



# Board of Directors Meeting Agenda

Thursday, September 7, 2023

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## Board of Directors Meeting

Thursday, September 7, 2023 at 6:00 p.m.

Hamilton Conservation Authority is now conducting meetings in a hybrid format via an in-person and Webex platform.

All hybrid meetings can be viewed live on HCA's You Tube Channel:

<https://www.youtube.com/user/HamiltonConservation>

1. **Call to Order** – Brad Clark
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 – August 3, 2023 Page 7
  - 5.3. Approved June 8, 2023 Conservation Advisory Board Minutes – for receipt only Page 15
6. **Foundation Briefing** Foundation Chair – Jennifer Stebbing
7. **Member Briefing**
8. **Business Arising from the Minutes**
9. **Reports from Budget & Administration Committee and Conservation Advisory Board**
  - 9.1. Conservation Advisory Board – August 10, 2023 – Wayne Terryberry  
(Recommendations)
    - 9.1.1. CA 2323 Oak Wilt Mapping & Work Plan Page 21
    - 9.1.2. CA 2324 HCA Trail Guide Mobile App Project Update Page 25

9.2. Budget & Administration Committee – August 17, 2023 – Susan Fielding  
(Recommendations)

9.2.1. BA 2317 2024 Budget Assumptions & Process  
9.2.2. BA 2318 2024 Fee Schedule

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## 10. Other Staff Reports/Memorandums

### Reports to be approved

10.1. City of Hamilton Natural Areas Inventory – Scott Peck Page 73

### Memorandums to be received

10.2. Watershed Conditions Report – Jonathan Bastien Page 77  
10.3. Conservation Areas Experiences – Gord Costie Page 83

## 11. New Business

## 12. In-Camera Items

12.1. Confidential Report - BA/Aug 01-2023 – Lisa Burnside Page 85  
(Personnel Matter)

12.2. Confidential Report - BD Sep 01-2023 – Lisa Burnside Page 87  
(Legal Matter)

12.3. Confidential Report - BD/Sep 02-2023 – Lisa Burnside Page 105  
(Property Matter)

12.4. Confidential Verbal Report - BD/Sep 03-2023 – Scott Peck Page 111  
(Legal Matter)

## 13. Next Meeting – Thursday, October 5, 2023 at 6:00 p.m.

## 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

**MEETING DATE:** September 7, 2023

**RE:** Summary Applications 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 June 29, 2023 and August 25, 2023 are summarized in the following Summary Applications Report (SER-8/23).

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

August 25, 2023

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority,  
September 07, 2023

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

**SUMMARY APPLICATIONS REPORT SER 8/23**

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
A/F,C/23/44	25-May-23	30-Jun-23	34		166 Beverly Crt Lot 41, Concession 2 Ancaster	Construction of new dwelling in a regulated area of Sulphur Creek.	Approved subject to standard conditions.
F/F,A/23/42	19-Apr-23	30-Jun-23	29		65 Oak Ave Lot 6, Concession 1 Flamborough	Rehabilitation of a portion of the creek in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions.
SC/F,C,A/23/51	08-Jun-23	30-Jun-23	22		North Service Rd from Green Rd to Dewitt Rd Lot 17-20, Concession BF Stoney Creek	Placement of underground conduit in a regulated area of Stoney Creek Numbered Watercourses 1, 2 and 3.	Approved subject to standard conditions.
SC/F,C,A/23/52	26-Apr-23	30-Jun-23	48		49 Lakeview Dr Lot 15, Concession BF Stoney Creek	Construction of shore protection in a regulated area of Lake Ontario.	Approved subject to standard conditions.
SC/F,C,A/23/53	26-Apr-23	30-Jun-23	63		51 Lakeview Dr Lot 15, Concession BF Stoney Creek	Construction of shore protection in a regulated area of Lake Ontario.	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 APPLICATIONS REPORT SER 8/23**

F/F,C,A/23/26	11-Apr-23	30-Jun-23	39		500 Westover Rd Lot 30, 31, Concession 3 Flamborough	Rehabilitation of Bridge 342 in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions.
F/F,C/23/55	09-May-23	07-Jul-23	59		548 Millgrove Side Rd Lot 19, Concession 3 Flamborough	Integrity dig 4046 in a regulated area of Borers Creek.	Approved subject to standard conditions.
F/F,C/23/56	09-May-23	07-Jul-23	59		690 Millgrove Side Rd Lot 19, Concession 4 Flamborough	Integrity dig 4052 in a regulated area of Logies Creek Parkside Drive Wetland Complex.	Approved subject to standard conditions.
A/F,C,A/23/39	26-Apr-23	10-Jul-23	53		1096 Sulphur Springs Rd Lot 41, Concession 1 Ancaster	Bridge rehabilitation of Bridge 113 in a regulated area of Spring Creek.	Approved subject to standard conditions.
A/F,C/23/59	23-Jun-23	10-Jul-23	19		98 Academy St Lot 46, Concession 2 Ancaster	Installation of new NPS 1.25-inch natural gas pipeline in a regulated area of Ancaster Creek.	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 APPLICATIONS REPORT SER 8/23**

D/C/23/62	10-Jul-23	14-Jul-23	4	59 Newcombe Rd Lot 8, Concession 1 Dundas	Construction of a rear yard elevated deck in a regulated area of Ann Creek.	Approved subject to standard conditions.
SC/C/23/40	03-May-23	19-Jul-23	88	68 Seabreeze Cres Lot 9, Concession BF Stoney Creek	Construction of an addition to an existing dwelling in a regulated area of Lake Ontario.	Apprived by Board of Directors at July 6, 2023 Board meeting. Permit issued subject to standard conditions.
SC/F,C,A/23/60	24-May-23	21-Jul-23	27	1089 North Service Rd Lot 7, Concession 1 Stoney Creek	Repair of an existing shorewall in a regulated area of Lake Ontario.	Approved subject to standard conditions.
F/F,C/23/58	20-Jun-23	02-Aug-23	44	682 Crooks Hollow Rd Lot 9, Concession 2 Flamborough	Construction of an in-ground pool in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions.
F/F,C,A/23/67	24-Jul-23	14-Aug-23	23	601 Westover Rd Lot 30, Concession 3 Flamborough	Completion of Integrity Dig 26 in a regulated area of Westover Creek.	Approved subject to standard conditions.

**HAMILTON REGION CONSERVATION AUTHORITY**

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

August 25, 2023

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, September 07, 2023

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**SUMMARY APPLICATIONS REPORT SER 8/23**

A/F,C,A/23/61	01-Mar-23	16-Aug-23	169		1085-1086 Lower Lions Club Rd Lot 51, Concession 1 Ancaster	Replacement of a culvert, retaining wall, and road resurfacing in a regulated area of Ancaster Creek.	Approved subject to standard conditions.
SC/F,C/23/68	03-Mar-23	18-Aug-23	171		19 Highland Rd E Lot 24, Concession 7 Stoney Creek	Site alteration and construction of a three-storey storage building with associated parking and landscaping with an outlet to a regulated watercourse in a regulated area of Stoney Creek.	Approved subject to standard conditions.
F/F,C,A/23/66	13-Jul-23	21-Aug-23	39		295 4th Conc Rd W Lot 20, Concession 4 Flamborough	Completion of Integrity Dig 29 in a regulated area of Logie's Creek Parkside Drive Wetland Complex.	Approved subject to standard conditions.
D/F,C,A/23/35	25-Apr-23	23-Aug-23	91		Pt Lt 54, Conc 1, Next to 119 Osler Dr Lot 54, Concession 1 Dundas	Outfall and storm sewer replacement at Osler Drive and Grant Boulevard in a regulated area of Ancaster Creek.	Approved subject to standard conditions.

**Hamilton Region Conservation Authority**

**Minutes**

**Board of Directors Meeting**

**August 3, 2023**

Minutes of the Board of Directors meeting held on Thursday, August 3, 2023 at 6.p.m., by videoconference and livestreamed via YouTube.

<b>PRESENT:</b>	<b>Jeff Beattie</b>	<b>Craig Cassar</b>
	<b>Brad Clark</b>	<b>Lisa DiCesare</b>
	<b>Matt Francis</b>	<b>Brian McHattie</b>
	<b>Mike Spadafora</b>	<b>Wayne Terryberry</b>
	<b>Alex Wilson</b>	<b>Maureen Wilson</b>

**REGRETS:** Susan Fielding

**STAFF PRESENT:** Jonathan Bastien, Lisa Burnside, Grace Correia, Gord Costie, Scott Fleming, Matt Hall, Bruce Harschnitz, Scott Peck, Mike Stone, Jaime Tellier, and Nancy Watts

**OTHERS:** Angela Coleman – Conservation Ontario

**1. Welcome**

Lisa Burnside welcomed everyone to the meeting and introduced the remaining five members of the Board of Directors for the 2023-2026 term, City of Hamilton Councillors Jeff Beattie and Mike Spadafora, and three citizen appointments, Lisa DeCesare, Brian McHattie, and Wayne Terryberry.

HCA's Indigenous Land Acknowledgement was read.

Lisa Burnside introduced Angela Coleman, General Manager of Conservation Ontario, as the Acting Chair for the purposes of the election of officers.

<b>BD12, 3221</b>	<b>MOVED BY: Wayne Terryberry</b>
	<b>SECONDED BY: Jeff Beattie</b>

**THAT Angela Coleman be appointed Acting Chair for the purposes of the election of officers.**

**CARRIED**

## 2. Election of Officers

Angela reviewed the election procedures to be as follows:

- Nominations only require a “mover”;
- Nominations will be called 3 times for each office;
- Closing of nominations will require a “mover” and a “seconder”;
- Each nominee will be asked if they are willing to serve;
- If more than one person is nominated and willing to serve, there will be a vote;
- Each nominee will be allowed to speak in support of their nomination with a time limit of 5 minutes;
- A vote will be held by secret ballot.
- No member may vote by proxy.

Angela asked if there were any questions, and hearing none, declared all offices vacant.

### 2.1. Appoint Scrutineers

**BD12, 3222**

**MOVED BY: Alex Wilson**

**SECONDED BY: Maureen Wilson**

**THAT, if more than one person is nominated, Scott Fleming and Scott Peck be appointed scrutineers; and further**

**THAT all voting ballots (AGM Election Procedure) be destroyed after the meeting is concluded.**

**CARRIED**

### 2.2. Election of 2023 Chair

Angela Coleman called for nominations for the 2023 Chair of the Hamilton Conservation Authority.

**Nominated: Brad Clark**

**By – Mover: Wayne Terryberry**

Angela called for nominations twice more. Having no further nominations, she asked Brad Clark if he accepted the nomination. The election for the office of Chair of the HCA Board of Directors for 2023 was then closed and the position acclaimed with the following resolution.

**BD12, 3223****MOVED BY: Lisa DiCesare  
SECONDED BY: Mike Spadafora****THAT nominations for the 2023 Chair of HCA Board of Directors be closed and Brad Clark be confirmed as Chair of the Hamilton Conservation Authority Board of Directors for 2023.****CARRIED**

Angela declared Brad Clark as Chair of the HCA Board of Directors for 2023 by acclamation.

Brad Clark thanked the Board for their unanimous support and commented on the strength of the renewed Board of Directors.

### 2.3. Election of 2023 Vice-Chair

Angela Coleman called for nominations for the 2023 Vice-Chair for the Hamilton Conservation Authority.

**Nominated: Susan Fielding****By – Mover: Brad Clark**

Angela called for nominations twice more. Having no further nominations, Angela read into the record an email from Susan Fielding to Secretary-Treasurer Scott Fleming, dated July 27, 2023, indicating her willingness to serve as Vice-Chair, should be nominated in absentia. The election for the office of Vice-Chair of the HCA Board of Directors for 2023 was then closed and the position acclaimed with the following resolution.

**BD12, 3224****MOVED BY: Mike Spadafora  
SECONDED BY: Wayne Terryberry****THAT nominations for the 2023 Vice-Chair of HCA Board of Directors be closed and Susan Fielding be confirmed as Vice-Chair of the Hamilton Conservation Authority Board of Directors for 2023.****CARRIED**

Angela declared Susan Fielding as Vice-Chair of the Board of Directors for 2023 by acclamation.



Angela Coleman advised that of the members just appointed to the Conservation Advisory Board, one must serve as the Chair and called for nominations for the 2023 Chair for the Conservation Advisory Board.

**Nominated: Wayne Terryberry**

**By – Mover: Brad Clark**

Angela called for nominations a second and third time. Having no further nominations, Angela declared the office of Chair of the Conservation Advisory Board for 2023 closed with the following resolution:

**BD12, 3227            MOVED BY: Jeff Beattie  
                              SECONDED BY: Alex Wilson**

**THAT nominations for the 2023 Chair of the Conservation Advisory Board be closed.**

**CARRIED**

Angela asked Wayne Terryberry if he would accept the nomination. Mr. Terryberry accepted the nomination.

**BD12, 3228            MOVED BY: Mike Spadafora  
                              SECONDED BY: Jeff Beattie**

**THAT Wayne Terryberry be confirmed as Chair of the Conservation Advisory Board 2023.**

**CARRIED**

Angela declared Wayne Terryberry as Chair of the Conservation Advisory Board by acclamation.

### **3. Call to Order for Normal Course of Business**

The Chair called the meeting to order and thanked Angela for her assistance with the elections.

### **4. Declarations of Conflict of Interest**

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

## 5. Approval of Agenda

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

**BD12, 3229**

**MOVED BY: Alex Wilson  
SECONDED BY: Matt Francis**

**THAT the agenda be approved.**

**CARRIED**

## 6. Consent Items for Applications, Minutes and Correspondence

The following consent items were adopted:

6.1. Approval of Board of Directors Minutes – July 6, 2023

## 7. Other Staff Reports/Memoranda

7.1. 2023 Schedule of Meetings

Lisa Burnside presented a summary of the memorandum.

**BD12, 3230**

**MOVED BY: Matt Francis  
SECONDED BY: Brian McHattie**

**THAT the memorandum entitled 2023 Schedule of Board of Directors Meetings be received.**

**CARRIED**

7.2. Appointment of Voting Representatives to Conservation Ontario

Lisa Burnside provided an overview of the report.

**BD12, 3231**

**MOVED BY: Mike Spadafora  
SECONDED BY: Matt Francis**

**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.**

**CARRIED**

7.3. Appointment of the Auditors

Lisa Burnside presented a summary of the report.

**BD12, 3232**

**MOVED BY: Brian McHattie  
SECONDED BY: Lisa DiCesare**

**THAT the audit firm of Grant Thornton is appointed as  
the auditors Hamilton Conservation Authority for the  
year 2023.**

**CARRIED**

**8. New Business**

There was none.

**9. In-Camera Items**

There were none.

**10. Next Meeting**

The next meeting of the Board of Directors will be held on Thursday, September 7, 2023 at 6:00 p.m.

**11. Adjournment**

On motion, the meeting adjourned.

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Scott Fleming  
Secretary-Treasurer

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## HAMILTON CONSERVATION AUTHORITY

### Conservation Advisory Board

#### MINUTES

**June 8, 2023**

Minutes of the Conservation Advisory Board meeting held on Thursday, June 8, 2023 at 4:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and livestreamed on YouTube.

- PRESENT:** Duke O’Sullivan – in the Chair  
Joanne Di Maio Natalie Faught  
Cynthia Janzen - Webex Haley McRae  
Sherry O’Connor
- REGRETS:** Dan Bowman, Tyler Cunningham, Cortney Oliver, Wayne Terryberry
- STAFF PRESENT:** Madolyn Armstrong, Jonathan Bastien, Lisa Burnside, Grace Correia, Scott Fleming, Matt Hall, Bruce Harschnitz, Colin Oaks, Mike Stone, Jaime Tellier, Fionnula Wade, and Nancy Watts
- OTHERS:** Media – 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. A presentation entitled Toward a Net-Zero Future – Hamilton Conservation Authority’s Corporate

Climate Change Strategy was circulated to the members as an addendum to the agenda in advance of the meeting and was noted as item 5.1 on the agenda.

**CA 2315            MOVED BY: Joanne Di Maio  
                          SECONDED BY: Haley McRae**

**THAT the agenda be approved, as amended.**

**CARRIED**

#### **4. Delegations**

There were none.

#### **5. Member Briefing**

##### 5.1. Toward a Net-Zero Future – Hamilton Conservation Authority’s Corporate Climate Change Strategy

Fionnula Wade presented on HCA’s Corporate Climate Change Strategy and showed an accompanying promotional video for the strategy.

#### **6. Chairman’s Report on Board of Directors Actions**

The following recommendations were approved by the Board of Directors at the May 4, 2023 meeting.

CA 2311            Watershed-based Resource & Conservation Area  
                          Management Strategies Development

CA 2312            Project Technical Advisory Committee – Responsibilities &  
                          Member Approval for Insurance Requirements

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

##### 7.1. Minutes – Conservation Advisory Board (Last Meeting April 13, 2023)

**CA 2316            MOVED BY: Sherry O’Connor  
                          SECONDED BY: Haley McRae**

**THAT the minutes of the April 13, 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. HCA Wayfinding Signage System Development

Madolyn Armstrong presented on the development of the HCA Wayfinding Signage System. Questions for facilitated input were posed to CAB members to review strengths, challenges, and opportunities.

#### Strengths/Benefits

The members felt the new directional signage will be an improvement for users in navigating throughout. The signs have a professional appearance and are well thought out. The directional signage and distance to the parking lot will also be an improvement for users.

#### Possible Improvements

The use of QR codes was discussed. They will be added on the main trail head sign and on each post. This is in line with discussions at the Ontario Trails Council.

Providing information in multiple languages was raised. Physical signs on site will be English. However, staff tried to incorporate pictograms as much as possible to assist with user comprehension. With the QR codes, staff can look into multilingual content on electronic maps and the ability for personal devices to provide translation.

Anti-graffiti coatings on signage was discussed. Yes, staff will incorporate coatings, the best type will be investigated when sourcing signage.

The potential to add average hike time with distances on signs was discussed, bearing in mind variability for stops along the hike and differences in walking speed among users. Currently, the average time to complete the main loop is only on the trailhead sign. Visitors may be able to estimate remaining time based on total time and distance. This could be a future consideration.

There was discussion about interpretive signage and how it may be used to convey messaging about biodiversity, invasive species, and other aspects of HCA's focus. This initiative is focused on wayfinding signage. Existing interpretive signage about specific park features, including flora and fauna, will remain on-site. Additional messaging can be addressed through new interpretive signage.

Consideration for pedestrian/cycling access points from adjoining trails and neighbouring communities was raised. Secondary signs will be at select pedestrian/cyclist access points. Trail intersections will also be signed. The size of the signage is helpful for cyclists as they are moving faster than pedestrians.

This initiative will also be beneficial for corporate branding, establishing users are on HCA lands, and setting trail etiquette/norms.

It was noted that the trail head signage will be single-sided so the standard can be replicated at all Conservation Areas.

### Challenges

There was discussion regarding any public feedback regarding users requesting additional information, beyond standard AODA difficulty classifications, to help plan their visits according to their specific needs. Comments related to the trail difficulty classification rating system were received during public consultation for the overall trail mapping system last year. There are five difficulty classifications and details for what is considered in each classification is included on the signage.

Prioritization for implementation of the wayfinding signage was discussed. It was suggested for consideration to prioritize the most visited areas and those that currently have the oldest branding still in use.

### Communicate

Social media was offered as a primary means of communicating the launch of the new signage to users. In addition, it was thought that it will be intuitive for users as they arrive on-site and observe and use the new signage.

**CA 2317            MOVED BY: Joanne Di Maio  
                          SECONDED BY: Sherry O'Connor**

**THAT the presentation entitled HCA Wayfinding Signage System Development be received.**

**CARRIED**

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

### **10.1. Proposal to Terminate HCA Water Quality Monitoring Related to Darling Ingredients Effluent Discharge to Christie Lake**

Jonathan Bastien presented a summary of the report and answered the members' questions.

There was discussion regarding maintaining the program as a precaution. It was noted the program was not intended to be a long-term monitoring program and has achieved its intended purpose of satisfying HCA that the discharge of treated effluent is not having an effect on water quality downstream. HCA has collected nine (9) years of data and commissioned a peer reviewed report which confirmed the findings.

It was clarified that the water going into the ponds is treated water that must follow stringent water quality standards through an Environmental Compliance Approval issued by the Ministry of the Environment, Conservation and Parks.

Following discussion, an amendment to the staff recommendation was put forward that HCA request monthly sampling results and continue to receive the annual Environmental Compliance Approval discharge reports from Darling Ingredients for staff to review.

**CA 2318            MOVED BY: Natalie Faught  
                          SECONDED BY: Haley McRae**

**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.**

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

**CARRIED**

#### 10.2. Fifty Point Watercourse and Pond Restoration Project Update / Final Design

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

There was discussion regarding fishing in the pond competing with the self-sustaining fishery objective of the project. Colin noted that this area will be similar to other areas where we promote catch and release as an angling practice. There currently is not much fishing pressure on this pond since the practice of fish stocking has ended. Increasing habitat should facilitate fish populations and staff will monitor to ensure the populations can support recreational fishing. HCA could limit promotion of fishing until the project is complete and stable.

It was suggested that CAB hold its next meeting on-site at Fifty Point if possible, for members to view the project site.

**CA 2319            MOVED BY: Natalie Faught  
                          SECONDED BY: Joanne Di Maio**

**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**

## **11. New Business**

### **11.1. Recognition of Outgoing CAB Members**

Lisa Burnside recognized Joanne Di Maio, Duke O'Sullivan, and Wayne Terryberry as all had reached the maximum of two four-year terms of service on the Conservation Advisory Board (CAB). In addition to this most recent term of CAB, Duke joined the Board of Directors as a City of Hamilton Councillor in 1998 and had continually served on the HCA Board of Directors or its subcommittees since that time, resulting in a remarkable 25 consecutive years of service. Lisa thanked each of the members for their invaluable contributions to great variety of HCA projects and initiatives.

Duke thanked the Board of Directors and staff for the opportunity to sit on CAB, noting the active participation as a highlight of the experience. He commented on the knowledge, expertise, passion and commitment of staff. Joanne also thanked staff for their dedication and expressed appreciation for the opportunity to sit on CAB.

## **12. Next Meeting**

The next meeting of the CAB is scheduled for Thursday, August 10, 2023 at 4:00 p.m.

## **13. Adjournment**

On motion, the meeting was adjourned.

# 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:** Lesley McDonell, Terrestrial Ecologist

**MEETING DATE:** August 10, 2023

**RE:** Oak Wilt Mapping & Work Plan

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## STAFF RECOMMENDATION

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

**THAT the Oak Wilt Mapping and Work Plan as detailed in this report be approved, and further;**

**THAT the Oak Wilt Mapping and Work Plan be incorporated into the HCA's Invasive Species Strategy update.**

## PURPOSE & BACKGROUND

In June 2023, the presence of oak wilt was confirmed by the Canadian Food Inspection Agency in Niagara Falls, Ontario. This report is intended to provide CAB with an overview of the information and staff recommendation and response with an oak wilt mapping and work plan.

### What is Oak Wilt

Oak Wilt is a fungal disease caused by *Bretziella fagacearum*. The fungus develops in the outer sap wood of the trees and causes the host to develop balloonlike outgrowths and gummy plugs in the wood. These then block the movement of water and nutrients within the tree resulting in branch wilting and tree death. Oak wilt can kill an oak tree in as little as 2-6 weeks and most infected trees do not live beyond the growing season.

Trees in the Red Oak group succumb more quickly to the disease and in the Hamilton Conservation Authority (HCA) watershed that includes Red, Black and Pin oaks. Oaks in the White oak group have moderate to high levels of resistance and can live for several years after infection. In the HCA watershed this includes Swamp, White, Bur and Chinquapin oaks.

### How is it spread

Oak wilt is spread naturally in two ways: root grafting (below ground) and sap and oak bark beetles (above ground). Oak trees growing close together have roots that intertwine. The disease spreads from tree to tree from these interconnected roots or root grafts. The movement of the disease through root grafts is generally over short distances and between trees of the same oak species.

The second method is via oak bark beetles which are generally responsible for the establishment of new infections in nearby or distant forests. The movement of the fungus (*Bretziella fagacearum*) is via dispersal of spores from a fungal mat. These mats develop when the tree dies and develop on both the trunk and large branches. The fungal mats produce a fruity smell which attracts insects to the dead trees. The spores from the fungal mats then stick to the insect's bodies and this allows the spores to move to wounds on other trees, causing a new infection. Many factors are required for efficient spread including fresh oak tree wounds, new fungal mats and populations of beetles.

Finally, this fungus can also be spread by humans through the movement of logs and firewood that harbour fungal mats.

### Where is it found

Oak wilt has recently been found in three areas of Southern Ontario – City of Niagara Falls, Township of Springwater and the Town of Niagara-on-the Lake.

### Ecological Importance of Oak Trees

Oaks are a keystone species important in the life stages of many different organisms from deer and squirrels to insects and birds. Their acorns provide food for a variety of wildlife. The massive canopy's slow rain water and help to control erosion on slopes as does the thick layer of leaves that fall from oak trees each year. These fallen leaves also provide habitat and food for insects and other organisms. Oaks are long lived trees and provide these benefits to an ecosystem over hundreds of years.

### **STAFF COMMENT**

The impact that oak wilt could have on the HCA watershed will be a key issue that staff will assess moving forward. Using the Natural Areas Inventory staff will work on creating maps indicating where Red, Black and Pin oak have been identified as dominant or

abundant in the tree canopy and subcanopy. This will be followed by a work plan to survey those areas for the occurrence of dead or dying oak trees, associated communication needs and staff training. The work plan will include training staff on identifying oak wilt symptoms in oak trees, surveying for occurrence of oak wilt and creating maps of forested areas dominated by oak trees.

To help prevent the spread of oak wilt internally on our HCA properties, communication has been provided to HCA Conservation Areas Services and Forestry staff in regard to not pruning oak trees between April - October. In addition, to reduce the risk of disease introduction, HCA will pause its internal firewood program that moves the cut hazard tree wood from our conservation areas to be sold as firewood at Valens Lake Conservation Area.

## **STRATEGIC PLAN**

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

- **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

## **AGENCY COMMENTS**

Not Applicable

## **LEGAL/FINANCIAL IMPLICATIONS**

It is anticipated that the initial oak wilt mapping and work plan will be accommodated in current budget allocations. However, there may be financial implications related to tree removal if Oak Wilt impacts HCA lands. As Oak Wilt has not been found on HCA lands and the noted mapping work to identify oak dominated areas has not been completed, the extent of the potential impact and costs are not known at this time.

## **CONCLUSIONS**

HCA staff are aware to the threat of oak wilt to our forest and will be moving forward with the work plan noted to train staff, map areas with the occurrence of oak trees and start a monitoring program of oak wilt.

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# Report

**TO:** Conservation Advisory Board

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

**RECOMMENDED BY:** Scott Fleming, Director of Finance & Central Support Services  
Sarah Gauden, Marketing & Communications Manager

**PREPARED BY:** Jasmine Marinelli, Marketing Coordinator

**MEETING DATE:** August 10, 2023

**RE:** HCA Trail Guide Mobile App Project Update

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## STAFF RECOMMENDATION

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

**THAT the Trail Guide Mobile App Project Update be received and further;**

**THAT staff continue to expand the App to other major HCA conservation areas as part of operational work plans.**

## PURPOSE & BACKGROUND

In 2022, the HCA Board set a goal for staff to expand digital offerings and develop greater online information to engage visitors and supplement in-person visits to conservation areas. This stemmed from the pandemic to leverage and support digital initiatives for our conservation area users.

As a result, HCA's marketing staff researched and worked on a new technology initiative. The project, titled the HCA Trail Guide Mobile App, allows our visitors to learn about the environment around them while they hike our trails.

## **STAFF COMMENT**

### HCA Trail Guide Mobile App Background

To accomplish this goal, HCA's Marketing department evaluated various interactive apps with the support of an internal, Virtual Experience Advisory Committee and sought staff and public feedback as part of the process.

The goals of the virtual experience at HCA were as follows:

- To provide a safe, user-friendly software application for Conservation Area visitors;
- To guide and help interpret the Conservation Area using accessible forms of media and language that provide further details about HCA projects, activities and lands;
- To provide themes that can be based on different target markets to attract a variety of users

Through this process, the Talking Forest App met all of the criteria and goals for the committee and HCA staff. In addition, the Talking Forest is already being implemented by other Conservation Authorities and working in collaboration with Conservation Ontario, demonstrating the app's effectiveness and potential to enhance visitor experience across multiple locations.

### "The Talking Forest" App Operational Highlights

By simply downloading the app and opening it upon arrival at the trailhead, our visitors can experience our Conservation Areas in a new and exciting way.

- This app is free to download and runs in the background of a smartphone, even while other app functions are in use.
- Visitors can even lock their screens and put their phones in their pockets as they hike so they are not distracted by a screen.
- As they approach a GPS coordinate point, the app will automatically "ping" and play audio explaining the features they are looking at.
- Images and written captions are available for viewing and listening to the audio, making this information more accessible to all user groups.

The Eramosa Karst Conservation Area was utilized as our pilot for the App and is currently being finalized and will be launched this Fall. Additionally, work has begun on the tour for the Spencer Gorge with a target to launch for the upcoming Fall daily reservation service. Through this experience several conservation visitor benefits were identified including:

1. Adds value to entrance fees, providing additional benefits for those hiking in our areas and creating an overall better visitor experience.

2. Provides navigational guidance to hikers and encourages visitors to explore different trails and Conservation Areas.
3. Promotes education and environmental awareness. The Karst app educates visitors and highlights various caves, sumps, and a massive Willow tree. The Spencer Gorge app highlights similar features such as Eastern Hemlock trees, waterfall geology, and the Louisiana water thrush.
4. Provides the future ability to add new themes to offer a variety of tours with various themes centered around seasons, holidays, interest groups and education levels.

## **STRATEGIC PLAN LINKAGE**

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

- **Strategic Priority Area – Conservation Area Experience**
  - Identify and support a more diverse and accessible range of programs for our conservation area users
- **Strategic Priority Area – Education & Environmental Awareness**
  - Identify and create input and engagement opportunities for conservation area visitors on site

## **AGENCY COMMENTS**

Not applicable.

## **LEGAL/FINANCIAL IMPLICATIONS**

The current annual licencing costs for the app are under \$10,000 and have been accommodated as part of the annual marketing budget.

## **CONCLUSIONS**

HCA has been looking to enhance virtual initiatives in our conservation areas since the pandemic. In response, the HCA Trail Guide Mobile App will be launched at Eramosa Karst and Spencer Gorge shortly to enhance virtual initiatives in our conservation areas. Additional tours at each major Conservation Area will be created over the next two to three years.

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# Report

**TO:** Budget & Administration Committee

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

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

**MEETING DATE:** August 17, 2023

**RE:** 2024 Budget Assumptions and Process

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## STAFF RECOMMENDATION:

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

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

**THAT the budget assumptions for the 2024 Operating and Capital Budgets as identified be approved for use in the development of the 2024 budgets and further;**

**THAT the 2024 draft budget be reviewed by the Budget and Administration Committee at their September 2023 meeting and brought to the Board of Directors at the October 2023 meeting for approval; and further.**

**THAT the City of Hamilton and Township of Puslinch be advised 30 days in advance of the of the final budget vote in accordance with the *Conservation Authorities Act* and Ontario Regulation 402/22.**

## BACKGROUND AND PURPOSE

The purpose of this report is to seek Board approval on the 2024 budget assumptions and process. Changes to the *Conservation Authorities Act* also require a new approach to the traditional process used by HCA.

HCA has typically followed the City of Hamilton budget process of first preparing and approving the capital budget, followed by the operating budget. The capital budget was prepared outlining funding for capital and major maintenance from the City of Hamilton under their block funding program, which has been \$2.0 million in each fiscal year since 2009 to address the asset needs of the Authority. The operating budget followed separately and was prepared noting the revenues and expenses of each major division within HCA, and following City of Hamilton levy guidelines.

However, new regulations that came into effect require HCA to adapt some new budget practices. While HCA will continue to draft capital and operating budgets, these will now come forward together as a draft budget taking into account:

Ontario Regulation 687/21: Transition plans and Agreement for Programs and Services which define three categories of CA programs and services and require Agreements for Category 2 (municipal programs) and Category 3 (other programs and services) which utilize municipal funding; and

Ontario Regulation 402/22: Budget and Apportionment which adapts current methods of apportioning CA expenses/costs included in the *Conservation Authorities Act* and existing levy regulations to the new CA programs and services funding framework and overlays a phased budgetary process. This requires approval of a draft budget by the Board for consultation purposes. Once our two participating municipalities have had an opportunity to review the draft budget and consult with HCA, a board meeting will take place to approve the budget and amounts and reflect any matters agreed to during the consultation process.

## **STAFF COMMENT**

### 2024 Budget Process

The budget process is underway at HCA, with the various department leads working through their figures for the upcoming year. In accordance with the Budget & Apportionment regulation and our internal process, a draft budget will be prepared for review by the Budget & Administration Committee at the September 2023 meeting which will then be brought to the Board of Directors at the October 2023 meeting approving it for consultation purposes.

Once approved for consultation, it will be provided to the City of Hamilton and Township of Puslinch for review and consultation. CAs are required to provide a minimum 30 days notice to municipalities prior to approving the final CA budget. With the 30 day notice period in mind, it is anticipated that the final budget will return to the board for the December 2023 meeting.

HCA will proceed to build its full budget while we continue to finalize category 2 and 3 program and service agreements.

## 2024 Budget Assumptions

Some key items of note are highlighted below as part of the recommendation during this budgeting cycle. It is anticipated that additional items may come forward as we continue to build the budget and review third quarter results from 2023 and operating trends and needs for 2024, which will be highlighted in the draft budget brought to the Budget & Administration committee in September.

### Expenses:

- COLA increase for full time staff wages of 2%, (benchmarked against area conservation authorities and taking into consideration CPI) and grid step increases for eligible staff implemented as part of the board approved job evaluation results
- Legislated increase to minimum wage of 6.7%; with 2024 casual wage grids already approved by the board at the July 6, 2023 meeting
- Ongoing inflationary costs for supplies and materials projected at 2%
- Network and computer infrastructure upgrades identified through the board approved HCA IT Modernization Strategy
- Development of a funding stream for work priorities that are identified through the board approved HCA Corporate Climate Change Strategy
- In efforts to support key initiatives internally to enhance service delivery, program pressures and internal efficiencies, there will be consideration for development of secondment positions for existing staff and a review of some current contract positions for conversion to full time
- Particular areas of focus for these considerations involve records management /digital initiatives, corporate asset management inventory, succession planning, invasive species and ecological work plans

### Revenues:

- Municipal levy – At this time, City of Hamilton council has not provided a specific guideline or direction regarding 2024 budget increases for agencies. Staff will review and work with the guideline once it is provided
- Full management fee for Confederation Beach Park with assumption that Wild Waterworks will be operating
- Additional revenues from inflationary planning and permit fee increase as well as some fee increases to conservation areas, largely focused on camping and marina fees
- Continued \$2.0M capital and major maintenance funding through City block funding program
- Ongoing balancing act attempting to project revenues from our Conservation Areas reflecting new higher levels since the pandemic

## **STRATEGIC PLAN LINKAGE**

The 2024 budget assumptions and process refers directly to all the key strategic priority areas in the HCA Strategic Plan 2019 – 2023:

- **Strategic Priority Areas – Organizational Excellence, Water Management, Natural Heritage Conservation, Conservation Area Experience and Education and Environmental Awareness**

# Report



**TO:** Budget & Administration Committee

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

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

**MEETING DATE:** August 17, 2023

**RE:** HCA 2024 Fee Schedule

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## STAFF RECOMMENDATION

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

**THAT** effective January 1, 2024, HCA staff be directed to implement the revised fee schedule contained in this report and further;

**THAT** HCA provide an additional 34 annual vehicle passes as part of the ongoing agreement with the Hamilton Public Library System.

## BACKGROUND & PURPOSE

The Hamilton Conservation Authority (HCA) administers a fee schedule for a wide variety of services offered through its many program areas and Conservation Area locations.

As required by the *Conservation Authorities Act*, HCA formally adopted a written fee policy to accompany the fee guide with respect to the fees that it charges for the programs and services it provides. That policy now appears as part of the Fee Schedule document. The update to the 2024 fee schedule follows the process which stipulates

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

## **STAFF COMMENT**

### Fee Schedules

As noted in the fee policy, when updating existing fee schedules or establishing new fees the policy direction will be:

- a. fees need to be set with regard to legislative requirements, and be based on a user-pay philosophy
- b. fee increases should include an inflationary component
- c. fees for service should not exceed the fully burdened costs of delivering the services
- d. refunds of fees may carry an administrative cost/penalty
- e. fee schedules are to be reviewed annually
- f. fee schedules will be approved on an annual basis for use in developing the budget for the following year

The recommendations for 2024 are intended to offset increases to minimum wage and the board approved job evaluation increases, along with continued inflation as well as defray increased costs associated with greater maintenance levels at our conservation areas. The new rates also reflect enhancements to the visitor experience such as the new trail app, new trail mapping and signage standards as well as improved roadways and bridges. Additionally, self generated revenues support key initiatives internally to enhance service delivery, program pressures and internal efficiencies to help fund consideration for development of secondment positions for existing staff and a review of some current contract positions for conversion to full time as noted in the 2024 Budget Assumptions and Process report.

As a result, staff are recommending these modest changes to 2024 conservation area fees. As always, these adjustments are made with a view to what neighbouring conservation authorities, Ontario Parks and area marinas offer for similar value, while keeping prices as affordable as is fiscally prudent.

Additionally, in the WMS division, HCA is recommending that we budget to include a 2% inflationary increase for 2024. This is under the assumption that the Ministers direction to freeze rates will not be extended past December 31, 2023.

### Highlights 2024 Fee Schedule

## Conservation Area Services Division:

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

- No increase to entrance fees at major conservation areas
- The HCA Membership Pass will not increase, and be held at \$120 for 2024. It is priced very competitively compared to many other Conservation Authorities making it a great value. For example, the current 2023 rates are as follows Halton CA is priced at \$165, Grand River is priced at \$141.59, Credit Valley is priced at \$135, and Niagara is priced at \$112.50.
  - Advance purchase day passes are now part of the fee schedule, having been approved by the Board of Directors earlier this year
  - In 2022, HCA partnered with our local library systems within our watershed (Hamilton, Grimsby, and Wellington) to provide passes that can be signed out, similar to library books
  - the program has become quite popular with the Hamilton Public Library (HPL) System and as such, HPL has again requested HCA supply more passes than the current 66. Currently, HCA has supplied 66 (3 per branch), originally HPL was given 44 (2 per branch), and staff recommendation supports the HPL request to provide an extra 34 passes, bringing the total up to 100

### **Christie Lake Conservation Area**

- Minor fee increases have been incorporated for area rentals

### **Dundas Valley Conservation Area**

- Minor fee increases have been incorporated for wedding area rentals

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

- Various minor fee increases have been incorporated for camping, area rentals, RV/boat launch, and trailer storage, with more significant fee increases for boat storage and mooring along with other miscellaneous marina fees

### **Hamilton Mountain Conservation Areas**

- Minor fee increases have been incorporated for wedding area rentals

### **Valens Lake Conservation Area**

- Increases to camping and cabin fees, as well as group site rentals and RV/Trailer Storage

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

- Increase for wedding room and building reservations

### **Watershed Management Services**

- Plan review service fees have been increased by 2%

HCA undertook a comprehensive fee review in 2020 for the HCA's municipal plan review and permitting programs to form the basis for updates to the 2023 user fees. Watson and Associates Economists Inc. was contracted to conduct this independent review. An extensive analysis was undertaken to determine how close current fees were in relation to the Board approved cost recovery targets of 80% for permit applications and 100% for planning applications. Following this process and consultation in 2022 with stakeholders to review the newly proposed fees, staff recommended that the suggested fees from the completed Watson Report be implemented over a two-year phased approach. The first phase of the recommended increase was implemented for January 1, 2023. As the proposed changes to the *Conservation Authorities Act* and associated regulation related to permitting including natural heritage are not known at this time and given the removal of the ability for the HCA to comment on natural heritage planning applications, staff are recommending inflationary increase only. HCA staff will contact Watson and Associates to update the fee review to address the above noted changes to ensure compliance with the Board directed cost recovery targets. This will be considered as part of the 2025 budget process.

## **STRATEGIC PLAN LINKAGE**

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

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

## **AGENCY COMMENTS**

N/A

## **LEGAL/FINANCIAL IMPLICATIONS**

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

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

For the CAS division, the proposed fee increases for 2024 listed in this report, are sufficient to cover off inflation and increases to minimum wage, job evaluation grid step increases, recognizing that revenues will be reliant on the continued levels of attendance. Conservation area revenue supports the operation and maintenance of our parks to provide high quality, diverse, conservation areas that promote outdoor recreation, health, and well-being, while strengthening public awareness of the value of being in our conservation areas.

For the WMS division, the 2% fee increases are inflationary in nature and help further cost recovery targets within the division. Again, these fee increases are made under the assumption that the Minister's direction to freeze rates will not be extended.

No changes are recommended by staff to the fee policy for 2024.

## **CONCLUSION**

The revenues obtained from customers and permit holders of the Conservation Areas for our services are important to the sustainability of the HCA. Staff support the above fee recommendations for 2024 to remain competitive, viable, and attractive in the marketplace and are generally modest in nature.

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# Hamilton Conservation Authority

2024 Fee Schedule  
DRAFT



A Healthy Watershed for Everyone

## Hamilton Conservation Authority

### Fee Policy

September 1, 2022

#### **Basis**

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

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

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

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

#### **Process**

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

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

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

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

- a. fees need to be set with regard to legislative requirements, and be based on a user-pay philosophy
- b. fee increases should include an inflationary component
- c. fees for service should not exceed the fully burdened costs of delivering the services
- d. refunds of fees may carry an administrative cost/penalty
- e. fee schedules are to be reviewed annually
- f. fee schedules will be approved on an annual basis for use in developing the budget for the following year

## Hamilton Conservation Authority

### Exemptions

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

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

### Reconsideration of Fees

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

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

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

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

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

## Hamilton Conservation Authority

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

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

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

**Hamilton Conservation Authority**

**Definitions and Clarifications**

**Senior**

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

**Disabled**

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

**Second Vehicles**

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

**Additional Vehicles - Camping**

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

Mobile home towed vehicle is normally "No Charge".

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

**Bruce Trail Conservancy Members**

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

**Catering Fees**

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

**Fees**

Fees subject to change.

**Hamilton Conservation Authority**

**HCA Annual Membership Passes**

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

	2023	2023	Draft 2024	Draft 2024
	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Passes that come with a reward</b>				
Regular Annual Membership Pass	\$120.00	\$135.60	\$120.00	\$135.60
Senior/Disabled Pass - New or Renewal	\$100.00	\$113.00	\$100.00	\$113.00
Renewal Pass	\$110.00	\$124.30	\$110.00	\$124.30
Family Pass Plus	\$180.00	\$203.40	\$180.00	\$203.40
2 Year Pass - New or Renewal (comes with 2 rewards)	\$220.00	\$248.60	\$220.00	\$248.60
2 Year Senior/Disabled Pass (comes with 2 rewards)	\$200.00	\$226.00	\$200.00	\$226.00
<b>Passes that do NOT come with reward **Must be same date as original**</b>				
Second Vehicle Pass	\$60.00	\$67.80	\$60.00	\$67.80
Lost/Stolen Replacement Pass	\$25.00	\$28.25	\$25.00	\$28.25

**Ancaster Well Access Card**

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

One time initial fee	\$8.85	\$10.00	\$8.85	\$10.00
Replacement pass if original is lost	\$4.43	\$5.01	\$4.43	\$5.01

**Hamilton Conservation Authority**

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

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

Some general guidelines:

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

	2023	2023	Draft 2024	Draft 2024
<b>Administration for Returned Cheques</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
Administration fee per cheque	\$51.33	\$58.00	\$51.33	\$58.00

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

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

Min. User Fee	As determined by CaPSS based on Scope of Works			
Security deposit for damage (refundable certified cheque)				
Administration fee (non refundable)	\$250.00	\$282.50	\$250.00	\$282.50

<b>Christie Lake Conservation Area</b>				
1000 Hwy #5 West Dundas, Ontario L9H 5E2				
	2023	2023	Draft 2024	Draft 2024
<b>Entrance (Attended Gate)</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
Per Vehicle and Driver	\$14.16	\$16.00	\$14.16	\$16.00
Per Vehicle and Senior/Disabled Driver Discount	\$12.39	\$14.00	\$12.39	\$14.00
Per Passenger over 5 yrs of age	\$4.42	\$5.00	\$4.42	\$5.00
Walk In's/Drop Off's	\$4.42	\$5.00	\$4.42	\$5.00
Equestrians - Includes one horse, truck and trailer	\$18.58	\$21.00	\$18.58	\$21.00
Each additional horse with same trailer	\$1.77	\$2.00	\$1.77	\$2.00
Auto Gate (No Attendant)	\$14.16	\$16.00	\$14.16	\$16.00
<b>Advance Purchase Day Pass</b>				
Per Vehicle and Driver			\$14.16	\$16.00
Per Passenger over 5 yrs of age			\$4.42	\$5.00
<b>Middletown Road Parking Lot</b>				
Pay and Display (per day)	\$14.16	\$16.00	\$14.16	\$16.00
<b>Crooks Hollow Conservation Area - 756 Crooks Hollow Road</b>				
Pay and Display (per day)	\$14.16	\$16.00	\$14.16	\$16.00
<b>Special/School Rates</b>				
School Events, Cross Country, Field Days, Track Meets, etc.				
Students - All ages	\$4.20	\$4.75	\$4.20	\$4.75
Bus Entry (15+ passengers) School Groups	\$177.00	\$200.01	\$177.00	\$200.01
Non School Groups	\$265.00	\$299.45	\$265.00	\$299.45
<b>Area Rentals (Regular gate entrance fees apply)</b>				
Group Picnic Areas	\$75.00	\$84.75	\$77.00	\$87.01
Beach Pavilion I	\$300.00	\$339.00	\$309.00	\$349.17
Beach Pavilion II	\$235.00	\$265.55	\$242.00	\$273.46
Lakeside Pavilion	\$235.00	\$265.55	\$242.00	\$273.46
McCoy Pavilion	\$235.00	\$265.55	\$242.00	\$273.46
Marina Pavilion	\$235.00	\$265.55	\$242.00	\$273.46
<b>Additional Picnic Fees</b>				
BBQ's/Volleyball Nets (with no pavilion rental)	\$31.00	\$35.03	\$31.00	\$35.03
<b>Cancellation Fee for Rental Areas</b>				
Pavilions	\$115.00	\$129.95	\$115.00	\$129.95
Group Picnic Areas	\$40.00	\$45.20	\$40.00	\$45.20

<b>Christie Lake Conservation Area</b>			Draft 2024	Draft 2024
	2023 Before HST	2023 After HST	Before HST	After HST
<b>Boat Rentals</b>				
1 Hour Rental (Weekends and Holidays)	\$17.70	\$20.00	Discontinue	
Half Day Rentals (2hrs or Less, weekdays excluding holidays)	\$26.55	\$30.00	\$26.55	\$30.00
Full Day Rentals	\$53.10	\$60.00	\$53.10	\$60.00
Late Returns (per half hour)	\$13.27	\$15.00	Discontinue	
Boat Safety Deposit (Refundable)	\$26.55	\$30.00	Discontinue	
<b>Additional Rentals (without boat rental)</b>				
Paddle/Jackets/Oars	\$13.27	\$15.00	DELETE	
Paddle/Jackets/Oars Deposit (HST included, Refundable)	\$8.85	\$10.00	DELETE	
<b>Camper/Overnight Fees</b>				
<b>Organized Youth/Specialty Groups</b>				
Per person per night	\$6.75	\$7.63	\$7.00	\$7.91
Minimum fee per group	\$88.50	\$100.01	\$91.00	\$102.83
<b>Organized Adults (min. 20 people)</b>				
Per person per night	\$11.50	\$13.00	\$11.80	\$13.33
Minimum fee per group	\$230.00	\$259.90	\$237.00	\$267.81
<b>Miscellaneous</b>				
Wedding Pictures (admission included, reservation required)	\$310.00	\$350.30	\$310.00	\$350.30
Family/Engagement Photo Permit	\$102.00	\$115.26	\$102.00	\$115.26

<b>Dundas Valley Conservation Area</b>				
650 Governors Road Dundas, Ontario L9H 5E3				
	2023	2023	Draft 2024	Draft 2023
<b>Entrance (Attended Gate)</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Dundas Valley Conservation Area</b>				
<b>Main Entrance - 650 Governors Road</b>				
Per Vehicle	\$9.73	\$11.00	\$9.73	\$11.00
Per Vehicle and Senior/Disabled Driver Discount	\$7.96	\$9.00	\$7.96	\$9.00
Walk In's/Drop Off's	n/a	n/a	n/a	n/a
Equestrians - Includes one horse, truck and trailer	\$18.58	\$21.00	\$18.58	\$21.00
Each additional horse with same trailer	\$1.77	\$2.00	\$1.77	\$2.00
Bus Entry (15+ passengers) School Groups	\$177.00	\$200.01	\$177.00	\$200.01
Non School Groups	\$265.00	\$299.45	\$265.00	\$299.45
Auto Gate (No Attendant)	\$9.73	\$11.00	\$9.73	\$11.00
<b>Hermitage Parking Lot - 621 Sulphur Springs Road</b>				
Auto Gate (per entry)	\$9.73	\$11.00	\$9.73	\$11.00
<b>Merrick Orchard Parking Lot - 380 Lions Club Road</b>				
Auto Gate (per entry)	\$9.73	\$11.00	\$9.73	\$11.00
<b>Artaban Road Parking Lot - 720 Artaban Road</b>				
Pay and Display (per day)	\$9.73	\$11.00	\$9.73	\$11.00
<b>Tiffany Falls Parking Lot - 900 Wilson Street East</b>				
Pay and Display (per day)	\$9.73	\$11.00	\$9.73	\$11.00
<b>Monarch Trail Parking Lot - 855 Old Dundas Road</b>				
Pay and Display (per day)	\$7.08	\$8.00	\$7.08	\$8.00
<b>Summit Bog Parking Lot - 525 Highway #52, Jerseyville</b>				
Pay and Display (per day)	\$7.08	\$8.00	\$7.08	\$8.00
<b>Special/School Rates</b>				
School Events, Cross Country, Field Days, Track Meets, etc. Students (all ages)	\$4.07	\$4.60	\$4.07	\$4.60

<b>Dundas Valley Conservation Area</b>			Draft	Draft
	2023	2023	2024	2024
<b>Area Rentals (Regular gate entrance fees apply)</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
Group Picnic Area (non school groups)	\$93.00	\$105.09	\$93.00	\$105.09
Group Picnic Area (school group)	\$84.08	\$95.00	\$84.08	\$95.00
Fire Pit with wood	\$39.83	\$45.00	\$41.00	\$46.33
Stacey Meadow Pavilion	\$283.00	\$319.79	\$290.00	\$327.70
<b>Bruce Trail Overnight Rest Stop - Superintendent Approval &amp; Permit Required</b>				
- Available to Bruce Trail Members Only - Restrictions Apply	\$44.25	\$50.00	\$44.25	\$50.00
- Regular entrance fees apply				
<b>Wedding Picture and Photography Permit</b>				
- Fee per session (Admission not included, reservation required)				
Dundas Valley Conservation Area (natural settings)	\$310.00	\$350.30	\$310.00	\$350.30
Hermitage Ruins Location	\$385.00	\$435.05	\$385.00	\$435.05
Family/Engagement Photo Permit	\$102.00	\$115.26	\$102.00	\$115.26
<b>Wedding Ceremonies and Receptions - Restrictions Apply</b>				
Dundas Valley Conservation Areas (Trails, Wooded Areas)				
Outdoor Natural Setting Wedding Ceremony (2 Hour time allotment)	\$455.00	\$514.15	\$465.00	\$525.45
Stacey Meadow Pavilion				
Outdoor Ceremony (2 Hour time allotment)	\$460.00	\$519.80	\$470.00	\$531.10
Pavilion Reception	\$770.00	\$870.10	\$785.00	\$887.05
Outdoor Ceremony and Pavilion Reception	\$1,220.00	\$1,378.60	\$1,250.00	\$1,412.50
Hermitage Ruins				
Outdoor Ceremony	\$1,354.00	\$1,530.02	\$1,385.00	\$1,565.05
On Site Reception	\$1,354.00	\$1,530.02	\$1,385.00	\$1,565.05
Outdoor Ceremony and On Site Reception	\$2,478.00	\$2,800.14	\$2,540.00	\$2,870.20
<b>Trail Centre</b>				
Trail Centre Rental by special arrangement				
Per day	\$590.00	\$667.70	\$605.00	\$683.65

<b>Dundas Valley - Environmental Education</b>				
650 Governors Road Dundas, Ontario L9H 5E3				
	2023	2023	Draft 2024	Draft 2024
<b>Public Educational Programs</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Destination Conservation Programs</b>				
Half day Program ( 2 hrs, 30 person max.)	\$400.00	\$452.00	\$400.00	\$452.00
Additional person over the 30 max.	\$6.19	\$6.99	\$6.19	\$6.99
Additional person over the 30 max. for full day program (2 x 2hr programs)	\$10.00	\$11.30	\$10.00	\$11.30
<b>Cancellation Fees (Destination Conservation)</b> (No HST)	\$150.00	\$169.50	\$150.00	\$169.50
If cancelled less than 15 business days (3 weeks) in advance of date and not rescheduled within 4 weeks of cancellation. (Weather cancellations exempt)				
<b>Professional Activity Days, Workshops, Teen and Adult Programs, Hikes</b>				
Staff lead specialty programs - fees based on type of program.				
<b>Children's Day Camps</b>				
Per child (ages 7 - 11) per one week session	\$300.00	\$339.00	\$300.00	\$339.00
<b>Leader In Training Camp</b>				
Per Child (ages 12 - 14) per one week session	\$215.00	\$242.95	\$215.00	\$242.95

<b>Fifty Point Conservation Area</b>				
1479 Baseline Road Winona, Ontario L8E 5G4				
	2023	2023	Draft 2024	Draft 2024
<b>Entrance (Attended Gate)</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
Per Vehicle and Driver	\$14.16	\$16.00	\$14.16	\$16.00
Per Vehicle and Senior/Disabled Driver Discount	\$12.39	\$14.00	\$12.39	\$14.00
Per Passenger over 5 yrs of age	\$4.42	\$5.00	\$4.42	\$5.00
Walk In's/Drop Off's	\$4.42	\$5.00	\$4.42	\$5.00
<b>Advance Purchase Day Pass</b>				
Per Vehicle and Driver			\$14.16	\$16.00
Per Passenger over 5 yrs of age			\$4.42	\$5.00
Weekday Boat Launch (Monday to Thursday)	\$14.16	\$16.00	\$14.16	\$16.00
Auto Gate (No Attendant)	\$14.16	\$16.00	\$14.16	\$16.00
<b>Weekend Boat Ramp (Friday to Sunday Including Holidays)</b>				
Vehicle with boat on trailer, minimum	\$25.00	\$28.25	\$25.00	\$28.25
Vehicle with commercial trailer, minimum	\$53.10	\$60.00	\$53.10	\$60.00
<b>Launch Ramp Annual Pass</b>				
Annual boat ramp pass	\$160.00	\$180.80	\$160.00	\$180.80
Renewal boat ramp pass	\$150.00	\$169.50	\$150.00	\$169.50
Senior/Disabled boat ramp pass	\$140.00	\$158.20	\$140.00	\$158.20
Triaxle/Hydraulic	\$200.00	\$226.00	\$200.00	\$226.00
Ramp sticker for annual pass	\$50.00	\$56.50	\$50.00	\$56.50
<b>Special/School Groups</b>				
For school groups special event x-country, field days, track meets etc.				
Per student (all ages)	\$4.20	\$4.75	\$4.20	\$4.75
Bus Entry (15+ passengers) School Groups	\$177.00	\$200.01	\$177.00	\$200.01
Non School Groups	\$265.00	\$299.45	\$265.00	\$299.45

<b>Fifty Point Conservation Area</b>			Draft 2024	Draft 2024
	2023 Before HST	2023 After HST	Before HST	After HST
<b>RV/Trailer Storage (October 1 - May 1)</b>				
Daily Rate	\$13.75	\$15.54	\$14.05	\$15.88
Monthly Storage				
- Must Hold a Valid Annual Membership Pass				
Minimum	\$58.00	\$65.54	\$59.50	\$67.24
25 ft or More - Per Foot	\$2.60	\$2.94	\$2.70	\$3.05
<b>RV/Boat Launch Ramp</b>				
Subject to availability and in addition to RV site fee, docking may be arranged separately at the marina office at an additional charge per night fee. Boat and trailer to be stored in the secure compound when not in the water. No on-site boat or trailer storage permitted.	\$13.27	\$15.00	\$13.72	\$15.50
<b>Area Rentals (Regular gate entrance fees apply)</b>				
Group Picnic Areas	\$75.00	\$84.75	\$75.00	\$84.75
Winona Pavilion	\$250.00	\$282.50	\$256.25	\$289.56
Lakeside Pavilion ( Fridge, stove, microwave and serving area)	\$350.00	\$395.50	\$358.75	\$405.39
- Additional fees may apply depending upon the level of service required				
<b>Cancellation Fee for Rental Areas</b>				
Pavilions	\$115.00	\$129.95	\$115.00	\$129.95
Group Picnic Areas	\$40.00	\$45.20	\$40.00	\$45.20
<b>Miscellaneous</b>				
Wedding Photos (admission included, reservation required)	\$310.00	\$350.30	\$310.00	\$350.30
Family/Engagement Photo Permit	\$102.00	\$115.26	\$102.00	\$115.26
Trailer Dump	\$21.25	\$24.01	\$21.25	\$24.01
<b>Camping</b>				
Recreational Vehicle Site Fee (Individual)				
Shortening Stay on Long Weekend	No Refund		No Refund	
Changes or Cancellation (more than 24hrs before arrival)	\$8.50	\$9.61	\$8.50	\$9.61
Changes or Cancellation (less than 24hrs before arrival)	No Refund		No Refund	
Reservation fee (Non-refundable)	\$13.27	\$15.00	\$13.50	\$15.26
Electric/Water/Sewer 30 amp	\$51.00	\$57.63	\$52.25	\$59.04
Electric/Water/Sewer 50 amp	\$54.00	\$61.02	\$55.25	\$62.43
Additional Vehicle	\$13.50	\$15.26	\$14.00	\$15.82

<b>Fifty Point Conservation Area</b>				
	2023	2023	Draft 2024	Draft 2024
<b>R/V Sites - Seasonal Campers</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
Seasonal camping May 1, 2024 to October 31, 2024 (6 months) includes water, sewer and hydro site and vehicle pass. Deposit of \$300.00 required by Dec. 1, 2023. Balance due by May 1, 2024 or before trailer is moved onto the site. Additional vehicle pass required for second vehicle. Additional fees apply to storage trailers, boats/personal water craft, day use visitors and overnight visitors. Note that under Marina Services, Items 2, 3, 4, & 5 will apply to camping sites #50 to #60. Water and sewer may not be available at the site. Seasonal campers are not permitted to become permanent.			Updated dates for camping period and payment due dates.	
Electric/Water/Sewer 30 amp	\$5,600.00	\$6,328.00	\$5,740.00	\$6,486.20
Electric/Water/Sewer 50 amp	\$5,975.00	\$6,751.75	\$6,120.00	\$6,915.60
Seasonal Camper Deposit	\$300.00	\$339.00	\$300.00	\$339.00
<b>Group Camping</b>				
<b>Organized groups, must be pre-approved by Area Manager</b>				
Youth per person	\$6.75	\$7.63	\$6.90	\$7.80
Adult per person	\$11.50	\$13.00	\$11.75	\$13.28
Youth minimum fee	\$85.00	\$96.05	\$90.00	\$101.70
Adult minimum fee	\$200.00	\$226.00	\$210.00	\$237.30

<b>Fifty Point Marina</b>				Draft 2024	Draft 2024
		2023	2023		
		Before HST	After HST	Before HST	After HST
<b>Mooring</b>					
<b>Seasonal</b>					
Mooring from April 15 - Oct 15 includes 2 HCA membership passes, a seasonal pump out pass (some weekend restrictions apply), and 2 guest passes. Additional guest passes can be purchased. A 5% discount will be applied to all summer mooring fees if paid and received by April 1st by cash, debit, cheque or e-transfer. The Authority offers two plans which incorporate the approximate 20% discount offered on the seasonal mooring rate to those boaters who winter store at Fifty Point Marina.					
Plan "A" For those who winter stored previous winter					
Hydro, per foot		\$91.50	\$103.40	\$96.00	\$108.48
Non-hydro, per foot		\$86.00	\$97.18	\$90.00	\$101.70
Requiring more than normal hydro and footage		\$96.50	\$109.05	\$101.00	\$114.13
Plan "B" For those who have not winter stored					
Hydro, per foot		\$114.50	\$129.39	\$120.25	\$135.88
Requiring more than normal hydro and footage		\$119.50	\$135.04	\$125.50	\$141.82
<b>Overnight</b>					
Over night mooring rate includes day use admission to the area by boat					
Per foot		\$1.85	\$2.09	\$1.85	\$2.09
Minimum Fee		\$46.25	\$52.26	\$46.25	\$52.26
Reciprocal FPYC		\$46.25	\$52.26	\$46.25	\$52.26
<b>Day Time Mooring</b>					
Regular watercraft entry charge applies to boat/driver/passengers (April1 - Nov1)					
No discount for restaurant use					
Weekdays		\$15.00	\$16.95	\$15.00	\$16.95
Weekends (Friday, Saturday, Sunday & Holidays)		\$25.50	\$28.82	\$25.50	\$28.82
<b>Monthly Mooring</b>					
Subject to availability, includes trailer parking if required. Per foot per month.					
June - August		\$29.40	\$33.22	\$30.80	\$34.80
April/May and September/October		\$19.55	\$22.09	\$20.50	\$23.17
<b>Dock "A" non-hydro docks min 20ft</b>					
Plan "A"		\$70.15	\$79.27	\$71.55	\$80.85
Plan "B"		\$89.50	\$101.14	\$91.30	\$103.17
Replacement of south parking lot access card		\$15.00	\$16.95	\$15.00	\$16.95
Additional Guest Pass (Entrance ONLY, Not Provided for ramp use)		\$63.00	\$71.19	\$64.50	\$72.89

**Fifty Point Marina**

Note: Marine Service\*\*

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

Storage	2023		Draft 2024		
	Before HST	After HST	Before HST	After HST	
<b>Dry Sailing Summer Storage</b>					
Monohulls on trailer	\$530.00	\$598.90	\$556.50	\$628.85	
Triaxle Trailers, Add	\$220.00	\$248.60	\$231.00	\$261.03	
Catamarans (over 9ft width) on trailer, Add	\$320.00	\$361.60	\$336.00	\$379.68	
Boat on Trailers under 10 Ft	\$250.00	\$282.50	\$262.50	\$296.63	
<b>Boat Trailer Storage</b>					
Per Night	\$11.00	\$12.43	\$11.55	\$13.05	
Seasonal Rate	Returning Customer	\$175.00	\$183.75	\$207.64	
	New Customer	\$326.50	\$368.95	\$342.80	\$387.36
Triaxle Trailers	Returning Customer	\$290.00	\$327.70	\$304.50	\$344.09
	New Customer	\$438.00	\$494.94	\$459.90	\$519.69

**Fifty Point Marina**

**Winter Storage (Seasonal Boaters)**

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

**Winter Storage (Non-Seasonal Boaters)**

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

	2023	2023	Draft 2024	Draft 2024
	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Sail Boats</b>				
Per sq. ft.	\$5.75	\$6.50	\$6.00	\$6.78
Minimum fee	\$1,150.00	\$1,299.50	\$1,196.00	\$1,351.48
(For boats that require the MML40 for moving to storage)	\$6.10	\$6.89	6.35	\$7.18
<b>Power Boats</b>				
Per sq ft	\$4.90	\$5.54	\$5.10	\$5.76
Minimum fee	\$977.00	\$1,104.01	\$1,016.00	\$1,148.08
(For boats that require the MML40 for moving to storage)	\$5.20	\$5.88	\$5.40	\$6.10
<b>Storage only (No haul out or wash, October 1 - May 1)</b>				
Per sq. ft.	\$4.10	\$4.63	\$4.25	\$4.80
Minimum	\$776.00	\$876.88	\$807.00	\$911.91
Boat on trailer under 10' length	\$290.00	\$327.70	\$301.50	\$340.70

<b>Fifty Point Marina</b>			Draft 2024	Draft 2024
<b>Boat Handling and Miscellaneous Services</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Launch or Lift-out with mobile marine lift, per foot of boat</b>				
Minimum fee	\$300.00	\$339.00	\$315.00	\$355.95
Up to 35ft.	\$10.65	\$12.03	\$11.20	\$12.66
36-40ft	\$12.65	\$14.29	\$13.30	\$15.03
41ft and over (restrictions may apply - up to 14' beam)	\$14.65	\$16.55	\$15.40	\$17.40
<b>Late Launch</b> (per week after scheduled date)	\$88.50	\$100.00	\$92.90	\$104.98
<b>Sling Time</b>				
Per Hour	\$150.00	\$169.50	\$157.50	\$177.98
Per Night	\$275.00	\$310.75	\$288.75	\$326.29
<b>Boat Wash</b>	\$60.00 - \$120.00		\$63 - \$126	
<b>Cradle Storage</b>	\$0 - \$250.00		\$0 - \$262	
May - October depends on size and type. Applies to cradles that do not fold and for boats that do not winter store.				
November to April	\$250.00	\$282.50	\$262.50	\$296.63
<b>Mast Stepping</b>				
Per foot (min. 25ft)	\$6.20	\$7.01	\$6.80	\$7.68
Minimum extra fee	\$155.00	\$175.15	\$170.00	\$192.10
(For those masts with special handling and/or require additional crane time)				
<b>Mast Storage</b>				
Per foot	\$6.20	\$7.01	\$6.50	\$7.35
Minimum	\$100.00	\$113.00	\$105.00	\$118.65
<b>Move Boat (minimum - with boat trailer)</b>	Minimum \$75.00	\$84.75	\$78.75	\$88.99
Move Boat (minimum - with MML 40)	Minimum		\$131.25	\$148.31
<b>Dockside Pump out (per tank)</b>				
Weekday	\$13.27	\$15.00	\$13.60	\$15.37
Weekend	\$17.70	\$20.00	\$18.10	\$20.45
<b>Marina Wait List</b>	\$200.00	\$226.00	\$200.00	\$226.00

		2023		2024	
		Before HST	After HST	Before HST	After HST
<b>Fifty Point Marina</b>					
<b>Cradle Rental</b>	Minimum Fee	\$145.00	\$163.85	\$152.25	\$172.04
Power boats, included in winter storage fee. Sail boat per foot subject to availability. Boat stands do not count as a cradle (extra charges apply).					
<b>Cradle Feet (minimum)</b>		\$185.00	\$209.05	\$194.25	\$219.50
<b>Cradle Pick up/Load</b>					
Per hour man/vehicle		\$150.00	\$169.50	\$157.50	\$177.98
Load/Unload	Min.	\$25.00	\$28.25	\$26.25	\$29.66
<b>Hydraulic Trailer Use</b>					
Per hour		\$180.00	\$203.40	\$189.00	\$213.57
Minimum Charge		\$90.00	\$101.70	\$94.50	\$106.79
<b>Labour - Hourly rate</b>					
Standard charge for each staff		\$90.00	\$101.70	\$94.50	\$106.79
Minimum		\$45.00	\$50.85	\$47.25	\$53.39
<b>Boat Towing - Fee Range</b>					
In harbor		\$52.00 to \$85.00		\$100.00	\$113.00
<b>Land Storage</b>					
Summer Months - Per sq ft		\$1.00	\$1.13	\$1.05	\$1.19
Summer Seasonal (equal to rate for Winter storage-Storage Only)		\$4.10	\$4.63	\$4.30	\$4.86
<b>Commercial Operators Pass</b>		\$177.00	\$200.01	\$177.00	\$200.01
Commercial operators must register with the marina office for registration of insurance and approval of jobs. A season pass issued to commercial operators provides free admission only for when they are working on boats that are renting mooring or in dry land storage. Commercial operators pass is only valid for using the boat ramp when towing boats that rent seasonal mooring space. Commercial operators using the marina to perform work for non-marina mooring or storage clients are subject to normal daily fees.					

<b>Hamilton Mountain Conservation Areas</b>				
	2023	2023	Draft 2024	Draft 2024
<b>Entrance (No Attendant)</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Eramosa Karst Conservation Area - 86 Upper Mount Albion Road</b>				
Pay and Display (per entry)	\$7.08	\$8.00	\$7.08	\$8.00
<b>Devil's Punchbowl Conservation Area - 185 Ridge Road</b>				
Auto Gate (per entry)	\$7.08	\$8.00	\$7.08	\$8.00
<b>Saltfleet Conservation Area - 444 First Road East</b>				
Pay and Display (per entry)	\$7.08	\$8.00	\$7.08	\$8.00
<b>Chippewa Rail Trail Parking Lot - 55 Dartnall Road</b>				
Pay and Display (per entry)	\$7.08	\$8.00	\$7.08	\$8.00
<b>Wedding Picture and Photography Permit</b>				
- Fee per session (Admission not included, reservation required)				
Natural settings	\$310.00	\$350.30	\$310.00	\$350.30
Family/Engagement Photo Permit	\$102.00	\$115.26	\$102.00	\$115.26
<b>Wedding Ceremonies and Receptions - Restrictions Apply</b>				
Hamilton Mountain Conservation Areas (Trails, Wooded Areas)				
Outdoor Natural Setting Wedding Ceremony (2 Hour time allotment)	\$442.48	\$500.00	\$453.10	\$512.00

<b>Spencer Gorge Conservation Area</b>				
Tew Falls/Dundas Peak - 590 Harvest Road Webster Falls - 28 Fallsview Road Dundas, Ontario				
	2023	2023	Draft 2024	Draft 2024
<b>Entrance (Attended Gate) Reservations Required During Certain Periods</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Admission Fees (Tew Falls and Webster Falls Parking Lot)</b>				
Per Vehicle and Driver	\$14.16	\$16.00	\$14.16	\$16.00
Per Vehicle and Senior/Disabled Driver Discount	\$12.39	\$14.00	\$12.39	\$14.00
Per Passenger over 5 yrs of age	\$4.42	\$5.00	\$4.42	\$5.00
Walk In's/Drop Off's	\$4.42	\$5.00	\$4.42	\$5.00
 Auto Gate (No Attendant)	 \$14.16	 \$16.00	 \$14.16	 \$16.00
 Buses (any vehicle over 15 passengers, must pre-book)	 \$265.00	 \$299.45	 \$265.00	 \$299.45
 Reservation Fee				
Per Reservation* (reservation period tbd)	\$8.85	\$10.00	\$8.85	\$10.00
* - reservations must be made online one day in advance of visit				
<b>Miscellaneous</b>				
Wedding Pictures (admission included, reservation required)	\$310.00	\$350.30	\$310.00	\$350.30
Family/Engagement Photo Permit	\$102.00	\$115.26	\$102.00	\$115.26

<b>Valens Lake Conservation Area</b>				
1691 Regional Road 97 Cambridge, Ontario N1R 5S7				
	2023		Draft 2024	
<b>Entrance (Attended Gate)</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
Per Vehicle and Driver	\$14.16	\$16.00	\$14.16	\$16.00
Per Vehicle and Senior/Disabled Driver Discount	\$12.39	\$14.00	\$12.39	\$14.00
Per Passenger over 5 yrs of age	\$4.42	\$5.00	\$4.42	\$5.00
Walk In's/Drop Off's	\$4.42	\$5.00	\$4.42	\$5.00
Auto Gate (No Attendant)	\$14.16	\$16.00	\$14.16	\$16.00
<b>Advance Purchase Day Pass</b>				
Per Vehicle and Driver			\$14.16	\$16.00
Per Passenger over 5 yrs of age			\$4.42	\$5.00
<b>Fletcher Creek Ecological Preserve - 3921 Concession 7 Road</b>				
Pay and Display (per day)	\$7.08	\$8.00	\$7.08	\$8.00
<b>Additional Fees</b>				
Trailer Dump Fee	\$20.00	\$22.60	\$21.00	\$23.73
Bus Entry (15+ passengers) School Groups	\$177.00	\$200.01	\$177.00	\$200.01
Non School Groups	\$265.00	\$299.45	\$265.00	\$299.45
<b>Area Rentals (Regular gate entrance fees apply)</b>				
Powell Pavilion (Glassed In)				
Whole	\$330.00	\$372.90	\$330.00	\$372.90
<b>Cancellation Fee for Rental Areas</b>				
Pavilions	\$115.00	\$129.95	\$115.00	\$129.95
<b>Boat Rentals</b>				
Half Day <del>(2hrs or More)</del>	\$26.55	\$30.00	\$26.55	\$30.00
Full Day <del>(2hrs or More)</del>	\$53.10	\$60.00	\$53.10	\$60.00
Late Half Hour	\$13.27	\$15.00	Discontinue	
Boat Safety Deposit (Refundable)	\$26.55	\$30.00	Discontinue	

<b>Valens Lake Conservation Area</b>			Draft 2024	Draft 2024
	2023	2023		
	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Camping</b>				
- Minimum 3 night reservation on Long Weekends (Victoria Day, Canada Day, Civic Holiday, Labour Day)				
- HCA Annual Pass holders receive a 10% discount				
Reservation Fees (Non-Refundable)	\$13.27	\$15.00	\$13.50	\$15.26
Shortening Stay on Long Weekend	No Refund			
Changes or Cancellation (more than 24hrs before arrival)	\$8.50	\$9.61	\$8.50	\$9.61
Changes or Cancellation (less than 24hrs before arrival)	No Refund			
Non-hydro	\$44.00	\$49.72	\$45.25	\$51.13
Hydro and Water 15/30 amp	\$51.00	\$57.63	\$52.25	\$59.04
Premium Camp Site - coming soon			\$59.25	\$66.95
Additional Vehicle	\$13.50	\$15.26	\$14.00	\$15.82
<b>Winter Program (December 1 - April 30)</b>				
Pre Paid 20 Nights - Trailer Storage inclusive (Must Have Valid HCA Annual Pass)	\$918.00	\$1,037.34	\$1,045.00	\$1,180.85
Reservation Fees (Non-Refundable)	\$13.27	\$15.00	\$13.50	\$15.26
<b>Roofed Accommodations</b>				
- Minimum 2 night reservation (3 nights on Long Weekends)				
- No pets allowed				
Reservation Fees (Non-Refundable)	\$13.27	\$15.00	\$13.50	\$15.26
Shortening Stay	No Refund			
Cancellation/Change - minimum 1 week in advance	50% of fee			
Cancellation/Change - less than 1 week in advance	No Refund			
Drumlin Cabins (per night)	\$135.00	\$152.55	\$150.00	\$169.50
Drumlin Cabins - Deluxe (per night)	\$160.00	\$180.80	\$175.00	\$197.75
Additional Vehicle	\$13.50	\$15.26	\$14.00	\$15.82

<b>Valens Lake Conservation Area</b>		2023		2024	
		Before HST	After HST	Draft 2024	Draft 2024
<b>Group Sites</b>					
Group Area Fees (Non-Refundable)					
- Per night, two night minimum plus reservation fee					
Fox Run (maximum 15 people)		\$27.00	\$30.51	\$28.00	\$31.64
Forest Edge		\$60.00	\$67.80	\$61.50	\$69.50
Maplenook		\$120.00	\$135.60	\$123.00	\$138.99
White Tail and Aspen Cove (hydro)		\$75.00	\$84.75	\$77.50	\$87.58
Wilderness Pavilion (no hydro)		\$60.00	\$67.80	\$61.50	\$69.50
Pinegrove Pavilion (hydro)		\$80.00	\$90.40	\$82.00	\$92.66
<b>Organized Groups &amp; Family Groups</b>					
Youth Per Night		\$6.75	\$7.63	\$6.90	\$7.80
Adult Per Night		\$11.50	\$13.00	\$11.75	\$13.28
<b>RV/Trailer Storage</b>					
Daily Storage Rate		\$13.00	\$14.69	\$13.30	\$15.03
Monthly Trailer Storage					
- Must Hold a Valid Annual Membership Pass					
Minimum charge		\$50.00	\$56.50	\$55.00	\$62.15
20 ft or More - Per Foot		\$2.50	\$2.83	\$2.75	\$3.11
<b>Miscellaneous</b>					
Wedding Pictures (admission included, reservation required)		\$310.00	\$350.30	\$310.00	\$350.30
Family/Engagement Photo Permit		\$102.00	\$115.26	\$102.00	\$115.26
School Events (Track and Field, Meets, etc.)					
All ages		\$4.20	\$4.75	\$4.20	\$4.75

<b>Westfield Heritage Village Conservation Area</b>				
1049 Kirkwall Road Rockton, Ontario L0R 1X0				
	2023	2023	Draft 2024	Draft 2024
<b>Entrance (Attended Gate)</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>No Event Day</b>				
Per Vehicle and Driver	\$14.16	\$16.00	\$14.16	\$16.00
Per Vehicle and Senior/Disabled Driver Discount	\$12.39	\$14.00	\$12.39	\$14.00
Per Passenger over 5 yrs of age				
Walk In's/Drop Off's				
Auto Gate (No Attendant)	\$14.16	\$16.00	\$14.16	\$16.00
<b>Advance Purchase Day Pass</b>				
Per Vehicle and Driver			\$14.16	\$16.00
Per Passenger over 5 yrs of age			\$4.42	\$5.00
Equestrians - Includes one horse, truck and trailer	\$18.58	\$21.00	\$18.58	\$21.00
Each additional horse with same trailer	\$1.77	\$2.00	\$1.77	\$2.00
<b>Signature Series Events</b>				
	To Be Determined			
<b>Education Programs</b>				
Per Student (under 14)				
With Afternoon tour Guide	\$9.73	\$10.99	\$9.73	\$10.99
Full Day program with lunch facilities	\$9.73	\$10.99	\$9.73	\$10.99
Per Student (14+)	\$6.00	\$6.78	\$6.00	\$6.78
With Afternoon Guide	\$11.00	\$12.43	\$11.00	\$12.43
Rental of Ironwood for School Lunch	\$33.00	\$37.29	\$33.00	\$37.29

<b>Westfield Heritage Village Conservation Area</b>			Draft	Draft
	2023	2023	2024	2024
<b>Special Programs</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
	To Be Determined			
<b>Room and Building Reservations, Weddings - 2024</b>			<b>- 2024</b>	
<b>- if paid before Dec. 31, 2023</b>			<b>- before Dec 31, 2023</b>	
<b>Ironwood Hall (Special occasion permits are required)</b>			<b>from 2023 fee schedule</b>	
Full Day	\$1,805.00	\$2,039.65	\$1,890.00	\$2,135.70
Weekdays (Mon - Thurs)	\$540.00	\$610.20	\$560.00	\$632.80
Early Set up (3 - 7pm)	\$400.00	\$452.00	\$420.00	\$474.60
<b>Mountsberg Church Rental</b>				
Per 2 hour intervals	\$530.00	\$598.90	\$555.00	\$627.15
Additional Hour Rental Fee (after 7pm)	\$70.00	\$79.10	\$75.00	\$84.75
<b>Tour Guides</b>				
Per hour, per guide	\$60.00	\$67.80	\$61.50	\$69.50
<b>Photo Permits</b>				
Wedding Photos Per session (reservation needed if not packaged)	\$310.00	\$350.30	\$310.00	\$350.30
Family/Engagement Photo Permit	\$102.00	\$115.26	\$102.00	\$115.26
<b>Cancellation Policy and Deposits</b>				
A non-refundable reservation deposit of \$250.00 is required. The balance due one month before rental. Special occasion permits and insurance required or personal insurance liability is required and to identify the serving of alcohol. Deposit of \$150.00 is required for a wedding ceremony rental and a deposit of \$400.00 is required for the rental of Ironwood.				
Returned Cheques administration fee	\$50.00	\$56.50		
<b>Honorariums</b>				
For use of town crier, etc. (min. fee)	\$106.19	\$119.99		

Westfield Heritage Village Conservation Area			Draft 2024	Draft 2024
Room and Building Reservations, Weddings - 2024 - if paid after Jan 1, 2024	Before HST	After HST	Before HST	After HST
			'2024 rate post Jan 1, 2024	
<b>Ironwood Hall (Special occasion permits are required)</b>				
Full Day	\$1,855.00	\$2,096.15	\$1,935.00	\$2,186.55
Weekdays (Mon - Thurs)	\$550.00	\$621.50	\$574.00	\$648.62
Early Set up (3 - 7pm)	\$410.00	\$463.30	\$430.00	\$485.90
<b>Mountsberg Church Rental</b>				
Per 2 hour intervals	\$545.00	\$615.85	\$568.00	\$641.84
Additional Hour Rental Fee (after 7pm)	\$75.00	\$84.75	\$77.00	\$87.01
Room and Building Reservations, Weddings - 2025 - if paid before Dec. 31, 2024	Before HST	After HST	'2025 rate if paid before Dec 31, 2024	
<b>Ironwood Hall (Special occasion permits are required)</b>				
Full Day	\$1,890.00	\$2,135.70	\$1,983.00	\$2,240.79
Weekdays (Mon - Thurs)	\$560.00	\$632.80	\$588.00	\$664.44
Early Set up (3 - 7pm)	\$420.00	\$474.60	\$430.00	\$485.90
<b>Mountsberg Church Rental</b>				
Per 2 hour intervals	\$555.00	\$627.15	\$582.00	\$657.66
Additional Hour Rental Fee (after 7pm)	\$75.00	\$84.75	\$77.00	\$87.01

<b>HCA Plan Review &amp; Permit Fees</b>			Draft 2024	Draft 2024
**2023 fees approved as of September 1, 2022**				
<b>Plan Review Service Fees</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Subdivision and Condominiums</b>	2023	2023		
Minor	\$1,658.00	\$1,873.54	\$1,691.00	\$1,910.83
Intermediate	\$6,629.00	\$7,490.77	\$6,761.00	\$7,639.93
Major	\$11,962.00	\$13,517.06	\$12,201.00	\$13,787.13
Applicant Driven Revision	\$4,204.00	\$4,750.52	\$4,288.00	\$4,845.44
<b>Clearance Fees</b>				
Per Phase Charge (on top of Major clearance fee above)	\$1,180.00	\$1,333.40	\$1,203.00	\$1,359.39
<b>Consents</b>				
Minor	\$1,092.00	\$1,233.96	\$1,113.00	\$1,257.69
Major	\$2,923.00	\$3,302.99	\$2,981.00	\$3,368.53
<b>Minor Variances</b>				
Minor	\$606.00	\$684.78	\$618.00	\$698.34
Major	\$1,318.00	\$1,489.34	\$1,344.00	\$1,518.72
<b>Official Plan Amendments</b>				
Minor	\$1,480.00	\$1,672.40	\$1,509.00	\$1,705.17
Major	\$5,056.00	\$5,713.28	\$5,157.00	\$5,827.41
<b>Zoning By-law Amendments</b>				
Minor (including H-Zone Removal)	\$1,480.00	\$1,672.40	\$1,509.00	\$1,705.17
Major	\$4,895.00	\$5,531.35	\$4,922.00	\$5,561.86
<b>Site Plan Approval Application</b>				
Minor	\$1,977.00	\$2,234.01	\$2,016.00	\$2,278.08
Intermediate	\$6,501.00	\$7,346.13	\$6,631.00	\$7,493.03
Major	\$7,964.00	\$8,999.32	\$8,123.00	\$9,178.99
<b>Resubmission - 15% of full application fee</b>			15% of full application fee	
<b>Formal Consultation</b>	\$661.00	\$746.93	\$674.00	\$761.62
<b>Niagara Escarpment Plan Amendments - Applicant-Driven</b>	\$3,823.00	\$4,319.99	\$3,899.00	\$4,405.87
<b>Niagara Escarpment Plan Development Permits</b>	\$1,592.00	\$1,798.96	\$1,623.00	\$1,833.99
<b>Complex Applications</b>	\$11,967.00	\$13,522.71	\$12,206.00	\$13,792.78
The application fee will be paid at the time of filing an application to the municipality. All subdivisions, vacant land condominiums, major and complex site plans (i.e. Community living projects, golf courses, cemeteries, etc.) continue to be circulated to the Hamilton Conservation Authority.				
<b>Aggregate Extraction Applications</b>	\$29,623.00	\$33,473.99	\$30,215.00	\$34,142.95
The application fee will be paid at the time of filing an application to the municipality. This fee relates to large aggregate extraction applications.				

## HCA Plan Review & Permit Fees

### Notes and Definitions:

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

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

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

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

#### 2. Other Applications:

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

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

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

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

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

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

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

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

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

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

**HCA Plan Review & Permit Fees**

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

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

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

**1. Minor Development:**

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

	2023	2023	Draft 2024	Draft 2024
	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
Basic applications (no technical studies required)	\$730.00	\$824.90	\$744.00	\$840.72
Applications involving review of technical studies	\$1,344.00	\$1,518.72	\$1,370.00	\$1,548.10

**2. Major Development:**

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

Basic applications (no technical studies required)	\$2,164.00	\$2,445.32	\$2,207.00	\$2,493.91
Applications involving review of technical studies.	\$4,702.00	\$5,313.26	\$4,796.00	\$5,419.48

**3. Fill Placement:**

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

<b>Minor</b> - Less than 500 m <sup>3</sup> and no technical studies required	\$464.00	\$524.32	\$473.00	\$534.49
<b>Intermediate</b> - Less than 500 m <sup>3</sup> and technical studies required	\$2,963.00	\$3,348.19	\$3,022.00	\$3,414.86
	plus \$0.50/m <sup>3</sup>			
<b>Major</b> - Greater than 500 m <sup>3</sup>	\$5,901.00	\$6,668.13	\$6,019.00	\$6,801.47
	plus \$0.50/m <sup>3</sup>			

**HCA Plan Review & Permit Fees**

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

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

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

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

	2023	2023	Draft 2024	Draft 2024
	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Minor</b> - works not requiring supportive technical studies such as minor repairs or adjustments to existing shoreline protection/watercourse structures, simple culvert replacements, small full-span pedestrian bridges, buildings and structures, fill placement, jack and bore and directional drill activities.	\$1,353.00	\$1,528.89	\$1,566.00	\$1,769.58
<b>Intermediate</b> - works limited in scope/extent which may require supportive technical studies such as moderate-scale repairs to shoreline protection works, localized watercourse alterations and stream bank stabilization, buildings and structures, fill placement.	\$3,800.00	\$4,294.00	\$3,876.00	\$4,379.88
<b>Major</b> - works requiring supportive technical studies such as channel re-alignments and natural channel design, major shoreline protection works, new large-scale bridge crossings, buildings and structures, fill placement.	\$5,532.00	\$6,251.16	\$5,642.00	\$6,375.46
<b>5. Multi-lot/Unit Development (10 or more lots or units) and Major Infrastructure Works:</b> Infrastructure works (storm water management ponds, services, roads, bridges, etc.), new golf courses and major alterations to existing golf courses.	\$6,253.00	\$7,065.89	\$6,378.00	\$7,207.14
<b>6. Violation Surcharge</b> 75% surcharge will be applied when activities which require a permit under Regulations are undertaken without a permit.				
<b>7. Minor Revisions to Permits</b>	\$382.00	\$431.66	\$389.00	\$439.57
<b>8. Expired Permits</b>	\$317.00	\$358.21	\$323.00	\$364.99
<b>9. Letter Of Permission</b>	With Site Visit	\$329.00	\$371.77	\$335.00
	No Site Visit	\$227.00	\$256.51	\$231.00
<b>10. Resubmissions</b> (per hour of review time)	\$108.32	\$122.40	\$110.00	\$124.30

**HCA Plan Review & Permit Fees**

**NOTES:**

- Permits are issued for a two (2) year period. Significant alteration or changed ownership subject to new permit application. All fees are to be made payable to the Hamilton Region Conservation Authority.

- Permit extensions and/or renewals will not be granted. Where a permit has expired and the same applicant re-applies for a new permit within 6 months of the expiry of the original permit, and there have been no changes to the proposed works, HCA may issue a new permit for an administrative fee of \$305.

- Resubmission fees will be charged directly to the applicant for the review of technical studies and plans, drawings, models, etc., beyond the first submission and two resubmissions. A fee will be charged for each resubmission and will be based on total staff review time at the hourly review rate charged by the HCA.

	2023	2023	Draft 2024	Draft 2024
<b>Service/Reforestation/Planning Fees/Misc. Fees</b>	<b>Before HST</b>	<b>After HST</b>	<b>Before HST</b>	<b>After HST</b>
<b>Natural Areas Inventory Database Private Requests</b>				
Per hour preparation time	\$108.32	\$122.40	\$110.00	\$124.30
<b>Reforestation Tree Planting Service</b>				
The Authority provides a Reforestation Tree Planting Service to private landowners who own a minimum of 2 ha (5 acres) free of buildings. To recover the cost of this service, a charge to the private landowner applies. Landowner pays cost of trees in addition to planting costs. Replanting at same terms and conditions. This charge is based on full cost recovery of crew, equipment materials, benefits + 22% administration. Estimates are prepared on request.				
<b>Fees for Seed Collection and Cuttings</b>				
All work to be performed by purchaser and must satisfy authority environmental criteria. Volumes for uncleaned seed as collected.				
<b>Cuttings per cubic meter</b>	\$18.96	\$21.42	\$19.30	\$21.81
<b>Seed Collections by weight per lb.</b>				
Grass seed	\$44.09	\$49.82	\$45.00	\$50.85
Wildflower seed	\$64.00	\$72.32	\$65.25	\$73.73
Conifer seed	\$32.72	\$36.97	\$33.35	\$37.69
Walnut, Hickory, Oak seed	\$7.74	\$8.75	\$7.80	\$8.81
Other deciduous tree and shrub seed	\$2.89	\$3.27	\$2.95	\$3.33
<b>Seed Collections by volume per litre</b>				
Conifer cones	\$0.59	\$0.67	\$0.60	\$0.68
Walnut, Hickory, Oak seed	\$1.44	\$1.63	\$1.45	\$1.64
Other deciduous tree and shrub seed	\$0.99	\$1.12	\$1.00	\$1.13

HCA Plan Review & Permit Fees				Draft	Draft
		2023	2023	2024	2024
		Before HST	After HST	Before HST	After HST
<b>GIS Mapping</b>					
Colour Printing (includes ortho photo or area fill)	per sq.ft.	\$15.21	\$17.19	\$15.50	\$17.52
Colour printing (no ortho photo or area fill) (any size up to 40" wide)	per sq.ft.	\$5.19	\$5.86	\$5.30	\$5.99
Digital files (email)					
Ortho photography 1km X 1km (ecw, jpg or geotiff) per file - Ortho photography available for 2002, 2010, 2015		\$37.01	\$41.82	\$37.75	\$42.66
Custom maps (including HCA scanned maps) based on size	per sq.ft.	\$5.73	\$6.47	\$5.85	\$6.61
Vector Data (high detail e.g. Contours, dem)	per sq.km.	\$56.73	\$64.10	\$57.85	\$65.37
Vector Data (low detail e.g. Watercourse etc.)	per hour	\$108.32	\$122.40	\$110.50	\$124.87
Custom Map Preparation (plus printing or digital file cost)		\$108.32	\$122.40	\$111.00	\$125.43
<b>Photocopies</b>					
per sheet		\$0.27	\$0.30	\$0.27	\$0.31
<b>Stream Flow/Weather/Fishery Data</b>					
Per hour staff time		\$108.32	\$122.40	\$110.50	\$124.87
Stream flow Discharge measurement, per hour + mileage		\$108.32	\$122.40	\$110.50	\$124.87
Technical Data staff time relates to hourly engineering, Ecology, IT and GIS staff time to prepare data as requested.					
<b>Tables/Charts/Plans/Maps</b>					
Computer Disc		\$35.20	\$39.78	\$35.90	\$40.57
Electronic Files		\$26.18	\$29.58	\$26.70	\$30.17
<b>Solicitor and Real Estate Agent Requests RE:Property</b>					
<b>A. Solicitor, Real Estate, Consultant Request, and Property Reports (requiring a site visit)</b>					
		\$310.00	\$350.30	\$316.00	\$357.08
<b>B. Solicitor, Real Estate, Consultant Request, and Property Reports (no site visit)</b>					
		\$270.00	\$305.10	\$275.00	\$310.75
Property Reports include building permit inquiries and input to general inquires as to development constraints on a property. All requests are payable in advance. In all cases, this fee includes a written reply to the landowner/agent/consultant. The municipal building department will be copied, when building permits are being					
<b>Administration Fee For Returned Cheques</b>					
Administration fee per cheque		\$51.33	\$58.00	\$52.35	\$59.16
<b>Borrowed Reports</b>					
Deposits are normally held for borrowed reports until returned in good condition. Amount is based on 2 x value of report.					

# Report

**TO:** Board of Directors

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

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

**MEETING DATE:** September 7, 2023

**RE:** City of Hamilton Natural Areas Inventory

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## STAFF RECOMMENDATION

**THAT the Board of Directors endorse the development of a Natural Areas Inventory;**

**THAT staff be directed to continue to work with the City of Hamilton and Hamilton Naturalist Club towards the development of a Terms of Reference to guide the development of a Natural Areas Inventory; and,**

**THAT staff be directed to provide a Draft Terms of Reference to the HCA Board of Directors for consideration and approval.**

## BACKGROUND & PURPOSE

A Natural Areas Inventory (NAI) is an inventory of significant natural areas in the City of Hamilton, created so that current information on plant and wildlife species, vegetation communities, and site boundaries is available for agencies which are responsible for protecting and enhancing natural features. The first inventory was carried out in 1990 to 1993 by the Hamilton Naturalists' Club and partners and again in 2001-2002 with an inventory published in 2003. The Hamilton Conservation Authority, the Hamilton Naturalists' Club, the City of Hamilton and other partners undertook the 3<sup>rd</sup> edition of the NAI in 2011-2013 with the inventory published in 2014.

The NAI's completed previously have provided an inventory of flora and selected fauna, ecological land classification descriptions, as well as natural area evaluation and recommendations. The NAI has also produced annotated species checklists of vascular plants, fish, breeding birds, mammals, butterflies, reptiles and amphibians based on new occurrence information and historical data and mapping of the core areas, vegetation communities, rare species locations, and rare habitats. As these inventories have been carried out each of the last three decades, the information is a valuable monitoring tool for changes in natural areas and the species that inhabit them over time.

Since the completion of the last NAI, HCA and City staff have discussed the method and approach to complete the 4<sup>th</sup> edition of the NAI. Further, on May 2, 2023, the City of Hamilton Planning Committee passed the following motion:

“WHEREAS the City wants to take immediate action to advance and implement the Biodiversity Action Plan;

WHEREAS proposed Action 2.3 of the draft Biodiversity Action Plan relates to updating the Natural Areas Inventory for the City of Hamilton; WHEREAS proposed Action 2.1 of the draft Biodiversity Action Plan is to develop a “State of the Environment” report to periodically track the City’s progress towards natural heritage protection goals and report on on-going City initiatives related to natural heritage, which will require updating the Hamilton Natural Areas Inventory to set a baseline by which to measure changes over time, both positive in response to actions such as natural areas protection and restoration, and negative changes from impacts such as climate change, land use change, and invasive species;

WHEREAS the City of Hamilton has historically funded the development of the Natural Areas Inventory led by the Hamilton Naturalists’ Club on a 10-year cycle, with updates having occurred in 1993, 2003 and 2013;

WHEREAS, as a result of this work, Hamilton likely has one of the richest municipal species datasets in Canada, and it is important to ensure this invaluable information continues to be kept current;

WHEREAS the Hamilton Naturalists' Club has indicated its interest and intention to undertake an update to the Natural Areas Inventory, and will be actively seeking partners to fund and support this critical work; and

WHEREAS developing and maintaining a Natural Areas Inventory is a critical contributor to the successful implementation of the Biodiversity Action Plan, as well as the City’s Climate Action Strategy.

THEREFORE, BE IT RESOLVED:

- (a) That \$200,000 from the Climate Change Reserve (108062) be allocated to support the updating of the Natural Areas Inventory for the City of Hamilton, through field work during the next 2-3 field seasons, with a goal of producing an updated Natural Areas Inventory report by 2025 or 2026;
- (b) That City staff work with the Hamilton Naturalists' Club and other Biodiversity Action Plan partners to develop the scope and terms of reference for the update to the Natural Areas Inventory, including identification of other potential funding partners; and
- (c) That the General Manager of Planning and Economic Development be authorized to enter into the necessary agreements with the Hamilton Naturalists' Club and any other Biodiversity Action Plan partners as required for the implementation of the Natural Areas Inventory."

The above motion was approved at the City Council meeting May 10, 2023

### **STAFF COMMENT**

Flowing from the City and HCA discussions over the past 10 years, as well as the more recent direction as outlined in the motion above, HCA staff, City of Hamilton staff and representatives from the Hamilton Naturalists' Club met on August 9, 2023 to discuss how to undertake updating the NAI per the direction provided by City of Hamilton Council. As part of the August 9, 2023 meeting, an overview of the NAI as well as related City initiatives such as the Biodiversity Action Plan, Urban Forest Strategy and Climate Action Strategy were discussed, as well as reviewing a project approach to identify what is to be accomplished as well as issues to be addressed.

It was agreed to establish a working group to develop a Terms of Reference that would outline project management, project requirements, deliverables, staff and budget resources. The working group is comprised of HCA staff, City of Hamilton staff as well as representatives from the Hamilton Naturalists' Club. An initial meeting of the working group was held on August 24, 2023.

### **STRATEGIC PLAN LINKAGE**

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

- **Strategic Priority Area – Natural Heritage Conservation**
  - Initiatives – Promote sustainable development by working with the City of Hamilton on natural heritage issues and undertake the HCA plan input and review program
  - Initiatives – Work with our partners to maintain and enhance the natural heritage inventory

## **AGENCY COMMENTS**

N/A

## **LEGAL/FINANCIAL IMPLICATIONS**

Funding for this project will be required but details on costs are not known at this time. The Terms of Reference once completed will provide the budget estimates with expected funding sources.

## **CONCLUSIONS**

This report is provided for Board of Director's information. Further details will be provided as the program progresses and the Terms of Reference is finalized.



# 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

**MEETING DATE:** September 7, 2023

**RE:** Watershed Conditions Report

## SYNOPSIS

During the period of June 27<sup>th</sup> 2023 to August 23<sup>rd</sup> 2023, a number of rain events warranted the issuing of flood watch and water safety messages, as well as additional monitoring of weather forecasts and watercourse conditions, and additional reassessments of the potential for watercourse flooding.

According to a received media report on July 31, Sydenham Creek at York Road and King Street East in Dundas had overflowed the culvert grate on July 29, which had become clogged with wood debris during the heavy rain on July 29.

There is an ongoing rain 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 August so far have been significantly above long-term averages at most gauges. That said, monthly flow in Ancaster Creek at Wilson Street have been above average.

The Lake Ontario mean daily water level averaged across the entire lake is currently about 13 cm above average for this time of year.

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

The most recent drought assessment indicated that normal to above 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 – August 23<sup>rd</sup>, 2023**

### Current Flows in Major Area Watercourses

There is an ongoing rain event at this time. There are no observations, reports, or expectations that significant watercourse flooding or significant water 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 August so far have been significantly above long-term averages at most gauges. Monthly flow in Upper Spencer Creek at Safari Road have been 855% of long-term averages. Monthly flow in Middle Spencer Creek at Highway 5 and Lower Spencer Creek at Market Street have been 578% and 461% respectively. Monthly flow in Red Hill Creek at Barton Street have been 239%. That said, monthly flow in Ancaster Creek at Wilson Street have been 147% (considered above average).

July 2023 average flows were also significantly above long-term averages at most gauges (ranging from 254% to 1018%). That said, monthly flow in Ancaster Creek at Wilson Street was 144% (considered above average).

June 2023 average flows were below to slightly below long-term averages in Middle Spencer Creek at Highway 5, Lower Spencer Creek at Market Street, and Ancaster Creek at Wilson Street (79%, 64%, and 83% respectively). That said, monthly flow in Upper Spencer Creek at Safari Road was 150% (considered above average). Monthly flow in Red Hill Creek at Barton Street was 103% considered near 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 75.03 to 75.05 m IGLD85 as of yesterday. The Lake Ontario mean daily water level averaged across the entire lake (75.04 m IGLD85 as of yesterday) is about 13 cm above average for this time of year.

### Current Storages in HCA Reservoirs

Current Christie Lake levels (771.64 ft) are slightly above the preferred summer operating levels (771.0 to 771.5 ft).

Current Valens Lake levels (275.38 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 June 27<sup>th</sup> 2023 to August 23<sup>rd</sup> 2023, a number of rain events warranted the issuing of flood watch and water safety messages, as well as additional monitoring of weather forecasts and watercourse conditions, and additional reassessments of the potential for watercourse flooding.

Also, there is an ongoing rain event at this time, and HCA staff continue to monitor conditions closely.

### Water Safety Concern – Upper Spencer Creek *July 4<sup>th</sup> to 7<sup>th</sup>*

As a result of recent rain, there were significant water safety concerns in Upper Spencer Creek, given elevated water levels and flows.

However, there were no received reports or observations of significant watercourse flooding.

HCA staff continued to regularly monitor weather forecasts, watercourse conditions, and reassess the potential for flooding.

HCA engineering staff issued the following messages related to this rain event, to communicate the potential water safety risks to the City and public:

- Watershed Conditions Statement (Water Safety) on July 4<sup>th</sup>
- Termination of Watershed Conditions Statement (Water Safety) on July 7<sup>th</sup>

Localized, Short-term Debris-Driven Flooding – Sydenham Creek  
*July 27<sup>th</sup> to August 2<sup>nd</sup>*

Water levels and flows in all area watercourses were expected to increase significantly, as a result of the rain forecasted for July 28 & 29. Localized watercourse flooding of low-lying areas that typically flood during higher water levels was also expected. In addition, there was potential for significant watercourse flooding, if thunderstorm activity occurred.

According to a received media report on July 31, Sydenham Creek at York Road and King Street East in Dundas had overflowed the culvert grate on July 29, which had become clogged with wood debris during the heavy rain on July 29.

HCA staff regularly monitored weather forecasts, watercourse conditions, and reassessed the potential for watercourse flooding.

HCA engineering staff issued the following messages related to this rain event, to communicate the potential watercourse flooding and water safety risks to the City and public:

- Flood Watch - Watercourse Flooding on July 27<sup>th</sup>
- Active Flood Watch Downgraded to Watershed Conditions Statement (Water Safety) on July 31<sup>st</sup>
- Termination of Watershed Conditions Statement (Water Safety) on August 2<sup>nd</sup>

Potential for Watercourse Flooding – All Watercourses  
*August 15<sup>th</sup> to August 21<sup>st</sup>*

Water levels and flows in all area watercourses were expected to increase significantly, as a result of the rain forecasted for August 15 & 17. Localized watercourse flooding of low-lying areas that typically flood during higher water levels was also expected. In addition, there was potential for significant watercourse flooding, if thunderstorm activity occurred.

HCA staff continued to regularly monitor weather forecasts, watercourse conditions, and reassess the potential for flooding.

HCA engineering staff issued the following messages related to this rain event, to communicate the potential watercourse flooding and water safety risks to the City and public:

- Flood Watch - Watercourse Flooding on August 15<sup>th</sup>
- Updated Flood Watch - Watercourse Flooding on August 16<sup>th</sup>
- Termination of Updated Flood Watch - Watercourse Flooding on August 21<sup>st</sup>

## **RECENT WATERSHED LOW WATER CONDITIONS**

The most recent drought assessment (including data up to July 31) indicated that normal to above normal conditions are an appropriate overall characterization of the watershed. This was the seventh 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.

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# Memorandum

**TO:** Board of Directors

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

**PREPARED BY:** Gordon R. Costie

**MEETING DATE:** September 7, 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

- HCA Conservation Areas – This summer has been more wet than last year but our day use, camping and marina have performed well despite greater rain days with some heavy downpours. Staff have undertaken greater grass cutting and trail maintenance levels as a result.
- September Labour Day Long Weekend – All Conservation Areas will be open and active with anticipated strong visitation levels for the official last summer long weekend. Conservation Area gatehouses will be fully operating with maintenance staff on duty throughout the weekend. The last day of operations for Wild Waterworks and Lakeland Pool for the season will be Monday September 4.
- September Events – Fairies in the Forest event returns Sunday and Monday of the long weekend from 10am to 4pm each date. Discover the unique world of the fairies and let your imagination soar. This is an advanced reservation event to ensure parking, safety, and the event area is managed to provide a high-quality visitor experience. On September 10, the Bright Run will be in Christie Lake and Autumn Stroll in the Dundas Valley.

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