



Board of Directors Meeting Agenda

Thursday, March 2, 2023

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Board of Directors Meeting

Thursday, March 2, 2023 at 6:00 p.m.

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

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

- 1. Call to Order** – Santina Moccio
- 2. Declarations of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Delegations**
- 5. Consent Items for Applications, Minutes and Correspondence**
 - 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses Page 1
 - 5.2. Approval of Board of Directors Minutes – February 2, 2023 Page 5
 - 5.3. Approved November 10, 2022 Conservation Advisory Board Minutes – for receipt only Page 13
- 6. Foundation Briefing** Foundation Chair – Jennifer Stebbing
- 7. Member Briefing**
- 8. Business Arising from the Minutes**
- 9. Reports from Budget & Administration Committee and Conservation Advisory Board**
 - 9.1. Conservation Advisory Board – February 9, 2023 – Dan Bowman
(Recommendations)
 - 9.1.1. CA 2304 Westfield 2022 Accessions List Page 19
 - 9.1.2. CA 2305 Advance Purchase Day Use Passes – 2023 Pilot Program Page 21
 - 9.1.3. CA 2306 Invasive Species Program Plan 2023 Page 25

10. Other Staff Reports/Memorandums

Reports for Approval:

10.1. Amendment to Inventory of Programs and Services	– Lisa Burnside	Page 29
10.2. Stage 4 Archeological Quote for SC-8 Wetland	– Scott Peck	Page 33
10.3. Permit Review and Approval Timelines – 2022 Annual Report	– Mike Stone	Page 39

Reports to be Received:

10.4. HCA Land Acknowledgement	– Lisa Burnside	Page 43
10.5. Watershed Conditions Report	– Jonathan Bastien	Page 45
10.6. Conservation Areas Experiences	– Gord Costie	Page 51

11. New Business

12. In-Camera Items

13. Next Meeting – Thursday, April 6, 2023 at 6:00 p.m.

14. Adjournment

Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer

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

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

DATE: March 2, 2023

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 January 21, 2023 and February 15, 2023 are summarized in the following Summary Enforcement Report (SER-3/23).

RECOMMENDATION

THAT the Board of Directors receive this Summary Enforcement Report SER-3/23 as information.

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HAMILTON REGION CONSERVATION AUTHORITY

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

February 15, 2023

Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, March 02, 2023

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

SUMMARY ENFORCEMENT REPORT SER 3/23

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
H/F,C,A/23/01	04-Jan-23	23-Jan-23	21		399 Glover Rd Lot 16, Concession 2 Hamilton	Construction of an industrial building, including office space and associated parking, in a regulated area of Hannon Creek.	Approved subject to standard conditions.
H/F,C,A/22/97	22-Dec-22	30-Jan-23	38		784 Nebo Rd Lot 13, Concession 2 Hamilton	Installation of new NPS natural gas pipeline, in a regulated area of Hannon Creek.	Approved subject to standard conditions.
D/F,C/22/98	20-Dec-22	06-Feb-23	46		1081 Binkley Rd Lot 1, Concession 1 Dundas	Installation of new NPS natural gas pipeline, in a regulated area of Spring Creek.	Approved subject to standard conditions.
A/C/23/02	24-Jan-23	06-Feb-23	15		230 Robina Rd Lot 43, Concession 3 Ancaster	Construction of a rear deck (replacement) in a regulated area of Ancaster Creek.	Approved subject to standard conditions.
F/F,C,A/22/93	06-Dec-22	06-Feb-23	61		500 Westover Rd Lot 30, 31, Concession 3 Flamborough	Installation of a pedestal and cables, in a regulated area of Middle Spencer Creek.	Approved subject to standard conditions.

HAMILTON REGION CONSERVATION AUTHORITY
DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES APPLICATIONS
February 15, 2023
Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Applications Report to the Board of Directors of the Hamilton Region Conservation Authority, March 02, 2023
The proposed works are subject to Ontario Regulation 161/06, and in particular Section 2, Subsection (1).

SUMMARY ENFORCEMENT REPORT SER 3/23

SC/C/23/03	30-Jan-23	09-Feb-23	12		71 Donn Ave Lot 24, Concession 3 Stoney Creek	Renovations to an existing dwelling in a regulated area of Stoney Creek.	Approved subject to standard conditions.
H/F,C,A/23/04	10-Jan-23	09-Feb-23	49		863 and 745 Nebo Rd Lot 14, Concession 2 Hamilton	Installation of new NPS 6 inch natural gas pipeline, in a regulated area of Hannon Creek.	Approved subject to standard conditions.

The Chair requested any additions or deletions to the agenda. Lisa Burnside advised of an in-camera item regarding a legal matter to be added as item 13.1.

BD12, 3141

MOVED BY: Maria Topalovic

SECONDED BY: Jim Cimba

THAT the agenda be approved, as amended.

CARRIED

4. Cheque Presentation

4.1. Friends of Westfield Heritage Village Cheque Presentation

Jeremy Schofield, President of the Friends of Westfield Heritage Village, shared with the members that they are a group of volunteers dedicated to the support of the Westfield Heritage Village, primarily through fundraising. Fundraising is done through proceeds generated by the gift shop, individual donations, donations to the Foundation, as well as other fundraising campaigns. He also highlighted projects the Friends have been a part of in recent years. Last year's fundraising campaign focussed on the restoration of the T&HB locomotive. Jeremy then presented HCA with a cheque for \$49,835, representing the funds raised in 2021 and 2022. The members thanked the Friends of Westfield for the efforts.

5. Delegations

There were none.

6. Consent Items for Applications, Minutes and Correspondence

The following consent items were adopted:

- 6.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
- 6.2. Approval of Board of Directors Minutes – January 5, 2023
- 6.3. Email from Lorraine Hannaford – January 18, 2023

Item 6.3 was brought out of the consent agenda to pose questions to staff. Staff advised they have responded to the sender of the email to discuss the winter maintenance program and options for parking. Winter maintenance focuses on providing safe access in our areas.

7. Foundation Briefing

Jennifer Stebbing advised the Foundation received a total of **\$35,640** in donations from January 1st to January 31st 2023. They break down as follows:

- \$20,000 from the Greenbelt Foundation towards the Saltfleet Wetland construction
- \$5,740 to the Dundas Valley Trails Fund, which included a \$5,000 donation from the Rotary Club of Ancaster A.M. from their Autumn Stroll event and the remainder as donations included with registrations for the upcoming Sulphur Springs Trail Race
- \$3,100 in Lottery Revenue from the Friends of Westfield Raffle
- \$3,000 to dedicate a bench at Christie Lake

The remaining \$3,800 was directed to various projects, including the General Fund, Land Securement Fund and Dundas Valley CA Fund. This brings the fiscal year-to-date fundraising total to **\$102,286**, which puts us 65% ahead of the same time last year, a trend we hope continues through the year.

Fundraising efforts for this year will again focus on fully funding the Environmental Education Program, funding future work at Saltfleet Conservation Area, as well as other projects identified through HCA master plans. The Foundation will also be putting resources toward the Education endowment and legacy giving.

BD12, 3142

MOVED BY: Jim Cimba

SECONDED BY: Dan Bowman

THAT the Foundation Briefing be received.

CARRIED

8. Member Briefing

There was none.

9. Business Arising from the Minutes

9.1. Follow up on Board direction/motion re: Natural Heritage Offsetting Guidelines

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

HCA consulted with Toronto and Region Conservation Authority and Lake Simcoe Region Conservation Authority to obtain their understanding of the process involved in resolving disputed offsetting agreements.

BD12, 3143

MOVED BY: Jim Cimba

SECONDED BY: Cynthia Janzen

THAT the Board of Directors approve the HCA “Natural Heritage Offsetting Guidelines” document dated February 2, 2023 that address issues associated with Ministerial Zoning Orders and other Provincially and Municipally led environmental assessment projects.

CARRIED

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

There were none.

11. Other Staff Reports/Memoranda

11.1. Records Management Reserve Fund Request for Archive Assistant

Jaime Tellier presented a summary of the report and answered the members' questions.

HCA's internal Records Management Committee has developed a Collection Policy that outlines eligibility criteria for materials to be included in the archive. The policy was sent to the McMaster Archive for input and advice. In addition, HCA's draft records retention schedule is currently undergoing legal review. When finalized and approved, it will also identify records for archival preservation. These two key documents will guide staff in our decision making.

BD12, 3144

MOVED BY: Dan Bowman

SECONDED BY: Matt Francis

THAT staff be permitted to withdraw funds from the records management reserve, up to a maximum of \$50,000.00, to fund a one-year internship to assist with the HCA Archive Revitalization Project.

CARRIED

11.2. Initiation of new HCA Strategic Plan

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

There was discussion regarding involvement of the Board of Directors in the development of the strategic plan. As part of the process, there will be initial engagement to gain insights on our challenges and future strategic direction and there will also be opportunities later in the process to review and provide input into the development of strategic objectives and priorities.

Clarification was sought regarding watershed stakeholders to ensure engagement with indigenous partners.

BD12, 3145

**MOVED BY: Maria Topalovic
SECONDED BY: Craig Cassar**

WHEREAS the HCA believes that the presence of the strategic plan provides valuable direction to the organization;

WHEREAS recent provincial legislation changes stemming from Bill 229 and 23 are still in process causing uncertainty in several jurisdictional areas leading to the need for more collaborative effort with our municipalities for Category 1, Category 2 and Category 3 programs and services and require the next Strategic Plan to be built on a full understanding of the new landscape to function as a real source of valuable input to the budget process and divisional workplans;

WHEREAS the existing strategic plan has a current end date of December 31st, 2023;

THEREFORE, BE IT RESOLVED

THAT the staff be authorized to extend the use of the existing Strategic Plan for one additional year until December 31st, 2024; and further

THAT staff be authorized to initiate the new strategic planning process for the period of 2025 – 2029 beginning this Spring; and further to that end

THAT a staff steering committee be put in place, comprised of the CAO, Deputy CAO and other staff from

across the organization as determined by the CAO; and further

THAT the Committee report back to the full Board with a draft strategic plan for approval by end of June 2024 which provides sufficient time to appropriately influence the creation of the Fiscal 2025 Capital and Operating Plans.

CARRIED

11.3. HCA Corporate Climate Change Strategy

Scott Peck provided an introduction and brief history on the HCA Corporate Climate Change Strategy. Fionnula presented an overview of the strategy, noting the focus is on HCA's operations, environment and natural heritage, experience, education and awareness, and partnerships, and includes actions for mitigation and adaption proposed under each main focus area. Fionnula answered a number of questions on the strategy and its priorities. Scott Peck spoke to the community benefit of HCA's land holdings in contributing to climate change mitigation and adaptation.

BD12, 3146

**MOVED BY: Maria Topalovic
SECONDED BY: Craig Cassar**

THAT the HCA Corporate Climate Change Strategy be approved as detailed in the report titled "HCA Corporate Climate Change Strategy", dated February 2, 2023;

THAT staff be directed to report on the progress on 2023 program initiatives noted by year end; and further

THAT staff be directed to develop work priorities and identify funding streams and 2024 budget allocations for Board approval by July of 2023.

CARRIED

11.4. Watershed Conditions Report

Jonathan Bastien presented a summary of the memorandum, highlighting no significant changes to the watershed conditions as outlined in the report.

BD12, 3147

**MOVED BY: Dan Bowman
SECONDED BY: Maria Topalovic**

THAT the memorandum entitled Watershed Conditions Report be received.

CARRIED

11.5. Conservation Areas Experiences Update

Gord Costie provided a summary of the memorandum and answered the members' questions. The members congratulated staff on the opening of the Valens Lake cabins.

BD12, 3148

MOVED BY: Jim Cimba

SECONDED BY: Alex Wilson

THAT the memorandum entitled Conservation Areas Experiences Update be received.

CARRIED

12. New Business

There was none.

13. In-Camera Items

BD12, 1349

MOVED BY: Cynthia Janzen

SECONDED BY: Dan Bowman

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

CARRIED

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

13.1. Confidential Report – BD/Feb 01-2023

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

BD12, 1350

MOVED BY: Dan Bowman

SECONDED BY: Matt Francis

THAT the confidential verbal update entitled BD/Feb 01-2023 be received and remain in camera.

CARRIED

BD12, 1351

MOVED BY: Jim Cimba

SECONDED BY: Maria Topalovic

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

CARRIED

14. Next Meeting

The next meeting of the Board of Directors will be held on Thursday, March 2, 2023 at 6:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

15. Adjournment

On motion, the meeting adjourned.

Scott Fleming
Secretary-Treasurer

HAMILTON CONSERVATION AUTHORITY

Conservation Advisory Board

MINUTES

November 10, 2022

Minutes of the Conservation Advisory Board meeting held on Thursday, November 10, 2022 at the HCA Main Administration Office – Woodend Auditorium and livestreamed to YouTube, commencing at 4:00 p.m.

PRESENT: **Dan Bowman – in the Chair**
 Joanne Di Maio – Webex
 Cynthia Janzen
 Duke O’Sullivan – Webex
 Wayne Terryberry – Webex

 Santina Moccio – Webex (Ex-officio)

REGRETS: **None**

STAFF PRESENT: **Madolyn Armstrong, Lisa Burnside, Gord Costie, Matt Hall, Scott Peck, Kathy Smith, and Jaime Tellier**

OTHERS: **None**

1. Welcome

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

2. Declaration of Conflict of Interest

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

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda.

**CA 2217 MOVED BY: Wayne Terryberry
 SECONDED BY: Cynthia Janzen**

THAT the agenda be approved.

CARRIED

4. Delegations

There were none.

5. Member Briefing

There was none.

6. Chair's Report on Board of Directors Actions

The following report recommended to the Board of Directors at the May meeting was approved.

CA 2211 HCA Trail Map Standards Report

7. Approval of Minutes of Previous Meeting

7.1. Minutes – Conservation Advisory Board (April 14, 2022)

**CA 2218 MOVED BY: Cynthia Janzen
 SECONDED BY: Joanne Di Maio**

**THAT the minutes of the April 14, 2022 Conservation Areas
Advisory Board meeting be approved.**

CARRIED

8. Business Arising from the Minutes

There was none.

9. Staff Reports/Memorandums

9.1. Saltfleet Master Plan Trails and Site Concept

Staff provided a presentation of site concepts and summary of public comments to date.

Staff then posed questions for facilitated input by CAB members on the site concepts presented to review strengths, weakness and opportunities with summary comments noted below as well as feedback on the facilitated question format.

1. Challenges

Managing capacity and demand were discussed as possible challenges. Capacity will be based on parking, but the area is also accessibility by Dofasco trail. There was not overwhelming support for a reservation system when surveyed during public consultation. Waterfall sites tend to see the majority of visitation. The need for a marketing and communications strategy to educate visitors about alternative options to waterfalls will be noted in the master plan.

There was discussion regarding safety concerns for visitors around the water features on site. The trails were designed and built on top of the berms that form the wetlands, and therefore staff do not foresee any pedestrian safety issues. There is always potential for misuse in the wetland areas, e.g. dogs off leash, etc. Staff will have to be cognizant and manage for this behaviour.

The number of connection points were noted as an aspect of the design to consider. The cost of building the trails was also noted. There has been proactive fencing and buffering for neighbouring properties.

2. Benefits/Strengths of the Concept

The balance between recreational infrastructure and flood attenuation and natural heritage goals were discussed. Flooding and the wetlands were incorporated into design of the recreational aspects of the site. In certain areas, trails will be seasonal only (mown grass) for a few seasons until we understand how the wetlands function. The trails on the concept drawing are the maximum that would be suitable for the site.

Staff expect these new amenities will be well received, particularly with additional programming and features as suggested by the members. This has been an exciting project for staff. It was noted area residents will likely enjoy watching the area and trail system develop over the next 10 to 15 years.

It was agreed that different sized loops are a good consideration for various users. Visitors will enjoy being able to view the wetlands

3. Opportunities

The CA will appeal to a variety of visitors for with different interests. Promoting the historical and archaeological significance of the site will be included in interpretive materials. The engineering and flood control functions of the site were noted as the primary draw for visitors, as well as wildlife education and interpretation. Local

academic institutions may be interested in the site for research opportunities and can be a great demonstration site for a project of this type.

It was suggested that the flood control engineering and benefits be incorporated into media materials to highlight the service the CA provides for area residents. This information could also be included in education and interpretive programming and infrastructure.

Local naturalist clubs and naturalists were noted as likely stakeholders. Birding groups may be attracted to the wetland feature. Staff expect migratory birds and look outs will be appealing to birders. Staff also expect academic institutions will be interested in research for a variety of disciplines.

The site is uniquely suited for users with accessibility needs. There is good potential for incorporating wheelchair accessible trails during detailed design. The trails are relatively flat particularly near the main parking lot. The berm trails have been designed for AODA compliance.

The potential for the site to be used for outdoor education was noted. HCA has a centralized outdoor education centre at the Dundas Valley Trail Center, however there is interest in offsite field trips. There will need to be infrastructure in place to support this programming, e.g. bus turn arounds, etc. The site could be suitable for self-guided tours.

The new Conservation Area is an opportunity to attract donors that want to focus on climate change. Yes, we will be able to promote funding opportunities for specific projects outlined in the master plan.

4. Conservation Advisory Board Engagement

The common theme of members' comments were that all were supportive of facilitated questions at an earlier point in a project. The members felt the questions were helpful in directing the discussion for a robust and engaging discussion. It was suggested that questions should be provided in advance so the members have more time to consider and prepare responses.

10. New Business

10.1. CAB Terms of Reference Pilot – Verbal Discussion

The members supported the idea to have CAB address new initiatives earlier in the development phase to provide opportunity for greater input. Reports and other information will continue to come to CAB.

Staff were directed to work with the CAB Chair through 2023 to incorporate greater opportunities and focus on early input for key HCA initiatives from each of the WMS, CaPSS, and CAS divisions.

11. Next Meeting

The next meeting of the CAB is scheduled for Thursday, December 8, 2022 at 4:00 p.m.

12. Adjournment

On motion, the meeting was adjourned.

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Report

TO: Conservation Advisory Board

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED BY: Gord Costie, Director Conservation Area Services

PREPARED BY: Rondalyn Brown, Manager, Westfield Heritage Village
Peter Lloyd, Collections Officer, Westfield Heritage Village

MEETING DATE: February 9, 2023

RE: Westfield Artifact Accessions for 2022

STAFF RECOMMENDATION

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

THAT the Westfield 2022 Artifact Accessions List as noted in the February 9, 2023 Accessions report be accepted as the artifacts to be added to the Westfield Heritage Village Conservation Area and the Hamilton Conservation Authority collection.

BACKGROUND

Westfield is a living history museum dedicated to the collection, preservation and presentation of objects associated with the cultural and natural history of this area. Westfield maintains an artifact and archival collection consisting of more than 25,000 objects reflecting the social, cultural and material history of the area. The museum is committed to managing this collection according to current professional standards for acquisition, preservation, documentation, research, deaccession and use of the artifact collection.

Objects acquired for the collection will be consistent with the mandate, goals and priorities of the site. Objects collected will normally represent the types of material goods that would have been locally manufactured, routinely available or the product of local activity in Southern Ontario from the period 1790-1925. They must be in a condition suitable for display or research.

STAFF COMMENT

Westfield staff is diligent about adhering to the very important collections management and provincial museum standards to ensure the HCA is managing the artifact collection in a professional manner.

Westfield 2022 Artifact Accessions List

The following items are recommended to be accepted into the Westfield Heritage Village Conservation Area permanent artifact collection in 2022.

- Pulpit from the Strabane United Church
- Newitt Bros, long time Dundas butcher shop, receipt
- Hugh Moore and Sons, Dundas Dry Goods, receipt, 1860's
- Group of three invitations, dinner at Dundas Odd Fellows Hall
- Cast iron toy horse and "Ice" wagon
- Framed photo of a young, local woman, circa 1915

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Conservation Area Experience**
 - Initiatives – Identify and support a more diverse and accessible range of programs for our conservation area users

AGENCY COMMENTS

Not applicable.

LEGAL/FINANCIAL IMPLICATIONS

HCA assumes liability and responsibility for the appropriate and professional management of the Westfield Heritage Village artifact collection.

CONCLUSIONS

These measures will help care for and manage the Westfield Heritage Village Conservation Area artifact collection and will preserve important pieces of local history for the community.

Report

TO: Conservation Areas Board

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

RECOMMENDED & APPROVED BY: Scott Fleming, Director of Finance & CSS

PREPARED BY: Lindsay Davidson, Assistant Marketing Manager

MEETING DATE: February 9, 2023

RE: Advanced Purchase Day Use Passes - 2023 Pilot Program

STAFF RECOMMENDATION:

WHEREAS HCA continues to identify and act upon investment in visitor services opportunities in our conservation areas;

THEREFORE, BE IT RESOLVED THAT the report entitled "Advanced Purchase Day Use Passes – 2023 Pilot Program" be received and further;

THAT the Conservation Advisory Board (CAB) recommend to the Board of Directors that staff be authorized to initiate the 2023 pilot program as outlined in the report at Christie Lake, Valens Lake, Fifty Point and Westfield Heritage Village Conservation Areas; and further

THAT staff report back to CAB on the outcome and success of the 2023 pilot program.

BACKGROUND

In the past few years, with the pandemic uptick in visitation and development around some of our conservation areas, such as Fifty Point, HCA has experienced more visitors, resulting in line-ups at our main entry gate areas during times of peak visitation during the summer operating season. Through discussion with park staff, it has been

identified that while HCA has seen an increase in annual pass sales, many visitors are new or have not purchased a pass. As a result, during busy times, the extra time required to transact a day entry admission can contribute to line-ups at our main entry areas. Accordingly, staff worked with our two providers, those for our automatic gates (Key West) and our service provider (CAMIS), to help identify and problem-solve solutions. As these providers began to work more closely together, they made the crucial technology link to sell Advanced Day Use Passes online.

STAFF COMMENTS

In 2020 HCA started using the service provider CAMIS across all our Conservation Areas to provide a more functional service for staff and customers. As part of this connection to CAMIS, an HCA support staff person was identified to be the primary contact and to be able to identify and leverage the technology currently in place and to take advantage of the development of future programs.

One of the major concerns identified during the pandemic was traffic congestion at the gatehouses during the busy summer season. Visitors paying for a day-use admission would need to stop at the gatehouse, identify the number of passengers and make payment. This process can take up to two to four minutes per vehicle, depending on various factors, one of which is pin pad processing time, resulting in long lines. Additional time was also spent explaining the annual membership pass as an option for entrance. Areas with shorter entranceways, such as Fifty Point, had traffic backing onto the roadway on busy summer days. The Advanced Day Pass would allow visitors to pre-purchase their admission for the day and quickly scan their phone or printed pass to gain entry to the area, similar to the service provided to the annual membership pass holders.

The pre-sale of the Advanced Day Pass can be controlled by the number of passes available for sale and by date. Marketing staff will work closely with the Conservation Area Services division staff to determine the number of day passes to be made available for sale. Advanced Day Passes can be limited or closed on days when there is a special event, area closure or other operational aspects that would affect visitors.

Ontario Parks launched a similar online advanced day permit in the summer of 2020 to help with the over-popularity of their day-use locations and to help speed up gate transactions. HCA also is aware of other Conservation Authorities offering similar programs. (CH, CVC, Saugeen, GRCA).

Promotion and communication of the Advanced Day Pass will be focused on but not limited to a social media campaign throughout the busy season. Moving online also provides the added opportunity to communicate the value of the HCA Annual Membership Pass and to advise of the ability to apply the Advanced Day Pass fee against their purchase of an Annual Membership Pass. The ability to sell day passes

online will also give us demographic data and the ability to add customers to our monthly e-newsletter.

Staff recommend that in March of 2023, HCA start a soft launch of selling Advanced Day Use Passes online at four major conservation areas. These areas include Christie Lake, Valens Lake, Fifty Point and Westfield Heritage Village Conservation Areas. This early Spring soft launch period will allow a time of discovery for staff and feedback from the public on how this will help further address visitor management in these four Conservation Areas. The program's full pilot launch is planned for the 2023 summer season in May.

Staff will report back to CAB on the success of the 2023 pilot program on how it may be incorporated as part of ongoing conservation area operations.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Conservation Area Experience**
 - Initiatives – Develop visitor and parking management strategies to support conservation areas for sustainable recreation, education and tourism
 - Identify and undertake approaches to increase sales of annual membership passes
 - Identify and act upon revenue generation/cost reduction and investment in visitor services opportunities in our conservation areas

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

There are no additional costs through CAMIS to provide an advanced purchase day use pass and staff time for marketing and communication efforts will form part of the 2023 workplan. Promotional costs on social media can be covered within existing 2023 budget allocations.

CONCLUSIONS

Staff are recommending that an advance purchase day use pass at select HCA conservation areas be piloted in 2023 to help address visitor management at our main gate entry areas to help reduce line-ups and congestion during peak operating season.

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Report

TO: Conservation Advisory Board

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

PREPARED BY: Diana Gora and Jyoti Kasav, Invasive Species Technicians
Lesley McDonell, Terrestrial Ecologist
Mike Stone, MCIP, RPP, Manager, Watershed Planning, Stewardship & Ecological Services

DATE: February 9, 2023

RE: Invasive Species Program Plan 2023

STAFF RECOMMENDATION

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

THAT the Invasive Species Program Plan for 2023 be adopted.

BACKGROUND

Invasive Species Program Plan

In 2016 HCA developed an Invasive Species Strategy as a result of the Terrestrial Resources Monitoring Program identifying invasive species as an increasing concern in the watershed. The goal of the Strategy is to ensure a healthy watershed at the ecosystem level, reduce the impacts of invasive species, and provide support to land owners and HCA land managers to monitor and control invasive species. The completion of the strategy and Board of Directors approval in October 2016 has led to greater work on invasive plant species on HCA owned and managed lands, as well as on private lands through stewardship programming. This has included volunteer and staff events to remove invasive species along with contractor work to remove large patches of Phragmites. The program now has two contract technicians dedicated to invasive species work year-round.

STAFF COMMENT

Through annual work planning processes, ecology and stewardship staff identify key priorities, projects and activities to be conducted to advance the goals of the Strategy. The invasive species program in 2022 achieved the following milestones:

Ecology

- Managed 23 species over 13 Conservation Areas
- Controlled 11,215 invasive trees and shrub mechanically and chemically
- Controlled 2.9 hectares of invasive herbaceous plants mechanically and chemically
- Removed 102 industrial sized garbage bags of invasive herbaceous plants
- Treated 2.2 hectares of non-native phragmites
- Mapped invasive species along the Master Plan properties: Saltfleet, Devil's Punchbowl, Winona, Vinemount and Dofasco 2000 Trail
- Removed approximately 3389 spongy moth (LDD) egg masses and 1648 caterpillars from 5 conservation areas
- Completed LDD defoliation forecast surveys for 2023 across the watershed
- Photo monitoring canopy defoliation caused by LDD moths
- Completed Beech Leaf Disease and Hemlock Woolly Adelgid surveys
- Held 5 invasive removal events on HCA land
- Hosted our Hamilton invasive species workshop which brings together all organizations that work with invasive species within the City of Hamilton

Stewardship

- 4 Water Quality and Habitat Improvement Programs (WQHIP) projects on private lands, controlling phragmites and Japanese knotweed
- Worked with 26 private landowners related to invasive species on their properties
- Held 11 invasive removal events at 9 different properties
- Managed 14 species, removing over 4200 plants and 9 garbage bags of herbaceous plant material
- Hosted a virtual invasive species workshop for the public focusing on the identification and control of species

Work planning has begun for 2023 with the following priorities identified for this year:

- Managing over 20 species from herbaceous to shrubs/vines and trees
- Follow-up treatments at 2022 removal sites through mechanical and chemical means
- Treat new populations based on species prioritization, habitat sensitivity, and the aggressiveness of the invasive species
- Contractors may be engaged to treat large patches of manna grass and Japanese Knotweed
- Hosting our third annual Hamilton invasive species workshop Photo monitoring, egg mass scraping and defoliation forecast surveys for LDD moths

- Volunteer events will occur throughout the year on both HCA owned lands and private lands through our stewardship team.
- Continuing to offer advice and assistance to landowners about invasive species on their land
- Continue working on prioritization plans for various HCA properties, mapping occurrences of invasive species and surveying for invasive forest pests
- Providing social media content to HCA's communications team
- Preparing 6 new Water Quality and Habitat Improvement Project (WQHIP) submissions for review by the Project Technical Advisory Committee for approval

It is also noted that Watershed Management Services staff will be undertaking a review and update of the 2016 Invasive Species Strategy that will be brought to CAB for their review.

STRATEGIC PLAN

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

- **Strategic Priority Area – Natural Heritage Conservation**
 - Initiatives – Maintain and enhance the natural heritage features of HCA lands and manage these lands on an environmentally sustainable basis
 - Work with our partners on stewardship initiatives for the Hamilton Watershed Stewardship Program and the Cootes to Escarpment EcoPark System
- **Education and Environmental Awareness**
 - Support community participation through user group engagement and volunteer group coordination
 - Enhance stewardship programs for both urban and rural areas

AGENCY COMMENTS

Not Applicable

LEGAL/FINANCIAL IMPLICATIONS

Not Applicable

CONCLUSIONS

HCA staff are planning to continue with the invasive species program in 2023 through invasive species removal work in priority areas, support to HCA's Conservation Areas through removals and completion of Prioritization Plans, and private landowner outreach and education initiatives.

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Report

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

**PREPARED WITH
INPUT FROM:** Scott Peck, Deputy CAO/Director of WMS
Scott Fleming, Director of Finance & CSS

MEETING DATE: March 2, 2023

RE: Amendment to HCA Inventory of Programs and Services

STAFF RECOMMENDATION

THAT the Board of Directors approve the amendment in the Core Watershed Based Resource Management Strategy (program CW3) in the HCA Inventory of Programs and Services as outlined in this report.

BACKGROUND

The Board of Directors approved the HCA inventory of Programs and Services last year at its meeting in February 2022. The Inventory has been circulated to our two participating municipalities, the Township of Puslinch and City of Hamilton with no concerns received to date.

Since that time, Bill 23 has enacted legislative changes to the *Conservation Authorities Act* which impact the Inventory. Specifically, effective January 1, 2023, a new Minister's regulation was made to focus CAs role when reviewing and commenting on proposals, applications or other matters related to development and land use planning under 10 prescribed acts. This change prohibits CAs from providing comments/reviews for natural heritage impacts even if our participating municipalities wanted us to continue with this service. Moving forward, CA commenting and review as part of the planning approvals process will focus on natural hazards only.

STAFF COMMENT

As indicated in Regulation 687/21, each CA was required to develop an inventory of services and programs they currently offer, broken into three categories defined as follows:

- Category 1 – Mandatory programs and services provided by the CA Act (municipal levy used without any agreement)
- Category 2 – Municipal programs and services provided at the request of a municipality (with municipal funding through an MOU/Agreement)
- Category 3 – Other programs and services that an authority determines are advisable (self funded through user fees, grants, donations and sponsorships; any use of municipal funding requires agreement/MOU with participating municipalities and subject to cost apportioning).

HCA had noted in the Core Watershed Based Resource Management Strategy of its Inventory, a service related to municipal plan review not related to natural hazards. As a result of Bill 23, this one section of the existing inventory requires amendment and staff have noted a replacement program.

Core Watershed Based Resource Management Strategy

CW3 Plan Review not Related to Natural Hazards Watershed Monitoring Program	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Planning and undertaking an ecological monitoring program on a watershed basis to support the objectives of both HCA and our two municipal partners. This includes the collection, storage, assessment and distribution of ecological data and information regarding watershed conditions and health and participation on any working groups.
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Additionally, the table in the inventory listing Municipal MOU or Agreements for Category 2 Programs and Services has also been amended to align with this change to reflect the revised wording for Watershed Monitoring Program.

Programs & Services Inventory Section	Category 1-Mandatory 2-Municipal P&S 3-Other	Name of the Municipality	Description	Date Entered and Memorandum of Understanding (MOU)/Agreement Status
CW3	2 or 3	City of Hamilton and County of Wellington City of Hamilton and Township of Puslinch	Plan Review not Related to Natural Hazards Watershed Monitoring Program	To be undertaken

LEGAL/FINANCIAL IMPLICATIONS

The HCA Inventory of Programs and Services continues to work within the current levy provided by City of Hamilton and Township of Puslinch, as well as the current capital and major maintenance block funding provided by the City of Hamilton. All required conservation authority/municipal MOUs/agreements would need to be in place by January 1, 2024, unless an extension is requested on or before October 1, 2023.

CONCLUSIONS

HCA has a Board approved Inventory of Programs and Services in compliance with the Act. As a result of Bill 23, a program in the Core Watershed based resource management strategy section, coded as CW3, has been amended reflect a watershed monitoring program to support the objectives of both HCA and our two municipal partners.

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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: March 2, 2023

RE: Approval of Stage 4 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 4 Archaeological Assessments for the SC-8 Wetland for an upset limit of \$106,700 excluding HST; and further

THAT staff be permitted to fund the archaeological consultant fee along with all associated costs for Aboriginal engagement from the East Mountain Wetland reserve.

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 (wetland completed) 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 are 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 are 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, Stage 2 and Stage 3 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 did 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 was maintained throughout the construction process. Further, the six sites were surveyed, and a restrictive covenant was registered on title 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 required 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 were undertaken in the Fall of 2022 and further work is scheduled to be completed in Spring 2023. At the time the work to be undertaken as part of the Stage 3 assessments was approved by the Board of Directors, it was anticipated that the Stage 3 assessments would allow for a 10-metre buffer to the identified sites which would allow implementation of the proposed design with minor modifications.

Through the Stage 3 assessment work completed to date, it has been determined by the HCA's consultant that due to the findings on site, Stage 4 assessments will be required to facilitate the proposed design.

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. In July 2022, the Board of Directors approved a quote submitted by Detritus Consulting Ltd., to complete the Stage 3 assessment for SC-8. Based on the work completed to date as part of the Stage 3 assessment for SC-8 and the recommendation to proceed to a Stage 4 assessment, HCA staff requested that Detritus Consulting Ltd., prepare a quote to complete the Stage 4 assessments for the noted sites at SC-8.

Detritus Consulting Ltd., has provided quotes for 3 of the sites with completion of the Stage 4 work scheduled for the spring/summer of 2023. The quote for the first site ranges from a best case of \$215,000 with an upset limit of \$476,000. Given this cost, proceeding with the Stage 4 work for this site will not be pursued and staff will work with Water's Edge to revise the design of the wetland to avoid this site and maintain the required 10-metre buffer. This will result in a smaller wetland area for SC-8 but will still achieve the overall objectives for the Saltfleet wetland restoration project. The quotes are from a best case of \$8,950 with an upset of \$35,100 for the second site and a best case of \$16,200 with an upset of \$71,600 for the third site. The total upset limit for both sites is \$106,700. The range in price reflects the complexity of the work required. With the Stage 4 work completed, the design as proposed for this area of the wetland can proceed unencumbered as the archaeological requirements have been addressed and no further archaeological work will be required.

While not required, the Ministry of Heritage, Sport, Tourism and Cultural Industries (MHSTCI) encourages Aboriginal engagement. 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 and SC-8, the HCA engaged with Aboriginal communities and they were 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 and costs incurred for Stage 3 work have amounted to approximately \$79,000. As an example, for the Mississauga of the Credit, the monitoring fees paid are based on an hourly rate of \$85 per hour (2022 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 Stage 4 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.

CONCLUSIONS

The Stage 4 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, Stage 2 and Stage 3 assessments completed for BC-1 and SC-8.



Figure 1 - SC-8 Wetland Design

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Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

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

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

MEETING DATE: March 2, 2023

RE: Annual Reporting on CA Permit Review Timelines –
January 1, 2022 to December 31, 2022

BACKGROUND

In April 2019, Conservation Ontario (CO) Council endorsed the Conservation Ontario Client Service and Streamlining Initiative (CSSI). This initiative is intended to help support the Province's strategic objectives through improved client service and accountability among Conservation Authorities (CA).

As part of the CSSI, CO working in cooperation with its partner CA produced the *Guideline for Client Service Standards for Conservation Authority Plan and Permit Review*, which was endorsed by the CO Board of Directors in June 2019 (amended in December 2019). Included in this guideline are recommended service level targets for the review and issuance of CA permits under Section 28 of the *Conservation Authorities Act*.

Related to the implementation of service level targets, CO has asked Conservation Authorities in high growth areas to track review times for the issuance of Section 28 permits and to report these to CO annually. HCA's review timelines for permits issued in 2022 are summarized in Attachment A. This summary has been provided to CO as part of annual reporting under the CSSI.

STAFF COMMENT

HCA is committed to providing excellent client service, and has a strong history of working cooperatively with our watershed municipalities, residents and businesses to ensure efficient and timely planning and regulatory review processes. As part of the CSSI, in September 2019, the HCA Board of Directors approved the HCA Client Service Standards Commitment, which includes targeted review times for the review and issuance of permits.

Section 28 Application Service Standard Guidance – MNRF and Conservation Ontario

HCA has tracked permit review timelines for many years, based on standards that were set by the province in 2010 (MNRF, Policies and Procedures for Conservation Authority Plan Review and Permitting Activities, May 2010). This policy directs that conservation authorities are to render an application decision regarding a permit within 90 days for a major application and 30 days for a minor application.

As part of a renewed commitment to efficient regulatory services through the CSSI, CO produced the *Client Service Standards for Conservation Authority Plan and Permit Review (2019)*. This guidance established a second set of service standards that conservation authorities would strive to meet as a best practice. The new CO best-practice service standards provide for shorter review and approval time frames in comparison to the previous standards, representing a 52% reduction in the overall timeline for major permit applications and 42% for minor permit applications. Under this framework, Conservation Authorities would make a decision within 28 days for major applications and 21 days for minor applications

CO has requested that CAs track permit review times under both the 2010 and 2019 standards. The Annual Reporting on Timelines Template included in Attachment A reports on HCA's permit review times under both standards for January 1, 2022 to December 31, 2022. Attachment A also includes a table comparing the 2010 and 2019 review time standards.

2022 Data and Results

HCA issued 87 permits in 2022, with 90% of issued permits meeting the 2010 standards and 49% meeting the 2019 standards. These represent similar results in comparison to 2021 and 2020, as summarized in the table below.

Year	No. Permits Issued	% Meeting 2010 Standards	% Meeting 2019 Standards
2022	87	90	49
2021	99	84	51
2020	92	87	59

Permits that did not meet review time standards in 2022 can, in part, be attributed to complex applications that required more extensive consultation and review, or applications where incomplete submissions were received. Additionally, departmental staffing has not been at full complement due to staff departures, sick leave and retirements. In this regard, staff are working to fill the vacant Conservation Planner position and supplement our staff complement with the addition of a contract Planner position to ensure we have a full staff complement for our planning and regulation program.

Further, continued focus on meeting permit timing targets remains a priority. Staff will be undertaking some review to identify any measures to implement to improve customer service delivery timeframes to better meet the 2019 best practice standards recommended by Conservation Ontario. This could include internal administrative processes that may help support reviews (e.g. Online application submission portal, checklists etc.), as well as identify any further staffing requirements to ensure internal capacity required to meet service targets.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives:
 - Continue to update and streamline operational policies and leverage technology to enhance business service delivery
 - Communicate both internally and externally about what HCA does and why

AGENCY COMMENTS

N/A

LEGAL/FINANCIAL IMPLICATIONS

N/A

CONCLUSIONS

HCA is tracking and reporting on its permit review timelines in support of Conservation Ontario's Client Service Streamlining Initiative. On-going tracking and reporting of permit review times will continue to allow HCA staff to identify trends in service delivery and adapt as necessary to ensure continued efficient client service and will be reported on annually to the Board of Directors and Conservation Ontario.

Attachment A

Table 3: Annual Reporting on Timelines for Permissions under Section 28 of the *Conservation Authorities Act* – Hamilton Conservation Authority, January 1 – December 31, 2022

Hamilton Conservation Authority	Number of Permits Issued Within Policy and Procedure Timeline ⁱ			Number of Permits Issued Outside of Policy and Procedure Timeline		
	Major		Minor	Major		Minor
	29		49	2		7
	Number of Permits Issued Within CO Guideline Timeline			Number of Permits Issued Outside of CO Guideline Timeline		
	Major	Minor	Routine	Major	Minor	Routine
	15	28		16	28	

ⁱ Ministry of Natural Resources and Forestry. *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities*. 2010

Comparison of 2010 & 2019 Permit Review Time Standards

Permit Process Step	2010 Standards	2019 Standards
	MNRF Polices & Procedures	CO Client Service Guideline
Notification of Complete Application Requirements (Preconsultation)	All applications - 21 days	Major - 14 days Minor - 7 days
Notification of Complete Application	All applications - 21 days	Major - 21 days Minor - 14 days Routine - 10 days
Application Decision	Major - 90 days Minor - 30 days	Major - 28 days (30 days each resubmission) Minor - 21 days (15 days each resubmission) Routine - 14 days (7 days each resubmission)

Memorandum

TO: Board of Directors

FROM: Lisa Burnside, Chief Administrative Officer (CAO)

MEETING DATE: March 2, 2023

RE: Land Acknowledgement for HCA

BACKGROUND

At the end of 2022, the CAO & Acting Chair Moccio discussed beginning future Board meetings with a Land Acknowledgment.

In this regard, staff noted the need to develop and use a Land Acknowledgment unique to the Hamilton Conservation Authority. A Land Acknowledgment Working Group (LA Working Group) was formed comprised of the Executive Team along with two other senior staff and Acting Chair Moccio.

STAFF COMMENT

The LA Working Group felt the process should include Indigenous engagement and be Indigenous-led. CAO Burnside connected with Cambium Indigenous Professional Services for guidance, training and collaboration to develop a Land Acknowledgement particular to the HCA.

Cambium began with training in January focusing on history and the Truth and Reconciliation Commission's Calls to Action to form the basis for the development of HCA's Land Acknowledgement. Cambium is leading further sessions with the LA Working Group to continue to guide the process, which will lead ultimately to a Land Acknowledgement unique to the HCA.

Once completed, the Land Acknowledgment will be launched internally and to Board members, as well as included on our website. Board meetings will begin with the reading of the Land Acknowledgment. It is anticipated that HCA's Land Acknowledgment will be completed in April, 2023.

At this time the LA Working Group is seeking direction from the Board as to whether or not the Land Acknowledgment is to be Board-approved prior to its implementation.

STRATEGIC PLAN LINKAGE

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

- **Strategic Priority Area – Organizational Excellence**
 - Initiatives – Identify opportunities to engage the community, adjacent landowners and Indigenous Peoples

AGENCY COMMENTS

Not applicable

LEGAL/FINANCIAL IMPLICATIONS

Not Applicable

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: March 2, 2023

RE: Watershed Conditions Report

SYNOPSIS

During the period of January 26th 2023 to February 21 2023, there were no observations or reports of significant watercourse flooding events or Lake Ontario shoreline flooding events. That said, there was a potential watercourse flooding event that warranted issuing messages and additional monitoring of conditions.

There is an ongoing potential for Lake Ontario shoreline flooding, which HCA engineering staff continue to closely monitor. HCA issued a Flood Watch regarding this potential flooding earlier today.

Currently, there are no significant watercourse flooding, public safety concerns, or Lake Ontario shoreline flooding. Current flows range from baseflow conditions to elevated above baseflow conditions but below the adopted thresholds for significant public safety concerns or for significant watercourse flooding.

Current flows are near to above long-term average monthly flows for February at the three Spencer Creek gauges. Current flows are below to significantly below long-term average monthly flows for February at the Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street gauges.

The average monthly flows in February so far have ranged from slightly below to near long-term averages.

The Lake Ontario mean daily water level averaged across the entire lake is currently about 17 cm above average for this time of year.

Current Christie Lake and Valens Lake levels are just above the preferred winter operating levels.

There are currently no significant rainfall or snowmelt events (+20 mm in a day) forecasted for the watershed over the next 2 weeks.

The most recent drought assessment (including data up to January 31) indicated that normal conditions are an appropriate overall characterization of the watershed. HCA will be suggesting a downgrade to Level 1 Low Water Conditions to the Hamilton Low Water Response Team.

CURRENT WATERSHED CONDITIONS – February 21st, 2023

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. At the five available streamflow gauges, current flows range from baseflow conditions to elevated above baseflow conditions but below the adopted thresholds for significant public safety concerns or for significant watercourse flooding. The five available streamflow gauges are Upper Spencer Creek at Safari Road, Middle Spencer Creek at Highway 5, Lower Spencer Creek at Market Street, Ancaster Creek at Wilson Street, and Red Hill Creek at Barton Street.

Current flows are near to above long-term average monthly flows for February at the three Spencer Creek gauges (90% to 143% of long-term averages). Current flows are below long-term average monthly flows for February at the Ancaster Creek at Wilson Street gauge (57% of long-term average). Current flows are significantly below long-term average monthly flows for February at the Red Hill Creek at Barton Street gauge (39% of long-term average).

The average monthly flows in February so far have ranged from slightly below to near long-term averages. Ancaster Creek at Wilson Street flows have been 79% of the long-term average (considered slightly below average). Flows at the three Spencer Creek gauges have been 95% and 105% of the long-term averages (considered near average). Red Hill Creek at Barton Street flows have been 107% of long-term average (considered near average).

Below average flow trends were found in past months. January was slightly below to below average at most gauges. Average monthly flows at the Upper Spencer Creek at Safari Road gauge were 83% of the long-term average (considered slightly below average). Middle Spencer Creek at Highway 5 and Lower Spencer Creek at Market

Street flows were 55% and 57%, respectively (considered below average). Ancaster Creek at Wilson Street flows were 76% (considered slightly below average). The exception was Red Hill Creek at Barton Street gauge, where flows were 102% (considered near average).

December 2022 was significantly below long-term averages, at the three Spencer Creek gauges. Average monthly flows at the Upper Spencer Creek at Safari Road gauge were 35% of the long-term average. Middle Spencer Creek at Highway 5 and Lower Spencer Creek at Market Street flows were 23% and 32%, respectively. Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street flows were 59% and 63%, respectively (considered below average).

November 2022 was below to significantly below average. Average monthly flows at the Upper Spencer Creek at Safari Road gauge were 61% of long-term average (considered below average). Middle Spencer Creek at Highway 5 and Lower Spencer Creek at Market Street flows were 12% and 18%, respectively (considered significantly below average). Ancaster Creek at Wilson Street flows were 52% (considered well below average). Red Hill Creek at Barton Street flows were 30% (considered significantly below average).

October 2022 was significantly below long-term averages, at most gauges. Average monthly flows at the Middle Spencer Creek at Highway 5 and Lower Spencer Creek at Market Street gauges were 13% and 10% of long-term averages, respectively. Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street flows were 37% and 29%, respectively. The exception was Upper Spencer Creek at Safari Road gauge, where flows were 93% (considered near average).

September 2022 was well below to significantly below average, at most gauges. Average monthly flows at the Middle Spencer Creek at Highway 5 gauge were predominantly lower than recordable limits during September, while Lower Spencer Creek at Market Street flows were 22% of the long-term average (considered significantly below average). Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street flows were 47 and 42%, respectively (considered well below average). The exception was Upper Spencer Creek at Safari Road gauge, where flows were 76% (considered slightly below average).

August 2022 was well below to significantly below average at all gauges. Average monthly flows at the Middle Spencer Creek at Highway 5 gauge were predominantly lower than recordable limits during August, while Upper Spencer Creek at Safari Road and Lower Spencer Creek at Market Street flows were 38 to 39% of the long-term average, respectively (considered significantly below average). Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street flows were 55 and 45%, respectively (considered well below average).

July 2022 was significantly below average in Spencer Creek (10 to 35% of the long-term average monthly flows), and below average in Ancaster Creek and Red Hill Creek (66 and 65% of averages, respectively).

June 2022 was well below average in Spencer Creek (41 to 55% of the long-term average monthly flows), and slightly below average in Ancaster Creek and Red Hill Creek (74 and 75% of averages, respectively).

Furthermore, May 2022 was slightly below average at all available gauges (69 to 89% of the long-term average monthly flows), and the average monthly flows in April 2022 were below to well below average (47 to 68% of the long-term average monthly flows).

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 74.80 – 74.82 m IGLD85 as of yesterday. The Lake Ontario mean daily water level averaged across the entire lake (74.79 m IGLD85 as of yesterday) is about 17 cm above average for this time of year.

Current Storages in HCA Reservoirs

Current Christie Lake levels (765.86 ft) are just above the preferred winter operating levels (765.3 to 765.8 ft). Current Valens Lake levels (274.49 m) are just above the preferred winter operating levels (274.15 to 274.40 m).

Current Soil Conditions

The surface and root-zone soils are currently moist, and fully to mostly thawed.

RECENT STORM EVENTS

During the period of January 26th 2023 to February 21 2023, 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. Also, there is 1 ongoing potential Lake Ontario shoreline flooding event.

Potential For Watercourse Flooding

February 6th to 13th

The snowpack was expected to completely melt over February 7 & 8. In addition, on February 9 the Hamilton area is expected to receive up to 22 mm of rain.

The snowpack did predominantly melt during this event. In addition, the Hamilton area received between 22 and 32 mm of rain on February 9th. Resultant water levels and flows were elevated. However, there were no reports or observations of significant watercourse flooding.

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 February 6th
- Termination of Flood Watch – Watercourse Flooding on February 13th

Potential For Lake Ontario Shoreline Flooding

February 21st to ongoing

Forecasts for February 22 & 23 expect sustained shore-bound winds of up to 41 km/hr, with wind gusts of up to 72 km/hr. Wave heights of up to 2.3 m were forecasted.

There is an increased risk of significant localized flooding along Hamilton's shoreline, due to the forecasted storm surge and wave action.

In the lead up to this potential event, HCA engineering staff issued the following message to communicate the potential Lake Ontario Shoreline flooding risks to the City and public:

- Flood Watch – Lake Ontario Storm Surge on February 21st

RECENT WATERSHED LOW WATER CONDITIONS

The most recent drought assessment (including data up to January 31) indicated that normal conditions are an appropriate overall characterization of the watershed. This was the second recent assessment to support downgrading the active Level 2 Low Water Conditions. As such, HCA will be suggesting a downgrade to Level 1 Low Water Conditions to the Hamilton Low Water Response Team.

The Hamilton Low Water Response Team declared a Level 2 Low Water Condition for the entire HCA watershed on October 20th. This includes Spencer Creek, Chedoke Creek, Redhill Creek, Stoney Creek and Battlefield Creek, Stoney Creek Numbered Watercourses, as well as all of their tributaries and other minor watercourses. The HCA watershed had been in a Level 1 Low Water Condition since July 28th, 2022.

A Level 2 press release was issued encouraging a 20 percent voluntary reduction in normal water use and a fact sheet provided suggested strategies for reducing water use. This water conservation request applies to all users of water supplied from watercourses, waterbodies, and groundwater sources within the HCA watershed. Also, this message was posted on HCA's website and social media. In addition, letters were sent to local Permit to Take Water holders communicating this message. Furthermore, Hamilton LWRT members are sharing the water conservation message with other water users in their area / sector.

FORECASTED WATERSHED CONDITIONS

Watercourse Flooding

There are currently no significant rainfall or snowmelt 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 and snowmelt are not expected to result in significant watercourse flooding.

Lake Ontario Shoreline Flooding

There is an ongoing potential for Lake Ontario shoreline flooding. HCA engineering staff will continue to closely monitor conditions, and issue updated messaging as required.

Watershed Low Water Conditions

HCA staff will undertake monthly drought assessments throughout the spring, and coordinate with the Hamilton Low Water Response team as required.

Memorandum

TO: Board of Directors

FROM: Gord Costie, Director of Conservation Area Services

MEETING DATE: March 2, 2023

RE: Conservation Areas Experiences Update

BACKGROUND:

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

STAFF REPORTING COMMENTS

- Maple Syrup Season at Westfield Heritage Village Conservation Area – A sure sign that spring is right around the corner for this popular HCA signature program. Please note, advanced reservations are required and can be made on Sundays through March and April and on additional days as noted in the HCA calendar. Check HCA website for program details and to make your reservation.
- Spencer Gorge Reservation Service – The reservation service is an ongoing Board approved operation for this Conservation Area. The 2023 reservation service was reviewed with the HCA Conservation Advisory Board for input as we continue to evolve the reservation service. 2023 will require advanced reservations on the four summer long weekends and 7 days per week during the traditional fall colour period. The 2023 reservation operating parameters strive to balance greater visitor and passholder access without requiring reservation, while controlling visitation access only when high visitation levels can be expected. Communication plans to include HCA website, passholders, all social media outlets, signage, media releases, and information included in Councillor newsletter to all community residents within Ward 13.