



# Board of Directors Meeting Agenda

Thursday, December 7, 2023

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## **Board of Directors Meeting**

**Thursday, December 7, 2023 at 6:00 p.m.**

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

**All hybrid meetings can be viewed live on HCA's You Tube Channel:**  
<https://www.youtube.com/user/HamiltonConservation>

- 1. Call to Order** – Brad Clark
- 2. Declarations of Conflict of Interest**
- 3. Approval of Agenda**
- 4. Delegations**
- 5. Consent Items for Applications, Minutes and Correspondence**
  - 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses Page 1
  - 5.2. Approval of Board of Directors Minutes – November 2, 2023 Page 5
  - 5.3. Letter from Township of Puslinch re. Hamilton Conservation Authority Resolution Regarding Reverse Changes to the Conservation Authorities Act and Ontario Wetland Evaluation System, dated November 10, 2023 Page 15
  - 5.4. Letter from The Corporation of the County of Prince Edward re. motion regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste Management systems, stormwater management systems, and certain water taking Activities, dated November 17, 2023 Page 19
  - 5.5. Letter from the Honourable Graydon Smith, Minister of Natural Resources and Forestry re. Hamilton Conservation Authority Resolution Regarding Reverse Changes to the Conservation Authorities Act and Ontario Wetland Evaluation System, dated November 22, 2023. Page 21
- 6. Foundation Briefing** Foundation Chair – Jennifer Stebbing
- 7. Member Briefing**

- 7.1. Interim Feedback on HCA Strategic Plan Renewal – Anne Bermingham / Michael Howes  
(2WA Consultants)

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

- 8.1. Status of Municipal Agreements for Programs and Services – Lisa Burnside  
– Verbal Update

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

- 9.1. Budget & Administration Committee – November 23, 2023 – Susan Fielding  
(Recommendations)

9.1.1. BA 2324	Final 2024 Budget Approval	Page 23
9.1.2. BA 2327	Records Retention Schedule and File Classification Scheme	Page 25
9.1.3. BA 2328	Records and Digital Initiatives Project Manager 2024-2025 Priorities	Page 105
9.1.4. BA 2329	2024 Mileage Compensation Rate	Page 109

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

### Reports to be approved

- 10.1. City of Hamilton Natural Areas Inventory – Mike Stone / Cathy Plosz Page 113  
10.2. Request for Quotation – Watercourse 11 Realignment  
and Fifty Point Wetland Construction – Karen Phong Page 121

### Memorandums to be received

- 10.3. Environmental Registry of Ontario Comments  
Proposed Amendment to the Niagara Escarpment  
Planning and Development Act and Proposal to Return  
Lands to the Greenbelt – Scott Peck Page 125  
10.4. Watershed Conditions Report – Jonathan Bastien Page 129  
10.5. Conservation Areas Experiences – Scott Peck Page 133

## **11. New Business**

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

- 12.1. Confidential Verbal Update - BD/Dec 01-2023 – Lisa Burnside  
(Property Matter)
- 12.2. Confidential Report - BD/Dec 02-2023 – Lisa Burnside Page 135  
(Personnel Matter)

## **13. Next Meeting – Thursday, February 8, 2024 at 6:00 p.m. (Annual General Meeting)**

## **14. Adjournment**

# Report

**TO:** Board of Directors

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

**RECOMMENDED & PREPARED BY:** Mike Stone, MCIP, RPP, Acting Director, Watershed Management Services

**DATE:** December 7, 2023

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

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HCA Regulation applications approved by staff between the dates October 25, 2023 and November 24, 2023 are summarized in the following Permit Applications Summary Report (PASR-11/23).

## RECOMMENDATION

THAT the Board of Directors receive this Permit Application Summary Report PASR-11/23 as information.

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**HAMILTON REGION CONSERVATION AUTHORITY**

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

November 24, 2023

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

December 07, 2023

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

**PERMIT APPLICATIONS SUMMARY REPORT SER 11/23**

File Number	Date Received	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
F/F,C/23/84	19-Sep-23	27-Oct-23	39		560 Highway 8 Lot 27, Concession 3 Flamborough	Remedial work as part of the EONT CP Remedial Program along TCPL's Mainline System (Line 1300-2 [NPS 30])	Approved subject to standard conditions.
F/F,C/23/85	18-Sep-23	27-Oct-23	39		1476 and 1462 4th Con Rd W Lot 27, Concession 3 Flamborough	Remedial work as part of the EONT CP Remedial Program along TCPL's Mainline System (Line 1300-1 [NPS 24])	Approved subject to standard conditions.
SC/F,C,A/23/69	11-Aug-23	27-Oct-23	14		99 Highland Rd W, 655 Pritchard Rd and 1603 Rymal Rd E Lot 34, Concession 8 Stoney Creek	Construction of a storm sewer system and outlet	Approved subject to standard conditions.

**HAMILTON REGION CONSERVATION AUTHORITY**

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

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**PERMIT APPLICATIONS SUMMARY REPORT SER 11/23**

F/A/23/76	29-Sep-23	31-Oct-23	34		Hydro One Transmission Corridor between Concession 2 W Flamborough and Concession Rd 1 Puslinch Lot , Concession Flamborough	Vegetation maintenance on an existing hydro corridor	Approved subject to standard conditions using Hyrdo One SCR.
SC/F,C,A/23/79	22-Sep-23	01-Nov-23	42		1809 and 1817 Rymal Rd E Lot 33, Concession 8 Stoney Creek	Spring 3 Engineering Works - Continued from Permit 2021-71	Approved subject to standard conditions.
H/F,C,A/23/48	02-Jun-23	01-Nov-23	8		212 Glover Rd Lot 15, Concession 1 Hamilton	Construction of a commercial warehouse and distribution centre building and related site grading and landscaping, including the alteration of re-alignment of the on-site watercourses and construction of a SWM pond	Approved subject to standard conditions.



## Hamilton Region Conservation Authority

### Minutes

#### Board of Directors Meeting

**November 2, 2023**

Minutes of the Board of Directors meeting held on Thursday, November 2, 2023 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and livestreamed on YouTube.

**PRESENT:**

<b>Brad Clark – in the Chair</b>	
<b>Jeff Beattie</b>	<b>Craig Cassar</b>
<b>Lisa DiCesare</b>	<b>Susan Fielding</b>
<b>Matt Francis</b>	<b>Brian McHattie - Webex</b>
<b>Mike Spadafora</b>	<b>Wayne Terryberry</b>
<b>Alex Wilson</b>	<b>Maureen Wilson - Webex</b>

**Jennifer Stebbing – Foundation Chair**

#### **REGRETS:**

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

**OTHERS:** Media – Richard Leitner

#### **1. Call to Order**

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

#### **2. Declarations of Conflict of Interest**

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

#### **3. Approval of Agenda**

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

**BD12, 3260**

**MOVED BY: Craig Cassar**

**SECONDED BY: Matt Francis**

**THAT the agenda be approved.**

**CARRIED**

#### **4. Delegations**

There were none.

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

The following consent items were adopted:

- 5.1. Applications – Development, Interference with Wetlands, Alterations to Shorelines and Watercourses
- 5.2. Approval of Board of Directors Minutes – October 5, 2023
- 5.3. Letter from the Mayor of the City of Hamilton to Premier Doug Ford and Minister of Natural Resources and Forestry regarding Council resolution to reverse changes to the Conservation Authorities Act and Ontario Wetland Evaluation System, dated September 28, 2023
- 5.4. Green Party of Ontario Media Release – Ontario Greens support calls for probe into wetland evaluation changes, dated October 2, 2023
- 5.5. Letter from Auditor General of Ontario to HCA regarding HCA resolution requesting an investigation of the processes and recent changes to the Ontario Wetland Evaluation System and Conservation Authorities Act, dated October 10, 2023
- 5.6. Letter from Niagara Peninsula Conservation Authority re Board resolution to endorse HCA resolution to reverse changes to the Conservation Authorities Act and Ontario Wetland Evaluation System, dated October 27, 2023

There was discussion regarding responses to the Board resolution requesting the Auditor General investigate the processes and recent changes to the Ontario Wetland Evaluation System and Conservation Authorities Act and to the Province to reverse the changes.

The Auditor General's Value for Money Audit on Climate Change Adaptation: Reducing Urban Flood Risk, November 2022 was noted in the Auditor General's response letter. There was discussion regarding the recommendations from the report relative to the recent legislative changes. The overall conclusion of the report was that the MNRF has made little progress in protecting wetlands and over 70% of Ontario's wetlands are unevaluated. Staff are to distribute the report to members for their reference. Staff were requested to resend the Board resolution to local MPPs directly, rather than as a copy only. A decision was made to hold an education session relating to Government Relations to guide the Board in this regard.

## **6. Foundation Briefing**

Jennifer Stebbing reported on the following:

The Foundation received a total of **\$14,139** in new donations from October 1<sup>st</sup> to October 31<sup>st</sup> 2023. They break down as follows:

- **\$10,000** in support of the Fifty Point Wetland project
- **\$2,514** to our Area of Greatest Need Fund
- **\$600** to the Trail Development Fund

The remaining **\$1,025** was directed to various projects, including the Westfield 103 Locomotive, Tribute Trees and Environmental Education Fund. This brings the fiscal year-to-date fundraising total to **\$793,821**, which is 96% of the goal.

The Fall appeal was recently mailed out to past donors and supporters. Members were asked to consider donating to the Foundation this year.

**BD12, 3261**

**MOVED BY: Jeff Beattie**

**SECONDED BY: Matt Francis**

**THAT the Foundation Briefing be received.**

**CARRIED**

## **7. Member Briefing**

There was none.

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

### **8.1. 2024 Budget Follow-up Information on Stewardship and Water Quality**

Scott Fleming presented a summary of the memorandum. Appreciation was expressed at being able to see the funding allocated to each subject area.

**BD12, 3262**

**MOVED BY: Wayne Terryberry  
SECONDED BY: Lisa DiCesare**

**THAT the memorandum entitled 2024 Budget Follow-up Information on Stewardship and Water Quality be received.**

**CARRIED**

**8.2. Information Report on Proposed Enbridge Gas Inc. & ArcelorMittal Dofasco Natural Gas Pipeline**

Mike Stone presented a summary of the memorandum and answered the members' questions.

Detailed mapping of the preferred route which identifies watercourse crossings was requested. Mike advised the maps are from the environmental report and are high level given the large geographical area. The watercourses to be crossed are primarily Battlefield Creek and Red Hill Creek. The environmental report will be available on the OEB website once approved. Staff will send mapping of the watercourses along the preferred route to the Board once that is made available.

Staff interpretation is that the preliminary preferred route is the least impactful route, for areas of interest to the Conservation Authority.

The purpose and process for integrity digs to evaluate the condition of the pipeline and undertake identified maintenance was clarified. HCA's role in providing a permit is required when an integrity dig location or access is within an area that is regulated for development. It was noted that the results of integrity digs can be made available to staff, however generally only pertain to the condition of the pipeline itself.

The Ontario Energy Board (OEB) process was discussed. The proposal may or may not require a public hearing. There may be future opportunity for HCA to provide input into the OEB process. HCA's regulatory requirements will be addressed through the permitting process for the watercourse crossings once the project moves toward a detailed design phase.

There was discussion on HCA's role with regard to natural gas pipelines. Comments on the pipeline proposal and recommending consideration of alternative fuel sources could be sent from the Board of Directors. It was noted that historically staff have commented on pipelines as part of the regulatory process, particularly in regard to natural hazards and natural heritage.

**BD12, 3263****MOVED BY: Susan Fielding  
SECONDED BY: Matt Francis****THAT the memorandum entitled Information Report on Proposed Enbridge Gas Inc. & ArcelorMittal Dofasco Pipeline be received.****CARRIED****8.3. Staff Update on Additional Watershed Condition Reporting**

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

Scott clarified HCA protocols for reporting anomalies in water quality data to the Ministry of the Environment, Conservation and Parks and City of Hamilton Spills Action Centres.

HCA's approach to open data was discussed. Scott advised that a proposal for HCA to move toward providing open data was recently reviewed by senior staff and will be moving forward in 2024 and 2025. It will be a progressive launch of different datasets as the project unfolds.

Staff committed to a summary report of 2023 to be brought forward in February 2024 as we transition to this new annual report to the Board.

**BD12, 3264****MOVED BY: Brian McHattie  
SECONDED BY: Alex Wilson****THAT the memorandum Staff Update on Additional Watershed Condition Reporting be received.****CARRIED**

Maureen Wilson left the meeting.

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

There were none.

**10. Other Staff Reports/Memoranda**

### 10.1. HCA Corporate Climate Change Priorities & Budget Allocations

Fionnula Wade presented a summary of the report and answered the members' questions.

Partnership with the City of Hamilton for this initiative was discussed. HCA is well positioned in our partnership with the City of Hamilton. The City of Hamilton was consulted during our strategy development. HCA is a member of the Bay Area Climate Change Committee, for which the City of Hamilton is a resource.

The scope and funding of for HCA's climate change initiatives were discussed. HCA conducted research into climate initiatives by other Conservation Authorities when developing our strategy and continue to review and comment on others' activities. Our projects are aligning with the efforts of others. Staff are confident we will be able to address a number of issues with the funding allocation. We will continue to pursue grants and ask for funding as needed.

There was discussion about the urgent need to try to contribute to the mitigation of threats associated with climate change. Additional preliminary work is needed to identify and target our next initiatives and costs. This work will inform the budget request.

HCA is focused on improving our existing facilities. Accreditations or certifications may result from the work but are not the focus of the efforts. Staff are tracking usage of utilities and petroleum products to reduce our greenhouse gases. It was noted the percentage of overall GHG reductions from undertaking the recommended actions would be helpful.

A Fleet policy and decarbonization guidelines will be coming forward to the Board in 2024. Alternative fuel sources for vehicles were discussed. The electric vehicle is a pilot for HCA, and we will also consider hydrogen fuelled vehicles in the future. There are a number of additional priorities for 2024 that will be the focus of HCA's Sustainability Committee and include advocating for improvements to staff day to day activities.

Staff to redistribute HCA's Corporate Climate Change Strategy to all Board members for their reference. Members are requested to submit any questions directly to the CAO to forward to staff.

**BD12, 3265**

**MOVED BY: Wayne Terryberry  
SECONDED BY: Craig Cassar**

**That the Board of Directors endorse the five (5) climate change priorities and budget allocations identified in this report; and**

**That the Board of Directors approve the use of \$75,000 from the Climate Change Reserve account for the construction of the EV charging stations.**

**CARRIED**

10.2. Watershed Conditions Report

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

The process for monitoring and consulting on the flows for salmon spawning in Lower Spencer Creek were clarified. Various internal and external stakeholders consult on timing and the desired flows and levels in the creek and engineering staff adjust the dam operations to balance. The process is documented each year for reference, however varies each year and is dynamically adjusted. The potential to manage dam operations for other type of fish was also discussed. Dam operations can be adjusted to mimic typical Fall water flow conditions and can prolong higher flows in Spring, both to assist spawning.

Opportunities for knowledge sharing with other Conservation Authorities that are managing dam operations for ecological functions downstream were noted.

**BD12, 3266**

**MOVED BY: Susan Fielding  
SECONDED BY: Jeff Beattie**

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

**CARRIED**

10.3. Conservation Areas Experiences Update

Gord Costie presented a summary of the memorandum, noting the close of the Spencer Gorge reservation system for the year with the end of the Fall colour season and a reservation service review by CAB in 2024. He also advised the members of the upcoming deer harvest in the Dundas Valley, in partnership with the Haudenosaunee Wildlife Habitat Authority, and highlighted the opening of the new trail system at Westfield Heritage Village. There are now 6.7kms of trails at Westfield. He thanked all staff involved in the design and construction of the trails. He also acknowledged staff for the careful and safe lift out of 200 boats at Fifty Point.

**BD12, 3267**

**MOVED BY: Lisa DiCesare  
SECONDED BY: Matt Francis**

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

**CARRIED**

## **11. New Business**

The Chair advised that policies direct the Chair and Vice Chair to undertake an annual review for the Chief Administrative Officer each year. Members were asked to send any comments privately via email directly to the Chair or vice Chair in this regard.

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

**BD12, 3268**

**MOVED BY: Susan Fielding  
SECONDED BY: Jeff Beattie**

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

**CARRIED**

**During the *in camera* session, two personnel matters were discussed.**

### **12.1. Confidential Report – BD/Nov 01-2023 (Personnel Matter)**

Wayne Terryberry provided a summary of the report regarding a personnel matter.

**BD12, 3269**

**MOVED BY: Wayne Terryberry  
SECONDED BY: Lisa DiCesare**

**THAT the confidential report entitled BD/Nov 01-2023 be received and remain in camera and only the names of the citizen appointments be announced.**

**CARRIED**

### **12.2. Confidential Report – BD/Nov 02-2023 (Personnel Matter)**



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

**BD12, 3270**

**MOVED BY: Matt Francis**

**SECONDED BY: Jeff Beattie**

**THAT Confidential Report entitled BD/Nov 02-2023 be received and remain in camera**

**CARRIED**

**BD12, 3271**

**MOVED BY: Craig Cassar**

**SECONDED BY: Matt Francis**

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

**CARRIED**

Following the in-camera portion of the meeting, a resolution approving the appointment of three new citizen representatives to HCA's Conservation Advisory Board (CAB) was read. This brings the membership up to the maximum 8 citizen members. The following citizens were appointed to CAB under the current terms of reference:

Elise Copps  
Jamie Freeman  
Noah Stegman

### **13. Next Meeting**

The next meeting of the Board of Directors will be held on Thursday, December 7, 2023 at 6:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

### **14. Adjournment**

On motion, the meeting adjourned.

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Scott Fleming  
Secretary-Treasurer

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Lisa Burnside, CAO  
Hamilton Conservation Authority  
P.O. Box 81067, 838 Mineral  
Springs Road, Ancaster  
ON L9G 4X1  
VIA EMAIL:  
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Hon. Ted Arnott, MPP  
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ON N1M 1P9  
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Township of Puslinch  
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Matthew Rae, MPP  
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Angela Coleman, General  
Manager  
Conservation Ontario  
120 Bayview Parkway  
Newmarket, ON L3Y 3W3  
VIA EMAIL:  
[info@conservationontario.ca](mailto:info@conservationontario.ca)

November 10, 2023

RE: Hamilton Conservation Authority  
Resolution Regarding Reverse Changes to the Conservation Authorities Act and  
Ontario Wetland Evaluation System

Please be advised that Township of Puslinch Council, at its meeting held on September 27, 2023, considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2023-307:

Moved by Councillor Sepulis  
Seconded by Councillor Bailey

That Correspondence item 10.4 regarding the Hamilton Conservation Authority – Resolution regarding Reverse Changes to the Conservation Authorities Act and Ontario Wetland Evaluation System be received for information; and  
Whereas the Township of Puslinch Council supports the resolution passed by the Hamilton Conservation Authority regarding the Reversing Changes to the Conservation Authorities Act and Ontario Wetland Evaluation System;  
That Council direct staff to forward a support resolution accordingly.

CARRIED



As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston,  
Interim Municipal Clerk



A Healthy Watershed for Everyone

Via Email: [choytfox@puslinch.ca](mailto:choytfox@puslinch.ca)

September 18, 2023

Courtenay Hoytfox, Acting CAO/Clerk  
Township of Puslinch Office  
7404 Wellington Road 34  
Puslinch, Ontario  
N0B 2J0

**Re: Reverse Changes to the Conservation Authorities Act and Ontario Wetland Evaluation System**

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Dear Ms. Hoytfox,

The Hamilton Conservation Authority (HCA) Board of Directors passed the following resolution, brought forward at its September 7, 2023 meeting:

**Resolution No. BD12, 3243**      **MOVED BY: Brian McHattie**  
**SECONDED BY: Craig Cassar**

**Whereas over the past several years the Provincial Government has amended the Conservation Authorities Act to reduce the effectiveness of Conservation Authorities in protecting natural heritage (i.e., Bill 23), and;**

**Whereas, the Provincially Significant Wetland Evaluation System has also been changed leading Conservation Ontario to estimate that over 80% of the wetlands that currently receive protection will lose this status, and;**

**Whereas, legislative changes implemented January 1, 2023 to Conservation Authority roles related to Natural Heritage and review under prescribed Acts as well changes to the Ontario Wetland Evaluation System, as well as remaining legislative changes regarding Conservation authority development regulations that have not yet come into effect, if implemented, would have serious unintended consequences, and;**

**Whereas recent reports by the Provincial Auditor-General and the Integrity Commissioner have raised serious concerns on the bias**

**and lack of transparency and fairness in the Greenbelt removals, drawing conclusions that the changes unfairly benefitted private landowners, and;**

**Whereas, the role of Conservation Authorities in protecting natural heritage and mitigating/ adapting for climate change has never been more important in light of the 6<sup>th</sup> Mass Extinction in biodiversity and the increasing possibility that Canada and the world will not meet the Paris Accord greenhouse gas target limiting temperature rise to less than 1.5 degrees Celsius, and;**

**Whereas the Hamilton Conservation Authority's ability to provide comments on natural heritage to the City of Hamilton is critical and must be restored.**

**Therefore:**

**That the Hamilton Conservation Authority Board of Directors respectfully request that:**

- a) the Province of Ontario reverse recent changes to the Conservation Authorities Act and Provincially Significant Wetland Evaluation System that adversely affect natural heritage protection, and;**
- b) the Province of Ontario's Auditor General undertake an investigation into the processes that were followed to make the above policy decisions, and whether this decision-making structure and its outcomes provide Ontarians with value for money, and;**
- c) That the Hamilton Conservation Authority Board requests that City of Hamilton Council provide similar direction to the Province of Ontario and;**
- d) That a copy of this Hamilton Conservation Authority Board of Director's motion be shared with local Members of Provincial Parliament, Conservation Ontario and all conservation authorities in Ontario.**

Please accept this correspondence for your information and consideration.

Sincerely



Lisa Burnside  
Chief Administrative Officer

November 17, 2023

Please be advised that during the regular Council meeting of November 14, 2023 the following motion regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities was carried:

**RESOLUTION NO. 2023-569**

**DATE:** November 14, 2023

**MOVED BY:** Councillor Maynard

**SECONDED BY:** Councillor Roberts

**WHEREAS** the Municipality, in support of the Quinte Conservation Authority, actively supports the Source Water Protection Program, as part of local efforts to implement the Clean Water Act, 2006 and its regulations to protect local municipal drinking water sources;

**AND WHEREAS** the Ministry of the Environment, Conservation and Parks (MECP) is proposing to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities;

**AND WHEREAS** In 2018, Bill 68, the Open for Business Act was passed, whereby it legislated that less complex activities that pose low-risk to the environment should not be required to go through the approval process and instead, should self-register on the Environmental Activity and Sector Registry (EASR);

**AND WHEREAS** Quinte Conservation Authority has outlined in their October 24, 2023 report to their Board, that the activities proposed to move to the EASR may pose too much risk to drinking water, and can pose threats to human health and the environment;

**AND WHEREAS** Quinte Conservation Authority noted the source water protection concern generally lies in the fact the Ministry will no longer undertake an up-front detailed review of applications related to the specified activities, thereby potentially weakening regulatory oversight;

**AND WHEREAS** the specified activities, which have the potential to cause significant adverse impacts to the natural environment and human health will no

longer be subject to public and site-specific scrutiny prior to commencing operation in Ontario;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Prince Edward County supports the concerns outlined by Quinte Conservation Authority and urges the Provincial government to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities; and

**THAT** this resolution be sent to Premier Doug Ford, Todd Smith, Bay of Quinte M.P.P. and Andrea Khanjin, Minister of the Environment, Conservation and Parks; and

**THAT** this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), The Eastern Ontario Wardens' Caucus (EOWC) and all Ontario Conservation Authorities.

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Maynard and Marcia Wallace, CAO





**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



354-2023-1250

November 22, 2023

Lisa Burnside  
Chief Administrative Officer  
Hamilton Conservation Authority  
[Lisa.Burnside@conservationhamilton.ca](mailto:Lisa.Burnside@conservationhamilton.ca)

Dear Lisa Burnside:

Thank you for sharing the resolution passed by Hamilton Conservation Authority's Board of Directors regarding changes to the *Conservation Authorities Act* and the Ontario Wetland Evaluation System.

The Ministry of Natural Resources and Forestry has made a series of changes to conservation authorities' programs and operations, including scoping conservation authorities' review and commenting role with respect to development proposals and other matters under the prescribed acts to areas within their core mandate. These changes further focus conservation authorities on protecting people and property from the impacts of natural hazards and provide clear and consistent rules and processes for conservation authorities, municipalities and home builders.

This government recognizes the important role wetlands play in Ontario for climate change resiliency, flooding and recreational opportunities. The changes to the Ontario Wetland Evaluation System focused on removing duplicative requirements and streamlining the evaluation process. We also launched the \$30 million Wetlands Conservation Partner Program which represents one of the largest investments in wetland restoration in provincial history.

Our government understands the important role conservation authorities play in the communities they serve, and we will continue to work with conservation authorities as regulatory changes are implemented.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Graydon Smith', written in a cursive style.

The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: Ted Arnott, MPP, Wellington–Halton Hills  
Sarah Jama, MPP, Hamilton Centre  
Neil Lumsden, MPP, Hamilton East–Stoney Creek  
Sandy Shaw, MPP, Hamilton West–Ancaster–Dundas  
Donna Skelly, MPP, Flamborough–Glanbrook  
Monique Taylor, MPP, Hamilton Mountain  
Jaime Tellier, Corporate Administrative & Records Management Coordinator,  
Hamilton Conservation Authority

# Report

**TO:** Budget & Administration Committee

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

**MEETING DATE:** November 23, 2023

**RE:** Final 2024 Budget Approval

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## **STAFF RECOMMENDATION:**

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

**THAT the 2024 draft budget receive formal and final approval in accordance with the *Conservation Authorities Act* and Ontario Regulation 402/22.**

## **BACKGROUND AND PURPOSE**

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

The purpose of this report is to seek final approval of the 2024 draft budgets in accordance with Ontario Regulation 402/22.

## **STAFF COMMENT**

Following Board of Director approval of the draft 2024 operating and capital budgets for HCA, these have been circulated to our two participating municipalities for any feedback or comment. It was noted to the Board that the final budget will return at the December 2023 meeting. No comments have been received in regard to our 2024 budgets and staff are recommending approval as a formality in the process. The final 2024 budgets are unchanged from their draft versions.

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# Report

**TO:** Budget & Administration Committee

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

**PREPARED &  
RECOMMENDED BY:** Jaime Tellier, Corporate Administrative / Records  
Management Coordinator

**MEETING DATE:** November 23, 2023

**RE:** Records Retention Schedule Update and File  
Classification Scheme

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## STAFF RECOMMENDATION:

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

**THAT the Records Retention Schedule and File Classification Scheme, be approved, thereby replacing the Draft Records Retention Schedule, approved by the Board of Directors on May 2, 2019.**

## BACKGROUND & PURPOSE

A records retention schedule is a comprehensive list of records series held by an organization, indicating the length of time each series is to be maintained, and when and if they may be disposed of, either destroyed or transferred to an archive.

The principle of retention is for an organization to maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational and historical requirements.

In May of 2019, staff brought forward a records management policy and draft records retention schedule for approval by the Board of Directors (**Appendix A**). These documents were foundational elements in the initiation of a comprehensive Records Management Program to modernize HCA's records management practices. Both documents speak to HCA's commitment to managing all records created or received by

the organization in a systematic and efficient manner to meet all obligations outlined in applicable legislation and the operating needs of the organization.

The draft records retention schedule was brought forward as an improved interim measure until such a time as a comprehensive inventory of HCA's record holdings could be undertaken to inform a comprehensive records retention schedule. Prior to this, HCA's last formal listing of business documents and their requirements for retention was created in the mid 1990's. The draft retention schedule was based on interviews with departmental staff and use of Grand River Conservation Authority's retention schedule as a comparator and benchmark to ensure similar records with consistent retention periods were captured.

The purpose of this report is to update the schedule with work undertaken since 2019 to ensure it is in compliance with legislated retention requirements and in accordance with industry best practices.

## **STAFF COMMENT**

### Physical Inventory and Legal Review Undertaken since 2019

In 2020 staff undertook a physical inventory of HCA's hard copy and electronic record holdings to capture data on as many records series as possible. In 2021, the data collected was used to draft a new comprehensive records retention schedule for HCA. The updated retention schedule was developed based on reviews of retention schedules from the provincial government, local municipalities, and other conservation authorities. Departmental staff were also consulted and provided input on the records series and corresponding retention periods.

At this time, Credit Valley Conservation and Lake Simcoe Region Conservation Authority approached all conservation authorities to participate in a joint legal review of their draft retention schedules that would generate a template for other Conservation Authorities to use as the basis for developing their own schedules. Their legal consultant, Gardiner Roberts LLP, commented on the complexity of the work undertaken by Conservation Authorities and recommended all Conservation Authorities develop a retention schedule collectively in order to ensure consistency and to share the costs of the legal review. The proposal was positively accepted by a number of authorities.

In January, 2022, HCA joined the legal review and submitted our draft retention schedule to identify records series specific to HCA. The joint legal review was completed in December, 2022. Once received, HCA reviewed the results of the legal review and adopted any necessary advice into a revised draft of the 2021 draft retention schedule. Through this exercise, it was noted that some record series or retention periods within our records retention schedule were not addressed in the joint legal review. HCA's own legal counsel, Gowling WLG, were requested to undertake a scoped

review of select series within our schedule, focusing particularly on records series related to records that are legal in nature, pertaining to insurance, health and safety, security and staff training. The recommendations from the scoped legal review were adopted and added to the final draft retention schedule for 2023 (**Appendix B**).

### Revised Function-Based Retention Schedule

The proposed retention schedule has been prepared in compliance with legislated retention requirements and in accordance with industry best practices. Where retention periods differed between comparator reference retention schedules, the most conservative retention period was selected. Disposition will be undertaken according to new processes and procedures that document and report on compliance with the records retention schedule.

The proposed retention schedule is significantly different from the 2019 draft retention schedule, due to the increased number of records series captured, and to the change in its organization from an organization-based file classification system to a function-based system. Therefore, an illustration of amendments to the retention schedule using tracked changes was not deemed practical. For ease of reference, an itemized list of retention periods that have changed between the 2019 draft retention schedule and the proposed schedule is attached as **Appendix C**.

A function-based file classification scheme categorizes records series by the function and business activities the records support. It is an industry best practice that is designed to reduce duplication of records between departments, to safeguard against record management challenges during organizational changes, and to best facilitate implementation of and compliance with the retention schedule and ultimately HCA's records management policy.

The proposed retention schedule identifies vital records of the organization and Personal Information Banks, as defined in the Municipal Freedom of Information and Protection of Privacy Act, both which require special considerations for care and management. The updated schedule also includes provision for the regular transfer of select records to HCA's internal archive, facilitating the long-term growth and value of the archive.

Citations for statutory requirements and best practices are recorded in a supplementary document and will be used to facilitate annual reviews for any changes to legislated retention requirements or recommended practices. New and/or altered records series will also be captured in annual reviews of the retention schedule as a whole. Subsequent updates will be brought to the Budget and Administration Committee and Board of Directors for approval.

## **STRATEGIC PLAN LINKAGE**

The Records Retention Schedule and File Classification Scheme applies directly to the HCA Strategic Plan 2019-2024:

- **Strategic Priority Area – Organizational Excellence**
  - Initiatives – Modernize records management and digitize historical records and archives

## **AGENCY COMMENTS**

N/A

## **LEGAL/FINANCIAL IMPLICATIONS**

The Records Retention Schedule and File Classification Scheme is a fundamental tool in the implementation of HCA's records management policy. In the policy, HCA commits to managing all records created or received by the organization in a systematic and efficient manner to meet all obligations outlined in applicable legislation and operating needs of the organization.

In the absence of clear and accurate records retention guidelines, records can be retained or disposed of inappropriately. This schedule will eliminate potential uncertainties and will ensure greater compliance with HCA's records management policy and legislative retention requirements.

## **CONCLUSIONS**

HCA's current draft Records Retention Schedule has been substantially revised following significant work by staff over the past three years. The proposed Records Retention Schedule and File Classification Scheme is an improved accounting of records held by HCA and retention periods that meet or exceed legislated requirements and best practices. It will guide staff in improved management of HCA's records as we work toward normalizing records management practices as part of our regular operations.



**DRAFT HCA RECORDS RETENTION SCHEDULE - 2019**

The Records Retention Schedule is a list of the business records held by HCA. The principle of retention is for an organization to maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational and historical requirements.

The purpose of the retention schedule is to ensure that necessary records and documents are adequately protected and maintained while in use, and discarded when no longer legally required to be retained or are no longer of value to the organization.

Physical records are stored at the following locations:

- Main Office
- Central Workshop
- Millgrove Workshop
- Conservation Areas

Destruction of physical records shall be undertaken in accordance with the terms outlined in this document and in consultation with appropriate staff. Destruction of records requires written approval from the Records Management Coordinator and appropriate manager or director. Detailed documentation describing the records, and the date and method of destruction, is required.

Information Technology staff maintain electronic file storage. There are no specific requirements for the destruction of electronic documents at this time and will be subject to further review in the development of a records management program.

The records retention schedule contains the following information for each record series, listed by Department and Business Unit:

- 1) Title – describes the record or group of records, providing examples where applicable.
- 2) Location – Description of the physical location of the file.
- 3) Retention Period – is the period of time at which the records will be reviewed and either destroyed or the retention period extended. An extension to the normal retention period may be required when enforcement, an inquiry or other relevant activity is in progress.

**CONTENTS**

OFFICE OF THE CAO.....	2
CAPITAL PROJECTS AND STRATEGIC SERVICES .....	3
CONSERVATION AREA SERVICES .....	3
CORPORATE SUPPORT SERVICES – FINANCE .....	4
CORPORATE SUPPORT SERVICES – FLEET AND FORESTRY .....	5
CORPORATE SUPPORT SERVICES – MARKETING & COMMUNICATIONS.....	6
HUMAN RESOURCES AND WELLNESS .....	6
HUMAN RESOURCES AND WELLNESS – HEALTH & SAFETY .....	7
HUMAN RESOURCES AND WELLNESS – ENVIRONMENTAL EDUCATION .....	7
HUMAN RESOURCES AND WELLNESS – PAYROLL.....	8
WATERSHED PLANNING AND ENGINEERING .....	8
WATERSHED PLANNING AND ENGINEERING – SOURCE PROTECTION PLANNING .....	9
WATERSHED PLANNING AND ENGINEERING – WATERSHED PLANNING SERVICES .....	9

Title	Location	Retention Period
Minutes of all board meetings and board reports	Main Office, Basement & EA Office	Permanent
Minutes of all Executive Team meetings and reports	Main Office, Executive Assistant Office	Permanent
Minutes of all Management Team meetings	Main Office	Permanent
All incident reports that have been filed with the Insurance Provider	Main Office, HR Office?	Permanent
Original Signed Contracts and Agreements	Main Office, Executive Assistant Office	Permanent
T3010 HCA Information Return and backup documentation	Main Office	15 Years
Municipal General Levy Apportionment Documentation	Main Office	Permanent
By-Laws	Main Office	Permanent
Articles of Incorporation and Letters Patent	Main Office	Permanent
Insurance Policies	Main Office	Permanent
Legal Proceedings of a Corporate Nature	Main Office	Permanent
FOI Requests	Main Office, Executive Admin Office	Permanent
Strategic Plans	Main Office	Permanent
Minister Approvals-Order in Council	Main Office	Permanent
Minutes of all Sustainability Committee meetings	Main Office	Permanent
Minutes of all Accessibility Committee meetings	Main Office	Permanent
Minutes of all Records Management Committee meetings	Main Office	Permanent
Deeds and Deed background files	Main Office	Permanent
Transaction Files: -Acquisitions -Dispositions -Easements -Licenses -Leases	Main Office	Permanent
Detailed financial files for Leases and Licenses	Main Office, Finance Dept.	Permanent
Maintenance Agreements	Main Office	Permanent
Property Tax Info including Assessment Notices	Main Office, Finance Dept.; CaPSS File Storage	Permanent
Enquiries related to use of HRCA lands or other property matters (i.e. request to donate land, municipality enquiries)	Main Office-Finance Form or records may be electronic documents and/or handwritten notes. Enquiries are filed by year.	Permanent

## CAPITAL PROJECTS AND STRATEGIC SERVICES

Title	Location	Retention Period
Construction Project Files Tenders Final Contracts	Main Office CaPSS Office	Permanent
Central Services Maintenance Agreements	Main Office (Operations Dept.)	7 years
Drinking Water Testing	Main Office, CaPSS Office and specific Conservation Areas	15 years
Master Plans/Management Plans	Main Office, CaPSS Office (Upper)	Permanent
Minutes of all Project Management Review Team meetings	CaPSS Office	Permanent

## CONSERVATION AREA SERVICES

Title	Location	Retention Period
Conservation Areas Student files	Main Office Conservation Areas	7 years
Conservation Areas Equipment Maintenance Files	Conservation Areas Millgrove?	For duration of ownership of the equipment
Conservation Areas CA Violations & Violation Note Books	Conservation Areas	7 years
Conservation Areas Special Event Agreements	Conservation Areas Woodend?	7 years
Conservation Areas Hunting Permits	Main Office (Operations Dept.)	1 year

**CORPORATE SUPPORT SERVICES – FINANCE**

<b>Title</b>	<b>Location</b>	<b>Retention Period</b>
GL-Trial Balance	Main Office, Finance Dept.	Permanent (electronic)
GL-General Ledger details	Main Office, Finance Dept	Permanent (electronic)
General Journal Posting Journals – original data entry sheets and back-up and system generated reports	Main Office, (current 3 yrs); Main Office, CaPSS File Storage (5 years)?	7 years
Reserves-backup Balance/movement Information	Main Office, CaPSS File Storage	Permanent (electronic)
Audited F/S	Main Office, CaPSS File Storage	Permanent
Annual Audit Working Papers Binder	Main Office, Files or Finance Storage Room)	7 Years
Budgets-working papers	Main Office, Files or Finance Storage Room)	5 Years
Five Year Forecast Working papers	Main Office, Files or Finance Storage Room)	5 Years
MNRF Annual Filings (year-end final report and grant requests)	Main Office	Permanent
Moveable Assets Inventory	Main Office	Permanent (electronic)
TCA Assets back up documentation	Main Office	Permanent
Bank Reconciliations	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
Investment Files		7 Years
Bank Statements Debit/Credit Memos Returned cheques	Main Office, Files or Finance Storage Room (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
Daily Bank Statements	N/A – see Bank Reconciliations	7 Years
Direct Deposit Documentation	Main Office, CaPSS File Storage	7 Years
AR-Cash Receipts Journal, bank deposit slips and deposit back-up	Main Office (current 2 yrs), CaPSS File Storage (5 yrs)	7 Years
AR-Park Deposits-backup documentation	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Invoice Package	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Request for Invoicing (RFI)	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AR-Cheque Log listings	Electronic	7 Years
AR-Receipt Books	Main Office	7 Years
AP-Vendor Invoice package	Main Office (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years

<b>Title</b>	<b>Location</b>	<b>Retention Period</b>
AP-Direct Deposit Payment Documentation	Main Office, (current 3 yrs) CaPSS File Storage (4 yrs)	7 Years
AP-Employee Expense Reports	Main Office, (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years
AP-Vendor Input Listings drafts and final	Main Office, (current 3 yrs); CaPSS File Storage (4 yrs)	7 Years
AP-Cheque registers	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
AP-Vendor subledgers	Electronic	7 Years
AP-Purchase Order Books various coloured copies)	Main Office, (1 yr); CaPSS File Storage (6 yrs)	7 Years
AP-Tendering Documents	Unknown what is	7 years
AP-Price Quotation documentation	Unknown what is	2 years
HST Returns and back-up	Main Office, (current 2 yrs); CaPSS File Storage (5 yrs)	7 Years
IT-Software Licenses	Main Office, (IT Dept., electronic)	Until expired
IT-Hardware Warranties	Main Office, (IT Dept., electronic)	Until expired

#### **CORPORATE SUPPORT SERVICES – FLEET AND FORESTRY**

<b>Title</b>	<b>Location</b>	<b>Retention Period</b>
Motor Pool Purchase /Disposal documents	Millgrove	7 years
Motor Pool Database	Electronic	Permanent
Motor Pool R&M documentation	Millgrove	For duration of ownership of the equipment
Motor Pool Vehicle Accident Reports	Motor Pool Building	7 years
Motor Pool CVOR Registration	Millgrove	7 years
Motor Pool Vehicle Leases	Millgrove	1 year after termination of lease
Motor Pool Tender and Quote Documentation	Millgrove	3 years
Hazard Tree Inspection Reports	Each specific Conservation Area	7 years
Other Misc. Inspection Reports (i.e. Pools)	Motor Pool Conservation Areas CaPSS Office	7 years
Service Contracts	Main Office	3 years after termination of contract

## CORPORATE SUPPORT SERVICES – MARKETING & COMMUNICATIONS

Title	Location	Retention Period
News Releases	Kept electronically since 2002	Permanent (since electronic)
News Clippings		Permanent
Publications	Kept electronically since 2003	Permanent (since electronic)

## HUMAN RESOURCES AND WELLNESS

Title	Location	Retention Period
Past Permanent Staff Personnel Files	Main Office – Vault	Permanent
Past Casual Staff Personnel Files	Main Office – Vault	Permanent
Employee Computer Loan Agreements	Main Office - Payroll Filing Cabinets	Permanent
CPP 65 to 70 years Stop Payment Forms	Main Office - Payroll Filing Cabinets	Permanent
Employee Service Awards	Main Office, Payroll Filing Cabinets & Electronic	Permanent
Old Sick Plan Liability	Main Office – Payroll Filing Cabinet & electronic	Permanent
Request for Payroll Information	Main Office – Payroll Filing Cabinet	Permanent
Canada Savings Bonds Remittances & forms	Main Office – Payroll Filing Cabinet	Permanent
Organizational Charts	Main Office - Woodend – electronic	Permanent
Job Descriptions	Main Office-HR Dept. & Electronic	Permanent
Staff Directories (hard copy)	Main Office	Permanent
Personnel Policy	Main Office-HR Dept. & Electronic	Permanent
Pay Equity Plans	Main Office-HR Dept.	Permanent
Job Evaluation Committee Meeting Minutes and reports (Job Analysis)	Main Office-HR Dept. & Electronic	Permanent
Group Benefit Insurance Policies	Main Office-HR Dept.	Permanent

## HUMAN RESOURCES AND WELLNESS – HEALTH & SAFETY

Title	Location	Retention Period
Joint Health and Safety Committee (JHSC) minutes and reports	Electronic; hard copies Main Office, CaPSS Office/File Storage	7 years
JHSC Inspection reports	Main Office, CaPSS Office & CaPSS File Storage	7 years
Workplace Violence Incident Reports	Main Office-HR Dept.	Permanent
Damage to property or member of the public Incident Reports	Main Office	Permanent
Supervisor's Accident investigation report	Main Office-HR Dept.	7 years
Health & Safety Policy Manuals	Electronic/Hardcopy; hard copies in each location; original in CaPSS Office	Permanent
Health & Safety training records	Employee File & Electronic (Pearl)	7 years following departure
Fit Testing Records	Employee File/Electronic (Pearl)	7 years following departure
Pre-use equipment -	Conservation Areas	7 years
Student health and safety training related information	Student training file kept at Conservation Area/Electronic (Pearl)	7 years
WSIB Form 7s	HR Dept.	Permanent
H&S Training Records	Employee File/Electronic (Pearl)	7 years following departure
Ministry of Labour Orders	HR Dept.	7 years

## HUMAN RESOURCES AND WELLNESS – ENVIRONMENTAL EDUCATION

Title	Location	Retention Period
Summer Camp Program and other activities Registration information	Dundas Valley, Trail Centre	7 Years
Nature Centre Service Contracts	Nature Centres	Term of Contract
Volunteer Program-volunteer forms	Main Office?	3 Years

## HUMAN RESOURCES AND WELLNESS – PAYROLL

Title	Location	Retention Period
Salary & Hourly Report (GP/WT processing with backup)	Main Office – Vault	7 years
Salary & Hourly Employees Time Reports	Main Office – Vault	7 years
SERP Payment	Main Office – Vault	7 years
Honorariums & Per Diems	Main Office – Vault	7 years
Journal Entries	Main Office – Vault	7 years
Vacation Annual Allotment	Main Office – Vault	7 years
Vacation carry forward/accrual	Files with journals	7 years
Records of Employment	Main Office – Vault	7 years
Receiver General Remittances & YE reconciliation “RP0001 & RP0002	Main Office – Vault	7 years
WSIB – calculations, remittances & YE	Main Office – Vault	7 years
EHT – calculations, remittances 7 YE	Head Office – Vault	7 years
Manual Payroll Cheque Stubs (salary & hourly)	Main Office – Vault	7 years
Year-end Reports – Employee YTD report, Receiver General, Cheque Deposits	Main Office – Vault	7 years
Salary & Hourly Payroll Registers	Main Office – Vault	7 years
Salary & Hourly Payroll GL & Posting Journals	Main Office – Vault	7 years
Critical Illness billing 7 annual reconciliation	Main Office – Vault	7 years
Long Term Disability billing & annual reconciliations	Main Office – Vault	7 years
Basic Life/Dep Life/AD&D billing 7 annual reconciliations	Main Office – Vault years prior to 2017; 2017 onward electronic	Permanent

## WATERSHED PLANNING AND ENGINEERING – ENGINEERING

Title	Location	Retention Period
Technical Studies (w files)	Main Office	Permanent
Monitoring Files	Main Office	Permanent
Projects of the Authority (w files)	Main Office	Permanent
Maps	Main Office	Permanent
Drawings	Main Office	Permanent
Maintenance, Inspection and surveillance documentation	Main Office	Permanent
Flooding Records	Main Office	Permanent
Water and Erosion Control Infrastructure (WECI) project files	Main Office	Permanent
Low Water Response Team	Main Office	Permanent



## WATERSHED PLANNING AND ENGINEERING – SOURCE PROTECTION PLANNING

Title	Location	Retention Period
SPP subcommittee Minutes	Main Office	Permanent
Assessment Reports	Main Office	15 years after later of: a) date created or acquired, b) assessment report is approved
Source Protection Plans	Main Office	15 years after later of: a) date created or acquired, b) assessment report is approved

## WATERSHED PLANNING AND ENGINEERING – WATERSHED PLANNING SERVICES

Title	Location	Retention Period
HCA Permits	Main Office	Permanent
Violations of Section 28 of the Conservation Authorities Act and Violation Notebooks	Main Office	Permanent
Title Clearances		10 Years
Subdivisions/Condominiums	Main Office	Permanent
Official Plan Updates	Main Office	Permanent
Secondary Plans	Main Office	Permanent
Comprehensive Zoning By-law Amendments	Main Office	Permanent
Environmental Assessments	Main Office	Permanent
Subwatershed Studies	Main Office	Permanent
Master Drainage Plans	Main Office	Permanent
Aggregate Resources Act applications	Main Office	Permanent
Official Plan Amendments	Main Office	10 years
Zoning By-law Amendments	Main Office	10 years
Site Plans	Main Office	10 years
Formal Consultation	Main Office	10 Years
Consents	Main Office	10 years
Minor Variances	Main Office	10 years
Niagara Escarpment Commission applications	Main Office	10 years
General Correspondence, Planning and Regulation	Main Office	10 years
Water Quality & Habitat Improvement Program (RWQP) Agreements with Partners	Main Office, Former Board Room	Permanent
WQHIP Landowners Applications	Main Office, Former Board Room	Permanent
WQHIPP Committee Meeting Documentation	Main Office, Former Board Room	Permanent
Natural Areas Inventory	Main Office	Permanent
Aquatic & Terrestrial Monitoring Records	Main Office	Permanent
Restoration Project Designs	Main Office	Permanent

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# Hamilton Conservation Authority

## Records Retention Schedule and File Classification Scheme

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November, 2023

The records retention schedule and file classification scheme is an official document to implement HCA's records management policy. It provides staff with the guidance and direction to manage records in accordance with relevant policies, legislation and regulations.

The retention schedule is a comprehensive list of records series held by HCA, indicating the length of time each series is to be maintained, and when and if they may be disposed of, either destroyed or transferred to the archive.

The purpose of the retention schedule is to ensure that necessary records and documents are adequately protected and maintained while in use, and discarded when no longer legally required to be retained or are no longer of value to the organization.

The records retention schedule applies equally to paper and electronic records, with the exception of records that exist in structured database systems.

Destruction of physical records shall be undertaken in accordance with the terms outlined in this document and in consultation with appropriate staff. Destruction of records requires written approval from the appropriate Divisional Director, and must be done in accordance with the Records Management Program Overview and Procedures document. Detailed documentation describing the records, and the date and method of destruction, is required. No records may be destroyed where a request for access under the *Freedom of Information and Protection of Privacy Act* is pending, or if the Authority is aware of pending legal action.

The Business Unit to which a Records Series is assigned is the lead accountable for retention and disposition of the records. Other business units may use or retain copies. Copies of records must be managed accordingly, and cannot be retained longer than official records. When official records are scheduled for disposition all hard copy and electronic versions of the records scheduled must be disposed of.

The records retention schedule has been organized following the International Organization of Standards (ISO 15489) standard of a functionally based classification structure to provide a hierarchical framework for the organization and description of records. The functionally based system is designed to reduce duplication of records between departments, to safeguard against records management challenges during organizational changes, and to best facilitate implementation of and compliance with the retention schedule.

### Definitions and Key Terms

#### Accountability

The business unit or program who is accountable for ensuring that the official record is managed throughout its lifecycle. This is the business area that has primary interest or ownership of the records. They are considered to be the official holder of the original records. When accountability refers to the “originator” it applies if the individual received the document from an external source or has an independent relationship from others within a record series. This person becomes accountable for retention and disposition.

#### Archival Records

Archival records may be selected for permanent retention in order to document and preserve the history of HCA as an organization.

#### Disposition

The final outcome of a record when its retention period is complete. Disposition may indicate one of the following:

- Archival Selection, where records are selected for transfer to HCA’s internal archive. Decisions with regard to select records proposed for archival preservation will be made by HCA’s Records Management Committee.
- Destruction, where records are securely destroyed beyond the point of recognition or recovery. For paper records, this means cross-cut or particle shredding; for electronic records, this means a complete deletion from shared drives, servers and backup storage.
- Permanent retention, where records are retained until Hamilton Conservation Authority ceases to exist as an organization.

#### Filing Methodology

The filing methodology outlines the filing system that should be used for that particular record series whether it is by date, subject, address, person’s name, project number, etc. This provides consistency when searching for documents as the documents will follow the same pattern within the record series.

#### Record

The International Organization for Standardization (ISO) defines a record as *“recorded information in whatever physical format created, collected or received in the initiation, conduct or completion of an activity which has content, context and structure, is authoritative and reliable and provides evidence of decision-making”*. Records can include books, papers, maps, electronic documents, digital, video,

voice recordings, web pages, etc.

### **Record Series**

A group of related records created as the result of a similar business activity or function and are filed as a unit and are maintained together for retention scheduling purposes.

### **Sensitivity**

Indicates the general level of confidentiality applied to a record series. This area of the schedule will include one of the following designations:

**Public:** This classification applies to information in the public domain. The information is fit for distribution via public channels such as websites. Disclosure of *Public* information is not expected to adversely impact HCA, its employees, its stakeholders, its business partners, and/or its customers/suppliers.

**Internal:** This classification applies to general information intended or appropriate for any internal audience, usually employees, or a restricted external audience such as a Stakeholder.

**Confidential:** This classification applies to the most sensitive business information that is intended for a limited audience. Its unauthorized disclosure could seriously and adversely impact the Authority, its employees, its stakeholders, its business partners, and/or its customers/suppliers. Records which are designated as confidential are accessible only by a defined sub-group of HCA. Access permissions may be given to staff based on their membership to a specific group or individually as HCA management deems appropriate.

### **Total Retention**

The period of time for which a record must be kept, usually expressed in years.

### **Trigger Events**

An action, event or time of year that changes active records to inactive records. After the trigger, retention periods begin.

### **Vital Records**

Vital records are those that an organization must have to continue functioning. They include records required to resume or continue operations following a disaster, re-create a corporation's legal and financial status, and preserve the rights of the corporation, its employees and the public.

## Legend for Retention & Disposition Terms

Code	Term	Definition
A or AS	Archival / Archival Selection	Record series which has been assessed to have historic significance. Archival documents are retained for 10 years at which point they are appraised again for historic importance and possibly archived for another 10 years. Every 10 years they are reviewed for historical significance.
CY	Current Year	Refers to January 1 <sup>st</sup> to December 31 <sup>st</sup> . This means that the record series is kept for the current year the record was declared (created and final) plus the additional years outlined in the retention schedule e.g. CY+2 means that the current year plus 2 additional years will be kept.
FY	Current Fiscal Year	Refers to January 1 <sup>st</sup> to December 31 <sup>st</sup> . NOTE: Authority's fiscal year is the same as the calendar year. However, for financial information most times the retention is referred to as fiscal year. This means that the record series is kept for the current fiscal year that the record was declared (created and final) plus the additional years outlined in the retention schedule e.g. FY+6 means that the current fiscal year plus 6 additional years will be kept. Other Program fiscal year may refer to April 1 <sup>st</sup> of one year to March 31 <sup>st</sup> of the following year.
D	Destroy	Requires that upon expiration of the retention period the document is destroyed – shredded, recycled, deleted (expunged).
S/O	Superseded or Obsolete	Refers to the replacement of a document once it has been updated or revised. The new document supersedes the previous version.
T/E	Event Trigger for termination or close of an event or activity	Refers to a record being retained until it has been closed or terminated, typically used for case-based or project records where the retention refers to the case being closed or the transaction being completed. For example, this retention applies to an employee file and is triggered at the point at which the employee leaves the organization. These records are usually maintained until the case or transaction or employee record is closed/terminated plus a pre-defined number of years, e.g. T/E+3 means retained until the case is closed plus 3 more years.
PIB	Personal Information Bank	Refers to records of individuals who are identifiable by home address, phone number, SIN#, birth date, etc. This information is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation.
P	Permanent	Refers to records that are reviewed every 10 years to see if permanent value is still valid. This is a best practice from Library and Archives Canada.

### Summary Table: Functions, Activities and Records Series

Functions	Activities	Records Series
<b><u>Administration &amp; Governance</u></b>	<b>Administrative Management</b>	Committees / Working Groups - External
		Committees / Working Groups - Internal
		Forms & Templates - Blank
		General Correspondence / Routine Public Inquiries
		Office Administration ( <i>Courier, Postage, Supplies, etc.</i> )
		Transitory Records
	<b>Program / Event Registrations</b>	Event Registrations
		Membership Pass Program
		Program Registrations
	<b>Governance</b>	Administrative By-law
		Board and Subcommittee Administration & Orientation
		Board and Subcommittee Agendas, Minutes & Resolutions
		Board and Subcommittee Closed Meetings - In Camera Sessions
		Board and Subcommittee Elections & Member Information
		Hearing Board - Section 28 Hearings
		Articles of Incorporation, Letters Patent, Ministerial Approvals, Orders In Council
	<b>Government</b>	Government Relations
		Legislation & Regulations
	<b>Legal &amp; Risk Management</b>	Agreements & Contracts (Simple)
		Agreements, Contracts & Leases (Complex)
		Business Continuity and Disaster Recovery Planning
		Consent Releases & Waivers
		Incident Reporting (Public)
		Incident Reporting (Staff)
		Insurance Coverage & Claims Resolution
		Legal Matters
	<b>Policies, Procedures, Standards, &amp; Guidelines</b>	Corporate Policies & Procedures



## Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	<b>Strategic Planning &amp; Annual Reporting</b>	Annual Reports
		Corporate Plans
		Departmental Action Plans and Work Plans
		Strategic Plans
<b><u>Asset Management &amp; Maintenance</u></b>	<b>Capital Assets &amp; Works</b>	Asset Management
		Capital Projects & Major Maintenance
		Construction & Trades
	<b>Fleet &amp; Equipment Management</b>	Fleet and Equipment Maintenance
		Fleet and Equipment Operation and Garage Management
		Fleet and Equipment Ownership
	<b>Inspections &amp; Maintenance</b>	Facility Operations, Inspections and Maintenance - General
		Facility Operations, Inspections and Maintenance - Amusement Devices
		Facility Operations, Inspections and Maintenance - Aquatic
		Hazard Tree Management
		Infrastructure Monitoring and Maintenance
<b><u>Conservation Area Management</u></b>	<b>Operations</b>	Concessions & Store Operations
		Drinking Water Supplies
		Facility Operations - Licences and Certificates
		Facility Rentals / Bookings
		Hazardous Waste
		Security
		Security - Video Recordings
	<b>Westfield Heritage Village Management</b>	Collection
		Donor Information
		Inter-museum Loan Agreements
<b><u>Conservation Lands Management</u></b>	<b>Land Acquisition &amp; Disposition</b>	Property Files
	<b>Master and Management Planning</b>	Master and Management Plans
	<b>Permits &amp; Research Authorizations</b>	Permits & Research Authorization
	<b>Property Management</b>	Residential and Agricultural Leased Properties Management
	<b>Section 29 Regulation Administration</b>	Section 29 Enforcement (Encroachments, Infraction Notices, etc.)

## Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	<b>Tax Incentive Programs</b>	Conservation Land Tax Incentive Program
		Managed Forest Tax Incentive Program
<b><u>Education &amp; Outreach</u></b>	<b>Community Outreach</b>	Events
		Public Consultation / Engagement
		Presentations & Speaking Engagements
	<b>Youth Education</b>	In Class Programs
		Reports
<b><u>Financial Management</u></b>	<b>Accounting</b>	Accounts Payable
		Accounts Receivable
		Capital Asset Accounting
		General Ledger and Trail Balances
	<b>Auditing</b>	Audit Preparation
		Audited Financial Statements
	<b>Banking</b>	Banking Administration
		Bank Statements ( <i>Daily Banking</i> ) & Reconciliations
		Investments
	<b>Budgeting &amp; Reporting</b>	Budgets & Budget Development - Operating & Capital
		Financial Reports
	<b>Charity Registration</b>	Charity Registration
		Corporate Income Tax Reporting / Returns
	<b>Grants &amp; Funding</b>	Grants & Subsidies - Applications/Proposals
		Grants & Subsidies - Approved
		Municipal Apportionments and General Levies
		Reserve Funds
	<b>Purchasing / Procurement</b>	Purchase Orders and Requisitions
		Quotations, Tenders and Proposals
	<b>Taxes</b>	Harmonized Sales Tax (HST)
		Property Taxes
<b><u>Health &amp; Safety</u></b>	<b>Audits &amp; Inspections</b>	Audits & Inspections
	<b>Joint Health &amp; Safety Committee</b>	Joint Health & Safety Committee
	<b>Ministry of Labour</b>	Field Visits & Orders

## Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	Programs, Plans & Procedures	Programs, Plans and Procedures
	Prevention	Prevention
<b>Human Resources Management</b>	<b>Attendance &amp; Timesheets</b>	Attendance Reporting ( <i>Vacation, Sick, Overtime</i> )
		Timesheets ( <i>Pearl</i> )
	<b>Compensation &amp; Benefits</b>	Benefits Administration
		Compensation Administration
		Pay Equity / Job Evaluations
		Pension Administration
	<b>Employee Management</b>	Accessibility Management
		Covid-19 Symptom Screening Assessment and Vaccination Verifications
		Disability Management
		Leaves of Absence
		Performance Management
		Personnel (Employee) Files
	<b>Labour &amp; Employee Relations</b>	Human Rights Complaints & Investigations
		Violence and Harassment Complaints & Investigations
		Exit Interviews
		Terminations
	<b>Organization Design</b>	Organization Chart
	<b>Payroll Administration</b>	Payroll Processing & Remittances
		Records of Employment and T4's and T4A's
	<b>Recruitment &amp; Selection</b>	Job Descriptions
		Job Postings
		Recruitment Selection & Hiring
	<b>Training &amp; Development</b>	Employee Orientation
		Occupational Training Compliance and Certification - All Staff
		Position Specific Training and Certifications - Aquatic Facilities
		Position Specific Training and Certifications - Conservation Areas
		Position Specific Training and Certifications - Construction
		Position Specific Training and Certifications - General

## Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	<b>Volunteers</b>	Position Specific Training and Certifications - Marina
		Volunteer Database
		Volunteer Management - Long-term Volunteers
		Volunteer Management - Short-term Volunteers
		Volunteer Recruitment
	<b>WSIB Administration</b>	WSIB Administration
<b><u>Information &amp; Technology Management</u></b>	<b>Data Management</b>	Databases & Information Systems
		Data Requests
	<b>Geographic Information Systems (GIS)</b>	Imagery
		Projects
	<b>Network Management</b>	Firmware (Devices & Hardware)
		Network Administration
		Telephone & Electronic Communications Systems
	<b>Records &amp; Information Management</b>	Classification & Records Retention Schedule
		Corporate History and Archival Preservation
		Freedom of Information
		Records Destruction Certificates
	<b>Applications &amp; Software</b>	Applications & Software
<b><u>Marketing &amp; Communications</u></b>	<b>Celebrations &amp; Recognition</b>	Celebrations & Recognition Events ( <i>Corporate</i> )
	<b>Graphic Design</b>	Creative Design
	<b>Internet Content Management</b>	Analytics
		E-newsletters
		Social Media
		Website
	<b>Marketing</b>	Advertising
		Audio Visual
		Corporate Identity & Branding
		Publications
	<b>Media Relations &amp; Monitoring</b>	Media Monitoring ( <i>Newsclippings</i> )
		Media Releases
	<b>Public Relations</b>	Commendations from the Public

## Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
		Complaints from the Public
<b><u>Planning &amp; Regulations</u></b>	<b>Aggregate Resources Act</b>	Aggregate Resources Act
	<b>Plan Input</b>	Legislative & Policy Reviews
		Planning Act (Comprehensive/Policy) Reviews
	<b>Planning Review</b>	Niagara Escarpment Planning & Development Control Act (NEPDA) Applications
		Planning Act (Development) Applications
	<b>Property Inquiries</b>	General Correspondence & Solicitor Inquiries
	<b>Section 28 Regulation Administration</b>	Ontario Regulation 161/06 - Letters of Permission, Permits, & Hearings
		Section 28 Enforcement ( <i>Violations</i> )
<b><u>Source Water Protection</u></b>	<b>Administration</b>	Administration
	<b>Assessments, Plans and Reports</b>	Assessments, Plans and Reports
	<b>Technical Studies and Models</b>	Technical Studies and Models
<b><u>Watershed Management</u></b>	<b>Dam Management</b>	Dam Management
	<b>Ecological Inventorying &amp; Monitoring</b>	Aquatic Resources Monitoring
		Natural Areas Inventory
		Terrestrial Resources Monitoring
	<b>Ecological Rehabilitation, Restoration &amp; Monitoring</b>	Invasive Species Management
		Restoration Projects
	<b>Engineering Review</b>	Permit to Take Water Applications
	<b>Flood Forecasting &amp; Warning</b>	Data & Analyses
		Documentation of Flooding & Erosion Events
		Flood Advisories & Bulletins
		Flood Contingency Plans
	<b>Low Water Response</b>	Data & Analyses
		Declarations
		Low Water Response Team
	<b>Stewardship</b>	Contact Initiatives / Landowner Mailings
		Water Quality & Habitat Improvement Program
	<b>Streamflow &amp; Precipitation Monitoring</b>	Streamflow & Precipitation Data and Monitoring Files

## Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Functions	Activities	Records Series
	<b>Technical Studies and Engineering Projects</b>	Engineering Projects
		Floodplain Mapping
		Technical Studies
	<b>Water Quality Monitoring</b>	Surface Water Quality
		Groundwater Quality
	<b>Watershed Planning</b>	Shoreline Management Plans
		Special Studies & Assessments
		Watershed Report Cards

Administration and Governance

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Administrative Management							
<b>Accessibility Management</b> Records relating to legislated requirements under the Access for Ontarians with Disabilities Act (AODA).	By Year	Human Resources & Wellness	CY +9	Destroy / Archival Selection	Public	No	Yes
<b>Committees / Working Groups - External</b> Records relating to committees, work teams, work groups, with external members or external bodies, organized for the purposes of facilitating staff collaboration, completing actions and sharing expertise. May include agendas, minutes, meeting notes, action items, membership lists, presentation materials, reports and recommendations.	Alphabetically by Committee, By Year	Originator	T/E +5 <i>T/E = final termination date of program or committee</i>	Destroy / Archival Selection	Internal	No	Yes
<b>Committees / Working Groups - Internal</b> Records relating to staff committees, work teams, work groups and other internal bodies organized for the purposes of facilitating staff collaboration, completing actions and sharing expertise. May include agendas, minutes, meeting notes, action items, membership lists, presentation materials, reports and recommendations. Includes departmental and business unit team meetings. Excludes committees that have legislated mandates, e.g. JHSC, Board of Directors, Board Subcommittees, etc.	Alphabetically by Committee, By year	Originator	CY +5	Destroy / Archival Selection	Internal	No	Yes

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Forms &amp; Templates - Blank</b> Templates and forms relating to Authority business. The blank master document provides a standard format for data collection and formatting, or provides a best practice format for document creation. May include printable forms and checklists, letterhead, PowerPoint templates, electronic templates that standardize data capture and display, excel spreadsheet tools, etc.	By Program / Business Unit, By Type	Office of the CAO	S/O +1	Destroy / Archival Selection	Public	No	Yes
<b>General Correspondence / Routine Public Inquiries</b> Records of correspondence, regardless of format, between the HCA, local stakeholders, levels of government, associations, citizens and stakeholders, with a short-term value, not leading to the preparation of a subsequent record or provision of service, unrelated to an ongoing matter.	By year	Originator	CY +1	Destroy	Internal - Confidential (Personal Information)	No	No
<b>Office Administration</b> Records relating to general office administration functions and subjects not covered elsewhere. This may include daily correspondence, courier services, calendars, travel arrangements, status reports, etc.	By Subject	Office of the CAO	CY +1	Destroy	Internal	No	No
<b>Transitory Records</b> Records and documents with temporary usefulness and no long-term value, received or stored in any format. Transitory records may facilitate the completion of insignificant transactions, or be created while preparing an official corporate record. Transitory records are not required to meet legal or fiscal obligations, do not provide evidence of decision-making and are not directly linked to the provision of HCA services and operations.	N/A	Originator	T/E	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Program / Event Registrations							
<b>Event Registrations</b> Records relating to the registration process for events offered by HCA, including Conservation Area, Stewardship and Volunteer events. May include applications, confirmation sheets, correspondence, participant lists, participant information records, and cancellations.	By Event Name, By Year, By Participant Name (Last, First)	Originator	CY +1	Destroy	Internal - Confidential (PIB)	No	No
<b>Membership Pass Program</b> Records relating to the management of the Membership Pass Program, Complimentary Passes and Lifetime Membership Passes.	By Pass Type, By Year	Marketing & Communications	T/E +1 <i>T/E = End of Membership</i>	Destroy	Internal - Confidential (PIB)	No	No
<b>Program Registrations</b> Records relating to the registration process for programs offered by HCA, including Conservation Area, Environmental Education, and Stewardship Programs. May include applications, confirmation sheets, correspondence, participant lists, participant information records, and cancellations.	By Program Name, By Year, By Participant Name (Last, First)	Originator	CY +1	Destroy	Internal - Confidential (PIB)	No	No
Governance							
<b>Administrative By-law</b> Records relating to the development, updates, and final versions of the Administrative By-law.	By Year	Office of the CAO	P	Archival	Public	Yes	Yes
<b>Articles of Incorporation, Letters Patent, Ministerial Approvals, Orders In Council</b> Records relating to the provincial proclamation of HCA. Also includes notices of provincial administrative decisions made pertaining to HCA.	By Topic, By Effective Date	Office of the CAO	P	Archival	Public	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Board of Directors and Subcommittee Administration &amp; Orientation</b> Records that facilitate general administration and orientation of the Board of Directors and Subcommittees, including banking authorities, correspondence, per diems, orientation packages, handbooks, etc.	By Topic e.g. Orientation, Per Diems	Office of the CAO	CY +8	Destroy	Internal	No	No
<b>Board of Directors and Subcommittee Agendas, Minutes &amp; Resolutions</b> Records relating to the regular meetings of the Board of Directors, Budget & Administration (B&A) Committee, Conservation Advisory Board (CAB) and Hamilton Region Source Protection Authority Board of Directors. Includes agenda packages, minutes, staff reports & memorandums, and all other items received and filed as additional material for the Board of Directors' or Subcommittees' consideration, e.g. presentations, delegation requests, and correspondence.	By Board / Subcommittee, By Year, By Meeting Date	Office of the CAO	P	Archival	Public	Yes	Yes
<b>Board of Directors and Subcommittee Closed Meetings - In Camera Sessions</b> Records relating to the Board of Directors, Budget & Administration (B&A) Committee, Conservation Advisory Board (CAB) and Hamilton Region Source Protection Authority Board of Directors in camera sessions or closed meetings as per the exception to the Conservation Authorities Act, Section 15(3). Includes agenda packages, minutes, staff reports & memorandums, and all other items received and filed as additional material for the in-camera session, e.g. presentations, delegation requests, and correspondence.	By Board / Subcommittee, By Year, By Meeting Date	Office of the CAO	P	Archival	Internal - Confidential	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Board of Directors and Subcommittee Elections &amp; Member Information</b> Records relating to the elections processes, appointments, retirements, resignations, service records, and personal information of members of the Board of Directors, Budget & Administration (B&A) Committee, Conservation Advisory Board (CAB) and Hamilton Region Source Protection Authority Board of Directors.	By Topic	Office of the CAO	P	Archival	Internal - Confidential (PIB)	Yes	Yes
<b>Board of Directors - Section 28 Hearings</b> Records relating to the Section 28 Hearing Board meeting processes, agenda packages, reports, minutes, presentations, and resolutions recorded.	By Year, By Meeting Date	Office of the CAO	P	Archival	Public (Minutes of In-camera deliberations are Confidential)	Yes	Yes
<b>Government</b>							
<b>Government Relations</b> Records including correspondence, white papers, publications, guidelines, relationships and other general documents between HCA and all levels of government.	By Government, By Ministry, By Legislation Name / Subject	Office of the CAO	CY + 7	Destroy / Archival Selection	Internal	No	Yes
<b>Legislation &amp; Regulations</b> Records relating to legislation and regulations pertaining to HCA and updates thereof. Includes HCA comments / reviews of legislative updates and/or changes. E.g. Conservation Authorities Act Reviews, Environmental Registry of Ontario Postings.	By Government, By Ministry, By Legislation Name / Subject	Office of the CAO	CY + 7	Destroy / Archival Selection	Internal	No	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Legal & Risk Management							
<b>Agreements &amp; Contracts (Complex)</b> Records relating to the retention of original, final, approved, signed agreements, contracts, leases, and memorandums of agreement / understanding, where the original is signed by the Secretary-Treasurer or CAO. Also includes changes to terms and conditions of the agreements, and amendments.	By Program Topic, Then by Service / Vendor Provider or Organization Name	Central Support Services	T/E +15 <i>T/E = Final agreement and any applicable amendments expire.</i>	Destroy / Archival Selection	Internal - Confidential (Personal Information)	Yes	Yes
<b>Agreements &amp; Contracts (Simple)</b> Records relating to the retention of original, final, approved, signed agreements and contracts, where the original is signed at the departmental level. Also includes changes to terms and conditions of the agreements, and amendments.	By Program Topic, Then by Service / Vendor Provider or Organization Name	Central Support Services	T/E +15 <i>T/E = Final agreement and any applicable amendments expire.</i>	Destroy	Internal - Confidential (Personal Information)	Yes	No
<b>Business Continuity and Disaster Recovery</b> Records relating to the development and implementation of comprehensive disaster preparedness' plan, which documents the backup and recovery procedures for all HCA records and required facilities and operations in the event of a disaster. Also includes information relating to the actions taken in the event of actual systems disasters such as, status reports, the disaster contingency plan, phone lists of key persons to contact in the event of a disaster, lists of vital records and all supporting correspondence.	By Subject	Central Support Services	S/O +5	Destroy / Archival Selection	Internal - Confidential (Personal Information)	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Consents &amp; Waivers</b> Records relating to the collection, administration and management of insurance waivers, liability waivers, hold harmless agreements, subscription consents (Canada's Anti-Spam Legislation), parental consent, and consent release forms.	By Topic / Program, By Year, By Name (Last, First)	Office of the CAO	T/E +15 <i>T/E = Withdrawal of consent. For individuals who were minors at the time of record creation, the date they reach the age of majority.</i>	Destroy	Internal - Confidential (Personal Information)	No	No
<b>Incident Reporting (Public)</b> Records relating to the documentation of incidents involving personal injury, suspicious activity, collisions, falls, and/or damage to HCA property, where a member of the public has been injured or experienced an incident. Also includes records relating to acts of vandalism, and records of collisions involving HCA owned assets.	By Year, By Month (Adults and minors to be filed separately)	Originating Department; <i>For incident reports associated with an insurance or legal claim: Secretary Treasurer / Director, Central Support Services.</i>	<u>Minor Incidents:</u> T/E +1; <u>All other incident reports:</u> T/E +15 <i>T/E = For minor incidents on HCA lands, e.g. band aid issued and EMS not required: End of calendar year (December 31); For all other incident reports: Closure of incident investigation, or date of motor vehicle collision. For those who were a minor at the time of the incident, the trigger date begins on the day they reach the age of majority.</i>	Destroy	Internal - Confidential (Personal Information)	Yes	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Incident Reporting (Staff)</b> Records created and/or received and used in the process of recording, reporting, investigating and resolving matters related to close calls; first aid; medical aid; lost time injury; disabling injury; critical injury / fatality or occupational diseases / illness. Also includes records of collisions involving HCA owned assets. <i>Note: See also WSIB Reporting and Ministry of Labour Field Visits and Orders.</i>	By Year, By Month (Adults and minors to be filed separately)	Human Resources & Wellness <i>For incident reports associated with an insurance or legal claim: Secretary Treasurer / Director, Central Support Services.</i>	T/E +15 <i>T/E = Closure of incident investigation, or date of motor vehicle collision. For those who were a minor at the time of the incident, the trigger date begins on the day they reach the age of majority.</i>	Destroy	Internal - Confidential (Personal Information)	Yes	No
<b>Insurance Coverage &amp; Claims Resolution</b> Records relating to the purchase and renewal of insurance policies, requests for insurance certificates, correspondence with the HCA's insurer and adjuster, and receipt and resolution of insurance claims filed for and against the HCA. <i>NOTE: For litigation not handled by the insurance company: see Legal Matters.</i>	By Subject / Claim, By Name (Last, First)	Central Support Services	T/E +15; <i>T/E = Policies and renewals superseded, Expiry of policy, or Resolution of claim and appeals. Filed Statements of Claim: P</i>	Destroy; Filed Statements of Claim: Permanent	Internal - Confidential (Personal Information)	Yes	No
<b>Legal Matters</b> Records associated with liability or damage claims made by parties against HCA or by HCA against other parties. Also pertains to records relating to formal legal opinions, solicitor-client advice and general legal consultation provided by HCA's legal counsel on a wide range of legal issues. <i>NOTE: Section 28 Enforcement and Section 29 Infractions are filed under Planning and Regulations and Conservation Areas Management, respectively.</i>	By Matter (type), By name (Last, First)	Office of the CAO	<u>Solicitor-client advice:</u> S/O <u>Legal Claim:</u> T/E +15 <i>T/E = Resolution of Claim and all appeals</i> <u>Filed Statements of Claim:</u> P	<u>Solicitor-client advice:</u> Archival Selection; <u>Legal Claims:</u> Destroy; <u>Filed Statements of Claim:</u> Permanent	Internal - Confidential (Personal Information)	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Policies &amp; Procedures, Standards &amp; Guidelines</b>							
<b>Corporate and Departmental Policies and Procedures</b> Records pertaining to the development of and final approved corporate and departmental policies and procedures.	By Policy / Procedure, By year	Office of the CAO	S/O +15	Destroy / Archival Selection	Public	Yes	Yes
<b>Strategic Planning &amp; Annual Reporting</b>							
<b>Annual Reports</b> Records relating to the planning, development, and publication of annual reports for HCA.	By Year	Office of the CAO	P	Archival	Public	No	Yes
<b>Corporate Plans</b> Records related to planning, development and publication of corporate plans e.g. Watershed Plans / Studies / Strategies, Climate Change Strategy, Dundas Valley 50 Year Vision, etc.	By Year	Office of the CAO	P	Archival	Public	No	Yes
<b>Departmental Action Plans / Work Plans</b> Records related to planning and development of Departmental Action Plans and work plans.	By Year	Office of the CAO	S/O +7	Destroy / Archival Selection	Public	No	Yes
<b>Strategic Plans</b> Records related to planning, development and publication of HCA's corporate strategic plans.	By Plan Name	Office of the CAO	P	Archival	Public	Yes	Yes

Asset Management and Maintenance

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Capital Assets & Works							
<b>Asset Management</b> Records relating any Asset Management Plan (AMP), reference material and other general working documents related to condition assessment, asset risk assessment and periodic inspections and life-cycle management.	<u>Plans</u> : By topic; <u>Register</u> : By type of asset e.g.: <ul style="list-style-type: none"><li>• Buildings</li><li>• Computers</li><li>• Dams/Weirs</li><li>• Equipment</li><li>• Properties</li><li>• Vehicles</li></ul>	Capital Projects & Strategic Services and Central Support Services	Plans: S/O +15; Assets: T/E +15 <i>T/E = Equipment replaced or asset disposed of Asset</i> Register to be retained permanently.	Archival Selection	Internal	Yes	Yes
<b>Capital Projects &amp; Major Maintenance</b> Records relating to project management for the design and construction of hard assets by HCA, including new build, demolition, renewal, renovation or re-build of buildings, facilities and structures, roads, bridges, culverts and trails.	By Project Number, By Subject	Capital Projects and Strategic Services	P	Archival Selection	Internal	Yes	Yes
<b>Construction and Trades</b> Records relating to construction and maintenance of HCA hard assets. May include copies of invoices, job requisitions and working papers. <i>Note: Design materials for construction projects are filed with Capital Projects.</i>	By Project Number, By Subject	Capital Projects and Strategic Services	T/E + 7 <i>T/E = Total completion date or expiration of warranties</i>	Destroy	Internal	No	No
Fleet & Equipment Management							
<b>Fleet and Equipment Maintenance</b> Records relating to the monitoring and maintenance of small equipment, fleet and other vehicles. Includes documentation of regular service, maintenance and repair activities.	By Vehicle / Equipment Number	Central Support Services	<u>Vehicle Circle Check</u> Books: CY +2; <u>All other records</u> : T/E +6 <i>T/E = Vehicle or equipment decommissioned or sold.</i>	Destroy	Internal	No	No



Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Fleet and Equipment Operation and Garage Management</b> Records relating to the operation of small equipment, fleet and other vehicles, and commercial garage facility. Includes documentation of licencing, certificates and approvals to operate small equipment, fleet and other vehicles, and a commercial garage.	By Year	Central Support Services	T/E +2 <i>T/E = Expiry of licence, approval or certificate.</i>	Destroy	Internal	No	No
<b>Fleet and Equipment Ownership</b> Records relating to the ownership, rental and leasing of small equipment, fleet and other vehicles. Includes ownership and warranty information. Manufacturer specifications and user manuals.	By Vehicle / Equipment Number	Central Support Services	T/E +6 <i>T/E = Vehicle or equipment decommissioned or sold.</i>	Destroy	Internal	No	No
<b>Operations, Inspections &amp; Maintenance</b>							
<b>Facility Operation, Inspections and Maintenance - General</b> Records relating to the responsible operation of HCA owned and managed facilities. Includes daily / regular inspections to identify issues and work to be undertaken. Also includes documentation of regular maintenance, repairs and winterization.	By Area, By Subject, By Year	Conservation Area Services	T/E + 10 <i>T/E = <u>Inspections</u>: Date Inspection Completed <u>Maintenance</u>: Date file closed or work order completed.</i>	Destroy	Internal	No	No
<b>Facility Operation, Inspections and Maintenance - Amusement Devices</b> Records required to be retained with respect to amusement devices operated by a license holder. Includes a record of all inspections and tests carried out on the device, daily records of the operation of the amusement device, including all data concerning incidents involving the device; and maintenance records, including all data concerning changes and improvements carried out on the device.	By date of last entry.	Conservation Area Services	T/E +10 <i>T/E = Date of last entry</i>	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Facility Operation, Inspections and Maintenance - Aquatic</b> Records relating to the responsible operation of HCA owned and managed aquatic facilities, specifically Lakeland Pool and Wild Waterworks. Includes daily / regular inspections to identify issues and work to be undertaken. Also includes documentation of regular maintenance, repairs and winterization. <i>Note: Operations Manuals and Wild Waterworks Wave Action Pool Maintenance Manual are living documents with no expiry.</i>	By Area, By Subject, By Year	Conservation Area Services	T/E + 10 <i>T/E = <u>Inspections</u>: Date Inspection Completed <u>Maintenance</u>: Date file closed or work order completed.</i>	Destroy	Internal	No	No
<b>Hazard Tree Management</b> Records relating to the management of hazard trees on HCA owned and managed lands, as well as on adjacent private properties. Includes log books, felling records, and completed work orders with tree counts for numbers removed or pruned, on both HCA and private properties. Also includes assessment forms for all rental properties, completed twice annually.	By Area, By Year	Conservation Area Services	T/E + 10 <i>T/E = <u>Inspections</u>: Date Inspection Completed <u>Maintenance</u>: Date file closed or work order completed.</i>	Destroy	Internal	No	No
<b>Infrastructure Monitoring and Maintenance</b> Records relating to the ongoing monitoring, assessment and management of HCA-owned and maintained hard assets, including Conservation Areas / Passive Areas, buildings, trails, culverts, bridges, roads, etc.	By Year	Capital Projects and Strategic Services and Conservation Area Services	T/E + 10 <i>T/E = <u>Inspections</u>: Date Inspection Completed <u>Maintenance</u>: Date file closed or work order completed.</i>	Destroy	Internal	No	No

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Conservation Areas Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Operations							
<b>Concessions and Store Operations</b> Records relating to the operation of concessions and small retail stores, demonstrating compliance with public health requirements.	By Area, By Year	Conservation Area Services	CY +1	Destroy	Internal	No	No
<b>Drinking Water Supplies</b> Records relating to the provision and maintenance of drinking water sources within HCA facilities. Includes municipal approvals to operate small drinking water systems, and monitoring and maintenance records.	By Area, By Year	Conservation Area Services	CY +4	Destroy	Internal	No	No
<b>Facility Operations - Licences and Certificates</b> Records relating to the responsible and legal operation of HCA facilities and equipment, demonstrating commitment and due diligence with regard to public safety. Includes Technical Standards & Safety Authority (TSSA) permits and licencing, Public Health Inspections documentation, and all other permits and licences required for activities undertaken on HCA property.	By Area, By Type, By Year	Conservation Area Services	CY +1	Destroy	Public	Yes	No
<b>Facility Rentals / Bookings</b> Records relating to the rental of space and facilities on HCA owned or managed properties. May include correspondence, confirmation forms, quotes, catering agreements, and proof of insurance, etc.	By Year, By Location or Facility Name	Conservation Area Services	CY +6	Destroy	Confidential (PIB)	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Hazardous Waste</b> Records related to compliance with regulatory requirements associated with hazardous waste and demonstrating safe handling and disposal of hazardous waste. Includes MOECP Waste Oil Fuel Certificates of Approval and Hazardous Waste Information Network (HWIN / HWPR) Permits and Disposals.	By Area, By Year	Conservation Area Services	S/O +3	Destroy	Internal	No	No
<b>Security</b> Records of monitoring the safety and security of individuals and HCA properties and facilities.	By Area, By Year	Conservation Area Services	T/E +10 <i><u>When log books / reports are not requested for law enforcement, legal claim, or FOI request: T/E = Date of creation.</u></i> <i><u>When log books / reports are requested for law enforcement, legal claim, or FOI request: T/E = Completion of investigation, proceeding or request.</u></i>	Destroy	Internal - Subject to Confidential	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Security - Video Recordings</b> Records of monitoring the safety and security of individuals and HCA properties and facilities, through video recordings. Note: Retention for video surveillance that has not been used should be limited to the amount of time reasonably necessary to discover or report an incident that occurred in the area under surveillance.	By Area, By Camera No.	Conservation Area Services	T/E +60 days; T/E +1* <i>T/E = <u>When video is not requested for law enforcement, legal claim, or FOI request, or has not been accessed or disclosed in any way</u>; T/E = Date of creation.; <u>When video is requested for law enforcement, legal claim, or FOI request, or has been accessed or disclosed in some way</u>*: T/E = Completion of investigation, proceeding or request .</i>	Destroy	Internal - Subject to Confidential	No	No
<b>Westfield Heritage Village</b>							
<b>Westfield Heritage Village - Collection</b> Records pertaining to the responsible management of the museum collection at Westfield Heritage Village (WHV). Includes an itemized listing of artefact holdings as well as an electronic version of the register with additional details regarding taxonomy and location information. Also includes records relating to artefact deaccessioning.	By Registry Number	Conservation Area Services	P	Permanent	Internal	Yes	Yes
<b>Westfield Heritage Village - Donor Information</b> Records pertaining to the management of donor information for the WHV museum collection.	By Name (Last, First)	Conservation Area Services	P	Permanent	Confidential (PIB)	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Westfield Heritage Village - Inter-museum loan agreements</b> Records pertaining to the loan and borrowing of museum artefacts between WHV and other museums.	By Organization Name, By Year	Conservation Area Services	T/E +1 <i>T/E = Return of item, except recurring loans.</i>	Destroy	Internal	No	No

Conservation Lands Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Land Acquisition & Disposition							
<b>Property Files</b> Records relating to the purchase and sale of real estate, including negotiations of purchase and sale, appraisals, title documentation, and all other property-related legal matters. This series also includes records relating to potential land acquisitions.	By Project No., By Seller / Purchaser Name	Office of the CAO	P <i>T/E = Completion of real estate transaction</i>	Permanent	Confidential	Yes	Yes
Master & Management Planning							
<b>Master &amp; Management Plans</b> Records pertaining to the development and planning for conservation areas to provide direction and determine the vision and future objectives. Includes information on strategy planning sessions and public input.	By Area	Capital Projects & Strategic Services	P	Archival	Public	Yes	Yes
Permits & Authorizations							
<b>Permits &amp; Authorizations</b> Records pertaining to the issuance of permits and authorization for recreation and research activities on HCA properties. May include supporting documentation, e.g. proof of insurance, approvals from other agencies, etc.	By Subject, By year	Originator	T/E +5; Research Authorizations: P <i>T/E = Permit / Authorization expires.</i>	Destroy	Internal - Subject to Confidential	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Property Management</b>							
<b>Residential and Agricultural Leased Properties Management</b> Records relating to maintenance of residential and agricultural properties leased by HCA. May include copies of correspondence with tenants, invoices, job requisitions and working papers.	By Lease Type, By Lessee Name (Last, First)	Capital Projects & Strategic Services and Central Support Services	T/E +7 <i>T/E = Total completion date or expiration of warranties</i>	Destroy	Internal - Subject to confidential (Personal Information)	No	No
<b>Section 29 Regulations</b>							
<b>Section 29 Enforcement</b> Records relating to the documentation and resolution of violations of section O. Reg 109, R.R.O. 1990, made under Section 29 of the Conservation Authorities Act. Records include documentation of violations, encroachments, direction or decisions and final resolutions.	By Infraction Type, By Year, By Name (Last, First)	Conservation Area Services	P	Permanent	Confidential (PIB)	Yes	No
<b>Tax Incentive Programs</b>							
<b>Conservation Land Tax Incentive Program</b> Records relating to tax incentives for the Authority's conservation lands. Records include application forms, reporting and claims made by the Authority.	By Year	Watershed Management Services	T/E +15 <i>T/E = Disposal of asset or Program</i>	Destroy / Archival Selection	Public	Yes	Yes
<b>Managed Forest Tax Incentive Program</b> Records relating to tax incentives for the Authority's conservation forests areas managed. Records include application forms, correspondence, managed forest plans, activity sheets, reporting, research, and tracking of the incentive process made by the Authority.	By Year	Watershed Management Services	T/E +15 <i>T/E = Disposal of asset or Program</i>	Destroy / Archival Selection	Public	Yes	Yes

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Education & Outreach

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Community Outreach							
<b>Events</b> Records relating to the planning of and participation in events both lead by external parties or HCA.	By Event Name, By Year	Originator	S/O +4	Destroy	Public	No	No
<b>Presentations and Speaking Engagements</b> Records relating to presentations and speeches prepared and/or delivered by staff to external parties at special events, conferences, and other public events	By Topic	Originator	CY+4	Destroy	Public	No	No
<b>Public Engagement</b> Records relating to public engagement with stakeholders through various channels (e.g. online community engagement platforms, social media, surveys etc.), including the collection of opinions, input and feedback on HCA programs, services and initiatives.	By Project, By Name (Last, First)	Originator	<u>Master &amp; Management Plans</u> : T/E +10; <u>All Other Public Engagement</u> : T/E +5 <i>T/E = Date of creation</i>	Destroy	Internal - Confidential (Personal Information)	No	No
Youth Education							
<b>School and Camp Programs</b> Records related to the development and delivery of school and camp programming including but not limited to program plans, presentations, meeting agendas and minutes, email and correspondence.	By Subject	Conservation Area Services	S/O or T/E +10 <i>T/E = Program Ends</i>	Destroy / Archival Selection	Public	No	Yes
<b>Reports</b> Records related to reporting on programs. Records may include statistics, analyses, observations, feedback, and recommendations.	By Subject	Conservation Area Services	S/O or T/E +10 <i>T/E = Program Ends</i>	Destroy / Archival Selection	Public	No	Yes

Financial Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Accounting							
<b>Accounts Payable</b> Records relating to the daily management of finances and completion of financial transactions, particularly payments to suppliers and vendors, and reimbursement of approved expenses incurred by employees.	By Year	Central Support Services	FY + 7	Destroy	Internal	Yes	No
<b>Accounts Receivable</b> Records relating to the daily management of finances and completion of financial transactions, particularly to document the revenue management process and collection of revenue processes.	By Year	Central Support Services	FY +7	Destroy	Internal	Yes	No
<b>Capital Asset Accounting</b> Records related to financial accounting for capitalization, disposal, and amortization of fixed assets. Records include reference to capital assets register, capital depreciation schedules and capital asset reports necessary for Auditing & Public Sector Accounting purposes.	By Year	Central Support Services	P	Permanent	Public	Yes	No
<b>General Ledger &amp; Trail Balance</b> Documentation of all financial accounts (chart of accounts) and statements summarizing year over year financial transactions.	By Year	Central Support Services	P	Permanent	Internal	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Auditing</b>							
<b>Audit Preparation</b> Records relating to preparation for the annual audit review. Includes supporting financial detailed reports, e.g., accruals, prepaids, outstanding payables, liabilities – vacation unpaid, etc.	By Year	Central Support Services	FY +7	Destroy	Internal	No	No
<b>Audited Financial Statements</b> Records relating to the final, audited year-end financial statements. Records include notes to the financial statements included in auditor’s report.	By Year	Central Support Services	P	Permanent	Public	Yes	No
<b>Banking</b>							
<b>Banking Administration</b> Records relating to banking administration and bank relations. Records may include signing/signature authorizations, letter of credit and credit applications, Bank performance, and research for banking services.	By Topic	Central Support Services	S/O +5	Destroy	Internal	Yes	No
<b>Bank Statements &amp; Reconciliations</b> Records relating to banking and cash management activities, including the deposit and withdrawal of funds, financial investments, bank charges, service fees and interest. Also includes records relating to reconciling bank transactions and monitoring financial transactions for anomalies.	By Year, By Topic	Central Support Services	FY +7	Destroy	Internal	Yes	No
<b>Investments</b> Records relating to tracking of investments made by HCA. Records include investment reporting, redeemed investments bank receipts, interest income, statement of accounts, investments confirmation and schedule.	By Year, By Institution	Central Support Services	S/O +7	Destroy	Internal	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Budgeting &amp; Reporting</b>							
<b>Budgets and Budget Development</b> Records relating to the development of operating and capital budgets including budget working papers, financial analyses, reference documents and other related materials used as rationale for operating and capital budget planning purposes.	By Year	Central Support Services	FY +10	Destroy	Confidential <i>Note: Final Budgets approved by the Board are Public</i>	Yes	No
<b>Financial Reports</b> Records relating to quarterly reporting of HCA's financial position; includes capital and operating results, and vendor reports.	By Year	Central Support Services	FY +6	Destroy	Public	Yes	No
<b>Charity Registration</b>							
<b>Charity Registration</b> Records pertaining to the registration of Hamilton Conservation Authority and Hamilton Conservation Foundation as registered charities.	By Organization (HCA, HCF)	Central Support Services	P	Permanent	Public	Yes	No
<b>Tax Returns</b> Records relating to the preparation and submission of corporate tax returns to Canada Revenue Agency.	By Year	Central Support Services	FY +7	Destroy	Public	Yes	No
<b>Grants &amp; Funding</b>							
<b>Grants &amp; Funding Applications / Proposals</b> Records relating to applications for grants and subsidies from federal, provincial, municipal, business, private or other sources.	By Year; By Grant Name	Central Support Services	CY +9	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Grants &amp; Funding - Approved</b> Records relating to applications and administration of grants and subsidies from federal, provincial, municipal, business, private or other sources.	By Grant Name	Central Support Services	T/E +9 <i>T/E = End of fiscal year when final receipt of grant and reporting requirements are completed.</i>	Destroy / Archival Selection	Public	Yes	Yes
<b>Municipal Apportionments and General Levies</b> Allocations for municipal apportionment received from Conservation Ontario via MPAC.	By Year	Central Support Services	P	Permanent	Public	Yes	Yes
<b>Reserve Funds</b> Records related to administering reserve fund accounts.	By Reserve Fund	Central Support Services	S/O +7	Destroy / Archival Selection	Internal	Yes	Yes
<b>Purchasing/Procurement</b>							
<b>Purchase Orders &amp; Requisitions</b> Records associated with purchase orders and requisitions.	By Year	Central Support Services	FY +7	Destroy	Internal	Yes	No
<b>Quotations, Tenders and Proposals</b> Records relating to the procurement of goods and services through competitive tendering and other purchasing processes. Records may include call for submission (RFP, RFQ, RFI, tenders, pre-qualifications, quotations, vendor submissions, proposals, bids, research body backgrounders, resumes of individuals), evaluation and evaluation summary, Q&A's, decision and decision communication including acknowledgement letters and notification to unsuccessful and successful bidders. <i>NOTE: Final signed official contracts to be filed under Legal and Risk Management / Agreements and Contracts</i>	By Project	Originator	<u>For tendered procurement:</u> T/E + 7; <i>T/E = Expiry of final contract;</i> <u>For other procurement:</u> T/E +7 <i>T/E = Expiry of final contract;</i> <u>Unsuccessful tenders:</u> T/E +1 <i>T/E = Awarding of the contract.</i>	Destroy / Archival Selection	Internal	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Taxes							
<b>Harmonized Sales Tax</b> Records relating to HST (GST/PST) rebates and reports. Records include correspondence, claims submitted, annual reconciliations, and CRA reviews.	By Year	Central Support Services	FY +7	Destroy	Internal	Yes	No
<b>Property Taxes</b> Records relating to property taxes applied to HCA owned properties, including assessments, billing rebates, and tax incentives for Managed Forests (MFTIP) and Conservation Lands (CLTIP).	By Year	Central Support Services	P	Permanent	Public	Yes	No

Health & Safety

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Audits & Inspections							
<b>Audits and Inspections</b> Records created and/or received and used to document routinely conducted inspections of the physical condition of the workplace undertaken by HCA and employee representatives to identify and monitor occupational health and safety risks or hazards. Inspections may also be required by regulation or by an order by an inspector. Records include but are not limited to Quarterly Workplace Audits, Safety Audits, Lifeguard Safety Audits, Workplace Inspections (including Fire Extinguisher Inspections), Fire Hydrant Inspections / Orders, Hazard Reports, etc.	By Type, By Year, By Area	Human Resources & Wellness	CY +7	Destroy	Internal	No	No
Joint Health and Safety Committee							
<b>Joint Health and Safety Committee</b> Records documenting the formation, meetings, and decisions of the Joint Health and Safety Committee (JHSC). Records may include but are not limited to records of the establishment of the committee, its terms of reference, memoranda of understanding, etc.; records of nomination, appointment, resignation or termination of committee members; meeting agendas and minutes, etc.	By Year, By Month	Human Resources & Wellness	CY +6	Destroy	Confidential (Personal Information)	Yes	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Ministry of Labour							
<b>Field Visits and Orders</b> Records of Ministry of Labour Field Visits and Orders pertaining to HCA's Health & Safety Program.	By Year, By Date (File adults and minors separately)	Human Resources & Wellness <i>For incident reports associated with an insurance or legal claim: Secretary Treasurer / Director, Central Support Services.</i>	T/E +15 <i>For Orders: T/E = Employee last day of work. For those who are minors at the time of their last day of work: Date of reaching the age of majority. For MOL records not pertaining to any individual: T/E = Date of Creation (field notes) or Date Order Deemed Resolved.</i>	Destroy	Confidential (Personal Information)	Yes	No
Programs, Plans & Procedures							
<b>Programs, Plans and Procedures</b> Records created and/or received and used in the development, review and approval of HCA occupational health and safety programs, plans and procedures. Programs, Plans, and Procedures include but are not limited to Safe Working Procedures; Fire Safety Plans; Emergency Action Plans; Evacuation Plans, Hazard Risk Registry; Safety Manuals; SDS / Material Safety Data Sheets (MSDS), and WSIB Excellence Program.	By Type, By Year	Human Resources & Wellness	S/O +10	Destroy / Archival Selection	Internal	Yes	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Prevention							
<b>Prevention</b> Records created and/or received and used in the process of promoting, educating and advising on actual or potential workplace hazards and safe work practices, including detailing hazards associated with the use of materials; first aid instructions maintained for reference on safety instruction; safe workplace practices, necessary protective devices, safety measures and procedures. Includes daily or safety talks and pre-work inspections prior to completing high risk / hazardous work.	By Type, By Year	Originator	CY +4	Destroy	Internal	Yes	No

Human Resources Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
Attendance & Time Off							
<b>Attendance and Statutory Leaves</b> Records related to employee leaves (pregnancy, parental, sick, bereavement or any other leave covered under the ESA), absenteeism, vacation and other requests for time off. Records may include timesheets, reports, and general program information.	By Type of Leave / Absence, By Employee Number	Human Resources & Wellness	CY +7	Destroy	Confidential	No	No
Compensation & Benefits							
<b>Benefits Administration</b> Records relating to employee benefits and deductions, group insurance, medical and dental plans administration.	By Subject, By Year	Human Resources & Wellness	P	Permanent	Confidential (PIB)	Yes	No
<b>Compensation Administration</b> Consists of management of remuneration models for Authority employees. Includes annual salary plans, salary administrative guidelines and the management compensation plan. Records may include meetings, job evaluation results and appeals.	By Subject	Human Resources & Wellness	S/O +11	Destroy / Archival Selection	Confidential (PIB)	Yes	Yes
<b>Pay Equity Plans</b> Records relating to equal opportunity employment and pay equity. <i>Note: Records of job evaluations related to pay equity legislation may be subject to permanent retention, if requested for an investigation under the Pay Equity Act.</i>	By Subject	Human Resources & Wellness	P	Permanent	Public	Yes	No
<b>Pension Administration</b> Records related to the pension program. Documents consists of enrollment, changes, annual reporting, etc.	By Subject	Human Resources & Wellness	P	Permanent	Confidential (PIB)	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
<b>Employee Management</b>							
<b>Personnel Files</b> Records relating to the employment history of all HCA employees, including students, temporary, permanent, contract, casual, full and part time positions. Files contain Employee contracts, related terms and conditions, letters of recommendation, job rotations, performance evaluations, disciplinary measures, commendations, references, resumes, letters of resignation and records of termination or retirement, and exit interviews. Also includes record of professional development courses completed through internal training opportunities and external training records. Vaccination records, where vaccinations are required for a specific position, are retained in employee personnel files.	<u>Current Staff</u> : By Name (Last, First) <u>Past Staff</u> : By year of employee termination, resignation or retirement, then By Name (Last, First).	Human Resources & Wellness	T/E +50; <i>T/E = Termination, resignation or retirement of employee.</i>	Destroy	Confidential (Personal Information)	Yes	No
<b>Labour &amp; Employee Relations</b>							
<b>Human Rights Complaints &amp; Investigations</b> Records relating to receiving, investigating and resolving complaints from staff concerning discrimination or harassment. Documents may include statements of complaints or completed complaints forms, investigation reports and recommendations, witness interview notes and supporting documentation and correspondence regarding the exploration and resolution of the complaints and consultations.	By Type of Complaint; By Date	Human Resources & Wellness	T/E +50	Destroy	Confidential	Yes	No
<b>Organization Design</b>							
<b>Organizational Chart</b> Records illustrating the organizational structure of HCA including staff positions / titles, employee names, and hierarchy of reporting relationships and of authority and responsibility.	By Year	Human Resources & Wellness	S/O +5	Archival	Public	Yes	Yes

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Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
<b>Payroll Administration</b>							
<b>Payroll Processing and Remittances</b> Records relating to the calculation, preparation, provision and delivery of payroll services to Hamilton Conservation Authority employees, including income tax reporting and benefit payments.	By Subject; By Year	Central Support Services; Human Resources & Wellness	<u>CPP Stop Payment and Old Sick Plan</u> : T/E +7; <u>All other Records</u> : FY +7 <u>CPP Stop Payment and Old Sick Plan</u> : T/E = Termination, resignation or retirement of employee	Destroy	Confidential (Personal Information)	Yes	No
<b>Records of Employment and T4's and T4A's</b> Records relating to the records of employment (ROE) of staff for purpose of Employment Insurance (EI) benefits, and employer copies of T4/T4A statements of remuneration paid per calendar year.	By Subject; By Year, By Employee Last Name	Central Support Services Human Resources & Wellness	P	Permanent	Confidential (Personal Information)	Yes	No
<b>Recruitment &amp; Selection</b>							
<b>Job Descriptions</b> Records defining employment positions within HCA, outlining responsibilities, qualifications, immediate reporting structure, and salary classification.	By Department; By Position Title	Human Resources & Wellness	S/O +11	Destroy	Public	Yes	No
<b>Recruitment, Selection &amp; Hiring</b> Records relating to recruitment and staffing activities performed for all full and part time staff positions. <i>NOTE: Successful candidates' resumes and information moves to the employee Personnel File, once offer of employment is accepted, confirmed and signed.</i>	By Year, By Recruitment	Human Resources & Wellness	<u>Resumes for applicants not selected for an interview</u> : T/E +1; <u>All other recruitment records</u> : T/E +3 T/E = Completion of recruitment.	Destroy	Confidential (Personal Information)	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
Training & Development							
<b>Occupational Training Compliance and Certification - All Staff</b> Records relating to occupational training where there is a legislated, operational or legal requirement to retain records. Includes raising awareness and educating employees on workplace Health and Safety, in accordance with the Occupational Health and Safety Act.	By Employee (in Personnel Files and in the HR Downloads online platform and Pearl application)	Human Resources & Wellness	<u>Training records:</u> T/E +15 <i>T/E = Termination of employment. For those who are minors at the time of termination of employment: Date of reaching the age of majority.</i> <u>Training Materials:</u> S/O +1	Destroy	Internal	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
<b>Position Specific Training and Certifications - General</b> Records relating to training required for specific positions held within HCA. Includes CPR and First Aid, Vehicle & Small Equipment, Respirator Fit, Lifeguard, Security, Pesticide Application. <i>Notes: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Human Resources & Wellness	<u>CPR and First Aid</u> : T/E +3; <u>Vehicle &amp; Small Equipment</u> : T/E +5 <u>Respirator Fit</u> : T/E +5 <u>Lifeguard</u> : T/E +2 <u>Security</u> : T/E + Until applicant’s second birthday following the day the license was issued or 2 years since the term of a renewed license. <u>Pesticide Application</u> : T/E + Until December 31 of the year in which the license or the most recent renewal of the license takes effect. <u>For CPR and First Aid, Lifeguard, Security, and Pesticide Application</u> : T/E = Completion date of training. <u>For Vehicle &amp; Small Equipment, and Respirator Fit</u> : T/E = Termination of Employment.	Destroy	Internal	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Position Specific Training and Certifications - Aquatic Facilities</b> Records relating to training required for specific positions held within HCA. Includes National Lifeguard Certification, Lifeguard Qualifications, Pool Operator, Maintenance, Skills Passports, and Slide Mechanics. <i>Note: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Human Resources & Wellness	<u>National Lifeguard Certification</u> : T/E +2 <u>Skills Passports</u> : T/E +2 <u>Slide Mechanics</u> : T/E +2 <u>Pool Operator</u> : T/E +2 <u>Maintenance</u> : T/E +2 <i>T/E = Completion date of training.</i>	Destroy	Internal	No	No
<b>Position Specific Training and Certifications - Conservation Areas</b> Records relating to training required for specific positions held within HCA. Includes Zero Turn, Tractor, Weed Whip, Club Car, and Safe Food Handling. <i>Note: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Managers and Superintendents for the particular facility or training program.	<u>Zero Turn, Tractor, Weed Whip, Club Car, and Safe Food Handling</u> : T/E +5 <i>For Zero Turn, Tractor, Weed Whip, Club Car: T/E = Date worker leaves the company.</i> <i>For Safe Food Handling: T/E = Completion date of training.</i>	Destroy	Internal	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
<b>Position Specific Training and Certifications - Construction</b> Records relating to training required for specific positions held within HCA. Includes Working at Heights & Fall Arrest, Confined / Restricted Space, Skid Steer, Mini Excavator, Backhoe, Tractor, Dump Truck, Septic Truck, Stump Grinder, Chainsaw (In-house), Trench Awareness, Aerial Lift & Scissor Lift (Mobile Elevated Work Platforms - General), and Commercial Vehicle Operator's Registration. <i>Note: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Human Resources & Wellness	<u>Confined/Restricted Space</u> : T/E +1 <u>Working at Heights &amp; Fall Arrest</u> : T/E +3 <u>Commercial Vehicle Operator's Registration</u> : T/E +2 <u>All Other Training</u> : T/E +5 <u>For Confined/Restricted Space</u> : T/E = Date of creation or Date of project completion. <u>For Working at Heights &amp; Fall Arrest, Commercial Vehicle Operator's Registration</u> : T/E = Date of completion of training. <u>For All Other Training</u> : T/E = Termination of Employment	Destroy	Internal	No	No
<b>Position Specific Training and Certifications - Marina</b> Records relating to training required for specific positions held within HCA. Includes Marine Lift and Pleasure Craft Operators Licence. <i>Note: Health and Safety related training materials that become associated with investigations for WSIB files, insurance claims, or litigation will be moved to the relevant WSIB incident file and retained as part of that record. Only current / in effect training manuals to be retained.</i>	By Employee (in Pearl application); Some training records are retained in the SkillsPass online application.	Human Resources & Wellness	<u>Marine Lift</u> : T/E +5 <u>Pleasure Craft Operator's Licence</u> : T/E <u>For Marine Lift</u> : T/E = Completion date of training. <u>For Pleasure Craft Operator's Licence</u> : T/E = Termination of Employment	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
Volunteers							
<b>Volunteer Database</b> Records relating to volunteer applications / requests to volunteer, hours of service and nature of assignment(s) with HCA.	By Name (Last, First)	Central Support Services	T/E +3 <i>T/E = Date of last volunteer event. For those who are minors at the time of their last volunteer event: Date of reaching the age of majority.</i>	Destroy	Confidential (PIB)	No	No
<b>Volunteer Management - Long-term Volunteers</b> Individual records for long-term volunteers. Records may include resumes, reference checks, evaluations, contact information / emergency contact information, safety audits, training, skills documentation, volunteer hours and exit interviews.	By Name (Last, First)	Originator	T/E +15 <i>T/E = Date of last volunteer event. For those who are minors at the time of their last volunteer event: Date of reaching the age of majority.</i>	Destroy	Confidential (PIB)	No	No
<b>Volunteer Management - Short-term Volunteers</b> Individual records for short-term volunteers. Records may include submitted applications, resumes, sign up forms, position descriptions, postings, contact information / emergency contact information, training, and volunteer hours.	By Event, By Name (Last, First)	Originator	T/E +3 <i>T/E = Date of last volunteer event. For those who are minors at the time of their last volunteer event: Date of reaching the age of majority.</i>	Destroy	Confidential (PIB)	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archiva I Y or N
WSIB Administration							
<b>WSIB Administration</b> Records relating to the reporting of work-related incidents and injuries under the Workplace Safety and Insurance Act, 1997. Includes WSIB incident reports, Form 7's, WSIB investigations, records of return to work and modified duties. Also includes all records related to correspondence and reporting to the Workplace Safety and Insurance Board, e.g. wage transfers, appeals, statements of accounts and all other mandatory reporting.	By Name (Last, First)	Human Resources & Wellness	T/E +50 <i>T/E = Termination, resignation, or retirement of employee</i>	Destroy	Confidential (Personal Information)	Yes	No

Information & Technology Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Data Management							
<b>Databases and Information Systems</b> Records relating to the operation, administration and maintenance of database solutions and information systems across the organization. Also includes records of the operation and administration of interfaces between systems.	By Subject	Watershed Management Services and Central Support Services	T/E +2 <i>T/E = Application or database decommissioned.</i>	Destroy	Internal - Subject to Confidential (PIB)	Yes	No
<b>Data Requests</b> Records detailing requested data and resulting responses.	By Year	Watershed Management Services	CY +10	Destroy	Internal	No	No
Geographic Information Systems (GIS)							
<b>Imagery</b> Record related to digital ortho-imagery of HCA jurisdiction, metadata, calibration information, and derivatives. Also includes other remotely sensed data such as satellite images, bathymetry, and LiDAR datasets.	By Project Name	Watershed Management Services	P	Permanent	Public	No	No
<b>Projects</b> Records relating to mapping and Geographic Information Systems, geomatics and other resources that provide imagery, spatial data and metadata used for the purposes of mapping and capturing imagery of built and natural environments.	By Project Name	Watershed Management Services and Central Support Services	P	Permanent / Archival Selection	Internal - Subject to Confidential	Yes	Yes
Network Management							
<b>Firmware (Devices and Hardware)</b> Warranties, drivers, firmware patches for network equipment such as servers, workstations, storage arrays, printers, scanners, access points and switches.	By Device Type, By Device Name	Central Support Services	S/O +1	Destroy	Internal	No	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Network Administration</b> Records relating to design, installation and evaluation of the network; execution and administration of regular backups; creation of precise technical documentation, such as network diagrams, network cabling documents, etc.; provision for precise authentication to access network resources; provision for troubleshooting assistance; administration of network security.	By Area / Business Unit, By Year	Central Support Services	T/E +5 <i>T/E = Infrastructure, application or service decommissioned.</i>	Destroy	Confidential	Yes	No
<b>Telephone &amp; Electronic Communications Systems</b> Records relating to the installation, maintenance, operation and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, internet, and emergency systems and processes. Documents include requests for installation or maintenance, change requests and service call requests to service providers.	By Topic	Central Support Services	T/E +5 <i>T/E = End of project or new update</i>	Destroy	Internal	Yes	No
<b>Records &amp; Information Management</b>							
<b>Classification &amp; Records Retention Schedule</b> Records relating to the development and implementation of the records classification structure and the retention and disposition schedule initiatives. Includes information relating to all issues that may affect the development and approval of the Authority's records classification structure and retention schedule, which officially govern for how long information is kept and whether it is destroyed. Documents may include records retention schedules of other CAs, federal and provincial legislation, legal opinions and all supporting correspondence.	By Topic	Office of the CAO	S/O +5	Destroy / Archival Selection	Public	Yes	Yes

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Corporate History and Archival Preservation</b> Records selected for archival retention and preservation, including documents that demonstrate the development and evolution of HCA services and assets, demonstrating the history of HCA as an organization. Includes records related to management of archival holdings, i.e. HCA Archive Accession Register, Collection Policies, Index and Finding Aids, etc.	By Subject (See archive arrangement scheme)	Office of the CAO	P <i>T/E = Selection for inclusion in HCA's archival collection</i>	Permanent	Internal - Subject to Confidential (PIB) <b>Public Access may be limited to records to which access is provided for under MFIPPA.</b>	Yes	Yes
<b>Freedom of Information</b> Records relating to the completion of requests for information submitted under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Also includes records of routine disclosure.	By year, By file number	Office of the CAO	T/E +5 <i>T/E = Completion of request, closure of consultation, or expiry of appeal period</i>	Destroy	Confidential (Personal Information)	No	No
<b>Records Destruction Certificates</b> Records relating to records destruction certificates, which authorize the destruction of LTC's records in accordance with formally-approved records retention schedule. Includes destruction of media such as paper, microform and electronic records. Documents include records destruction certificates, applications for records destruction, destruction notices, and records destruction statistics and reports.	By Year, By Function	Office of the CAO	P	Permanent	Public	Yes	No

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Software							
<b>Applications</b> Records may include installation files, documentation, and user-guides for proprietary or open-source software used on workstations & servers. This may also include license keys/ serial numbers, software patches, and scripts.	By Vendor Name	Central Support Services	S/O +1	Destroy / Archival Selection <i>(Legacy software may be required to access records of archival value.)</i>	Internal	No	Yes

**Marketing & Communications**

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Celebrations &amp; Recognition</b>							
<b>Celebration and Recognition Events (Corporate)</b> Records relating to celebrations and recognition ceremonies held by the Authority, including Conservation Area openings, Corporate Anniversaries, service awards and retirements for employees and volunteers.	By Event	Marketing and Communications	T/E +10	Destroy / Archival Selection	Public	No	Yes
<b>Graphic Design</b>							
<b>Creative Design</b> Records relating to the provision of internal creative design services, including graphic design, signage, non-archival photography, web design and publication layout.	By Subject; By Year	Marketing and Communications	S/O +5	Destroy / Archival Selection	Public	No	Yes
<b>Internet Content Management</b>							
<b>Analytics</b> Records relating to web analytics including the measurement, collection, analysis and reporting of internet data for the purposes of understanding and optimizing online usage. Analytics may study habits and behaviours of users, stakeholders, partners and trends.	By Subject	Marketing and Communications	CY +7	Destroy / Archival Selection	Public	No	Yes
<b>E-Newsletters</b> Records relating to electronic publications of internal and external newsletters created and distributed via electronic marketing tools (e.g. Mail Chimp, etc.)	By Year, By Edition	Marketing and Communications	P	Archival Selection	Public	No	Yes
<b>Social Media</b> Records relating to the development of creative campaign plans and distribution of social media content, e.g., Facebook, X, YouTube, Instagram, etc.	By Topic	Marketing and Communications	P	Archival Selection	Public	No	Yes

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Websites</b> Records relating to the development, capture, and coordination of HCA's corporate websites. Records may relate to existing & future content specifications, development and supporting website developer(s).	By Topic, By Year	Marketing and Communications	P	Archival Selection	Public	No	Yes
<b>Marketing</b>							
<b>Advertising</b> Records relating to the planning, development and distribution of advertising, including campaign strategies, campaign quotes, ad proofs, etc.	By Year	Marketing and Communications	S/O +5	Destroy / Archival Selection	Public	No	Yes
<b>Audio Visual</b> Records including photographs, videos, and recorded audio that document the programs, services, and/or activities of the HCA.	By Subject	Marketing and Communications	P	Archival Selection	Public	No	Yes
<b>Corporate Identity and Branding</b> Records related to the planning, development and administration of corporate identity and branding, (e.g. branding guidelines, logos, letterhead, etc.)	By Subject	Marketing and Communications	P	Archival Selection	Public	Yes	Yes
<b>Publications</b> Records of official, corporate publications for internal and external use, including graphic design, newsletters, signage, non-archival photography, web design and publication layout.	By Subject; By Year	Marketing and Communications	P	Archival Selection	Public	No	Yes
<b>Media Relations &amp; Monitoring</b>							
<b>Media Releases</b> Records of media releases produced by HCA. May include background information such as key message development material, media response, correspondence, media releases, media advisories, media contact list, images/graphs/maps to accompany media releases/advisories.	By Year, By Topic	Marketing and Communications	P	Archival Selection	Public	No	Yes

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Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Media Monitoring</b> Records relating to media coverage, media scans & media monitoring about HCA & related initiatives. Records include newspaper articles, television/radio sound bites/video files, web pages, social media sites & the like.	By Year, By Month	Marketing and Communications	P	Archival Selection	Public	No	Yes
<b>Public Relations</b>							
<b>Commendations from the Public</b> Records include general commendations about HCA & its programs/services.	By Business Unit / Program Area, By Year	Marketing and Communications	CY +5	Destroy / Archival Selection	Public	No	Yes
<b>Complaints from the Public</b> Records include general complaints, responses to complaints about HCA & its programs/services.	By Business Unit / Program Area, By Year	Marketing and Communications	T/E +15 <i>T/E = Complaint Resolved</i>	Destroy	Confidential (Personal Information)	No	No

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Planning & Regulations

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Aggregate Resources Act Application Review							
<b>Aggregate Resources Act</b> Records of applications for new aggregate resource extraction operations or to alter / expand an existing aggregate extraction operations.	By Project Name	Watershed Management Services	P	Permanent	Public	No	No
Plan Input							
<b>Legislative &amp; Policy Reviews</b> Records relating to input on provincial policy plans (e.g., Provincial Policy Statement, Growth Plan, Greenbelt Plan) and certain municipal policies (e.g., Site Alteration By-laws, etc.).	By Province or Municipality; By Policy / Plan Name	Watershed Management Services	S/O	Destroy / Archival Selection	Public	No	Yes
<b>Planning Act (Comprehensive / Policy) Reviews</b> Records of Official Plan Updates, City-initiated / Comprehensive Official Plan Amendments; Comprehensive Zoning By-Law Amendments; Secondary Plans	By Type, By File Number	Watershed Management Services	P	Permanent	Public	No	No
Planning Review							
<b>Environmental Assessments</b> Records relating to environmental assessments within HCA watershed boundaries. Assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it.	By Type, By File Number	Watershed Management Services	P	Permanent	Public	No	No
<b>Niagara Escarpment Planning &amp; Development Control Act (NEPDA) Applications</b> Records of development applications made under the NEPDA, including Niagara Escarpment Plan Amendments.	By File Number	Watershed Management Services	T/E + 10 <i>T/E = Application Year</i>	Destroy	Confidential (PIB)	No	No

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Planning Act (Development) Applications</b> Records of development applications, including Subdivisions/Condominiums; Official Plan Amendments, Zoning By-Law Amendments, Site Plans, Consents, Minor Variances, and Formal Consultation.	By Type, By File Number	Watershed Management Services	<u>Subdivisions</u> : P; <u>All other application types</u> : T/E +10 <i>T/E = Application Year</i>	Destroy	Confidential (PIB)	Yes	No
<b>Property Inquiries</b>							
<b>General Correspondence &amp; Solicitor Inquiries</b> Records of correspondence between the HCA, members of the public, consultants, contractors, real estate agents and lawyers regarding the application of HCA's development regulation on various properties within HCA's jurisdiction.	By Former Municipality, By Year, In Chronological Order (Oldest to Newest)	Watershed Management Services	P	Permanent	Confidential (PIB)	No	No
<b>Section 28 Regulation Administration</b>							
<b>Ontario Regulation 161/06 - Letters of Permission, Permits, &amp; Hearings</b> Records of issuance of letters of permission and development permits under 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. Also includes all records associated with Section 28 hearings before the Board of Directors, and appeals to the Ontario Land Tribunal, including final decisions and staff reports.	<u>Letters of Permission</u> : By Year, By Address <u>Permits</u> : By Year, By File Number <u>Hearings</u> : By Year, Property Address	Watershed Management Services	P	Permanent	Confidential (PIB)	Yes	No
<b>Section 28 Enforcement (Violations)</b> Records relating to the enforcement of Section 28 of the Conservation Authorities Act.	By Year, By Property Address	Watershed Management Services	P	Permanent	Confidential (PIB)	Yes	No

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Source Water Protection

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Administration</b> Records relating to the administration and implementation of the Source Water Protection Program, including Source Protection Committee and Source Protection Management Committee meeting agendas and minutes. <i>Note: Records of the Hamilton Region Source Protection Authority are filed under Governance - Board of Directors and Subcommittee Documentation.</i>	By Topic	Watershed Management Services	T/E + 15 <i>T/E = Date of creation.</i>	Destroy / Archival Selection	Public (Subject to Confidential PIB)	No	Yes
<b>Assessments, Plans and Reports</b> Records relating to the implementation of the Source Water Protection Program, including Annual Reports, Assessment Reports, Source Protection Plans, MECP Drinking Water Inspection Reports, etc.	By Topic	Watershed Management Services	T/E + 15 <i>T/E = Date approved.</i>	Destroy / Archival Selection	Public	No	Yes
<b>Technical Studies and Models</b> Records relating to the foundational development of the Source Water Protection Program, including Municipal Wellhead Studies, Water Budgets, Watershed Characterization Reports, etc.	By Topic	Watershed Management Services	T/E + 15 <i>T/E = Date finalized or approved.</i>	Destroy / Archival Selection	Internal	No	Yes

Watershed Management

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
Dam Management							
<b>Dam Management</b> Records related to the operation and maintenance of all dams on HCA properties, including Christie Lake, Valens Lake, and Mineral Springs. Records include Operation, Maintenance, Surveillance and Safety Manuals, inspections, maintenance records, dam safety reviews, public safety assessments, dam-related permits to take water.	By Dam; By Subject	Watershed Management Services	P	Archival Selection	Internal	Yes	Yes
Ecological Inventorying & Monitoring							
<b>Aquatic Resources Monitoring Program</b> Records relating to the administration and implementation of the Aquatic Resource Monitoring Program. Records include raw data, analyses, reports, photos, field notes (hard copy and electronic) program overviews, and methodologies. Also includes federal and provincial government approvals, authorizations and licences to undertake monitoring activities.	By Monitoring Subject; Then by: <u>Admin</u> : By Subject; <u>Implementation</u> : By Year; By Location	Watershed Management Services	P	Permanent	Internal - Subject to Confidential (Personal Information)	No	No
<b>Natural Areas Inventory</b> Records relating to the administration, research and monitoring, and development of the Natural Areas Inventory.	By Project Year; By Subject	Watershed Management Services	P	Archival Selection	Internal - Subject to Confidential (Personal Information)	No	Yes

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Terrestrial Resources Monitoring Program</b> Records relating to the administration and implementation of the Terrestrial Resources Monitoring Program. Records include raw data, analyses, reports, photos, field notes (hard copy and electronic) program overviews, and methodologies. Also includes federal and provincial government approvals, authorizations and licences to undertake monitoring activities.	By Monitoring Subject; Then by: <u>Admin</u> : By Subject; <u>Implementation</u> : By Year; By Location	Watershed Management Services	P	Permanent	Internal - Subject to Confidential (Personal Information)	No	No
<b>Ecological Rehabilitation &amp; Restoration</b>							
<b>Invasive Species Management</b> Records relating to the administration and implementation of the Invasive Species Management Program. Records include data, mapping, education materials, strategies/plans, progress reporting, etc.	<u>Admin</u> : By Subject; <u>Implementation</u> : By Species, By Year	Watershed Management Services	P	Permanent	Internal	No	No
<b>Restoration Projects</b> Records relating to project management for the design and construction of ecological restoration projects on HCA property. Records include designs, agreements, contracts, permits, budgets, correspondence, tenders, and post-construction monitoring.	By Location / Project Number, By Project Name	Watershed Management Services	P	Permanent	Internal	No	No
<b>Engineering Review</b>							
<b>MECP Permit to Take Water Application Review</b> Applications submitted to MECP for Permits to Take Water, circulated to HCA for technical review.	By Application Number	Watershed Management Services	T/E +10 <i>T/E = Date of creation</i>	Destroy	Confidential (Personal Information)	No	No
<b>Flood Forecasting &amp; Warning</b>							
<b>Data &amp; Analyses</b> Records relating to the weekly planning cycles, stream gauge data and historic information that assists HCA staff to provide prompt warnings to municipal partners and the general public. Includes conditions analyses.	By Topic	Watershed Management Services	P	Permanent	Internal	Yes	No

**Retention & Disposition Legend:** A = Archival; AS = Archival Selection; CY = Current Year; FY = Fiscal Year; D = Destroy; S/O = Superseded or Obsolete; T/E = Termination/Event - closed/completed; PIB = Personal information Bank under MFIPPA; P = Permanent

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Documentation of Flooding &amp; Erosion Events</b> Records documenting flooding and erosion events throughout the HCA watershed during Flood Watch and Warning events. Records include photos of flooding and erosion.	By Year	Watershed Management Services	P	Archival Selection	Internal	Yes	Yes
<b>Flood Advisories &amp; Bulletins</b> Records of Flood Watch and Warning Advisories and Bulletins issued as part of HCA's Flood Forecasting and Warning Program.	Admin: By Subject; Implementation: By Year	Watershed Management Services	P	Archival Selection	Public	Yes	Yes
<b>Flood Contingency Plans</b> Records relating to HCA's Flood Contingency Plan for the monitoring and warning program for riverine flooding and flooding and erosion hazards associated with the Lake Ontario shoreline.	By Topic	Watershed Management Services	P	Archival Selection	Public	Yes	Yes
<b>Low Water Response</b>							
<b>Data &amp; Analyses</b> Records relating to monitoring and reporting on low water conditions for the Low Water Response Program. Records include raw data and conditions analyses.	By Year	Watershed Management Services	P	Permanent	Internal	No	No
<b>Declarations &amp; Terminations</b> Records relating to the declaration and termination of Low Water Conditions. Records include Advisories, Bulletins and Mailings to Permit to Take Water Holders.	By year	Watershed Management Services	P	Archival Selection	Internal - Subject to Confidential (PIB)	No	Yes
<b>Low Water Response Team</b> Records relating to the administration of the Low Water Response Team. Records include LWRT membership, correspondence, meeting agendas and minutes.	By Year, By Meeting Date	Watershed Management Services	P	Archival Selection	Internal	No	Yes

**Retention & Disposition Legend:** A = Archival; AS = Archival Selection; CY = Current Year; FY = Fiscal Year; D = Destroy; S/O = Superseded or Obsolete; T/E = Termination/Event - closed/completed; PIB = Personal information Bank under MFIPPA; P = Permanent

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Stewardship</b>							
<b>Contact Initiatives / Landowner Mailings</b> Mass mailings to private landowners promoting programs and services of the Hamilton Watershed Stewardship Program. <i>NOTE: Records of successful engagement are transferred to the Water Quality &amp; Habitat Improvement Program.</i>	By Year, By Subject	Watershed Management Services	CY +1	Destroy / Archival Selection	Internal - Confidential (Personal Information)	No	Yes
<b>Water Quality &amp; Habitat Improvement Program</b> Records related to the delivery of the private landowner stewardship program.	By File Number	Watershed Management Services	P	Permanent	Internal - Confidential (Personal Information)	No	No
<b>Streamflow and Precipitation Monitoring</b>							
<b>Streamflow &amp; Precipitation Data and Monitoring Files</b> Records related to HCA’s hydrometeorologic network, including precipitation, snow survey, and stream flow and temperature monitoring and analyses in support of the flood forecasting and warning and ecological monitoring programs and for long term trend analysis. Records include monitoring station location maps, sampling protocols, equipment manuals, raw data, analyses, and reports.	<u>Precipitation</u> : In Wiski; By Location <u>Snow Surveys</u> : By Year; By Survey Date <u>Streamflow &amp; Temperature</u> : In Wiski; By Location	Watershed Management Services	P	Permanent	Internal	Yes	No
<b>Technical Studies and Engineering Projects</b>							
<b>Engineering Projects</b> Records relating to projects of the Engineering unit, e.g. Climate Change, Saltfleet Wetland Creation, etc.	By Project # Area, By Project Name	Watershed Management Services	P	Permanent	Internal	No	No
<b>Floodplain Mapping</b> Records relating to floodplain mapping and modelling for development-related and HCA-driven projects.	By Project # Area, By Project Name	Watershed Management Services	P	Archival Selection	Internal ( <i>HCA-driven mapping is Public</i> )	Yes	Yes
<b>Technical Studies</b> Records relating to technical studies and projects commissioned by the Engineering unit.	By Project # Area, By Study Name	Watershed Management Services	P	Permanent	Public	Yes	No

**Retention & Disposition Legend:** A = Archival; AS = Archival Selection; CY = Current Year; FY = Fiscal Year; D = Destroy; S/O = Superseded or Obsolete; T/E = Termination/Event - closed/completed; PIB = Personal information Bank under MFIPPA; P = Permanent



Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Watershed Planning</b>							
<b>Shoreline Management Plan</b> Records relating to the evaluation and monitoring of shoreline hazards along the Lake Ontario Shoreline, including erosion hazards, dynamic beach hazards, and flooding hazards.	By Year	Watershed Management Services	P	Permanent	Internal	No	Yes
<b>Special Studies and Assessments</b> Records of special studies and assessments to inform/facilitate development activities, including Subwatershed Studies, Master Drainage Plans.	By Study / Assessment Type, By Study / Assessment File Number and/or Name	Watershed Management Services	P	Permanent	Public	Yes	Yes
<b>Watershed Report Cards</b> Records relating to the creation of the Watershed Report cards. This will include information for future and historic report cards.	By Year	Watershed Management Services	P	Archival Selection	Public	No	Yes
<b>Water Quality Monitoring</b>							
<b>Surface Water Monitoring</b> Records related to the all surface water quality monitoring programs undertaken by HCA, including but not limited to the Hamilton Harbour Remedial Action Plan Program, Provincial Surface Water Quality Monitoring Network and City of Hamilton Water Quality Monitoring Program. Records may include monitoring station location maps, sampling protocols, equipment manuals, raw data, analyses, and reports.	<u>By Program</u> ; Then by: <u>Admin</u> : By Subject; <u>Implementation</u> : By Year	Watershed Management Services	P	Permanent	Internal	Yes	No

**Retention & Disposition Legend:** A = Archival; AS = Archival Selection; CY = Current Year; FY = Fiscal Year; D = Destroy; S/O = Superseded or Obsolete; T/E = Termination/Event - closed/completed; PIB = Personal information Bank under MFIPPA; P = Permanent

Hamilton Conservation Authority – Records Retention Schedule and File Classification Scheme

Records Series	Filing Methodology	Accountability	Total Retention	Disposition	Sensitivity Classification	Vital Y or N	Archival Y or N
<b>Groundwater Monitoring</b> Records related to the all groundwater monitoring programs undertaken by HCA, including by not limited to the Provincial Groundwater Monitoring Network. Records may include, monitoring station location maps, sampling protocols, equipment manuals, raw data, analyses, and reports.	<u>By Program</u> ; Then by: <u>Admin</u> : By Subject; <u>Implementation</u> : By Year	Watershed Management Services	P	Permanent	Internal	No	No

Summary Table: Listing of Specific Amendments in the Proposed 2023 Retention Schedule			
Records Series	Existing Retention Period (2019)	Proposed Retention Period	Rationale
Agreements and Contracts	Permanent	T/E +15 years (Archival Selection)	Result of legal review
Budgets & Budget Development	5 years	FY +10 Years	Consistent with other agencies
Committees / Working Groups - Internal	Permanent	CY +4 years (Archival Selection)	Consistent with other agencies
Corporate Policies	Permanent	S/O +15 years (Archival Selection)	Result of legal review
Drinking Waters Supplies	15 years	CY +4 years	Consistent with legislated requirement
Fleet & Equipment Maintance	7 years	T/E +6 years	Result of legal review
Fleet & Equipment Operations & Garage Management	7 years	T/E +6 years	Result of legal review
Fleet & Equipment Ownership	7 years	T/E +6 years	Result of legal review
Freedom of Information Requests	Permanent	T/E +5	Consistent with other agencies
General Correspondence (Planning & Regulations)	10 years	Permanent	Pre 2020 Ontario Regulation 161/06 Letters of Permission are filed within General Correspondence
Hazard Tree Management	7 years	T/E +10 years	Consistent with other agencies
Health & Safety Programs, Plans, and Procedures	Permanent	S/O +10 years	Consistent with other agencies
Health & Safety Training Records	7 years following departure	Retention periods based on specific training types	Result of legal review
Incident Reports	Permanent	T/E +15 years	Result of legal review
Insurance Claims	Permanent	T/E +15 years	Result of legal review
IT Firmware (Devices & Hardware) Warranties	Until expired	S/O +1 year	Consistent with other agencies
Job Descriptions	Permanent	S/O +11 years	Consistent with other agencies
Job Evaluations	Permanent	S/O +11 years (Archival Selection)	Consistent with other agencies
Legal Matters	Permanent	T/E +15 years (*Legal Opinions: S/O - Archival Selection)	Result of legal review
Ministry of Labour Orders	7 years	T/E +15 years	In Consultation with MOLITSD, Consistent with Incident Reporting and Legal Matters
Permits (Conservation Lands Access and Activities)	1 year	T/E +5 years	Consistent with other agencies
Personnel Files	Permanent	T/E +50 years	Consistent with other agencies
Program Registrations	7 years	CY +1 year	Best Practice to meet MFIPPA requirements
Records of Employment	7 years	Permament	Consistent with legislated requirement
Reserve Funds	Permanent	S/O +7 (Archival)	Consistent with other agencies
Section 29 Enforcement	7 years	Permanent	Consistent with other agencies
Software	Until expired	S/O +1 year (Archival Selection)	Consistent with other agencies
Source Protection Planning Subcommittee Meeting Minutes	Permanent	15 years (Archival Selection)	Consistent with legislated requirement
WSIB Administration	Permanent	T/E +50 years	Consistent with other agencies

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# Report

**TO:** Budget & Administration Committee

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

**RECOMMENDED AND  
PREPARED BY:** Jaime Tellier, Corporate Administrative / Records  
Management Coordinator

**MEETING DATE:** November 23, 2023

**RE:** Records and Digital Initiatives Project Manager Priorities  
for 2024 - 2025

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## STAFF RECOMMENDATION

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

**THAT the 2024 and 2025 priorities for the Records and Digital Initiatives Project Manager, as outlined in this report, be approved.**

## BACKGROUND & PURPOSE

Over the past number of years, Hamilton Conservation Authority (HCA) has undertaken steps to modernize its records management program, including development of a records management policy and procedures. A records retention schedule to implement the policy, and file classification scheme to organize electronic records accordingly have been developed and are being brought forward concurrently with this report.

As HCA transitions to increasingly digital methods of creating, transmitting, retaining, and disposing of records, a focus on digital initiatives related to records management is a next logical step in HCA's growing records and information management systems.

HCA is committed to staying at the forefront of technological innovation initiatives to modernize our records and information management systems, and ensuring that our data and documentation are accessible and efficiently managed.

As outlined in our 2024 operating budget, a 2-year secondment position for a Records and Digital Initiatives Project Manager (Project Manager) has been created to streamline our operations and improve our service delivery.

The purpose of this report is to outline and request approval for the initiatives that will be the focus of this secondment over the next two years.

## **STAFF COMMENT**

The key priorities for the Records and Digital Initiatives Project Manager for 2024 and 2025 are as follows:

1. Implementation of the updated Records Retention Schedule
2. Continuation of the Library and Archive Revitalization Project
3. Procurement and launch of a Content Management System / E-permitting for Planning and Permits
4. Leverage existing software to improve electronic workflows and approvals for Finance business processes
5. Initiate an Open Data Portal for HCA

### Records Retention Schedule Implementation

Proper and consistent implementation of the Records Retention Schedule is required for HCA to comply with our Records Management Policy. The Project Manager will develop and deliver a department-level training series, providing detailed instruction on records series and retention periods relevant to each department's activities, and on new records transfer and disposition procedures. The Project Manager will assist staff with identifying and preparing legacy records for disposition, bringing HCA up to date with the new records retention schedule. This training will prepare staff for regular annual implementation of the records retention schedule moving forward.

### Library and Archive Revitalization Project

In 2023, the Board of Directors approved funding for a Records and Archive Assistant to assist with formalizing and expanding HCA's existing internal archive to address records of archival significance for the entire organization. At the time, it was noted that HCA has a significant amount of legacy records that have not been evaluated against any retention criteria and were not organized in such a way as to be readily useable by staff. The Project Manager will continue to supervise and work on the evaluation and preparation of legacy records for archiving, re-homing to departmental files, or destruction. The second year of this project will continue to focus on paper legacy records, and will expand to focus on digital records, particularly photographs, videos, and other digital files and formats, most notably promotional materials produced by the Marketing & Communications department.

Implementation of the Records Retention Schedule, as described in the section above, will ensure the regular transfer of current records to the archive through integration with the corporate records management program, preserving corporate history and preventing a future accumulation of unsorted legacy records. The Project Manager will develop protocols and deliver staff training to facilitate the regular transfer, receipt and accessioning of materials into the archive on an ongoing basis.

In addition, the contents of the engineering reference will be reviewed and evaluated, and its index updated to document disposal of obsolete materials and ensure all current holdings are accounted for.

### Content Management System / E-permitting

Electronic records management software is designed to help companies improve business practices and achieve and demonstrate regulatory compliance.

A Content Management System (CMS) is software that has tools and methods to capture, manage, store, preserve, and deliver all forms of content (not just documents and records) across an entire organization. HCA is currently reviewing a CMS that was developed by the Central Lake Ontario Conservation Authority and has been adopted by a number of other Conservation Authorities.

The first business process of focus for the CMS will be Planning and Permit Application Review to streamline electronic workflows and facilitate electronic permit application submissions and permit generation.

### Electronic Workflows and Approvals

The Project Manager will coordinate efforts to maximize the functionality and features within existing software to improve access, storage, and find workflow efficiencies for approval processes for Accounts Payable, Accounts Receivable, Electronic Funds Transfers, and Purchase Orders. Expansion of the above-mentioned Content Management System, to be piloted for Planning and Permit processes, will be considered to further improve records management and workflows for financial processes.

Transition to increasing electronic workflows and approvals will require development and approval of an electronic signatures policy and investigation and deployment of an electronic signing application that ensures trusted and secure electronic signatures to preserve the validity of business processes. The Project Manager will be responsible for these tasks.

### Open Data

‘Open Data’ is data and information that is free to access, use and share, generally through an open licence and with limited restrictions. It is an increasingly common practice among Conservation Authorities, and across the public sector more generally,

to provide free public access to the data and information we produce, store, manage and/or maintain.

Moving toward an Open Data system would modernize HCA's approach to how data is managed and provided to the public, and would align HCA with other Conservation Authority and public agency data and information management practices. Some of the benefits that have been identified as being associated with an open data policy include increased transparency and accountability, promoting equality, engaging the public, and supporting research and innovation. An Open Data Portal would also result in some time savings and efficiencies for the staff who are responsible for responding to data requests.

The Project Manager will investigate the technical requirements for implementing open data and will bring forward a detailed report on the process and proposed data to be shared to a future Budget & Administration Committee meeting for recommendation to the Board of Directors.

## **STRATEGIC PLAN LINKAGE**

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- **Strategic Priority Area – Organizational Excellence**
  - Initiative – Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery.

## **AGENCY COMMENTS**

N/A

## **LEGAL/FINANCIAL IMPLICATIONS**

Funding for the seconded position to undertake the above-mentioned records and digital initiatives has been included in the draft 2024 operating budget that was approved by the Board of Directors at the October 5, 2023 meeting.

Costs related to new information systems will be accommodated through the 2024 and 2025 corporate support budgets and any additional requirements will be brought to the Board for utilization of the IT and Records reserve.

## **CONCLUSIONS**

The proposed priorities for the 2-year seconded position for the Records and Digital Initiatives Project Manager demonstrates our commitment to staying at the forefront of technological innovation. The work will expand and modernize HCA's records and information management systems and will be integral in achieving our enhanced service delivery goals.



# Report

**TO:** Board of Directors

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

**PREPARED BY:** Nancy Watts, Director of Human Resources & Wellness

**MEETING DATE:** November 23, 2023

**RE:** 2024 Mileage Reimbursement Rate

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## STAFF RECOMMENDATION

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

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

**THAT the HCA mileage reimbursement rate be increased to .61 cents per kilometre effective January 1, 2024.**

## BACKGROUND & PURPOSE

The Budget & Administration Committee undertakes an annual review of mileage with any change effective January 1. As recommended by B&A and approved by the Board, the rate of mileage compensation shall be subject to an annual adjustment taking into account the year-over-year change in the Consumer Price Index for Private Transportation in Ontario and mileage rates from area conservation authorities to ensure our rate does not fall below the average.

The purpose of this report to provide B&A with the results of the staff review and recommendation on the for the 2024 mileage rate.

## STAFF COMMENT

HCA's mileage reimbursement rate is 58 cents per kilometre for 2023.

### Consumer Price Index (CPI)

The September 2023 year over year CPI for Private Transportation in Ontario did increase by 3% from September of last year, mainly due to the increase in gas prices.

### Area Conservation Authority Mileage Rates

The table below shows a summary of mileage rates from area conservation authorities:

<u>Conservation Authority</u>	<u>Rate – cents per km</u>
Upper Thames	.61
Ganaraska	.61
Grand River	.61
Niagara	.61
Halton	.61
<b>Average</b>	<b>.61</b>

Based on the above information, increasing the mileage rate at .61 cents per km is recommended for 2024 as the CPI Private Transportation Index has increase by 3% and to meet the average with other area Conservation Authorities.

### **STRATEGIC PLAN LINKAGE**

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- Strategic Priority Area - Organization Excellence
  - Continue to update and streamline operational policies and leverage emerging technology to enhance business service delivery

### **AGENCY COMMENTS**

Not applicable.

### **LEGAL/FINANCIAL IMPLICATIONS**

Using past average mileage reimbursement figures, the three cent increase would increase annual mileage costs by approximately \$2,000 and can be accommodated within 2024 budget allocations.

## **CONCLUSIONS**

Given that there has been an increase in the private transportation CPI and also, that HCA is lagging behind the average area Conservation Authorities reimbursement rate, it is therefore recommended that the 2023 mileage rate of 58 cents per kilometre be increased to .61 cents per km for 2024.

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# Report

**TO:** Board of Directors

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

**RECOMMENDED BY:** Mike Stone, MCIP, RPP, Acting Director, Watershed Management Services

**PREPARED BY:** Cathy Plosz, MCIP, RPP, Senior Planner, Watershed Management Services

**MEETING DATE:** December 7, 2023

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

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## STAFF RECOMMENDATION

**THAT the Board of Directors endorse the Draft Collaborative Agreement, attached as Appendix A;**

**THAT staff be directed to continue to work with the City of Hamilton and Hamilton Naturalists' Club to guide the Natural Areas Inventory and provide staff representatives on the Project Steering Committee and Technical Steering Committee;**

**THAT staff be directed to initiate the recruitment and hiring process for a NAI Project Coordinator; and**

**THAT the Board of Directors allocate the funds held in reserve (\$95,000) from the previous Natural Areas Inventory to this project.**

## BACKGROUND & PURPOSE

At the September 7, 2023 meeting, the Board of Directors endorsed the development of a Natural Areas Inventory (NAI). In addition, staff were directed to work with the City of Hamilton and Hamilton Naturalists Club to prepare a Draft Terms of Reference for the Board to review and consider.

A working group (Project Steering Committee) comprised of staff from HCA, City of Hamilton and Hamilton Naturalists Club met several times in September and October 2023 to discuss project management, project requirements, deliverables, staff and budget resources. Based on these discussions, the attached Draft Collaborative Agreement for the NAI has been prepared for consideration by the Board of Directors. It provides an overview of the NAI purpose, project management, activities and deliverables, and partner commitments.

## **STAFF COMMENT**

The need for a new NAI project is based on a Motion by City of Hamilton Planning Committee on May 2, 2023. The Motion specifically referenced Action 2.1 of the Draft Hamilton Biodiversity Action Plan (BAP) to “develop a State of the Environment report to periodically track the City’s progress towards natural heritage protection goals and report on on-going City initiatives related to natural heritage, which will require updating the Hamilton Natural Areas Inventory to set a baseline by which to measure changes over time”.

During two meetings held on September 15 and November 3, 2023, the Project Steering Committee (PSC) discussed the purpose and scope of the NAI. The three previous NAIs (1991 to 2014) have focussed on identifying significant natural areas for protection in the municipal Official Plan and determining local species status. The PSC agreed that the focus of the fourth NAI will differ from the previous inventories. Instead of completing a comprehensive inventory of all natural areas, the NAI would build on earlier work and focus on data/inventory gaps in order to provide a baseline for measuring the state of Hamilton’s biodiversity, including the impacts of climate change.

The Draft Collaborative Agreement notes that the NAI will be completed under the direction of two steering committees:

1. Project Steering Committee – made up of representatives from the partner organizations, who will oversee the administration of the project and guide project implementation.
2. Technical Steering Committee – made up of experts from the partner organizations, who will guide the detailed technical work being undertaken through the NAI, including refining the scope of the project.

In addition to the three main partners, the Technical Steering Committee (TSC) will include representatives from the three other Conservation Authorities in the City of Hamilton (Grand River Conservation Authority, Conservation Halton, and Niagara

Peninsula Conservation Authority) and the Royal Botanical Gardens. The TSC met on November 17 for the first time, to discuss refining the activities and deliverables of the project. It is recognized that the activities and deliverables listed in the Draft Collaborative Agreement are comprehensive and will need to be refined and prioritized based on available resources and project timing.

It is notable that, for the first time, the NAI will be undertaken by engaging in Indigenous consultation with the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

The Draft Collaborative Agreement includes a list of major activities and deliverables for the project which include:

- Complete the update to the existing NAI Natural Heritage Database to improve its function;
- Conduct a background review of previous inventory work and other existing data resources to identify knowledge gaps (e.g. smaller natural areas, species groups such as insects, and habitat types);
- Conduct field work during the 2024 to 2026 field seasons to address the knowledge gaps identified;
- Utilize the results to make recommendations to enhance the protection, management, and restoration of existing natural areas, and to enable the identification of opportunities to dedicate additional land and natural areas for conservation;
- Update the status of species where appropriate based on new occurrence information and other considerations;
- Explore how to publicize the project and results, including determining whether this can be done as part of the outreach and engagement work that will occur through the Biodiversity Action Plan (BAP) process, and how this might be done using digital methods; and,

Under “Partner Commitments”, each of the three partners has identified resources that they will contribute to the project. HCA staff has identified potential contributions for consideration by the Board of Directors, including financial, staff, and other in-kind resources, such as office space for the duration of the project for staff hired, and administrative services (human resources, payroll, and financial). Other in-kind contributions would include staff time to supervise staff hired for the project, project management, and technical advice (i.e. participation on the Technical Steering Committee and Project Steering Committee).

The Draft Collaborative Agreement outlines general activities and deliverables for the NAI Project. Once the Collaborative Agreement is approved, the PSC will prepare a job description and hire a NAI Coordinator early in 2024. The TSC will work with the NAI Coordinator to refine the scope of work based on project goals, priorities, and available resources.

Finally, the Draft Collaborative Agreement includes the three listed partners who recognize that there are other key stakeholders who are being engaged and may be interested in becoming partners to the agreement. The current partners support amending this agreement in the future to add partners as appropriate.

## **STRATEGIC PLAN LINKAGE**

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

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

## **AGENCY COMMENTS**

N/A

## **LEGAL/FINANCIAL IMPLICATIONS**

Funding for this project will be required but details on costs are not known at this time. Until the scope of the project is refined, a budget for the project is not available. HCA has held \$95,000 in reserve funding from the 2014 NAI project. In addition, on May 10, 2023, the City of Hamilton Council approved a financial commitment of \$200,000 from the Climate Change Reserve to the Hamilton Naturalists Club for the NAI. These funds could be used to hire the NAI Project Coordinator early in 2024 to begin background review, identify data gaps, and prepare for the upcoming field season.

HCA will work with the City of Hamilton and the Hamilton Naturalists Club to raise additional funding for the project, as required.

The financial commitments from HCA also include \$2 million in general liability insurance for NAI project staff.

## **CONCLUSIONS**

The attached Draft Collaborative Agreement has been prepared for consideration and approval by the Board of Directors. Approval of the Collaborative Agreement will allow staff to hire a Coordinator for the project to complete background data review and assist the TSC in refining the scope of the project.



## DRAFT - COLLABORATIVE AGREEMENT

among the

Hamilton Region Conservation Authority (HCA)  
the City of Hamilton (the City)  
the Hamilton Naturalists' Club (HNC), and.....

XXXX XX, 2023

RE: Hamilton Natural Areas Inventory Project, 2024 – 2026

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### **OVERVIEW**

The Hamilton Natural Areas Inventory (NAI) is a cooperative project among the Hamilton Naturalists' Club, the City of Hamilton, and the Hamilton Conservation Authority. From 1990 to 2014, three NAIs have been conducted with a focus on identifying significant natural areas for protection in the municipal Official Plan through land use planning policies, and for determining status of a range of species (i.e., plants, plant communities, reptiles, amphibians, birds, butterflies, and odonates).

More recently, the partners identified above and others have developed the Hamilton Biodiversity Action Plan (BAP) in response to the joint global biodiversity and climate change crises. The BAP is intended to guide the protection and restoration of biodiversity in the City of Hamilton through collaborative and multi-stakeholder action. The purpose of this NAI is to update and build on earlier NAI work to establish a baseline by which to measure changes over time, both positive in response to actions such as natural areas protection and restoration, and negative changes from impacts such as climate change, land use change, and invasive species. The NAI will serve as a “state of biodiversity” measure for the BAP, as well as refining the understanding of threats and restoration opportunities across the City of Hamilton. Information gathered through the NAI will also be considered in future policy and mapping amendments to the City's Official Plan.

This NAI initiative will be completed under the direction of two steering committees:

- a. Project Steering Committee – made up of appropriate representatives from the partner organizations, who will oversee the administration of the project and guide project implementation; and
- b. Technical Steering Committee – made up of appropriate experts from the partner organizations, who will guide the detailed technical work being undertaken through the NAI.

For the first time, the NAI will be undertaken by engaging in Indigenous consultation with the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

## **ACTIVITIES & DELIVERABLES**

The three-year NAI project will be achieved through the following major activities and deliverables, which may be further refined by the Project and Technical Steering Committees:

- Complete the in-progress update to the NAI Natural Heritage Database to enhance its function and review the process for future annual database updates.
- Conduct a background review of previous inventory work and other existing available information sources to identify data gaps including but not limited to:
  - a) determine if any potentially significant natural areas have been missed;
  - b) determine which species groups require additional focused inventorying;
  - c) determine which natural areas will require inventory work through a gap analysis; and
  - d) determine whether inventorying of new habitat types should be included, such as watercourses/riparian areas (including inventorying of aquatic species).
- Review and utilize existing available data from the Ontario Breeding Bird Atlas project, HNC Bird Records Database entries, verified iNaturalist data, and any other data sources available which pertain to the natural areas included in NAI update efforts.
- Engage First Nations in the development and implementation of the NAI project, including exploration of meaningful ways to incorporate Indigenous ways of knowing into inventory efforts.
- During the 2024, 2025 and 2026 field seasons, undertake work to inventory the flora and fauna of selected existing Core Areas and Linkages along with other aspects of the Natural Heritage System such as connecting corridors, significant woodlands and urban woodlots (including in City of Hamilton parks).
- Develop a list of climate change indicator species, to be determined by the NAI Technical Committee, to be included in inventorying efforts. Through Indigenous consultation, identify any additional species to be included in inventorying efforts.
- Select a subset of natural areas to perform more intensive habitat quality sampling, including assessment for presence of invasive species and other threats discussed in the BAP.
- Utilize the NAI results to make recommendations that would enhance the management and restoration of existing natural areas, and to enable the identification of opportunities to dedicate additional land and natural areas for conservation.

- Revisit 2013 recommendations to expand the boundaries of ESAs and assess the current viability/feasibility of these expansions.
- Review all annotated species checklists and revise status of species wherever appropriate based on new occurrence information and other considerations.
- Compare findings to previous NAIs to identify broad trends in ecological health of the natural heritage system.
- Add all new data to the Natural Heritage Database<sup>1</sup> for the City of Hamilton.
- Produce GIS mapping to support and illustrate the findings of the NAI.
- Publicize the project and results, including consideration of outreach and engagement opportunities through the Biodiversity Action Plan (BAP) process, and how this might be done using digital methods.

## **PARTNER COMMITMENTS**

To accomplish all of this work, the **Hamilton Conservation Authority** agrees to provide the following for the NAI project:

- Office space for the duration of the project.
- Office materials and supplies, computers, maps, field notebooks and field supplies.
- All financial, human resources, and administrative services.
- Quarterly reports outlining revenues and expenses for the project.
- Supervisory staff time (Ecologist) and additional incidental staff time (Stewardship program staff, computer setup and trouble-shooting, etc.).
- \$90,000 in cash and funding as available over three years to support the NAI project, subject to annual budget approval.
- \$2million general liability insurance.
- Project management and technical advice for the NAI project, as well as participation on the Project and Technical Steering Committees.

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<sup>1</sup> The Natural Heritage Database is a depository of species information that is collected from Environmental Impact Statements and Linkage Assessments. The Hamilton Conservation Authority manages the database and the City provides funding to support the maintenance of this fee. This database is also identified in policies within the UHOP/RHOP (UHOP policy F.3.4.4.2; RHOP policy F3.4.1.2 )

The **Hamilton Naturalists' Club** agrees to provide the following to the Hamilton Conservation Authority:

- Financial assistance of \$4,000 per annum over three years 2024-2026, subject to HNC Board approval.
- To make best efforts to generate additional revenue from external grants to help to cover identified costs for the NAI project.
- Guidance and advice as a member of the Project and Technical Steering Committees for the NAI project.

The **City of Hamilton** agrees to provide the following to the Hamilton Conservation Authority:

- In-kind project management advice for the NAI Project, and participation on the Project and Technical Steering Committees.
- A financial contribution of \$200,000 from the City of Hamilton Climate Change Reserve, through the Hamilton Conservation Authority as funding recipient, as approved by Hamilton City Council on May 10, 2023.
- \$2million general liability insurance.

### **ADDITIONAL PARTNERS**

This agreement is made between the listed partners, who recognize that there are other key stakeholders who are being engaged and may also be interested in being listed as partners to this agreement. The current partners are supportive of amending this agreement in the future to add partners as appropriate.

# Report

**TO:** Board of Directors

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

**RECOMMENDED BY:** T. Scott Peck, MCIP, RPP, Deputy CAO

**PREPARED BY:** Karen Phong, Project Engineer EIT  
Colin Oaks, Aquatic Ecologist  
Jonathan Bastien P. Eng, Manager, Water Resources Engineering

**MEETING DATE:** December 7, 2023

**RE:** Request for Quotation – Watercourse 11 Realignment and Fifty Point Wetland Construction

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## STAFF RECOMMENDATION

**THAT** the HCA staff recommends to the Board of Directors:

**THAT** the quotation for the Watershed 11 Realignment and Fifty Point Wetland Construction submitted by Anthony's Excavation Central Inc. be accepted at a cost not to exceed \$593,841.31 including HST.

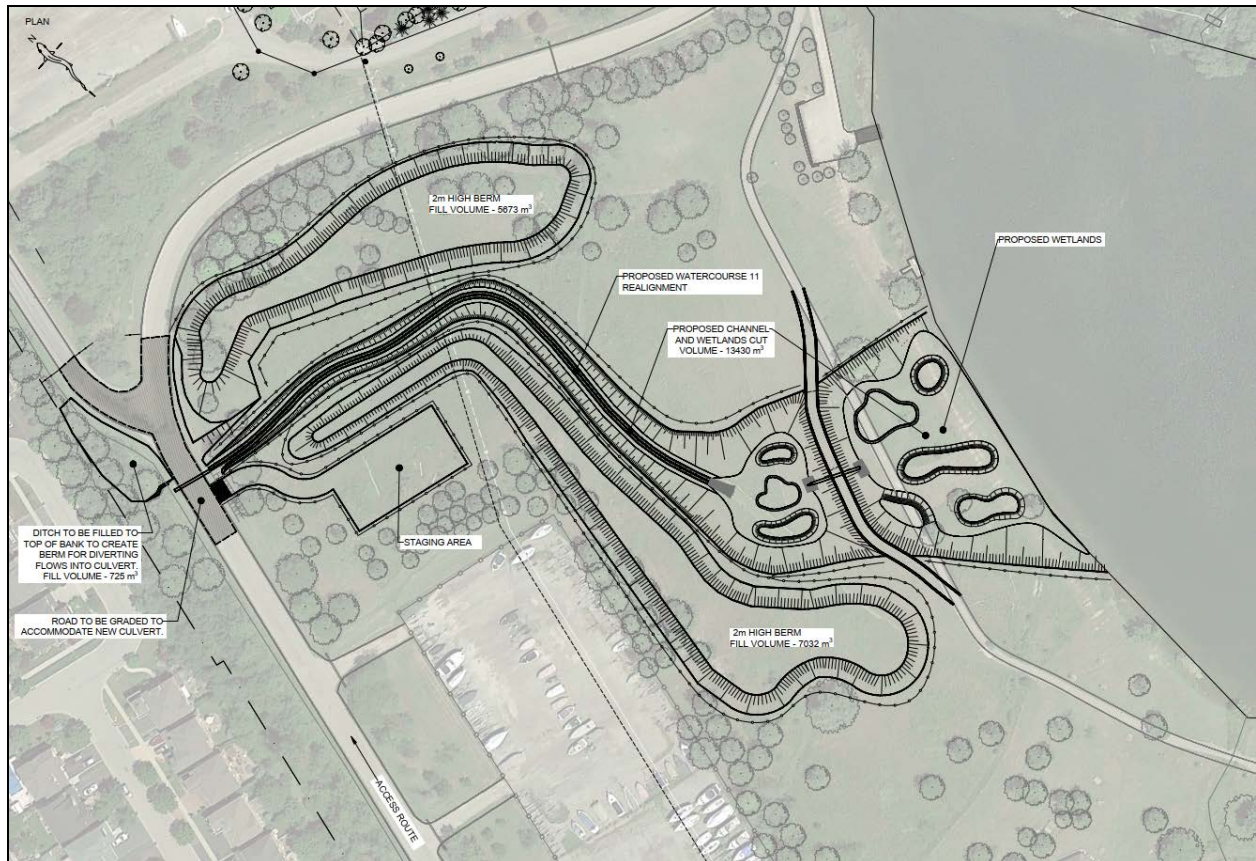
## BACKGROUND & PURPOSE

HCA staff have undertaken the Watercourse 11 Realignment and Wetland Project at Fifty Point Conservation Area. The objectives of the project are to address flooding issues identified in the north end of the conservation area and adjacent lands and to develop a fishery for the Fifty Point Pond to continue to provide fishing opportunities for park users.

HCA retained an external consultant (Ahydtech Geomorphic) to conduct an environmental assessment including hydraulic modelling to identify preliminary solutions in 2018. The preferred solution was to realign Watercourse 11 and divert it to Fifty Point Pond. HCA then retained another external consultant worked (Water's Edge Environmental Solutions), to complete a detailed design and report for the diversion as

well as to improve the shoreline to increase the ecological diversity for the fishery. The site plan of the proposed design is shown in Figure 1.

**Figure 1 – Design of Proposed Watercourse 11 Realignment and Fifty Point Wetland**



Watercourse 11 that runs alongside the main marina access road will be diverted via a culvert under the road, into the proposed channel which will discharge into the proposed Fifty Point Wetland. The wetland will be planted with a variety of native species and the pedestrian pathway will be realigned to allow public access to the area.

## STAFF COMMENT

A Request for Tender has been completed and published. The deadline for the submission of quotations was Friday November 24, 2023 at 2pm. Eleven (11) tenders were submitted:

Company Name	Total Tender Amount including Contingency & HST
Anthony's Excavating Central Inc.	\$593,841.31
Dozlan Construction Corp	\$781,221.32
CRL Campbell Construction & Drainage Ltd.	\$840,223.42
Seawaves Development Services Inc.	\$1,043,358.04

<b>Company Name</b>	<b>Total Tender Amount including Contingency &amp; HST</b>
Oakridge Group Inc.	\$1,121,636.15
Greenspace Construction Inc.	\$1,131,760.68
Murray Mills Excavating & Trucking (Sarnia) Ltd.	\$1,131,939.52
560789 Ontario Limited o/a R&M Construction	\$1,162,294.13
Mianco Group Inc.	\$1,181,646.39
Premier North Ltd.	\$1,352,567.96
Cambridge Landscaping & Construction Ltd.	\$1,394,557.06

Based on review of the tenders provided and favourable follow up with the references provided by the recommended contractor, it is recommended that this project work be awarded to Anthony's Excavating Central Inc. as the lowest bidder.

## **STRATEGIC PLAN LINKAGE**

The initiative refers directly to the HCA Strategic Plan 2019 – 2024:

- **Strategic Priority Area – Water Management**
  - Initiatives - Maintain and enhance our flood control infrastructure to address flooding and work to augment low flow conditions
- **Strategic Priority Area – Natural Heritage Conservation**
  - Initiatives - Identify and undertake restoration projects based on monitoring programs and master plans

## **AGENCY COMMENTS**

N/A

## **LEGAL/FINANCIAL IMPLICATIONS**

\$900,000 has been budgeted from reserves for this project as approved by the Board of Directors. The recommended tender submission is within this approved budget amount.

## **CONCLUSIONS**

The proposed work will benefit the Fifty Point Conservation Area by reducing flooding pressures in the area and improving the pond shoreline to increase fish habitat and ecological diversity. Based on review by staff of the tenders submitted, it is recommended that this project work be awarded to Anthony's Excavating Central for the amount not exceeding \$593,841.31 including HST.

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# Memorandum

**TO:** Board of Directors

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

**PREPARED BY:** T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer

**MEETING DATE:** December 7, 2023

**RE:** Proposed amendment to the Niagara Escarpment Planning and Development Act Environmental Registry of Ontario Number 019-7696

Proposal to return lands to the Greenbelt – Greenbelt Statute Law Amendment Act, 2023 Environmental Registry of Ontario Number 019-7739

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## BACKGROUND

The Province has initiated a consultation process through the Environmental Registry of Ontario (ERO) to solicit comments regarding the proposed legislation and revisions to the Greenbelt Plan and the Niagara Escarpment Planning and Development Act. The HCA has reviewed both of the ERO postings as it relates to the HCA's mandate and program areas. The ERO notices above had commenting deadlines of November 30, 2023 and December 4, 2023. HCA staff have submitted comments for the ERO postings to meet these deadlines.

## STAFF COMMENTS

As noted, the above noted ERO postings were submitted to the ERO to meet the noted deadlines and the submissions were made on November 24, 2023. The following highlights the comments provided for each ERO.

## ERO 019-7696 - Proposed amendment to the Niagara Escarpment Planning and Development Act

This ERO posting is seeking feedback on proposed amendments to the Niagara Escarpment Planning and Development Act. The proposed changes would:

- “Remove the outdated requirement to publish notices in newspapers for NEP amendment proposals and associated hearings and instead use modern consultation methods by requiring the publication of these notices on a Government of Ontario website or the NEC website, or as determined by the Hearing Officer.
- Expand the Minister’s regulation-making powers to allow broader exemptions for low-risk activities where standard conditions would provide appropriate mitigation in regulation. Examples of low-risk activities could include maintenance or repairs of existing structures where minimum setbacks from sensitive features are maintained, some routine activities carried out by conservation organizations, such as constructing footbridges on existing trails, and establishing size limits for accessory buildings.
- Broaden the range of compliance tools and powers to provide NEC staff greater abilities to inspect and address non-compliant development activities, including:
  - enabling an NEC officer to access lands affected by the NEP and NEPDA for inspection and compliance purposes.
  - enabling collection of information required to conduct an inspection.
  - facilitating efficient exchange of information between NEC staff and other types of enforcement personnel (such as other provincial Ministry enforcement officers) when necessary.”

The HCA has reviewed the noted changes and support the proposed amendments. However, it is noted that further information is requested prior to the approval of the noted regulation regarding the extent of the changes as it relates to the proposal to “expand the Minister’s regulation-making powers to allow broader exemptions for low-risk activities where standard conditions would provide appropriate mitigation in regulation.” While we note the exemptions could include low-risk activities such as maintenance and repairs of existing structures where setbacks are maintained and activities carried out by conservation organizations, having an understanding of the exact changes proposed in the regulation prior to approval will assist the HCA in understanding the impacts to the HCA’s ’s program related to natural hazard review as well as development and maintenance on HCA lands. We understand the regulation would be subsequent to the passing of the proposed amendments to the Niagara Escarpment Planning and Development Act.

## ERO 019-7739 - Proposal to return lands to the Greenbelt – Greenbelt Statute Law Amendment Act, 2023

This ERO posting is seeking feedback on proposed amendments that would “Add 15 sites back to the Greenbelt that were removed/re-designated in December 2022 by incorporating the description of the Greenbelt Area and Oak Ridges Moraine Area boundaries directly into the legislation. The proposed changes would:

- Eliminate the authority to add or remove lands to/from the Greenbelt Area and Oak Ridges Moraine Area by regulation so that any future amendments to these Areas would require legislative change to the *Greenbelt Act* or the *Oak Ridges Moraine Conservation Act*
- Revoke the existing *Greenbelt Area boundary regulation (Ontario Regulation 59/05)* and the existing regulation that designates the Oak Ridges Moraine Area (*Ontario Regulation 1/02*)
- Provide for a concurrent amendment to the Greenbelt Plan's land use schedules to restore the same protections to lands that they had before the 2022 amendment
- Continue to provide that no Plan amendments can be made that would reduce the total area in the Greenbelt Plan

The amendments, if passed, will maintain the lands added to the Greenbelt in 2022, which includes a total of 9,400 acres (13 additions of Urban River Valley areas and lands in the Paris Galt Moraine area).”

The proposed changes are supported by the Hamilton Conservation Authority as they address our concerns regarding the changes to the Greenbelt as noted in our comments regarding ERO 019-6216 & ERO 019-6217 and will result, if passed, in restoring the Greenbelt as it existed prior to the 2022 amendments.

More broadly, the proposed changes “undo the re-designation of lands to Settlement Area in the Oak Ridges Moraine Conservation Plan, reverse the repeal of the *Duffins Rouge Agricultural Preserve Act, 2005* and restores the same protections for easements and covenants on the lands in the Duffins Rouge Agricultural Preserve that they had before the 2022 amendment.”

### **STRATEGIC PLAN LINKAGE**

The initiative refers directly to the HCA Strategic Plan 2019 - 2024:

- **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

## **AGENCY COMMENTS**

N/A

## **LEGAL/FINANCIAL IMPLICATIONS**

N/A

## **CONCLUSIONS**

This memorandum highlights the comments provided by the HCA on proposed amendment to the Niagara Escarpment Planning and Development Act - Environmental Registry of Ontario Number 019-7696 and the proposal to return lands to the Greenbelt – Greenbelt Statute Law Amendment Act, 2023 - Environmental Registry of Ontario Number 019-7739.

# Memorandum

**TO:** Board of Directors

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

**RECOMMENDED BY:** Mike Stone, MA, MCIP, RPP – Acting Director, Watershed Management Services

**PREPARED BY:** Jonathan Bastien, P.Eng. – Manager, Water Resources Engineering

**DATE:** December 7, 2023

**RE:** Watershed Conditions Report

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## SYNOPSIS

During the period of October 24<sup>th</sup> 2023 to November 27<sup>th</sup> 2023, there were no observations, reports, or expectations of significant water safety concerns, significant watercourse flooding events, or Lake Ontario shoreline flooding events.

Currently, there are also no observations, reports, or expectations that significant watercourse flooding or significant water safety concerns are occurring. Current flows are slightly elevated above baseflow conditions at all streamflow gauges.

Currently, there are no observations, reports, or expectations that significant Lake Ontario shoreline flooding is occurring.

The average monthly flows for November so far have ranged between below to slightly below long-term averages.

The Lake Ontario mean daily water level averaged across the entire lake is currently about 8 cm below average for this time of year.

Current Christie Lake levels are within the preferred winter operating levels. Current Valens Lake levels are also within the preferred winter operating levels.

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

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

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

### Current Flows in Major Area Watercourses

There are no observations, reports, or expectations that significant watercourse flooding or significant water safety concerns are occurring at this time. Current flows are slightly elevated above baseflow conditions at all streamflow gauges [Upper Spencer Creek at Safari Road, Middle Spencer Creek at Highway 5, Lower Spencer Creek at Market Street, Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street].

The average monthly flows for November so far have ranged between below to slightly below long-term averages. Monthly flow in Upper Spencer Creek at Safari Road has been 83% of long-term averages (considered slightly below average). Monthly flow Middle Spencer Creek at Highway 5 has been 62% of long-term averages (considered below average). Monthly flow in Lower Spencer Creek at Market Street has been 77% of long-term averages (considered slightly below average). Monthly flow in Ancaster Creek at Wilson Street has been 77% (considered slightly below average). Monthly flow in Red Hill Creek at Barton Street has been 59% (considered below average).

October 2023 average flows were predominantly well below to significantly below long-term averages. Monthly flow in Upper Spencer Creek at Safari Road was 59% of long-term averages (considered below average). Monthly flow Middle Spencer Creek at Highway 5 was 53% of long-term averages (considered well below average). Monthly flow in Lower Spencer Creek at Market Street was 42% of long-term averages (considered well below average). Monthly flow in Red Hill Creek at Barton Street was 55% (considered below average). The exception was Ancaster Creek at Wilson Street, where monthly flow was 82% (considered slightly below average). This is due to the fact that the Ancaster area received higher amounts of rain (15 to 50% more) over the month, compared to the other gauges.

September 2023 average flows varied considerably with respect to long-term averages. Monthly flows at the three Spencer Creek gauges were 134% to 152% (considered above average). Monthly flow in Ancaster Creek at Wilson Street was 91% (considered near average). That said, monthly flow in Red Hill Creek at Barton Street was 49% (considered well below average). Flows were significantly elevated in August at all gauges. However, flows decreased into September at a slower rate in Spencer Creek

compared to in Redhill Creek and to a lesser extent Ancaster Creek. Flows in Redhill Creek and Ancaster Creek have been noted to typically increase and decrease more quickly, due to the more urban nature of their catchments.

#### 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 74.48 m to 74.50 m IGLD85 as of yesterday. The Lake Ontario mean daily water level averaged across the entire lake (74.46 m IGLD85 as of yesterday) is about 8 cm below average for this time of year.

#### Current Storages in HCA Reservoirs

Current Christie Lake levels (765.62 ft) are within the preferred winter operating levels (765.3 to 765.8 ft). Christie Lake dam outflows were raised over the majority of November, to increase flows in Lower Spencer Creek in support of the salmon spawning season and to facilitate the planned fall drawdown of reservoir levels which was recently completed.

Current Valens Lake levels (274.23 m) are within the preferred winter operating levels (274.15 to 274.40m). Valens Lake dam outflows were raised over the first half of November, to facilitate the planned fall drawdown of reservoir levels.

#### Current Soil Conditions

Surface and root-zone soils are considered moist to wet, and are fully thawed (in areas close to Lake Ontario) to partially frozen (with the highest percentage of frozen soil being present in the northern-most parts of the watershed).

### **RECENT STORM EVENTS**

During the period of October 24<sup>th</sup> 2023 to November 27<sup>th</sup> 2023, there were no observations, reports, or expectations of significant water safety concerns, significant watercourse flooding events, or Lake Ontario shoreline flooding events.

### **RECENT WATERSHED LOW WATER CONDITIONS**

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

## **FORECASTED WATERSHED CONDITIONS**

### Watercourse Flooding

There are currently no significant rainfall and/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

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

### Watershed Low Water Conditions

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



# Memorandum

**TO:** Board of Directors

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

**PREPARED BY:** T. Scott Peck, MCIP, RPP, Deputy CAO

**MEETING DATE:** December 7, 2023

**RE:** Conservation Areas Experiences Update

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## BACKGROUND:

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

## STAFF REPORTING COMMENTS

Valens Lake Conservation Area – The winter camping program is underway with 54 sites currently booked. Winter camping is popular with about 20 sites being occupied on weekends. In addition to winter camping, the cabins will be keeping Valens staff busy, with most of the activity being primarily on weekend bookings. Bookings for the Christmas holidays are very busy.

### Westfield Heritage Village Conservation Area

The Westfield Heritage Village Conservation Area has both public and education programming in December for the Christmas season. It is open Sunday, December 10 & 17, by reservation only, to visit Father Christmas and enjoy old fashioned decorations, baking and other traditions. This combined with the new trail system at Westfield will make for a busy December season.

Christie Lake Conservation Area -. As part of the transition from summer to winter operation, the winter gates at the dam are being installed before November ends and the reservoir is currently at winter levels. Visitor activity does not stop in the winter as demonstrated by the start-up of the Winter disc golf league.

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