

# **Hamilton Region Conservation Authority**

## **Minutes**

### **Board of Directors Meeting**

**February 6, 2025**

Minutes of the Board of Directors meeting held on Thursday, February 6, 2025 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>Mike Spadafora</b>
<b>Wayne Terryberry</b>	<b>Alex Wilson</b>

**Graham Reid – Foundation Chair**

**REGRETS:** Brian McHattie, Maureen Wilson

**STAFF PRESENT:** Jonathan Bastien, Lisa Burnside, Gord Costie, Marlene Ferreira, Scott Fleming, Liam Fletcher, Brandon Good, Rob Gray, Matt Hall, Amanda Martin, Scott Peck, Mike Stone, Jaime Tellier, Sandra Winninger

**OTHERS:** Jo-Anne Rzadki – Conservation Ontario

*For clarity purposes, the tender included in the Addendum will be listed as number 12.7; it will appear under 12.2 as per the Amended Agenda.*

#### **1. Welcome**

Lisa Burnside welcomed everyone to the meeting and read the HCA Land Acknowledgment. Jo-Anne Rzadki, Manager of Business Development & Partnerships for Conservation Ontario, was introduced and was appointed the Acting Chair for the purpose of the Election of Officers.

**BD12, 3439**

**MOVED BY: Jeff Beattie**  
**SECONDED BY: Wayne Terryberry**

**THAT Jo-Anne Rzadki be appointed Acting Chair for the purpose of the Election of Officers.**

**CARRIED**

## **2. Election of Officers**

### **2.1 Election Procedures**

Jo-Anne Rzadki outlined the election procedures for members:

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

Jo-Anne asked if there were any questions, and hearing none, declared all offices vacant.

### **2.2 Appointment of Scrutineers**

**BD12, 3440**

**MOVED BY: Craig Cassar**

**SECONDED BY: Alex Wilson**

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

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

**CARRIED**

### **2.3 Election of 2025 Board Chair**

Jo-Anne Rzadki called for nominations for the 2025 Chair of the Hamilton Conservation Authority.

**Nominated: Brad Clark**

**By – Mover: Lisa DiCesare**

Nominations were called twice more. Having no further nominations, Jo-Anne Rzadki asked Brad Clark if they accept the nomination. The election for the office of Chair of the HCA Board of Directors for 2025 was then closed and the position acclaimed with the following resolution:

**BD12, 3441****MOVED BY: Wayne Terryberry  
SECONDED BY: Jeff Beattie****THAT nominations for the 2025 Chair of the Hamilton Conservation Authority be closed and Brad Clark be confirmed as Chair of the Hamilton Conservation Authority Board of Directors for 2025****CARRIED**

Brad Clark was declared as Chair of the HCA Board of Directors for 2025 by acclimation.

**2.4 Election of 2025 Board Vice Chair**

Nominations were called for the 2025 Vice-Chair for the Hamilton Conservation Authority.

**Nominated: Susan Fielding  
By – Mover: Wayne Terryberry**

Nominations were called twice more. Having no further nominations, Jo-Anne Rzdaki asked Susan Fielding if she accept the nomination. The election for the office of Vice Chair of the HCA Board of Directors for 2025 was then closed and the position acclaimed with the following resolution.

**BD12, 3442****MOVED BY: Wayne Terryberry  
SECONDED BY: Lisa DiCesare****THAT nominations for the 2025 Vice-Chair of the Hamilton Conservation Authority be closed and Susan Fielding be confirmed as Vice-Chair of the Hamilton Conservation Authority Board of Directors for 2025****CARRIED****2.5 Board Representatives to the Budget and Administration Committee**

Jo-Anne Rzadki advised that the Budget & Administration Committee consists of

five Board of Director members; the Chair, Vice Chair, and up to three additional directors may join the Chair and Vice-Chair as sitting members of B&A. Members who were interested in sitting on the Budget & Administration Committee were asked to raise their hands.

Following the call for expressions of interest, Jo-Anne Rzdaki announced that Board members Alex Wilson, Lisa DiCesare were interested in sitting on the Budget & Administration Committee. It was noted that another Board member could still join the Committee by expressing interest at a future board meeting, to fill the remaining position.

**BD12, 3443**

**MOVED BY: Jeff Beattie  
SECONDED BY: Craig Cassar**

**THAT Alex Wilson and Lisa DiCesara be confirmed as members of the Budget & Administration Committee for 2025.**

**CARRIED**

**2.6 Board Representatives to the Conservation Advisory Board**

Jo-Anne Rzdaki indicated that the Conservation Advisory Board would be appointed; up to three directors may sit as members of CAB. Interested members were asked to raise their hands. Wayne Terryberry and Craig Cassar declared their interest in sitting on the Board.

**BD12, 3444**

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

**THAT Wayne Terryberry and Craig Cassar be confirmed as members of the Conservation Advisory Board for 2025.**

**CARRIED**

**2.7 Election of 2025 Chair to Conservation Advisory Board**

Nominations for the 2025 Chair of the Conservation Advisory Board were held.

**Nominated: Wayne Terryberry  
By – Mover: Susan Fielding**

Nominations were called twice more. Having no further nominations, Jo-Anne Rzdaki asked Wayne Terryberry if he accept the nomination. The election for

the office of Chair of the HCA Conservation Advisory Board for 2025 was then closed and the position acclaimed with the following resolution:

**BD12, 3445**

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

**THAT nominations for the 2025 Chair of the Conservation Advisory Board be closed and Wayne Terryberry be confirmed as Chair of the Hamilton Conservation Authority Conservation Advisory Board for 2025**

**CARRIED**

### **3. Call to Order**

Brad Clark thanked Jo-Anne Rzdaki for acting as Chair for the election and expressed his thanks for the support of members as well as staff for their dedication.

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

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

### **5. Approval of Agenda**

The Chair requested any additions or deletions to the agenda. Lisa Burnside indicated that an Addendum was circulated with two items: approval of the minutes from the special Board of Director's meeting held on January 9, 2025, which will be added as item 7.5 under Consent items and a report regarding a tender for wetland at Saltfleet Conservation Area. This report will be added after item 12.2.

**BD12, 3446**

**MOVED BY: Lisa DiCesare  
SECONDED BY: Jeff Beattie**

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

**CARRIED**

### **6. Delegations**

There were none.

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

The following consent items were adopted:

- 7.1. Permit Summary Report
- 7.2. Approval of Board of Directors Minutes – December 5, 2025
- 7.3. Approved October 10, 2024 Conservation Advisory Board Minutes – for receipt only
- 7.4. Email Correspondence regarding Permit Application for 140 Garner Road, labeled a to v
- 7.5. Approval of Board of Director's Minutes – Special Meeting, January 9, 2025

## 8. Foundation Briefing

Graham Reid, Vice Chair of the Conservation Foundation, reported that the Foundation is off to a strong start in the new fiscal year, which began on December 1, 2024. From December 1, 2024, to January 31, 2025, a total of \$117,202 in donations has been successfully raised. This amount represents 14% of the overall fundraising goal for the year.

### Gift Highlights:

- **\$7,500** from the Edith H. Turner Foundation in support of Transportation subsidies for the Outdoor Education Program in Dundas Valley and Westfield Heritage Village.
- **\$37,000** from the Friends of Westfield to support the restoration of the historic locomotive, as well as **\$4,575** lottery proceeds from FOW's Dozen Days of winning lottery held in December.
- **\$52,000** raised through our fall direct mail appeal, as well as year-end fundraising efforts in support of outdoor education, trail development, land acquisition and greatest needs.
- **\$13,750** in bequest gifts from two generous donors.

**Looking Ahead to 2025:** The fundraising priorities for the year will remain focused on:

- Fully funding the Environmental Education Program with annual commitment up to \$125,000.
- Securing funding for ongoing and future work done at Saltfleet Conservation Area.
- Supporting new wayfinding signage at Webster's Falls, as well as the Indigenous Interpretative Panels project at the Dundas Valley.

- Continuing to support other projects outlined in the HCA master plans, in consultation with HCA staff.

The Foundation is optimistic about continuing this positive momentum and look forward to another successful year of partnership and support.

**BD12, 3447**

**MOVED BY: Mike Spadafora  
SECONDED BY: Craig Cassar**

**THAT the Foundation Briefing be received.**

**CARRIED**

## **9. Member Briefing**

There was none.

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

There was none.

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

### **11.1. Conservation Advisory Board – December 12, 2024**

#### **11.1.1. CA2431 Hamilton Conservation Authority Shoreline Management Plan**

Wayne Terryberry reviewed the staff report, which was initially presented to the Conservation Advisory Board in December 2023, and has since undergone public consultation. He noted that the Shoreline Management Plan provides HCA with updated coastal hazard mapping of its shoreline based on the latest technical information and data, as well as making management recommendations to assist HCA in administering its regulation of development on the shoreline.

**BD12, 3448**

**MOVED BY: Wayne Terryberry  
SECONDED BY: Jeff Beattie**

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

**THAT the Board of Directors adopt the Hamilton Conservation Authority Shoreline Management Plan.**

**CARRIED**

**11.1.2 CA 2432 Hamilton Conservation Authority Floodplain Mapping Projects**

Wayne Terryberry reviewed the staff report, highlighting the three study areas: Stoney and Battlefield Creek; Stoney Creek and Numbered Watercourses and Redhill Creek. The mapping provides the HCA with updated flood hazard mapping based on the latest technical information and data to inform planning and permitting decision making.

**BD12, 3449**

**MOVED BY: Wayne Terryberry  
SECONDED BY: Mike Spadafora**

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

**THAT the Board of Directors adopt the final versions of the flood plain mapping for the following watercourses:**

- **Stoney Creek & Battlefield Creek**
- **Stoney Creek Numbered Watercourses**
- **Redhill Creek**

**CARRIED**

**12. Other Staff Reports/Memoranda**

Reports to be Approved

**12.1. 2025 Schedule of Board of Directors' Meetings**

Lisa Burnside reviewed the staff report and answered members' questions.

**BD12, 3450**

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

**THAT the Board of Directors' 2025 Meeting Schedule contained within this report be approved.**

**CARRIED**

**12.2 Appointment of Voting Representatives to Conservation Ontario**

Lisa Burnside reviewed the staff report and answered members' questions.



**BD12, 3451**

**MOVED BY: Alex Wilson**  
**SECONDED BY: Wayne Terryberry**  
**THAT the following members be appointed to**  
**Conservation Ontario for 2025:**

**Designate: Chair**  
**Alternate: Vice Chair**  
**Second Alternate: Chief Administrative Officer, and**  
**further**

**THAT Conservation Ontario be advised of these**  
**appointments.**

**CARRIED**

Matt Francis left the meeting

**12.7 Request for Tender – Tender Results – Saltfleet Conservation Area – Stoney Creek Wetland Storage Facility (SC-8)**

Scott Peck reviewed the staff report, highlighting that the tender is to construct the second of four proposed wetlands located in Saltfleet Conservation Area, located at Green Mountain Rd East and Fifth Rd East. The contractor, Anthony's Excavation Central Inc., has had experience in wetland restoration; they constructed the wetland at Fifty Point and is the lowest bidder.

**BD12, 3452**

**MOVED BY: Jeff Beattie**  
**SECONDED BY: Lisa DiCesare**

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

**THAT the Tender for the Saltfleet Conservation Area**  
**Stoney Creek Wetland Storage Facility (SC-8) submitted**  
**by Anthony's Excavation Central Inc. be accepted at a**  
**cost not to exceed \$ 1,063,711.94 inclusive of**  
**contingency and HST.**

**CARRIED**

**Memorandums to be Received**

**12.3 Ontario Regulation 474/24 – Minister's Review and Orders under Sections 28.1, 28.1.2 and 28.1.1 of the Conservation Authorities Act.**

Scott Peck reviewed the staff memorandum and answered members' questions. In response to member's question, Scott Peck noted that the Minister would review both the Permit application along with HCA's reasons for denying the application.

**BD12, 3453**

**MOVED BY: Alex Wilson  
SECONDED BY: Lisa DiCesare**

**THAT the memorandum entitled Ontario Regulation 474/24 – Minister's Review and Orders under Sections 28.1, 28.1.2 and 28.1.1 of the Conservation Authorities Act be received.**

**CARRIED**

12.4 Annual reporting on CA Permit Review Timelines – January 1, 2024 to December 31, 2024

Mike Stone reviewed the staff memorandum and answered members' questions. It was noted that the HCA has a high level of compliance with the legislated Permit review timelines.

**BD12, 3454**

**MOVED BY: Wayne Terryberry  
SECONDED BY: Jeff Beattie**

**THAT the memorandum entitled Ontario Regulation 474/24 – Minister's Review and Orders under Sections 28.1, 28.1.2 and 28.1.1 of the Conservation Authorities Act be received.**

**CARRIED**

12.5 Watershed Conditions Report

Jonathan Bastien presented a summary of the memorandum, highlighting that there weren't any observations or reports of significant watercourse flooding during the reporting period.

He also noted that the long-term forecast indicates that there is a possibility of significant waves and shore-bound winds from Lake Ontario; the HCA will continue to monitor and will send out a flood watch should it be warranted.

**BD12, 3455**

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

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

**CARRIED**

**12.6. Conservation Areas Experiences Update**

Liam Fletcher provided a summary of the memorandum and answered the members' questions, highlighting the Family Day event at Westfield in addition to activities visitors can do while visiting conservation areas during the winter months as well as current visitation challenges at Tiffany Falls.

**BD12, 3456**

**MOVED BY: Jeff Beattie**

**SECONDED BY: Mike Spadafora**

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

**CARRIED**

**13. New Business**

There was none.

**14. In-Camera Items**

**BD12, 3457**

**MOVED BY: Wayne Terryberry**

**SECONDED BY: Lisa DiCesare**

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

**CARRIED**

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

**14.1. Confidential Verbal Report – BD/Feb-01-2025**

Scott Peck provided a summary regarding a legal matter and answered the members' questions.

**BD12, 3458**

**MOVED BY: Susan Fielding**

**SECONDED BY: Wayne Terryberry**

**THAT the confidential verbal update entitled BD/Feb-01-2025 be received and remain in camera.**

**CARRIED**

**BD12, 3459**

**MOVED BY: Susan Fielding  
SECONDED BY: Lisa DiCesare**

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

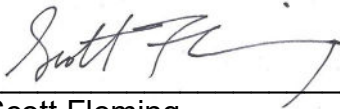
**CARRIED**

### **15. Next Meeting**

The next meeting of the Board of Directors will be held on Thursday, March 6, 2025 at 6:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

### **16. Adjournment**

On motion, the meeting adjourned.



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Scott Fleming  
Secretary-Treasurer