Ontario's level to rise during the past several weeks. It is likely that Lake Ontario will resume a slow, seasonal decline. The rate and magnitude of water level changes will depend largely on received precipitation amounts and temperatures.

Watershed Low Water Conditions

Drought conditions are not anticipated within the watershed, moving into December. However, actual watershed conditions will be largely dependant on the amount of rainfall received.