



# Budget & Administration Committee Meeting Agenda

Thursday, August 18, 2022





# **Budget & Administration Committee Meeting**

**Thursday, August 18, 2022 at 6:00 P.M.**

**This meeting will be held in person for Budget and Administration Committee members and designated, limited staff only.**

**The public may view the meeting live on HCA's You Tube Channel:**  
<https://www.youtube.com/user/HamiltonConservation>

- 1. Welcome** – Moccio
- 2. Declaration of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Delegations**
- 5. Consent Items**
  - 5.1. Approval of Budget & Administration Committee Minutes  
– June 16, 2022
  - 5.2. 2<sup>nd</sup> Quarter 2022 WSIB Injury Statistics
- 6. Business Arising from the Minutes**
- 7. Staff Reports/Memorandums**

Memorandums to be received

  - 7.1 2<sup>nd</sup> Quarter Financial Results – Operating – McDougall / Fleming
  - 7.2 2<sup>nd</sup> Quarter Financial Results  
– Capital & Major Maintenance – McDougall / Fleming
  - 7.3 2<sup>nd</sup> Quarter Vendor Report – McDougall / Fleming

Reports for recommendation

  - 7.4 Application to renew governance exceptions granted by MECP – Burnside
  - 7.5 2023 HCA Fee Guide – McDougall / Fleming

- 8. New Business**
- 9. In-Camera Items**
- 10. Next Meeting – September 15, 2022**
- 11. Adjournment**

## Hamilton Conservation Authority

### Minutes

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#### Budget & Administration Committee

**June 16, 2022**

Minutes of the Budget & Administration Committee meeting held on Thursday, June 16, 2022 at 6:00 p.m., by videoconference and livestreamed on YouTube.

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

**Regrets:**                **Maria Topalovic**

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

**Others Present:**     **None**

#### **1. Welcome**

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. Lisa Burnside advised of legal matter to be added in-camera.

**BA 2220****MOVED BY: Dan Bowman  
SECONDED BY: Jim Cimba****THAT the agenda be approved.****CARRIED****4. Delegations**

There were none.

**5. Consent Items**

The following consent items were adopted:

5.1. Approval of Budget & Administration Committee Minutes – April 21, 2022

**6. Business Arising from the Minutes**

There was none.

**7. Staff Reports/Memoranda****7.1. Annual Statistical Reporting for Freedom of Information Requests**

Jaime Tellier presented a summary of the memorandum and answered the members' questions on this new annual report to advise members of FOI requests reported to the Privacy Commission. The members were appreciative of this new information memorandum.

**BA 2221****MOVED BY: Jim Cimba  
SECONDED BY: Dan Bowman****THAT the memorandum entitled Annual Statistical Reporting for Freedom of Information Requests be received.****CARRIED****7.2. Increase to HCA Casual Wage Rates**

Nancy Watts presented a summary of report in regard to the 2023 casual/seasonal wage grids that will provide for the required increase to minimum wage this Fall and also provide a further 25 cent increase effective January 1, 2023 to assist with recruitment and retention of summer staff, to successfully run our seasonal operations. Summer students play a vital role in supporting operations during the period of May to September and HCA competes with various other employers in the area for the available pool of summer students.

**BA 2222**

**MOVED BY: Lloyd Ferguson**

**SECONDED BY: Dan Bowman**

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

**THAT the revised Casual/Seasonal wage grids for Hamilton Conservation Authority, Confederation Beach Park, Wild Waterworks and Construction / Forestry and Fleet as outlined be approved, which provides for the following:**

- a) The Provincially mandated 50 cent scheduled inflationary increase to minimum wage effective October 1, 2022 which will be applied across all wage categories, and additionally**
- b) A further 25 cents be applied January 1, 2023 across all wage categories and steps to enhance HCA's competitiveness, particularly in the minimum wage market for the 2023 hiring year.**

**CARRIED**

### **7.3. Increase to Health Care Spending Account**

Neil McDougall presented a summary of the report in regard to the extended health plan which includes a health care spending account that provides staff with a level of flexible benefits. It allows members to use the account on the coverage that they need, rather than HCA undertaking periodic reviews and changes to specific benefit coverage. It has been well over a decade since the account was put in place and it is timely to review the annual maximum allocation as costs continue to increase and to ensure the plan remains competitive.

**BA 2223****MOVED BY: Jim Cimba****SECONDED BY: Lloyd Ferguson**

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

**THAT the current health care spending account allocation be increased effective January 1<sup>st</sup>, 2023 to new maximums as follows:**

- **\$500 annually for full time staff with family coverage**
- **\$300 annually for staff with single coverage**
- **\$100 annually for staff under contract / early retiree coverage**

**CARRIED****8. New Business**

There was none.

**9. In-Camera Items for Matters of Law, Personnel and Property****BA 2224****MOVED BY: Dan Bowman****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, two legal matters and one personnel matter were discussed.**

**9.1. Confidential Memorandum – BA/Jun 01-2022  
Legal Matter**

Neil McDougall provided a summary of the memorandum and answered the members' questions.

**BA 2225****MOVED BY: Dan Bowman**



**SECONDED BY: Jim Cimba**

**THAT the confidential memorandum entitled BA/Jun 01-2022 be received and remain in camera.**

**CARRIED**

9.2. Confidential Report – BA/Jun 02-2022  
Personnel Matter

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

The following motion came out of camera.

**BA 2226**

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

**That the Budget & Administration Committee recommends to the Board of Directors**

- 1. THAT the existing secondment position of Health & Safety Coordinator be converted to an ongoing full-time position and further;**
- 2. THAT the position undergoes a formal job evaluation to determine its proper pay range band within our pay structure.**

**CARRIED**

9.3. Confidential Verbal Update – BA/Jun 03-2022  
Legal Matter

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

**BA 2227**

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

**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, July 21, 2022 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.

# Memorandum

**TO:** Budget & Administration Committee

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

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

**MEETING DATE:** August 18, 2022

**RE:** Workplace Safety & Insurance Board (WSIB)  
Six month review report for 2022

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## BACKGROUND

Workplace safety and insurance is a no-fault insurance system for work-related injuries and diseases. It is governed by the *Workplace Safety and Insurance Act, 1997* (WSIA), and is managed by the WSIB.

## STAFF COMMENT

### ***How the WSIB defines “accident”***

- a chance event caused by a physical or natural incident, i.e., falling off a ladder or frostbite
- a wilful and intentional act, but not an act of the worker, i.e., being assaulted by a co-worker, and
- a disablement, which may be a condition that has emerged gradually over time, and cannot be attributed to a clearly defined time or place, i.e., carpal tunnel syndrome,
- is an “unexpected result” of the worker’s duties, wherein an accident that was originally believed to be minor resulted in disablement at a later date, i.e., a back injury from bending over to pick up equipment.

### ***How the WSIB defines “occupational disease”***

- a disease resulting from exposure to a substance that is related to a particular industrial process, trade or occupation
- a disease peculiar to, or characteristic of, a particular industrial process, trade or occupation,

- a medical condition that, in the WSIB's opinion, requires a worker to be removed either temporarily or permanently from exposure to a substance because the condition may be a precursor to an occupational disease
- a disease listed in the WSIB applicable to firefighters and fire investigators.

A worker who suffers from, and is impaired by, an occupational disease is entitled to receive benefits under the WSIB as if the disease were a personal injury by accident.

***WSIB reportable Injuries – six month review (January through June 2022)***

***There are 4 approved claims reported January through June 2022***

Claim type	January thru June 2022	January thru June 2021	Comments – 2022 incidents
	<b><i>Full time staff</i></b>	<b><i>Full time staff</i></b>	
Medical Aid	1	1	-Worker experienced symptoms of heat stress (dizzy and light headed) while working outside, and missed one shift
Lost Time	0	0	
	<b><i>Casual Staff</i></b>	<b><i>Casual Staff</i></b>	
Medical Aid	3	1	-Worker lost footing while walking on icy trail, slipped and fell, hurting trail bone and wrists. - worker strained back while using a loader to move lumber - worker developed a rash on neck while weed whipping
Lost Time	0	1	
<b>Year to date Total</b>	<b>4</b>	<b>3</b>	

## STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
  - Providing a positive and safe environment for both staff and visitors

## **AGENCY COMMENTS**

Not applicable.

## **LEGAL/FINANCIAL IMPLICATIONS**

HCA generally has a good safety record with minor reportable incidents. Once an injury has occurred it is important to return the injured worker to work as quickly and safely as possible and HCA has a strong early return to work program administered through human resources.

## **CONCLUSIONS**

It is important that HCA as an employer, maintain a healthy and safe workplace and to prevent workplace injuries and occupational diseases.



# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**MEETING DATE:** August 18, 2022

**RE:** HCA 2<sup>nd</sup> Quarter Financial Results – Operating

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## Hamilton Region Conservation Authority

	6 mos. <u>2022</u>	6 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
Watershed M S	\$ 576	\$ 466	\$ 110	\$ -	\$ -	\$ -
Conservation Areas	\$ 1,199	\$ 954	\$ 245	\$ 1,236	\$ 2,422	\$ (1,186)
WHV Conservation Area	\$ 291	\$ 40	\$ 251	\$ -	\$ 93	\$ (93)
Corporate Services	<u>\$ 446</u>	<u>\$ 689</u>	<u>\$ (243)</u>	<u>\$ (1,236)</u>	<u>\$ 490</u>	<u>\$ (1,726)</u>
Net surplus	<u>\$ 2,512</u>	<u>\$ 2,149</u>	<u>\$ 363</u>	<u>\$ -</u>	<u>\$ 3,005</u>	<u>\$ (3,005)</u>

### Summary of Results

This year the City levy support came early with three of the four payments received by June 30th. This inflated the results by \$1.1 million. After adjusting for this there still is a surplus of \$1.4 million and the conservation areas, which receive no levy support, are still running ahead of last year's record levels.

The summer looks to be strong and there is no reason to think there won't be a surplus again in 2022.

## Watershed Management Services

	6 mos. <u>2022</u>	6 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
<b>Revenues</b>						
Levy	\$ 1,252	\$ 1,087	\$ 164	\$ 1,698	\$ 1,159	\$ 539
Transfer from reserves	676	-	676	22	280	(258)
Grants	39	144	(105)	203	474	(271)
Conservation Foundation	-	-	-	-	1	(1)
Permits, fees & misc.	<u>168</u>	<u>133</u>	<u>35</u>	<u>280</u>	<u>314</u>	<u>(34)</u>
Total	2,135	1,364	771	2,203	2,228	(937)
<b>Expenses</b>						
Staff	839	804	35	1,969	1,644	325
Contracts & Consultants	624	16	608	10	127	(117)
Materials & Supplies	20	2	18	52	23	30
Utilities	14	9	5	24	17	7
Transfer to reserves	-	-	-	-	283	(283)
Other	<u>62</u>	<u>67</u>	<u>(5)</u>	<u>148</u>	<u>135</u>	<u>13</u>
Total	<u>1,559</u>	<u>898</u>	<u>660</u>	<u>2,203</u>	<u>2,228</u>	<u>(25)</u>
<b>Net surplus / (deficit)</b>	<u>\$ 576</u>	<u>\$ 466</u>	<u>\$ 110</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

### Revenues

Levy for the quarter was above last year as more has been allocated to the division in support of the additional activities taken on to accomplish targets set within the Strategic Plan and 3 of the 4 installments have been received. Funds for projects underway were released to match their expenses while permits and fees were trending ahead of both Budget and last year.

### Expenses

Staff costs are higher than last year, as expected, and will grow as the full compliment is brought on to address the scheduled work.

Contractors and consultant costs are higher than last year but all for fully funded projects.

### Net surplus

The first half surplus is due to the timing of levy receipt combined with reserve funding recognition.

A balanced Budget for the year is still anticipated.



## Conservation Areas

	6 mos. <u>2022</u>	6 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
<b>Revenues</b>						
Admissions	\$ 1,360	\$ 1,558	\$ (198)	\$ 3,179	\$ 3,935	\$ (756)
Marina	1,062	1,073	(11)	1,507	1,555	(48)
Camping	709	461	248	1,409	1,592	(182)
Concessions	61	27	34	226	171	55
Other	<u>239</u>	<u>124</u>	<u>115</u>	<u>444</u>	<u>380</u>	<u>65</u>
Total	3,431	3,244	187	6,765	7,632	(867)
<b>Expenses</b>						
Staff	1,182	1,161	20	3,046	2,739	306
Equipment	308	323	(16)	684	688	(4)
Utilities	126	123	3	298	301	(3)
Materials & Supplies	106	123	(16)	391	573	(182)
Contracts & Consultants	37	36	0	131	106	24
Other	<u>473</u>	<u>522</u>	<u>(49)</u>	<u>973</u>	<u>804</u>	<u>170</u>
Total	<u>2,231</u>	<u>2,289</u>	<u>(58)</u>	<u>5,523</u>	<u>5,211</u>	<u>312</u>
<b>Net surplus / (deficit)</b>	<u>\$ 1,199</u>	<u>\$ 954</u>	<u>\$ 245</u>	<u>\$ 1,243</u>	<u>\$ 2,422</u>	<u>\$ (1,179)</u>

### Revenues

Gate admissions and pass sales declined 13% from last year. However, admission revenue was up 95% from 2019 (pre-covid comparison).

Marina operations were once again at full capacity and camping continued to exceed previous highs.

The majority of the concession increase came from Valens and half of that came from firewood sales.

Other revenues benefitted from a Foundation contribution to the Eramosa Karst and a healthy combination of facility rentals, film shoots and summer camps.

Compared to 2019, total revenue was up by \$890K, 35%.

### Expenses

Staffing costs were up slightly from last year but not expected to exceed budgeted levels.

All other costs were flat to slightly lower and trending to stay within budget.

Total costs were higher than 2019, but by less than 10%, which over three years is reasonable.

### Net surplus

A softness in attendance was expected but the new heights of camping was not.

Camping at both Valens Lake and Fifty Point indicate the desire for the activity continues despite alternate activities now being available.

For comparative purposes, the surplus for the 6 months ended June, 2019 (pre-pandemic), was \$496K. This equates to less than half of the division's current year surplus.

## Westfield Heritage Village Conservation Area

	6 mos. <u>2022</u>	6 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
<b>Revenues</b>						
Levy	\$ 466	\$ 308	\$ 158	\$ 624	\$ 614	\$ 10
Events	51	-	51	42	-	42
Admissions	36	23	13	74	69	5
School Programs	15	-	15	20	0	20
Other	<u>97</u>	<u>70</u>	<u>27</u>	<u>74</u>	<u>128</u>	<u>(54)</u>
Total	664	400	264	834	811	23
<b>Expenses</b>						
Staff	244	242	1	554	512	42
Advertising & Promotion	13	14	(2)	60	29	31
Utilities	38	26	12	52	46	6
Materials & Supplies	13	12	1	36	21	15
Equipment	26	34	(8)	51	64	(14)
School Programs	6	1	6	20	1	19
Other	<u>34</u>	<u>31</u>	<u>3</u>	<u>61</u>	<u>42</u>	<u>19</u>
Total	<u>373</u>	<u>360</u>	<u>13</u>	<u>834</u>	<u>718</u>	<u>116</u>
<b>Net surplus / (deficit)</b>	<u>\$ 291</u>	<u>\$ 40</u>	<u>\$ 251</u>	<u>\$ -</u>	<u>\$ 93</u>	<u>\$ (93)</u>

### Revenues

City support remains the primary revenue source, 3 of 4 payments received where last year was 2.  
 Events were returned, opening with the Maple Syrup program, incorporating the reservation system.  
 Admission was showing a good return on a percentage basis but still with room to grow.  
 Other revenue was bolstered by a special grant for historical operations that offset the lack of any major filming project in the first half of the year.

### Expenses

Staff expense are the largest cost component and began the year as expected.  
 All other expenses were within reasonable tolerances.

### Net Surplus

It is hoped the regular admission volume grows as we expand Westfield into a hiking destination as well as the heritage village it is known for.  
 More events are planned for the second half which should also bolster results.

## Corporate Services

	6 mos. <u>2022</u>	6 mos. <u>2021</u>	\$ <u>Variance</u>	Budget <u>2022</u>	Actual <u>2021</u>	\$ <u>Variance</u>
<b>Revenues</b>						
Levy	\$ 1,831	\$ 2,058	\$ (227)	\$ 2,418	\$ 2,908	\$ (490)
Equipment	553	625	(72)	1,141	1,313	(172)
Foundation	85	60	25	185	92	93
Management fees	163	92	71	400	202	198
School Fees	65	64	1	70	86	(16)
Interest	88	42	46	90	92	(2)
Rental houses	84	87	(3)	178	177	1
Other	<u>27</u>	<u>0</u>	<u>26</u>	<u>4</u>	<u>2</u>	<u>3</u>
Total	2,896	3,029	(132)	4,487	4,872	(385)
<b>Expenses</b>						
Staff	1,452	1,535	(83)	3,595	3,187	408
Utilities	167	121	46	313	321	(8)
Equipment	18	17	1	84	51	33
Materials & supplies	28	36	(9)	101	71	30
Other	<u>785</u>	<u>630</u>	<u>156</u>	<u>1,629</u>	<u>752</u>	<u>877</u>
Total	<u>2,450</u>	<u>2,340</u>	<u>111</u>	<u>5,723</u>	<u>4,382</u>	<u>1,341</u>
<b>Net surplus / (deficit)</b>	<u>\$ 446</u>	<u>\$ 689</u>	<u>\$ (243)</u>	<u>\$ (1,236)</u>	<u>\$ 490</u>	<u>\$ (1,726)</u>
<b>Land, Vehicle &amp; equipment activity</b>						
Donations & misc.	-	-	-	-	-	-
Transfer from Reserves	<u>1,030</u>	<u>250</u>	<u>780</u>	<u>300</u>	<u>478</u>	<u>(178)</u>
	<u>\$ 1,030</u>	<u>\$ 250</u>	<u>\$ 780</u>	<u>\$ 300</u>	<u>\$ 478</u>	<u>\$ (178)</u>
Land	758	-	758	-	47	(47)
Vehicles & misc.	<u>263</u>	<u>260</u>	<u>3</u>	<u>300</u>	<u>431</u>	<u>(131)</u>
	<u>\$ 1,021</u>	<u>\$ 260</u>	<u>\$ 761</u>	<u>\$ 300</u>	<u>\$ 478</u>	<u>\$ (178)</u>

### Revenues

Levy, with 3 of 4 payments received, was slightly lower than last year, still consistent with Budget.

Equipment revenue was down from last year as last year had catch-up work from the prior years, but trending to meet budget. Management fees were higher than a year ago as the Waterpark readied for opening and interest income rose reflecting higher bank balances and higher interest rates.

### Expenses

Staffing is the major cost in Corporate Services and it remains under Budget.

Other expenses rose from higher insurance premiums and computer upgrades.

**Net surplus / (deficit)**

The Budget for 2022 anticipated a decline from that achieved in 2021 so it is not surprising that the 1st half of the year reflected that trend, but not to the degree expected.

For comparative purposes, the 1st half of 2019 (pre-pandemic), after adjusting for a timing difference in the receipt of the City Levy, was \$853K in surplus. Well above what was achieved in this year.

The land purchase reflects the consummation of the land secured in Puslinch late last year and the deposit for the Devil's Punchbowl property. That property purchase was completed early July, third qtr. Two used pickups, two tractors and a trailer were purchased to replace aged equipment.

# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**MEETING DATE:** August 18, 2022

**RE:** HCA 2<sup>nd</sup> Quarter Financial Results – Capital & Major Maintenance

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## CAPITAL WORKS: JANUARY THROUGH JUNE 2022

### Valens Lake Conservation Area

<b>Major Maintenance</b>	<b>35.6%</b>	
Buildings		\$ 15,066
Roads & Trails		57,807
Gates/Fences		201
Bridges		3,414
Utilities		24,836
Forestry		12,324
<b>Project</b>	<b>64.4%</b>	
West campground expansion		3,258
Cabins		202,056
Other		227
		<hr/>
		\$319,189

### **Christie Lake Conservation Area**

#### **Major Maintenance                      48.7%**

Roads & Trails	\$ 48,814
Building maintenance	3,708
Forestry	26,111
Bridges	3,302
Gates/Fences	2,898
Other	845

#### **Project                                      51.3%**

Entrance road rebuild	26,795	
Webster Pay & Display, fencing, gate	<u>63,486</u>	
		175,959

### **Dundas Valley Conservation Area & Woodend**

#### **Major Maintenance                      57.6%**

Building maintenance	901
Roads & trails	14,387
Forestry	17,284
Bridges	1,087
Other	355

#### **Project                                      42.4%**

Tiffany Falls bridge replacement	22,612	
Tiffany Falls parking improvements	1,306	
Hermitage site improvements	<u>1,104</u>	
		59,036

### **Fifty Point Conservation Area**

#### **Major Maintenance            71.7%**

Building maintenance	\$ 18,158
Masterplans	4,832
Roads & trails	34,155
Forestry	657
Other	856

#### **Project                            28.3%**

Boat launch ramp repair	6,677
Lake and marina shoreline repair	8,236
Marina channel dredging	<u>8,196</u>

81,767

### **Hamilton Mountain Conservation Area**

#### **Major Maintenance            58.5%**

Roads & trails	\$ 1,100
Bridges/Boardwalks	131,535
Fencing/Gates	8,160
Masterplans	36,231
Forestry	30,037

#### **Project                            41.5%**

Devil's Punchbowl fencing	87,529
60 Arbour Road demolition	53,907
HMCA Karst autogates	<u>5,641</u>

354,140

**Westfield Heritage Village Conservation Area**

**Major Maintenance                      72.6%**

Building maintenance	38,776
Roads & trails	9,855
Forestry	4,833
Fencing/Gates	538

**Project    27.4%**

New Trail Development	8,050
Potts admin office	9,954
Volunteer building conversion	1,335
Ironwood interior upgrades	868
Traincar stairs	200

74,409

**Six months Capital and MM**

\$ 1,064,500

**Major Maintenance  
Projects**

52%  
48%



# Memorandum

**TO:** Budget & Administration Committee

**FROM:** Neil McDougall, Secretary-Treasurer

**MEETING DATE:** August 18 2022

**RE:** HCA 2<sup>nd</sup> Quarter Vendor Report

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## Vendor Summary for Payments April - June, 2022

MARSH CANADA LIMITED	\$ 699,679	HCA & CBP (WWW)
OAKRIDGE GROUP INC.	293,250	Saltfleet construction
GENIGLACE INC.	269,417	Christie Ice Boom
LAND ACQUISITION DEPOSIT	250,000	East Mountain
FREW ENERGY INC	165,310	Gas & diesel
HAMILTON, CITY OF (Cheque)	143,113	Repayment of CBP funds
DOR-CONTROL CRAFTSMEN LTD	70,941	WWW entrance
HAMILTON, CITY OF, TAX SECTION	58,384	Tax installments
NET ACCESS SYSTEMS INC	46,638	Internet services
DALE'S LAWN & LANDSCAPE	43,940	WWW turf replacement
LAFARGE CANADA INC	42,649	Gravel -various locations
PARKWAY AUTO TRADE	39,767	Pickup replacement
AUDCOMP GROUP INC.	33,646	Computer equipment & services
BUDGET ENVIRONMENTAL DISPOSAL INC	33,335	Site cleanup
BENNETT CHEVROLET CADILLAC BUICK GMC LTD	32,159	Pickup replacement
CABCON CONTRACTING LTD	29,935	WWW River Ride repair
CONSERVATION ONTARIO	29,132	Annual membership installment

COLEMAN EQUIPMENT INC.	26,917		Construction roller		
CAMIS INC	24,735		Reservation fees		
ZUZEK INC.	22,967		Shoreline study		
WILD WATERWORKS FLOATS	21,000		Opening cash floats		
DA-LEE DUST CONTROL LTD	20,275		Dust control		
JASEN ENTERPRISES	19,798		Equipment rental tri-axle dump		
FLANAGAN FOODSERVICE INC.	18,935		Product for resale		
GRANT THORNTON LLP	18,137		2021 audit billings		
DVC CONTRACTING	17,769		Equipment rental motor grader		
BRENNTAG CANADA INC	16,118		WWW chlorine		
DURABOND JANITORIAL SERVICES LTD	15,041		Janitorial services		
UNIFIRST CANADA LTD.	14,414		Uniforms		
FIREWOOD GUYS	14,408		Firewood for Valens		
MARCO'S PAINTING & DECOR	13,956		Fifty Point & Valens		
RONA INC	12,977		Miscellaneous various locations		
FAIRWAY ELECTRICAL SERVICES	11,810		Valens work		
GRAND RIVER SHEDS INC	11,526		WWW entrance		
PLANIT GEO INC	11,500		Mapping software		
GOLDEN HORSESHOE WHOLESALE INC.	10,540		Product for resale		
SUPERIOR PROPANE INC	10,529		Propane various sites		
	2,614,644	86.7%	# OF LARGE VENDORS	37	14.8%
All other < \$10,000	399,715	13.3%	# OF SMALL VENDORS	176	85.2%
	\$ 3,014,360			250	

# Report

**TO:** Budget & Administration Committee

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

**MEETING DATE:** August 18, 2022

**RE:** Application to renew governance exceptions granted by MECP

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## STAFF RECOMMENDATION

**WHEREAS** the governance exceptions that HCA has been granted from the Minister of the Environment, Conservation and Parks will be expiring at the end of 2022,

## THEREFORE, BE IT RESOLVED

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

**THAT** Hamilton Conservation Authority reapply to the Minister of the Environment, Conservation and Parks requesting an exception to the rotation of the Chair and Vice Chair position to rotate amongst participating municipalities; and further

**THAT** an exception also be requested to the maximum two consecutive term limits for the position of Chair and Vice Chair to a maximum of four consecutive terms; and further

**THAT** the exceptions be based on the rationale as provided in the last exception that was approved by the Minister noting HCA's unique board composition, alignment with four-year municipal appointment terms and process of annual democratic election.

## BACKGROUND

In March of 2021, the HCA Board of Directors unanimously endorsed a motion that the Hamilton Conservation Authority apply to the Minister of the Environment, Conservation and Parks requesting an exception to the rotation of the Chair and Vice Chair position to rotate amongst participating municipalities given HCA's unique board composition with only two participating municipalities and just one member from the second participating municipality and that the rotation instead, be based on annual democratic election by board members who wish to stand for these positions.

The motion also requested an exception to the maximum two consecutive term limits (a term equals one year) for the position of Chair and Vice Chair for a longer period to align with the appointment timeframe given by the participating municipalities and instead, that a maximum four consecutive terms be permitted and based on annual democratic election by board members who wish to stand for these positions

The resolution was passed unanimously and the minutes of the March 2021 board meeting noting a recorded vote were attached to the exception request, as well as the required template exception form. The one board member from the Township of Puslinch was unable to attend the March 2021 Board meeting. However, she sent email correspondence indicating her support for the Board motion, and this correspondence indicating her support was also attached to the exception request, along with the Board minutes.

HCA was granted an exception for these provisions by the Minister of the Environment, Conservation and Parks on June 3, 2021 that is valid until the end of 2022 (Application attached as Appendix A).

## STAFF COMMENT

As the exceptions from MECP expire at the end of December 2022, HCA must reapply in order to continue operating our Annual General Meeting (AGM) by annual democratic election for the position of Chair and Vice Chair and to provide for term limits beyond two consecutive years to hold office.

The details in the *Conservation Authorities Act* are currently as follows:

### ***Chair, vice-chair***

***17 (1) At the first meeting held in each year or at such other meeting as may be specified by the authority's by-laws, the authority shall appoint a chair and one or more vice-chairs from among the members of the authority. 1996, c. 1, Sched. M, s. 43; 2017, c. 23, Sched. 4, s. 14.***

### ***Term of chair, vice-chair***

***(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.***

**Representation from each municipality**

*(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality. 2020, c. 36, Sched. 6, s. 4.*

**Exception**

*(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,*

*(a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or*

*(b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.*

**Impact on HCA:****Section 17 (1.2) Rotation of Chair and Vice Chair amongst participating municipalities**

- This requirement impacts democratic elections for the position of Chair and Vice Chair as HCA only has two participating municipalities and the second municipality only has one member
- Therefore, the member from the Township of Puslinch would be required to be in the position of Chair or Vice Chair for their entire period of appointment
- Implementation of this provision will be at the AGM in 2023 for HCA, unless an exception is granted
- A participating municipality or conservation authority may apply to the Minister of the Environment, Conservation and Parks requesting an exception to the rotation

**Section 17 (1.1) Term limits for the Chair and Vice Chair**

- This requirement sets a maximum term limit of two consecutive years for the Chair / Vice Chair to hold office, unless an exception is requested
- Implementation of this provision will be at the AGM in 2023, for HCA, unless an exception is granted
- A participating municipality or conservation authority may apply to the Minister of the Environment, Conservation and Parks requesting an exception to the term limits

Given that the current exceptions expire in four months, it is the recommendation of staff to reapply for the exceptions so that there is clarity around the proceedings of the 2023 AGM and our Administrative Bylaws can be updated accordingly.

## **STRATEGIC PLAN LINKAGE**

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

- Strategic Priority Area – Organizational Excellence

## **AGENCY COMMENTS**

HCA was granted its past exception requests from the Minister of MECP. The minister did provide the following in their explanation:

*“I note that the intent of the changes made through Bill 229, the Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, to section 17 of the Conservation Authorities Act were to encourage fuller representation and perspectives from participating municipalities in a conservation authority. I encourage the HRCA membership to take this into account when considering future appointments to the positions of chair and vice-chair. I would ask that you share this correspondence with all members of the HRCA, and please invite the Town of Puslinch to contact me in writing regarding the rotational requirements, should this be of concern.”*

## **LEGAL/FINANCIAL IMPLICATIONS**

Not applicable

## **CONCLUSIONS**

Staff have provided an overview and analysis of the specific provisions in the *Conservation Authorities Act* that were proclaimed February 2, 2021 with associated recommendations for exceptions through the Minister that were successfully applied for in 2021 and which are only valid until the end of 2022. Due to the pending expiration of the initial granted exception, staff recommend reapplying to establish clarity for the upcoming 2023 AGM proceedings and our Administrative Bylaws can be updated accordingly.



A Healthy Watershed for Everyone

Via Email ([minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca))

March 9, 2021

Hon. Jeff Yurek, Minister of the Environment, Conservation and Parks  
Ministry of the Environment, Conservation and Parks  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

Dear Minister Yurek,

**Re: Application for Minister's Exceptions (Chair and Vice-Chair Provisions)**

We are writing to you as the Chair of the Board of Directors and Chief Administrative Officer of the Hamilton Conservation Authority (HCA) to make application for Minister's exception requests for the subsections in the Conservation Authorities Act (CAA) in regard to the Chair and Vice-Chair Provisions for both subsection 17 (1.3) (a) as well as subsection 17 (1.3) (b). These sections relate to the terms for these positions as well as the rotation amongst participating municipalities.

At the HCA Board meeting held on Thursday March 4, 2021 the following resolution was passed unanimously:

**BD12, 2857**

**WHEREAS some specific provisions in the Conservation Authorities Act were recently proclaimed to initiate changes to conservation authority governance; and**

**WHEREAS the June 3, 2021, HCA Annual General Meeting is affected by the changes as it relates to the rotation of the Chair and Vice Chair positions amongst participating municipalities unless the Authority applies to the Minister of the Environment, Conservation and Parks requesting an exception and**

**WHEREAS the June 3, 2021, HCA Annual General Meeting is also impacted by term limits for the positions of Chair and Vice Chair unless the Authority applies**

**to the Minister of the Environment, Conservation and Parks requesting an exception; and**

**WHEREAS the future citizen appointments to the HCA Board of Directors would be impacted by the requirement to have 70% of board members to be elected officials unless HCA's participating municipalities, the City of Hamilton and Township of Puslinch, apply to the Minister of the Environment, Conservation and Parks requesting an exception;**

**THEREFORE, BE IT RESOLVED**

**THAT the Board of Directors approve the following:**

- 1. THAT the Hamilton Conservation Authority apply to the Minister of the Environment, Conservation and Parks requesting an exception to the rotation of the Chair and Vice Chair position to rotate amongst participating municipalities given HCA's unique board composition with only two participating municipalities and just one member from the second participating municipality; and further**
- 2. THAT the rotation be based on annual democratic election by board members who wish to stand for these positions and further;**
- 3. THAT an exception also be requested to the maximum two consecutive term limits for the position of Chair and Vice Chair to a maximum of four consecutive terms to align with the appointment terms from the participating municipalities and further;**
- 4. THAT the maximum four consecutive terms be based on annual democratic election by board members who wish to stand for these positions and further;**
- 5. THAT the Board endorse the current complement of five elected officials and five citizen appointments from the City of Hamilton and the option of the Township of Puslinch to appoint either a citizen or elected official and further;**
- 6. THAT HCA request the City of Hamilton and Township of Puslinch make application to the Minister of the Environment, Conservation and Parks to request exceptions to maintain the current complement of citizen appointments on the HCA Board.**

This resolution was passed unanimously and the minutes of the board meeting noting a recorded vote are attached as well as the required template exception form. Our one board member from the Township of Puslinch was unfortunately unable to attend the meeting due to a family medical emergency the evening of our Board meeting, however,



she has submitted the attached correspondence indicating her support for the board motion.

On behalf of the HCA Board of Directors, we appreciate you taking the time to consider our requests and we look forward to your review and response.

Sincerely,

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Councillor Lloyd Ferguson  
Chair, Hamilton Conservation Authority

A handwritten signature in black ink that reads "Lisa Burnside" in a cursive, flowing script.

Lisa Burnside  
CAO, Hamilton Conservation Authority

Cc:  
City of Hamilton Mayor and Council  
Township of Puslinch Mayor and Council  
Ted Arnott, MPP Wellington – Halton Hills  
Donna Skelly, MPP Flamborough – Glanbrook



**Template: Subsection 17(1.3) of the *Conservation Authorities Act* (CAA)  
Application for Minister's Exception (Chair and Vice-Chair Provisions)**

Please complete the following table and submit to the Minister at [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca), along with:

- a covering letter, and
- clear statement of the request from the authority membership through a resolution of the authority or from the council of the participating municipality through a council resolution (as applicable)
- meeting minutes and details of a recorded vote on that resolution.

Item	Details from Applicant
Name of participating municipality or conservation authority submitting application	Hamilton Conservation Authority (HCA)
<b>Composition of Authority:</b>	
Total number of the authority membership	11
Number of participating municipalities in the authority	2
For each participating municipality, the number of appointed municipal council members and non-municipal council members	<p>The City of Hamilton has 10 members comprised of 5 appointed municipal councillors and 5 appointed non-municipal council members (citizen appointments).</p> <p>The Township of Puslinch as 1 appointment which has varied between a municipal councillor or a non-municipal member (citizen appointment).</p>
<b>Proposal details:</b>	
Statement of the request for an exception (e.g. seeking an exception under clause 17(1.3) (a), 17(1.3) (b) of the CAA or both etc.). (see Appendix for these legislative provisions)	Exceptions are requested for both 17(1.3) (a) and 17(1.3) (b).
Which participating municipality(ies) does the candidate for chair and/or vice-chair represent(s).	The City of Hamilton is currently represented in both the position of Chair and Vice-Chair.
Whether the candidates for chair and/or vice-chair are members of municipal council or non-elected municipal appointees.	<p>The position of Chair is held by a member of council from the City of Hamilton.</p> <p>The position of Vice-Chair is held by a non-elected municipal member (citizen appointment).</p>
Service time to date of the chair and/or vice-chair incumbents in the role whose terms are proposed to be extended.	<p>The Chair has served since June 2019.</p> <p>The Vice-Chair has served since June 2019.</p>

Item	Details from Applicant
<p>Detailed rationale, including local circumstances, for the Minister to consider as to why an exception is needed.</p>	<p>As result of amalgamation when the five lower tier municipalities ceased to exist as of January 1, 2001, HCA was left with just one participating municipality other than the City of Hamilton, that being the Township of Puslinch. The Township of Puslinch only has one representative. Given this circumstance, and that the current Chair and Vice-Chair are both from the City of Hamilton, it is not possible to comply with Section 17 (1.2). This section would require the one member from Puslinch to occupy both the outgoing Chair and Vice-Chair positions to comply with rotation provisions. Additionally, given that there is only one member from a second participating municipality, this representative would be required to be in the position of Chair or Vice-Chair for their entire term of appointment whether or not they had the desire, experience or confidence to be in such a position. A further local circumstance is that the levy apportionment between the City of Hamilton and Township of Puslinch is dramatically different with the City of Hamilton contributing 99.3% of levy and the Township of Puslinch contributing the balance of 0.7% of levy. The local practice of annual democratic election has worked well for HCA since amalgamation in 2001 with the Township of Puslinch board member being democratically elected, holding the position of Vice-Chair from 2004 to 2011 and again in 2018 until May 2019.</p> <p>Given the foregoing rationale and local circumstances, the Hamilton Conservation Authority proposes the following exceptions that were unanimously endorsed through Board resolution:</p> <ol style="list-style-type: none"> <li>1) THAT the Hamilton Conservation Authority apply to the Minister of the Environment, Conservation and Parks requesting an exception to the rotation of the Chair and Vice Chair position to rotate amongst participating municipalities given HCA's unique board composition with only two participating municipalities and just one</li> </ol>

Item	Details from Applicant
	<p>member from the second participating municipality; and further</p> <p>2) THAT the rotation be based on annual democratic election by board members who wish to stand for these positions and further;</p> <p>3) THAT an exception also be requested to the maximum two consecutive term limits for the position of Chair and Vice Chair to a maximum of four consecutive terms to align with the appointment terms from the participating municipalities and further;</p> <p>4) THAT the maximum four consecutive terms be based on annual democratic election by board members who wish to stand for these positions</p>

## **Appendix: Relevant wording in the *Conservation Authorities Act***

### **Chair, vice-chair**

**17 (1)** At the first meeting held in each year or at such other meeting as may be specified by the authority's by-laws, the authority shall appoint a chair and one or more vice-chairs from among the members of the authority. 1996, c. 1, Sched. M, s. 43; 2017, c. 23, Sched. 4, s. 14.

### **Term of chair, vice-chair**

(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.

### **Representation from each municipality**

(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality. 2020, c. 36, Sched. 6, s. 4.

### **Exception**

(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

- (a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or
- (b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.

# **Hamilton Region Conservation Authority**

## **Minutes**

### **Board of Directors Meeting**

**March 4, 2021**

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

**PRESENT:**            **Lloyd Ferguson – in the Chair**  
                         **Dan Bowman**                            **Brad Clark**  
                         **Jim Cimba**                            **Chad Collins**  
                         **Tom Jackson**                           **Cynthia Janzen**  
                         **Santina Moccio**                       **Maria Topalovic**

**Margaret Reid – Foundation Chair**

**REGRETS:**           **Esther Pauls, Susan Fielding**

**STAFF PRESENT:** **Lisa Burnside, Grace Correia, Gord Costie, Matt Hall, Neil McDougall, Scott Peck, Mike Stone, 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. There were none.

#### **3. Approval of Agenda**

The Chair requested any additions or deletions to the agenda.

**BD12, 2856**

**MOVED BY: Cynthia Janzen**  
**SECONDED BY: Maria Topalovic**

**THAT the agenda be approved.**

**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 – February 4, 2021
- 5.3. Approved October 10, 2020 Conservation Advisory Board Minutes – for receipt only
- 5.4. Email from MECP re Proclamation of Provisions of the Conservation Authorities Act, February 5, 2021
- 5.5. News Release ‘Ontario Takes Steps to Grow the Greenbelt’, Ministry of Municipal Affairs and Housing, February 21, 2021

Brad Clark requested item 5.5 be brought out of the consent agenda to ask questions of staff. Brad asked Scott Peck if there is any opportunity to include the Saltfleet Conservation Area in the expansion of the Greenbelt Plan area.

Scott advised that the Saltfleet Conservation Area and other lands to the east of Centennial Parkway are largely already included in the Greenbelt Plan area. The direction of the proposal from the province is primarily to add urban river valleys, to connect them to the existing Greenbelt Plan Area. With respect to the Saltfleet Conservation Area, staff would be supportive of the Stoney and Battlefield Creeks systems being included in the Greenbelt Plan.

Brad further inquired about the process for submitting this request. Scott noted the discussion paper is high level at this time and does not include details of the process. He added that he understands City of Hamilton staff will be bringing a report on the proposed expansion to City Council in the coming weeks. HCA staff will bring a report to the Board of Directors in April regarding the proposed expansion as it relates to HCA lands and will include these connections to the Saltfleet Conservation Area in the report.



Brad also inquired about the potential to include the Eramosa Karst feeder lands in this expansion to preserve the lands in perpetuity. Scott indicated that these lands could also be included in the forthcoming staff report.

## **6. Member Briefing**

There was none.

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

### **7.1. Proclamation of Governance Provisions of the Conservation Authorities Act**

Lisa Burnside gave a presentation summarizing the report and answered the members' questions related to exception application requirements for a board resolution, recorded vote, meeting minutes and the timeframe the Ministry staff are striving to respond to for all exception requests. It was also noted that it is not possible for HCA to follow the provision for the rotation amongst participating municipalities for the position of Chair and Vice-Chair with only one member from a second participating municipality to succeed the two City of Hamilton members. Lisa further added that all 36 Conservation Authorities have different board memberships and composition and the province has provided the exception process to consider local circumstances.

The members expressed their strong support for the staff recommendations and made note of how citizen representatives on the Board have made valuable contributions. All six recommendations reinforce our current process which operates effectively.

**BD12, 2857**

**MOVED BY: Cynthia Janzen  
SECONDED BY: Brad Clark**

**WHEREAS some specific provisions in the Conservation Authorities Act were recently proclaimed to initiate changes to conservation authority governance; and**

**WHEREAS the June 3, 2021, HCA Annual General Meeting is affected by the changes as it relates to the rotation of the Chair and Vice Chair positions amongst participating municipalities unless the Authority applies to the Minister of the Environment, Conservation and Parks requesting an exception and**

**WHEREAS the June 3, 2021, HCA Annual General Meeting is also impacted by term limits for the positions**

of Chair and Vice Chair unless the Authority applies to the Minister of the Environment, Conservation and Parks requesting an exception; and

**WHEREAS** the future citizen appointments to the HCA Board of Directors would be impacted by the requirement to have 70% of board members to be elected officials unless HCA's participating municipalities, the City of Hamilton and Township of Puslinch, apply to the Minister of the Environment, Conservation and Parks requesting an exception;

**THEREFORE, BE IT RESOLVED**

**THAT** the Board of Directors approve the following:

1. **THAT** the Hamilton Conservation Authority apply to the Minister of the Environment, Conservation and Parks requesting an exception to the rotation of the Chair and Vice Chair position to rotate amongst participating municipalities given HCA's unique board composition with only two participating municipalities and just one member from the second participating municipality; and further
2. **THAT** the rotation be based on annual democratic election by board members who wish to stand for these positions and further;
3. **THAT** an exception also be requested to the maximum two consecutive term limits for the position of Chair and Vice Chair to a maximum of four consecutive terms to align with the appointment terms from the participating municipalities and further;
4. **THAT** the maximum four consecutive terms be based on annual democratic election by board members who wish to stand for these positions and further;
5. **THAT** the Board endorse the current complement of five elected officials and five citizen appointments from the City of Hamilton and the

option of the Township of Puslinch to appoint either a citizen or elected official and further;

6. THAT HCA request the City of Hamilton and Township of Puslinch make application to the Minister of the Environment, Conservation and Parks to request exceptions to maintain the current complement of citizen appointments on the HCA Board.

**RECORDED VOTE:**

<b>For:</b>	<b>Dan Bowman</b>	<b>Opposed:</b>	<b>None</b>
	<b>Brad Clark</b>		
	<b>Jim Cimba</b>		
	<b>Chad Collins</b>		
	<b>Lloyd Ferguson</b>		
	<b>Tom Jackson</b>		
	<b>Cynthia Janzen</b>		
	<b>Santina Moccio</b>		
	<b>Maria Topalovic</b>		

**CARRIED**

7.2. Mandatory Permit Insurance Indemnification – Verbal Update

Neil McDougall advised the Board that he contacted the General Manager of Conservation Ontario to obtain any status updates on indemnity from the Province when conservation authorities are required to issue permits without staff and Board approval. Conservation Ontario advised that a request was submitted to the Province and a response has not yet been received. Conservation Ontario has submitted a request for a save harmless statement from the Province on behalf of all Conservation Authorities.

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

8.1. Conservation Advisory Board – February 11, 2021  
(Recommendations)

8.1.1. CA 2103      2021 Reservation Service –  
Spencer Gorge Conservation Area

Gord Costie provided a summary of the report, highlighting the success of the pilot project in managing visitation and traffic in the vicinity of the conservation area. Gord noted there was good discussion at the Conservation Advisory Board meeting about the reservation system.

**BD12, 2858**

**MOVED BY: Maria Topalovic**

**SECONDED BY: Dan Bowman**

**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.**

**CARRIED**

8.1.2. CA 2104      Westfield Heritage Village Accession and Deaccession Lists

Maria Topalovic provided a summary of the report.

**BD12, 2859              MOVED BY: Maria Topalovic  
                                 SECONDED BY: Brad Clark**

**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.**

**CARRIED**

## 8.2. Foundation Chairman's Remarks

Margaret Reid presented on the following:

### ***Donations***

We received a total of **\$16,258** in donations from February 1 to 28, 2021. They break down as follows:

- \$5,000 for the Saltfleet CA Wetland Project
- \$4,578 for the Area of Greatest Need Fund
- \$4,000 for Plantings at Valens Lake CA
- \$1,050 for the Dundas Valley Fund
- \$950 for Westfield Heritage Village

- The remaining \$680 was donated to Tree and Shrub Planting, Environmental Education and Land Securement

This brings our fiscal year-to-date (Dec 2020 to Feb 2021) fundraising total to **\$66,343**

Margaret thanked Cynthia Janzen for her advice on marketing and outreach. The Foundation Board of Directors is currently developing a communications plan.

**BD12, 2860**

**MOVED BY: Santina Moccio**

**SECONDED BY: Maria Topalovic**

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

**CARRIED**

## **9. Other Staff Reports/Memoranda**

### 9.1. Permit Timelines – Conservation Ontario Client Service Initiative

Mike Stone presented a summary of the memorandum and answered the members' questions.

Brad Clark inquired about ramifications for not meeting the prescribed timeframes, given the complexity of some large applications. Mike Stone commented that the standards are intended as best practices rather than prescribed in legislation. He added that staff are committed to providing the best service possible.

**BD12, 2861**

**MOVED BY: Cynthia Janzen**

**SECONDED BY: Dan Bowman**

**THAT the memorandum entitled Annual Reporting on CA Permit Review Timelines – January 1, 2020 to December 31, 2020 be received as information.**

**CARRIED**

### 9.2. Tender for Lawn Mower Equipment

Neil McDougall presented a summary of the report, highlighting that the units have been tested by staff and are replacing existing older units. He further noted that the staff recommendation is to award the contract to the lowest bidder.

**BD12, 2862****MOVED BY: Chad Collins  
SECONDED BY: Santina Moccio****THAT the Board of Directors award the purchase of nine (9) Zero Turn lawn mowers to Galer Farm Equipment LTD for the amount totaling \$124,845.12 (includes applicable taxes).****CARRIED****9.3. Watershed Conditions Report**

Scott Peck presented a summary of the memorandum, stating that current water levels in some of our major watercourses are well below the long-term averages, consistent with a level 2 low water condition. This is unusual for this time of year. Staff will continue to monitor the watercourses according to our low water protocols.

Scott also noted the Lake Ontario water levels are 9 cm below average for this time of year and 74 cm below the highest level ever recorded for this time of year.

The Chair inquired about issues with flooding associated with snow melt. Scott responded that there are no specific concerns with snow melt flooding at this time.

**BD12, 2863****MOVED BY: Santina Moccio  
SECONDED BY: Maria Topalovic****THAT the memorandum entitled Watershed Conditions Report be received as information.****CARRIED****9.4. Conservation Areas Experiences Update**

Gord Costie provided a verbal update advising that the Westfield Heritage Village Maple Syrup Festival and Spring Christie Lake Antique and Vintage Show are both cancelled due to the pandemic.

Gord further shared that high visitation to the Conservation Areas continues. Staff have responded with early staffing of gate houses and maintenance to meet the visitation demands. The larger areas are holding well as they have substantial parking and acreage. However, the smaller parkette conservations areas, such as Tiffany Falls, Artaban Road, the Hermitage, Webster Falls, Tew Falls, and Devil's Punchbowl are overwhelmed at times. In response, staff have deployed weekend private security, road way pylons and barricades have been installed, and social

media updates are sent out. Staff are also reviewing other visitor management measures and will be brought to the City Waterfalls Working Group.

Lloyd Ferguson added that he will be bringing a motion to an upcoming City of Hamilton General Issues Committee for Tiffany Falls to be designated as a Special Enforcement Area as well as working with City by-law enforcement staff to manage the parking issues.

Lloyd also inquired about the status of the road right of way used by visitors last summer to access the beach at Fifty Point. Lisa Burnside responded that staff continue to work with the Town of Grimsby staff and review our files to confirm property boundaries.

Chad Collins requested safety signage and social media messaging be deployed to discourage visitors from going out on the Lake Ontario ice mounds at Confederation Beach Park. Gord responded that staff will follow up on this request.

**BD12, 2864**

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

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

**CARRIED**

## **10. New Business**

There was none.

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

**BD12, 2865**

**MOVED BY: Santina Moccio  
SECONDED BY: Maria Topalovic**

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

**CARRIED**

**Brad Clark left the meeting.**

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

### **11.1. Confidential Report – BD/Mar 01-2021**



Lisa Burnside and Neil McDougall provided a joint summary of the memorandum and answered the members' questions.

**BD12, 2866**

**MOVED BY: Chad Collins**

**SECONDED BY: Tom Jackson**

**THAT the confidential memorandum entitled BD/Mar 01-2021 be received and remain in camera.**

**CARRIED**

**BD12, 2867**

**MOVED BY: Jim Cimba**

**SECONDED BY: Santina Moccio**

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

**CARRIED**

## **12. Next Meeting**

The next meeting of the Board of Directors will be held on Thursday, April 1, 2021 at 7:00 p.m.

## **13. Adjournment**

On motion, the meeting adjourned.

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Neil McDougall  
Secretary-Treasurer



**From:** [Susan Fielding](#)  
**To:** [Lisa Burnside](#); [Jaime Tellier](#); [lloyd.ferguson@hamilton.ca](mailto:lloyd.ferguson@hamilton.ca)  
**Subject:** Proclamation of Governance Provisions of the Conservation Authorities  
**Date:** March 8, 2021 4:01:29 PM  
**Importance:** High

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Attn: Lisa Burnside, CAO, Hamilton Conservation Authority  
Councillor Lloyd Ferguson, Chair, Hamilton Conservation Authority

Dear Lisa and Lloyd:

Due to a family medical issue, I was unable to attend the Thursday March 4 2021 meeting of the Hamilton Conservation Board of Directors Meeting.

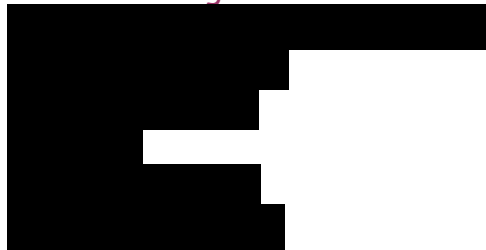
As the sole Hamilton Conservation Authority member representing the Municipality of Puslinch on the Board, I am writing to give my support to Report 7.1 on the March 4 Agenda re: Proclamation of Governance Provisions of the Conservations Authorities Act and concur with staff recommendations 1, 2, 3, 4, 5, 6.

I would request the correspondence that is being forwarded to MECP in this regard also be copied to the Township of Puslinch, Wellington-Halton Hills MPP Ted Arnott and myself.

Susan

--

Susan Fielding





# Report



**TO:** Budget & Administration Committee

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

**RECOMMENDED AND PREPARED BY:** Neil McDougall, Director of Finance & CSS  
Gord Costie, Director, Conservation Areas Services  
Bruce Harschnitz, Manager, Conservation Area Services  
T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer / Director, Watershed Management Services

**MEETING DATE:** August 18, 2022

**RE:** HCA 2023 Fee Schedule

## STAFF RECOMMENDATION

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

**THAT** the Fee Policy contained in this report be included with the 2023 Fee Schedule and further;

**THAT** effective January 1, 2023, HCA staff be directed to implement the revised fee schedule contained in this report and further;

**THAT** HCA provide an additional 22 annual vehicle passes as part of the ongoing agreement with the Hamilton Public Library System.

## BACKGROUND

The Hamilton Conservation Authority (HCA) administers a fee schedule for a wide variety of services offered through its many program areas and Conservation Area locations. The Fee Schedule has been reviewed and updated with input from staff from Conservation Area Services (CAS), Watershed Management Services (WMS), and the HCA Executive Team.

Important considerations for the 2023 Fee Schedule include the general inflationary increases on HCA's cost structure and the recognition that we continue to expand value added offerings and experiences for our conservation area visitors. Additionally, in the WMS division, staff have completed the appropriate consultation as recommended as part of the comprehensive fee review and provide a phased increase plan to reach Board approved cost recovery targets.

New this year, as required by recent changes to the *Conservation Authorities Act*, HCA must formally adopt a written policy with respect to the fees that it charges for the programs and services it provides. That proposed policy appears as part of the Fee Schedule document.

## **STAFF COMMENT**

### Fee Policy

Earlier this year, on April 22, 2022 the Province released Phase 2 levy and budget regulations. An aspect of these new regulations related specifically to the fee policy and fee schedule requirements for conservation authorities. While HCA already had in place a comprehensive fee schedule that set out the list of all the programs and services that it provides and in respect of which it charges a fee, HCA did not have an overarching fee policy to accompany the fee schedule. Section 21.2(7) of the *Conservation Authorities Act* notes that every authority shall adopt a written policy with respect to the fees that it charges which will include the fee schedules, the frequency of review, the process for carrying out a review, and the circumstances in which a person may request that the Authority reconsider a fee. Additionally, the act requires the policy and fees to be made public, include notice of fee changes and outlines the power of an authority on reconsideration of fees. Accordingly, staff have drafted the attached fee policy to be included as part the HCA fee schedule in Appendix A so that HCA is in compliance when this amendment comes into force on January 1, 2023.

### Fee Schedules

The CAS recommendations for 2023 are intended to offset increases to minimum wage and continued high inflation as well as defray increased costs associated with greater maintenance levels at our conservation areas. The new rates also reflect enhancements to the visitor experience such as the new trail app at the Eramosa Karst and virtual experiences at Westfield, new trail mapping standards, improved roadways and bridges, the new wetlands, natural areas and passive trail network at Saltfleet, etc. As a result, staff are recommending these modest changes to 2023 conservation area fees. As always, these adjustments are made with an eye to what neighbouring conservation authorities offer for similar value and while keeping prices as affordable as is fiscally responsible.

In the WMS division, the last substantive examination of plan review and permit fees was made in 2011, following a staff level comprehensive fee review and stakeholder consultation process. Since that time, increases to fees have occurred – generally based on inflation, cost of living allowances (COLA), and minor updates to fee category structure.

HCA undertook a comprehensive fee review in 2020 for the HCA's municipal plan review and permitting programs to form the basis for updates to the 2023 user fees. Watson and Associates Economists Inc. was contracted to conduct this independent review. An extensive analysis was undertaken to determine how close current fees were in relation to the Board approved cost recovery targets of 80% for permit applications and 100% for planning applications. Following this process and consultation in 2022 with stakeholders to review the newly proposed fees, staff are recommending that the suggested fees from the completed Watson Report be implemented. While the percent increase change is significant in some cases, the recommended fees are still comparable to our neighbouring conservation authorities and our ranking relative to municipal fees remains unchanged. Additionally, staff recommend that a 'phase in' for fee increases be utilized so that the impact of the recommended fees are not felt all at once. The recommended fees are proposed to be put in place over a two year period with half of the increase implemented for 2023, and the remaining increase in place for 2024. As HCA begins planning for the 2023 operating budget, new planning and legislative requirements related to Bill 109 with tighter timelines for processing, along with targets from our own customer service delivery standards will drive the need for additional staff.

### **Highlights 2023 Fee Schedule**

#### **Conservation Area Services Division:**

##### **Daily Admission Fees to Conservation Areas**

- Modest increase of 44 cents to entrance fee at major conservation areas based on per vehicle and driver rate and pay and display/auto gate systems identified in the fee guide
  - This increase recognizes enhancements in maintenance, mapping and apps beginning with the Eramosa Karst
- The Pay and Display/Auto Gate system continued to be installed across the watershed in 2022 with upgrades to many units which will continue in 2023
  - This furthers our goal of fairness for all users and moves us closer to the goal of providing access to multiple locations with a one day pass
- The HCA Membership Pass will increase by \$5 for 2023 recognizing that the price of \$115 has been held since 2020. It is priced very competitively compared to many other Conservation Authorities making it a great value. For example, Halton CA is priced at \$150, Credit Valley is priced at \$135, Grand River is priced at \$128, and Niagara is priced at \$106

- In 2022, HCA partnered with our local library systems within our watershed (Hamilton, Grimsby, and Wellington) to provide passes that can be signed out, similar to library books
- this program has become quite popular with the Hamilton Public Library (HPL) System and as such, HPL has requested HCA supply more passes than our original contract. Currently, HCA has supplied 44 (2 per branch) and staff recommendation supports the HPL request to provide an extra 50% (22) passes

#### **Fifty Point Marina and Conservation Area**

- Various minor fee increases have been incorporated for seasonal camping, boat launch ramp, trailer storage and mooring

#### **Valens Lake Conservation Area**

- Increase to monthly RV/Trailer Storage

#### **Westfield Heritage Village Conservation Area**

- Increase for wedding room and building reservations

#### **School Groups**

- Spectator vehicle fee of \$5 has been removed to ease parent / guardian arrival

#### Watershed Management Services Division:

HCA provides plan review and technical services to our member municipalities and landowners throughout our watersheds. Additionally, the HCA regulates the following pursuant to the Hamilton Conservation Authority's *Development, Interference with Wetlands, and Alteration to Shorelines and Watercourses Regulation 161/06 under Ontario Regulation 97/04*:

- all development in or adjacent to river or stream valleys, wetlands, shorelines, or hazardous lands;
- alterations to a river, creek, stream, or watercourse; and
- interference with wetlands.

The HCA has established Board of Director approved policies in place that set an expectation of 100% cost recovery for planning application review and 80% cost recovery for permit application review. This was approved as HCA policy by the Board of Directors in 2011. In this regard, in 2020, the HCA engaged the services of Watson & Associates Economists Ltd. to assess the full cost of providing these services and the sufficiency of current HCA fees in achieving the established cost recovery policies. The study was completed at the end of 2020 with recommended fee increases, however,



given the uncertainty of the COVID pandemic over the past two years and desire to undertake consultation, only cost of living increases were put in place for 2021 and 2022.

Through past staff information sharing to the Budget and Administration Committee regarding this issue, we advised that staff would contact our member municipality's and stakeholders regarding the proposed fee increases and our phased approach to implementation. In this regard, the City of Hamilton, Township of Puslinch, and the West End Homebuilder's Association were provided the proposed fees for 2023 and 2024 with the phased implementation. Neighbouring conservation authorities were also sent a consultation package. Additionally, the proposed watershed management fees were posted on our HCA website engagement platform for public comment. Through this process, there were no concerns or objections raised regarding the proposed fee increases and the phased approach for implementation in 2023 and 2024.

The proposed 2023 fee schedule implements the recommendations of the 2020 Watson & Associates report with a phased approach and includes 50% of the increase over the 2020 fee. The 2024 fee schedule will implement the full recommended fee increase to reach the Board's directed goal of 100% for Planning and 80% for Regulation cost recovery.

The proposed fee structure was developed with regard to cost and revenue impacts and also applicant benefit and affordability. Further, the fee structure seeks to ensure compliance with Provincial direction regarding collection of fees and cost recovery. The proposed fees are anticipated to increase overall planning cost recovery performance from 58% to 99% cost recovery levels. Fees for Minor Variance applications have been set below full cost recovery in line with municipal fees and other CA fees, resulting in less than full cost recovery for minor variances. On average, across all application types, fees have increased approximately 70%. The most notable change for planning applications is that clearance fees have been removed, an hourly rate for resubmissions fees has been replaced with a one time 15% surcharge, and a reduction in aggregate extraction applications has been implemented. Also, a permit application review fee for Niagara Escarpment Plan Development Permits has been implemented where previously no review fee was in place.

On the Permit side, the fee structure has largely been maintained with the most significant fee increases for Basic Minor Development Permits and Minor and Intermediate Interference with Wetlands, Alterations to Watercourses and Shorelines. For Minor and Major Development Permits, the hourly fee for service over 10 hours has been removed to be consistent with the average cost approach utilized in setting fees and to remove the administrative burden in imposing this fee.

Implementation of the staff recommended fee schedules and policies for plan review and permit services for 2023 through 2024 will provide sufficient cost recovery support to plan review and permitting services, assist in staff retention, and facilitate HCA working to meet customer service delivery standards as endorsed by the Board of Directors in 2019.

## **STRATEGIC PLAN LINKAGE**

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

- **Strategic Priority Area – Organizational Excellence**
  - Initiatives – Continue to pursue new funding relationships and opportunities
- **Strategic Priority Area – Conservation Area Experience**
  - Initiatives – Identify and act upon revenue generation/cost reduction and investment in visitor services opportunities in our conservation areas

## **AGENCY COMMENTS**

## **LEGAL/FINANCIAL IMPLICATIONS**

This Fee policy and schedule have been prepared to satisfy the requirement regarding the charging of fees for a program or service and to document the principles and practices regarding fees charged under Section 21.2 of the *Conservation Authorities Act*.

The attached Fee Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis.

For the CAS division, the proposed fee increases for 2023 listed in this report, are sufficient to cover off inflation and increases to minimum wage, recognizing that revenues will be reliant on the continued levels of attendance. Conservation area revenue supports the operations, maintenance of our parks to provide high quality, diverse conservation areas that promote outdoor recreation, health and well-being, and strengthen public awareness of the value of being in our conservation areas.

For the WMS division, the fee increases detailed in this report meet the Board approval cost recovery targets in a phased approach. The permit fee structure has largely been maintained with the most significant fee increases for Basic Minor Development Permits and Minor and Intermediate Interference with Wetlands, Alterations to Watercourses and Shorelines.

## CONCLUSION

The inclusion of the fee policy with the fee schedule ensures HCA is in compliance with the changes to the *Conservation Authorities Act* with the Phase 2 regulations released earlier this year. The revenues obtained from the customers and permit holders of the Conservation Areas for our services are important to the sustainability of the HCA. Staff support the above fee recommendations for 2023 to remain competitive, viable, and attractive in the marketplace.



# Appendix A

## FEE POLICY

### Basis

This Fee Policy has been prepared as required under Section 21.2 of the *Conservation Authorities Act*.

The amount of a fee charged by an authority for a program or service it provides shall be:

- a) the amount prescribed by the regulations; or
- b) if no amount is prescribed, the amount determined by the authority.

The attached Fee Schedules are based on the user-pay principle.

### Process

When developing and establishing fees, the Authority considers several factors including cost recovery for certain services, the fees of neighbouring Conservation Authorities, the nature and level of fees charged by local municipalities for related services and in some cases, the value of similar services provided by local agencies or the private sector.

Fees account for estimated staff time, travel, equipment, and material costs plus a reasonable charge to cover the administration of the program, including an allocation for shared corporate support. HCA staff may consider other issues and data where and when relevant to revise the fee schedule including analysis of trends, workload changes, shifts in the development market and types of applications, consultation with developers/municipalities regarding plan review and permit programs, new planning/legislative requirements and service targets, comments and feedback from conservation area users, etc.

The Fee Policy has been approved by the Board of Directors and is administered and applied by HCA staff. The Chief Administrative Officer (CAO) may, only under extreme extenuating circumstances, waive or reduce fees.

When updating existing fee schedules or establishing new fees the policy direction will be:

- a. fees need to be set with regard to legislative requirements, and be based on a user-pay philosophy
- b. fee increases should include an inflationary component

- c. fees for service should not exceed the fully burdened costs of delivering the services
- d. refunds of fees may carry an administrative cost/penalty
- e. fee schedules are to be reviewed annually
- f. fee schedules will be approved on an annual basis for use in developing the budget for the following year

## **Exemptions**

The Authority may waive fees for non-profit conservation groups contributing to the protection and restoration of the natural environment as approved by the CAO on a case-by-case basis. Examples include but are not limited to: Ducks Unlimited, Nature Conservancy of Canada, Bruce Trail Conservancy, Royal Botanical Gardens and various "Friends of" groups. Projects carried out by HCA or under the supervision of HCA are also exempt.

To be consistent with Accessibility Standards for Customer Service Regulation (o.Reg.429/07) and the Human Rights Code, the Conservation Areas permit people with disabilities who use a support person to bring that person with them while accessing goods or services in premises open to the public or third parties, free of charge.

## **Reconsideration of Fees**

As noted in Section 21.2(11) of the *Conservation Authorities Act*, "any person who considered that the authority has charged a fee that is contrary to the fees set out in the fee schedule, or that the fee set out in the fee schedule is excessive in relation to the service or program for which it is charged, may apply to the authority in accordance with the procedures set out in the fee policy and request that it reconsider the fee that was charged."

Request for an administrative review must be in writing to the CAO or designate and specify the reason(s) for the request for review. As per Section 21.2(12) of the *Conservation Authorities Act*, upon reconsideration of a fee that was charged by the Authority, the Authority may,

- a) order the person pay the fee in the amount originally charged;
- b) vary the amount of the fee originally charged, as the Authority considers appropriate; or
- c) order that no fee be charged for the program or service

The Authority will make its decision within 30 days after receiving the request. If not satisfied with the outcome of the review by the CAO, then an appeal will be referred to the HCA Board of Directors. Appeals will be dismissed or upheld through a resolution

by the Board of Directors. The appellant will then be notified in writing of the Board's decision.

For the process of reconsideration of fees related to an application for a permit, please refer to the *Conservation Authorities Act* Section 21.2 (13-21). Note, this section is still to be proclaimed by the Lieutenant Governor.

### **Policy Review and Public Notification**

This fee policy and schedules will be reviewed annually by the HCA Executive Management Team, in conjunction with the annual budgeting process. The Executive Team will seek information regarding fees, from various sources as identified in this policy; prepare proposed revised fee schedules with a report to the Budget & Administration Committee for their review and recommendation to the Board of Directors for their final receipt and approval.

The public is notified of any proposed increases or revision to the Fee Policy or Schedule by way of public agenda posting of the Budget & Administration committee on the HCA website noting an agenda item that the fee policy and schedule will be reviewed on an identified date that will then also flow through to the Board of Directors at their next meeting. Both meetings are open to the public where correspondence or delegations may be received. Once approved, the revised HCA Fee Policy and Fee Schedules will be posted on HCA's website.





# Hamilton Conservation Authority

## 2023 Draft Fee Schedule



A Healthy Watershed for Everyone

## Hamilton Conservation Authority

### Definitions and Clarifications

#### **Senior**

Individuals 65 years and up. Proof can be shown by drivers license, health card or seniors card.

#### **Disabled**

Individuals with a disability as defined by the Ontario Human Rights Code.

#### **Second Vehicles**

Second vehicle membership passes are available to households who require 2 vehicle passes for the same household - second pass does not come with reward.

#### **Additional Vehicles - Camping**

Additional vehicles camping at Fifty Point or Valens Lake Conservation Areas require a camp permit to be displayed in the vehicle window for night security. Additional vehicle fees are posted under camping fees for Fifty Point or Valens Lake Conservation Areas for regular and passholder rates.

Mobile home towed vehicle is normally "No Charge".

Seasonal Campers at Fifty Point Only require a second membership pass for additional vehicles without additional charge as outlined above.

#### **Bruce Trail Conservancy Members**

All parking fees apply. If member(s) get dropped off or walk in, the admission fee does not apply. Reservation fees and restrictions may apply.

#### **Catering Fees**

Private caterers must pay 10% of gross sales in advance of date to gain entry. Insurance of \$2 - \$5 million is required 2 weeks before event date from catering company listing Hamilton Conservation Authority (plus City of Hamilton, if at Confederation Beach Park or Wild Waterworks) as "additional insured".

#### **Fees**

Fees subject to change.

## Hamilton Conservation Authority

### HCA Annual Membership Passes

- Year round access for 12 months from the date of purchase.
- Passes can be purchased at all major HCA Conservation Areas, online or over the phone.
- Membership passes allow for up to 6 people per vehicle. Each passenger after 6 will pay the per passenger fee.
- Vehicle access at all autogates.
- Membership passes do not cover reservation fees when reservations are required at Spencer Gorge or Westfield Heritage Village.

Draft  
2023

<b>Passes that come with a reward</b>	<b>Before HST</b>	<b>Before HST</b>
Regular Annual Membership Pass	\$115.00	\$120.00
Senior/Disabled Pass - New or Renewal	\$95.00	\$100.00
Renewal Pass	\$105.00	\$110.00
Family Pass Plus		\$180.00
2 Year Pass - New or Renewal (comes with 2 rewards)	\$210.00	\$220.00
2 Year Senior/Disabled Pass (comes with 2 rewards)	\$190.00	\$200.00

### **Passes that do NOT come with reward   \*\*Must be same date as original\*\***

Second Vehicle Pass	\$60.00
Lost/Stolen Replacement Pass	\$25.00

### Ancaster Well Access Card

- Ancaster Well Access Cards can ONLY be purchased at our Main Office and a new waiver MUST be signed annually.

One time initial fee	\$8.85
Replacement pass if original is lost	\$4.43

## Hamilton Conservation Authority

### Film/Photo Shoot Location/Equipment/Building Rentals

Contact Marketing & Events Manager, 905-525-2181.

Some general guidelines:

1. Daily location fee applies
2. Liability Insurance of \$2 million or \$5 million required and must include 3rd party coverage (HCA named as additional insured plus City of Hamilton if event held at Confederation Beach Park/Wild Waterworks)
3. Staff required are chargeable at hourly rate, plus benefits and transportation +15%
4. Preparation and site restoration if by Authority forces at labour, materials, equipment plus benefits +15%
5. A security deposit is required prior to the location shoot based on estimates
6. Daily rates range from \$1800.00 - \$10,000.00 + HST

2022

Draft  
2023

### Administration for Returned Cheques

Before HST

Before HST

Administration fee per cheque

\$51.33

### Permit to Cross Authority Lands for Construction & Similar Purposes

Contact Director of Capital Projects & Strategic Services, 905-525-2181.

Min. User Fee

As determined by CaPSS based on  
Scope of Works

Security deposit for damage (refundable certified cheque)

Administration fee (non refundable)

\$250.00

Christie Lake Conservation Area			
1000 Hwy #5 West Dundas, Ontario L9H 5E2			Draft
	2022		2023
<b>Entrance (Attended Gate)</b>	<b>Before HST</b>	<b>Before HST</b>	
Per Vehicle and Driver	\$13.72	\$14.16	
Per Vehicle and Senior/Disabled Driver Discount	\$11.95	\$12.39	
Per Passenger over 5 yrs of age	\$4.42		
Walk In's/Drop Off's	\$4.42		
Equestrians - Includes one horse, truck and trailer	\$17.70	\$18.58	
Each additional horse with same trailer	\$1.77		
Auto Gate (No Attendant)	\$13.72	\$14.16	
<b>Middletown Road Parking Lot</b>			
Pay and Display (per day)	\$13.72	\$14.16	
<b>Crooks Hollow Conservation Area - 756 Crooks Hollow Road</b>			
Pay and Display (per day)	\$13.72	\$14.16	
<b>Special/School Rates</b>			
School Events, Cross Country, Field Days, Track Meets, etc.			
Students - All ages	\$4.20		
Spectator vehicle (Events)	\$4.42	remove	
Bus Entry (15+ passengers) School Groups	\$177.00		
Non School Groups	\$265.00		
<b>Area Rentals (Regular gate entrance fees apply)</b>			
Group Picnic Areas	\$75.00		
Beach Pavilion I	\$300.00		
Beach Pavilion II	\$235.00		
Lakeside Pavilion	\$235.00		
McCoy Pavilion	\$235.00		
Marina Pavilion	\$235.00		
<b>Additional Picnic Fees</b>			
BBQ's/Volleyball Nets (with no pavilion rental)	\$31.00		
<b>Cancellation Fee for Rental Areas</b>			
Pavilions	\$115.00		
Group Picnic Areas	\$40.00		

Christie Lake Conservation Area		Draft
	2022	2023
<b>Boat Rentals</b>	<b>Before HST</b>	<b>Before HST</b>
1 Hour Rental (Weekends and Holidays)	\$17.70	
Half Day Rentals (2hrs or Less, weekdays excluding holidays)	\$26.55	
Full Day Rentals (2hrs or more, weekdays excluding holidays)	\$53.10	
Late Returns (per half hour)	\$13.27	
Boat Safety Deposit (Refundable)	\$26.55	
<b>Additional Rentals (without boat rental)</b>		
Paddle/Jackets/Oars	\$13.27	
Paddle/Jackets/Oars Deposit (HST included, Refundable)	\$8.85	
<b>Camper/Overnight Fees</b>		
<b>Organized Youth/Specialty Groups</b>		
Per person per night	\$6.75	
Minimum fee per group	\$88.50	
<b>Organized Adults (min. 20 people)</b>		
Per person per night	\$11.50	
Minimum fee per group	\$230.00	
<b>Miscellaneous</b>		
Wedding Pictures (admission included, reservation required)	\$310.00	
Family/Engagement Photo Permit	\$102.00	

Dundas Valley Conservation Area		
650 Governors Road Dundas, Ontario L9H 5E3		
	2022	Draft 2023
Entrance (Attended Gate)	Before HST	Before HST
<b>Dundas Valley Conservation Area</b>		
<b>Main Entrance - 650 Governors Road</b>		
Per Vehicle	\$9.73	
Per Vehicle and Senior/Disabled Driver Discount	\$7.96	
Walk In's/Drop Off's	n/a	
Equestrians - Includes one horse, truck and trailer	\$17.70	\$18.58
Each additional horse with same trailer	\$1.77	
Bus Entry (15+ passengers) School Groups	\$177.00	
Non School Groups	\$265.00	
Auto Gate (No Attendant)	\$9.73	
<b>Hermitage Parking Lot - 621 Sulphur Springs Road</b>		
Auto Gate (per entry)	\$9.73	
<b>Merrick Orchard Parking Lot - 380 Lions Club Road</b>		
Auto Gate (per entry)	\$9.73	
<b>Artaban Road Parking Lot - 720 Artaban Road</b>		
Pay and Display (per day)	\$9.73	
<b>Tiffany Falls Parking Lot - 900 Wilson Street East</b>		
Pay and Display (per day)	\$9.73	
<b>Monarch Trail Parking Lot - 855 Old Dundas Road</b>		
Pay and Display (per day)	\$6.64	\$7.08
<b>Summit Bog Parking Lot - 525 Highway #52, Jerseyville</b>		
Pay and Display (per day)	\$6.64	\$7.08
<b>Special/School Rates - School Events, Cross Country, Field Days, Track Meets, etc.</b>		
Students (all ages)	\$4.07	
Spectator vehicle (Events)	\$4.42	remove

Dundas Valley Conservation Area		Draft
	2022	2023
<b>Area Rentals (Regular gate entrance fees apply)</b>	<b>Before HST</b>	<b>Before HST</b>
Group Picnic Area (non school groups)	\$93.00	
Group Picnic Area (school group)	\$84.08	
Fire Pit with wood	\$39.83	
Stacey Meadow Pavilion	\$283.00	
<b>Bruce Trail Overnight Rest Stop - Superintendent Approval &amp; Permit Required</b>		
- Available to Bruce Trail Members Only - Restrictions Apply	\$44.25	
- Regular entrance fees apply		
<b>Wedding Picture and Photography Permit</b>		
- Fee per session (Admission not included, reservation required)		
Dundas Valley Conservation Area (natural settings)	\$310.00	
Hermitage Ruins Location	\$385.00	
Family/Engagement Photo Permit	\$102.00	
<b>Wedding Ceremonies and Receptions - Restrictions Apply</b>		
Dundas Valley Conservation Areas (Trails, Wooded Areas)		
Outdoor Natural Setting Wedding Ceremony (2 Hour time allotment)	\$455.00	
Stacey Meadow Pavilion		
Outdoor Ceremony (2 Hour time allotment)	\$460.00	
Pavilion Reception	\$770.00	
Outdoor Ceremony and Pavilion Reception	\$1,220.00	
Hermitage Ruins		
Outdoor Ceremony	\$1,354.00	
On Site Reception	\$1,354.00	
Outdoor Ceremony and On Site Reception	\$2,478.00	
<b>Trail Centre</b>		
Trail Centre Rental by special arrangement		
Per day	\$590.00	



Dundas Valley - Environmental Education	
650 Governors Road Dundas, Ontario L9H 5E3	Draft 2023

Public Educational Programs	Before HST	Before HST
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**Destination Conservation Programs**

Half day Program ( 2 hrs, 30 person max.)	\$350.00	\$400.00
Additional person over the 30 max.	\$6.19	
Additional person over the 30 max. for full day program (2 x 2hr programs)	\$10.00	

**Cancellation Fees (Destination Conservation)** (No HST) \$150.00

If cancelled less than 15 business days (3 weeks) in advance of date and not rescheduled within 4 weeks of cancellation. (Weather cancellations exempt)

**Professional Activity Days, Workshops, Teen and Adult Programs, Hikes**

Staff lead specialty programs - fees based on type of program.

**Children's Day Camps**

Per child (ages 7 - 11) per session

HCA Member	\$135.00
Non-Member	\$150.00

**Leader In Training Camp (4 Day Program)**

Per Child (ages 12 - 14) per session

HCA Member	\$200.00
Non-Member	\$215.00

Fifty Point Conservation Area			
1479 Baseline Road Winona, Ontario L8E 5G4			Draft
	2022		2023
<b>Entrance (Attended Gate)</b>	<b>Before HST</b>	<b>Before HST</b>	
Per Vehicle and Driver	\$13.72	\$14.16	
Per Vehicle and Senior/Disabled Driver Discount	\$11.95	\$12.39	
Per Passenger over 5 yrs of age	\$4.42		
Walk In's/Drop Off's	\$4.42		
Weekday Boat Launch (Monday to Thursday)	\$13.72	\$14.16	
Auto Gate (No Attendant)	\$13.72	\$14.16	
<b>Weekend Boat Ramp (Friday to Sunday Including Holidays)</b>			
Vehicle with boat on trailer, minimum	\$25.00		
Vehicle with commercial trailer, minimum	\$53.10		
<b>Launch Ramp Annual Pass</b>			
Annual boat ramp pass	\$150.00	\$160.00	
Renewal boat ramp pass	\$140.00	\$150.00	
Senior/Disabled boat ramp pass	\$130.00	\$140.00	
Triaxle/Hydraulic	\$190.00	\$200.00	
Ramp sticker for annual pass	\$40.00	\$50.00	
Weekend extra fee (Friday to Sunday Including Holidays)	n/a	remove	
<b>Special/School Groups</b>			
For school groups special event x-country, field days, track meets etc.			
Per student (all ages)		\$4.20	
Bus Entry (15+ passengers)	School Groups	\$177.00	
	Non School Groups	\$265.00	

Fifty Point Conservation Area		Draft
	2022	2023
<b>RV/Trailer Storage (October 1 - May 1)</b>	<b>Before HST</b>	<b>Before HST</b>
Daily Rate	\$13.75	
Monthly Storage		
- Must Hold a Valid Annual Membership Pass		
Minimum	\$53.00	\$58.00
25 ft or More - Per Foot	\$2.10	\$2.60
<b>RV/Boat Launch Ramp</b>		
Subject to availability and in addition to RV site fee, docking may be arranged separately at the marina office at an additional charge per night fee. Boat and trailer to be stored in the secure compound when not in the water. No on-site boat or trailer storage permitted.	\$13.27	
<b>Area Rentals (Regular gate entrance fees apply)</b>		
Group Picnic Areas	\$75.00	
Winona Pavilion	\$250.00	
Lakeside Pavilion ( Fridge, stove, microwave and serving area)	\$350.00	
- Additional fees may apply depending upon the level of service required		
<b>Cancellation Fee for Rental Areas</b>		
Pavilions	\$115.00	
Group Picnic Areas	\$40.00	
<b>Miscellaneous</b>		
Wedding Photos (admission included, reservation required)	\$310.00	
Family/Engagement Photo Permit	\$102.00	
Trailer Dump	\$21.25	
<b>Camping</b>		
Recreational Vehicle Site Fee (Individual)		
Changes or Cancellation (more than 24hrs before arrival)	\$8.50	
Changes or Cancellation (less than 24hrs before arrival)	No Refund	
Reservation fee (Non-refundable)	\$13.27	
Electric/Water/Sewer 30 amp	\$51.00	
Electric/Water/Sewer 50 amp	\$54.00	
Additional Vehicle	\$13.50	

Fifty Point Conservation Area		Draft
	2022	2023
<b>R/V Sites - Seasonal Campers</b>	<b>Before HST</b>	<b>Before HST</b>
Seasonal camping May 1, 2023 to October 31, 2023 (6 months) includes water, sewer and hydro site and vehicle pass. Deposit of \$300.00 required by Dec. 1, 2022. Balance due by May 1, 2023 or before trailer is moved onto the site. Additional vehicle pass required for second vehicle. Additional fees apply to storage trailers, boats/personal water craft, day use visitors and overnight visitors. Note that under Marina Services, Items 2, 3, 4, & 5 will apply to camping sites #50 to #60. Water and sewer may not be available at the site. Seasonal campers are not permitted to become permanent.		
Electric/Water/Sewer 30 amp	\$5,440.00	\$5,600.00
Electric/Water/Sewer 50 amp	\$5,800.00	\$5,975.00
Seasonal Camper Deposit	\$300.00	
<b>Group Camping</b>		
<b>Organized groups, must be pre-approved by Area Manager</b>		
Youth per person	\$6.75	
Adult per person	\$11.50	
Youth minimum fee	\$85.00	
Adult minimum fee	\$200.00	

Fifty Point Marina		Draft
	2022	2023
Mooring	Before HST	Before HST
<b>Seasonal</b>		
Mooring from April 15 - Oct 15 includes 2 HCA membership passes, a seasonal pump out pass (some weekend restrictions apply), and 2 guest passes. Additional guest passes can be purchased. A 5% discount will be applied to all summer mooring fees if paid and received by April 1st by cash, debit, cheque or e-transfer. The Authority offers two plans which incorporate the approximate 20% discount offered on the seasonal mooring rate to those boaters who winter store at Fifty Point Marina.		
Plan "A" For those who winter stored previous winter		
Hydro, per foot	\$86.50	\$91.50
Non-hydro, per foot	\$81.40	\$86.00
Requiring more than normal hydro and footage	\$91.50	\$96.50
Plan "B" For those who have not winter stored		
Hydro, per foot	\$108.00	\$114.50
Requiring more than normal hydro and footage	\$112.00	\$119.50
<b>Overnight</b>		
Over night mooring rate includes day use admission to the area by boat		
Per foot	\$1.75	\$1.85
Minimum Fee	\$40.70	\$46.25
Reciprocal FPYC	\$40.70	\$46.25
<b>Day Time Mooring</b>		
Regular watercraft entry charge applies to boat/driver/passengers (April 1 - Nov 1)		
No discount for restaurant use		
Weekdays	\$13.75	\$15.00
Weekends (Friday, Saturday, Sunday & Holidays)	\$25.50	
<b>Monthly Mooring</b>		
Subject to availability, includes trailer parking if required. Per foot per month.		
June - August	\$27.75	\$29.40
April/May and September/October	\$19.55	
<b>Dock "A" non-hydro docks min 20ft</b>		
Plan "A"	\$70.15	
Plan "B"	\$89.50	
Replacement of south parking lot access card	\$15.00	
Additional Guest Pass (Entrance ONLY, Not Provided for ramp use)	\$63.00	

## Fifty Point Marina

Note: Marine Service\*\*

1. Minimum mooring charges apply as follows: Dock "A"- 18ft, 25ft. With hydro, A48 30ft. Dock "B, C, D, H - 25ft. min with hydro. Dock "E"- 30ft min with hydro. Dock "F" - 37ft min with hydro. Dock "G"- 32ft min with hydro. Dock "J" - even #'s 40ft min, odd #'s 37ft min. Boat length is measured from the furthest projection at the bow to the transom.
2. A 5% discount will be applied to all summer moorings paid and received by April 1st with cash, debit, cheque or e-transfer.
3. \$300 deposit is required by December 31st to hold docks for the following year. This deposit is non-refundable after January 31st.
4. For refund application on a seasonal mooring, monthly rate is used to pro-rate charges based on when the dock is re-rented, until August 1st.
5. Pro-rating for dockage will begin if dockage is contracted after July 1st, based on a 100 day season.
6. Boats requiring special docks, price by docking arrangement. Docks requiring additional premium are: A48, B33, E25, F29, F30 G37, G38, end of C, D and H. Walls 1, 2, 3, 4 and 5.
7. A surcharge of double the price per foot for every foot over 40ft.
8. Pump out pass is only valid for boat to which it was issued.

		2022	Draft 2023
<b>Storage</b>		<b>Before HST</b>	<b>Before HST</b>
<b>Dry Sailing Summer Storage</b>			
Monohulls on trailer		\$500.00	\$530.00
Triaxle Trailers, Add		\$220.00	
Catamarans (over 9ft width) on trailer, Add		\$320.00	
Boat on Trailers under 10 Ft		\$250.00	
<b>Boat Trailer Storage</b>			
Per Night		\$11.00	
Seasonal Rate	Returning Customer	\$175.00	
	New Customer	\$326.50	
Triaxle Trailers	Returning Customer	\$290.00	
	New Customer	\$438.00	

## Fifty Point Marina

### Winter Storage (Seasonal Boaters)

Includes haul out, wash and launch, per square foot Oct 1 - May. A 1.5% discount will be applied to all winter storage fees if paid and received by Oct 1 with cash, debit, e-transfer or cheque. A \$100.00 per week fee applies to any boat in winter storage launched after the normal spring lift-in schedule to a maximum of the normal launch fee for the boat. This applies to customers who are renting a dock seasonally. Additional fees may apply for Winter storage for sailboats for mast stepping in fall and spring or leaving the mast lying on the deck. Winter storage only customers will receive a HCA membership pass expiring May 1 of the following year.

### Winter Storage (Non-Seasonal Boaters)

Includes haul out, wash and launch, per square foot Oct 1 - May. A 1.5% discount will be applied to all winter storage fees if paid and received by Oct 1 with cash, debit, e-transfer or cheque. A late launch fee will be applied for the full normal amount for the boat lift-in immediately after the spring lift period is over. Additional fees may apply for sailboats for mast stepping in the fall and spring or leaving the mast lying on the deck. New winter storage sailboat customers will require a cradle that will properly support the boat with the mast standing as we will no longer be taking these masts down. Winter storage only customers will receive a HCA membership pass expiring May 1 of the following year.

	2022	Draft 2023
<b>Sail Boats</b>	<b>Before HST</b>	<b>Before HST</b>
Per sq. ft.	\$5.75	
Minimum fee	\$1,150.00	
(For boats over 6,800 kg, additional rates may apply)		delete line
new: (For boats that require the MML40 for moving to storage)		\$6.10
<b>Power Boats</b>		
Per sq ft	\$4.90	
Minimum fee	\$977.00	
(For boats over 6,800 kg, additional rates may apply)		delete line
new: (For boats that require the MML40 for moving to storage)		\$5.20
<b>Storage only</b> (No haul out or wash, October 1 - May 1)		
Per sq. ft.	\$3.90	\$4.10
Minimum	\$776.00	
Boat on trailer under 10' length	\$290.00	

Fifty Point Marina		Draft
	2022	2023
Boat Handling and Miscellaneous Services	Before HST	Before HST
<b>Launch or Lift-out with mobile marine lift, per foot of boat</b>		
Minimum fee	\$266.25	\$300.00
Up to 35ft.	\$10.65	
36-40ft	\$12.65	
41ft and over (restrictions may apply - up to 14' beam)	\$14.65	
<b>Late Launch</b> (per week after scheduled date)	\$88.50	
<b>Sling Time</b>		
Per Hour	\$150.00	
Per Night	\$275.00	
<b>Boat Wash</b>	\$60.00 - \$120.00	
<b>Cradle Storage</b>	\$0 - \$250.00	
May - October depends on size and type. Applies to cradles that do not fold and for boats that do not winter store.		
<b>November to April</b>		\$250.00
<b>Mast Stepping</b>		
Per foot (min. 25ft)	\$6.20	
Minimum extra fee	\$155.00	
(For those masts with special handling and/or require additional crane time)		
<b>Mast Storage</b>		
Per foot	\$6.20	
Minimum	\$100.00	
<b>Move Boat (minimum - with boat trailer)</b>	Minimum	\$75.00
<b>Move Boat (minimum - with MML 40)</b>	Minimum	\$125.00
<b>Dockside Pump out (per tank)</b>		
Weekday	\$13.27	
Weekend	\$17.70	
<b>Marina Wait List</b>	\$200.00	



Fifty Point Marina		Draft	
		2022	2023
		Before HST	Before HST
<b>Cradle Rental</b>	Minimum Fee	\$145.00	
Power boats, included in winter storage fee. Sail boat per foot subject to availability. Boat stands do not count as a cradle (extra charges apply).			
<b>Cradle Feet (minimum)</b>		\$180.00	\$185.00
<b>Cradle Pick up/Load</b>			
Per hour man/vehicle		\$150.00	
Load/Unload	Min.	\$25.00	
<b>Hydraulic Trailer Use</b>			
Per hour		\$180.00	
Minimum Charge		\$90.00	
<b>Labour - Hourly rate</b>			
Standard charge for each staff		\$90.00	
Minimum		\$45.00	
<b>Boat Towing - Fee Range</b>			
In harbor		\$52.00 to \$85.00	
<b>Land Storage</b>			
Summer Months - Per sq ft		\$0.95	\$1.00
Summer Seasonal (equal to rate for Winter storage-Storage Only)		\$3.80	\$4.10
<b>Commercial Operators Pass</b>		\$177.00	
Commercial operators must register with the marina office for registration of insurance and approval of jobs. A season pass issued to commercial operators provides free admission only for when they are working on boats that are renting mooring or in dry land storage. Commercial operators pass is only valid for using the boat ramp when towing boats that rent seasonal mooring space. Commercial operators using the marina to perform work for non-marina mooring or storage clients are subject to normal daily fees.			

Hamilton Mountain Conservation Areas			
			Draft
	2022		2023
Entrance (No Attendant)	Before HST	Before HST	
<b>Eramosa Karst Conservation Area - 86 Upper Mount Albion Road</b>			
Pay and Display (per entry)	\$6.64		\$7.08
<b>Devil's Punchbowl Conservation Area - 185 Ridge Road</b>			
Auto Gate (per entry)	\$6.64		\$7.08
<b>Saltfleet Conservation Area - 444 First Road East</b>			
Pay and Display (per entry)	\$6.64		\$7.08
<b>Chippewa Rail Trail Parking Lot - 55 Dartnall Road</b>			
Pay and Display (per entry)	\$6.64		\$7.08
<b>Wedding Picture and Photography Permit</b>			
- Fee per session (Admission not included, reservation required)			
Natural settings		\$310.00	
Family/Engagement Photo Permit		\$102.00	
<b>Wedding Ceremonies and Receptions - Restrictions Apply</b>			
Hamilton Mountain Conservation Areas (Trails, Wooded Areas)			
Outdoor Natural Setting Wedding Ceremony (2 Hour time allotment)		\$442.48	

Spencer Gorge Conservation Area				
Tew Falls/Dundas Peak - 590 Harvest Road Webster Falls - 28 Fallsview Road Dundas, Ontario				
			Draft 2023	
Entrance (Attended Gate)		Reservations Required During Certain Periods	Before HST	Before HST
Admission Fees (Tew Falls and Webster Falls Parking Lot)				
Per Vehicle and Driver			\$13.72	\$14.16
Per Vehicle and Senior/Disabled Driver Discount			\$11.95	\$12.39
Per Passenger over 5 yrs of age			\$4.42	
Walk In's/Drop Off's			\$4.42	
Auto Gate (No Attendant)			\$13.72	\$14.16
Buses (any vehicle over 15 passengers, must pre-book)			\$265.00	
Reservation Fee				
Per Reservation* (reservation period tbd)			\$8.85	
* - reservations must be made online one day in advance of visit				
Miscellaneous				
Wedding Pictures (admission included, reservation required)				\$310.00
Family/Engagement Photo Permit				\$102.00

Valens Lake Conservation Area			
1691 Regional Road 97 Cambridge, Ontario N1R 5S7			Draft
	2022		2023
<b>Entrance (Attended Gate)</b>	<b>Before HST</b>	<b>Before HST</b>	
Per Vehicle and Driver	\$13.72	\$14.16	
Per Vehicle and Senior/Disabled Driver Discount	\$11.95	\$12.39	
Per Passenger over 5 yrs of age	\$4.42		
Walk In's/Drop Off's	\$4.42		
Auto Gate (No Attendant)	\$13.72	\$14.16	
<b>Fletcher Creek Ecological Preserve - 3921 Concession 7 Road</b>			
Pay and Display (per day)	\$6.64	\$7.08	
<b>Additional Fees</b>			
Trailer Dump Fee	\$20.00		
Bus Entry (15+ passengers) School Groups	\$177.00		
Non School Groups	\$265.00		
<b>Area Rentals (Regular gate entrance fees apply)</b>			
Powell Pavilion (Glassed In)			
Whole	\$330.00		
<b>Cancellation Fee for Rental Areas</b>			
Pavilions	\$115.00		
<b>Boat Rentals</b>			
Half Day (2hrs or Less)	\$26.55		
Full Day (2hrs or More)	\$53.10		
Late Half Hour	\$13.27		
Boat Safety Deposit (Refundable)	\$26.55		

Valens Lake Conservation Area		Draft
	2022	2023
Camping	Before HST	Before HST
- Minimum 3 night reservation on Long Weekends (Victoria Day, Canada Day, Civic Holiday, Labour Day)		
Reservation Fees (Non-Refundable)	\$13.27	
Shortening Stay on Long Weekend	No Refund	
Changes or Cancellation (more than 24hrs before arrival)	\$8.50	
Changes or Cancellation (less than 24hrs before arrival)	No Refund	
Non-hydro	\$44.00	
Hydro and Water 15/30 amp	\$51.00	
Additional Vehicle	\$13.50	
Winter Program (December 1 - April 30)		
Pre Paid 20 Nights - Trailer Storage inclusive (Must Have Valid HCA Annual Pass)	\$918.00	
Reservation Fees (Non-Refundable)	\$13.27	
Roofed Accommodations		
- Minimum 2 night reservation (3 nights on Long Weekends)		
- No pets allowed		
Reservation Fees (Non-Refundable)	\$13.27	
Shortening Stay	No Refund	
Cancellation/Change - minimum 1 week in advance	50% of fee	
Cancellation/Change - less than 1 week in advance	No Refund	
Drumlin Cabins (per night)	\$135.00	
Drumlin Cabins - Deluxe (per night)	\$160.00	
Additional Vehicle	\$13.50	

Valens Lake Conservation Area		Draft
	2022	2023
Group Sites	Before HST	Before HST
Group Area Fees (Non-Refundable)		
- Per night, two night minimum plus reservation fee		
Fox Run (maximum 15 people)	\$27.00	
Forest Edge	\$60.00	
Maplenook	\$120.00	
White Tail and Aspen Cove (hydro)	\$75.00	
Wilderness Pavilion (no hydro)	\$60.00	
Pinegrove Pavilion (hydro)	\$80.00	
<b>Organized Groups &amp; Family Groups</b>		
Youth Per Night	\$6.75	
Adult Per Night	\$11.50	
<b>RV/Trailer Storage</b>		
Daily Storage Rate	\$13.00	
Monthly Trailer Storage		
- Must Hold a Valid Annual Membership Pass		
Minimum charge	\$45.00	\$50.00
20 ft or More - Per Foot	\$2.25	\$2.50
<b>Miscellaneous</b>		
Wedding Pictures (admission included, reservation required)	\$310.00	
Family/Engagement Photo Permit	\$102.00	
School Events (Track and Field, Meets, etc.)		
All ages	\$4.20	

Westfield Heritage Village Conservation Area		
1049 Kirkwall Road Rockton, Ontario L0R 1X0		
	2022	Draft 2023
Entrance (Attended Gate)	Before HST	Before HST
<b>No Event Day</b>		
Per Vehicle and Driver	\$13.72	\$14.16
Per Vehicle and Senior/Disabled Driver Discount	\$11.95	\$12.39
Per Passenger over 5 yrs of age	\$4.42	
Walk In's/Drop Off's	\$4.42	
Auto Gate (No Attendant)	\$13.72	\$14.16
Equestrians - Includes one horse, truck and trailer	\$17.70	\$18.58
Each additional horse with same trailer	\$1.77	
<b>Signature Series Events</b>		
	To Be Determined	
<b>Education Programs</b>		
Per Student (under 14)		
With Afternoon tour Guide	\$9.73	
Full Day program with lunch facilities	\$9.73	
Per Student (14+)	\$6.00	
With Afternoon Guide	\$11.00	
Rental of Ironwood for School Lunch	\$33.00	

Westfield Heritage Village Conservation Area		Draft
		2023
Special Programs	Before HST	Before HST
	To Be Determined	
Room and Building Reservations, Weddings - 2022		- 2023
- if paid before Dec. 31, 2021		- before Dec 31, 2022
Ironwood Hall (Special occasion permits are required)		from 2022 fee schedule
Full Day	\$1,560.00	\$1,805.00
Weekdays (Mon - Thurs)	\$440.00	\$540.00
Early Set up (3 - 7pm)	\$340.00	\$400.00
<b>Mountsberg Church Rental</b>		
Per 2 hour intervals	\$440.00	\$530.00
Additional Hour Rental Fee (after 7pm)	\$60.00	\$70.00
<b>Tour Guides</b>		
Per hour, per guide	\$60.00	
<b>Photo Permits</b>		
Wedding Photos Per session (reservation needed if not packaged)	\$310.00	
Family/Engagement Photo Permit	\$102.00	
<b>Cancellation Policy and Deposits</b>		
A non-refundable reservation deposit of \$250.00 is required. The balance due one month before rental. Special occasion permits and insurance required or personal insurance liability is required and to identify the serving of alcohol. Deposit of \$150.00 is required for a wedding ceremony rental and a deposit of \$400.00 is required for the rental of Ironwood.		
Returned Cheques administration fee	\$50.00	
<b>Honorariums</b>		
For use of town crier, etc. (min. fee)	\$106.19	



Westfield Heritage Village Conservation Area		Draft
	2022	2023
Room and Building Reservations, Weddings - 2022 - if paid after Jan 1, 2022	Before HST	Before HST '2023 post Jan 1, 2023
<b>Ironwood Hall (Special occasion permits are required)</b>		
Full Day	\$1,700.00	\$1,855.00
Weekdays (Mon - Thurs)	\$500.00	\$550.00
Early Set up (3 - 7pm)	\$370.00	\$410.00
<b>Mountsberg Church Rental</b>		
Per 2 hour intervals	\$500.00	\$545.00
Additional Hour Rental Fee (after 7pm)	\$70.00	\$75.00
Room and Building Reservations, Weddings - 2023 - if paid before Dec. 31, 2022	Before HST	'2024 rate if paid before Dec 31, 2023
<b>Ironwood Hall (Special occasion permits are required)</b>		
Full Day	\$1,805.00	\$1,890.00
Weekdays (Mon - Thurs)	\$540.00	\$560.00
Early Set up (3 - 7pm)	\$400.00	\$420.00
<b>Mountsberg Church Rental</b>		
Per 2 hour intervals	\$530.00	\$555.00
Additional Hour Rental Fee (after 7pm)	\$70.00	\$75.00

HCA Plan Review & Permit Fees		Draft
	2022	2023
Plan Review Service Fees	Before HST	Before HST
<b>Subdivision and Condominiums</b>		
Minor	\$1,287.61	\$1,658.00
Intermediate	\$5,159.29	\$6,629.00
Major	\$9,672.57	\$11,962.00
Applicant Driven Revision	\$3,230.09	\$4,204.00
<b>Clearance Fees</b>		
Per Phase Charge (on top of Major clearance fee above)	\$920.35	\$1,180.00
<b>Consents</b>		
Minor	\$747.79	\$1,092.00
Major	\$1,610.62	\$2,923.00
<b>Minor Variances</b>		
Minor	\$460.18	\$606.00
Major	\$920.35	\$1,318.00
<b>Official Plan Amendments</b>		
Minor	\$747.79	\$1,480.00
Major	\$3,765.49	\$5,056.00
<b>Zoning By-law Amendments</b>		
Minor (including H-Zone Removal)	\$747.79	\$1,480.00
Major	\$3,765.49	\$4,895.00
<b>Site Plan Approval Application</b>		
Minor	\$1,070.80	\$1,977.00
Intermediate	\$4,088.50	\$6,501.00
Major	\$5,362.83	\$7,964.00
<b>Resubmission 15% of full application fee</b>	\$106.19	15% of full app
<b>Formal Consultation</b>	\$539.82	\$661.00
<b>Niagara Escarpment Plan Amendments - Applicant-Driven</b>	\$3,230.09	\$3,823.00
<b>Niagara Escarpment Plan Development Permits</b>	added in 2023	\$1,592.00
<b>Complex Applications</b>	\$9,676.99	\$11,967.00
The application fee will be paid at the time of filing an application to the municipality. All subdivisions, vacant land condominiums, major and complex site plans (i.e. Community living projects, golf courses, cemeteries, etc.) continue to be circulated to the Hamilton Conservation Authority.		
<b>Aggregate Extraction Applications</b>	\$53,663.72	\$29,623.00
The application fee will be paid at the time of filing an application to the municipality. This fee relates to large aggregate extraction applications.		

## HCA Plan Review & Permit Fees

### Notes and Definitions:

#### 1. Subdivisions/Condominiums/Site Plans:

**Major** – The area is equal to or greater than 4.5 hectares in size and technical studies (i.e. SWM, EIS or Geotechnical) are required.

**Intermediate** – The area is less than 4.5 hectares in size and technical studies (i.e. SWM, EIS or Geotechnical) are required.

**Minor** – In the area of interest to the HCA.

#### 2. Other Applications:

**Major** – Technical studies (i.e.. SWM, EIS or Geotechnical) are required.

**Minor** – In the area of interest of the CA.

**3. Area of Interest** – Natural Heritage, Natural Hazard areas on a CA screening map, checklist, OP and/or ZB.

**4. Complex Applications** are Planning Act ( e.g.. OPA/ZBA) and/or Site Plan applications for commercial/industrial/residential applications equal to or greater than 4.5 hectares in size, golf courses, trailer parks, campgrounds, and cemeteries, etc., that involve complex policy considerations and/or the review of extensive multi-disciplinary technical studies.

**5. Combined Applications** - Combined applications will be charged at 100% of the highest fee rate and 50% of the combined fee rate for other review categories.

**6. Refunds** may be provided directly to the applicant if it is found that an application charged at the "major" rate only required the level of review normally associated with the minor or intermediate rates. In such cases, the minor or intermediate rate will be retained and the difference refunded.

**7. Additional Fees** may be charged directly to the applicant if it is determined that an application requires a greater level of review effort than normally associated with the application type and fee collected at the time of submission. HCA may also charge additional fees based on current fee schedule rates for applications that have been inactive for two years or more.

**8. Subdivision Revision Fees** will be paid directly to the HCA and must be paid prior to issuance of revised draft conditions. A draft plan revision fee will be applicable to developer driven amendments to a subdivision or condominium application.

**9. Resubmission Fees** will be charged directly to the applicant for the review of technical studies and plans, drawings, models, etc., beyond the first submission and two resubmissions. A fee will be charged for each resubmission and will be based on 15% of the original application fee.

**10. Formal Consultation** fees will be charged to provide preliminary preconsultation comments on all proposed planning applications circulated as part of the City's Formal Consultation process. This fee will be deducted from the application fee when a formal application is submitted.

## HCA Plan Review & Permit Fees

### Development, Interference With Wetlands, Alterations to Shorelines & Watercourses

Pursuant to Hamilton Conservation Authority Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation 161/06 under Ontario Regulation 97/04, within HCA regulated areas, a permit is required for:

- Development
- Interference with Wetlands
- Alteration to Shorelines and Watercourses

#### 1. Minor Development:

Is considered to be minor landscaping works and minor filling and grading activities, (between 0.05 m and 0.3 m in depth) OR minor additions to an existing structure (including decks) that involves less than a 50% increase in size of the original ground floor area or accessory structure to a maximum area of 28m<sup>2</sup>.

	2022	Draft 2023
	<b>Before HST</b>	<b>Before HST</b>
Basic applications (no technical studies required)	\$411.50	\$730.00
Applications involving review of technical studies	\$969.03	\$1,344.00

#### 2. Major Development:

Is considered to be the construction, reconstruction, and erection of a new building or structure, OR the construction of an addition to an existing structure that involves a 50% or greater increase in size of the original ground floor area, OR any change to an existing building or structure that would have the effect of altering the use or potential use of the building or structure or increase the number of dwelling units, OR site alterations involving the temporary or permanent placing, dumping or removal of fill material resulting in significant grade changes.

Basic applications (no technical studies required)	\$1,610.62	\$2,164.00
Applications involving review of technical studies.	\$3,230.09	\$4,702.00

#### 3. Fill Placement:

The temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere, and the placement of material/fill is the primary activity.

<b>Minor</b> - Less than 500 m <sup>3</sup> and no technical studies required	\$411.50	\$464.00
<b>Intermediate</b> - Less than 500 m <sup>3</sup> and technical studies required	\$2,154.87	\$2,963.00
	plus \$0.50/m <sup>3</sup>	
<b>Major</b> - Greater than 500 m <sup>3</sup>	\$4,296.46	\$5,901.00
	plus \$0.50/m <sup>3</sup>	

## HCA Plan Review & Permit Fees

### 4. Interference with Wetlands, Alterations to Watercourses and Shorelines:

**Alteration to Watercourse** includes: straightening, changing, or diverting a watercourse channel, installation or replacement of culverts and bridges, bank re-grading or stabilization.

**Alteration to Shoreline** includes: installation or replacement/repair of retaining walls, other slope stabilization works and bank regrading.

**Interference with Wetlands** includes: buildings and structures to be located within 120 meters of a Provincially Significant Wetland or within 30 meters of all other wetlands; vegetation removal, grading, filling, and hydrological changes.

	2022	Draft 2023
	<b>Before HST</b>	<b>Before HST</b>
<b>Minor</b> - works not requiring supportive technical studies such as minor repairs or adjustments to existing shoreline protection/watercourse structures, simple culvert replacements, small full-span pedestrian bridges, buildings and structures, fill placement, jack and bore and directional drill activities.	\$796.46	\$1,353.00
<b>Intermediate</b> - works limited in scope/extent which may require supportive technical studies such as moderate-scale repairs to shoreline protection works, localized watercourse alterations and stream bank stabilization, buildings and structures, fill placement.	\$2,154.87	\$3,800.00
<b>Major</b> - works requiring supportive technical studies such as channel re-alignments and natural channel design, major shoreline protection works, new large-scale bridge crossings, buildings and structures, fill placement.	\$4,296.46	\$5,532.00
<b>5. Multi-lot/Unit Development (10 or more lots or units) and Major Infrastructure Works:</b>		
Infrastructure works (storm water management ponds, services, roads, bridges, etc.), new golf courses and major alterations to existing golf courses.	\$5,362.83	\$6,253.00
<b>6. Violation Surcharge</b>		
75% surcharge will be applied when activities which require a permit under Regulations are undertaken without a permit.		
<b>7. Minor Revisions to Permits</b>	\$269.91	\$382.00
<b>8. Expired Permits</b>	\$269.91	\$317.00
<b>9. Letter Of Permission</b>		
With Site Visit	\$256.64	\$329.00
No Site Visit	\$176.99	\$227.00
<b>10. Resubmissions</b> (per hour of review time)	\$106.19	\$108.32

## HCA Plan Review & Permit Fees

### NOTES:

- Permits are issued for a two (2) year period. Significant alteration or changed ownership subject to new permit application. All fees are to be made payable to the Hamilton Region Conservation Authority.
- Permit extensions and/or renewals will not be granted. Where a permit has expired and the same applicant re-applies for a new permit within 6 months of the expiry of the original permit, and there have been no changes to the proposed works, HCA may issue a new permit for an administrative fee of \$305.
- Resubmission fees will be charged directly to the applicant for the review of technical studies and plans, drawings, models, etc., beyond the first submission and two resubmissions. A fee will be charged for each resubmission and will be based on total staff review time at the hourly review rate charged by the HCA.

	2022	Draft 2023
<b>Service/Reforestation/Planning Fees/Misc. Fees</b>	<b>Before HST</b>	<b>Before HST</b>
<b>Natural Areas Inventory Database Private Requests</b>		
Per hour preparation time	\$106.19	\$108.32

### Reforestation Tree Planting Service

The Authority provides a Reforestation Tree Planting Service to private landowners who own a minimum of 2 ha (5 acres) free of buildings. To recover the cost of this service, a charge to the private landowner applies. Landowner pays cost of trees in addition to planting costs. Replanting at same terms and conditions. This charge is based on full cost recovery of crew, equipment materials, benefits + 22% administration. Estimates are prepared on request.

### Fees for Seed Collection and Cuttings

All work to be performed by purchaser and must satisfy authority environmental criteria. Volumes for uncleaned seed as collected.

<b>Cuttings per cubic meter</b>	\$18.58	\$18.96
<b>Seed Collections by weight per lb.</b>		
Grass seed	\$43.23	\$44.09
Wildflower seed	\$62.74	\$64.00
Conifer seed	\$32.08	\$32.72
Walnut, Hickory, Oak seed	\$4.65	\$4.74
Other deciduous tree and shrub seed	\$2.83	\$2.89
<b>Seed Collections by volume per litre</b>		
Conifer cones	\$0.58	\$0.59
Walnut, Hickory, Oak seed	\$1.42	\$1.44
Other deciduous tree and shrub seed	\$0.97	\$0.99

HCA Plan Review & Permit Fees		Draft	
		2022	2023
		Before HST	Before HST
<b>GIS Mapping</b>			
Colour Printing (includes ortho photo or area fill)	per sq.ft.	\$14.91	\$15.21
Colour printing (no ortho photo or area fill) (any size up to 40" wide)	per sq.ft.	\$5.09	\$5.19
Digital files (email)			
Ortho photography 1km X 1km (ecw, jpg or geotiff) per file		\$36.28	\$37.01
- Ortho photography available for 2002, 2010, 2015			
Custom maps (including HCA scanned maps) based on size	per sq.ft.	\$5.62	\$5.73
Vector Data (high detail e.g. Contours, dem)	per sq.km.	\$55.62	\$56.73
Vector Data (low detail e.g. Watercourse etc.)	per hour	\$106.19	\$108.32
Custom Map Preparation (plus printing or digital file cost)		\$106.19	\$108.32
<b>Photocopies</b>			
per sheet		\$0.27	\$0.27
<b>Stream Flow/Weather/Fishery Data</b>			
Per hour staff time		\$106.19	\$108.32
Stream flow Discharge measurement, per hour + mileage		\$106.19	\$108.32
Technical Data staff time relates to hourly engineering, Ecology, IT and GIS staff time to prepare data as requested.			
<b>Tables/Charts/Plans/Maps</b>			
Computer Disc		\$34.51	\$35.20
Electronic Files		\$25.66	\$26.18
<b>Solicitor and Real Estate Agent Requests RE:Property</b>			
<b>A. Solicitor, Real Estate, Consultant Request, and Property Reports (requiring a site visit)</b>			
		\$256.64	\$310.00
<b>B. Solicitor, Real Estate, Consultant Request, and Property Reports (no site visit)</b>			
		\$176.99	\$270.00
Property Reports include building permit inquiries and input to general inquires as to development constraints on a property. All requests are payable in advance. In all cases, this fee includes a written reply to the landowner/agent/consultant. The municipal building department will be copied, when building permits are being			
<b>Administration Fee For Returned Cheques</b>			
Administration fee per cheque		\$51.33	
<b>Borrowed Reports</b>			
Deposits are normally held for borrowed reports until returned in good condition. Amount is based on 2 x value of report.			

