



# Board of Directors Meeting Agenda

Thursday, August 3, 2023

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# **Special Meeting of the Board of Directors for the Annual General Meeting**

**Thursday, August 3, 2023 at 6:00 p.m.**

**This meeting will be held in person for Board of Directors 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** – Lisa Burnside
- 2. Election of Officers** – Angela Coleman
  - 2.1. Appoint Scrutineers
  - 2.2. Election of 2023 Chair
  - 2.3. Election of 2023 Vice-Chair
  - 2.4. Board Representatives to Budget & Administration Committee
  - 2.5. Board Representatives to Conservation Advisory Board
  - 2.6. Election of Chair to Conservation Advisory Board
- 3. Call to Order** – Newly Appointed Chair
- 4. Declarations of Conflict of Interest**
- 5. Approval of Agenda**
- 6. Consent Items**
  - 6.1. Approval of Board of Directors Minutes – July 6, 2023 Page 1
- 7. Other Staff Reports/Memorandums**

Reports to be approved

  - 7.1. 2023 Schedule of Meetings – Lisa Burnside Page 9

7.2. Voting Representatives to Conservation Ontario  
7.3. Appointment of the Auditor

– Lisa Burnside  
– Scott Fleming

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**8. New Business**

**9. In-Camera Items**

**10. Next Meeting – Thursday, September 7, 2023 at 6:00 p.m.**

**11. Adjournment**

# Hamilton Region Conservation Authority

# Minutes

## Board of Directors Meeting

**July 6, 2023**

Minutes of the Board of Directors meeting held on Thursday, July 6, 2023 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and livestreamed on YouTube.

**PRESENT:**            **Santina Moccio – in the Chair**  
                          **Dan Bowman**  
                          **Brad Clark**  
                          **Susan Fielding - Webex**  
                          **Cynthia Janzen**  
                          **Alex Wilson - Webex**

**Craig Cassar**  
**Jim Cimba**  
**Matt Francis**  
**Maria Topalovic**

## Jennifer Stebbing – Foundation Chair

**REGRETS:** Maureen Wilson

**STAFF PRESENT:** Jonathan Bastien, Lisa Burnside, Grace Correia, Scott Fleming, Bruce Harschnitz, Colin Oaks, Scott Peck, Elizabeth Reimer, Mike Stone, Jaime Tellier, and Nancy Watts

**OTHERS:**                      **None**

## 1. Call to Order

The Chair called the meeting to order and welcomed everyone present. The Chair commented on the recent appointments of City of Hamilton Councillors, Jeff Beattie and Mike Spadafora, who will join the Board of Directors once the City of Hamilton's citizen appointments to the Board are also completed.

The Chair read HCA's recently adopted Indigenous Land Acknowledgement. This was followed by a moment of silence for Mark Bistoyong, a lifeguard at Wild Waterworks, following his passing on July 2<sup>nd</sup>. The Board expressed their condolences to the Bistoyong family.

## **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. There were none.

**BD12, 3208**

**MOVED BY: Brad Clark**

**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 – June 1, 2023
- 5.3. Approved April 13, 2023 Conservation Advisory Board Minutes – for receipt only

A correction to the minutes from the June 1, 2023 Board of Directors meeting was raised. Under approval of the agenda, the mover of the motion was corrected to read Susan Fielding.

## **6. Foundation Briefing**

Jennifer Stebbing reported on the following:

The Foundation received a total of **\$59,957** in new donations from June 1<sup>st</sup> to June 30<sup>th</sup> 2023. They break down as follows:

- **\$45,700** from the Community Services Recovery Fund to support capacity building for the Foundation, primarily to conduct a fundraising feasibility study.
- **\$6,750** to our Trail Development Fund from corporate sponsorships of employee volunteer days.
- **\$5,205** to our “Step Into Nature” Environmental Education Fund.

The remaining **\$2,302** was directed to various projects, including Area of Greatest Need Fund, Planting Fund, Dundas Valley Trails Fund and Land Securement Fund. This brings the fiscal year-to-date fundraising total to **\$701,048**.

The 2023 Election of Officers was held at the June Board of Directors meeting, with Jennifer Stebbing and Graham Reid remaining as Chair and Vice-Chair respectively, and Kathy Lacasse being appointed as Secretary-Treasurer. Upcoming Foundation work will focus on working with KCI Philanthropy to conduct a feasibility study for increasing the Environmental Education Endowment.

**BD12, 3209**

**MOVED BY: Jim Cimba**

**SECONDED BY: Craig Cassar**

**THAT the Foundation Briefing be received.**

**CARRIED**

## **7. Member Briefing**

There was none.

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

### **8.1. HCA Quarterly Report #5 to MNRF - Ontario Regulation 687/21**

Lisa Burnside presented a summary of the report.

**BD12, 3210**

**MOVED BY: Alex Wilson**

**SECONDED BY: Matt Francis**

**THAT the memorandum entitled HCA Quarterly Report #5 to MNRF - Ontario Regulation 687/21 be received.**

**CARRIED**

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

### **9.1. Conservation Advisory Board – June 8, 2023**

9.1.1. CA 2318 Proposal to Terminate HCA Water Quality Monitoring Related to Darling Ingredients Effluent Discharge to Christie Lake – Amended

Scott Peck presented a summary of the report and answered the members' questions. It was noted that receiving the monthly sampling results from Darling Ingredients is helpful and appreciated. The parameters the results would contain were discussed.

**BD12, 3211**

**MOVED BY: Maria Topalovic**

**SECONDED BY: Dan Bowman**

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

**THAT HCA's water quality monitoring related to Darling Ingredients operational effluent discharge to Christie Lake be terminated; and**

**THAT HCA request monthly sampling results and receive annual ECA discharge reports from Darling Ingredients for staff review.**

**CARRIED**

9.1.2. CA 2319 Fifty Point Watercourse and Pond Restoration Project Update / Final Design

Colin Oaks presented a summary of the report and answered the members' questions.

An objective of the project to create a self-sustaining fishery was highlighted through discussion. It was noted that HCA's approach to recreational fishing and practices are addressed in the recently completed Fifty Point Conservation Area and Marina Master Plan.

**BD12, 3212**

**MOVED BY: Matt Francis**

**SECONDED BY: Maria Topalovic**

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

**THAT the Fifty Point Conservation Area Wetland and Fisheries Enhancement Project Update be received and further;**

**THAT upon completion of the Stage 2 archaeological work, staff finalize design plans and move forward to tender the project for construction which is anticipated in late Fall 2023/Winter 2024.**

**CARRIED**

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

### **10.1. Minimum Wage Increase to Casual Wage Rates**

Nancy Watts presented a summary of the report and answered the members' questions.

**BD12, 3213**

**MOVED BY: Jim Cimba  
SECONDED BY: Craig Cassar**

**THAT the revised Casual/Seasonal wage grids for Hamilton Conservation Authority, Confederation Beach Park and Wild Waterworks as attached to this report be approved, which provides for the following:**

- a) THAT the Provincially mandated increase to minimum wage effective October 1, 2023 be applied across all wage categories, and further;**
- b) THAT HCA maintain its approach for an additional 25 cents applied across all wage categories and further;**
- c) THAT HCA engage in a market review with our job evaluation consultant to benchmark our casual wage rates to ensure competitiveness in the casual/seasonal wage grids with the results brought forward to the Budget & Administration Committee.**

**CARRIED**

### **10.2. Proposed Addition within the Regulated Area of Lake Ontario at 68 Seabreeze Crescent, Stoney Creek**

Mike Stone presented a summary of the report and answered the members' questions. There was discussion regarding the reduced legal implications and risk in

approving the application that does not comply with HCA policy. Scott advised that Provincial direction allows for development where the proposal does not increase susceptibility to natural hazards. Staff were satisfied that this proposal did not encroach further into the shoreline hazards of Lake Ontario.

**BD12, 3214**

**MOVED BY: Jim Cimba**

**SECONDED BY: Matt Francis**

**THAT the HCA Board of Directors approve the issuance of a permit under *Ontario Regulation 161/06* (HCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses) for the construction of an addition within the regulated area associated with Lake Ontario, 68 Seabreeze Crescent, Stoney Creek, City of Hamilton.**

**CARRIED**

#### 10.3. Watershed Conditions Report

Jonathan Bastien presented a summary of the memorandum, noting there were no recent observations or reports of significant watercourse flooding events or Lake Ontario shoreline flooding events. There was a current water safety statement for Upper Spencer Creek due to elevated water levels with the rain received on July 3<sup>rd</sup>. There was also potential thunderstorm activity that staff were monitoring. There were no observations, reports, or expectations that significant watercourse flooding or significant public safety concerns are occurring at the time of the report.

Jonathan explained how rain events can contribute to beach closures due to surface runoff. Jonathan also provided a summary of how storm events are monitored and documented by HCA and used for flood forecasting and to estimate impacts of future storms. Monitoring data can be used in watershed studies to understand correlations between storm events, water quality and ecological health/impacts.

**BD12, 3215**

**MOVED BY: Brad Clark**

**SECONDED BY: Maria Topalovic**

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

**CARRIED**

#### 10.4. Conservation Areas Experiences Update

Gord Costie presented a summary of the memorandum, highlighting the busy Canada Day long weekend, including sold out camping reservations at Fifty Point and Valens Lake. He also noted the long weekend being the second of four long weekends where the Spencer Gorge Reservation System will be in effect for this Summer. He also highlighted June 23/24 as the opening weekend for Wild Waterworks. The park is operating on a five day a week schedule and will include all summer holiday Mondays. He commended staff on all of the work required to prepare for the operating season.

**BD12, 3216**

**MOVED BY: Dan Bowman  
SECONDED BY: Matt Francis**

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

**CARRIED**

## **11. New Business**

### **11.1. AGM Date**

In anticipation of the City of Hamilton appointing its three citizens to HCA's Board of Directors for the 2023 – 2026 term, it was recommended that a special meeting of the Board of Directors be scheduled to hold the AGM and election of officers.

Craig Cassar advised the City of Hamilton selection committee has made decisions on citizen appointments as of June 29<sup>th</sup>. The item will be on the agenda for the July 14<sup>th</sup> Council meeting for ratification.

**BD12, 3217**

**MOVED BY: Brad Clark  
SECONDED BY: Craig Cassar**

**THAT a special meeting of the Board of Directors be scheduled for Thursday, August 3<sup>rd</sup>, 2023 at 6:00 p.m. for the 2023 Annual General Meeting**

**CARRIED**

## **12. In-Camera Items**

**BD12, 3218**

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

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

**CARRIED**

**During the *in camera* session, one legal/agreement negotiation matter was discussed.**

**12.1. Confidential Report – BD/Jul 01-2023  
(Legal/Agreement Negotiation Matter)**

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

**BD12, 3219**

**MOVED BY: Brad Clark  
SECONDED BY: Craig Cassar**

**THAT the confidential report entitled BD/Jul 01-2023 be received and remain in camera.**

**CARRIED**

**BD12, 3220**

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

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

**CARRIED****13. Next Meeting**

The next meeting of the Board of Directors will be held on Thursday, August 3, 2023 at 6:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario. This will be a special meeting for the Annual General Meeting.

**14. Adjournment**

On motion, the meeting adjourned.

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Scott Fleming  
Secretary-Treasurer

# Report

**TO:** Board of Directors

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

**MEETING DATE:** August 3, 2023

**RE:** 2023 Schedule of Board of Directors Meetings

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## **STAFF RECOMMENDATION:**

**THAT the Board of Directors' 2023 Meeting Schedule contained within this report be approved.**

## **PURPOSE & BACKGROUND**

The purpose of this report is to establish the HCA Board of Directors' 2023 meeting schedule for as per Annual General Meeting (AGM) requirements, internal business planning purposes and public awareness.

The HCA Administrative By-law provides that the calendar of regular Board meetings for the year is approved at the Annual General Meeting (AGM). Under Section C (11) Meeting Procedures –Meeting Schedule and Annual General Meeting, it indicates the Board will meet 10 times per year beginning at 6:00 p.m. on the first Thursday of the months of February, March, April, May, June, July, September, October, November and December.

## **STAFF COMMENT**

The meeting schedule below for the 2023 Board of Directors maintains the meeting schedule in the Administrative By-laws. A special meeting was scheduled for August 3, 2023 to facilitate the AGM of the Board of Directors.

**2023 Board of Directors Meeting Dates with 6pm start time:**

<b>February 2, 2023</b>	<b>July 6, 2023</b>
<b>March 2, 2023</b>	<b>September 7, 2023</b>
<b>April 6, 2023</b>	<b>October 5, 2023</b>
<b>May 4, 2023</b>	<b>November 2, 2023</b>
<b>June 1, 2023</b>	<b>December 7, 2023</b>

Note that Source Protection Authority Board meetings for 2023 will be added as required to the above meeting dates to coincide with a regular Board of Directors meeting.

At the May 4, 2023 Board of Directors meeting, a motion was approved to create an annual schedule of Section 28 hearing dates, to be held as needed, and that the hearings be scheduled for days separate from regular Board meetings. It was also decided to designate the hearing dates on alternate months from Conservation Advisory Board meetings.

For the remainder of 2023, the following would be designated for Section 28 hearings starting at 6pm (and canceled if there is no hearing):

- Thursday September 14
- Thursday November 9

**STRATEGIC PLAN LINKAGE**

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

- **Strategic Priority Area – Organizational Excellence**

**AGENCY COMMENTS – N/A****LEGAL/FINANCIAL IMPLICATIONS**

There are no new or additional financial implications posed by adoption of the Board of Directors' 2023 Meeting Schedule as presented.

**CONCLUSIONS**

The Board of Directors meeting dates for 2023 provide for 10 meetings. The Chair may call for additional meetings as necessary or cancel meetings due to lack of agenda items. Section 28 hearing dates will be cancelled if not required.

# Report

**TO:** Board of Directors

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

**MEETING DATE:** August 3, 2023

**RE:** Appointment of Voting Representatives to Conservation Ontario

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## STAFF RECOMMENDATION

**THAT the following members be appointed to Conservation Ontario for 2023:**

**Designate:** Chair  
**Alternate:** Vice Chair  
**Second Alternate:** Chief Administrative Officer  
**Third Alternate:** Deputy Chief Administrative Officer; and further

**THAT Conservation Ontario be advised of these appointments.**

## PURPOSE & BACKGROUND

The purpose of this report is to establish the voting representatives to Conservation Ontario as per Annual General Meeting (AGM) requirements, internal business planning purposes and awareness for Conservation Ontario.

As noted in the HCA Administrative By-Law in Section 11C, Meeting Procedures, the Authority at the Annual General Meeting shall include in its course of business the appointment of the voting delegates to Conservation Ontario.

Conservation Ontario is a non-profit association that represents Ontario's 36 Conservation Authorities. Conservation Ontario is directed by a Council comprised of appointed and elected municipal/citizen officials from the 36 Conservation Authorities Boards of Directors.

## **STAFF COMMENT**

The HCA has traditionally designated the Chair as the voting representative to Conservation Ontario with alternates. Conservation Ontario holds quarterly meetings in the Toronto area, at a central location for the 36 conservation authorities. During the pandemic, the meetings have been held virtually. For 2023 the remaining meeting dates have been set for:

- Monday, September 25
- Monday, December 11

## **STRATEGIC PLAN LINKAGE**

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

- **Strategic Priority Area – Organizational Excellence**

## **AGENCY COMMENTS – N/A**

## **LEGAL/FINANCIAL IMPLICATIONS**

There are no new or additional financial implications posed by adoption of the Board of Directors' appointment of voting representatives as presented.

## **CONCLUSIONS**

All Conservation Authorities designate voting delegates to Conservation Ontario. It is recommended that HCA continue with its designation of the Chair with noted alternates.

# Report



**TO:** Board of Directors

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

**RECOMMENDED AND PREPARED BY:** Scott Fleming, Director of Finance and Central Support Services

**MEETING DATE:** August 3, 2023

**RE:** Appointment of Auditors

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## STAFF RECOMMENDATION

**THAT the Hamilton Conservation Authority appoints Grant Thornton as its auditors for the 2023 fiscal year.**

## PURPOSE & BACKGROUND

The purpose of this report is to appoint the auditors for the HCA for the 2023 year as per Annual General Meeting (AGM) requirements and for internal business planning.

As noted in the HCA Administrative By-Law in Section B, Governance, (7), Appointment of Auditor, the Board of Directors at the Annual General Meeting shall include in its course of business the appointment of the auditor for the upcoming year.

## STAFF COMMENT

Grant Thornton was awarded a five-year contract for audit services in 2020 following an RFP process. In addition to the HCA, they also carry out the audit of the Hamilton Conservation Foundation and review the statements of Confederation Beach Park prepared as required by the Management Agreement between the HCA and the City of Hamilton.

As part of their service, a senior representative of the firm attends the Budget & Administration Committee and/or Board of Directors meeting when the respective year Audited Financial Statement are presented. All services provided last year and in previous years were considered to have been undertaken in a very competent and professional manner.

## **STRATEGIC PLAN LINKAGE**

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

- **Strategic Priority Area – Organizational Excellence**

## **AGENCY COMMENTS**

Not applicable

## **LEGAL/FINANCIAL IMPLICATIONS**

Total fees paid to Grant Thornton in 2022 were \$45,900.00 which was the third year of the new contract of audit services spanning the years 2020 through 2024. Fees for the 2023 audit are set at \$47,700.00.

## **CONCLUSION**

Grant Thornton has provided excellence service to HCA and there is no rationale to terminate the existing contract.