



BOARD OF DIRECTORS

October 1, 2026



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Board of Directors Meeting

Thursday, October 1, 2026 at 6:00 p.m.

Hamilton Conservation Authority conducts meetings in a hybrid format: in-person and via WebEx platform.

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

1. Call to Order

– Brad Clark

1.1. Land Acknowledgment

2. Declarations of Conflict of Interest

3. Approval of Agenda

4. Delegations

5. Consent Items for Applications, Minutes and Correspondence

- 5.1. Permit Applications Summary Report Page 1
- 5.2. Approval of Board of Directors Minutes – September 3, 2026 Page 5
- 5.3. Approved – August 27, 2026 Budget & Administration Committee Minutes – for receipt only Page 17
- 5.4. Correspondence from Ontario Provincial Conservation Agency with respect to composition and operation of current Conservation Authority Boards of Directors following the municipal election, dated September 9, 2026 Page 21

6. Foundation Briefing

Foundation Chair – Graham Reid

7. Member Briefing

8. Business Arising from the Minutes

8.1. Verbal Update on Transition Committee – Brad Clark

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

9.1. Budget & Administration Committee – September 17, 2026 – Susan Fielding
(Recommendations)

9.1.1. BA 2630 HCA Reserves Allocation Page 23

10. Other Staff Reports/Memorandums

Reports to be approved

10.1. Final HCA 2027 Budget Approval – Lisa Burnside Page 25

10.2. Fifty Pt West Road Rehabilitation – Phase 3 – Tender Results
– Matt Hall Page 55

10.3. Proposal to Metrolinx for Restoration at Eramosa Karst Conservation Area
– Mike Stone/Lesley McDonell
Page 61

Memorandums to be received

10.4. Watershed Conditions Report – Jonathan Bastien Page 69

10.5. Conservation Areas Services Update – Gord Costie Page 73

11. New Business

12. In-Camera Items

13. Next Meeting – Thursday, November 5, 2026 at 6:00 p.m.

14. Adjournment



Report to: Board of Directors

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By: T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer/Director, Watershed Management Services

Prepared By: Mike Stone, MCIP, RPP, Senior Manager, Watershed Planning, Stewardship & Ecological Services

Meeting Date: October 1, 2026

Subject: Permit Applications Summary Report

HCA permit applications approved by staff under the *Conservation Authorities Act* and *Ontario Regulation 41/24* between the dates of August 21, 2026 to September 17, 2026 are summarized in the following Permit Applications Summary Report (PASR-8/26).

Recommendation:

THAT the Board of Directors receive this Permit Application Summary Report PASR-8/26 as information.

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HAMILTON REGION CONSERVATION AUTHORITY
PERMIT APPLICATION SUMMARY REPORT (PASR 8/26)

HCA permit applications approved under the Conservation Authorities Act and Ontario Regulation 41/24 between the dates of August 21, 2026 - September 17, 2026

Permit Number	Date Permit Issued	Review Days	Applicant Name	Location	Application Description	Recommendation / Conditions
2026-79	09-Sep-2026	1		1054 Safari Rd / LOT 2 / CON 6	For the construction of a 557 sqm (6000 sqft) agricultural accessory structure	Approved subject to standard conditions.
2026-71	24-Aug-2026	12		937 Old Mohawk Rd / LOT 51 / CON 2	Construction of a deck	Approved subject to standard conditions.
2026-72	25-Aug-2026	2		LOT 32 / CON 3, 4	Superelevation adjustment of Red Hill Valley Parkway	Approved subject to standard conditions.
2026-73	27-Aug-2026	2		43 Windemere Ave / LOT 2 / CON BF	Repair and maintenance of shore protection	Approved subject to standard conditions.
2026-74	27-Aug-2026	7		7 Mazza Ave / LOT 16 / CON 3	Culvert replacement	Approved subject to standard conditions.
2026-75	03-Sep-2026	7		502 Ofield Rd N / LOT 13 / CON 3	Replacement of a septic tank	Approved subject to standard conditions.
2026-76	03-Sep-2026	1		135 Trenholme Cres / LOT 2 / CON 7	Construction of an open covered canopy	Approved subject to standard conditions.
2026-77	09-Sep-2026	7		Lewis Rd ROW / LOT 6 / CON 1	Hydro pole and anchor replacements	Approved subject to standard conditions.
2026-78	08-Sep-2026	5		29 Homeland Ave / LOT 16 / CON BF	Construction of a sunroom	Approved subject to standard conditions.

2026-80	17-Sep-2026	9		55 Eringate Crt / LOT 28 / CON 8	Construction of a secondary dwelling unit within the basement of an existing dwelling	Approved subject to standard conditions.

Hamilton Region Conservation Authority

Minutes

Board of Directors Meeting

September 3, 2026

Minutes of the Board of Directors meeting held on Thursday, September 3, 2026 at 6:00 p.m., at the HCA main office, 838 Mineral Springs Road, in Ancaster, and livestreamed on YouTube.

PRESENT:

Brad Clark – in the Chair	
Craig Cassar	Elise Copps
Lisa DiCesare	Susan Fielding
Wayne Terryberry	Alex Wilson
Maureen Wilson	

Graham Reid – Foundation Chair

REGRETS: Matt Francis, Mike Spadafora

STAFF PRESENT: Madolyn Armstrong, Jonathan Bastien, Carissa Bishop, Lisa Burnside, Lindsey Darling, Marlene Ferreira, Scott Fleming, Liam Fletcher, Brandon Good, Ethan Goodale, Matt Hall, Saumya Madan, Amanda Martin, Lesley McDonell, Scott Peck, Scott Sheppard, Sandra Winninger

OTHERS: None

1. Call to Order

The Chair called the meeting to order and welcomed everyone present. HCA's Indigenous Land Acknowledgement was read.

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. Lisa Burnside indicated

that a Confidential Verbal Update relating to a property matter will be added to the agenda as item 12.3.

BD12, 3664

MOVED BY: Craig Cassar

SECONDED BY: Maureen Wilson

THAT the agenda be approved, as amended.

CARRIED

4. Delegations

There were none.

5. Consent Items for Applications, Minutes and Correspondence

The following consent items were adopted:

- 5.1. Permit Applications Summary Report
- 5.2. Approval of Board of Directors Minutes – July 2, 2026
- 5.3. Approved – April 9, 2026 Conservation Advisory Board Minutes – for receipt only
- 5.4. Approved – June 25, 2026 Budget & Administration Committee Minutes – for receipt only
- 5.5. Correspondence from the City of Hamilton with respect to 2027 Operating Budget Submission for the Hamilton Conservation Authority, dated July 6, 2026
- 5.6. Correspondence from Ontario Provincial Conservation Agency to Conservation Authority's GMs/CAOs, with respect to Announcement of Project Executives for regional consolidation, dated July 15, 2026
- 5.7. Correspondence from Ontario Provincial Conservation Agency to Conservation Authority's Board Chairs with respect to the roles of CAOs/GMs during the regional consolidation process, dated July 15, 2026
- 5.8. Correspondence from Ontario Provincial Conservation Agency to Conservation Authorities, Mayors and Heads of Council with respect to Transition Committees, dated July 30, 2026
- 5.9. Correspondence from Ontario Provincial Conservation Agency to Western Lake Ontario Regional Conservation Authority with respect to introduction of the Project Executive, Jacqueline Johnson, dated August 14, 2026

6. Foundation Briefing

Graham Reid, Chair of the Foundation reported that summer is traditionally a quieter period for the Foundation, and this year followed that pattern. From July 1 to August 31, a total of \$44,863 was received in donations. This brings the fiscal year-to-date fundraising total to \$2,380,100 which is 100% of the annual fundraising goal.

Gift highlights include:

- \$10,000 from the Invasive Species Action Fund. This is the first installment of a recent grant that is supporting the implantation of the Hemlock Woolly Adelgid management plan for the Dundas Valley Conservation Area.
- \$5,000 from the Hamilton Community Foundation grant in support of bus transportation subsidies for Westfield's Education program
- \$5,100 in tribute gifts
- \$2,750 in corporate volunteer gifts

The Foundation is celebrating it's 50th anniversary this fall. A fun, family-friendly open house celebrating 50 years of local land conservation will take place at the Dundas Valley on Saturday October 3rd from 11 am – 2 pm.

BD12, 3665

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

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 27, 2026
(Recommendations)

9.1.1 BA 2624 HCA 2027 Draft Budget

Susan Fielding provided highlights of the draft budget indicating the budget reflects

a continuation of all programs and services in addition to addressing year-three priorities of the HCA's Strategic Plan. The operating budget contains a 3.7% increase to municipal Levy and is balanced in part by significant self-generated revenue from the conservation areas.

The capital budget holds the \$2 Million block funding from the City of Hamilton for special projects and major maintenance. It is bolstered by \$2.8 Million from grants and reserves to support the work of the Satfleet Wetland Project, including construction of the third wetland and initiation of design work on the fourth wetland.

Scott Fleming provided a presentation of the draft Budget to members and answered their questions.

BD12, 3666

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

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

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

THAT the 2027 Draft Operating and Capital Budgets, as presented, be endorsed for approval and;

That staff be directed to circulate to our participating municipalities for comment.

CARRIED

9.1.2 BA 2625 2027 Fee Schedule

Susan Fielding provided an overview of the staff report indicating 2027 fee increases are intended to contribute self-generated revenue while remaining generally modest in nature. Focused changes to select fees include: no increase to the Annual Membership Program; one dollar increase to nightly camping at Fifty Point and Valens Conservation Areas; modest increases to pavilion and cabin rentals and a one dollar increase to the per-person daily admission fee.

Fees for the review of planning applications and issuance of development permits will remain at 2026 levels in accordance with provincial fee freeze direction, and no increase is proposed for 2027.

BD12, 3667

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

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

THAT effective January 1, 2027, HCA staff be directed to implement the revised fee schedule contained in the report.

CARRIED

**9.2 Conservation Advisory Board – August 13, 2026
(Recommendations)**

9.2.1 CA 2616 Final Devil's Punchbowl Conservation Area Master Plan for Approval

Wayne Terryberry brought forward the staff report indicating that the Master Plan will guide the development and operations of the conservation for the next 10 years.

Madolyn Armstrong provided a brief presentation on the Plan for members, noting that the scope of the Master Plan was expanded due to the purchase of the Devil's Punchbowl Market property in July of 2022. This acquisition allows for the creation of the SC-5 wetland as well as the opportunity to create a visitor hub, improving visitor experience.

BD12, 3668

**MOVED BY: Wayne Terryberry
SECONDED BY: Elise Copps**

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

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

THAT this report and accompanying Master Plan of June 2026 be received as information for project background and general understanding; and further

THAT the Devil's Punchbowl Conservation Area Master Plan of June 2026 be approved; and further

THAT staff be directed to submit the Devil's Punchbowl Conservation Area Master Plan to the NEC and the MNR for final approval.

CARRIED

9.2.1 CA 2617 Water Quality and Habitat Improvement Program: Financial Assistance Guidelines Revisions

Wayne Terryberry brought forward the staff report outlining the adjustments to the

guidelines included updating funding caps to match the average cost of projects in addition to including projects that were listed but didn't have their own category, such as invasive species management. Improvements were also made to streamline the application process and the program's communication methods.

BD12, 3669

MOVED BY: Wayne Terryberry

SECONDED BY: Craig Cassar

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

THAT the revised *Water Quality and Habitat Improvement Program: Financial Assistance Guidelines* (July 2026) be adopted.

CARRIED

10. Other Staff Reports/Memoranda

10.1. Appointment of Officers Under the Conservation Authorities Act

Liam Fletcher brought forward the staff report to approve the appointments of three staff members under Section 30.1, under the *Conservation Authorities Act* for the purposes of enforcing the *Conservation Authorities Act* and related regulations within the HCA's conservation areas.

BD12, 3670

MOVED BY: Lisa DiCesare

SECONDED BY: Craig Cassar

THAT the HCA Board of Directors appoint the staff identified in Attachment A as Officers under Section 30.1 of the *Conservation Authorities Act*, for the purposes of enforcing the *Conservation Authorities Act* and related regulations, as well as the *Trespass to Property Act*, as more specifically identified in Attachment A.

CARRIED

10.2. ERO #026-0740, with respect to Proposed Regulations under the Conservation Authorities Act – Appointment of members to Regional Conservation Authorities

Lisa Burnside provided an overview of the staff report in which public comments are sought with respect to how municipalities will be represented on the new regional conservation authority boards. It is proposed to use a population-based formula. Based on this formula, the Western Lake Ontario Regional Conservation Authority would have 16 members, consisting of the of the following:

- 4 from Peel Region;

- 3 from Halton Region;
- 3 from Niagara Region;
- 3 from the City of Hamilton and,
- 1 each from Wellington, Haldimand and Dufferin Counties

The new regional board will see the HCA move from a stand-alone board to a much larger regional board representing 7 municipalities. Staff support this formula as a starting point as it provides every municipality with a voice and a provides a consistent approach across the province. Additionally, once the Regional Board is operating the regulation allows municipalities to revisit the Board structure, taking geographic, watershed and other interests into consideration.

BD12, 3671

MOVED BY: Wayne Terryberry

SECONDED BY: Susan Fielding

THAT the Board of Directors receive Environmental Registry of Ontario (ER) Posting #026-0740 regarding appointment of members to regional conservation authorities as information and that it be submitted as formal comments to the province of Ontario.

CARRIED

10.3. ERO #026-0740, with respect to Proposed Regulations under the Conservation Authorities Act – Ontario Provincial Conservation Agency Board Member Ineligibility

Lisa Burnside provided an overview of the report, in which public comments are sought with respect to persons who are ineligible to sit on the OPCA Board. These include: registered lobbyists, current CA board members, current CA officers or senior staff. Staff agree with the guidelines but also suggested that in order to be an effective Board, members selected should have a balanced mix of governance experience, professional expertise and conservation authority sector knowledge. Additionally, it's recommended that the Province provide clear direction on the respective roles of OPCA and the regional conservation authority boards to help prevent duplication of efforts.

BD12, 3672

MOVED BY: Maureen Wilson

SECONDED BY: Susan Fielding

THAT the Board of Directors receive Environmental Registry of Ontario (ERO) Posting #026-0740 regarding Ontario Provincial Agency Board Member Ineligibility as information and direct that it be submitted as formal comments to the province of Ontario.

CARRIED

10.4. Cootes to Escarpment EcoPark System MOU Renewal

Lisa Burnside brought forward the staff report requesting a 5-year extension to the EcoPark system agreement. The collaborative partnership supports continued work toward the shared vision of connecting and permanently protecting natural lands from Cootes Paradise through to the Niagara Escarpment. Partners include: the Royal Botanical Gardens, Bruce Trail Conservancy, Hamilton Naturalist Club, McMaster University, Halton Region, Cities of Burlington and Hamilton and Conservation Halton.

BD12, 3673

**MOVED BY: Lisa DiCesare
SECONDED BY: Elise Copps**

THAT the Board of Directors authorize the Chief Administrative Officer to execute the “Letter of Agreement to extend the Memorandum of Understanding regarding the Cootes to Escarpment EcoPark System from 1 January 2027 through 31 December 2031”.

CARRIED

10.5. Watershed Conditions Memorandum

Jonathan Bastien presented a summary of the memorandum, noting that during the period of June 22nd to August 24th 2026, there were no significant watercourse flooding events, and no Lake Ontario shoreline flooding events. However, one storm (July 27th to 29th) warranted issuing messages and additional monitoring of watercourse conditions.

Currently, there are no observations, reports, or expectations of significant watercourse flooding, localized watercourse flooding of low-lying areas that typically flood during higher water levels, or significant water safety concerns.

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

BD12, 3674

**MOVED BY: Alex Wilson
SECONDED BY: Maureen Wilson**

THAT the memorandum entitled Watershed Conditions Report be received.

CARRIED

10.6. Conservation Areas Experiences Update

Brandon Good reported that HCA Conservation Areas had a successful summer season, with solid visitation across camping, boating, day use, recreation, and programming. The Learn to Fish program, run with the Ministry of Natural Resources, drew over 300

participants across 12 days. The Outdoor Education Summer Day Camp also saw strong attendance, and Westfield Heritage Village had a successful season highlighted by events like Milk and Honey. HCA continues to support community events including the BRIGHT Run and Ancaster A.M. Autumn Stroll.

Wild Waterworks and Lakeland Pool wrapped up their season on Labour Day.

Staff are now shifting to fall operations across all Conservation Areas. The reservation system at Spencer Gorge begins on September 26th to help manage visitation during the popular fall colour season.

BD12, 3675

**MOVED BY: Wayne Terryberry
SECONDED BY: Elise Copps**

THAT the memorandum entitled Conservation Areas Experiences Update be received.

CARRIED

11. New Business

11.1. Motion regarding HCA Public Waterfront Safety Practices

Brad Clark requested, in light of tragic water-related events that occurred this summer across the province, staff be directed to review the HCA's waterfront safety practices at conservation areas where water activities are permitted. Staff would report back to the Board on any changes, enhancing measures and/or practices to be implemented for the 2027 operational season.

BD12, 3676

**MOVED BY: Brad Clark
SECONDED BY: Lisa DiCesare**

WHEREAS the Hamilton Conservation Authority is committed to providing safe and responsible access to its conservation areas through appropriate practices, measures, and public information to support informed decisions regarding waterfront safety; and

WHEREAS the Board recognizes the value of periodically reviewing these practices to ensure they continue to reflect current conditions and best practices in waterfront safety management;

THEREFORE BE IT RESOLVED THAT staff be directed to review the Authority's existing waterfront safety practices at Valens Lake, Christie Lake and Fifty Point Conservation

Areas and report back to the Board on changes, enhancements, or additional measures to be considered for the 2027 operational season.

CARRIED

12. In-Camera Items

BD12, 3677

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

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

CARRIED

During the *in-camera* session, one personnel and two property matters were discussed.

**12.1. Confidential Report – BA/Aug 01-2026
(Personnel Matter)**

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

BD12, 3678

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

THAT the Confidential Report – BA/Aug 01-2026 be approved and remain in camera.

CARRIED

**12.2 Confidential Memorandum – BD/Sept 01-2026
(Property Matter)**

Lisa Burnside brought forward the confidential memorandum on a property matter and answered members' questions.

BD12, 3679

**MOVED BY: Wayne Terryberry
SECONDED BY: Susan Fielding**

THAT the Confidential Memorandum – BD/Sept 01-2026 be received and remain in camera.

CARRIED

12.3 Confidential Verbal Update – BD/Sept 02-2026
(Property Matter)

Scott Peck provided a Verbal Update on a property matter and answered members' questions.

BD12, 3680

MOVED BY: Wayne Terryberry
SECONDED BY: Lisa DiCesare

THAT the Confidential Verbal Update – BD/Sept 02-2026 be received and remain in camera

CARRIED

BD12, 3681

MOVED BY: Wayne Terryberry
SECONDED BY: Craig Cassar

THAT the Board of Directors moves out of closed session.

CARRIED

13. Next Meeting

The next meeting of the Board of Directors will be held on Thursday, October 1, 2026 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 was adjourned.

Scott Fleming
Secretary-Treasurer

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Hamilton Conservation Authority

Minutes

Budget & Administration Committee

August 27, 2026

Minutes of the Budget & Administration Committee meeting held on Thursday, August 27, 2026 at 2:00 p.m., fully virtual via Webex platform and livestreamed on YouTube.

Present: Susan Fielding, in the Chair
Brad Clark
Lisa DiCesare
Alex Wilson
Maureen Wilson

Regrets: None

Staff Present: Lisa Burnside, Gord Costie, Marlene Ferreira, Scott Fleming, Brandon Good, Matt Hall, Mike Stone, and Sandra Winner

Others Present: None

Note: There was an interruption to the live stream, just prior to item 7.1, which was corrected, allowing the meeting to continue

1. Welcome

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

2. Declarations of Conflict of Interest

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

3. Approval of Agenda

The Chair requested any additions or deletions to the agenda. Lisa Burnside indicated that an administrative correction was made to item 7.1, the 2027 Draft Budget presentation; the updated version would be presented to the Committee.

BA 2623**MOVED BY: Brad Clark
SECONDED BY: Maureen Wilson****THAT the agenda be approved.****CARRIED****4. Delegations**

There were none.

5. Consent Items

The following consent items were adopted:

5.1. Approval of Budget & Administration Committee Minutes – June 25, 2026

6. Business Arising from the Minutes

There was none.

7. Staff Reports/MemorandaReports for Recommendation**7.1. HCA 2027 Draft Budget**

Scott Fleming brought forward the staff report highlighting that the 2027 budget is a balanced one, reflecting a continuation of all programs and services while also addressing year-three priorities of the HCA's Strategic Plan. The 2027 total budget is \$23.1M with \$18.3 in operating and \$4.8M in capital

The operating budget contains a 3.7% increase to municipal Levy and is balanced in part by significant self-generating revenue from the conservation areas.

The Capital budget holds the \$2 million block funding from the City of Hamilton focusing on special projects and major maintenance of HCA's extensive assets and is more than doubled with \$2.8 million in use of grants and reserves to support construction of the third wetland at Saltfleet and initiate design work for the fourth and final wetland.

BA 2624**MOVED BY: Brad Clark
SECONDED BY: Alex Wilson**

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

THAT the 2027 Draft Operating and Capital Budgets, as presented, be endorsed for approval and further;

THAT staff be directed to circulate to our participating municipalities for comment.

CARRIED

7.2. 2027 HCA Draft Fee Schedule

Brandon Good provided an overview of the staff report highlighting that proposed 2027 fee increases are intended to contribute self-generated revenue to HCA's 2027 budget and are designed to maintain competitive and financially viable fees while remaining generally modest in nature.

Modest increases to fees are suggested to selected areas, such as camping, pavilion and cabin rentals while fee Annual Membership program will not be increased. Fees at Fifty Point Marina are to be streamlined, removing the 5% early-payment discount for seasonal boat docking to simplify the fee structure and help address increased operating costs.

Fees related to the planning and review of development proposals and permits will remain at the 2026 level in accordance with the directive issued by the Minister of Environment, Conservation and Parks.

BA 2625

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

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

THAT effective January 1, 2027, HCA staff be directed to implement the revised fee schedule contained in this report.

CARRIED

8. New Business

There was none.

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

BA 2626

MOVED BY: Brad Clark

SECONDED BY: Alex Wilson

**THAT the Budget and Administration Committee moves
in camera for matters of law, personnel and property.**

CARRIED

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

**9.1. Confidential Report – BA/Aug 01-2026
(Personnel Matter)**

Marlene Ferriera provided a summary of the staff report and answered members' questions.

BA 2627

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

**THAT the confidential report entitled BA/Aug 01-2026 be
approved and remain in camera.**

CARRIED

BA 2628

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

**THAT the Budget and Administration Committee moves
out of closed session.**

CARRIED

10. Next Meeting

The next meeting of the Budget and Administration Committee will be held on Thursday, September 17th, 2026 at 2:00 p.m. at the HCA Main Administration Office – Woodend Auditorium, 838 Mineral Springs Road, Ancaster, Ontario.

11. Adjournment

On motion, the meeting adjourned.

Ontario Provincial
Conservation Agency

l'Agence ontarienne de
protection de la nature

September 9, 2026

Dear Conservation Authority CAOs and GMs:

We have received several inquiries regarding CA board governance in light of the upcoming municipal election and would like to provide clarification. Specifically, we have heard concerns related to a potential “lame duck” status of municipal council members during the election period and resulting impacts for CA board responsibilities including the approval of 2027 budgets.

These concerns appear to stem from [Section 275 of the Municipal Act, 2001](#), which establishes that if less than three quarters of the members of an outgoing council are returning, the outgoing council is restricted from specific actions, including making expenditures or incurring liabilities.

It is important to note that CAs are independent organizations and for that reason, this provision of the Act does not apply to CA's budgets or expenditures. In addition, [Section 14\(4.2\) of the Conservation Authorities Act](#) sets out that a municipal council member remains a member until they are replaced. This means that existing board members continue to hold their responsibilities as members of the conservation authority board, including participating in the budget process.

For these reasons, the municipal election this October will not affect the current composition or operation of CA boards. Existing board members will remain in their positions throughout the fall and until consolidation in February 2027.

To be clear, whether a current board member chooses not to seek re-election or is unsuccessful in their re-election, does not affect the CA board prior to consolidation. Current board membership remains unchanged until that time.

We hope this clarification is helpful and addresses any questions that may have arisen. We would also like to take this opportunity to thank you for your ongoing support and collaboration as we continue our transition planning.

Sincerely,



Hassaan Basit
CEO
Ontario Provincial Conservation Agency

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Report to: Budget & Administration Committee

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By: Scott Fleming, Director of Finance and Central Support Services

Prepared By: Nauman Chaudhry, Special Projects Accountant

Meeting Date: September 17, 2026

Subject: HCA Reserves Allocation

Recommendation:

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

THAT \$57,846.56 be allocated to the Human Resources Reserve to restore the reserve to its established minimum target balance of \$250,000; and further

THAT the remaining \$229,431.22 be allocated to the Saltfleet Conservation Area Wetland Restoration Project Reserve to support future project work.

Executive Summary:

As part of the year-end financial process, HCA staff have reviewed available funds and reserve requirements in accordance with the HCA Reserves Policy.

An amount of \$287,277.78 previously set aside for a specific HR liability is no longer required for its original purpose. HCA staff have confirmed with the auditors that the liability can appropriately be released and that the funds are available for reallocation. Staff therefore recommend that these funds be allocated to HCA reserves in accordance with the HCA Reserves Policy.

Of the available funds, **\$57,846.56** is recommended for the Human Resources

Reserve, increasing its balance to its established minimum target of \$250,000. The remaining **\$229,431.22** is recommended for the Saltfleet Conservation Area Wetland Restoration Project Reserve to support future project work and related financial requirements.

These allocations address an identified reserve shortfall and provide additional capacity for an established long-term conservation project. The recommended allocations are consistent with the HCA Reserves Policy and support HCA's financial stability and long-term conservation priorities.

Strategic Plan Linkage:

The initiative refers directly to the HCA Strategic Plan 2025 – 2029:

- **Strategic Priority Area – Organizational Excellence**

Legal / Financial Implications:

The recommended allocation will result in the reduction of liabilities on HCA's balance sheet by \$287,277.78, with a corresponding increase in reserves of \$287,277.78.

Of this amount, \$57,846.56 will be allocated to the Human Resources Reserve, increasing the reserve to its established minimum target balance of \$250,000. The remaining \$229,431.22 will be allocated to the Saltfleet Conservation Area Wetland Restoration Project Reserve.

Related Reports and Appendices:

- Reserve Policy, November 2025



Report to: Board of Directors

Approved for Circulation By: Lisa Burnside, CAO

Reviewed & Prepared By: Lisa Burnside, CAO

Meeting Date: October 1, 2026

Subject: Final HCA 2027 Budget Approval

Recommendation:

THAT the Board of Directors approve the 2027 operating and capital budgets in accordance with the Conservation Authorities Act and Ontario Regulation 402/22

Executive Summary

Following approval of the draft 2027 operating and capital budgets by the Board on September 3, 2026, the budgets were circulated to HCA's two participating municipalities for review and comment.

No comments or requested changes have been received. The purpose of this report is to seek final Board approval of the 2027 operating and capital budgets in accordance with Ontario Regulation 402/22.

STAFF COMMENT

The draft 2027 operating and capital budgets were provided to the Clerk and senior finance staff at the City of Hamilton and Township of Puslinch following Board approval on September 3, 2026.

Staff have followed up with both participating municipalities and, as of the writing of this report, have not received any questions, comments or requested changes. Staff are therefore recommending final approval of the budgets, which remain unchanged from the draft approved by the Board on September 3, 2026.

The 2027 budget has been developed in accordance with the Minister's direction under Section 1.14 of the *Conservation Authorities Act*, applicable to conservation authorities during the transition period.

Related Reports and Appendices:

Draft 2027 Operating and Capital Budgets – September 3, 2026



HCA 2027 Draft Budget

Budget & Administration Committee – August 27, 2026



Executive Summary – 2027 Budget

- HCA's draft 2027 Budget outlines **\$23.1 million in planned operating and capital activities** to maintain programs and services, advance Board-approved priorities and support key capital investments
- **Budget Overview: \$23.1M Total Budget**
 - **\$18.3M Operating**
 - **\$4.8M Capital**
- **3.7% levy increase** in 2027 to support operating priorities
- Operating budget supported by self-generated revenue and reserve funding to maintain a cash-neutral (break-even) position
- Capital budget maintains **\$2.0M in block funding**, supplemented by **\$2.8M in grants and reserves** to advance the Saltfleet Wetland Restoration Program
- The 2027 budget has been developed in accordance with the Minister's direction under section 1.14 of the Conservation Authorities Act, applicable to conservation authorities during the transition period



Operating Budget Goals

- **Advance HCA's 2025–2029 Strategic Plan through Board-approved Year 3 priorities**, presented to the Board and Budget & Administration Committee during the 2027 budget development process
- Continue implementation across the Plan's four strategic priority areas:
 - **Water Resources Management**
 - **Organizational Excellence**
 - **Natural Heritage Conservation**
 - **Connecting People to Nature**
- **Maintain a cash-neutral operating position (break-even)**
- The 2027 budget reflects a maintenance budget approach, with no significant expansion of ongoing programs or staffing while HCA navigates organizational transition and the pending regional amalgamation. Approved Year 3 initiatives will be delivered within the available budget envelope, supported where appropriate by grants, donations and reserve funding

2027 Draft Operating Budget Summary

Table 1: Revenues and Expenditures (Operating)								
	2027 Budget \$000's	2026 Budget \$000's	\$ Change	% Change	2027 Budget By Division			
					Central Support Services	Conservation Areas	Westfield Heritage Village & Conservation Area	Watershed Management Services
Revenues								
Levy	5,412	5,219	193	3.7%	2,040	-	721	2,651
Admissions	3,901	3,881	20	0.5%	-	3,814	87	-
Camping/marina	3,982	3,948	34	0.9%	-	3,982	-	-
Equipment Rental	1,455	1,413	42	3.0%	1,455	-	-	-
Transfer from Reserves	125	111	14	12.6%	75	-	-	50
Other	3,498	3,631	(133)	-3.7%	1,535	823	250	891
Total Revenue	\$ 18,373	\$ 18,203	\$ 170		\$ 5,104	\$ 8,618	\$ 1,059	\$ 3,592
Expenditures								
Staffing	12,629	12,496	133	1.1%	4,904	3,998	662	2,984
Equipment	789	773	16	2.1%	65	725	-	-
Utilities	767	821	(54)	-6.6%	245	458	64	-
Materials/supplies	593	556	37	6.6%	69	369	57	97
Other	3,596	3,557	39	1.1%	1,611	1,280	275	511
Total Expenditures	\$ 18,373	\$ 18,203	\$ 170		\$ 6,893	\$ 6,830	\$ 1,059	\$ 3,592

Capital Budget

Funding Sources

	2027	2026
City of Hamilton (Block Funding)	2,000,000	2,000,000
Hamilton Conservation Foundation/HGCT	2,550,000	-
HCA Reserves (Saltfleet Reserve)	250,000	500,000
Total Capital Budget Funding	<u>\$ 4,800,000</u>	<u>\$ 2,500,000</u>

Year 3 – Water Resources Management

- **Strengthen our water monitoring network**
- **Improve the connectivity and reliability of streamflow, precipitation and snowpack monitoring across the watershed, building on the 2025 system review and work completed in 2026**
- **2027 Budget Key Initiatives:**
 - **10** new tipping-bucket rain gauges
 - **3** new rain gauges
 - **1** additional snow survey



Year 3 – Organizational Excellence

- **Advance organizational and digital transformation**
- **Undertake transition activities and key initiatives from the Digital Transformation Plan to strengthen operational efficiency, information management and collaboration across HCA**

2027 Budget Key Initiatives:

- **Undertake transition activities and work** stemming from the transition plan
- **Digitize Planning & Regulation records** and complete migration to the Conservation Authority Content Management System, with improved workflows and automated records management
- **Assess finance and HR business processes** to inform the planned evaluation of an Enterprise Resource Planning (ERP) system
- **Continue development of Microsoft 365/SharePoint** to modernize information management, collaboration and internal communications, supported by staff training
- **Investment:** IT/Records Reserve funds will be required to support these initiatives



Year 3 Priorities – Natural Heritage Conservation

- **Advance wetland restoration and priority natural heritage initiatives**
- Continue restoration and monitoring efforts that protect and enhance HCA's natural areas, while advancing the Saltfleet Wetland Restoration Program

2027 Budget Key Initiatives:

- **Construct the third Saltfleet wetland at Devil's Punchbowl** and initiate design of the fourth and final wetland
- **Continue priority restoration and monitoring**, including restoration works, invasive species management and Hemlock Woolly Adelgid (HWA) treatments
- **Develop an integrated data framework** to better identify and visualize priority areas for restoration, stewardship and invasive species management



Year 3 Priorities – Connecting People to Nature

- **Improve access, inclusion and visitor experiences**
- **Implement recommendations from the 2025 Access and Amenities and Conservation Areas Program Reviews, building on work completed in 2026 to enhance accessibility and enrich visitor experiences**

2027 Budget Key Initiatives:

- **Expand accessible amenities**, including new accessible pathways and picnic table pads
- **Expand the Learn to Series**, including the new *Paint in the Park* program
- **Offer partner-led interpretive hikes** to connect visitors with nature
- **Introduce tackle share/loaner programs** to support accessible fishing opportunities
- **Promote disc golf tournaments** to encourage new and returning visitors to engage with conservation areas





Revenues & Expenses

New revenues through:

- Targeted fee increases at our conservation areas
- Levy increase
- Ongoing support from the Hamilton Conservation Foundation for environmental education
- Grant funding supporting eligible programs and initiatives

Our largest expense is staffing as a people driven organization providing programs and services. Costs to be factored in:

- COLA (1.7%)
- Increases to minimum wage (\$17.95/hr)
- Implementing job evaluation steps

A Balanced Budget (000's)

	Budget <u>2027</u>	Budget <u>2026</u>	Actual <u>2025</u>	Actual <u>2024</u>
<u>Revenues</u>				
Levy	\$ 5,412	\$ 5,219	\$ 5,108	\$ 4,909
Admissions	3,901	3,881	3,746	3,482
Camping/marina	3,982	3,948	3,879	3,552
Equipment rental	1,455	1,413	1,362	1,336
Transfer from reserves	125	111	1,961	937
Other	<u>3,498</u>	<u>3,631</u>	<u>3,825</u>	<u>4,155</u>
	18,373	18,203	\$19,881	\$18,371
<u>Expenses</u>				
Staffing	12,548	12,496	11,819	10,842
Equipment	789	773	887	910
Utilities	767	821	760	751
Materials/supplies	593	556	549	495
Other	<u>3,676</u>	<u>3,557</u>	<u>5,693</u>	<u>4,817</u>
	18,373	18,203	19,708	17,815
Net surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 173</u>	<u>\$ 556</u>

Watershed Management Services (000's)

	<u>Budget 2027</u>	<u>Budget 2026</u>	<u>Actual 2025</u>	<u>Actual 2024</u>
<u>Revenues</u>				
Levy	\$ 2,651	\$ 2,574	\$ 2,070	\$ 1,783
Permits, fees	290	295	292	338
Grants	404	456	317	497
Transfer from Reserves	50	17	1,615	696
Other	<u>197</u>	<u>196</u>	<u>829</u>	<u>737</u>
	3,592	3,537	5,123	4,051
<u>Expenses</u>				
Staffing	2,984	2,913	2,662	2,351
Contractors	319	313	2,216	1,457
Materials/supplies	97	107	50	35
Other	<u>193</u>	<u>204</u>	<u>195</u>	<u>208</u>
	3,592	3,537	5,123	4,051
Net surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ -</u>

Conservation Area Services (000's)

	<u>Budget 2027</u>	<u>Budget 2026</u>	<u>Actual 2025</u>	<u>Actual 2024</u>
<u>Revenues</u>				
Admissions	\$ 3,814	\$ 3,796	\$ 3,663	\$ 3,400
Camping	2,326	2,289	2,234	2,033
Marina	1,656	1,659	1,644	1,519
Other	<u>823</u>	<u>681</u>	<u>784</u>	<u>967</u>
	8,618	8,425	8,326	7,920
<u>Expenses</u>				
Staffing	3,998	3,952	3,892	3,664
Equipment	725	708	760	852
Materials/supplies	369	335	370	333
Utilities	458	399	459	374
Other	<u>1,280</u>	<u>1,197</u>	<u>1,338</u>	<u>1,234</u>
	6,830	6,591	6,819	6,457
Net surplus	<u>\$ 1,788</u>	<u>\$ 1,833</u>	<u>\$ 1,507</u>	<u>\$ 1,462</u>

Westfield Heritage Village & Conservation Area (000's)

	Budget <u>2027</u>	Budget <u>2026</u>	Actual <u>2025</u>	Actual <u>2024</u>
<u>Revenues</u>				
Levy	\$ 721	\$ 695	\$ 673	\$ 654
Events	129	145	107	119
School Programs	67	65	54	58
Admissions	87	85	83	82
Other	<u>55</u>	<u>53</u>	<u>36</u>	<u>91</u>
	1,059	1,043	953	1,004
<u>Expenses</u>				
Staffing	662	674	601	667
Promotion	95	92	30	36
Materials/supplies	57	45	54	48
Utilities	64	63	61	57
Other	<u>180</u>	<u>170</u>	<u>191</u>	<u>173</u>
	1,059	1,043	937	982
Net surplus	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16</u>	<u>\$ 22</u>

Central Support Services (000's)

	Budget <u>2027</u>	Budget <u>2026</u>	Actual <u>2025</u>	Actual <u>2024</u>
<u>Revenues</u>				
Levy	\$ 2,040	\$ 1,950	\$ 2,366	\$ 2,472
Equipment	1,455	1,413	1,362	1,336
Management fees	618	600	618	571
Transfer from Reserves	75	94	346	241
Other	<u>917</u>	<u>1,141</u>	<u>787</u>	<u>775</u>
	5,104	5,198	5,479	5,396
<u>Expenses</u>				
Staffing	4,904	4,957	4,664	4,160
Utilities	245	359	240	320
Contractors	178	144	231	288
Materials/supplies	69	69	75	79
Equipment	65	65	127	58
Other	<u>1,433</u>	<u>1,438</u>	<u>1,493</u>	<u>1,420</u>
	6,893	7,032	6,829	6,325
Net surplus/(deficit)	<u>\$ (1,788)</u>	<u>\$ (1,833)</u>	<u>\$ (1,350)</u>	<u>\$ (929)</u>

2027 Draft Operating Budget Summary

Watershed Management Services	2027 Draft Budget	2027 Draft Operating Budget Funding Sources			
		General Revenue	Municipal Levy	Provincial Grants	Reserves
Watershed Services Administration	899,920	290,000	559,920	-	50,000
Conservation Services (Ecology, Invasives & Restoration)	842,267	39,000	803,267		
Permits & Compliance	501,417		501,417		
Watershed Stewardship Program	346,083	130,800	215,283		-
Water Engineering and Prov Water Control	402,756		402,756		
Water Quality Monitoring	271,778	56,000	30,778	185,000	
Climate Change Initiatives	100,000	100,000			
Provincial Supported Water Control Program	227,956		137,960	89,996	
Total Watershed Management Services	3,592,177	615,800	2,651,381	274,996	50,000

Conservation Areas	2027 Draft Budget	2027 Draft Operating Budget Funding Sources			
		General Revenue	Municipal Levy	Provincial Grants	Reserves
Fifty Point	2,361,453	3,019,678			
Valens Lake	1,606,557	2,744,525			
Christie Lake	1,292,390	1,781,526			
Dundas Valley	916,242	824,000			
Hamilton Mountain	652,885	248,700			
Total Conservation Areas	6,829,527	8,618,429	-	-	-

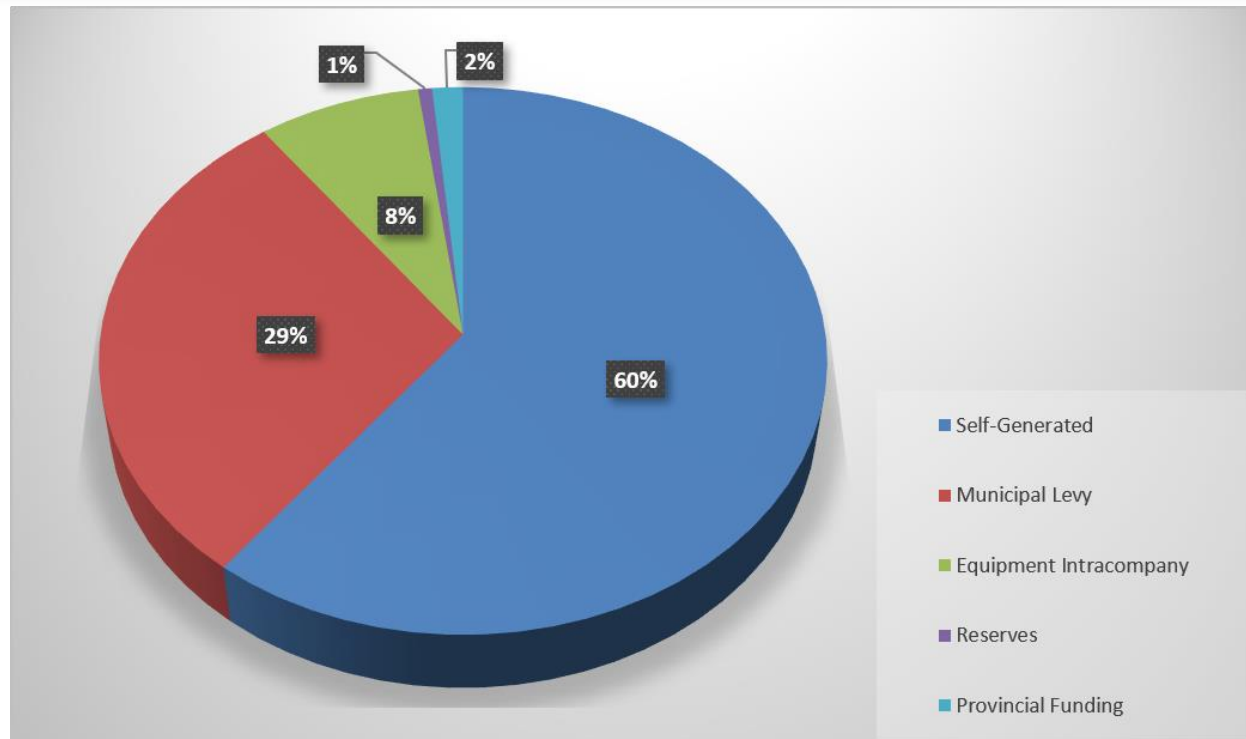
Westfield Heritage Village & Conservation Area	2027 Draft Budget	2027 Draft Operating Budget Funding Sources			
		General Revenue	Municipal Levy	Provincial Grants	Reserves
Westfield Operations	1,058,702	337,475	721,227		
Total Westfield Heritage Village & Conservation Area	1,058,702	337,475	721,227	-	-

2027 Draft Operating Budget Summary

Central Support Services	2027 Draft Budget	2027 Draft Operating Budget Funding Sources			
		General Revenue	Municipal Levy	Provincial Grants	Reserves
Administration	2,847,970	950,250	2,039,625		-
Information Technology	318,000				75,000
Equipment Pool Operation & Maintenance	806,055	1,459,500			
Central Workshop	636,518	77,250			
Marketing & Communications	618,546				
Human Resources	493,916				
Conservation Foundation	320,718	75,000			
Other (General Maintenance, Memorial Benches, Rentals)	283,230	168,000			
Millgrove Workshop	250,010				
Outdoor Environmental Education Program	222,551	259,500			
Admin Operations Trade	95,513				
Total Central Support Services	6,893,027	2,989,500	2,039,625	-	75,000
Total Operating Programs	18,373,433	12,561,204	5,412,233	274,996	125,000

2027 Sources of Operating Revenue

\$18.3M Operating budget revenue breakdown



Operating Revenue	Amount
Self-Generated	11,106,204
Municipal Levy	5,412,233
Equipment Intracompany	1,455,000
Reserves	125,000
Provincial Funding	274,996
Total	18,373,433



Operating Budget Levy Request

- This year's Operating Budget Levy increase request is: **3.7%**
- Province provides allocation percentages annually, this year
 - **City of Hamilton** **99.24%**
 - **Township of Puslinch** **0.76%**
- Total Levy for 2027 \$5,412,233 (\$5,219,125 in 2026)
 - **City of Hamilton** **\$5,376,581**
 - **Township of Puslinch** **\$35,652**
- Year over year impact on Operating Levy is an increase of **\$193,108**

Capital Budget - \$4.8M

- **The 2027 Capital Budget focuses on special projects and major maintenance**, balancing strategic investments with the ongoing need to maintain HCA's extensive infrastructure and assets
- **73% Special Projects**
Focused on priority projects across HCA's conservation areas and watershed
- **27% Major Maintenance**
Supports ongoing renewal and maintenance of HCA's extensive infrastructure and assets
- **Saltfleet Wetland Restoration:**
- **\$2.8M in grants and reserves** will support construction of the third wetland and initiation of design for the fourth and final wetland

HCA's Asset Base:

- **Nearly 100 bridges**
- **15 km** of internal roadways
- **2 km** of boardwalks
- **170 buildings**
- **180 km** of trails
- Plus fencing, utilities, gates and other infrastructure

Capital Budget cont'd

<u>Specific Projects</u>			<u>Subtotal</u>	<u>Percent</u>	<u>Percent</u>
<u>#</u>	<u>Location</u>	<u>\$ Amount</u>	<u>By Area</u>	<u>of Projects</u>	<u>of Total</u>
Fifty Point					
1	Dock & Boardwalk Repairs	\$ 25,000			
2	Marina Retaining Wall Repairs	100,000			
3	Boat Storage Compound Expansion	100,000			
4	H Dock Parking & Trail Connection Improvements	50,000			
5	Marina Optimization Review	25,000			
			300,000	8.6%	
Christie Lake					
6	Causeway Culvert Replacement - Phase 1	\$ 400,000			
			\$ 400,000	11.4%	
Watershed Management Services					
7	Saltfleet - initial design work of fourth wetland	\$ 250,000			
8	Saltfleet - construction of third wetland	2,550,000			
			2,800,000	80.0%	
			3,500,000	100.0%	72.9%

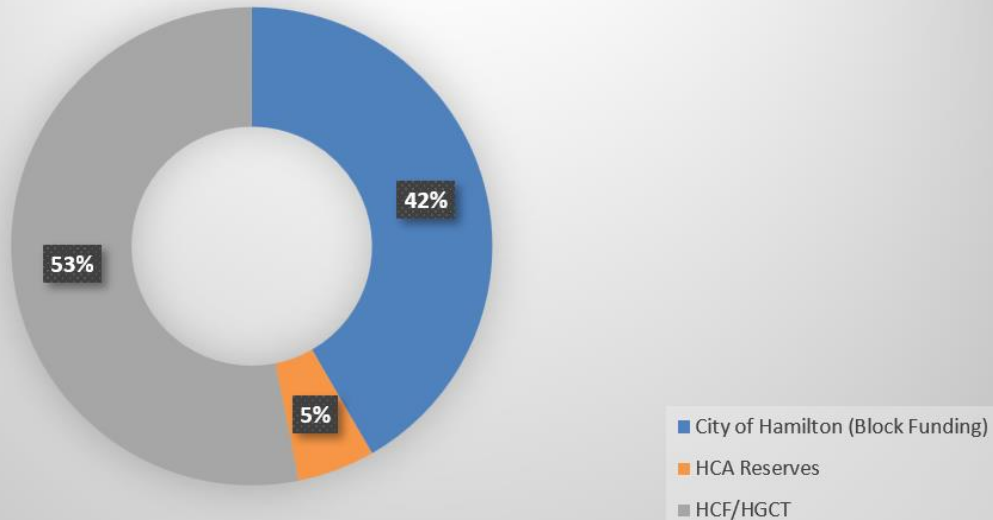
Capital Budget cont'd

<u>Specific Projects</u>		<u>\$ Amount</u>	<u>Subtotal</u>	<u>Percent</u>	<u>Percent</u>
<u>#</u>	<u>Location</u>		<u>By</u>	<u>of</u>	<u>of</u>
<u>General Projects - Major Maintenance</u>					
	Building Maintenance	\$ 250,000			
	Roads & Parking	350,000			
	Trails	25,000			
	Signage	150,000			
	Bridges	250,000			
	Gates	25,000			
	Fencing	25,000			
	Utilities & Services	50,000			
	Masterplans	150,000			
	Natural Areas Management	25,000			
			<u>1,300,000</u>	<u>100.0%</u>	<u>27.1%</u>
Total Capital and Major Maintenance Budget			\$ 4,800,000	100.0%	

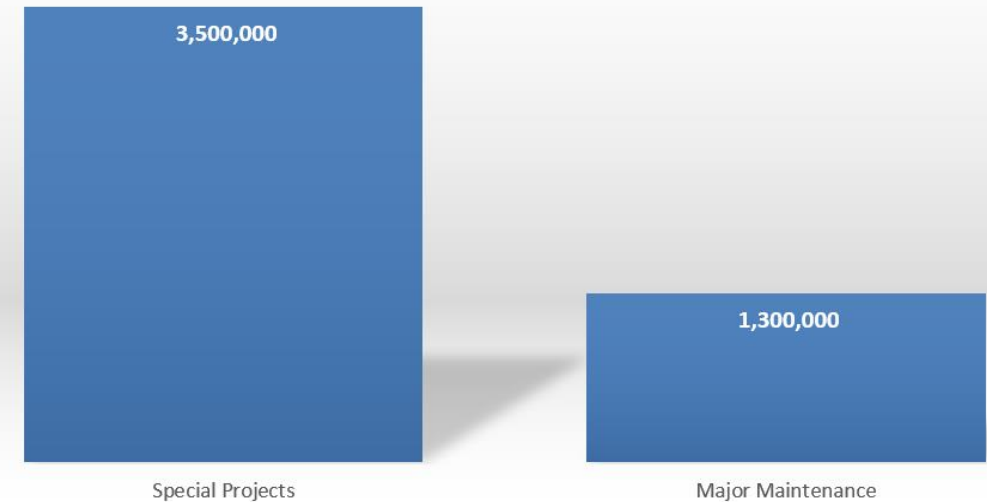
2027 Sources of Capital Budget Revenue

\$4.8M Capital budget revenue breakdown

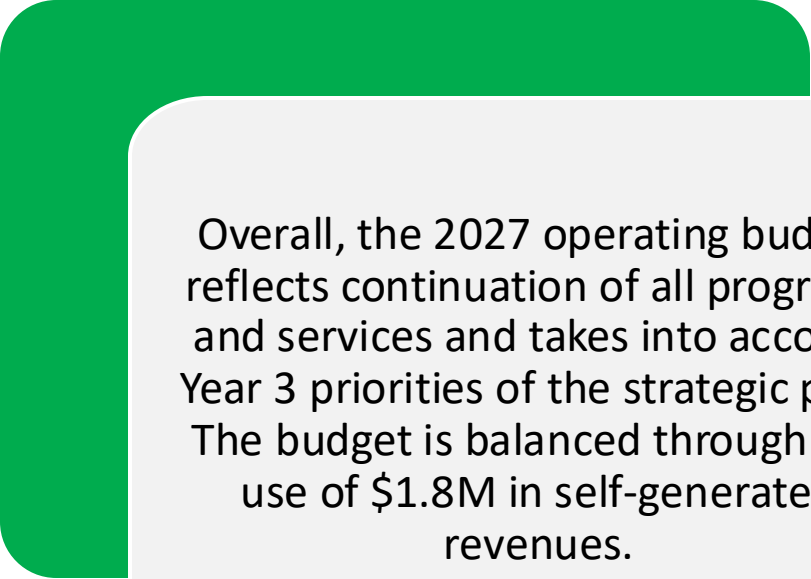
Capital Revenue Streams



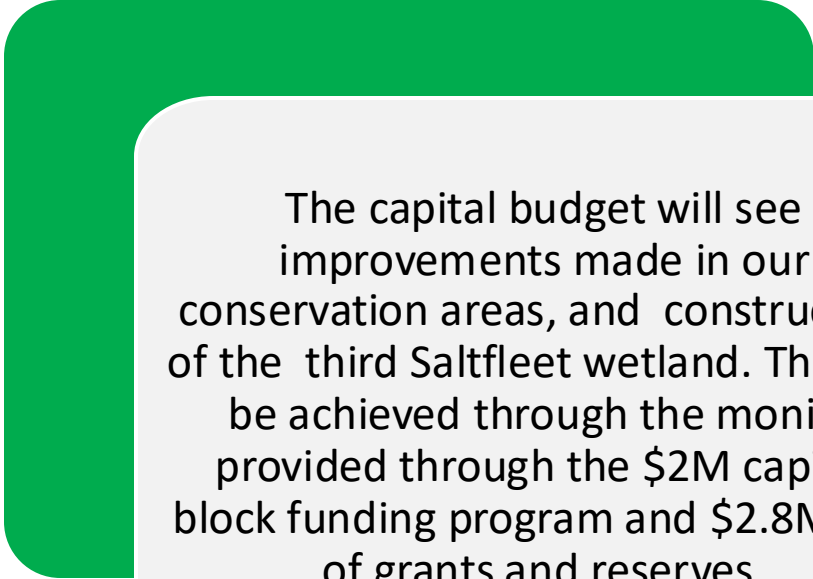
Capital Project Types



Budget Summary



Overall, the 2027 operating budget reflects continuation of all programs and services and takes into account Year 3 priorities of the strategic plan. The budget is balanced through the use of \$1.8M in self-generated revenues.



The capital budget will see improvements made in our conservation areas, and construction of the third Saltfleet wetland. This will be achieved through the monies provided through the \$2M capital block funding program and \$2.8M use of grants and reserves.



Staff Recommendation

- THAT the Budget & Administration Committee recommend to the Board of Directors:
- THAT the 2027 Draft Operating and Capital Budgets, as presented, be endorsed for approval and further;
- THAT staff be directed to circulate to our participating municipalities for comment.

Questions?



Hamilton Conservation Authority

Draft 2027 Programs & Services Budget

Category	Inventory Key Program Areas	Total Expenses	Program Revenue	%	Other Funding	%	Provincial Funding	%	Reserve Funding	%	City of Hamilton Capital Block Funding	%	Municipal Levy	%	Balance
1	Natural Hazards Management	2,696,827	340,000	13%		0%	89,996	3%	-	0%		0%	2,266,831	84%	-
	Conservation Lands and Conservation Areas	5,058,997	2,123,159	42%		0%		0%	125,000	2%	1,350,000	27%	1,460,838	29%	-
	Water Quality & Quantity Monitoring	544,773		0%		0%	185,000	34%		0%		0%	359,773	66%	-
	Core Watershed-based Resource Management Strategy	88,649		0%		0%		0%		0%		0%	88,649	100%	-
	Drinking Water Source Protection	1,500		0%	1,500	100%		0%		0%		0%		0%	-
	Total Category 1	8,390,746	2,463,159	29%	1,500	0%	274,996	3%	125,000	1%	1,350,000	16%	4,176,091	50%	-
2	Conservation Lands and Conservation Areas	1,415,227	618,000	44%	76,000	5%		0%		0%		0%	721,227	51%	-
	Water Quality & Quantity Monitoring	174,991		0%	56,000	32%		0%		0%		0%	118,991	68%	-
	Core Watershed-based Resource Management Strategy	547,424	100,000	18%	51,500	9%		0%		0%		0%	395,924	72%	-
	Drinking Water Source Protection	3,300		0%	3,300	100%		0%		0%		0%		0%	-
	Total Category 2	2,140,942	718,000	34%	186,800	9%	-	0%	-	0%	-	0%	1,236,143	58%	-
3	Conservation Lands and Conservation Areas	12,641,745	9,191,745	73%		0%		0%	2,800,000	22%	650,000	5%	-	0%	-
	Total Category 3	12,641,745	9,191,745	73%	-	0%	-	0%	2,800,000	22%	650,000	5%	-	0%	-
	Total Programs and Services	23,173,433	12,372,904	53%	188,300	1%	274,996	1%	2,925,000	13%	2,000,000	9%	5,412,233	23%	-

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Report to: Board of Directors

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By: Matt Hall, C.E.T., Director; Capital Projects & Strategic Services

Prepared By: Kyle Kuhn, Projects Designer; Capital Projects & Strategic Services

Meeting Date: October 1st, 2026

Subject: Fifty Point West Road Rehabilitation – Phase 3 – Tender Results

Recommendation:

THAT the Board of Directors award the construction tender for the third phase of Fifty Point Conservation Area's West Road Rehabilitation project, to Palm Enterprises Inc. for a total cost of \$234,845.19 which includes a contingency sum and HST.

Executive Summary:

This report seeks approval to award the contract for the third phase of the Fifty Point Conservation Area West Road Rehabilitation project to **Palm Enterprises Inc.**, following a public tender process.

Nine submissions were received, with Palm Enterprises Inc. submitting the lowest compliant bid of \$234,845.19, including applicable taxes and contingency. The project forms part of HCA's ongoing maintenance program for Conservation Area road infrastructure and will help maintain West Road for continued public and operational use.

The project concludes the phased marina road rehabilitation work identified in the Conservation Area's 2020 Master Plan.

Staff Comment / Discussion:

This project covers approximately 4,350 m² of asphalt road resurfacing and line painting for the Fifty Point Conservation Area's West Road, to help maintain and enhance this area. Previous HCA asphalt road resurfacing work was recently completed in 2025 along Fifty Point's West Road to enhance and streamline access towards the marina area. This project continues with the third and final phase of the marina road improvement work that was identified in the C.A.'s Master Plan completed in 2020.

To aid in this project's scope, HCA Capital Construction crews will be responsible for all base preparation and grading works. This contract is for asphalt and line painting scope of work only.

In August 2026, HCA CaPSS staff developed and issued tender contract and specification documents for firms to consider. This Public Tender was issued on August 13th, 2026 through the HCA's Bidding Tender website.

Tenders closed on September 14th, 2026 at 11:00 AM. A summary of bid results received is as follows:

Company Name	Necessary Bonding	Total Price (including tax and contingency)	Notes
Palm Enterprises INC	Yes	\$234,845.19	Low Bid
GIP Paving Inc.	Yes	\$236,496.57	
Steed and Evans Limited	Yes	\$247,529.33	
Melrose Paving Co. Ltd.	Yes	\$249,054.12	
Walker Construction Limited	Yes	\$277,222.90	
C. Valley Paving Limited	Yes	\$300,133.65	
Ashland Construction Group Limited	Yes	\$301,239.92	
2618018 Ontario Inc. D Rock Paving	Yes	\$316,554.58	
Dufferin Construction Company	Yes	\$316,669.51	

This project is part of the HCA's standard maintenance program for Conservation Area road upkeep.

The anticipated schedule for this project is as follows:

.1 August 13 th , 2026	Public Tender advertised and sent out.
.2 September 7 th , 2026	Deadline for bidding questions @ 12:00 PM
.3 September 14 th , 2026	Tender Closing @ 11:00 AM Eastern Time
.4 September 14 th , 2026	Tender Package Opening @11:05 AM Eastern Time
.5 October 1 st , 2026	HRCA Board of Directors Meeting
.6 October 2 nd , 2026	*Anticipated Tender Award
.7 October 5 th , 2026	Anticipated HRCA Preparation Work Begins
.8 May 17 th , 2027	Anticipated Contractor Work Period
.9 June 18 th , 2027	Project Substantial Completion Deadline

*Anticipated award following HCA Board of Directors approval on October 1st, 2026.

It is anticipated that the scope of work will be substantially completed on or before June 18th, 2027. HCA CaPSS staff will be actively involved in site review as the project progresses. An information page outlining the project has been established on HCA's website and shared with the Ward Office to assist with responding to any community inquiries regarding the work.

It is recommended that the contract be awarded to Palm Enterprises Inc., a fully qualified and bonded asphalt paving contractor based in Hamilton, Ontario. The HCA worked with this contractor previously on the second phase of Fifty Point's West Road Rehabilitation project last year in 2025. They also recently completed similar projects for the City of Brantford, Brant Haldimand Norfolk Catholic District School Board, and the Town of Oakville. These project scopes included asphalt paving of parking lots, roads and paths.

Strategic Plan Linkage:

The initiative refers directly to the HCA Strategic Plan 2025 – 2029:

- **Strategic Priority Area – Connecting People to Nature**
 - Initiatives – Manage and enhance conservation lands utilising best management practices to support nature appreciation and recreation activities, as communities continue to grow and look to HCA's conservation areas to spend time in nature.

Agency Comments:

N/A

Legal / Financial Implications:

Sufficient funding for this work has been allocated within the HCA's 2026 & 2027 Capital and Major Maintenance Budgets. A contingency sum of \$20,000 for unforeseen issues during construction works has also been allocated for this project. This has been included in the prices listed above.

Related Reports and Appendices:

G01 – FIFTY POINT WEST ROAD REHABILITATION SITE PLAN



WEST ROAD REHABILITATION FIFTY POINT C.A.

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Report to: Board of Directors

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By: Mike Stone, MCIP, RPP, Senior Manager, Planning, Stewardship & Ecological Services

Prepared By: Lesley McDonell, Supervisor of Stewardship & Ecology
Sarah Piett, Terrestrial Ecologist

Meeting Date: October 1, 2026

Subject: Proposal to Metrolinx for Restoration at Eramosa Karst Conservation Area

Recommendation:

THAT the Board of Directors approve the proposal for restoration works at the Eramosa Karst Conservation Area; and further

THAT staff be directed to seek authorization from the Chief Executive Officer of the Ontario Provincial Conservation Agency to proceed with the restoration works, in accordance with the Minister's Direction issued under section 1.14 of the *Conservation Authorities Act*; and further

THAT, upon receipt of the required authorization, staff be authorized to accept the purchase order from Metrolinx and proceed with the restoration and monitoring works in accordance with the approved proposal; and further

That staff be authorized to execute any necessary documents and take all actions required to implement the project.

Executive Summary:

Hamilton Conservation Authority (HCA) staff have been working with Metrolinx to develop a habitat restoration plan to compensate for habitat lost during the development

of a Metrolinx training facility. Metrolinx cannot complete the restoration work on their development site and is proposing to fund HCA to complete the restoration work at the Eramosa Karst Conservation Area (EKCA). The proposed restoration work at the EKCA would include 4 ha of meadow habitat and a 1.2 ha tree planting, and subsequent monitoring. The restoration and monitoring work would take place between 2027-2036. Given the cost of the project and duration over which the work will be undertaken, HCA is required to obtain authorization from the Ontario Provincial Conservation Agency before proceeding.

Staff Comment / Discussion:

In March 2026, Metrolinx approached the Hamilton Conservation Authority (HCA) to discuss the potential use of HCA lands for restoration plantings to compensate for the loss of 3 ha of Eastern Meadowlark habitat at their Stoney Creek Training Facility. On-site compensation was determined by Metrolinx to be unfeasible due to use of the entire property for the training facility. A number of potential HCA properties were considered, including the Eramosa Karst and Borer's-Rock Chapel Conservation Areas. Metrolinx identified the Eramosa Karst Conservation Area (EKCA) as its preferred site for its proximity to their Stoney Creek facility and the ability to create Meadowlark habitat.

In addition to Meadowlark habitat, compensation was also required for the removal of 35 trees and 2,307 m² of shrub thicket when the training facility was built. Through discussions with Metrolinx, and following their vegetation compensation guide, HCA developed a proposal that included the creation of 4 ha of Meadowlark habitat over a 10-year period (Attachment A). In 2027, HCA will also plant 493 trees and 2510 shrubs in a 1.2 ha area at the EKCA. This will be maintained for 5 years and monitored for another 5 years. Finally, a rocket box (bat box) will be installed at EKCA along the edge of the forest and monitored by HCA.

In addition to satisfying Metrolinx's obligations, HCA staff note the proposed restoration work provides an opportunity to also achieve a restoration goal from the Eramosa Karst Master Plan to fully restore a section of open fields for species at risk bird breeding habitat. The area proposed for restoration has invasive species such as white sweet clover that currently prevent it from being suitable habitat for Meadowlark (Attachment B). With the Metrolinx funding over 10 years HCA will be able to transition to a biodiverse meadow habitat, removing invasive species and planting species compatible to the breeding habitat for Eastern Meadowlarks. In addition, the planting of trees and shrubs will compliment a mechanical tree planting that occurred in 2025 to the east of the currently proposed planting site. This would create a large, forested block and shrub thicket habitat once mature. HCA will monitor both restorations at varying intervals over the next 10 years after project initiation in 2027.

Metrolinx has advised HCA they require an archaeological assessment to be completed for the proposed planting areas prior to commencement of any restoration work. HCA has included budget in the work plan for stage 1 and 2 archaeological assessments. HCA will retain a qualified archaeological consultant to complete this work. Metrolinx

has advised that any First Nations monitoring of the stage 1 and 2 assessment that may be required will be managed (administered and paid for) by Metrolinx. As a result, monitoring costs have not been included in the HCA budget (Attachment C).

If the results of the stage 1 and 2 assessment recommend further work (i.e. stage 3), further discussion between HCA and Metrolinx will be required to confirm if the EKCA site is appropriate for restoration given any archaeological finds, and to discuss the potential costs of a stage 3 assessment which have not been included in the current budget or workplan.

Strategic Plan Linkage:

The initiative refers directly to the HCA Strategic Plan 2025 – 2029:

- **Strategic Priority Area – Natural Heritage Conservation**
 - Initiative - Manage natural areas on HCA lands through monitoring, inventories, strategies and approve master and management plan recommendations to ensure enhancement of natural areas and ecosystems.

Agency Comments:

In accordance with a Minister's direction issued under the *Conservation Authorities Act* on May 1, 2026, a conservation authority is required to obtain authorization from the Ontario Provincial Conservation Agency (OPCA) where it proposes to provide a service to a person or body that exceeds 2 years in length or \$500,000. Given the cost and duration of the proposed restoration and monitoring work to be funded by Metrolinx, HCA must seek authorization from OPCA before proceeding.

Legal / Financial Implications:

Metrolinx is providing all funds required to complete the proposed restoration works. The budget for this work is included in Attachment C. The total funds to be provided by Metrolinx is \$550,437.10. This includes funding for HCA staff time to supervise and complete portions of the restoration works, as well as to hire contractors to complete other components, such as tree plantings.

Related Reports and Appendices:

Attachment A: Map of Restoration Project Areas
Attachment B: Map of Invasive species
Attachment C: Proposed Budget

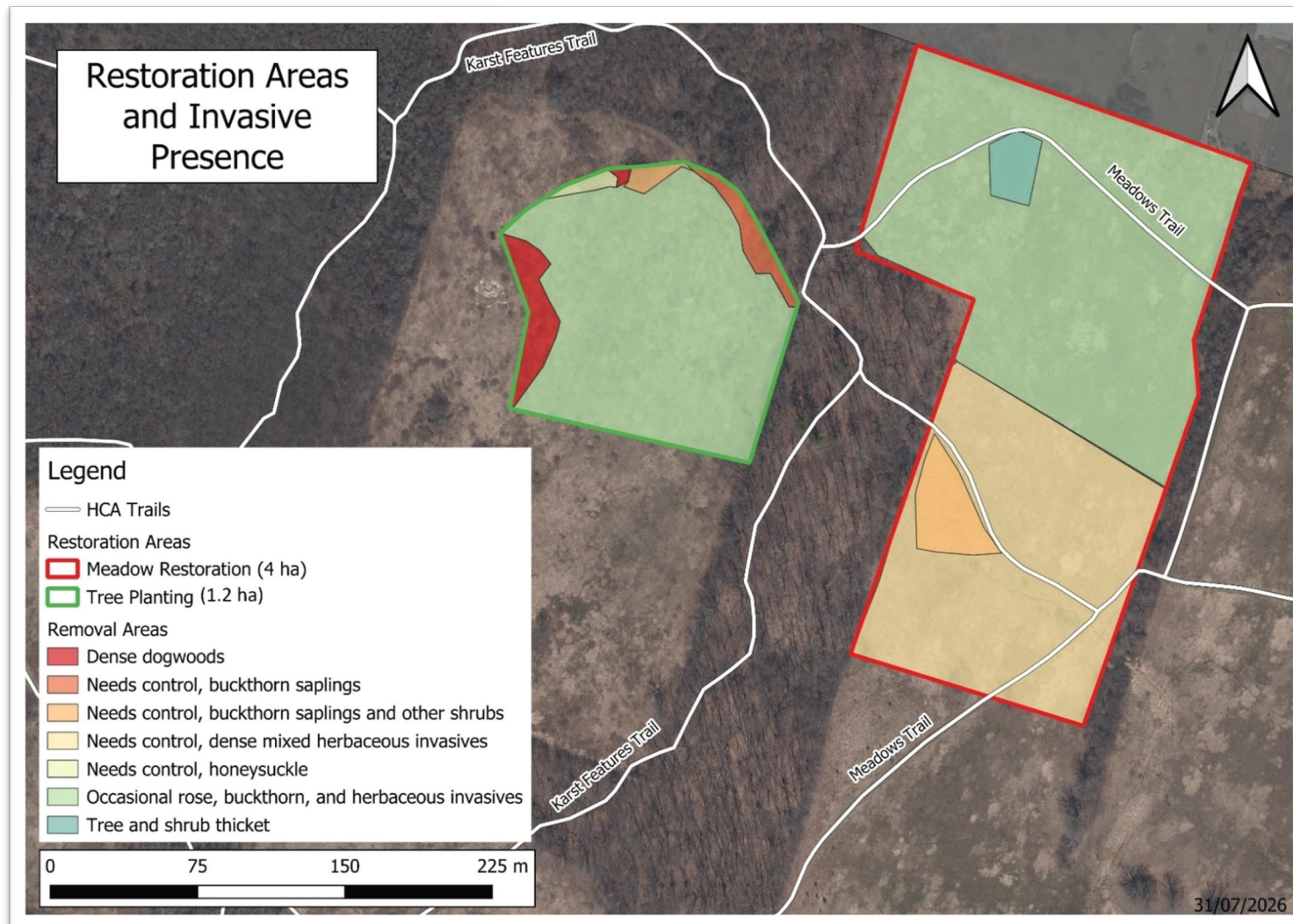
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Attachment A: Map of Restoration Project Areas



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Attachment B: Map of Invasive species





A Healthy Watershed for Everyone

Attachment C: Budget

Total forest and meadow restoration costs									
Years	1	2	3	4	5	6	7	8-10	Total
Archeology	\$50,000	\$2,000							
Monitoring	\$5,416.00	\$4,696.50	\$6,944.00	\$6,584.00	\$ 6,529.00	\$1,770.00	\$1,770.00	\$ 2,250.00	
Invasive species	\$46,350.00	\$28,137.50	\$13,550.00	\$13,550.00	\$12,852.50	\$-	\$ -	\$-	
Planting	\$67,699.50	\$31,250.00	\$6,487.50	\$12,855.00	\$11,765.00	\$-	\$-	\$-	
Site preparation	\$5,367.50	\$2,895.00	\$ -	\$ 50,062.50	\$ -	1,300.00	\$ -	\$2,062.50	
Rocket box	\$2,467.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$-	
Report writing	\$5,000.00	\$3,170.00	\$3,170.00	\$ 3,170.00	\$3,170.00	\$1,425.00	\$3,387.50	\$6,237.50	
Total	\$132,300.50	\$70,149.00	\$30,151.50	\$86,221.50	\$34,316.50	\$4,495.00	\$5,157.50	\$10,550.00	
Subtotal with 3% inflation/year	\$20,9373.50	\$75,343.47	\$33,020.59	\$9,5071.44	\$39,554.48	\$7,426.13	\$6,085.85	\$12,765.50	\$478,640.96
15% admin									\$ 71,796.14
Total									\$ 550,437.10

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Memorandum to: Board of Directors

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By: T. Scott Peck, MCIP, RPP, Deputy Chief Administrative Officer / Director, Watershed Management Services

Prepared By: Jonathan Bastien, P. Eng., Manager, Water Resources Engineering

Meeting Date: October 1, 2026

Subject: Watershed Conditions Memorandum

Executive Summary:

During the period of August 24th 2026 to September 23rd 2026, there were no significant watercourse flooding events, and no significant Lake Ontario shoreline flooding events. However, one storm (September 2nd) warranted issuing messages and additional monitoring of watercourse conditions.

Currently, there are no observations, reports, or expectations of significant watercourse flooding, localized watercourse flooding of low-lying areas that typically flood during higher water levels, or significant water safety concerns. Current flows are near baseflow conditions at all watercourse gauge locations.

The average monthly flows for August and September to date are currently not available. This analysis will be provided within the next Watershed Conditions memorandum. The average monthly flows for July ranged between slightly below long-term averages to significantly above long-term averages. The average monthly flows for June ranged between below long-term averages to well above long-term averages. The average monthly flows for May ranged between near long-term averages to slightly above long-term averages.

Currently, there are no observations, reports, or expectations of significant Lake Ontario shoreline flooding. The Lake Ontario mean daily water level averaged across the entire lake is 29 cm above average for this time of year, as of yesterday.

Christie Lake and Valens Lake levels are currently slightly below preferred summer operating levels.

The drought assessment (including data up to July 31) indicated that normal conditions are an appropriate overall characterization of the watershed at that time. An assessment for data up to August 31 is underway, with results to be provided within the next Watershed Conditions memorandum.

There are currently no significant rainfall events (+20 mm in a day) forecasted for the watershed over the next 2 weeks. There are currently no significant Lake Ontario shoreline flooding events forecasted over the next 2 weeks. HCA staff will continue to undertake monthly drought assessments, and coordinate with the Hamilton Low Water Response Team if drought conditions warrant actions.

Staff Comment / Discussion:

CURRENT WATERSHED CONDITIONS – September 23rd, 2026

Current Flows in Major Area Watercourses

Currently, there are no observations, reports, or expectations of significant watercourse flooding, localized watercourse flooding of low-lying areas that typically flood during higher water levels, or significant water safety concerns.

Current flows are near baseflow conditions at all watercourse gauge locations. The five available streamflow gauges are Upper Spencer Creek at Safari Road, Middle Spencer Creek at Highway 5, Lower Spencer Creek at Market Street, Ancaster Creek at Wilson Street and Red Hill Creek at Barton Street.

The average monthly flows for August and September to date are currently not available. This analysis will be provided within the next Watershed Conditions memorandum.

The average monthly flows for July ranged between slightly below long-term averages to significantly above long-term averages. Monthly flow in Upper Spencer Creek at Safari Road was 217% of long-term averages (considered significantly above average). Monthly flow in Middle Spencer Creek at Highway 5 was 143% (considered above average). Monthly flow in Lower Spencer Creek at Market Street was 151% (considered well above average). Monthly flow in Ancaster Creek at Wilson Street was 72% (considered slightly below average). Monthly flow in Red Hill Creek at Barton Street was 154% (considered well above average).

The average monthly flows for June ranged between below long-term averages to well above long-term averages. Monthly flow in Upper Spencer Creek at Safari Road was 198% of long-term averages (considered well above average). Monthly flow in Middle Spencer Creek at Highway 5 was 117% (considered slightly above average). Monthly flow in Lower Spencer Creek at Market Street was 128% (considered above average). Monthly flow in Ancaster Creek at Wilson Street was 68% (considered below average). Monthly flow in Red Hill Creek at Barton Street was 138% (considered above average).

The average monthly flows for May ranged between near long-term averages to slightly above long-term averages. Monthly flow in Upper Spencer Creek at Safari Road was 101% of long-term averages (considered near average). Monthly flow in Middle Spencer Creek at Highway 5 was 92% (considered near average). Monthly flow in Lower Spencer Creek at Market Street was 97% (considered near average). Monthly flow in Ancaster Creek at Wilson Street was 95% (considered near average). Monthly flow in Red Hill Creek at Barton Street was 119% (considered slightly above average).

Current Lake Ontario Water Levels

Currently, there are no observations, reports, or expectations of significant Lake Ontario shoreline flooding. The Lake Ontario mean daily water level in the Hamilton area was 75.10 m to 75.11 IGLD85 as of yesterday. The Lake Ontario mean daily water level averaged across the entire lake (75.04 m IGLD85 as of yesterday) is 293 cm above average for this time of year.

Current Storages in HCA Reservoirs

Christie Lake levels (770.84 ft) are currently slightly below preferred summer operating levels (771.00 to 771.50 ft).

Valens Lake levels (275.07 m) are currently slightly below within preferred summer operating levels (275.25 to 275.45 m).

Current Soil Conditions

Surface and root-zone soils are expected to be moist to wet, and fully thawed, across the watershed.

RECENT STORM EVENTS

During the period of August 24th 2026 to September 23rd 2026 there were no significant watercourse flooding events, and no significant Lake Ontario shoreline flooding events.

However, one storm warranted issuing messages and additional monitoring of watercourse conditions.

Potential for Watercourse Flooding During Rain Storm

September 2nd to 3rd, 2026

On September 2nd, the forecasts for September 2nd expected between 2 and 70 mm of total rain (this included 2 to 20 mm of rain, with an additional 25 to 50 mm possible if strong thunderstorms occurred).

There was considerable uncertainty as to resulting watercourse conditions, given the relatively large range of combined rain and thunderstorm amounts forecasted. HCA staff

continued to monitor watercourse, watershed, and weather conditions, and continued to reassess the potential for flooding.

The recorded amount of total precipitation at the HCA gauges located across the watershed ranged between 2 and 6.5 mm for September 2nd.

There were no received observations, reports, or expectations of significant watercourse flooding, localized watercourse flooding of low-lying areas that typically flood during higher water levels, or significant water safety concerns, within the HCA watershed

HCA engineering staff issued the following messages related to this event, to communicate the potential watercourse flooding and water safety concerns to the community:

- September 2nd: Flood Watch – Inland Lake and River Flooding
- September 3rd: Cancellation of Flood Watch – Inland Lake and River Flooding

RECENT WATERSHED LOW WATER CONDITIONS

The drought assessment (including data up to July 31) indicated that normal conditions are an appropriate overall characterization of the watershed at that time. An assessment for data up to August 31 is underway, with results to be provided within the next Watershed Conditions memorandum.

FORECASTED WATERSHED CONDITIONS

Watercourse Flooding

There are currently no significant rainfall events (+20 mm in a day) forecasted for the watershed over the next 2 weeks. HCA staff continue to monitor conditions and forecasts routinely. Resultant water levels and flows from currently anticipated rain are not expected to result in significant watercourse flooding.

Lake Ontario Shoreline Flooding

There are currently no significant Lake Ontario shoreline flooding events forecasted over the next 2 weeks. HCA staff continue to monitor conditions and forecasts routinely.

Watershed Low Water Conditions

HCA staff will continue to undertake monthly drought assessments, and coordinate with the Hamilton Low Water Response Team if drought conditions warrant actions.

Memorandum to: Board of Directors

Approved for Circulation By: Lisa Burnside, CAO

Reviewed By: Gord Costie, Director, Conservation Area Services

Prepared By: Brandon Good, Senior Manager, Conservation Area Services
Liam Fletcher, Senior Manager, Conservation Area Services

Meeting Date: October 1, 2026

Subject: Conservation Area Services Update

Executive Summary:

Conservation Areas Services is transitioning into the fall shoulder season, with conservation areas open for Thanksgiving weekend and continued strong fall camping and cabin activity at Valens Lake. The Fifty Point fall boat lift is underway, while Christie Lake and Westfield Heritage Village prepare for a busy October events schedule.

The aquatic season has concluded successfully, although overall visitation was lower than in recent years due in part to wildfire smoke-related closures and periods of rainy weather.

Staff Comment / Discussion:

- **Thanksgiving Weekend – Conservation Areas Operation**

All of our conservation areas and parking lots will be open and ready to welcome the many visitors across the watershed for fall colours. Camping and cabin rentals at Valens Lake continue to perform strong into the fall shoulder seasons. With fall fast approaching, seasonal campers at Fifty Point will wrap up at the end of the Month. Attendance figures over the long weekend are anticipated to remain positive, as we finish out the summer operating season on a strong note.

- **Fifty Point Conservation Area – Fall Boat Lift**

The fall boat lift is now underway at Fifty Point Marina. Team members from across

the watershed will be lending a helping hand to Fifty Point staff lifting, washing and transporting over 250 boats out of the marina and into winter storage.

- **Wild Waterworks and Lakeland Pool – Visitation**

The aquatic season concluded successfully, with Wild Waterworks welcoming 81,335 guests and Lakeland Pool recording more than 6,200 visits. Visitation was lower than in recent years, reflecting several wildfire smoke-related closure days and periods of rainy weather.

- **Christie Lake Conservation Area – Fall Events**

October will be a busy time at Christie Lake Conservation Area, with many events taking place throughout month. From October 1–31, the Christie Lake disc golf course will host the ChainLink Conservation Series. In partnership with ChainLink Disc Golf, Hamilton Conservation Foundation and sponsors, participants will track their rounds to win prizes. Christie Lake will also host Hamilton-Wentworth District School Board cross-country events from October 13–16, followed by the McMaster University Marauder Lakefront Invitational on October 16. The month will wrap up with the Sticks and Stones Trail Race, bringing runners to the conservation area's extensive trail network.

- **Westfield Heritage Village – A Witches' Hallowe'en Party**

This October visitors will step into a spellbinding experience at Westfield Heritage Village's Witches' Halloween Party on October 24 and 25. Families of all ages are encouraged to don their best witch or wizard costumes to enjoy a packed lineup of festive activities, featuring a brand-new Edwardian Carnival, fortune telling, crafts, a School of Wizardry, and a witch-inspired pumpkin slinger. Visitors can hop on free tractor rides, snap photos at the Bandstand, snag complimentary popcorn, or brave a spooky adventure at the Railway Station. The Copetown Lions food truck will be onsite, and visitors can browse the Gift Shop, and grab Halloween treats at the General Store.