



# Hamilton Region Conservation Authority

## Minutes

### Board of Directors Meeting

**December 5, 2024**

Minutes of the Board of Directors meeting held on Thursday, December 5, 2024 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and livestreamed on YouTube.

**PRESENT:**            **Brad Clark – in the Chair**  
                             **Jeff Beattie – Virtual**  
                             **Lisa DiCesare**                                 **Susan Fielding**  
                             **Matt Francis – Virtual**  
                             **Wayne Terryberry – Virtual**  
                             **Alex Wilson – Virtual**                         **Maureen Wilson – Virtual**

**Kathy Lacasse – Foundation Chair**

**REGRETS:**            **Craig Cassar, Brian McHattie, Mike Spadafora**

**STAFF PRESENT:** **Jonathan Bastien, Lisa Burnside, Gord Costie, Scott Fleming, Brandon Good, Matt Hall, Amanda Martin, Scott Peck, Elizabeth Reimer, Mike Stone, Jaime Tellier, Jeff Tweedle, Sandra Winner**

**OTHERS:**            **Richard Leitner**

*For clarity purposes, the minutes will follow the order of the agenda*

#### **1. Call to Order**

The Chair called the meeting to order and welcomed everyone present. HCA's Indigenous Land Acknowledgement was read.

#### **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 that an Addendum as per the email sent to members, will be added to the Consent items, number 5.5, Correspondence with respect to an in-progress permit application.

Lisa Burnside also requested that the in-camera items, 12.1, Confidential Report, BA/Nov 01-2024 IT Policies (Security Matter) and 12.2, Confidential Memorandum BD/Dec 01-2024 (Legal/Property Matter) be moved up the agenda and follow the Foundation Briefing as the managed service provider is in attendance.

**BD12, 3416**

**MOVED BY: Susan Fielding  
SECONDED BY: Lisa DiCesare**

**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. Permit Summary Report
- 5.2. Approval of Board of Directors Minutes – November 7, 2024
- 5.3. Approved September 26, 2024 Budget & Administration Committee Minutes – for receipt only
- 5.4. Correspondence with respect to Ontario Land Tribunal Oral Decision, November 8, 2024, regarding Case No. OLT-21-001567 & OLT-21-001788
- 5.5. Correspondence with respect to an in-process Permit Application for 820 Sulphur Springs Road.

In respect to item 5.5, it was noted that it be referred to staff to complete the permit application process and that a hearing date before March can be considered, if needed, once the permit application process is complete.

## 6. Foundation Briefing

Kathy Lacasse, Chair of the Foundation, presented, indicating that the Foundation has raised a total of **\$31,008** in donations from **November 1st to November 30<sup>th</sup>, 2024**. These contributions are allocated as follows:

- **\$21,445** to the **Area of Greatest Need Fund**: This includes two grants from the Hamilton Community Foundation and initial responses to our Fall Appeal. Delays have occurred due to the Canada Post strike.
- **\$2,850** to the **Saltfleet Wetland and Restoration project**.
- **\$2,607** to the **Westfield Locomotive 103 Restoration Fund**.
- **\$4,106** directed to various projects including the **Tribute Bench Fund, Environmental Education Program, and Dundas Valley Trails Fund**.

This brings the **unofficial total for the fiscal year** to **\$901,703**, exceeding the Foundation's fundraising goal of \$802,000 by **12%**.

### 2024 Foundation Highlights:

Thanks to the fundraising success and the generosity of donors, the Foundation has granted approximately **\$833,418** back to HCA to support various projects, including:

- The **Saltfleet Wetland and Restoration Project**
- The new **50 Point Wetland Project**
- The **Outdoor Environmental Education Program**
- **Electric Vehicle charging stations** at the Woodend parking lot
- **Trail improvement projects**, including work in the Dundas Valley and wayfinding signage at Eramosa Karst
- **Repairs to the Valens Lake Fishing Bridge** following the October fire

The Foundation has also developed a new Strategic Fundraising Plan, which will support the goals outlined in HCA's updated plan. This new plan will be presented to the Foundation Board next week, with implementation scheduled for January 2025.

**BD12, 3417**

**MOVED BY: Wayne Terryberry  
SECONDED BY: Lisa DiCesare**

**THAT the Foundation Briefing be received.**

**CARRIED**

## 7. Member Briefing

There was none.

## 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 – November 26, 2024  
(Recommendations)

9.1.1 BA 2438 Project Technical Advisor Committee Insurance

Susan Fielding summarized the staff memorandum, indicating that the committee acts as a review and approval body for funding applications under the Hamilton-Halton Stewardship Program's Water Quality and Habitat Improvement Projects grant program.

**BD12, 3423**

**MOVED BY: Susan Fielding  
SECONDED BY: Lisa DiCesare**

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

**THAT the Project Technical Advisory Committee  
members be submitted for annual insurance coverage  
purposes.**

**CARRIED**

9.1.2 BA 2439 2025 Mileage Reimbursement Rate

Susan Fielding reviewed the staff report indicating that a comparison of mileage rates from neighbouring conservation authorities as well as to the CPI for private transportation was made. Based on this assessment, it was determined to maintain the mileage rate at .61 cents per kilometer for 2025.

**BD12, 3424**

**MOVED BY: Susan Fielding  
SECONDED BY: Wayne Terryberry**

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

**THAT this report be received for information; and further**

**THAT the HCA mileage reimbursement rate remain at 61 cents per kilometre effective January 1, 2025.**

**CARRIED**

9.1.3 BA2440 2025 Remuneration of Board of Directors and Advisory Board and Committee Members

Susan Fielding reviewed the staff report, highlighting that based on comparison rates to neighbouring conservation authorities, that the honorariums for the Chair and Vice Chair of the Board of Directors' and per diem rate for Board, Budget and Administration and Conservation Advisory Board members remain constant for 2025 and that members be provided the ability to opt out of remuneration.

**BD12, 3425**

**MOVED BY: Susan Fielding  
SECONDED BY: Alex Wilson**

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

**THAT the current HCA's honorarium rates for the Chair and Vice-Chair of the Board of Directors and per diem rate for Board of Directors and Advisory Board, remain in effect for 2025;**

**THAT members of the Board of Directors and Advisory Boards and Committees be provided an opportunity to opt out of receiving honorariums and per diems; and further**

**THAT staff be directed to bring a report to an upcoming Budget & Administration Committee to address any necessary revisions or clarifications in HCA's Administrative By-law resulting from the provision for members to opt out of per diem and honorarium payments; and further**

**THAT an annual report be formulated to share the remuneration of Board Members and this report be brought to the Budget and Administration Committee and shared with participating municipalities.**

**CARRIED**

**10. Other Staff Reports/Memoranda**

## Reports to be Approved

### 10.1. 10 Lakeside Drive, Winona

Elizabeth Reimer brought the staff report forward and answered members' questions. She provided background on the Permit application, noting it was subject to a Section 28 Hearing in September, when the applicant was denied a Permit because the application did not Policy according to the *Conservation Authority's Act*.

Staff are supportive of the issuance of a permit for the proposed second storey addition. Given the specifics of the proposal and existing site conditions, and in consideration of the guidance in the Technical Guide for Great Lakes – St Lawrence River Shorelines, staff are of the opinion the intent of the HCA policy direction is generally maintained in this site-specific instance. Staff have no objection to the issuance of a permit, subject to standard conditions and a condition requiring construction of the shore protection in accordance with a design approved by HCA

**BD12, 3426**

**MOVED BY: Jeff Beattie**

**SECONDED BY: Matt Francis**

**THAT the HCA Board of Directors approve the issuance of a permit, subject to the standard conditions, for the construction of an addition within the regulated area associated with Lake Ontario, at 10 Lakeside Dr, Stoney Creek, City of Hamilton; and**

**THAT the permit be issued that includes a further condition requiring completion of construction of the shore protection works in accordance with HCA permit no. 2024-61 prior to initiating construction of the addition.**

**CARRIED**

### 10.2 56 Baldwin Street, Dundas

Jeff Tweedle brought forward the staff report and answered members questions.

Staff are supportive of the issuance of a permit by the HCA for the proposed addition to a residential dwelling and construction of an additional dwelling unit. Given the specifics of the proposal, existing site conditions, and in consideration of the guidance in the Technical Guide for River and Stream Systems, staff are of the opinion the intent of the HCA policies and Dundas

Area Specific Polices under the Urban Hamilton Official Plan regarding safe access are generally maintained in this site-specific instance.

**BD12, 3427**

**MOVED BY: Alex Wilson  
SECONDED BY: Susan Fielding**

**THAT the Board of Directors approve the issuance of a permit, subject to the standard conditions, for the construction of an addition to a residential dwelling and construction of an additional dwelling unit within the regulated area associated with Lower Spencer Creek at 56 Baldwin Street, Dundas, City of Hamilton.**

**CARRIED**

### 10.3 Final 2025 Budget Approval

Lisa Burnside brought forth the staff report, noting that no comments have been received in regard to the 2025 budgets and staff are recommending approval as a formality in the process. Scott Fleming added that there have not been any changes to the budget since it was presented at the October 3, 2024 meeting.

**BD12, 3428**

**MOVED BY: Wayne Terryberry  
SECONDED BY: Jeff Beattie**

**THAT the 2025 draft budget receive formal and final approval in accordance with the *Conservation Authorities Act* and Ontario Regulation 402/22.**

**CARRIED**

### Memorandums to be Received

#### 10.4 Watershed Conditions Report

Jonathan Bastien presented a summary of the memorandum, highlighting that during the period of October 24<sup>th</sup> 2024 to November 25<sup>th</sup> 2024, there were no observations, reports, or expectations of significant water safety concerns, significant watercourse flooding events, or Lake Ontario shoreline flooding events. Additionally, for the most recent drought assessment, while the three-month precipitation totals indicate a Level 1 Low Water conditions, the 18-month precipitation totals indicate normal conditions within the watershed. Given this and the reduced irrigation demands at this time of year, a decision

on declaring a Level 1 Low Water condition was deferred until the next scheduled assessment at the beginning of December.

**BD12, 3429**

**MOVED BY: Susan Fielding  
SECONDED BY: Lisa DiCesare**

**THAT the memorandum entitled Watershed Conditions Report be received.**

**CARRIED**

10.2. Conservation Areas Experiences Update

Brandon Good provided a summary of the memorandum highlighting a research project, to be conducted by Western University at the Devil's Punchbowl, to study the effects of season water infiltration and freezing cycles on the rock structure. Also highlighted was the sold-out Christmas program at Westfield, Christmas in the Woods in addition to winter operations at the conservation areas.

**BD12, 3430**

**MOVED BY: Maureen Wilson  
SECONDED BY: Alex Wilson**

**THAT the memorandum entitled Conservation Areas Experiences Update be received.**

**CARRIED**

**11. New Business**

There was none.

**12. In-Camera Items**

**BD12, 3418**

**MOVED BY: Alex Wilson  
SECONDED BY: Wayne Terryberry**

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

**CARRIED**



**During the *in-camera* session, one security matter and one legal/property matter was discussed.**

12.1. Confidential Report – BA/Nov 01-2024  
(Security Matter)

**BD12, 3419                      MOVED BY: Alex Wilson  
  SECONDED BY: Jeff Beattie**

**THAT the confidential report entitled BA/Nov 01-2024 be approved/received and remain in camera.**

**CARRIED**

12.2 Confidential Memorandum – BD/Dec 01-2024  
(Legal/Property Matter)

**BD12, 3420                      MOVED BY: Jeff Beattie  
  SECONDED BY: Wayne Terryberry**

**THAT the confidential memorandum entitled BD/Dec 01-2024 be received.**

**CARRIED**

**BD12, 3421                      MOVED BY: Susan Fielding  
  SECONDED BY: Lisa DiCesare**

**THAT Board of Directors moves out of closed session.**

**CARRIED**

**13. Next Meeting**

The next meeting of the Board of Directors will be the AGM held on Thursday, February 6, 2025 at 6:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

**14. Adjournment**

On motion, the meeting adjourned.

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Scott Fleming  
Secretary-Treasurer