

# **Hamilton Region Conservation Authority**

## **Minutes**

### **Board of Directors Meeting**

**September 4, 2025**

Minutes of the Board of Directors meeting held on Thursday, Date, 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>Craig Cassar</b>	<b>Lisa DiCesare</b>
<b>Susan Fielding</b>	<b>Matt Francis</b>
<b>Brian McHattie</b>	<b>Wayne Terryberry</b>
<b>Alex Wilson</b>	<b>Maureen Wilson</b>

**André Chabot – Foundation Chair**

**REGRETS:** Jeff Beattie, Mike Spadafora

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

**OTHERS:** Lance Ceaser (Ceaser Work Council)

*Note: For clarity, items were captured in the order they were addressed*

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

The Chair called the meeting to order and welcomed everyone present. HCA's Indigenous Land Acknowledgement was read. Additionally, the Chair stated that Brian McHattie, a citizen appointee, has resigned from the Board of Directors due to relocation to British Columbia. Councillor Clark indicated that Brian had been on HCA's Board of Directors from 2011 to 2014 and was Chair of the Board during this time. He was appointed to the Board in August 2023 and he also served on the Conservation Advisory Board. Brian McHattie was thanked for his service and all the best in his future endeavours.

## 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. CAO Lisa Burnside requested that the Confidential Report 12.2 be moved up the agenda after the approval of the agenda as legal council is present.

**BD12, 3522**

**MOVED BY: Susan Fielding  
SECONDED BY: Craig Cassar**

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

**CARRIED**

## 12. In-Camera Item

**BD12, 3523**

**MOVED BY: Susan Fielding  
SECONDED BY: Craig Cassar**

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

**CARRIED**

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

12.2     Confidential Report – BD/Sept 01-2025  
           (Legal Personnel Matter)

An overview of the confidential report was provided, and members' questions were answered.

**BD12, 3524**

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

**THAT the confidential report entitled BD/Sept 01-2025 be received and remain in camera.**

**CARRIED****BD12, 3525****MOVED BY: Craig Cassar****SECONDED BY: Susan Fielding****THAT the Board of Directors moves out of closed session.****CARRIED****4. Delegations**

There were none.

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

The following items were adopted:

- 5.1. Permit Applications Summary Report
- 5.2. Approval of Board of Directors' Minutes – July 3, 2025
- 5.3. Approval of Board of Directors' Minutes, Special Meeting, July 24, 2025
- 5.4. Approved – June 23, 2025 Conservation Advisory Board Minutes – for receipt only
- 5.5. Approved – May 15, 2025 Budget & Administration Committee Minutes – for receipt only
- 5.5 Correspondence from the Joanne Turnell with respect to proposed urban expansion at 159 & 163 Sulphur Springs Road
- 5.5 Correspondence from Warren Waxman with respect to Tiffany Falls and proposed parking lot on Lower Lions Club Road

**6. Foundation Briefing**

André Chabot, Chair of the Conservation Foundation, indicated that the Foundation received a total of **\$32,714** in donations from July 1<sup>st</sup> to August 31<sup>st</sup>, 2025, bringing the fiscal year-to-date fundraising total to **\$842,357** which is 99% of the annual fundraising goal.

Some gift highlights include:

- \$11,711 gift from the Ray Lowes Environmental Fund.
- \$5,000 from a local family to support a native plant garden and interpretative signage at the Devils Punchbowl
- \$652 from Summit Station Dairy. Summit Station hosted a fundraiser on August 1 where bottle return deposits were donated to Hamilton Conservation Foundation in support of the Westfield Locomotive Restoration.
- \$864 from a new \$3 donation option upon checkout through the CAMIS reservation system. This is a new initiative that was launched mid-July, and to date a total of 288 individuals have participated.

**BD12, 3526**

**MOVED BY: Maureen Wilson**

**SECONDED BY: Matt Francis**

**THAT the Foundation Briefing be received.**

**CARRIED**

## **7. Member Briefing**

There was none.

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

There was none.

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

### **9.1 Budget & Administration Committee – August 21, 2025 (Recommendations)**

#### **9.1.1 BA 2528 Budget Assumptions and Processes**

Susan Fielding brought forward the staff report which outlined key assumptions and drivers that will shape the 2026 budget. The proposed budget assumptions are designed to maintain program and service delivery, balancing operational needs with strategic priorities outlined in the 2025–2029 Strategic Plan.

Key expense drivers include staff compensation adjustments (COLA, step increases), rising benefit costs, IT upgrades, and a new contract staff position for data integration. Revenues are supported by an estimated 3–4% municipal levy increase, revenue from the new campground at Valens Lake and a moderate

increase to conservation area fees. The Hamilton Conservation Foundation will continue to provide funding for the outdoor educational program.

New for 2026, is an emphasis on land acquisition, which will be accomplished through a request for special funding from the City of Hamilton, dedicated funding from 10% of HCA annual pass sales as well as an annual contribution from the Foundation.

**BD12, 3527**

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

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

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

**THAT the budget assumptions for the 2026 Operating and Capital Budgets as identified be approved for use in the development of the 2026 budgets and further;**

**THAT the 2026 draft budget be reviewed by the Budget and Administration Committee at their September 2025 meeting and brought to the Board of Directors at the October 2025 meeting for approval; and further.**

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

**CARRIED**

#### 9.1.2 BA2529 2026 Fee Schedule

Susan Fielding brought forward the staff report indicating that 2026 fee increases are intended to contribute self-generated revenue to HCA's 2026 budget to maintain program and service delivery and our goals as outlined in the budget assumptions report.

The Fee Schedule follows the Board approved the Fee Development Framework and modest fee increases are recommended which include:

- \$5 increase to Membership Pass, along with the reinstatement of the program perks and discounts for Pass holders.

- For Conservation areas, targeted increases for rentals, programs and services. Daily admission fees remain unchanged.
- The launch of the new premium campsites at Valens Lake will also make a new contribution to self generated revenues beginning in summer 2026
- A 2% inflationary increase is proposed for Watershed Management plan review services fees; this is under the assumption that the Minister's direction to freeze rates will not be extended past December 31, 2025.

**BD12, 3528****MOVED BY: Susan Fielding  
SECONDED BY: Craig Cassar****THAT the Budget & Administration Committee  
recommends to the Board of Directors,****THAT effective January 1, 2026, HCA staff be directed to  
implement the revised fee schedule contained in this  
report.****CARRIED****10. Other Staff Reports/Memoranda**Reports to be approved**10.1. Request for Proposal – Bidder Results – Borers, Logies & Sydenham Creek  
Floodplain Mapping Study**

Jonathan Bastien presented a summary of the report indicating that a Request for Proposal was issued. Aquafor Beech was the low bit. He also noted that the company has significant experience conducting floodplain mapping as they recently completed the Redhill Creek Floodplain Mapping Study for the HCA. Floodplain mapping helps the HCA to better understand flood risks and direct development away from natural hazards.

**BD12, 3529****MOVED BY: Alex Wilson  
SECONDED BY: Wayne Terryberry****THAT the Board of Directors accept the proposal for the  
Borers, Logies & Sydenham Creek Floodplain Mapping  
Study submitted by Aquafor Beech, at a cost not to exceed  
\$89,755 plus HST.****CARRIED**

10.2. Proposed addition within the Regulated Area of Lake Ontario, 19 Lakegate Dr, Stoney Creek, City of Hamilton – HCA File No. SC/F,C,A/25/50

Elizabeth Reimer provided an overview of the report indicating that the applicant wants to install a covered porch and swimming pool within the regulated area along Lake Ontario. HCA staff worked with the applicant and their costal engineer, assisting them to be able to meet HCA policy on two of the three issues: installation of a rock berm at the shoreline to help mitigate erosion and flooding issues as well as ensuring the two structures are outside the regulated setback area for flooding. The last issue to be resolved was access to the shoreline for maintenance of the shoreline protection: the property's width is less than the 6 meters between dwellings to allow safe access for equipment. Staff are able to support the coastal engineer's solution to use a crane in which to move material to the shoreline but required Board approval to issue the Permit.

**BD12, 3530**

**MOVED BY: Susan Fielding  
SECONDED BY: Matt Francis**

**THAT the HCA Board of Directors approve the issuance of a permit under Section 28.1 of the Conservation Authorities Act for construction of an addition of a covered porch and swimming pool within the regulated area associated with Lake Ontario, at 19 Lakegate Drive, Stoney Creek, City of Hamilton.**

**CARRIED**

Reports to be Received

10.3 Watershed Conditions Memorandum

Jonathan Bastien summarized the memorandum and indicated that technically, the watershed is experiencing Level 1 Low Water Conditions, which will be monitored.

**BD12, 3531**

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

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

**CARRIED**

#### 10.4 Conservation Areas Experience Update

Brandon Good provided the update, highlighting that Conservation Areas experienced a successful summer season, with day use, camping, and marina revenues performing well despite a cool spring this year. Additionally, there are several upcoming events in September including the Bright Run at Christie Lake on September 6<sup>th</sup>; Autumn Stroll in the Dundas Valley September 7<sup>th</sup> and the annual reservation service at Spencer Gorge during the fall colour period beginning September 27<sup>th</sup>.

**BD12, 3532**

**MOVED BY: Craig Cassar**

**SECONDED BY: Susan Fielding**

**THAT the memorandum entitled Conservation Areas Experience Update Memorandum be received.**

**CARRIED**

#### 11. New Business

There was none.

#### 12. In-Camera Items

**BD12, 3533**

**MOVED BY: Susan Fielding**

**SECONDED BY: Craig Cassar**

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

**CARRIED**

**During the *in-camera* session, one Security and one Legal/negotiation and one Land matter were discussed.**

##### 12.1. Confidential Report BA/Aug 02-2025 (Security Matter)

Susan Fielding brought forward the staff report and answered members' questions.

**BD12, 3534**

**MOVED BY: Susan Fielding**

**SECONDED BY: Lisa DiCesare**



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

**THAT Confidential Report BA/Aug02-2025 be approved and remain in camera**

**CARRIED**

12.3 Confidential Report – BD/Sept 02-2025  
(Position on a negotiation)

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

It was indicated that the motion only come out of camera for provision to city staff.

**BD12, 3535**

**MOVED BY: Matt Francis**  
**SECONDED BY: Wayne Terryberry**

**THAT the Board of Directors approve Confidential Report BD/Sept 02–2025.**

**CARRIED**

12.4 Confidential Report – BD/Sept 03-2025  
(Land Matter)

Scott Peck to bring forward the staff report and answered members' questions.

**BD,12 3536**

**MOVED BY: Alex Wilson**  
**SECONDED BY: Wayne Terryberry**

**THAT Report BD/Sept 03/2025 be approved and remain in camera.**

**CARRIED**

**BD12, 3537**

**MOVED BY: Lisa DiCesare**  
**SECONDED BY: Craig Cassar**

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

**CARRIED**

Following the in-camera portion of the meeting, resolution BD12,3535, approving the extension/renewal of the 5-year Confederation Beach Park Management Agreement was read for provision to City of Hamilton staff.

**THAT the Board of Directors support and approve the five (5) year extension/renewal of the Confederation Beach Park Management Agreement (the “Agreement”), dated effective January 1, 2017, expiring December 31, 2026; and further THAT staff be directed to work with the Park Management Review Team to review, update and make required amendments to the Agreement as needed; and further**


**THAT staff be directed to execute any requisite agreements with the City of Hamilton effecting an extension/renewal and amendment of the Agreement.**

### **13. Next Meeting**

The next meeting of the Board of Directors will be held on Thursday, October 2, 2025 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