



Board of Directors Meeting Agenda

Thursday, July 7, 2022



Board of Directors Meeting

Thursday, July 7, 2022 at 7:00 p.m.

This meeting will be held in person for Board of Directors members and designated, limited staff only.

The public may view the meeting live on HCA's You Tube Channel:
<https://www.youtube.com/user/HamiltonConservation>

- 1. Call to Order** – Ferguson
- 2. Declarations of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Delegations**
 - 4.1 Angela Zheng – Trail accessibility to McMaster University
- 5. Consent Items for Applications, Minutes and Correspondence**
 - 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
 - 5.2. Approval of Board of Directors Minutes – June 2, 2022
 - 5.3. Approved April 21, 2022 Budget & Administration Committee Minutes – for receipt only
- 6. Foundation Briefing** Foundation Chair – Stebbing
- 7. Member Briefing**
 - 7.1. Saltfleet Conservation Area Wetland Construction Progress – Peck
- 8. Business Arising from the Minutes**
 - 8.1. HCA Quarterly Report #1 to MECP – Ontario Regulation 687/21 – Burnside
 - 8.2. Board of Directors Notification Policy – Burnside

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

9.1. Budget & Administration Committee – June 16, 2022 – Moccio
(Recommendations)

9.1.1. BA 2222 Increase to HCA Casual Wage Rates

9.1.2. BA 2223 Increase to Health Care Spending Account

10. Other Staff Reports/Memorandums

10.1. Fifty Point Marina Channel Dredging – Tender Results

– Hall

10.2. Fifty Point Marina Boat Launch Ramp Reconstruction
– Tender Results

– Hall

10.3. Saltfleet Stage 3 Archeological Assessment Quote

– Peck

10.4. Appointment of Enforcement Officer

– Stone/Peck

10.5. Watershed Conditions Report

– Bastien

10.6. Conservation Areas Experiences Update

– Costie

11. New Business

12. In-Camera Items

13. Next Meeting – Thursday, September 1, 2022 at 7:00 p.m.

14. Adjournment

Request for Staircase on Path from University Gardens to McMaster

Angela Zheng



Comments for the HCA Board of Directors

Request for Staircase on Path from University Gardens to McMaster

Summary

Request to the HCA: Residents of the University Gardens neighbourhood are requesting a steel metal staircase with a bike runnel to be built on the path connecting Grant Boulevard in University Gardens to McMaster University (see Figure 1 for the location of the path and Figure 2 for a close-up view).

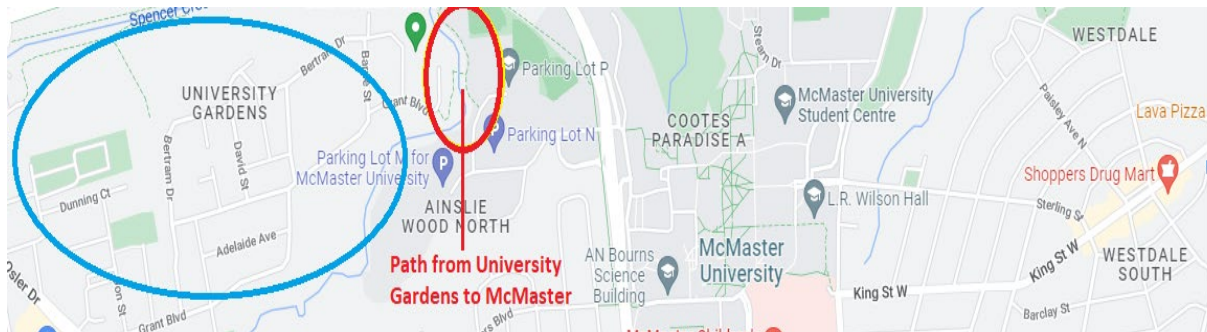


Figure 1 Map of University Gardens to McMaster. The path is circled in red.

Background: The path from Grant Boulevard to McMaster University is part of a commuter trail that many residents use to get from University Gardens to McMaster, Westdale, and Ainslie Wood. There used to be two routes connecting Grant Blvd to the bridge over Coldwater Creek: i) a path that descends down a steep slope (Item 1 in Figure 2) which can become slippery and unsafe during the months of November to April due to ice buildup, and ii) a staircase that was in poor shape (Item 3 in Figure 2) which was recently removed by the HCA. The staircase was easier to use than the path during much of the winter. University Gardens residents are asking for a replacement metal staircase.

Reasons for Request: The recent removal of the staircase by the HCA has negatively affected University Garden residents (see Additional Comments 1a and 1d on page 4). The evidence presented below shows that the path is used by many residents for commuting. With no staircase, the commute becomes difficult and potentially unsafe from November to April due to icy conditions (see Additional Comments 1b, 1c, 1d on page 4). In addition, residents of University Gardens do not have access to the new cycling paths built by the city. A staircase with a bike runnel would allow cyclists to connect to the bike trails on Cootes Drive and throughout Hamilton.

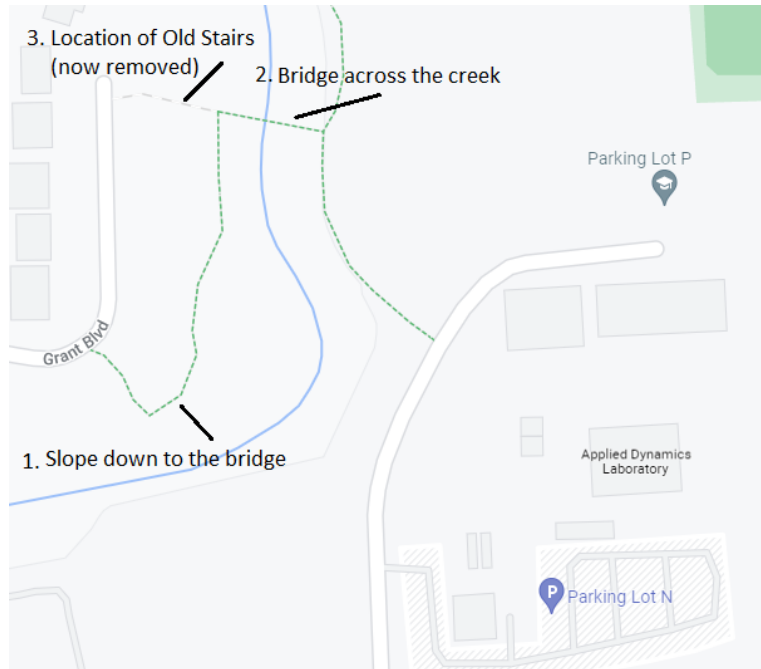


Figure 2 Map of Trail connecting University Gardens to McMaster

Evidence for the need for a staircase: We surveyed residents in University Gardens to highlight the importance of this commuting path. 165 individuals signed an online petition asking for a new staircase. The results of our survey are included as an appendix to this report.

Result 1: Using the trail for commuting

We asked residents if they used the trail for commuting and/or leisure purposes. Out of 165 residents, 79 said they use the trail as part of their commute. Table 1 below breaks down the reasons:

Table 1 Number of respondents using the trail for commuting and/or leisure purposes. Some residents may use the trail for both purposes which is why the number of responses exceeds the number of respondents.

Reason for trail use	Number of Responses
Commuting	79
Leisure	154

Residents also listed other reasons for using the trail such as:

- Accessing the McMaster gym
- Dropping off their child at the McMaster Daycare centre
- Accessing the McMaster GO bus station

Table 1 shows that a large proportion of individuals use the path for commuting purposes. Therefore, year-round access for the trail is especially important.

Result 2: What areas do residents use the path to access

Table 2 Number of respondents who reported using the trail to access Cootes Drive, Westdale, Ainslie Wood, and McMaster University.. Some residents may use the trail to access multiple locations which is why the number of responses exceeds the number of respondents.

Area	Number of Responses
Cootes Drive	120
Westdale	100
Ainslie Wood	48
McMaster University	130

We also asked residents which areas of the city they use the path to access. The results are in Table 2. 130 individuals use the trail to get to McMaster University, but Cootes Drive and Westdale are also popular destinations. This survey was conducted after the end of the McMaster school semester, so we expect that we are undercounting the number of commuters.¹ Our results highlight that this trail is used to connect University Gardens to many other areas in Hamilton.

Result 3: Frequency of path use

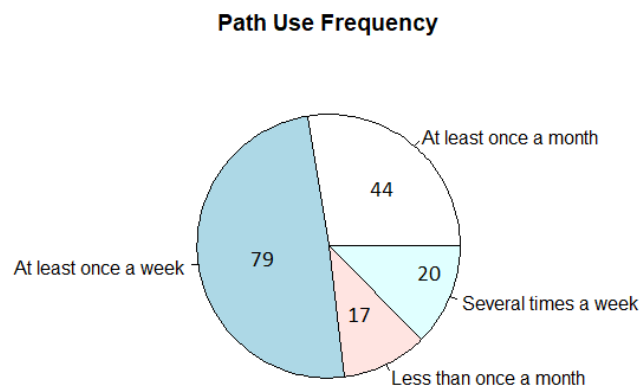


Figure 3 Frequency of Path Use

Figure 3 highlights that most people use the path regularly. 79 people specified using the path at least once a week, and 20 people explicitly mention using the path several times a week. Therefore, this path is regularly used in line with its function as a commuter path.

Summary of Results: This path is used by commuters throughout the year. Residents use it to access several parts of the city including McMaster, Westdale, and Ainslie Wood. Path users need to use the trail during bad weather and icy conditions. We need a metal staircase with a bike runnel to make our commute safer and more accessible.

¹ Note that for those going to McMaster, the parking lot where they would have to park at should they drive is right next to the trail exit.

Additional Comments from University Gardens Residents

1. Risks of taking the current path:

- a) “The path gets muddy after rain and we walk our 3 year old to and from daycare. The old stairs were safer than the other pathway to come back up, without the stairs we can’t walk with him home.”
- b) “I use this path daily, but find it exceedingly treacherous in the winter.”
- c) “These stairs are very necessary. In the winter, the existing trail at the top of Grant turns into an icy mess”
- d) “I regularly run/bike through this area. I don't understand why the stairs were removed, it's much more treacherous without them.”

2. Light Rail Transit Hub:

- a) “With the coming LRT hub at Mac, this area will be used even more, [...] safe access is needed”

3. Lack of walking friendly paths in University Gardens:

- a) “This survey has no pedestrian walking paths or sidewalks. [...] Many people walk or ride their bikes to Mac and the current pathway needs to be updated to 2022 standards.”

4. Commuting:

- a) “There are several people including myself who are working in McMaster University and also there are many McMaster students in our area who are commuting to the campus. Definitely need stairs for safe path and convenience.”
- b) “For most residents this trail is the only practical way to take a walk in nature without driving a car. The trail is also essential for many residents who commute to McMaster and surrounding areas.”

5. Bike access:

- a) “Our subdivision needs a way to access plowed bike paths in the winter! A bike tunnel will enable this. Osler is too busy for bikes.”
- b) “Main/Osler is very noisy due to a lot of traffic. there aren't safe bicycle lanes on the main road in/out of Dundas.”

6. Importance of being able to walk and not drive:

- a) “I commute to work on this path most days. I don't want to need to drive in the winter when the path can be icy. This is an important issue for both the environment and personal health.”
- b) “Having this path has kept us from needing a second car.”

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/19/2022 17:55:22	Angela Zheng	L9H 4R7	[REDACTED]	Commuting, Leisure	I use this path to commute to McMaster University all-year round. This path is not accessible during the winter time without a staircase.	At least once a week	McMaster University, Westdale
5/19/2022 18:08:11	Allison Partington	L9H6J4		Commuting, Leisure		At least once a week	McMaster University, Ainslie Woods
5/19/2022 18:15:59	Amanda Stringer	L9H 4S7	[REDACTED]	Commuting, Leisure		Every day	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/19/2022 18:21:46	Christine button	L9h 4s1	[REDACTED]	Leisure		At least once a month	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/19/2022 18:25:02	Brenda Bleses	L9h4m6	[REDACTED]	Commuting, Leisure		At least once a week	Cootes Drive, Westdale
5/19/2022 18:33:55	Jackie Dekar	L9H4T7	[REDACTED]	Commuting, Leisure		At least 4x per week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/19/2022 18:34:53	Nathaniel Dekar	L9H4T7	[REDACTED]	Leisure		At least 3x per week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/19/2022 18:49:08	Steve Sztricko	L9h4r2		Leisure		At least once a week	Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/19/2022 19:12:19	Janette Pearce	L9H4S8		Leisure	With the coming LRT hub at Mac, this area will be used even more, as there is currently no public transportation in the neighborhood, safe access is needed	At least once a week	McMaster University, Cootes Drive, Westdale
5/19/2022 19:29:17	Allyson Mitchell	L9H 4P6		Leisure		Less than once a month	Westdale, The pier
5/19/2022 19:29:47	Andrea Bovaird	L9H4M9		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Other paths and trails on bike and foot
5/19/2022 19:44:36	Laura Longo	L9h4s9		Commuting, Leisure		At least once a week	McMaster University, Westdale

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5/19/2022 19:48:36	Gabriella Watson	L9H 0a8		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive
5/19/2022 20:01:42	Theresa Blanken	L9H4L9		Leisure	Part of our decision to move to University Gardens this year was to make use of these trails. We are hoping to access them safely for many years.	At least once a month	McMaster University, Westdale
5/19/2022 20:58:27	Theresa Stephens	L9H4S2		Leisure		At least once a month	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/19/2022 21:03:31	Petra Popescu-Moody	L9H4M8		Leisure		Less than once a month	McMaster University, Cootes Drive

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/19/2022 21:30:14	Bob Patterson	L9H4R7	[REDACTED]	Leisure, McMaster Gym	Proper safe stairs are long overdue	Three times a week	McMaster University, Westdale
5/19/2022 21:38:36	Linda Patterson	L9H4R7	[REDACTED]	Leisure	This survey has no pedestrian walking paths or sidewalks. This was a major flaw in the University Garden development from the 1950's. Pedestrians must walk on the roads at their peril. Many people walk or ride their bikes to Mac and the current pathway needs to be updated to 2022 standards.	At least once a week	McMaster University, Westdale
5/19/2022 21:39:43	Willy Henschel	L9H4T3	[REDACTED]	Commuting, Leisure		At least once a week	Westdale

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5/19/2022 22:22:54	Andrea	L9h 4p6		Commuting		At least once a week	McMaster University, Cootes Drive, Westdale
5/20/2022 5:47:17	Mary Muirhead	L9H4M6		Leisure	We support the HCA; please support the UG residents	At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods, Trails
5/20/2022 6:52:10	Lisa heil	L9h4m8		Commuting, Leisure	The path gets muddy after rain and we walk our 3 year old to and from daycare. The old stairs were safer than the other pathway to come back up, without the stairs we can't walk with him home. Trying to get exercise and decrease the use of the vehicles!!!	At least once a week	McMaster University, For walking around
5/20/2022 7:47:53	Hilda Hollis	L9H 4T7		Leisure	Our subdivision needs a way to access plowed bike paths in the winter! A bike tunnel will enable this. Osler is too busy for bikes.	At least once a week	McMaster University, Cootes Drive, Westdale, waterfront trail

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/20/2022 7:51:17	Elsie Sweetman	L9H 4T7		Leisure		At least once a month	McMaster University, Cootes Drive
5/20/2022 7:52:49	Arthur Sweetman	L9H 4T7		Commuting, Leisure	I commute to work on this path most days. I don't want to need to drive in the winter when the path can be icy. This is an important issue for both the environment and personal health.	At least once a week	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/20/2022 15:43:14	Rosemary Coomber	L9H 4T8		Leisure	I use the path down the side of the hill frequently as I walk down the hill. In the winter icy conditions make the path unusable. The old stairway that was there was difficult to go down due to the angle of the steps and the absence of a railing. Accessibility for walking and biking is important in any community. I enjoy walking and prefer to walk in quieter spaces. I like to listen to audio books as I walk. Main/Osler is very noisy due to a lot of traffic. there aren't safe bicycle lanes on the main road in/out of Dundas. If a safe plan can be created for walking and bicycling out of our ravine locked location, I'm all for it. I definitely support the installation fo a stairway on Conversation land with a bike rail on the side.	At least once a week	McMaster University, Cootes Drive

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5/20/2022 16:02:33	Peter Kitchen	L9H6W7	[REDACTED]	Leisure	I really appreciate the efforts of the HCA in maintaining the areas it is responsible for. A staircase at this location will help with accessibility and at the same time protect the surface from erosion and 'wear and tear'. A steel staircase was installed several years ago in my neighbourhood connecting Jerome Park Drive to Spring Creek Trail in Dundas. Thanks!	At least once a month	McMaster University
5/20/2022 16:21:17	Evan	L9H6L4	[REDACTED]	Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods, This is the only western access to hamilton, other than the single lane sidewalk along Osler Drive, which is a 4 lane highway.
5/21/2022 0:25:44	Tom Shea	L8P2X3	[REDACTED]	Commuting, Leisure		At least once a month	Cootes Drive, Westdale



Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/21/2022 2:02:29	Heather Morrison	L9H 1M8		Commuting, Leisure		At least once a month	McMaster University, Cootes Drive, Ainslie Woods
5/21/2022 3:15:18	Rumen Kostadinov	L9H 4R7		Commuting, Leisure	University Gardens is blessed with the surrounding forest and Spencer Creek. For most residents this trail is the only practical way to take a walk in nature without driving a car. The trail is also essential for many residents who commute to McMaster and surrounding areas.	Daily	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/21/2022 5:06:38	Sean Montani	L9H2K1		Commuting, Leisure		At least once a week	Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/21/2022 6:21:28	Michelle Czerwinski	L9H3V9		Commuting, Leisure		At least once a month	McMaster University, Cootes Drive, Westdale
5/21/2022 7:11:34	elizabeth visentin	l9h6y7		Leisure		At least once a month	McMaster University, Cootes Drive, Ainslie Woods
5/21/2022 7:36:26	Denise O'Connor	L9H1W9		Leisure		Less than once a month	McMaster University, Westdale
5/21/2022 8:10:10	WENDY BALDWIN	L8S2C7		Leisure		Less than once a month	Cootes Drive

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5/21/2022 8:12:41	Jeremy Abrahams	L9H 1z9		Leisure		Less than once a month	McMaster University
5/21/2022 8:26:49	Heather Evans	L9H 4M4		Leisure		At least once a week	McMaster University, Cootes Drive, Westdale
5/21/2022 9:03:41	Daryl Hartz	L9H4L2		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/21/2022 9:16:21	Rachel	L9H 4R3		Leisure		At least once a week	Westdale, Ainslie Woods

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5/21/2022 9:23:28	Zachary Gerrits	L9H 4L4		Leisure		At least once a month	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/21/2022 9:26:09	Sarah Cathrae	L9H4R5		Leisure		At least once a week	McMaster University, Cootes Drive
5/21/2022 9:48:53	Victoria Harvey	L9H4J3		Leisure		At least once a month	Cootes Drive, Westdale
5/21/2022 13:12:03	Fiona TURPIE	L9h 1z8		Commuting, Leisure		every day	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/21/2022 13:43:18	Randy Kay	L8R 1Y3		Commuting, Leisure		Less than once a month	McMaster University, Cootes Drive, University Plaza
5/21/2022 13:59:59	Laurie Swackhammer	L9H 4S5		Leisure		At least once a month	McMaster University, Trails in Spencer Creek Area
5/21/2022 15:16:40	wendy leigh-bell	L8P 3Z2		Leisure		Less than once a month	McMaster University, Cootes Drive, Westdale
5/21/2022 19:08:10	Jeff Goodes	L9H4G2		Leisure	This would create a safe access to McMaster and Westdale from Dundas.	At least once a month	McMaster University, Westdale


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5/21/2022 23:09:40	Christopher Yendt	L0R1J0		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/22/2022 11:46:21	.ynn Macintyre	L9H 6R3		Leisure		Less than once a month	McMaster University
5/22/2022 19:12:29	Kai Lucas Adams	L9H 4M9		Commuting	My father uses it to get to work every day.	At least once a month	McMaster University
5/23/2022 21:42:32	Frank Murphy	L9H 0A8		Leisure			McMaster University

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/24/2022 9:30:44	Melanie Skene	L9H 4R5		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale
5/24/2022 14:49:51	Taylor	L9h4s3		Commuting, Leisure,	I have lived here my whole life and I used to use those stairs as commuting, exercise, and more	At least once a week	Cootes Drive, Westdale, Ainslie Woods
5/24/2022 15:01:17	Mark Bishop	L9H4T3		Leisure		At least once a month	Walking
5/24/2022 15:02:58	Joan Bishop	L9H4T3		Leisure		At least once a month	Walking

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5/24/2022 15:55:45	Phil Collins	L9H4L9		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/24/2022 16:32:04	Karen McQuigge	L9H 4S9		Commuting, Leisure		For commuting 10 times a week	McMaster University, Cootes Drive
5/24/2022 16:45:17	Casey	L9H4S1		Commuting, Leisure	We would very much appreciate having a staircase installed with a bike channel on the side if it.	At least once a week	Cootes Drive, Ainslie Woods
5/24/2022 17:13:49	John Byers	L9H4S9		Leisure		At least once a month	McMaster University, Cootes Drive, Westdale

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5/24/2022 17:15:06	Joan Ridsdill	L9H4S9	[REDACTED]	Leisure		At least once a month	McMaster University, Westdale
5/24/2022 17:24:43	Laura Longo	L9H4S9		Leisure		At least once a month	McMaster University, Westdale
5/24/2022 17:25:47	Frank Longo	L9H4S9	[REDACTED]	Leisure		At least once a month	McMaster University, Westdale
5/24/2022 17:37:09	Ken Keegan	L9H 4L9	[REDACTED]	Commuting, Leisure, Walking, Cycling, Access to MAC/HHS, Access to GO transit.	No need for the car with access to everything safely on foot or cycling. Connects access to Hamilton rail trail to give us unlimited access. SAFELY	Daily	McMaster University, Cootes Drive, Westdale, Ainslie Woods, We cycle and walk to everything we need in the West end and beyond

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/24/2022 17:38:10	Doosoung Lee	L9H 4S4	[REDACTED]	Commuting	There are several people including myself who are working in McMaster University and also there are many McMaster students in our area who are commuting to the campus. Definitely need stairs for safe path and convenience.	Everyday	McMaster University, Cootes Drive, Ainslie Woods
5/24/2022 18:38:14	Kyesoon Lee	L9H4S4	[REDACTED]			At least once a week	McMaster University, Cootes Drive, Ainslie Woods
5/24/2022 19:21:19	Ava Kiillaspea	L9H 4S9	[REDACTED]	Commuting, Leisure	Our neighbourhood needs a safe foot/bicycle path connecting us to especially the McMaster University properties.	At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/24/2022 20:51:25	Patricia Robinson	L9H 4L9	[REDACTED]	Commuting, Leisure	The trail to the bridge across the creek is too icy and muddy to use in winter. Bicycles make the trail rutted and difficult to walk on .	At least once a month	McMaster University, Cootes Drive, Ainslie Woods

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/24/2022 22:07:13	Sandra Emery	L9H4S9		Commuting, Leisure	<p>This is such a pleasant, peaceful “back way” route to McMaster and Westdale which puts one in touch with nature rather than having to confront the traffic of Main St and Osler Drive. These steps are well used by the University Gardens community and are part of a walking/hiking route to access the path along Spencer’s Creek into Dundas. The city and conservation authority need to be enhancing these informal paths and encouraging their use rather than dismantling them. Further, people will continue to use this route despite the removal of the stairs. Why not make it a safe route? Compared to other similar projects of the city/Conservation Authority I believe installing new stairs at this location to be a relatively small budgetary item.</p>	At least once a month	McMaster University, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/25/2022 10:03:44	Nancy McQuigge	L9H 4S9	[REDACTED]	Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/25/2022 11:57:35	Ciaran Egan	L9H4H6		Commuting, Leisure	While there is a trail around to the left it is often used by cyclists who don't always ring a bell, and has a blind corner near the top. Would be great to have a staircase option again, and an improved staircase would be even better :).	At least once a week	McMaster University, Ainslie Woods
5/25/2022 16:25:05	Nishant Sarkar	L8S1R7		Leisure		At least once a month	McMaster University

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/25/2022 16:30:32	Erin Martin	L9H4L9	[REDACTED]	Leisure	I use this path daily, but find it exceedingly treacherous in the winter. I would happily contribute time and/or funds to help remediate the stairs!	At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/25/2022 18:51:47	Lisa Giles	L9H 4M8	[REDACTED]	Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale
5/25/2022 18:52:31	Mark Beaudoin	L9H4M8	[REDACTED]	Commuting		3 times a week	McMaster University, Daycares
5/25/2022 18:53:29	Jeremy Walsh	L9H 4M8	[REDACTED]	Commuting, Leisure		At least once a week	Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/25/2022 19:01:29	Ben Bahrami	L9h4m1		Commuting, Leisure, Taking our child to daycare		Every day	McMaster University, Cootes Drive, Westdale, Ainslie Woods, McMaster Children's centre
5/25/2022 20:10:05	Kyle M	L8S 4A4		Commuting, Leisure		At least once a month	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/26/2022 14:35:42	Kim	L9H4M1		Commuting, Leisure		At least once a month	McMaster University, Cootes Drive
5/26/2022 15:49:29	James Benn	L9h4b1		Commuting, Leisure		Daily	McMaster University, Cootes Drive, Westdale, Ainslie Woods

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/26/2022 16:04:17	Andrew Shedden	L9H4N9	[REDACTED]	Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/26/2022 21:04:19	Bailey Walters	L9H 4K2	[REDACTED]	Commuting, Leisure		At least once a month	McMaster University, Cootes Drive, Westdale
5/27/2022 6:05:22	Andrew Clinkard	L8W3V6	[REDACTED]	Leisure		At least once a month	Cootes Drive, Westdale
5/27/2022 6:20:10	Kathleen Power	L9H 4L5	[REDACTED]	Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/27/2022 7:44:05	Linda Davis	L9h4m8	[REDACTED]	Commuting	Having this path has kept us from needing a second car. Please put the stairs back in so that we can keep our low carbon footprint.	Every week day	McMaster University
5/27/2022 8:29:30	Don Hall	L8S 1S4	[REDACTED]	Leisure		Less than once a month	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/27/2022 12:51:14	Lauren mcleod	L9H1E7		Leisure		Less than once a month	
5/27/2022 13:06:51	Emi Benn	L9H 4B1		Commuting, Leisure, Dropping child at school		At least once a week	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/27/2022 14:59:21	Ryan Poole	L9H 4P6		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/27/2022 18:36:46	Sarah Hobbs	L9H4N9		Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/27/2022 18:41:06	Phil Elder	L9H 4M8		Commuting, Leisure		Daily	McMaster University, Cootes Drive, Westdale
5/28/2022 0:07:02	Ted Doyle	L9H6P8		Leisure		At least once a month	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/28/2022 8:54:10	Travis Singleton	L9H4M6	[REDACTED]	Commuting, Leisure		At least once a week	McMaster University, Cootes Drive
5/28/2022 9:11:02	Susan singleton	L9H4M6	[REDACTED]	Leisure	This is a must it would impact our neighborhood greatly to not have these stairs available	At least once a week	McMaster University, Cootes Drive, Westdale
5/28/2022 9:53:34	Peter	L9H4L8	[REDACTED]	Leisure	Never use the steps and always use the trail further up Grant. Would prefer better trail year round maintenance	At least once a week	McMaster University
5/28/2022 11:36:57	Michael Pfaff	L9H 0A8		Leisure		At least once a month	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/28/2022 11:37:03	Carrie Bullard	L8p4m2		Leisure		At least once a week	McMaster University, Cootes Drive
5/28/2022 14:03:26	Haley Zubyk	L9H4L4		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive
5/28/2022 14:11:44	Rosemary Ackerman	L9H 4ppP3		Leisure	I grew up in this area and cherish all my memories of easy access to the walking paths and easy walking connection from my house to McMaster. Metal well engineered stairs will improve safe sustainable access	At least once a month	McMaster University, Cootes Drive, Westdale, Ainslie Woods

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/29/2022 12:45:54	Rayanne Glover	L9h4l9		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale
5/29/2022 12:51:53	Steve Aglor	L9H4P3		Leisure		At least once a week	Cootes Drive, Trails
5/29/2022 12:59:11	Abdel Ashry	L9H 4M5		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale
5/29/2022 14:41:46	Jenna Barker-Mulleder	L8S 4J2		Leisure	A safe way to traverse this area would be great for anyone who can't handle the super steep hill and would keep it safe during the winter.	At least once a week	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/29/2022 15:39:27	Laura	L9H4M6	[REDACTED]	Leisure		At least once a month	McMaster University, Cootes Drive
5/29/2022 16:00:22	Patrick Rody	L9H4M6		Leisure	To promote better mental health, we need more outdoor space and time to connect with nature. Offering a safe passage to such areas is paramount.	At least once a week	Ainslie Woods
5/29/2022 16:47:45	Dustin Costescu	L9H 4R3	[REDACTED]	Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/30/2022 10:20:47	Susan Moulden	L9H 4T1	[REDACTED]	Commuting, Leisure		Almost daily	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/30/2022 11:34:56	Lindsay Bergsma	L9H4H5	[REDACTED]	Leisure	Please replace the stairs as my family loved to go on walks and miss it so much!	At least once a week	McMaster University, Westdale
5/30/2022 11:36:56	Kathy Popaleni	L9H 4M1	[REDACTED]	Leisure	I often see other people on their bikes or walking when I am accessing this trail, so it is a fairly well used trail. I am quite concerned and have been for a while that someone would slip on the steps ... particularly in winter. However, using the path as an alternative isn't a lot better as it gets icy on that trail. I have been worried about falling myself or having others fall as well. We need to make biking and walking more accessible, so I am very glad this project is going forward. I appreciate your efforts to let me know about this work. Kathy Popaleni	once every 2 weeks	Cootes Drive


Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/30/2022 11:48:37	Leigh Richmond Donaghey	N3W 2G9		Leisure	My son (and many of his classmates) loved the short nature walks that were readily available after daycare at Mac. It was great to explore the river, insects and plants without needing to plan a trip, find parking, etc. Please replace the stairs.	At least once a month	McMaster University
5/30/2022 11:54:38	Braden Lomanto	L9H 4M6		Commuting, Leisure	This is a no brainer safety project in my eyes considering the amount of McMaster student foot traffic alone.	At least once a week	McMaster University, Cootes Drive, Westdale
5/30/2022 12:27:07	Karthiga Thevaseelan	M1M 2Z2		Commuting		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/30/2022 14:16:35	Lauren Bahrami	L9H 4M1	[REDACTED]	Commuting, Leisure		Daily	McMaster University, Cootes Drive
5/30/2022 14:38:46	Kyra Paterson	L8B 0J5		Do not use the path but support the petition		N/A	N/A
5/30/2022 14:54:24	Anita Toth	L9H4L1		Leisure		Less than once a month	McMaster University
5/30/2022 17:50:44	Moishe Chaimovitz	L9H0A8	[REDACTED]	Leisure	Path is needed for kids students safety	At least once a week	Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/30/2022 17:52:15	Dorina chaimovitz	L9H0A8	[REDACTED]	Leisure	Nice for walking	At least once a week	McMaster University, Cootes Drive
5/30/2022 18:57:37	Greg Best	L9H 4L6		Commuting, Leisure		At least once a month	McMaster University, Cootes Drive, Westdale, Family
5/30/2022 19:30:52	Barbara Ullman	L9H 4M8		Leisure		Less than once a month	Cootes Drive
5/30/2022 20:12:19	Cearra	L9H4T6	[REDACTED]	Leisure	My boyfriend has grown up here all his life and has travelled that path many times! We feel that adding a stair set would help maintain and preserve this path for kids in the future!	At least once a month	Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/30/2022 21:40:01	Linh Truong	L9G5E6		Leisure			Ainslie Woods
5/31/2022 7:03:29	Alison Mason	L9H4T1		Leisure	Curious by they were removed without a plan? The old stairs were functional and not a hazard for anyone. Now you need to fix what wasn't broken.	Everyday we talk the stairs walking our dog.	McMaster University, Cootes Drive, Royal Botanical Gardens
5/31/2022 8:57:15	Paula Garshowitz	L9H 0A8		Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
5/31/2022 9:29:21	Gord Garshowitz	L9H 0A8		Leisure	The steps are well-used. Do the right thing and replace them.	At least once a month	Cootes Drive

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/31/2022 9:59:46	Sue Murray	L9H 4P5	[REDACTED]	Commuting, Leisure	My husband slipped on the pathway and cracked two ribs. The path can be dangerous in bad weather	At least once a week	McMaster University, Cootes Drive
5/31/2022 11:29:36	Daniel S	L9H4S6		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive
5/31/2022 12:54:50	Pam Keown	L9H 4T7	[REDACTED]	Leisure	Recently retired from McMaster. Used the path 5 days a week September to April. Slipped on the ice going down the hill to work about 5 years ago. Knee has never been the same. If there had of been proper stairs to go down, it wouldn't have happened. There are many people using that pathway to access McMaster and beyond.	Less than once a month	McMaster University

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
5/31/2022 14:09:15	Zoya Tabunshchyk	L6H 3P8		Commuting		At least once a week	McMaster University
6/1/2022 11:38:31	Sorina Dumitrescu	L9H 4T8		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive
6/1/2022 12:03:26	john moroz	L9H 4T7		Commuting, Leisure	This is a very valuable walking and cycling route for many users both in the University Gardens community and beyond. There are many users from other parts of Dundas who used this staircase as a means of getting to McMaster University and other areas. It is imperative in this day and age that we encourage people to walk and cycle, instead of driving, as much as possible.	At least once a week	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/1/2022 17:49:18	Danielle W	L9H 4K9		Commuting, Leisure		At least once a week	McMaster University, Westdale, Children's hospital
6/1/2022 19:21:57	Evelyn Seelenmayer	L9H 4T7		Commuting	I use this path to get to work; it is much easier and faster to get there on foot with this route than using Main Street West. The Main Street West route takes much longer. Using the staircase at University Gardens also incentivizes not driving my car (which I try not to do for environmental reasons) because the walking time isn't that much longer than the time it takes me to drive to work and park my car.	At least once a week	McMaster University
6/2/2022 8:02:24	Marion Brooks	L9H6C9		Leisure		Less than once a month	Cootes Drive

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/2/2022 8:03:20	Richard Brooks-	L9H6C9	[REDACTED]	Leisure		Less than once a month	Cootes Drive
6/2/2022 16:04:23	Reuven Dukas	L9H2C6	[REDACTED]	Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale
6/2/2022 17:13:14	Lauren Dukas	L9H2C6	[REDACTED]	Commuting, Leisure		At least once a month	Westdale
6/2/2022 18:52:51	Angela M Meyer	L9H4T7	[REDACTED]	Leisure, Safely accessing the trails and avoiding ticks on the side trail . Also for	We are over 65 and used these stairs frequently. They were perfect for hip/quad strengthening and cardio!!!!	At least once a week	McMaster University, Cootes Drive

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/2/2022 20:37:26	Jarrold Hogeterp	L9H4S1		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale
6/2/2022 21:14:02	Carolyn Fisher	L9H 6CH		Leisure		Less than once a month	Cootes Drive
6/2/2022 22:32:55	B. Ibhawoh	L9H0A8		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale
6/3/2022 7:15:49	Damian Khan	L9H4L9		Leisure		At least once a week	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/3/2022 21:09:42	Eric Nelson	L9h4l9		Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
6/4/2022 9:30:53	Jennifer kleven	L9H 6P5		Leisure	I work at McMaster and I know there are many students who use this pathway to reach the campus rather than go along Main Street. Much easier and efficient for them.	Less than once a month	McMaster University
6/4/2022 15:46:12	Kieran Walters	L9H 4K2		Commuting, Leisure		At least once a week	Cootes Drive, Westdale
6/4/2022 20:37:40	Oriana Catenazzi	L9h 4h5		Leisure		At least once a week	Cootes Drive

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/4/2022 20:50:04	James Allison	L9H 4H5	[REDACTED]	Leisure	Please, please replace the staircase. In its current condition, I am worried for my safety as I often use that route to get back to my home on Tweedsmuir.	At least once a month	McMaster University, Cootes Drive, Westdale
6/5/2022 19:22:52	Isabelle Hemmings	L9H 4K2		Commuting, Leisure		At least once a month	Cootes Drive, Westdale, Ainslie Woods
6/5/2022 20:14:12	Michael Veall	L9H 6H3					
6/5/2022 21:12:38	Rob Davies	L9H 6J4	[REDACTED]	Commuting, Leisure	These stairs are very necessary. In the winter, the existing trail at the top of Grant turns into an icy mess, and is very treacherous, especially for children and the elderly population.	At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/6/2022 13:01:27	Diane Jarman	L9H1N2		Leisure		At least once a week	Cootes Drive
6/6/2022 21:10:43	Linda Sanderson	L9H 4R5		Leisure	This staircase is well used by many people all year. In the winter it is the only safe way to access the university and lower area. It is necessary to have a safe way to get to the lower ground as the trail is inaccessible in the winter months.	At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
6/7/2022 19:53:38	Brian mason	L9H 4T1		Commuting, Leisure	The path left as dirt is nearly impassable in the winter. The area where stairs were removed is steep and will likely instantly degrade.	Nearly every day	McMaster University, Cootes Drive, Westdale, Commute to work downtown
6/8/2022 20:11:54	Braden Bakker	L9H 4T7		Leisure	I regularly run/bike through this area. I don't understand why the stairs were removed, it's much more treacherous without them.	At least once a week	McMaster University, Cootes Drive, Westdale

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/8/2022 20:23:53	Noah	L9h4t7		Leisure		At least once a week	McMaster University, Cootes Drive
6/8/2022 20:27:14	Eunice Oldejans-Bakker	L9H 4T7		Leisure		At least once a month	McMaster University, Cootes Drive, Westdale
6/8/2022 20:29:27	Alan Bakker	L9H4T7		Leisure		At least once a month	McMaster University, Cootes Drive, Westdale, Ainslie Woods
6/10/2022 7:31:24	MaryAnn Halcrow	L9H 4M4		Commuting, Leisure		At least once a week	McMaster University, Westdale, Ainslie Woods

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/10/2022 18:42:54	Peter Halcrow	L9H 4M4	[REDACTED]	Commuting, Leisure		At least once a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods
6/15/2022 17:31:35	Joe Santi	L9H 4P3	[REDACTED]	Leisure	In favour of a new staircase being built at the end of Grant Blvd. A long time ago, when I was a student at McMaster, I walked from Sheldon street to the campus every day. Initially there weren't any steps but over	At least once a month	McMaster University, Cootes Drive, Westdale
6/15/2022 17:45:46	Tanya Bye	L9H 4T2		Leisure		At least once a month	McMaster University, Cootes Drive, Westdale
6/17/2022 14:12:47	Toni	L9H 1H4	[REDACTED]	Commuting, Leisure			McMaster University, Trail under Cootes Drive

Timestamp	Name	Postal Code	Address (optional)	What do you use the path for? (Check all that apply).	Additional Comments	How frequently do you use the path?	Do you use the path to access any of the following areas? (Check all that apply).
6/17/2022 20:18:43	Farhaan	L9H 4M7	[REDACTED]	Leisure		At least once a week	Cootes Drive, Ainslie Woods
6/19/2022 20:27:01	Aaron Schooler	L9H4M9	[REDACTED]	Commuting, Leisure	This is a great trail connection to McMaster area and beyond. As a cyclist and active transportation activist, this is the safest route by bike to McMaster from University Gardens and vice versa.	At least once a week	McMaster University, Cootes Drive, Westdale, Commuting route by bike to downtown
6/20/2022 7:25:49	Aamna	L9H 4M7		Commuting, Leisure		At least once a month	McMaster University, Cootes Drive, Westdale
6/21/2022 11:02:29	Brendan Sweeney	L9H4M6		Commuting, Leisure	It would be foolish not to invest in this. Those who commute to McMaster via this trail face a very icy walk sometimes	Several times a week	McMaster University, Cootes Drive, Westdale, Ainslie Woods, GO Bus!



Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer

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

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

DATE: July 7, 2022

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

HCA Regulation applications approved by staff between the dates of May 25, 2022 and June 24, 2022 are summarized in the following Summary Enforcement Report (SER-6/22).

RECOMMENDATION

THAT the Board of Directors receive this Summary Enforcement Report SER-6/22 as information.

HAMILTON REGION CONSERVATION AUTHORITY

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

June 24, 2022

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, July 07, 2022

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

SUMMARY ENFORCEMENT REPORT SER 6/22

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
A/F,C,A/22/41	26-Apr-22	30-May-22	41		Scenic Dr from Mohawk Rd W to Chateau Crt Lot 55, Concession 2 Ancaster	Completion of road reconstruction on Scenic Drive, associated with Contract C15-09-22 (HS) in a regulated area of Chedoke Creek.	Approved subject to standard conditions.
H/F,A/22/37	29-Apr-22	07-Jun-22	37		Between 95 and 339 Trinity Church Rd Lot 5, Concession 1 Hamilton	Completion of a pipeline integrity dig (GWD29240) in a regulated area of Hannon Creek.	Approved subject to standard conditions.
SC/F,C,A/22/40	20-Apr-22	07-Jun-22	48		Pt Lt 17, Con 4, Dewitt Rd Access Lot 17, Concession 4 Stoney Creek	Culvert replacement in a regulated area of Stoney Creek Watercourse No. 4.	Approved subject to standard conditions.
F/F,C/22/29	15-Mar-22	13-Jun-22	68		1252 5th Con Rd W Lot 33, Concession 4 Flamborough	Construction of a new agricultural accessory building 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**

June 24, 2022

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, July 07, 2022

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

SUMMARY ENFORCEMENT REPORT SER 6/22

SC/F,A/21/102	10-Dec-21	13-Jun-22	64		870 Queenston Rd Lot 25, 26, Concession 3 Stoney Creek	Remediation and rehabilitation of a valley slope and related grading and fill placement, in a regulated area of Battlefield Creek.	Approved subject to standard conditions.
SC/F,C,A/21/76	15-Sep-21	13-Jun-22	109		590 Greenhill Ave, 500 Quigley Rd and 44 Ackland St Lot 29, 30, Concession 5, 6 Stoney Creek	Rehabilitation of the Satellite City Trunk Sewer, in a regulated area of Upper Davis Creek and Lower Davis Creek.	Approved subject to standard conditions.
SC/F,C,A/22/04	03-Jan-22	14-Jun-22	35		56 Aquamarine Dr Lot 12, Concession BF Stoney Creek	Repair and scour protection for an existing shorewall in a regulated area of Lake Ontario.	Approved subject to standard conditions.
SC/F,C,A/22/05	03-Jan-22	14-Jun-22	35		60 Aquamarine Dr Lot 12, Concession BF Stoney Creek	Repair and scour protection for an existing shorewall in a regulated area of Lake Ontario.	Approved subject to standard conditions.
SC/F,C,A/22/06	03-Jan-22	14-Jun-22	35		64 Aquamarine Dr Lot 12, Concession BF Stoney Creek	Repair and scour protection for an existing shorewall 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 ENFORCEMENT REPORT SER 6/22

SC/F,C,A/22/32	03-Mar-22	17-Jun-22	108		403 McNeilly Rd Lot 9, Concession 1 Stoney Creek	Construction of a 1-storey industrial building and related site grading in a regulated area of Stoney Creek Numbered Watercourse 7.	Approved subject to standard conditions.
A/F,C/22/42	25-May-22	22-Jun-22	30		32 Scanlon Pl Lot 53, Concession 3 Ancaster	Construction of a pergola and exterior balcony stairs, the installation of an inground pool, hot tub, and associated landscaping in a regulated area of the Tiffany Creek Provincially Significant Wetland Complex.	Approved subject to standard conditions.
H/F,C,A/22/43	06-Mar-22	22-Jun-22	41		24 Garvey Cres Lot 31, Concession 3 Hamilton	Construction of an in-ground pool in a regulated area of Redhill Creek.	Approved subject to standard conditions.
SC/F,C,A/22/44	06-May-22	22-Jun-22	49		7 Lakegate Dr Lot 22, Concession BF Stoney Creek	Alteration of a shoreline consisting of the re-enforcement of an existing shorewall groyne in a regulated area of the Lake Ontario shoreline.	Approved subject to standard conditions.

Alternatively, the delegation would be added to the agenda for the next scheduled meeting. Lisa advised that a meeting with the Chair, CAO and the delegate has been offered for this coming Monday. The Chair advised that HCA has received a legal opinion on the matter and has been directed that should the delegation proceed, that it be done in-camera as it related to security of conservation areas and potential legal matter, and that the members hear the presentation but not make any comments or ask any questions.

BD12, 3054

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

THAT the request to delegate by Andrea Coyne be deferred until the next scheduled Board meeting.

Lisa also indicated a confidential addendum memorandum to item 12.1 regarding a property matter and a confidential legal opinion were to be added in-camera.

BD12, 3055

**MOVED BY: Santina Moccio
SECONDED BY: Jim Cimba**

THAT the agenda be approved, as amended.

CARRIED

4. Delegations

There were none.

5. Consent Items for Applications, Minutes and Correspondence

The following consent items were adopted:

- 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
- 5.2. Approval of Board of Directors Minutes – May 5, 2022

6. Foundation Briefing

Jennifer Stebbing reported the Foundation received a total of **\$509,518** in donations from May 1 to 31, 2022, bringing their fiscal year-to-date fundraising total to **\$602,275**.

This puts the Foundation well ahead of the total funds raised last year and well on their way to the \$828,000 goal for this year.

The donations break down as follows:

- \$500,000 as the first installment from Heritage Green Community Trust for Salfleet Wetland project
- \$4,614 for Dundas Valley Trails
- \$2,500 for Christie Lake Conservation Area
- The remaining \$2,403.50 was donated to Land Securement, Tribute Trees, Westfield, Dundas Valley, Environmental Education and Area of Greatest Need

The Foundation held its Annual General Meeting of Members on Monday, May 9th. One new Director, Guru Shimoga, was elected to the Board, and two Directors, Margaret Reid and John Laratta, left the Board, having completed their terms. The Foundation's audited financial statements are available for review on the Foundation website.

The members congratulated the Foundation on the continued fundraising success. Brad Clark commented on the Heritage Green Community Trust's continued contributions to HCA legacy projects.

Vacancies on the Foundation Board of Directors were discussed. There are currently three vacancies. Appointments to the Board can be made at any time throughout the year. Interested parties should contact Foundation Executive Director, Grace Correia.

BD12, 3056

MOVED BY: Santina Moccio

SECONDED BY: Tom Jackson

THAT the Foundation Briefing be received.

CARRIED

7. Member Briefing

There was none.

8. Business Arising from the Minutes

There was none.

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

There were none.

10. Other Staff Reports/Memorandums

10.1. Right to Disconnect Policy

Nancy Watts presented the memorandum advising the Board of HCA's new Right to Disconnect Policy as required by the Government of Ontario's *Bill 27 - Working for Workers Act, 2021* and amended the *Employment Standards Act, 2000*. The policy captures the general expectation that all employees complete their work, including reviewing and responding to any work-related communications, during regular working hours, with some exceptions that will require employees to attend or respond outside of regular working hours as outlined in the policy. It is felt that the policy will promote the importance of a work-life balance for HCA employees at all levels of the organization.

BD12, 3057

MOVED BY: Jim Cimba

SECONDED BY: Dan Bowman

THAT the memorandum entitled Right to Disconnect Policy be received.

CARRIED

10.2. Watershed Conditions Report

Jonathan Bastien presented a summary of the memorandum, noting there are no recent or current reports of significant watercourse or Lake Ontario shoreline flooding. Watercourse flows are at baseflow conditions. Christie Lake reservoir is approximately 1.5 feet below the summer operating levels. Staff are continuing to raise the levels in balance with maintaining flows in downstream Lower Spencer Creek. Levels are raised particularly when there are rain events. Currently there is no significant precipitation forecast for the next two weeks. There are no Lake Ontario shoreline flooding events expected in the next week and half. The three-month precipitation levels are low and HCA's watershed is near a Level 1 Low Water Condition. The Low Water Response Team will continue to monitor the precipitation levels and if the trend continues they will make a decision on declaring a Level 1 condition at that time.

BD12, 3058

MOVED BY: Brad Clark

SECONDED BY: Jim Cimba

THAT the memorandum entitled Watershed Conditions Report be received.

CARRIED**10.3. Conservation Areas Experiences Update**

Bruce Harschnitz provided a verbal update, noting there is a softening of day use entrance fees at some of our areas, partially due to increased membership pass sales and public resumption of traditional summer activities following the lifting of pandemic-related restrictions. New and renewing membership pass sales continue. HCA is entering the third weekend of the Spencer Gorge Reservation System and is running successfully. Camping at Valens was full for Victoria Day weekend and continues to be popular. The campground was at 92% capacity for the coming weekend. Staff are continuing to work to overcome the national lifeguard shortage to prepare to open Wild Waterworks later this month and the full extent of operations, including operation of Lakeland pool, will depend on final lifeguard numbers. The operation of WWW is the priority after a two year pause and Lakeland pool is secondary if there remains a shortage of lifeguards.

BD12, 3059**MOVED BY: Dan Bowman****SECONDED BY: Tom Jackson**

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

CARRIED**11. New Business**

There was none.

Russ Powers joined the meeting.

12. In-Camera Items**BD12, 3060****MOVED BY: Santina Moccio****SECONDED BY: Jim Cimba**

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

CARRIED

During the *in camera* session, two property matters and one legal matter were discussed.

12.1. Confidential Report – BD/Jun 01-2022

12.1.1. Confidential Addendum Memorandum – BD/Jun 03-2022

Scott Peck provided a summary of the report and memorandum regarding a property matter and answered the members' questions.

BD12, 3061

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

THAT the confidential report and memorandum entitled BD/Jun 01-2022 and BD/Jun 03-2022, respectively, be received and remain in camera.

CARRIED

12.2. Confidential Report – BD/Jun 02-2022

Scott Peck provided a summary of a report regarding a property matter and answered the members' questions.

BD12, 3062

**MOVED BY: Brad Clark
SECONDED BY: Russ Powers**

THAT the confidential report entitled BD/Jun 02-2022 be approved and remain in camera.

CARRIED

Esther Pauls left the meeting.

12.3. Confidential Verbal Update – BD/Jun 04-2022

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

BD12, 3063

**MOVED BY: Brad Clark
SECONDED BY: Jim Cimba**

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

CARRIED

The following statement was made regarding item 12.2, the acquisition of 136 Ridge Road, in Stoney Creek.

Through the leadership of the Board and hard work of staff, HCA is pleased to announce a key acquisition of further lands towards the Saltfleet Conservation Area and its wetland restoration program.

With the addition of close to 50 acres, the acquisition will serve to create a future gateway to the areas conservation lands and will also see the construction of a wetland on this parcel, to help address flooding and erosion in lower Stoney Creek.

Since project conception, a total area of nearly 316 acres has now been purchased providing the ability to construct 3 of the 4 proposed wetlands and open the new Saltfleet Conservation Area to the public.

HCA sincerely thanks original funding partners, City of Hamilton and Heritage Green Community Trust that helped make this tremendous project a reality. It is a key initiative for HCA's watershed stakeholders and residents now and for the future to provide a healthy watershed for everyone, lead in the conservation of our watershed and connect people to nature. With the contributions of the funders and additions of funds from the past several years of operating surpluses, a new conservation area with expanded wetlands is becoming a reality.

HCA will now work to secure the final lands required to realize the full benefits of the wetlands.

13. Next Meeting

The next meeting of the Board of Directors will be held on Thursday, July 7, 2022 at 7:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

14. Adjournment

On motion, the meeting adjourned.

Hamilton Conservation Authority

Minutes

Budget & Administration Committee

April 21, 2022

Minutes of the Budget & Administration Committee meeting held on Thursday, April 21, 2022 at 6:00 p.m., by videoconference and livestreamed on YouTube.

Present: Santina Moccio, in the Chair
Jim Cimba
Lloyd Ferguson
Maria Topalovic

Regrets: Dan Bowman

Staff Present: Gord Costie, Matt Hall, Neil McDougall, Scott Peck, and Jaime Tellier

Others Present: Melanie Dugard – Grant Thornton

1. Welcome

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

2. Declarations of Conflict of Interest

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

3. Approval of Agenda

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

BA 2215**MOVED BY: Maria Topalovic
SECONDED BY: Jim Cimba****THAT the agenda be approved.****CARRIED****4. Delegations**

There were none.

5. Consent Items

The following consent items were adopted:

5.1. Approval of Budget & Administration Committee Minutes
– March 17, 2022

5.2. 1st Quarter 2022 WSIB Injury Statistics

6. Business Arising from the Minutes

There was none.

7. Staff Reports/Memoranda**7.1. Status Update – 2022 Job Evaluation**

Scott Peck presented a summary of the memorandum and answered the members' questions. The definition of internal equity and how it will be determined were clarified. It was defined as ensuring that all positions within the organization are within appropriate job classifications based on their level of responsibilities. Salary competitiveness will be determined through the consultant's market analysis, ensuring HCA's salary ranges for the various positions are comparable to municipalities and other Conservation Authorities.

BA 2216**MOVED BY: Maria Topalovic
SECONDED BY: Jim Cimba****THAT the memorandum entitled Status Update - Job Evaluation and Competitive Market Salary Survey 2022 be received.**

CARRIED**7.2. 1st Quarter Financial Results – Operating**

Neil McDougall presented a summary of the memorandum and answered the members' questions. A comparison to the first quarter of last year was discussed. It was noted that the first quarter is often lower as it is the start of the season. In addition, softening of day use visitation and pass sales were expected due to the pandemic-related reopening of the province. HCA's revenues are still trending above the same quarter in 2019, prior to the pandemic where we began to experience extremely high visitation. Staff expect to retain some of the gains made during the pandemic due to the raised awareness of HCA's facilities, however not to the same level as during the pandemic. The members appreciated the comparison to 2019 for pre-pandemic values and continued benchmarking against 2019 throughout the year.

The deficit under the Watershed Management category was discussed. Neil advised that the deficit is related to timing of accounting as it includes expenses related to the Saltfleet wetland construction and installation of a safety boom at Christie Lake dam. The funds are in the reserve account.

7.3. 1st Quarter Financial Results – Capital & Major Maintenance

Neil McDougall presented a summary of the memorandum highlighting the near completion of the cabins and associated landscaping at Valens Lake, forestry work at Christie Lake, installation of a pay and display machine and fencing at Webster Falls, continued work on the Dofasco boardwalk refurbishment, and safety fencing installation at the Devil's Punchbowl.

7.4. 1st Quarter Vendor Report

Scott Peck presented a summary of the memorandum highlighting expenditures during the first quarter relating to capital improvements.

7.5. Asset Disposition Report

Scott Peck presented a summary of the memorandum. It was noted the disposals resulted in a favourable net gain.

BA 2217**MOVED BY: Jim Cimba****SECONDED BY: Maria Topalovic****THAT the memorandums entitled 1st Quarter Financial Results – Operating, 1st Quarter Financial Results –**

**Capital & Major Maintenance, 1st Quarter Vendor Report,
and Asset Disposition Report, be received.**

CARRIED

**7.6. 2021 Report by the Auditors for Hamilton Conservation Authority and
Confederation Beach Park**

Melanie Dugard of Grant Thornton, presented a summary of the report, noting there were no matters of concern identified, no adjustments were required and no unadjusted differences were identified. There were also no internal control weaknesses noted around financial reporting. The audit resulted in a clean and unqualified opinion.

Melanie also highlighted changes to accounting standards for public institutions that will come into effect in 2023. Of particular note are asset retirement obligations, requiring public sector organizations to investigate costs associated with retiring assets and to set up a liability for those potential costs, as well as changes to financial disclosure statements.

The members inquired about any future industry concerns. Melanie noted that a common challenge is with staffing, including recruitment and retention and sufficient staff resources. She also noted that that continued generation of revenues to match costs is also a concern, as costs continue to increase in all goods and services.

The members thanked Melanie and the auditors for the presentation and work undertaken, and congratulated staff on the financial reports.

7.7. 2021 12-Month Financial Results – Audited Financial Statements

Neil McDougall presented a summary of the audited 12-month financial statements, noting the \$3.1 million surplus. Clarification was sought regarding the accumulated surplus (note 10). Neil advised that the accumulated surplus is equivalent to equity in public sector reporting. On the statement of financial position, the accumulated surplus is the retained earnings which is then broken down into funds in bank accounts, tangible capital assets and other smaller accounts.

The Confederation Beach Park financial statements were also noted. They are completed and reviewed by the auditors separately, as required by the management agreement with the City of Hamilton. Once approved, they will be sent to the City of Hamilton for their information.

BA 2218

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

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

THAT the Report by the Auditors be approved; and further

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

CARRIED

7.8. Reserve Funds and Balances Report

Neil McDougall presented a summary of the report, outlining staff recommendations for the allocation of the 2021 surplus funds. The majority of the funds are recommended to be allocated to the East Mountain wetland construction and land acquisition to continue the development of the Saltfleet Conservation Area, with other funds to seasonal operating shortfall protection, capital and engineering projects, general land acquisition, major equipment, and unscheduled capital. The Chair thanked Neil for the presentation.

The impact of recent surplus funds to advance the construction of wetlands at the Saltfleet Conservation Area was discussed. Scott noted the first wetland is expected to be completed in June and the design of the second wetland is currently being finalized. The surplus funds enable construction of the first two wetlands as the designs are completed. The surplus funds also allow for land acquisition as properties become available.

BA 2219

**MOVED BY: Maria Topalovic
SECONDED BY: Lloyd Ferguson**

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

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

THAT the Westfield regular projects are recategorized to be part of Construction Capital and Major Maintenance projects keeping the

monies from the Friends of Westfield and the Westfield Endowment fund separately.

CARRIED

8. New Business

There was none.

9. In-Camera Items for Matters of Law, Personnel and Property

There were none.

10. Next Meeting

The next meeting of the Budget and Administration Committee is scheduled for Thursday, May 19, 2022 at 6:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

11. Next Meeting Adjournment

On motion, the meeting adjourned.

Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

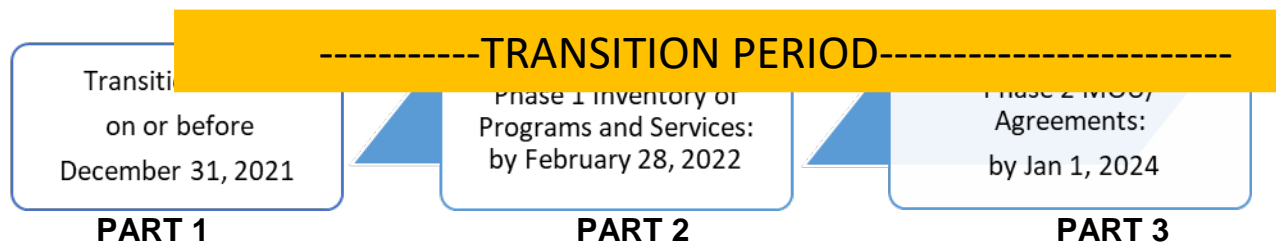
MEETING DATE: July 7, 2022

RE: HCA Quarterly Report #1 to MECP – Ontario Regulation 687/21

BACKGROUND

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

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



HCA currently in in part 3 of the Transition period where the first quarterly report to MECP was submitted June 30, 2022 to meet the July 1, 2022 requirement.

STAFF COMMENT

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

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

Staff have prepared the attached report which was submitted to MECP June 30, 2022 to meet the first quarterly report deadline outlining the consultation steps that have been undertaken to date with our two participating municipalities, the City of Hamilton and Township of Puslinch.

Six quarterly reports will be required in total with the second report required October 1 this year and four in 2023. A final Conservation Authority report will be due January 31, 2024.

STRATEGIC PLAN LINKAGE

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

- **Strategic Goal – Organizational Excellence**

AGENCY COMMENTS

Not applicable

LEGAL/FINANCIAL IMPLICATIONS

Not applicable

CONCLUSIONS

The passage of Regulation 687/21 "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act" requires quarterly reporting to MECP beginning July 1, 2022 and this memorandum has come forward to advise the Board of HCA's report in this regard.

*HCA Quarterly Report #1 to the
Ministry of Environment,
Conservation and Parks (MECP)*

*As required for Conservation
Authority Act Amendments*

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

July 1, 2022

HCA Quarterly Report #1 Details – July 1, 2022

Joint Conservation Authority / Municipality meetings for high level review of regulation and Program and Services Inventories:

- March 22, 2022, HCA, GRCA, NPCA and CH met with Township of Puslinch senior staff
- March 29, 2022, HCA, GRCA, NPCA and CH met with City of Hamilton senior staff

HCA meetings with City of Hamilton staff to review Inventory of Programs and Services

- March 8, 2022 and April 29, 2022 and review process continues
- Inventory represents status quo of current budget
- No formal comments or concerns regarding the Inventory have been received at this time
- Classification of category 2 and 3 programs and services requiring MOUs to be further refined and agreement sought
- HCA staff are working on developing a draft template for the Memorandum of Understanding for Category 2 and 3 Programs and Services.
- No changes made to inventory at this time
- At this point, there have not been any difficulties identified in meeting transition plan milestones

HCA meetings with Township of Puslinch staff to review Inventory of Programs and Services

- May 26, 2022 and review process continues
- Inventory represents status quo of current budget
- No formal comments or concerns regarding the Inventory have been received at this time
- Classification of category 2 and 3 programs and services requiring MOUs to be further refined and agreement sought
- HCA staff are working on developing a draft template for the Memorandum of Understanding for Category 2 and 3 Programs and Services.
- No changes made to inventory at this time
- At this point, there have not been any difficulties identified in meeting transition plan milestones



Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

MEETING DATE: July 7, 2022

RE: Board of Directors Notification Policy

STAFF RECOMMENDATION

THAT the Board of Directors Notification Policy as outlined in the July 7, 2022 report be approved, subject to any amendments from the Board.

BACKGROUND

HCA has several corporate policies to help organize and guide our operations, such as a Purchasing Policy and continues to add policies as needed, such as the Government Relations Policy recently formalized in 2021. At the June Board meeting, it was identified and staff were directed to return to the Board with an additional document, for a Board of Directors Notification Policy for review and endorsement.

STAFF COMMENT

HCA undertakes a variety of programs and services in our watershed, related to all the priority areas in our strategic plan:

- Organizational Excellence
- Water Management
- Natural Heritage Conservation
- Conservation area experience
- Education and Environmental Awareness.

In undertaking our various programs and services, there can be key issues that arise that warrant notification to the Board of Directors.

Staff reached out to neighboring conservation authorities to share notification policies, however, no other local authorities had created such a document. It was noted that the

general approach was to review key issues with the Chair as they arose and communication / notification sent out for significant matters such as fatality or critical injury on a Conservation Authority property. HCA has acted in this similar fashion in this regard and sends an email to the Board members on various issues.

As per staff direction provided by the Board, a policy has been formalized and intended as a foundational document to outline situations where the Board will be notified. It also outlines and references the role for the Board of Directors, Chair and senior staff to align with our Administrative bylaws.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – promoting and educating about the role and mandate of the HCA and the services we provide to the public

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

N/A

CONCLUSIONS

As directed by the Board, staff have drafted a Board Notification Policy. It is a foundational document to provide staff and the Board a clear understanding of what circumstances will be shared for circulation to Board members via email.

Board of Directors Notification Policy

BACKGROUND AND INTENT

As per HCA's Administrative bylaws, the HCA Board of Directors is responsible for the overall management of the Authority, with a focus on five main functions:

- a) Strategic planning;
- b) Financial oversight;
- c) The development of corporate policy;
- d) Executive management oversight; and
- e) Governance and legal compliance.

In order to assist in the carrying out these functions in an effective and timely manner, a policy to establish a framework and consistent practice for staff to follow for the notification of the HCA Board of Directors regarding matters impacting the HCA is herein established.

The matters about which notification is to be sent include a range of issues including significant flooding/erosion events, material finance matters, organizational reputation, allegations of civil liability, and significant adverse occurrences such as a criminal act, fatality or critical injury on HCA-owned or managed property.

POLICY

On behalf of the Chair, staff will notify the HCA Board of Directors via email in the following circumstances:

- 1) When there has been a significant flooding or erosion event, or an evacuation order issued as a result of flooding, by either of HCA's participating municipalities;
- 2) When circumstances require the pressing of charges against a landowner or proponent pursuant to Section 28 of the *Conservation Authorities Act* and the HCA's Development, Interference with Wetlands, and Alteration to Shorelines and Watercourses Regulation 161/06 under Ontario Regulation 97/04;
- 3) When there has been an adverse incident at one of HCA's owned or managed properties, inclusive of a criminal act (e.g. assault, arson or theft) and/or a critical injury or fatality to a visitor, employee, contractor or other person;
N.B. Such an adverse incident may be followed up with an in-camera update at the next Board or Budget & Administration committee meeting. The B&A committee annually reviews liability claims on file with the relevant insurance carrier and receives quarterly reporting on WSIB medical aid and lost time incidents, as well;

- 4) Instances where HCA is reacting to political policy or media coverage of issues for which the Chair may need to have key messages and/or the Chair may be submitting an opinion piece or editorial;
- 5) When there is an operational issue that is likely to become public knowledge that will impact HCA program or service delivery in a material way and/or long-term service redirections, e.g. WWW operating at reduced capacity, multi day park closures due to storm damage, etc.;
- 6) When there are significant corporate milestones for HCA, in order to circulate the media release or other information prior to its general release, e.g. Opening a new conservation area, purchase of land, etc.;
- 7) Significant changes in financial position outside of quarterly updates presented to the Budget & Administration Committee;
- 8) When there are changes to the Executive or Senior management HCA, e.g. the internal staff memo will be circulated; and
- 9) When the HCA is served with any form of court or other legal process (or similar document in any tribunal or regulatory proceedings) naming or proposing to name the HCA as a party.

NOTIFICATION POLICY ROLES AND RESPONSIBILITIES

Board of Directors:

- Establishing HCA position if/as required following notification

Chair/Vice Chair:

- Speaking on behalf of HCA to government and the media;
- Preparing or tailoring of communications as required;
- As per HCA's administrative bylaws, the Chair or designate:
 - ensures relevant information and policies are brought to the Authority's attention;
 - keeps the Board of Directors apprised of significant issues in a timely fashion;
 - acts as a public spokesperson on behalf of the Board of Directors;
 - calls special meetings if/as necessary.

CAO & Senior Staff:

- Identifying issues of concern to be brought to the Board of Directors;
- The CAO or designate will notify the Chair and Vice-Chair of significant issues and recommends Board members be notified via email when there has been an applicable matter outlined in this policy;
- Preparing of communications;
- Speaking on behalf of HCA to government and the media;
- As per HCA's administrative bylaws, the CAO works in close collaboration with the Chair and Vice-Chair and keep them apprised of relevant information and significant issues in a timely fashion.

Marketing & Communications Staff

- Assisting to help articulate position and developing key messages;
- Drafting and distributing media releases and first point of contact as required to direct media inquiries;
- Undertaking environmental scanning role to monitor and flag issues.

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

MEETING DATE June 16, 2022

RE: Increase to HCA Casual Wage Rates

STAFF RECOMMENDATION

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

THAT the revised Casual/Seasonal wage grids for Hamilton Conservation Authority, Confederation Beach Park, Wild Waterworks and Construction/Forestry and Fleet as outlined be approved, which provides for the following:

- a) The Provincially mandated 50 cent scheduled inflationary increase to minimum wage effective October 1, 2022 which will be applied across all wage categories, and additionally**
- b) A further 25 cents be applied January 1, 2023 across all wage categories and steps to enhance HCA's competitiveness, particularly in the minimum wage market for the 2023 hiring year.**

BACKGROUND

The Ontario government has announced that Minimum wage rates in Ontario will increase on October 1, 2022. This increase is tied to the Ontario Consumer Price Index for 2022.

The increase to the general minimum wage will be 50 cents, which will bring the new rate to \$15.50 an hour. The student minimum wage will increase to \$14.60 an hour.

HCA must meet any increase to minimum wage as legislated.

Additionally, given challenges recruiting and retaining casual and summer staff in 2022, in the competitive minimum wage market, staff are proposing an additional 25 cent increase.

STAFF COMMENT

Summer student general labourers play a vital role in supporting Operations during the period of May to September, with some local area students working until October each year.

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

Area	Number of casual staff
HCA conservation areas	80
Confederation Beach Park non wave pool	20
Confederation Beach Park Wild Waterworks	125

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

HCA competes with various other employers in the area for the available pool of summer students. In 2022, with pandemic conditions easing, it has been widely reported in the media about the record low unemployment and the summer job market challenge for employers. While HCA has managed to secure its full complement of students in most of our areas, there has been a noticeable decrease in the volume of applications and hiring timelines extended. As such, staff are recommending that a further 25 cents be applied January 1, 2023 across all wage categories and steps to enhance HCA's competitiveness, particularly in the minimum wage market for the 2023 hiring year.

HCA also hires a complement of casual staff to assist with construction, forestry and fleet and that grid was similarly increased to reflect the 50 cent minimum wage increase and additional 25 cents to maintain the pay grades.

Wild Waterworks and Lakeland Pool operations are being impacted by the national shortage of lifeguards for the 2022 year. It is anticipated that this shortage may persist for a few years as swimmers in many cases have missed two years of lessons. For the first time in our operating history of managing the WWW and Lakeland pool for the city, HCA undertook lifeguard certification training in an effort to secure individuals for these positions; positions which are legislatively required to operate the pool and water

attractions. As permitted by the HCA Personnel Policy when competitive market conditions may interfere with HCA's ability to recruit/retain talent for a particular position, the CAO can establish a pay level to suit the prevailing market conditions for the position. As such, effective June 5, 2022, the rate for lifeguards (33 in total) was increased to the amount shown on the 2023 Wild Waterworks casual wage grid to align with rates paid by waterparks and other pools to better recruit and retain these positions along with the categories for all team leaders and supervisors (10 in total) for retention and to maintain the internal pay grade at the facility.

STRATEGIC PLAN LINKAGE

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

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

AGENCY COMMENTS

None

LEGAL/FINANCIAL IMPLICATIONS

The minimum wage increase of 50 cents and additional increase of 25 cents to all service levels is estimated to have an impact of approximately \$32,000 for casual staffing expenses in 2023 for the HCA operating budget.

As Confederation Beach Park and Wild Waterworks is owned by the City of Hamilton, a separate budget is prepared and the staffing expenses are not borne by HCA.

It is estimated that the 2022 change to lifeguard and team leader/supervisors will have an impact of \$25,000 in 2022 and an additional impact of approximately \$32,000 for casual staffing expenses in 2023.

Staff have advised the City PMRT of the 2022 impact and will advise of the 2023 impact at its next meeting.

CONCLUSIONS

The change to the 2023 casual/seasonal wage grids will provide for the required increase to minimum wage and also provide a further increase to assist with recruitment and retention of summer staff and lifeguards to successfully run our operations.

January 1, 2023 HCA Hiring Request – Seasonal CA and Office Staff

* PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME *

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

EMPLOYEE NAME: _____ Ms. Mr.

EMAIL ADDRESS: _____ CELL PHONE: _____

POSTAL ADDRESS: _____

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

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Conservation Area Services Level 1	14.85	15.10	15.75	16.00	16.25	16.50
Includes titles – Park/Grounds Maintenance, Gate/Campground/Marina/Boat Rental Attendants, Food Service, Cashier, Cook, Customer Service						
Conservation Area Services Level 2			16.75	17.00	17.25	17.50
Includes titles – Accounting/Payroll Staff, Historical Interpreter, Team Leader						
Conservation Area Services Level 3			17.75	18.00	18.25	18.50
Includes titles – Conservation Area Worker, Licenced Security						

SPECIFIC POSITION TITLE: _____ SUPERVISOR: _____

WORK LOCATION: (Cons. Area, Workplace) _____

ACCOUNT NO: _____

EMPLOYMENT PERIOD: (Start & Final Date) _____

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

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

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

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

REQUESTED BY: _____
(Name) (Title)

(Signature) (Date)

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



January 1, 2023 HCA Hiring Request – Confederation Beach Park

* PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME *

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

EMPLOYEE NAME: _____

EMAIL ADDRESS: _____ CELL PHONE: _____

POSTAL ADDRESS: _____

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

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Confederation Beach Park Level 1	14.85	15.10	15.75	16.00	16.25	16.50
Park / Grounds Maintenance						
Confederation Beach Park Level 2			16.75	17.00	17.25	17.50
Team Leader						

SPECIFIC POSITION TITLE: _____ SUPERVISOR: _____

WORK LOCATION: (Cons. Area, Workplace) _____

ACCOUNT NO: _____

EMPLOYMENT PERIOD: (Start & Final Date) _____

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

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

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

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

REQUESTED BY: _____
(Name) (Title)

(Signature) (Date)

APPROVAL: _____ (Date): _____

(Director of Conservation Area Services or Human Resources)

January 1, 2023 HCA Hiring Request – WWW

* PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME *

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

EMPLOYEE NAME: _____

EMAIL ADDRESS: _____ CELL PHONE: _____

POSTAL ADDRESS: _____

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

POSITION CATEGORY:

(check appropriate box)

	PROV. MIN. RATES					
HOURLY RATES						
POSITION CATEGORY:	Under 18	2 nd step <18	Minimum Wage	2 nd step	3 rd Step	4 th step
Wild Waterworks Level 1	14.85	15.10	15.75	16.00	16.25	16.50
Includes titles – Park / Grounds Maintenance, Food Service, Cashier, Cook, Slide Attendant						
Wild Waterworks Level 2			16.75	17.00	17.25	17.50
Includes titles – Assistant Plant Operator, Guest Services Representative						
Wild Waterworks Level 3			18.00	18.25	18.50	18.75
Includes titles – NLS Lifeguard, Team Leader (starting at 3rd Step)						
Wild Waterworks Level 4			19.50	19.75	20.00	20.25
Includes titles – WWW Supervisors - Maintenance / Cash / Food / Lifeguard						

SPECIFIC POSITION TITLE: _____ SUPERVISOR: _____

WORK LOCATION: (Cons. Area, Workplace) _____

ACCOUNT NO: _____

EMPLOYMENT PERIOD: (Start & Final Date) _____

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

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

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

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

REQUESTED BY: _____
(Name) (Title)

(Signature) (Date)

APPROVAL: _____ (Date): _____

(Director of Conservation Area Services or Human Resources)

January 1, 2023 HCA Hiring Request – Construction, Forestry & Fleet Casual Staff

* PLEASE ATTACH COMPLETED APPLICATION FORM AND/OR RESUME *

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

EMPLOYEE NAME: _____

EMAIL ADDRESS: _____ CELL PHONE: _____

POSTAL ADDRESS: _____

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

POSITION CATEGORY:

HOURLY RATES				
POSITION CATEGORY:	1 st step	2 nd step	3 rd Step	
Level 1: General Labourer	18.75	19.75	20.75	
Labourer for construction, carpentry, electrical, landscaping, forestry and fleet				
Level 2: Semi-Skilled Labourer	21.00	22.50	24.00	
Light equipment operator with 2+ years of experience, certified/trained labourer with 2+ years of experience				
Level 3: Licensed Truck Driver/Heavy Equipment and/or Skilled Operators	24.25	26.25	28.25	
DZ driver, AZ driver or an experienced heavy equipment operator				
POSITION CATEGORY:	1 st step	2 nd step	3 rd Step	4 th step
Apprentice Program	19.75	21.75	23.75	25.75
Skilled Trades (i.e. carpentry, electrical etc.)				

SPECIFIC POSITION TITLE: _____ SUPERVISOR: _____

WORK LOCATION: Millgrove Works Yard, 594 5th Concession Road West, Waterdown ON L8B 1L5

ACCOUNT NO: _____

EMPLOYMENT PERIOD: (Start & Final Date) _____

CRIMINAL RECORDS CHECK REQUIRED (check one box) Yes No

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

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

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

REQUESTED BY: _____
(Name) (Title)

(Signature) (Date)

APPROVAL: _____ (Date): _____

(Director of CaPSS, Secretary Treasurer or Human Resources)

Report

TO: Budget & Administration Committee

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

PREPARED BY: Neil McDougall, Director of Finance & Central Support Services

MEETING DATE June 16, 2022

RE: Increase to Health Care Spending Account

STAFF RECOMMENDATION

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

THAT the current health care spending account allocation be increased effective January 1st, 2023 to new maximums as follows:

- **\$500 annually for full time staff with family coverage**
- **\$300 annually for staff with single coverage**
- **\$100 annually for staff under contract / early retiree coverage**

BACKGROUND

HCA provides a comprehensive extended health and dental plan for its full-time staff and contract staff.

Over a decade ago, HCA introduced a health care spending account (HCSA) component to its extended health and dental plan to remain current and competitive with industry benchmarks and standards.

An HCSA provides a fixed dollar amount that staff can use to pay for or top up certain health, vision and dental care expenses that aren't covered, or covered completely, by our group benefits or OHIP.

STAFF COMMENT

The HCSA provides staff with a level of flexible benefits in recognition that not all individuals have similar needs. This allows members to use the account on the coverage that they need, rather than HCA undertaking periodic reviews and undertaking changes to any specific benefit coverage in hopes of matching what members would find useful.

It has been well received by staff and has saved HCA time and resources from making ad hoc benefit enhancements. However, it has been over a decade since the HCSA was put in place and it is timely to review the annual maximum allocation as costs for health care, such as prescription eye glasses, major dental and medical supplies etc., continue to increase and HCA has not made any amendments to the maximums provided in its extended health and dental plans or to the HCSA annual maximum.

In review with our benefits broker, it has been discussed that effective January 1 2023, HCA increase its annual maximum HCSA by \$100 for each category as follows:

- **\$500 annually for full time staff with family coverage**
- **\$300 annually for staff with single coverage**
- **\$100 annually for staff under contract / early retiree coverage**

STRATEGIC PLAN LINKAGE

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

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

AGENCY COMMENTS

None

LEGAL/FINANCIAL IMPLICATIONS

Given that the HCA extended health and dental plan is on an administrative service only basis (HCA only pays for actual claims submitted plus an administrative fee), costs are only experienced when the benefit is actually utilized. Past experience has been that of a potential exposure of \$36,000, less than 60% has been utilized. On this basis, the increase is estimated to have an impact of approximately \$10,000 for benefit costs in 2023.

CONCLUSIONS

The increase ensures HCA extended health and dental plans remain competitive and reflects current annual HCSA maximums in the industry.

Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED & PREPARED BY: Matthew Hall, C.E.T., Director, Capital Projects & Strategic Services

MEETING DATE: July 7, 2022

RE: Fifty Point Marina Channel Dredging – Tender Results

STAFF RECOMMENDATION

THAT the HCA award the tender for dredging the marina channel at Fifty Point Conservation Area to Ontario General and Marine Construction Inc., for a total cost of \$219,751.10 which includes a contingency sum and HST.

BACKGROUND

HCA undertakes dredging of the marina channel at Fifty Point Conservation Area every few years for maintenance purposes. The last maintenance dredge was completed in 2018. Since that time sediment within the lake bed regularly accumulates within it, which the HCA keeps a close eye on using up-to-date underwater surveying techniques. Recent surveys over the past 12 months have verified that sediment levels have increased to the point where dredging should take place to ensure appropriate boating access is maintained.

STAFF COMMENT

Project documents and specifications were drawn up to dredge approximately 1900 cubic metres of sediment and deposit it back in a pre-determined, low lying area, within Lake Ontario. Work is anticipated to take approximately 5 to 10 days to complete. Due to timing of in-water works, the MNRF and DFO have given permission for all works to be completed prior to September 30, 2022 to ensure minimal impact to local fisheries.

On May 18, 2022, staff issued public tender documents for firms to consider in their bids. These documents were advertised online through Biddingo, a public tender web service, and was sent to a variety of specific contractors who specialize in this type of work. Public tenders closed on June 21, 2022.

A summary of public tender results is as follows:

Company	Necessary Bonding	Final Price (Inc. Taxes & Contingency)	Notes
Ontario General and Marine Construction Inc.	Y	\$219,751.10	Low Bid
Kehoe Marine Construction Ltd.	Y	\$252,190.23	

The estimated schedule for this project is as follows:

July 7, 2022	Recommendation Report to HCA Board of Directors
July 11, 2022	Anticipated Contract Award Date
Sept. 5, 2022	Official Contract Commencement

It is anticipated that the scope of work will be substantially completed on or before September 30, 2022.

Staff recommend that this contract be awarded to Ontario General and Marine Construction Inc., the low bid to complete the dredge. They are a fully qualified and bonded, contracting firm that specializes in marina and in-water construction services. Some recent dredging projects of theirs include works done for the Newport Marina in Stoney Creek, Ont., the Toronto Region Conservation Authority and the HCA for work completed most recently in 2018.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – support the capital development and major maintenance program to enhance our facilities and ensure they are safe, functional and current
- **Strategic Priority Area – Conservation Area Experience**
 - Initiatives – Update and develop master and management plans, and implement priorities to further enhance conservation areas for current and future generations

AGENCY COMMENTS

Permissions have been obtained from the Department of Fisheries and Oceans (DFO) and the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR). Applications for this type of work are looked at more favourably if similar work has been completed within the previous 5 year period.

LEGAL/FINANCIAL IMPLICATIONS

Sufficient funding for this work has been allocated in the approved 2022 Capital Projects Budget.

CONCLUSIONS

It is recommended that this contract be awarded to Ontario General and Marine Construction Inc. located in Niagara-on-the-Lake, Ont.

Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED & PREPARED BY: Matthew Hall, C.E.T., Director, Capital Projects & Strategic Services

MEETING DATE: July 7, 2022

RE: Fifty Point Boat Launch Ramp Reconstruction – Tender Results

STAFF RECOMMENDATION

THAT the HCA award the tender for the Boat Launch Ramp Reconstruction at Fifty Point Conservation Area to Rankin Construction Inc., for a total cost of \$608,731.00, which includes a contingency sum and HST, and further;

THAT a total of \$300,000 be reallocated from the HCA General Capital Reserve Fund, in order to adequately fund the revised scope of work.

BACKGROUND

The Fifty Point Conservation Area marina has a public boat launch ramp structure located in the north end of the marina facility. This boat launch ramp, allows day-use and marina boaters access to Lake Ontario, in which the HCA receives revenue from offering the service. This ramp is one of only a handful within Hamilton's lakefront, capable of launching public boats and watercraft.

The ramp was installed in 1983, during the marina's original construction. Since this time improvements have been made to the marina facilities to increase boat capacity, improve dock connections and arrangements, and to maintain the marina walls themselves. No major improvements have been made to the launch ramp, since it's inception.

Over recent years, the launch ramp and its associated marina wall structures have been impacted by significant weather conditions such as; high water levels, strong winds, floating debris, and frequent winter freeze/thaw cycles. These conditions have contributed to the deterioration of the ramp and wall base material structures to the point in which they need appropriate restoration. Also, the launch ramp has seen increased activity from oversized tow vehicles launching and retrieving boats, resulting in additional damage and shifting to the original ramp interlocking blocks (See Appendix A for existing condition photos).

This project was originally identified by HCA staff to the Board of Directors during the 2017 Capital Project Block Fund Requests, however shortly afterward, the north shoreline at Fifty Point suffered a major failure which took priority in repairing. The shoreline repair work wrapped up in spring of 2021, after which, HCA staff began the process of reviewing the ramp and its surrounding structure in more detail with the help of engineering consultants.

STAFF COMMENT

The overall project scope now includes removal and replacement of the existing interlocking block ramp including its foundation and granular bedding as well as removal and replacement of select existing steel sheet pile retaining walls, and select removal of timber decking and fenders. The new ramp will consist of precast concrete panels and a new reinforced precast concrete toe, this will ultimately help avoid shifting and heaving of ramp stones, previously experienced over time (See Appendix B for new ramp drawing details).

Estimated values for the work by the consultants, came in at approximately \$630,000 before taxes.

On May 18, 2022, staff issued public tender documents for firms to consider in their bids. These documents were advertised online through Biddingo, a public tender web service, and was sent to a variety of specific contractors who specialize in this type of work. A Recommended Bidders Meeting was held on June 1, 2022 to go over project details with prospective bidders. Public tenders closed on June 21, 2022 @ 11:00 a.m.

A summary of public tender results is as follows:

Company	Necessary Bonding	Final Price (Inc. Taxes & Contingency)	Notes
Rankin Construction Inc.	Y	\$608,731.00	Low Bid
Bronte Construction	Y	\$887,396.91	

The estimated schedule for this project is as follows:

July 7, 2022	Recommendation Report to HCA Board of Directors
July 11, 2022	Anticipated Contract Award Date
Oct. 11, 2022	Official Contract Commencement

It is anticipated that the scope of work will be substantially completed on or before December 23, 2022.

It is also important to highlight that this work was identified within the recently completed Fifty Point Master Plan, which was approved by the HCA Board of Directors in February 2022.

It is recommended that this contract be awarded to Rankin Construction Inc. located in St. Catharines, Ont. They are a fully qualified and bonded, contracting firm that specializes in a variety of heavy construction services, including marine projects.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – support the capital development and major maintenance program to enhance our facilities and ensure they are safe, functional and current
- **Strategic Priority Area – Conservation Area Experience**
 - Initiatives – Update and develop master and management plans, and implement priorities to further enhance conservation areas for current and future generations

AGENCY COMMENTS

Permissions have been obtained from the Department of Fisheries and Oceans (DFO) and the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF).

LEGAL/FINANCIAL IMPLICATIONS

Partial funding for this work was identified in the approved 2022 Capital Projects Budget, supplemented with repurposed funding remaining from the area's completed shoreline repair work. The balance of the project funding of \$300,000 is recommended to be drawn from the HCA General Capital Reserve Fund.

CONCLUSIONS

Following the results of the public tender, staff endorse that this contract be awarded to Rankin Construction Inc. located in St. Catharines, Ont. They are a fully qualified and bonded, contracting firm that specializes in a variety of heavy construction services, including marine projects. Some recent similar projects of theirs include works completed for the City of St. Catharines, Ont., the Niagara Parks Commission and the Department of Fisheries & Oceans. Additionally, it is recommended that additional project funding be reallocated from the capital reserve to order to fund the work.

APPENDIX A – Existing Boat Launch Ramp Conditions

1)



2)



3)

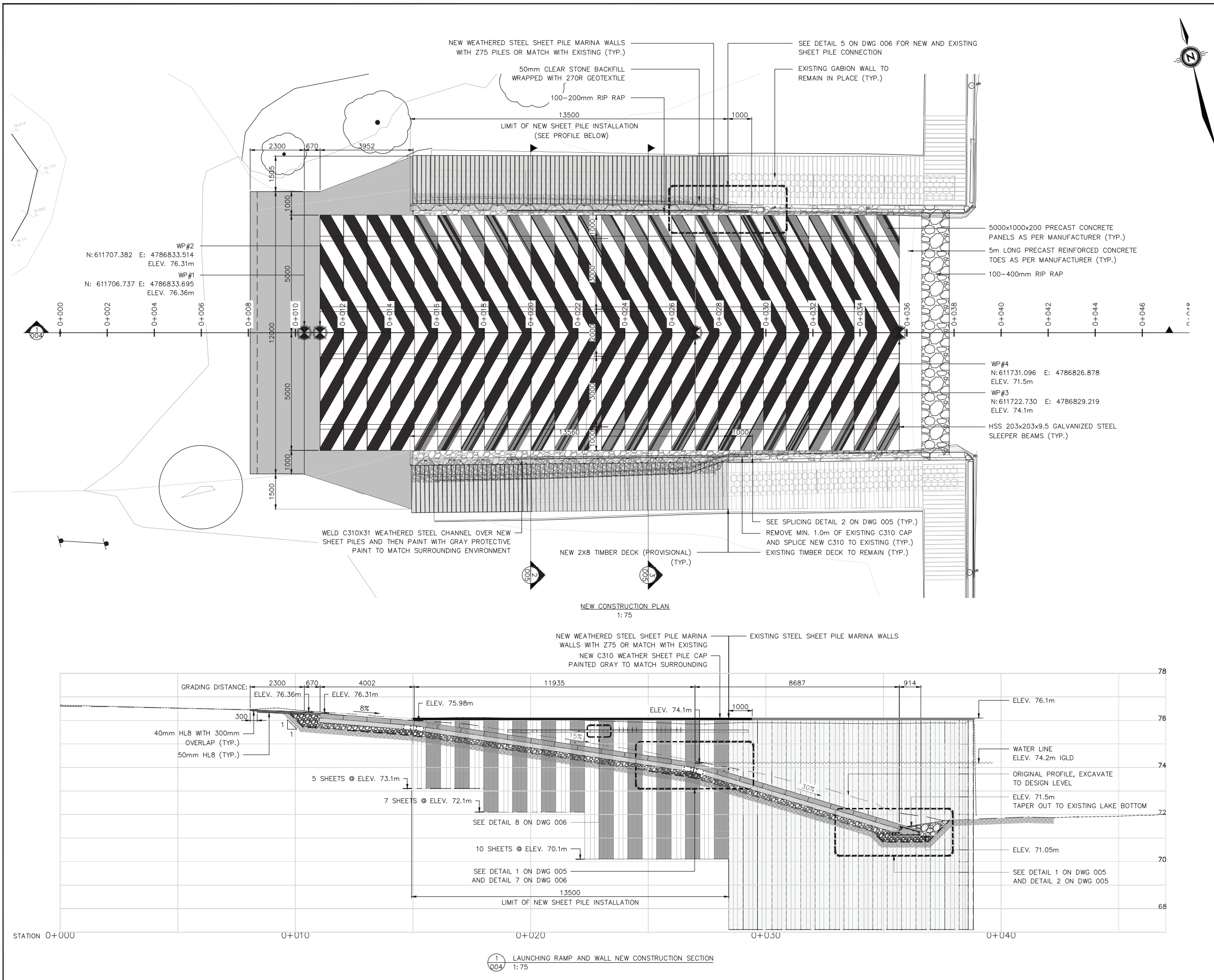


4)



5)

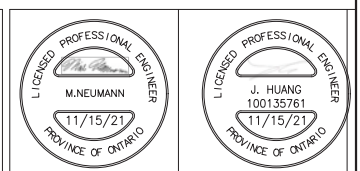




NO.	BY	DATE	REVISIONS	CHECKED
3	T.Z.	11-15-21	DETAILED DESIGN SUBMISSION 3	M.N.
2	T.Z.	10-29-21	DETAILED DESIGN SUBMISSION 2	M.N.
1	T.Z.	09-27-21	DETAILED DESIGN SUBMISSION 1	M.N.



PLANMAC
ENGINEERING INC.
2425 Matheson Blvd. E., 8th Floor Office, Suite 734A
Mississauga, Ontario, L4W 5K4
CANADA
Tel. (905) 631 - 6534 FAX: (416) 622 - 6710



PROJECT				DWG. NO.			
HAMILTON CONSERVATION AUTHORITY FIFTY POINT MARINA BOAT RAMP							
GENERAL ARRANGEMENT							
SURVEYED BY: SMC	DATE: JULY 12, 2021	DRAWING NO. 004		PROJECT NO.			
DRAWN BY: T.Z.	CHECKED BY: J.H.	SHEET NO. 4		PLAN NO.			
DESIGNED BY: T.Z.	CHECKED BY: M.N.						
SCALE: AS SHOWN	DATE: NOV. 15, 2021						

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: July 7, 2022

RE: Approval of Stage 3 Archaeological Assessment Quote for SC-8, part of Saltfleet Conservation Area Wetland Restoration Project

STAFF RECOMMENDATION

THAT the Board of Directors approve the quote submitted by Detritus Consulting Ltd., to complete the required Stage 3 Archaeological Assessments for the SC-8 Wetland for an upset limit of \$238,000 excluding HST

BACKGROUND

As part of the design work for the Saltfleet Conservation Area Wetland Restoration project, Stage 1 archaeological assessments were required and were included as requirements in the Request for Proposals published by the HCA for both wetlands, BC-1 (currently under construction at the Saltfleet Conservation Area) and SC-8 (the second wetland currently in the design stage).

Archaeological Assessments are classified into 4 stages and it is noted not all stages are required for all projects. The 4 stages are:

Stage 1 – background study and property inspection – this stage involves identifying if there is potential archaeological sites on the property.

Stage 2 – property assessment – this stage involves physical review of the site by ploughing fields and digging test pits in forested areas to determine if there area

archaeological resources of significant cultural heritage value that requires a Stage 3 assessment.

Stage 3 – building on what is found through a Stage 2 assessment. “A consultant archaeologist determines the dimensions of the archaeological site, evaluates its cultural heritage value or interest and, where necessary, makes recommendations for Stage 4 mitigation strategies.”

Stage 4 – mitigation of development impacts. “This stage involves implementing conservation strategies for archaeological sites.”

To date, for wetlands BC-1 and SC-8, Stage 1 and Stage 2 archaeological assessment have been completed. In the case of the BC-1 wetland, with one exception, no further assessments were required beyond Stage 2 as the 6 archaeological sites identified through the Stage 2 assessment were located such that the wetland construction would not impact the sites. In this regard, an avoid and protect approach was implemented and a required 70-metre buffer between the archaeological sites and the construction area was implemented and has been maintained throughout the construction process. Further, the six sites were surveyed, and a restrictive covenant was entered into that details future requirements should development be proposed in these areas.

It is noted that a Stage 3 assessment was completed for one of the 6 sites noted above. This Stage 3 assessment was completed not as it relates to the wetland but to proposed future development of the site in the form of a new driveway entrance and parking. In this case, a 10-metre buffer is required and as noted, this site was surveyed and the 10 metre buffer incorporated with the noted restrictive covenant.

For Wetland SC-8, the Stage 2 archaeological assessment was completed in May 2022 and 5 archaeological sites were identified as having significant cultural heritage value that requires a Stage 3 assessment. The SC-8 property is 22.36 acres (9.05 hectares) in size and the proposed design of the SC-8 wetland is shown as Figure 1. Given the location of the 5 identified sites, the size and shape of the property and the required 70 metre buffer from each site, the avoid and protect approach that was utilized for BC-1 cannot be used for SC-8 and Stage 3 assessments are required.

STAFF COMMENT

Through the Request for Proposal competitive bid process for both wetlands BC-1 and SC-8 that was awarded to Water's Edge Environmental Solutions Team Ltd., Detritus Consulting Ltd., was the subconsultant to complete the respective Stage 1 assessments. Flowing from that work, staff engaged Detritus Consulting Ltd., to complete the respective Stage 2 assessments for both wetland areas. Based on the completed Stage 2 assessment for SC-8 and the recommendation to proceed to a Stage 3 assessment, HCA staff requested that Detritus Consulting Ltd., prepare a quote to complete the Stage 3 assessment for SC-8.

Detritus Consulting Ltd., has provided a quote for the work that includes an estimated time frame to complete the field work of 5 to 8 weeks commencing in late July 2022. The cost for this required Stage 3 work ranges from a low to \$138,375 to a high of \$238,000. The range in price reflects the amount of hand excavation that may be required to complete the Stage 3 field assessment for each of the 5 sites. With the Stage 3 work completed, a 10-metre buffer to the archaeological sites would be required, however, this buffer should allow the proposed wetland to be constructed as designed or slightly modified to incorporate the buffer into the final design. It is noted that a Stage 4 assessment may be required but this is dependent on the findings of the completed Stage 3 assessment work.

While not required, the Ministry of Heritage, Sport, Tourism and Cultural Industries (MHSTCI) encourages Aboriginal engagement as part of Stage 3 archaeological assessments. MHSTCI provides municipalities and Aboriginal communities a listing of projects being undertaken, the stage of field work, the name of the project and the name of the consulting archaeological firm undertaking the work and, in this regard, Aboriginal communities in our watershed would become aware of this proposed work. For the Stage 3 work undertaken for BC-1, the HCA did engage with our Aboriginal communities and had them on site to monitor the archaeological work being undertaken. This monitoring work does require payment to the respective Aboriginal communities to cover their time and mileage costs. As an example, for the Mississauga of the Credit, the monitoring fees paid are based on an hourly rate of \$85 per hour (2021 cost). The Haudenosaunee and the Six Nations of the Grand River would have similar fees. As outlined in the HCA Strategic Plan, HCA staff will engage with these Aboriginal communities to monitor the SC-8 assessment and note these costs are not known and are in addition to the above noted consultant fees.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Natural Heritage Conservation**
 - Initiatives – Implement the Saltfleet Conservation Area Wetland restoration Program and have the first wetland designed and constructed by 2021
- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Identify opportunities to engage the community, adjacent landowners and Indigenous Peoples

AGENCY COMMENTS

Not applicable

LEGAL/FINANCIAL IMPLICATIONS

Staff have followed a non-competitive purchase process for the proposed archaeological services. The *HCA's Purchasing Policies and Procedures* permits non-

competitive purchasing when there was “the possibility of a follow-on contract identified in the original bid solicitation.” As noted, the original request for proposal approved by the Board of Directors included archaeological services and it was known at that time that additional work may be required. Further, Section 4.4 of the above noted policy states that “the supplier in whom the HCA has the greatest confidence to fulfill the requirement and provides for fair market value will be selected” and awards over \$100,000 will be approved by the Board. This report is presented to the Board for their approval per the noted policies and staff note that Detritus Consulting Ltd., has provided cost effective services to the HCA the wetland project and have been efficient and professional in their project work. Further, going out to tender on this assessment would result in delays that may delay this field work until the spring of 2023.

CONCLUSIONS

The Stage 3 work noted in this report is required to proceed with the construction of the SC-8 wetland. Detritus Consulting Ltd., is qualified to undertake this work and has demonstrated their effectiveness and efficiency on the Stage 1 and Stage 2 assessments completed for BC-1 and SC-8.



Figure 1 - SC-8 Wetland Design

Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED BY: T. Scott Peck, MCIP, RPP, Deputy CAO/Director,
Watershed Planning & Engineering

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

MEETING DATE: July 7, 2022

RE: Appointment of Cathy Plosz as Enforcement Officer

STAFF RECOMMENDATION

THAT the HCA Board of Directors appoint Cathy Plosz, Senior Planner, as an Enforcement Officer for the purpose of enforcement of *Ontario Regulation 161/06* (HCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses) made under the *Conservation Authorities Act, R.S.O. 1990*.

BACKGROUND

Cathy Plosz was recently hired as the Senior Planner for the Hamilton Conservation Authority. The Senior Planner position has some responsibilities related to the administration and enforcement of *Ontario Regulation 161/06* (HCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses). This includes reviewing and processing permit applications, field work and attendance at site inspections. Under Section 10 of *Ontario Regulation 161/06*, an Authority may appoint officers for the purposes of enforcing the regulations.

STAFF COMMENT

The Senior Planner has responsibilities related to the administration and enforcement of HCA's Regulation, including conducting site visits, undertaking compliance monitoring

and inspections, responding to legal inquiries, and supporting court proceedings and prosecutions when necessary. Appointment of the Senior Planner as an Enforcement Officers under *Ontario Regulation 161/06* provides staff with the necessary authorities to carry out their job duties.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Water Management**
 - Initiatives – Invest in programs to address the impacts of nutrient and sediment loading on watershed streams, creeks, rivers and receiving water bodies
- **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
- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Communicate both internally and externally about what HCA does and why

AGENCY COMMENTS

Not Applicable

LEGAL/FINANCIAL IMPLICATIONS

Not Applicable

CONCLUSIONS

Appointment of Cathy Plosz as an Enforcement Officer is required in order for her to fulfill the requirements of the Senior Planner position with HCA to administer HCA's Regulation, and for implementing Provincial and HCA policy more generally.



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 Planning & Engineering

PREPARED BY: Jonathan Bastien, Water Resources Engineer

DATE: June 27th, 2022

RE: Watershed Conditions Report

SYNOPSIS

During the period of May 24th, 2022 to June 27th, 2022, there were no observations or reports of significant watercourse flooding events or Lake Ontario shoreline flooding events.

That said, there was 1 potential watercourse flooding event (June 6 – 8), which resulted in elevated water levels and flows. However, there were no reports or observations of significant watercourse flooding, and localized flooding of low-lying areas that typically flood during higher water levels was not expected to have occurred.

Currently there are no significant watercourse flooding, public safety concerns, or Lake Ontario shoreline flooding. Current flows are near to slightly above baseflow conditions, and these current flow conditions are well below long-term average monthly flows for June. Also, the average monthly flows in June so far have been slightly below average to well below average. The Lake Ontario mean daily water level averaged across the entire lake is currently about 2 cm above average for this time of year.

The current reservoir level at Christie Lake dam is about 1.7 feet lower than the low end of preferred summer levels. Due to drier than normal conditions in the watershed, HCA staff continue to balance reservoir levels and appropriate downstream flows. The current reservoir level at Valens Lake dam is within typical summer levels.

There are currently no significant rainfall events (+20 mm in a day) forecasted for the watershed over the next 2 weeks. In the next 9 days, no significant Lake Ontario shoreline flooding is expected.

The latest assessment indicated possible drought conditions. However as this was the first recent assessment to indicate such conditions, a decision on declaring a Level 1 Low Water condition was deferred until the next scheduled assessment. Drought conditions may possibly be declared for the watershed at the beginning of July, given the below average precipitation amounts for March to May, and the slightly below average amount of rain received in June so far.

CURRENT WATERSHED CONDITIONS – June 27th, 2022

Current Flows in Major Area Watercourses

There are no observations, reports, or expectations that significant watercourse flooding or significant public safety concerns are occurring at this time. Current flows are near to slightly above baseflow conditions at the four available streamflow gauges (Upper Spencer Creek at Safari Road, Middle Spencer Creek at Highway 5, Lower Spencer Creek at Market Street, and Red Hill Creek at Barton Street). Flows are not available at this time for Ancaster Creek at Wilson Street.

These current flow conditions are well below long-term average monthly flows for June. Current flows are 39% of long-term average monthly flows at the Upper Spencer Creek at Safari Road gauge, 14% of long-term average monthly flows at the Middle Spencer Creek at Highway 5 gauge, 30% of long-term average monthly flows at the Lower Spencer Creek at Market Street gauge, and 42% of the long-term average monthly flow at the Red Hill Creek at Barton Street gauge.

Also, the average monthly flows in June so far have been well below average at the three Spencer Creek gauges (42 to 58% of the long-term average monthly flows), while Red Hill Creek at Barton Street gauge flows have been slightly below average (80% of long-term average monthly flows).

At the available streamflow gauges, May was below average to slightly below average (69 to 85% of the long-term average monthly flows). The average monthly flows in April were well below average to below average (47 to 68% of the long-term average monthly flows). The average monthly flows in March 2022 were average to well above average (102 to 137 % of the long-term average monthly flows at the majority of gauges, while 161 % of the long-term average monthly flow at the Upper Spencer Creek at Safari Road gauge).

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 75.11 m IGLD85 as of yesterday. The Lake Ontario mean daily water level averaged across the entire lake (75.08 m IGLD85 as of yesterday) is about 2 cm above average for this time of year.

Current Storages in HCA Reservoirs

The current reservoir level at Christie Lake dam (about 769.32 ft) is about 1.7 feet lower than the low end of preferred summer levels (771.00 – 771.50 ft). The reservoir is at 47% of its preferred maximum storage capacity (corresponding to a water level of 773.0 ft). Due to drier than normal conditions in the watershed, HCA staff continue to balance reservoir levels and appropriate downstream flows.

The current reservoir level at Valens Lake dam (about 275.34 m) is within typical summer levels (275.25 - 275.45 m). The reservoir is at 93% of its preferred maximum storage capacity (corresponding to a water level of 275.5 m).

Current Soil Conditions

The surface and root-zone soils are currently slightly dry to moist.

RECENT STORM EVENTS

During the period of May 24th, 2022 to June 27th, 2022, there were no observations or reports of significant watercourse flooding events or Lake Ontario shoreline flooding events.

That said, there was 1 potential watercourse flooding event, that warranted issuing messages and additional monitoring of conditions.

Potential For Watercourse Flooding

June 6th to 8th

The Hamilton area was anticipated to receive between 20 and 36 mm of rain on June 6th and 7th, with an additional 5 to 25mm of rain possible each day if thunderstorm activity occurred.

The Hamilton area received between approximately 14 and 30 mm of rain on June 6th and 7th. Resultant water levels and flows were elevated Prior, during, and after this potential storm event, HCA engineering staff closely monitored conditions, and issued

the following messages to communicate the potential watercourse flooding conditions to the City and public:

- Flood Watch - Watercourse Flooding on June 6th
- Termination of Flood Watch – Watercourse Flooding on June 8th

RECENT WATERSHED LOW WATER CONDITIONS

For the latest drought assessment (which includes data up to the end of May), the 3-month precipitation totals indicated Level 1 Low Water conditions within the watershed, based on data at the 8 available stations. The 18-month precipitation totals indicated normal conditions within the watershed.

Given that this was the first recent monthly assessment that indicated possible drought conditions, a decision on declaring a Level 1 Low Water condition was deferred until the next scheduled assessment at the beginning of July.

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, it is likely that the water level of Lake Ontario will continue to decrease this week. Over the longer term, it is expected that Lake Ontario levels will continue a slow seasonal decline. The rate and magnitude of water level changes will depend largely on received precipitation amounts and temperatures.

Watershed Low Water Conditions

Drought conditions may possibly be declared for the watershed at the beginning of July during the next scheduled assessment, given the below average precipitation amounts for March to May, and the slightly below average amount of rain received in June so far.