

Hamilton Region Conservation Authority

Minutes

Board of Directors Meeting

May 5, 2022

Minutes of the Board of Directors meeting held on Thursday, May 5, 2022 at 7.p.m., by videoconference and livestreamed via YouTube.

PRESENT: **Lloyd Ferguson – in the Chair**
 Dan Bowman **Brad Clark**
 Jim Cimba **Susan Fielding – by videoconference**
 Tom Jackson **Cynthia Janzen**
 Santina Moccio **Esther Pauls**
 Russ Powers – by videoconference
 Maria Topalovic

Jennifer Stebbing – Foundation Chair – by videoconference

REGRETS: **None**

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

OTHERS: **None**

1. Call to Order

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

2. Declarations of Conflict of Interest

The Chair asked members to declare any conflicts under the Board's Governance Policy. There were none.

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda. Lisa Burnside advised of two matters to be added in camera, one property matter and one negotiation matter.

BD12, 3040

MOVED BY: Jim Cimba

SECONDED BY: Maria Topalovic

THAT the agenda be approved, as amended.

CARRIED

4. Delegations

There were none.

5. Consent Items for Applications, Minutes and Correspondence

The following consent items were adopted:

- 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
- 5.2. Approval of Board of Directors Minutes – April 7, 2022
- 5.3. Approved February 10, 2022 Conservation Advisory Board Minutes – for receipt only
- 5.4. Approved March 17, 2022 Budget & Administration Committee Minutes – for receipt only
- 5.5. Email from Ministry of Environment, Conservation and Parks regarding Regulations and Policy under the Conservation Authorities Act, dated April 22, 2022

6. Foundation Briefing

Grace Correia, Foundation Executive Director, reported on the following:

Donations

The Foundation received a total of **\$12,535** in donations from April 1 to 30, 2022. They break down as follows:

- \$5,000 for Education Program kits
- \$3,000 for Benches
- \$2,586 for the Area of Greatest Need Fund
- The remaining \$1949 was donated to Land Securement, Westfield, Trails, Christie Lake, Dundas Valley and Trails.

This brings the Foundation's fiscal year-to-date fundraising total to **\$92,7558**, continuing slightly ahead of the same time last year.

The Foundation's Annual General Meeting of members will take place virtually next week and we have started work on our Annual Report which will be circulated by the end of June.

BD12, 3041

**MOVED BY: Santina Moccio
SECONDED BY: Cynthia Janzen**

THAT the Foundation Briefing be received.

CARRIED

7. Member Briefing

7.1. Conservation Authorities Act – Phase 2 Regulations and Policy

Lisa Burnside presented an overview of Phase 2 Regulations and Policy to implement recent changes to the Conservation Authorities Act.

Proposed regulations were posted to the Environmental Registry of Ontario for comment and the results were recently released. The following regulations and policy have been finalized:

- Budget & Apportionment Regulation
- Minister's Fee Classes Policy (classes and programs/services that Conservation Authorities can charge fees for and requires a fee schedule and policy)
- Information Requirements Regulation (to increase transparency of CA Operations)
- Amendments to the Minister's Transition Plans and Agreements Regulation

A requirement for draft budgets to be submitted to the municipalities prior to final Board approval will mean that staff will need to prepare the capital and operating budgets earlier in the year and we may need to reorganize our budget by program/service categories rather than by department. The new process will not result in changes to HCA's budget numbers.

BD12, 3042

**MOVED BY: Dan Bowman
SECONDED BY: Tom Jackson**

THAT the verbal presentation regarding the Conservation Authorities Act – Phase 2 Regulations and Policy be received.

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

There was none.

9. Reports from Budget & Administration Committee and Conservation Advisory Board**9.1. Budget and Administration Committee – April 21, 2022
(Recommendations)****9.1.1. BA 2218 2021 Report by the Auditors and 2021 12-Month
Financial Results – Audited Financial Statements**

Santina Moccio, Chair of B&A Committee, introduced the report advising that Melanie Dugard of Grant Thornton, presented a summary of the 2021 auditors' report to the B&A Committee. No matters of concern were identified and no adjustments were needed. The audit resulted in a clean and unqualified opinion. She also noted the 2021 audited 12-month financial statements for HCA and Confederation Beach Park were also presented. Staff and Grant Thornton both acknowledged and expressed appreciation for the collaborative effort to complete the audit each year. The members congratulated staff on the final results for the year.

**BD12, 3043 MOVED BY: Santina Moccio
 SECONDED BY: Jim Cimba**

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

**THAT the Report by the Auditors be approved; and
further**

**THAT the 2021 Twelve-Month Audited Financial
Statements for Hamilton Conservation Authority and
Confederation Beach Park be approved.**

CARRIED**9.1.2. BA 2219 Reserve Funds and Balances Report**

Santina Moccio presented a summary of the staff report outlining staff recommendations for the allocation of the 2021 surplus funds. The majority of the

funds are recommended to be allocated to the East Mountain wetland construction and land acquisition to continue the development of the Saltfleet Conservation Area, with other funds allocated to seasonal operating shortfall protection, capital and engineering projects, general land acquisition, major equipment, and unscheduled capital projects.

The Westfield regular projects were recategorized to be part of Construction Capital and Major Maintenance projects, keeping the monies from the Friends of Westfield and the Westfield Endowment fund separately.

BD12, 3044

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

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

THAT the allocation of the 2021 operating surplus primarily be directed to the East Mountain (Saltfleet) wetland project with minor adjustments to other reserves as outlined in the table report and further;

THAT the Westfield regular projects are recategorized to be part of Construction Capital and Major Maintenance projects keeping the monies from the Friends of Westfield and the Westfield Endowment fund separately.

CARRIED

Esther Pauls entered the meeting.

9.2. Conservation Advisory Board – April 14, 2022
(Recommendations)

9.2.1. CA 2211 HCA Trail Map Standards

Dan Bowman shared details of the staff report outlining Trail Map Standards for HCA, with Eramosa Karst serving as a pilot for the program this year. The standards were developed collaboratively among staff and with public input via the Bang the Table online community engagement tool. The standards will be a consistent design for all HCA trail maps and way-finding signage moving forward. Up-to-date and consistent trail mapping is important for visitors to be able to navigate and enjoy our Conservation Areas. Expansion of the program will be done on a priority basis following an inventory and evaluation of signage and

mapping for all other areas that is currently underway. The members congratulated staff on the initiative and the updated designs.

There was discussion regarding additional planned innovations with the forthcoming pilot of a trail application for mobile devices by the Marketing and Communications department.

BD12, 3045

**MOVED BY: Dan Bowman
SECONDED BY: Cynthia Janzen**

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

THAT the new HCA Trail Map Standard & Wayfinding system be adopted and implemented within the Eramosa Karst Conservation Area as a pilot program; and further

THAT the HCA Trails Mapping Committee continue to develop and implement associated systems across other HCA properties on a priority basis; and further

THAT the HCA Trails Mapping Committee reports back to CAB on an annual basis with trail map and wayfinding system program progress updates.

CARRIED

10. Other Staff Reports/Memoranda

10.1. Christie Lake CA Entrance Road Rebuild – Tender Results

Matt Hall presented a summary of the report, recommending the contract be awarded to the lowest bid, Brantco Construction.

BD12, 3046

**MOVED BY: Cynthia Janzen
SECONDED BY: Jim Cimba**

THAT the construction tender for the Christie Lake C.A. Entrance Road Rebuild Project, be awarded to Brantco Construction for a total cost of \$497,188.70 which includes a contingency sum and HST.

CARRIED

10.2. 2022 Tar & Chip Resurfacing (Various Areas – Tender Results)

Matt Hall presented a summary of the report recommending the contract be awarded to the lowest bid, Cornell Construction Ltd.

BD12, 3047

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

THAT the construction tender for the 2022 Tar & Chip Road Resurfacing project, be awarded to Cornell Construction Ltd. for a total cost of \$216,734.00 which includes a contingency sum and HST.

CARRIED

10.3. Watershed Conditions Report

Jonathan Bastien presented a summary of the memorandum, highlighting that one flood watch was issued on May 3rd, however, no significant flooding issues were reported or observed and the notice was cancelled May 5th. The reservoir at Valens Lake is at summer operating levels. The Christie reservoir will be raising toward summer levels early next week, in line with our typical schedule. There is no anticipated watercourse or shoreline flooding with the current forecast. There is the potential for 1.4m waves along the shoreline this weekend. Staff will continue to monitor the forecast. HCA's watershed is not currently in a low water condition. April precipitation was below typical monthly rainfall, however, long-term average precipitation is within normal range.

BD12, 3048

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

THAT the memorandum entitled Watershed Conditions Report be received.

CARRIED

10.4. Conservation Areas Experiences Update

Gord Costie provided a verbal update, highlighting the month of May is typically busy for our Conservation Areas. Staff are currently busy with boat lift in at Fifty Point, opening seasonal washrooms, preparing campsites, and trail maintenance. Importantly, much focus is on hiring summer students and completing their operational and health and safety training. Staff recruitment challenges at some areas were noted. Staff are preparing for the Victoria Day long weekend, which is the

start of the Spencer Gorge reservation system for Dundas Peak, Tew Falls and Webster Falls. Membership pass sales for April were strong, reversing softening experienced in March.

BD12, 3049

**MOVED BY: Santina Moccio
SECONDED BY: Dan Bowman**

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

CARRIED

11. New Business

There was none.

12. In-Camera Items

BD12, 3050

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

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

CARRIED

During the *in camera* session, one personnel matter, one legal matter, and one negotiation matter were discussed.

12.1. Confidential Verbal Update – BD/May 01-2022 Personnel Matter

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

12.2. Confidential Verbal Update – BD/May 02-2022 Legal Matter

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

12.3. Confidential Verbal Update – BD/May 03-2022
Negotiation Matter

Neil McDougall provided a verbal update regarding a negotiation matter and answered the members’ questions.

BD12, 3051 **MOVED BY: Tom Jackson**
 SECONDED BY: Brad Clark

THAT the confidential verbal update entitled BD/May 03-2022 be received and remain in camera.

CARRIED

BD12, 3052 **MOVED BY: Dan Bowman**
 SECONDED BY: Maria Topalovic

THAT the resolution related to the confidential verbal update entitled BD/May 03-2022 be approved and remain in camera.

CARRIED

BD12, 3053 **MOVED BY: Santina Moccio**
 SECONDED BY: Dan Bowman

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

CARRIED

13. Next Meeting

The next meeting of the Board of Directors will be held on Thursday, June 2, 2022 at 7:00 p.m.

14. Adjournment

On motion, the meeting adjourned.



Neil McDougall
Secretary-Treasurer