



# Board of Directors Meeting Agenda

Thursday, July 6, 2023

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## **Board of Directors Meeting**

**Thursday, July 6, 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. Call to Order**

– Santana Moccio

Land Acknowledgement

**2. Declarations of Conflict of Interest**

**3. Approval of Agenda**

**4. Delegations**

**5. Consent Items for Applications, Minutes and Correspondence**

- |   |         |
|---|---------|
| 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses | Page 1  |
| 5.2. Approval of Board of Directors Minutes – June 1, 2023  | Page 9  |
| 5.3. Approved April 13, 2023 Conservation Advisory Board Minutes – for receipt only                     | Page 17 |

**6. Foundation Briefing**

Foundation Chair – Jennifer Stebbing

**7. Member Briefing**

**8. Business Arising from the Minutes**

- |  |                 |         |
|--|-----------------|---------|
| 8.1. HCA Quarterly Report #5 to MNRF – Ontario Regulation 687/21 | – Lisa Burnside | Page 25 |
|--|-----------------|---------|

**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<br>Related to Darling Ingredients Effluent Discharge to<br>Christie Lake | – Jonathan Bastien | Page 31 |
| 9.1.2. | CA 2319 | Fifty Point Watercourse and Pond Restoration<br>Project Update / Final Design   | – Colin Oaks       | Page 35 |

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

### Reports to be approved

- |       |   |                           |         |
|-------|---|---------------------------|---------|
| 10.1. | Minimum Wage Increase to Casual Wage Grids  | – Nancy Watts             | Page 39 |
| 10.2. | Proposed addition within the Regulated Area of Lake<br>Ontario at 68 Seabreeze Crescent, Stoney Creek | – Scott Peck / Mike Stone | Page 49 |

### Memorandums to be received

- |       |                                |                    |         |
|-------|--------------------------------|--------------------|---------|
| 10.3. | Watershed Conditions Report    | – Jonathan Bastien | Page 57 |
| 10.4. | Conservation Areas Experiences | – Gord Costie      | Page 61 |

## **11. New Business**

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

## **13. Next Meeting – September 7, 2023**

## **14. Adjournment**



# Memorandum

**TO:** Board of Directors

**FROM:** Lisa Burnside, Chief Administrative Officer

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

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

**DATE:** July 6, 2023

**RE:** Summary Enforcement Report  
Development, Interference with Wetlands and Alterations to  
Shorelines and Watercourses Regulation 161/06

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HCA Regulation applications approved by staff between the dates of May 20, 2023 and June 28, 2023 are summarized in the following Summary Enforcement Report (SER-7/23).

## RECOMMENDATION

THAT the Board of Directors receive this Summary Enforcement Report SER-7/23 as information.

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**HAMILTON REGION CONSERVATION AUTHORITY****DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES APPLICATIONS**

June 28, 2023

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region

Conservation Authority, July 06, 2023

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

**SUMMARY ENFORCEMENT REPORT SER 7/23**

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
A/F,C,A/23/22	22-Feb-23	23-May-23	47		Pt Lts 43-47, Between Concs 3 and 4, Garner Rd W Between Wilson St W and Southcote Rd Lot 43-47, Concession 3, 4 Ancaster	For the Garner Road Watermain Installation in a regulated area of Ancaster Creek.	Approved subject to standard conditions.
SC/F,C/23/38	11-May-23	29-May-23	22		10 Mathers Dr Lot 17, Concession 3 Stoney Creek	For the installation of an above-ground pool, in a regulated area of Stoney Creek Watercourse Number 4.	Approved subject to standard conditions.
A/F,A/23/17	16-Feb-23	02-Jun-23	52		Pt Lts 34-37, Con 1, Mineral Springs Rd from Rail Trail to 1580 Mineral Springs Rd Lot 34-37, Concession 1 Ancaster	Ditching and culvert replacement in a regulated area of Sulphur Creek.	Approved subject to standard conditions.
A/F,A/23/18	16-Feb-23	02-Jun-23	52		Pt Lt 33, Con 1, Slote Rd from Mineral Springs Rd to Governors Rd Lot 33, Concession 1 Ancaster	Ditching in a regulated area of Spring Creek and Sulphur Creek.	Approved subject to standard conditions.

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**SUMMARY ENFORCEMENT REPORT SER 7/23**

A/F,C,A/23/11	16-Feb-23	02-Jun-23	52		Pt Lt 33, Con 1, Mineral Springs Rd at Slote Rd Lot 33, Concession 1 Ancaster	Culvert replacement in a regulated area of Sulphur Creek.	Approved subject to standard conditions.
SC/F,A/23/15	16-Feb-23	12-Jun-23	52		Pt Lts 19-22, Cons 4 and 5, First Rd E, Second Rd E, Third Rd E and Green Mountain Rd E Lot 19-22, Concession 4 and 5 Stoney Creek	Ditching in regulated areas of Upper Battlefield Creek and Upper Stoney Creek.	Approved subject to standard conditions.
SC/C/23/41	12-May-23	12-Jun-23	45		260 Glover Rd Lot 10, Concession 2 Stoney Creek	Replacement of a detached garage and shed, in a regulated area of Watercourse 7 of the Stoney Creek Numbered Watercourses.	Approved subject to standard conditions.
F/F,C,A/23/24	20-Mar-23	12-Jun-23	45		601 Westover Rd Lot 30, Concession 3 Flamborough	Completion of Integrity Digs 23, 24 and 25 in a regulated area of Westover Creek.	Approved subject to standard conditions.



**HAMILTON REGION CONSERVATION AUTHORITY**

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**SUMMARY ENFORCEMENT REPORT SER 7/23**

H/F,A/23/46	31-May-23	13-Jun-23	16		190 Glover Rd Lot 15, Concession 1 Hamilton	Alteration of a watercourse and placement of fill and grading (pre-grading) in a regulated area of Hannon Creek.	Approved subject to standard conditions.
SC/F,C/23/50	08-Jun-23	13-Jun-23	7		967 Arvin Ave Lot 9, Concession 1 Stoney Creek	Construction of an industrial warehouse and office building in a regulated area of Watercourse 7.	Approved subject to standard conditions.
SC/F,C/23/45	30-May-23	15-Jun-23	22		North Service Rd and Lewis Rd Lot 6, Concession 1 Stoney Creek	Installation of new cable conduit by directional bore and hydrovac excavation, in a regulated area of Stoney Creek Watercourse 9.	Approved subject to standard conditions.
F/F/23/43	25-May-23	21-Jun-23	27		1414 4th Conc Rd W Lot 29, Concession 3 Flamborough	Completion of Integrity Digs 13, 21 and 22, in a regulated area of Westover Creek.	Approved subject to standard conditions.

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**SUMMARY ENFORCEMENT REPORT SER 7/23**

H/F,C,A/23/47	01-Jun-23	22-Jun-23	23		6140 Twenty Rd E Lot 13, Concession 1 Hamilton	Alteration of a watercourse and construction of an industrial warehouse and stormwater management pond with an outlet to a regulated watercourse, in a regulated area of Hannon Creek.	Approved subject to standard conditions.
F/F,C/23/49	05-Jun-23	26-Jun-23	23		1524 Gore Rd Lot 26, Concession 10 Flamborough	Construction of an addition and replacement of an existing septic system in a regulated area of the Fletcher Creek Swamp Provincially Significant Wetland.	Approved subject to standard conditions.
SC/F,A/23/16	16-Feb-23	26-Jun-23	52		Pt Lts 13-14, Cons 5 and 6, Green Mountain Rd E from Fifth Rd E to Sixth Rd E Lot 13, 14, Concession 5, 6 Stoney Creek	Ditching in regulated areas of Upper Stoney Creek.	Approved subject to standard conditions.
SC/F,C,A/23/09	16-Feb-23	26-Jun-23	52		Pt Lt 13, Con 1, Arvin Ave at Sunnyhurst Ave Lot 13, Concession 1 Stoney Creek	Replacement of culverts in a regulated area of Stoney Creek Watercourse Number 5.	Approved subject to standard conditions.

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**SUMMARY ENFORCEMENT REPORT SER 7/23**

SC/F,C,A/23/10	16-Feb-23	26-Jun-23	52		Pt Lt 3, Con 3, Near 52 Fifty Rd Lot 3, Concession 3 Stoney Creek	Replacement of a culvert in a regulated area of Stoney Creek Watercourse Number 12.	Approved subject to standard conditions.
SC/F,C,A/23/12	16-Feb-23	26-Jun-23	52		Pt Lt 19, Con 6, Near 269 Mud St E Lot 19, Concession 6 Stoney Creek	Replacement of culverts in a regulated area of Upper Stoney Creek.	Approved subject to standard conditions.
A/F,C,A/23/13	16-Feb-23	26-Jun-23	52		Pt Lt 41, Con 1, Near 994 Sulphur Springs Rd Lot 41, Concession 1 Ancaster	Replacement of culvert ANC-3289 in a regulated area of Spring Creek.	Approved subject to standard conditions.
F/F,C,A/23/14	16-Feb-23	26-Jun-23	53		Pt Lt 31, Cons 4 and 5, Between 839 and 1060 Westover Rd Lot 31, Concession 4, 5 Flamborough	Replacement of culverts in a regulated area of Westover Creek and the Sheffield Rockton Wetland Complex.	Approved subject to standard conditions.
F/F,C,A/23/30	23-Mar-23	26-Jun-23	49		1367 Middletown Rd Lot 36, Concession 7 Flamborough	Ditching and for the replacement of culverts in a regulated area of the Sheffield Rockton Wetland Complex.	Approved subject to standard conditions.

**HAMILTON REGION CONSERVATION AUTHORITY**

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

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**SUMMARY ENFORCEMENT REPORT SER 7/23**

F/F,C,A/23/31	23-Mar-23	26-Jun-23	49		217-245 4th Conc Rd W and 11-53 Parkside Dr Lot 13, Concession 4 Flamborough	Ditching and for the replacement of culverts in a regulated area of Borers Creek.	Approved subject to standard conditions.
F/F,C,A/23/32	23-Mar-23	26-Jun-23	49		1218 4th Conc Rd W Lot 33, Concession 3 Flamborough	Replacement of two culverts in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions.
F/F,C,A/23/33	23-Mar-23	26-Jun-23	49		106 Middletown Rd Lot 36, Concession 1 Flamborough	Replacement of a culvert in a regulated area of Spring Creek.	Approved subject to standard conditions.



# Hamilton Region Conservation Authority

## Minutes

## Board of Directors Meeting

**June 1, 2023**

Minutes of the Board of Directors meeting held on Thursday, June 1, 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	Craig Cassar
Dan Bowman	Jim Cimba
Brad Clark	Alex Wilson
Susan Fielding	
Maureen Wilson	

## Jennifer Stebbing – Foundation Chair

**REGRETS:** Matt Francis, Cynthia Janzen, Maria Topalovic

**STAFF PRESENT: Jonathan Bastien, Lisa Burnside, Grace Correia, Scott Fleming, Matt Hall, Bruce Harschnitz, 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, 3200****MOVED BY: Susan Wilson  
SECONDED BY: Alex Wilson****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 – May 4, 2023

Dan Bowman entered the meeting.

With regard to item 5.1, there was a question related to the sharing of results of pipeline integrity digs to understand any potential risks to the HCA watershed. Scott provided a summary of the purpose of pipeline integrity digs and HCA's role in permitting the activity. HCA has mapping of the pipelines and the companies provide HCA with their emergency response plans. Staff will follow up to understand if the results of the integrity digs could be shared with HCA for staff review.

**6. Foundation Briefing**

Jennifer Stebbing reported on the following:

***Donations***

The Foundation received a total of **\$510,733** in new donations from May 1<sup>st</sup> to May 30<sup>th</sup> 2023. They break down as follows:

- **\$500,000** from Heritage Green Community Trust. This donation is the second installment of their commitment to the Saltfleet wetland construction.
- **\$6,573** to our Area of Greatest Need Fund
- **\$2,500** to our Memorial Bench Fund

The remaining **\$1,660** was directed to various projects, including Dundas Valley, Tribute Tree Fund, and Land Securement Fund.

This brings the fiscal year-to-date fundraising total to **\$640,062**.

The Foundation held its Annual General Meeting of Members on Monday, May 8<sup>th</sup>. Three new Directors – André Chabot, Paul Keast, and Karen Walker – were elected to the Board, and Secretary-Treasurer, Justin Taravski, retired from the Board. The audited financial statements are available for review on the Foundation website.

**BD12, 3201**

**MOVED BY: Susan Fielding**

**SECONDED BY: Jim Cimba**

**THAT the Foundation Briefing be received.**

**CARRIED**

## **7. Member Briefing**

There was none.

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

### **8.1. HCA Land Acknowledgement**

The Chair recognized June as the National Indigenous History Month and June 2<sup>nd</sup> is the 8<sup>th</sup> anniversary of the Truth and Reconciliation Commission's 94 Calls to Action.

Lisa Burnside presented a summary of the report.

**BD12, 3202**

**MOVED BY: Dan Bowman**

**SECONDED BY: Craig Cassar**

**THAT the Board of Directors endorse the following Land Acknowledgement for HCA:**

**The HCA joins in stewardship of lands and waters with Indigenous Peoples who have cared for them since time before memory. We acknowledge that the land on which we gather, and the HCA watershed, is part of the Treaty Lands and Territory of the Mississaugas of the Credit First Nation and traditional territory of the Haudenosaunee.**

**As an organization, we are committed to learning about the shared history and experiences of Indigenous Peoples in Canada and creating relationships based on respect, trust and friendship. In our shared gratitude for every aspect of the natural world, may we create a lasting legacy now and for future generations.**

**CARRIED**

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

There were none.

**10. Other Staff Reports/Memoranda**

**10.1. Pausing HCA Mandatory COVID-19 Vaccination Verification & Testing Policy**

Lisa Burnside presented a summary of the report and answered the members' questions. The recommendation was made in light of the evolution of the pandemic and Ministry of Health information and guidelines, and given that municipalities, including our two participating municipalities (Hamilton and Puslinch), and other Conservation Authorities are also pausing their vaccine mandates. The policy can be reactivated in the future, if needed.

**BD12, 3203**

**MOVED BY: Jim Cimba  
SECONDED BY: Susan Fielding**

**THAT the HCA pause the Mandatory COVID-19  
Vaccination Verification and Testing Policy; including**

**(a) new staff (full time, contract, casual, volunteers, students) as a condition of employment with Hamilton Conservation Authority; and further;**

**(b) That the Director of Human Resources & Wellness amend the Policy accordingly, effective June 1, 2023**

**CARRIED**



## 10.2. 2022 Reserve Funds Balances & Budget Surplus Reserves Allocation

Scott Fleming presented a summary of the report and provided details on the four reserve funds to which the surplus funds were recommended to be allocated as follows:

### **Fifty Point Wetland**

- The wetland enhancement project is intended to reduce minor flooding associated with watercourse 11, provide additional natural area and habitat diversity within the conservation area, and promote the establishment of a self-sustaining fishery in the pond that will provide conservation area guests with additional fishing opportunities.
- The \$900,000 is anticipated to cover the estimated cost and the design is currently being finalized.

### **East Mountain (Saltfleet)**

- This reserve fund will allow for continued design and construction work for the creation of the Saltfleet wetlands on the East Mountain in the Upper Stoney Creek and Battlefield Creek watersheds and will support the purchase of a property where the final wetland will be located.
- These wetlands will reduce the impacts of flooding and erosion in lower Stoney Creek, protect property and residents downstream, and provide increased natural areas and recreation opportunities for the public.

### **Climate Change Initiatives**

- This new reserve fund will enable HCA to undertake projects flowing from the newly approved HCA Climate Change Strategy.
- For example, staff are working with the Foundation to submit a grant application for an electric vehicle charging station at the main office that will require matching funds.

### **Records Management & IT**

- The Board approved allocation of \$212,000 to implement the unfunded 2023 priorities identified in the newly approved IT Modernization Strategy following the completion of a network assessment.

**BD12, 3203**

**MOVED BY: Alex Wilson**

**SECONDED BY: Craig Cassar**

**THAT the Board of Directors approve the creation of two new reserve funds, one for the Fifty Point Wetland project as well as another for Climate Change Initiatives; and further**

**THAT the allocation of the 2022 operating surplus \$1.68M be directed as follows:**

- \$900,000 to the Fifty Point Wetland reserve,
- \$493,000 to the East Mountain (Saltfleet) reserve,
- \$212,000 to the Records Management & IT reserve (previously approved),
- \$75,000 to the Climate Change Initiative reserve.

**CARRIED**

10.3. ERO Posting Provincial Planning Statement Review

Scott Peck presented a summary of the report and answered the members' questions.

**BD12, 3204**

**MOVED BY: Alex Wilson  
SECONDED BY: Craig Cassar**

**THAT the comments as detailed in Appendix "C" of the report titled "ERO #019-6813 Posting – Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument regarding ERO# 019-6813" dated June 1, 2023 be approved; and further,**

**THAT HCA staff be directed to submit the approved comments to the Provincial Land Use Plans Branch as detailed in the posting 019#6813.**

**CARRIED**

10.4. Appointment of Enforcement Officer – Jeffrey Tweedle

Mike Stone introduced Jeffrey Tweedle, Conservation Planner, and presented a summary of the report.

**BD12, 3205**

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

**THAT the HCA Board of Directors appoint Jeffrey Tweedle, Conservation Planner, as an Enforcement Officer for the purpose of enforcement of *Ontario Regulation 161/06* (HCA's Regulation of Development,**

**Interference with Wetlands and Alterations to Shorelines and Watercourses) made under the *Conservation Authorities Act, R.S.O. 1990.***

**CARRIED**

10.5. Watershed Conditions Report

Jonathan Bastien presented a summary of the memorandum. The most recent drought assessment indicated that normal conditions were an appropriate overall characterization of the watershed. However, the Low Water Response Team has noted limited precipitation and has deferred a decision on a Level 1 Low Water Condition and will re-evaluate in July.

**BD12, 3206**

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

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

**CARRIED**

10.6. Conservation Areas Experiences Update

Bruce Harschnitz provided a summary of the memorandum and answered the members' questions.

**BD12, 3207**

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

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

**CARRIED**

**11. New Business**

11.1. Citizen Appointments to HCA Board of Directors

The City of Hamilton continues to work toward renewal of HCA's citizen appointments with their selection committee. While timing is not yet known, Councillor Clark took the opportunity to recognize and thank the current citizen members for their dedication and service to the HCA Board of Directors.

**12. In-Camera Items**

There were none.

**13. Next Meeting**

The next meeting of the Board of Directors will be held on Thursday, July 6, 2023 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

# HAMILTON CONSERVATION AUTHORITY

## Conservation Advisory Board

### MINUTES

**April 13, 2023**

Minutes of the Conservation Advisory Board meeting held on Thursday, April 13, 2023 at the HCA Main Administration Office – Woodend Auditorium and livestreamed to YouTube, commencing at 4:00 p.m.

**PRESENT:**

<b>Dan Bowman – in the Chair</b>	
<b>Helena Cousins</b>	<b>Tyler Cunningham – Webex</b>
<b>Natalie Faught – Webex</b>	<b>Cynthia Janzen</b>
<b>Haley McRae</b>	<b>Sherry O'Connor</b>
<b>Cortney Oliver</b>	<b>Duke O'Sullivan – Webex</b>
<b>Wayne Terryberry – Webex</b>	

**Santina Moccio – (Ex-officio)**

**REGRETS:** **Joanne Di Maio**

**STAFF PRESENT:** **Madolyn Armstrong, Lisa Burnside, Grace Correia, Gord Costie, Matt Hall, Bruce Harschnitz, Lesley McDonell, Colin Oaks, Scott Peck, Jeff Stock, Mike Stone, and Jaime Tellier**

**OTHERS:** **None**

#### 1. Welcome

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

#### 2. Declaration of Conflict of Interest

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

### 3. Approval of Agenda

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

**CA 2308                      MOVED BY: Sherry O'Connor  
                                      SECONDED BY: Haley McRae**

**THAT the agenda be approved.**

**CARRIED**

### 4. Delegations

There were none.

### 5. Member Briefing

#### 5.1. 2022 Annual Report

Lisa Burnside presented an overview of the 2022 Annual Report, highlighting key activities under each strategic area. The report marks the fourth year of progress for HCA's current strategic plan and demonstrates HCA's important work toward our vision of a healthy watershed for our communities and the shared natural environment.

#### 5.2. Watershed Report Card

Scott Peck presented the Watershed Report Card (WRC) and answered member questions. The WRC is an initiative of Conservation Ontario, undertaken every five years. The report cards were released on World Water Day and Conservation Ontario has a storyboard of all participating Conservation Authorities. Locally, the report card is being distributed electronically via HCA's website and social media. The report card guides staff on where to undertake work, and illustrates the benefits of restoration work when projects like the Saltfleet CA wetlands are undertaken.

It was noted that some grades for surface water quality have decreased compared with the previous report card, however, this is attributed to a change in the amount of data available and parameters tested, and not a change in actual water quality. There was discussion regarding the sharing of watershed monitoring data with the City of Hamilton. The water quality monitoring data is shared with the City of Hamilton through partnerships with the City. The other ecological monitoring data is shared through the watershed report card. It was noted the intention is to continue to enhance our aquatic and terrestrial monitoring programs in the coming years.

**CA 2309                      MOVED BY: Duke O'Sullivan**

**SECONDED BY: Cynthia Janzen**

**THAT the Watershed Report Card be received.**

**CARRIED**

## **6. Chair's Report on Board of Directors Actions**

The Chair reported that all of the following were approved by the Board of Directors.

CA 2304	Westfield 2022 Accessions List
CA 2305	Advance Purchase Day Use Passes – 2023 Pilot Program
CA 2306	Invasive Species Program Plan 2023

## **7. Approval of Minutes of Previous Meeting**

### **7.1. Minutes – Conservation Advisory Board (February 9, 2023)**

**CA 2310**            **MOVED BY: Cortney Oliver**  
                         **SECONDED BY: Helena Cousins**

**THAT the minutes of the February 9, 2023 Conservation  
Advisory Board meeting be approved.**

**CARRIED**

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

There was none.

## **9. Staff Information/Presentation for Facilitated Input**

### **9.1. Invasive Species Strategy Update**

Mike Stone introduced 2016 invasive species strategy and current plan for its review and update. Lesley McDonell presented on invasive species, the importance of managing for them, as well as the significant amount of work that HCA has undertaken in this regard as part of the existing strategy. The presentation also included details of current issues in the management of invasive species and the work plan for the program. Questions for facilitated input were posed to CAB members to review scope, challenges, and opportunities.

#### Scope

With regard to priorities and objectives, scope is adequate and consistent with what other organizations are doing. Targeting invasive species that are the greatest risk could be added. The list of species could be too broad and lose focus. Consider focusing on top 10. The strategy could link to impacts of climate change on invasive species. Current partnerships and future opportunities to partner with the City of Hamilton on invasive species were discussed. Ongoing efforts to manage invasive species on private lands through HCA's Stewardship program were noted.

HCA's role in educating the public on invasive species was raised. Education on invasive species is multi-jurisdictional and undertaken by a number of organizations. It is one of the targeted activities in the current strategy, and is typically achieved through collaboration and stewardship.

Regular social media content related to invasive species management was suggested. There are planned events such as invasive species awareness week and invasive species action week that have lent themselves to social media. Staff are also working to develop a calendar or list of content that Marketing & Communications staff can draw on for regular postings.

### Challenges

The lack of predictability in how climate change will affect invasive species was noted. Staff may need to pivot as new threats are identified.

The broad nature of the strategy and possible need for more detailed plans were discussed. The strategy is meant to be broad to provide flexibility to adapt. Currently, implementation of the strategy is addressed through detailed annual work planning.

Prioritization with limited resources was also identified as a possible challenge. The use of SMART goals with measurements for success were recommended.

Challenges in educating varied user groups, including those new to outdoor spaces were noted. This also applies to the increase in use of outdoor spaces overall. The challenge was acknowledged and will be an area of effort for Ecology staff, in collaboration with Conservation Area staff.

Staff resources and continuity were raised. There are currently two Invasive Species Technicians on 2-year contracts. Three summer students are also hired each summer. Longer term contracts have been helpful in retaining staff that have the necessary skills for the program. The more permanency that can be brought to the positions will help address these challenges. An evaluation of the staff resources required to achieve these goals was noted.

### Key issues

It was noted that momentum for the Invasive Species Program can be affected by changes to legislation from the provincial government. Managing conservation



authority lands, including natural heritage, is included in the mandatory programs regulation from the Province. Plans for how we will manage our lands, including for natural heritage and invasive species, will be included in a Watershed-based resource management strategy, a new regulatory requirement resulting from the changes to the Conservation Authorities Act.

Prioritization, staff resourcing and opportunities for collaboration with other staff, organizations, and volunteers were discussed. Management of invasive species is inter-related with monitoring and restoration as part of the prioritization. Staff work closely with Conservation Area staff to undertake this work. Through the watershed-based resource management strategy, there are opportunities to highlight our restoration and monitoring work and to look to fund the program at a greater scale in time. Staff do utilize volunteers to assist with management of invasive species and plan to continue these efforts.

#### Top Priorities/Deliverables

A robust communications plan was offered as a key priority. We should be intentional about our communications and tailored to different audiences.

It was noted that priorities and deliverables will be set by staff.

### **10. Staff Reports/Memorandums**

#### **10.1. Watershed-based Resource & Conservation Area Management Strategies Development**

Scott Peck presented a summary of the report and answered the members' questions.

**CA 2311                      MOVED BY: Cynthia Janzen  
                                     SECONDED BY: Haley McRae**

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

**THAT the Board of Directors endorse the approach for the completion of the strategies and plans required in Ontario Regulation 686/21 as detailed in the report titled "Ontario Regulation 686/21 – Required Strategies and Plans", dated April 13, 2023.**

**CARRIED**

#### **10.2. Project Technical Advisory Committee – Responsibilities & Member approval for Insurance Requirements**

Jeff Stock presented a summary of the report recommending appointment of members to the Hamilton and Halton Watershed Stewardship Programs' Project Technical Advisory Committee (PTAC) for a three-year term and annual endorsement of the responsibilities of the Committee for insurance purposes.

**CA 2312                      MOVED BY: Sherry O'Connor  
                                     SECONDED BY: Haley McRae**

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

**THAT to meet annual insurance coverage requirements, the responsibilities of the Project Technical Advisory Committee for the Hamilton and Halton Watershed Stewardship Programs be approved as identified in this report; and further**

**THAT the members on the Project Technical Advisory Committee be appointed for a three-year term, from April 1<sup>st</sup>, 2023 to March 31, 2026.**

**CARRIED**

10.3. East Hamilton Mountain Master & Management Plans

Madolyn Armstrong presented a summary of the memorandum highlighting East Hamilton Mountain properties scheduled for master and management plans in 2023 and answered the members' questions. The effectiveness of the ten-year master plan strategy that is in place to ensure all master plans are updated on a regular basis was noted.

**CA 2313                      MOVED BY: Duke O'Sullivan  
                                     SECONDED BY: Tyler Cunningham**

**THAT the memorandum entitled East Mountain Conservation Areas Master Plan and Management Plan Updates be received.**

**CARRIED**

10.4. 2022 Conservation Area Annual Attendance

Bruce Harschnitz presented the 2022 Conservation Area attendance figures and answered the members' questions. Methods for determining attendance were outlined. Increases in visitation were noted and attributed to continued interest following the pandemic-related re-opening and improvements to tracking attendance. There continue to be improvements in tracking attendance through autogates, fee station transactions, and trail counters.

**CA 2314            MOVED BY: Cortney Oliver**  
**SECONDED BY: Haley McRae**

**THAT the presentation entitled 2022 Conservation Area Annual Attendance be received.**

**CARRIED**

Natalie Faught left the meeting.

## **11. New Business**

### **11.1. Resignation of Helena Cousins**

The Chair advised that Helena Cousins has accepted an employment opportunity in British Columbia and therefore has to resign from the Conservation Advisory Board. The Chair thanked her for her time on CAB and wished her all the best in her new position.

### **11.2. User Experience at the Westfield Heritage Village Maple Syrup Festival**

Duke O'Sullivan recently attended the Maple Syrup Festival at Westfield Heritage Village and commented on the efficiency and benefits of the reservation system for the event.

## **12. Next Meeting**

The next meeting of the CAB is scheduled for Thursday, June 8, 2023 at 4:00 p.m.

## **13. Adjournment**

On motion, the meeting was adjourned.

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# Memorandum

**TO:** Board of Directors

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

**MEETING DATE:** July 6, 2023

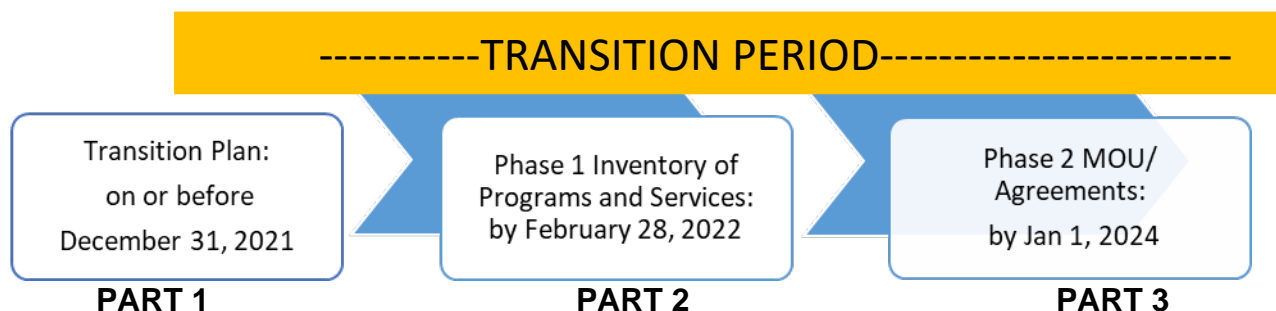
**RE:** HCA Quarterly Report #5 to MNRF – Ontario Regulation 687/21

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## BACKGROUND

On October 7, 2021, Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the *Conservation Authorities Act* was passed.

The key components and deadlines for [Transition Plan and Agreements Regulation \(O.Reg. 687/21\)](#) are illustrated in Figure 1 below. As required, HCA developed and approved a Transition Plan and Inventory of Programs and Services in Part 1 and Part 2 as noted below. The inventory is based on the three categories identified in the Regulation which include (1) Mandatory, (2) Municipally requested, and (3), Other programs and services an Authority determines are advisable.



HCA currently is in part 3 of the Transition period.

Six quarterly reports will be required in total with the fifth report required July 1, 2023. A final Conservation Authority report will be due January 31, 2024.

## STAFF COMMENT

As required under Ontario Regulation 687/21 and identified in HCA's Transition Plan, quarterly Progress Reports are required to be submitted. Under the Regulation the Progress Reports must include the following;

- a summary of any comments or feedback on your inventory that were submitted by your participating municipalities or by any others;
- a summary of any changes that were made to your inventory;
- an update on the progress towards negotiating cost apportioning agreements with your participating municipalities, including any difficulties you are experiencing that might impact the ability to conclude any cost apportioning agreements by the transition date;
- a copy of your updated inventory, clearly indicating changes that have been made since your initial inventory was submitted in February 2022.

Staff have prepared the attached report which was submitted July 1, 2023 to meet the quarterly report deadline outlining the consultation steps that have been undertaken to date with our two participating municipalities, the City of Hamilton and Township of Puslinch.

### Inventory and Agreement Feedback

The inventory has been well received and there have been no formal comments or concerns to date on the service areas and program areas included from either of our participating municipalities.

As noted in our previous report, municipal engagement and negotiations regarding Category 2 and 3 programs and services have been delayed by the introduction and passage of Bill 23 and additional amendments to the *Conservation Authorities Act*. HCA did update its inventory of programs and services to reflect an amendment to a program in our core Watershed Based Resource Management strategy section, which was approved by the HCA Board of Directors at its March 2, 2023 meeting. This has been shared municipal staff.

A draft agreement has now been drawn up by staff and shared with both our municipal partners in May 2023. A meeting with municipal staff at both the Township and City were held in June to review the agreement and provide an opportunity for feedback and next steps.

At this time, staff are hopeful that continued progress can be made over the summer to finalize the Agreement and have it approved and executed by the HCA Board and our two participating municipalities by the end of Summer or early Fall. However, it is very possible for the need to request an extension to the January 1, 2024 deadline for having an Agreement or MOUs in place with participating

municipalities as the deadline to apply for an extension is required by the next quarterly report due October 1, 2023.

## **STRATEGIC PLAN LINKAGE**

The proposed updates refer directly to the HCA Strategic Plan 2019-2023:

- **Strategic Goal – Organizational Excellence**

## **AGENCY COMMENTS**

N/A

## **LEGAL/FINANCIAL IMPLICATIONS**

There is no immediate financial impact, however, it should be noted that this undertaking will continue to involve significant time from staff, along with municipal partners.

## **CONCLUSIONS**

Staff will continue to bring forward quarterly update reports to the Board of Directors and comply with the requirements of the Phase 1 regulations. Future update reports will be brought forward to the Board according to timelines that align with the following Progress Report deadlines set out in the Phase 1 regulations:

- October 1, 2023

HCA staff will also continue to carry out discussions on the MOU Agreement with both participating municipalities with the intent of finalizing and seeking endorsement from both the Board and our two participating municipalities, recognizing any exception request that may be required must be applied for by October 1, 2023.

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*HCA Quarterly Report #5 to the  
Ministry of Natural Resources and  
Forestry (MNR)*

*As required for Conservation Authority Act  
Amendments*

[Transition Plan and Agreements Regulation \(O.Reg. 687/21\)](#)

*July 1, 2023*

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## HCA Quarterly Report #5 Details – July 1, 2023

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### **1. HCA Engagement with City of Hamilton staff to review Inventory of Programs and Services and updates on municipal agreements**

- Last meetings held May 1, 2023 and June 12, 2023
- No formal comments or concerns regarding the Inventory have been received at this time
- Draft agreement circulated continues to be reviewed

### **HCA Engagement with Township of Puslinch staff to review Inventory of Programs and Services and updates on municipal agreements**

- Last meeting held June 20, 2023
- No formal comments or concerns regarding the Inventory have been received at this time
- Draft agreement circulated continues to be reviewed

### **2. Summary of Changes to the Programs and Services Inventory**

- No changes have been made with the July 1, 2023 quarterly report

### **3. Update on the progress towards negotiating cost apportioning agreements with your participating municipalities**

- Municipal engagement and negotiations regarding Category 2 and 3 programs and services has been delayed by the by Bill 23 that impacts our participating municipalities and conservation authorities
- There is potential for difficulties in meeting transition plan milestones
- Staff will continue to re-assess whether an extension request may be required in 2023 based on any changes required to the inventory and the status of MOU Agreement and approvals at that time.

# Report

**TO:** Conservation Advisory Board

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

**RECOMMENDED BY:** T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer / Director, Watershed Management Services

**PREPARED BY:** Jonathan Bastien, Water Resources Engineer

**MEETING DATE:** June 8, 2023

**RE:** Proposal to Terminate HCA's Water Quality Monitoring Related to Darling Ingredients's Effluent Discharge to Christie Lake

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## STAFF RECOMMENDATION

**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.**

## BACKGROUND

The Darling Ingredients Plant (formerly Rothsay Dundas Plant) is a meat rendering facility that renders raw meat material from meat processing plants, farms, grocery stores, and restaurants and converts this into products including animal feeds, cosmetics, detergents and other products. As part of the rendering process and operation of the facility, wastewater is produced and treated on-site. The Environmental Compliance Approval (ECA) for Darling Ingredients issued by the Ministry of Environment, Conservation and Parks allows for discharge of the treated wastewater. The discharge is released into a pond located on Darling Ingredients property before being released into a wetland that flows into a watercourse on HCA lands (former Pond 4) and Christie Lake Conservation Area. The approved discharge period is November 1 to March 31. The discharge period is as detailed in the ECA and any variations to the specific dates must be approved by the HCA as per conditions specified in the ECA.

## Requests for Early Discharge

Requests for early and extended discharges were made by Darling Ingredients and approved by the HCA Board of Directors in 2011 and 2013. Further, in 2019 Darling Ingredients requested and the HCA Board approved a permanent change in the earliest allowable discharge date from November 1 to October 1. The recommendations by staff to approve the extension requests were informed by a water quality monitoring program that was undertaken downstream of the plants discharge point, at the expense of Darling Ingredients. This monitoring program has been in place since 2013.

The results of the water quality monitoring program have indicated that Total Phosphorous (TP) and Dissolved Organic Carbon (DOC) concentrations are elevated during the discharge season. However, based on the collected data, they are either not influenced by Darling Ingredients effluent or concentrations are low enough that there are no adverse ecological effects in the receiving waterbodies downstream.

## **STAFF COMMENT**

The original objective of HCA's water quality monitoring was to review whether effluent discharge from Darling Ingredients in October (rather than November) had a negative impact on water quality downstream.

The findings of the revised AMP for each year between 2019 and 2023 continue to confirm previous findings that effluent discharge from Darling Ingredients does not have a negative impact on water quality downstream.

Most key water quality parameters have been decreasing in average annual concentration overall. Given the trend of decreasing concentrations, and the previous conclusion that concentrations are within natural fluctuations and not negatively impacted by Darling Ingredients effluent, there are no concerns regarding most key water quality parameters.

Although Nitrate has shown an increase in average annual concentration overall, concentrations are well below relevant water quality standards.

## **STRATEGIC PLAN LINKAGE**

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

- **Strategic Priority Area – Organizational Excellence**
  - Initiatives – Communicate both internally and externally about what HCA does and why

- **Strategic Priority Area – Water Management**
  - Invest in programs to address the impacts of nutrient and sediment loading on watershed streams, creeks, rivers and receiving water bodies
  - Invest in our monitoring programs and networks to support our ability to track the impacts of climate change and changes in our environment, and inform our adaptation strategies

## **AGENCY COMMENTS**

Not applicable.

## **LEGAL/FINANCIAL IMPLICATIONS**

Not applicable.

## **CONCLUSIONS**

The findings of the revised AMP for each year between 2019 and 2023 continue to confirm previous findings that effluent discharge from Darling Ingredients does not have a negative impact on water quality downstream. As such, it is HCA staff's recommendation that HCA's water quality monitoring program related to Darling Ingredients's effluent discharge to Christie Lake be terminated.

HCA staff have had a positive relationship with Darling Ingredients and with their predecessor, Rothsay, generally and as part of this monitoring program. It is staff's intention to stay in contact with Darling Ingredients to maintain this relationship and to work to identify potential future partnerships with Darling Ingredients, in lieu of this HCA water quality monitoring.

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# Report

**TO:** Conservation Advisory Board

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

**RECOMMENDED BY:** T. Scott Peck, MCIP, RPP, Deputy CAO/Director,  
Watershed Management Services

**PREPARED BY:** Colin Oaks, Aquatic Ecologist  
Mike Stone, MCIP, RPP, Manager, Watershed Planning,  
Stewardship & Ecological Services

**MEETING DATE:** June 8, 2023

**RE:** Fifty Point Conservation Area Wetland and Fisheries  
Enhancement Project Update

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## STAFF RECOMMENDATION

**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.**

## BACKGROUND

In 2018, it was identified that the pond at Fifty Point Conservation Area was connected to Fifty Creek, and that the Rainbow Trout stocking that had traditionally occurred in the pond would no longer be permitted by the Ministry of Natural Resources and Forestry (MNR). While Fifty Point provides a variety of angling opportunities to conservation area users including in the marina inlet and Lake Ontario, the loss of a stocked fishery in the pond was a concern as fishing is popular at Fifty Point and there was interest in continuing to provide fishing opportunities at the pond. HCA staff were given direction to undertake a project feasibility study for the work required to transition the Fifty Point pond to a self-sustaining fishery.

At the September 2020 Conservation Advisory Board meeting staff provided a project update to report on the fisheries and background data collection completed in 2019 to characterize existing conditions present in the pond. Through this work it was found that the pond supports a number of warm and cool water fish species, across different age classes. While some spawning and reproduction is occurring naturally, it was also determined that the absence of littoral (near shore) habitat and riparian buffers are a significant limiting factor to the productivity and sustainability of the pond fishery.

In 2018 HCA also completed a Class Environmental Assessment (EA) study to examine potential solutions for flooding issues being experienced at the north end of the Conservation Area and adjacent lands associated with Stoney Creek Watercourse 11 (WC11) which traverses the park. The EA found that by diverting the upstream flow to the Fifty Point pond, some flooding relief could be achieved. The proposed diversion created an opportunity for the establishment of a wetland adjacent to the Fifty Point pond to provide a new natural area and support additional fish habitat.

To provide for an integrated design solution to address both the pond fishery and the WC 11 EA study's recommendations, a competitive bid process for design work was completed in 2020. The consulting firm Water's Edge was the successful bidder and was retained in 2020 to undertake detailed design for both the proposed wetland and pond fish habitat improvements.

The wetland enhancement project has been incorporated into the recently approved Fifty Point Conservation Area master plan, which the Board of Directors endorsed in 2022.

## **STAFF COMMENT**

### **Current Status**

Since 2020, HCA staff have worked with Water's Edge on a number of design revisions to address EA recommendations and staff comments and feedback. Important considerations in the review of the design have included providing habitat diversity, minimizing fill volumes (berms) and grading work, and ensuring the watercourse diversion and wetland are appropriately integrated with existing park infrastructure and features (roads, trails, existing trees/vegetation, etc.). HCA has received the final draft design submission, which provides for the connection of WC 11 to the pond through two wetland cells adjacent to the pond shoreline. The design is shown in Figure 1.

Through the design process HCA staff identified the need for the project to complete an archaeological assessment. HCA retained Detritus Consulting to complete a Stage 1 assessment. Following the results of the Stage 1 assessment, a Stage 2 assessment is being completed for a targeted smaller area adjacent to the pond. Monitoring



agreements for the Stage 2 work have been established with Six Nations of the Grand River and the Haudenosaunee Development Institute.

## Project Implementation

Upon completion of the Stage 2 archaeological work, HCA staff will review the design plans to ensure no further changes are required and with funding now in place, staff are recommending to move forward to tender the project for construction in late Fall 2023/Winter 2024.

Staff are also undertaking to obtain site alteration clearances from the City of Hamilton. Staff are also consulting with the Department of Fisheries and Oceans (DFO) on the final design. Staff expect DFO will support this project given its objective of improving fish habitat.

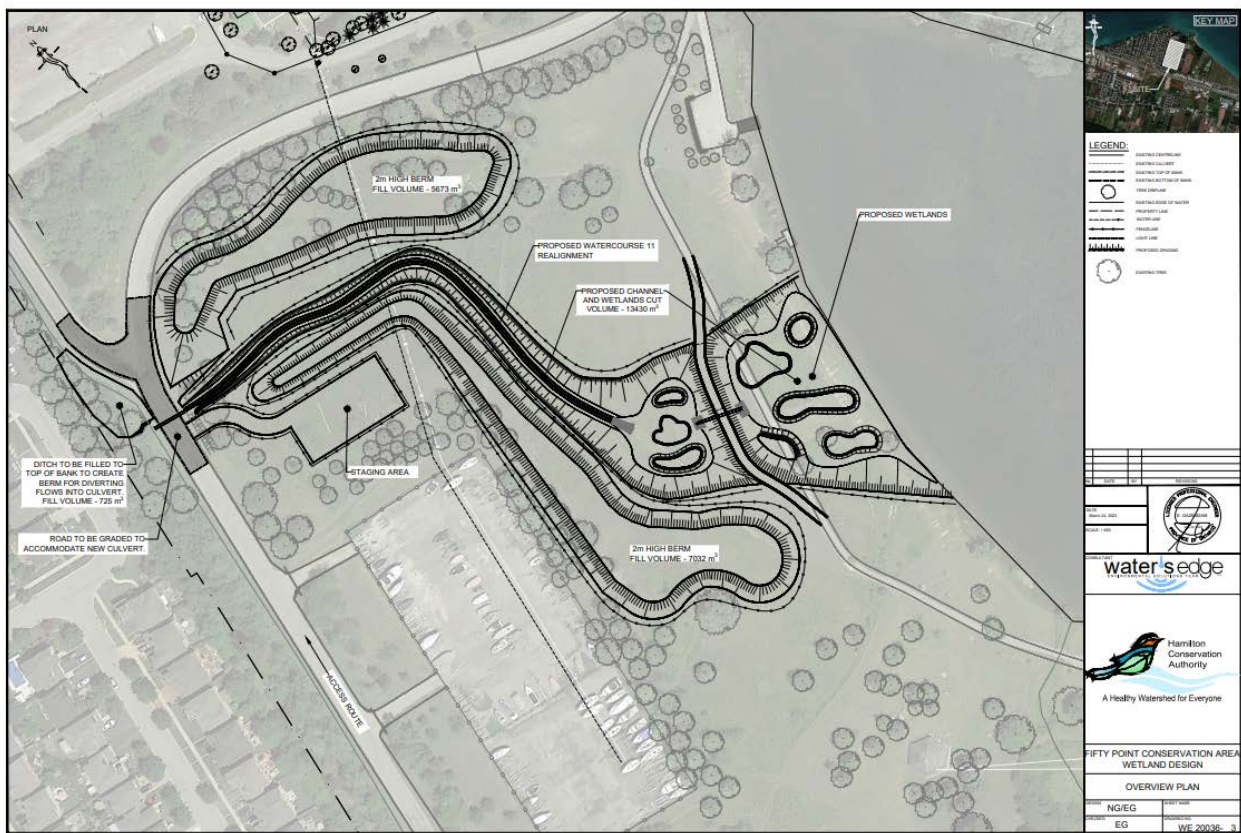


Figure 1: Final Draft Design from Water's Edge

## STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Water Management**

- Initiatives – Maintain and enhance our flood control infrastructure to address flooding and work to augment low flow conditions
- **Strategic Priority Area – Natural Heritage Conservation**
  - Initiatives – Maintain and enhance the natural heritage features of HCA lands and manage these lands on an environmentally sustainable basis
- **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**

Not applicable

## **LEGAL/FINANCIAL IMPLICATIONS**

Funding for the construction has been allocated through the 2022 operating surplus. At the June 1, 2023 Board of Directors meeting, \$900,000 was approved for the establishment of the Fifty Point Wetland reserve to fund the project.

## **CONCLUSIONS**

The design for the Fifty Point Conservation Area WC 11 diversion and wetland and fisheries enhancement has been completed. HCA staff intend to tender the project for construction in late 2023/early 2024. The project is expected to help reduce minor flooding associated with WC 11, and promote the establishment of a self-sustaining fishery in the pond that will provide conservation area guests with additional fishing opportunities. The wetland features to be established will provide additional natural area and habitat diversity within the conservation area.

# Report

**TO:** Board of Directors

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

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

**MEETING DATE** July 6, 2023

**RE:** Minimum Wage Increase to HCA Casual Wage Rates

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## STAFF RECOMMENDATION

**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.**

## BACKGROUND

The Ontario government has announced that minimum wage rates in Ontario will increase by 6.8% on October 1, 2023. This is aligned to the Provinces pledge to provide steady increases tied to the Ontario Consumer Price Index.

The increase to the general minimum wage will be \$1.05, which will bring the new rate to \$16.55 an hour. The student minimum wage will increase to \$15.60 an hour.

HCA must meet any increase to minimum wage as legislated.

Additionally, the HCA Board approved the staff recommendation and approach to include an additional 25 cent increase for 2023 rates given challenges recruiting and retaining casual and summer staff in 2022.

## **STAFF COMMENT**

Summer student positions play an important role in supporting operations during the period of May to September, with some local area students working weekends until the end of Fall colours each year.

HCA has a casual wage grid for seasonal staff hired to assist our owned and managed operations. HCA hires approximately 225 casual/seasonal staff each year, distributed as follows:

Area	Number of casual staff
HCA conservation areas and administration	80
Confederation Beach Park passive operations (non-wave pool)	20
Confederation Beach Park Wild Waterworks	125

The majority of staff are hired using rates based on the minimum wage, noted as Service Level 1. All levels of the wage grids are impacted by the minimum wage increase to maintain the pay grade separations.

HCA competes with various other employers in the area for the available pool of summer students. As such, the Board approved the staff recommendation that 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 and staff are once again recommending the additional 25 cents be applied.

The increased rate for lifeguards has already been approved by the Board earlier this year. It was made effective in June 2023 to the amount shown on the October 1, 2023 Confederation Beach Park and Wild Waterworks casual wage grid to align with rates paid by waterparks and other pools to better recruit and retain these positions for the 2023 season.

Staff also recommend that our job evaluation consultant be engaged to conduct a market review comparing our casual wage structure with similar organizations / other CAs in the region. This review will provide valuable insights and data to inform our compensation recommendations moving forward and the results will be brought to the Budget & Administration Committee for review.

## **STRATEGIC PLAN LINKAGE**

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

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

## **AGENCY COMMENTS**

None

## **LEGAL/FINANCIAL IMPLICATIONS**

The minimum wage increase and maintenance of the additional increase of 25 cents to all service levels is estimated to have an impact of approximately \$65,000 for casual staffing expenses in 2024 for the HCA operating budget.

As Confederation Beach Park / Wild Waterworks is owned by the City of Hamilton, a separate budget is prepared and the staffing expenses are not borne by HCA. A similar impact is anticipated for casual staffing expenses.

Staff have advised the City Park Management Review Team of the increase to lifeguard wage rates for summer 2023 and will advise of the 2024 impact of the minimum wage increase at its next meeting.

## **CONCLUSIONS**

The change to the casual/seasonal wage grids will provide for the required increase to minimum wage and also provide a further increase to assist with recruitment and retention of summer staff to successfully run our operations.

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## October 1, 2023 HCA Hiring Request – Seasonal CA and Administrative/Technical Staff

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

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

EMPLOYEE NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

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

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 <sup>nd</sup> step <18	Minimum Wage	2 <sup>nd</sup> step	3 <sup>rd</sup> Step	4 <sup>th</sup> step
Level 1	15.85	16.10	16.80	17.05	17.30	17.55
Includes titles – Park/Grounds Maintenance, Gate/Campground/Marina/Boat Rental Attendants, Food Service, Cashier, Cook, Customer Service						
Level 2			17.80	18.05	18.30	18.55
Includes titles – Accounting/Payroll Staff, Historical Interpreter, Team Leader, Aquatic/Terrestrial Resources Technician, Water Resources Technician						
Level 3			19.05	19.30	19.55	19.80
Includes titles – Licenced Security, Co-op/Intern/Apprentice, Aquatic/Terrestrial Resources Technologist, Fleet and Forestry						

SPECIFIC POSITION TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

WORK LOCATION: (Cons. Area, Workplace) \_\_\_\_\_

ACCOUNT NO: \_\_\_\_\_

EMPLOYMENT PERIOD: (Start & Final Date) \_\_\_\_\_

CRIMINAL RECORDS CHECK REQUIRED (check one box)      Yes      No

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

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

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

REQUESTED BY: \_\_\_\_\_  
(Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

APPROVAL: \_\_\_\_\_ (Date): \_\_\_\_\_  
(Director of Conservation Area Services or Human Resources)

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## October 1, 2023 HCA Hiring Request – Confederation Beach Park & Lakeland Pool

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

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

EMPLOYEE NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

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

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 <sup>nd</sup> step <18	Minimum Wage	2 <sup>nd</sup> step	3 <sup>rd</sup> Step	4 <sup>th</sup> step
Confederation Beach Park Level 1	15.85	16.10	16.80	17.05	17.30	17.55
Park / Grounds Maintenance						
Confederation Beach Park Level 2			17.80	18.05	18.30	18.55
Maintenance Team Leader						
Lakeland Pool Level 3			19.05	19.30	19.55	19.80
NLS Lifeguard, Lifeguard Team Leader (starting at 3rd step)						

SPECIFIC POSITION TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

WORK LOCATION: (Cons. Area, Workplace) \_\_\_\_\_

ACCOUNT NO: \_\_\_\_\_

EMPLOYMENT PERIOD: (Start & Final Date) \_\_\_\_\_

CRIMINAL RECORDS CHECK REQUIRED (check one box)      Yes      No

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

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

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

REQUESTED BY: \_\_\_\_\_  
(Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

APPROVAL: \_\_\_\_\_ (Date): \_\_\_\_\_  
(Director of Conservation Area Services or Human Resources)

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# Wild Waterworks

## October 1, 2023 HCA Hiring Request

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

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

EMPLOYEE NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

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

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 <sup>nd</sup> step <18	Minimum Wage	2 <sup>nd</sup> step	3 <sup>rd</sup> Step	4 <sup>th</sup> step
Wild Waterworks Level 1	15.85	16.10	16.80	17.05	17.30	17.55
Includes titles – Park / Grounds Maintenance, Food Service, Cashier, Cook, Slide Attendant						
Wild Waterworks Level 2			17.80	18.05	18.30	18.55
Includes titles – Assistant Plant Operator, Guest Services Representative						
Wild Waterworks Level 3			19.05	19.30	19.55	19.80
Includes titles – NLS Lifeguard, Licenced Security, Team Leader (starting at 3rd Step)						
Wild Waterworks Level 4			21.60	21.85	22.10	22.35
Includes titles – WWW Supervisors - Maintenance / Cash / Food / Lifeguard						

SPECIFIC POSITION TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

WORK LOCATION: (Cons. Area, Workplace) \_\_\_\_\_

ACCOUNT NO: \_\_\_\_\_

EMPLOYMENT PERIOD: (Start & Final Date) \_\_\_\_\_

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

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

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

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

REQUESTED BY: \_\_\_\_\_  
(Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

APPROVAL: \_\_\_\_\_ (Date): \_\_\_\_\_

(Director of Conservation Area Services or Human Resources)

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# Report

**TO:** Board of Directors

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

**RECOMMENDED BY:** T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer/Director, Watershed Management Services

**PREPARED BY:** Elizabeth Reimer, Conservation Planner  
Mike Stone, MCIP, RPP, Manager, Watershed Planning, Stewardship & Ecological Services

**DATE:** July 6, 2023

**RE:** Proposed addition within the Regulated Area of Lake Ontario, 68 Seabreeze Crescent, Stoney Creek, City of Hamilton – HCA File No. SC/F/C/23/40

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## STAFF RECOMMENDATION

**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.**

## BACKGROUND

In August 2022, HCA staff received an application to demolish an existing dwelling and construct a new dwelling on the property at 68 Seabreeze Crescent (Attachment A). In October 2022, HCA staff issued a permit for the redevelopment. In March 2023, the applicant's agent advised that the property owner no longer wished to undertake demolition and reconstruction. The current proposal is to construct a second storey and attic addition over the portion of the existing dwelling that is outside of the mitigated erosion hazard. HCA staff responded to the enquiry noting that additions along the Lake Ontario shoreline may be permitted subject to the following:

- Shoreline protection works are in place;
- The addition is outside of the mitigated erosion hazard; and
- A maintenance access allowance from the municipal road to the shoreline is available.

In the HCA response, it was outlined that the proposal generally complies with the noted requirements with exception that the existing dwelling does not provide sufficient maintenance access. HCA staff advised that it is in the applicant's best interests to ensure that heavy equipment can access the shoreline in the event that maintenance or repairs are needed as the condition of the shorewall deteriorates over its lifespan. As such, it was the recommendation of staff that the plan approved in the permit issued in October 2022, be implemented as it provides adequate access. The applicant has advised that, despite the risks of failing to provide access, they wish to move forward with an application for the addition, due to the cost of demolition.

Given that no shoreline access is available, the property owner was advised the proposed addition would not meet existing HCA policy and that staff could therefore not issue a permit for the work. Staff advised that a permit application could be submitted and there would be opportunity for the application to be heard by the HCA Board of Directors. The property owner confirmed with HCA staff that they would like to proceed on this basis, and a permit application was submitted on May 3, 2023.

## **STAFF COMMENT**

The proposal does not satisfy HCA policies requiring a maintenance access allowance from the municipal road to the shoreline where new development is proposed. However, staff note the constrained access is an existing condition, and that without demolishing the existing house, there are very limited opportunities to improve on this condition through shared side-yard access with a neighbouring property. The existing dwelling at 68 Seabreeze Crescent is approximately 2m from the adjacent dwellings on both the east and west side. This is not sufficient to provide heavy equipment access.

HCA policy requires that maintenance allowance access requirements must be met; however, staff note that the Technical Guide for Great Lakes – St Lawrence River Shorelines, Appendix A7.2 prepared by the Ontario Ministry of Natural Resources provides guidance for existing development within hazardous lands. More specifically, Table A7.2.1 indicates that major additions to structures on existing developed lots may be permitted, provided:

- 1) It meets requirements of the Protection Works Standard and the Access Standard to the maximum extent and level possible based on site-specific conditions; and,
- 2) It utilizes maximum lot depth and width; and,
- 3) As a minimum, uses the greater of a) erosion allowance based on planning horizon of not less than 50 years or, b) minimum setback from stable slope allowance of 15 m; and,

- 4) It does not increase the occupancy of existing structure; and,
- 5) It does not diminish maintenance access to any existing protection works.

In reviewing the permit application submission, HCA staff note that shoreline protection works are in place at the subject property. Three property owners (the subject property, along with 70 and 72 Seabreeze Cres) applied for permits to construct a new revetment along all three properties. These permits were issued in 2019, and although staff have not been on site to inspect the work, drone imagery indicates the work has been largely completed (Attachment B). This shorewall would have an estimated remaining design life of approximately 48 years (assuming a 50-year life when first constructed between 2020 and 2021). Based on this, the property's rear yard and a portion of the existing dwelling is located within the erosion hazard limit associated with the lake. The erosion hazard limit is defined based on a stable slope allowance, 100-year erosion allowance and consideration of any existing shoreline protection works.

HCA policy permits additions within the portion of the shoreline hazards that are less severe, and the hazards are mitigated through the construction of shoreline protection in accordance with the Shoreline Protection Works policy (Section 2.2.2.1 of the HCA's Planning & Regulation Policies and Guidelines, October 2011). When accounting for the shoreline protection works that are in place at the property, it was determined the proposed second storey addition is beyond the mitigated erosion hazard, with the exception of a small corner of the addition (Attachment C). The footprint of the house utilizes the full lot width and depth, as such there would be limited opportunity to move the house or addition further out of the hazard.

With respect to access, the current proposal does not diminish existing access and therefore, in staff's opinion, meets the Technical Guide criteria. However, HCA policy takes a more conservative approach than the Technical Guide in relation to the access standard, requiring that access be provided in order to permit additions in the erosion allowance. Notwithstanding the access restrictions, staff do not have any significant concerns with the proposal from a natural hazard or risk to property perspective and staff are supportive of issuing a permit.

Staff can not issue a permit which does not comply with Board-approved policy. Proposals that do not meet policy may be considered for approval by the Board of Directors, typically through a formal hearing process where staff are not supportive of the application. Given staff's support for the proposal, it is being recommended the Board approve the permit without a formal hearing.

## **STRATEGIC PLAN LINKAGE**

HCA's Strategic Plan 2019-2023 outlines its Strategic Priority Areas and associated Initiatives for advancing the Authority's Vision and Mission to ensure a healthy watershed for all through leadership in conservation and sustainable management of the watershed. HCA implements a wide variety of programs to fulfill this mandate,

including programs to protect people and property from natural hazards. Administration of HCA's regulation (*Ontario Regulation 161/06*) contributes to the achievement of these program objectives and HCA's Strategic Plan more generally.

### **AGENCY COMMENTS**

Not Applicable

### **LEGAL/FINANCIAL IMPLICATIONS**

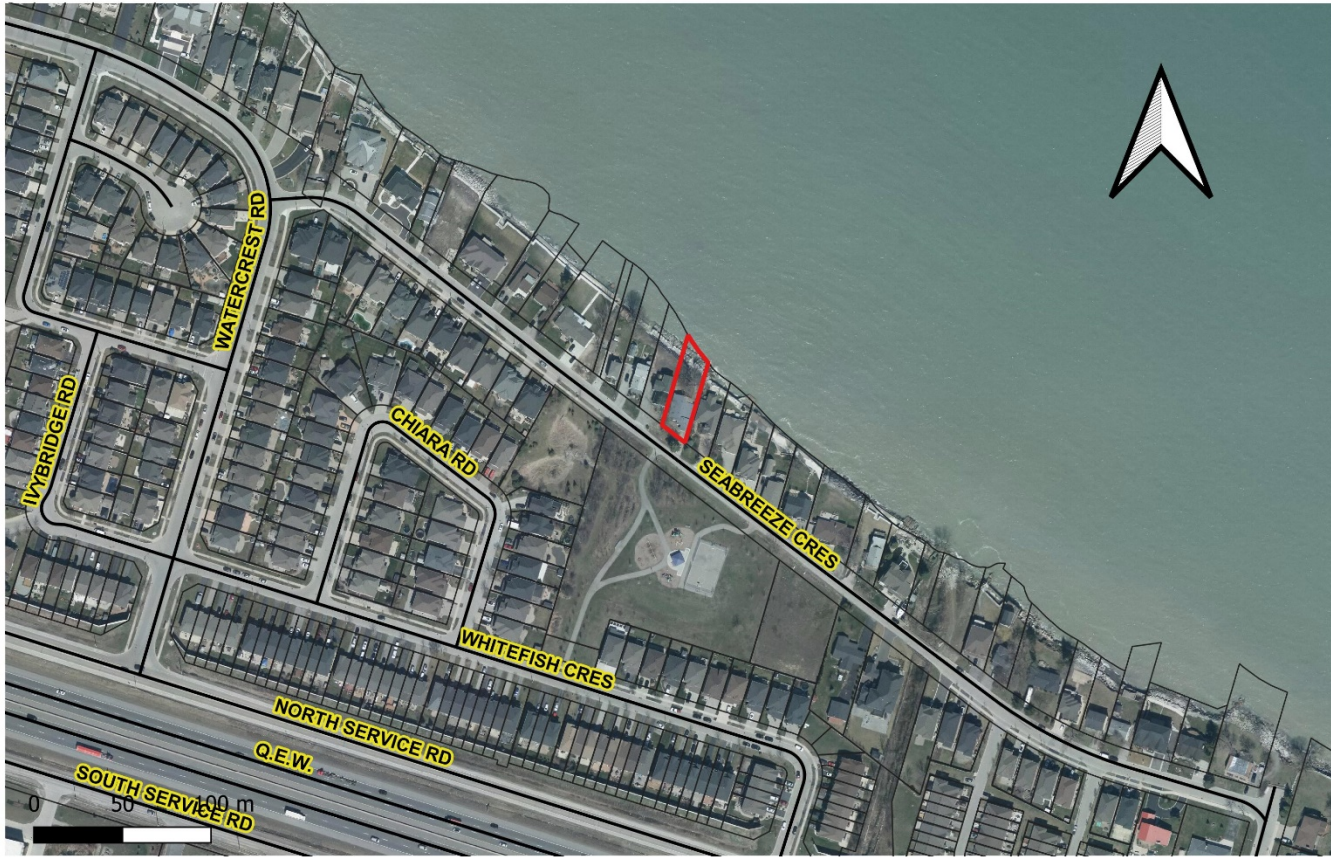
Not Applicable

### **CONCLUSIONS**

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 Board policy direction is generally maintained in this site specific instance. Staff have no objection to the issuance of a permit.



## ATTACHMENT A – Property Location





## ATTACHMENT B – Drone Imagery of Completed Shorewall



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# Memorandum

**TO:** Board of Directors

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

**RECOMMENDED BY:** T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer / Director, Watershed Management Services

**PREPARED BY:** Jonathan Bastien, Water Resources Engineer

**DATE:** July 6, 2023

**RE:** Watershed Conditions Report

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## SYNOPSIS

During the period of May 23<sup>rd</sup> 2023 to June 27<sup>th</sup> 2023, there were no observations or reports of significant watercourse flooding events or Lake Ontario shoreline flooding events.

There is an ongoing rainfall event at this time, and HCA staff continue to monitor conditions closely. There are no observations, reports, or expectations that significant watercourse flooding or significant public safety concerns are occurring at this time. Current flows are elevated but below adopted thresholds for significant public safety concerns at all streamflow gauges.

Currently, there are no Lake Ontario shoreline flooding concerns.

The average monthly flows for June so far have been below to slightly below long-term average monthly flows at most gauges. Monthly flows in Upper Spencer Creek at Safari Road have been slightly above average.

The Lake Ontario mean daily water level averaged across the entire lake is currently about 15 cm above average for this time of year.

Current Christie Lake and Valens Lake levels are within the preferred summer operating levels.

The most recent drought assessment indicated that normal conditions are an appropriate overall characterization of the watershed.

There are no significant rainfall events (+20 mm in a day) forecasted for the watershed over the next 2 weeks, at this time. In the next 9 days, no significant Lake Ontario shoreline flooding is expected, at this time. HCA staff will continue to undertake monthly drought assessments, and coordinate with the Hamilton Low Water Response Team as required if drought conditions are identified.

## **CURRENT WATERSHED CONDITIONS – June 27<sup>th</sup>, 2023**

### Current Flows in Major Area Watercourses

There is an ongoing rainfall event at this time. There are no observations, reports, or expectations that significant watercourse flooding or significant public safety concerns are occurring at this time. HCA staff continue to monitor conditions closely.

Current flows are elevated but below adopted thresholds for significant public safety concerns at all streamflow gauges [Upper Spencer Creek at Safari Road, Middle Spencer Creek at Highway 5, Lower Spencer Creek at Market Street, Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street].

The average monthly flows for June so far in Upper Spencer Creek at Safari Road have been 119% (considered slightly above long-term average monthly flows for June). Monthly flows in Middle Spencer Creek at Highway 5 and Lower Spencer Creek at Market Street have been 66% and 54% respectively (considered below average). Monthly flows in Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street have been 81% and 85% respectively (considered slightly below average).

May 2023 flows were near to above long-term averages at most gauges. Average monthly flows at most gauges ranged from 90% to 129%. The exception was in Red Hill Creek at Barton Street, where flows were 59% (considered below average).

April 2023 flows were near to above long-term averages at all four available gauges. Average monthly flows ranged from 108% to 128%. Monthly average flows were not available for Red Hill Creek at Barton Street.

March 2023 flows were near long-term averages at most gauges. Average monthly flows at most gauges ranged from 91% to 108%. The exception was in Red Hill Creek at Barton Street, where flows were 155% (considered well above average).

### Current Lake Ontario Water Levels

At this time, there are no observations, reports or expectations of significant Lake Ontario shoreline flooding. The Lake Ontario mean daily water level in the Hamilton area was 75.26 to 75.27 m IGLD85 as of yesterday. The Lake Ontario mean daily water level averaged across the entire lake (75.21 m IGLD85 as of yesterday) is about 15 cm above average for this time of year.

### Current Storages in HCA Reservoirs

Current Christie Lake levels (771.16 ft) are within the preferred summer operating levels (771.0 to 771.5 ft).

Current Valens Lake levels (275.41 m) are within the preferred summer operating levels (275.25 to 275.45m).

### Current Soil Conditions

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

## **RECENT STORM EVENTS**

During the period of May 23<sup>rd</sup> 2023 to June 27<sup>th</sup> 2023, there were no observations or reports of significant watercourse flooding events or Lake Ontario shoreline flooding events.

There is an ongoing rainfall event at this time, and HCA staff continue to monitor conditions closely.

## **RECENT WATERSHED LOW WATER CONDITIONS**

The most recent drought assessment (including data up to May 31) indicated that normal conditions are an appropriate overall characterization of the watershed. This was the fifth consecutive recent monthly assessment that indicated normal conditions.

## **FORECASTED WATERSHED CONDITIONS**

### Watercourse Flooding

There are currently no significant rainfall events (+20 mm in a day) forecasted for the watershed over the next 2 weeks. HCA staff continue to monitor conditions and

forecasts routinely. Resultant water levels and flows from currently anticipated rain are not expected to result in significant watercourse flooding.

#### Lake Ontario Shoreline Flooding

In the next 9 days, no significant Lake Ontario shoreline flooding is expected. According to International Lake Ontario – St. Lawrence River Board information, weather conditions, including temperatures and precipitation, will primarily determine the rate and magnitude of water level fluctuations over the coming weeks.

#### Watershed Low Water Conditions

HCA staff will continue to undertake monthly drought assessments, and coordinate with the Hamilton Low Water Response Team as required if drought conditions are identified.



# Memorandum

**TO:** Board of Directors

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

**PREPARED BY:** Gordon R. Costie, Director of Conservation Area Services

**MEETING DATE:** July 6, 2023

**RE:** Conservation Areas Experiences Update

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## BACKGROUND:

HCA provides high quality, diverse conservation areas that promote outdoor recreation, health and well being and strengthen public awareness of the importance of being in or near our conservation areas.

## STAFF REPORTING COMMENTS

- Canada Day and Long Weekend – All HCA Conservation Areas are open in celebration of July 1 Canada Day. For the holiday weekend, anticipate high visitation levels at all Conservation Areas and Confederation Beach Park/Wild Waterworks. Gatehouses will be fully staffed to greet and welcome visitors as we are now reaching full summer operations mode. As a sign of the times, HCA reservations for campsites and cabins were virtually sold out at the time of this report at Valens Lake and Fifty Point Conservation Areas.
- Spencer Gorge Long Weekend Reservation System – This is the second of four long weekend which require reservations for Dundas Peak, Tew Falls, and Webster Falls. Early indications continue to show marked improvements to the operations of this very popular tourist attraction as a result of the reservation system. Reservations are still available at the time of this report.
- Wild Waterworks – June 23/ 24 was the opening weekend with a good visitor turnout despite unsettled weather conditions. The park is operating on a five day a week schedule and will include all summer holiday Mondays. Staff at Wild Waterworks have done a great job in getting this city facility prepared and with all approvals in place to operate. It always feels like summer has officially started in Hamilton with the opening of Wild Waterworks.

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