



BOARD OF DIRECTORS

Meeting Number: 06 17
Date of Meeting: **Thursday, September 28, 2017**
Time of Meeting: 3:00 – 5:00
Place of Meeting: Administration Office
2596 Britannia Road West
Burlington ON
Telephone: 905.336.1158 x 2236

AGENDA

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1. Acceptance of Agenda as distributed	
2. Disclosure of Pecuniary Interest for Board of Directors	
3. Presentation: Occupational Health and Safety at CH Jill Ramseyer, Manager, People & Wellness	
4. Consent Items	
Roll Call & Mileage	
Approval of Board of Directors Minutes dated June 22, 2017	
Approval of Resolutions from Finance & Audit Committee, Sept. 18, 2017	1
Kelso Dam Construction Schedule	
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5. Action Items	
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6. In Camera – Personnel Item	
7. Other Business	
8. Adjournment	

RESOLUTIONS
September 28, 2017

Asset Management Plan for Dams and Channels
Sent by email July 17/17; Approved by return email

THAT the Conservation Halton Board of Directors approve the Asset Management Plan for Dams and Channels.

Grindstone Creek Floodplain Mapping Project
Application for Project Funding to the National Disaster Mitigation Program
Sent by email Sept. 6/17; approved by return email

THAT the Conservation Halton Board of Directors supports an application for federal funding under the National Disaster Mitigation Program in the amount of \$233,000 to assist with project study, consultation and staff costs for the Grindstone Creek Floodplain Mapping Project.

Finance & Audit Committee
September 18, 2017

Budget Variance Report for the period ended June 30, 2017 and
2017 Projected Year End Amounts
Report #: FA 03 17 01

THAT the Finance and Audit Committee receive for information the staff report dated September 18, 2017 on the Budget Variance Report for the period ended June 30, 2017 and 2017 Projected Year End Amounts.

Purchasing Report April to June 2017
Report #: FA 03 17 02

THAT the Finance and Audit Committee receive for information the Purchasing Report dated September 18, 2017 for the period April to June as required by the Conservation Halton Purchasing Policy.

2018 Preliminary Budget Update and Nine Year Forecasts
Report #: FA 03 17 03

THAT the Finance and Audit Committee receive the attached 2018 Preliminary Budget and Nine Year Forecasts for budget discussion purposes with watershed municipalities and staff will bring back a report to the October 19, 2017 F & A Committee meeting with revised models for the budget.

Appointment of External Auditor
Report #: FA 03 17 04

THAT the Finance Committee approve the appointment of the firm of KPMG LLP as external auditors for Conservation Halton for up to a five year term for the fiscal years 2017 to 2021, with the option to renew annually for up to an additional five years, at annual audit fees, excluding H.S.T., as follows:

2017 \$25,500;
2018 \$26,000;
2019 \$26,500;
2020 \$27,000 and
2021 \$27,500.

**CONSERVATION HALTON
CHBD 06 17 01**

REPORT TO: Board of Directors

FROM: Janelle Weppler, Associate Director, Engineering
905.336.1158 x 2294

DATE: September 28, 2017

SUBJECT: **Kelso Dam Construction Schedule**

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the staff report dated September 28, 2017 regarding the Kelso Dam construction schedule.**

Report

Construction at the Kelso Dam for rehabilitation and repair is currently underway and is planned to extend into next year, with completion by the end of 2018. Planned works in 2017 include the following:

- Utility pole relocation;
- Groundwater investigations;
- Re-grading of emergency spillway;
- Re-leveling of precast slabs on upstream embankment of dam;
- Installation of eleven (11) new piezometers and decommissioning of non-functional instrumentation; and
- Removal of grouted riprap on upstream embankment of dam and replacement of riprap.

Works planned for completion in 2018 include the following:

- Site preparation including environmental measures;
- Channel diversion and dewatering;
- Grouting at dam crest;
- Construction of stilling basin including demolition, excavation and construction; and
- Site restoration.

Estimated costs associated with expediting construction through the winter months were investigated and determined to be too high and not cost effective due to the need for treating of concrete during colder temperatures.

Risks associated with extending construction through 2018 have been identified and are being mitigated as follows:

- Dam Safety – Risk is mitigated through lower water levels within the reservoir, groundwater levels are monitored, physical site investigations and review of photographic records. There has been no visible observation of sedimentation from the boil area (i.e. no plume sightings) since June, 2015.

- WECI Funding – MNRF requires all projects funded through WECI (Water and Erosion Control Infrastructure) to be completed within one (1) fiscal year, ending March 31, 2018. Efforts are being made to complete most tasks for the Kelso Dam construction funded through WECI where possible; however, some tasks cannot be completed by March 31, 2018. Any outstanding tasks funded through WECI will need to be included in application to the subsequent year of funding.

Respectfully Prepared & Submitted:



Janelle Weppler
Associated Director, Engineering



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Memo

To: Conservation Halton Board of Directors
From: Janelle Weppler – Associate Director, Engineering
Date: September 28, 2017
Subject: Kelso Dam Update

This briefing note is in response to the following resolutions that were made during the Conservation Halton Board of Directors meeting on April 28, 2016:

- The Conservation Halton Board of Directors **direct staff to provide monthly updates as to the status of Kelso Dam, including water levels, plume sightings, project progress and any remedial actions being undertaken;** and
- The Conservation Halton Board of Directors **direct staff to work with the Ministry of Natural Resources and Forestry, Halton Region and Hatch to expedite, to the extent possible, the permanent remedial measures required to mitigate the dam breach risk at the Kelso Dam.**

Kelso Reservoir Water Levels and Monitoring

Conservation Halton staff continue to monitor and record conditions at the Kelso Dam in response to the raised summer water levels, as follows:

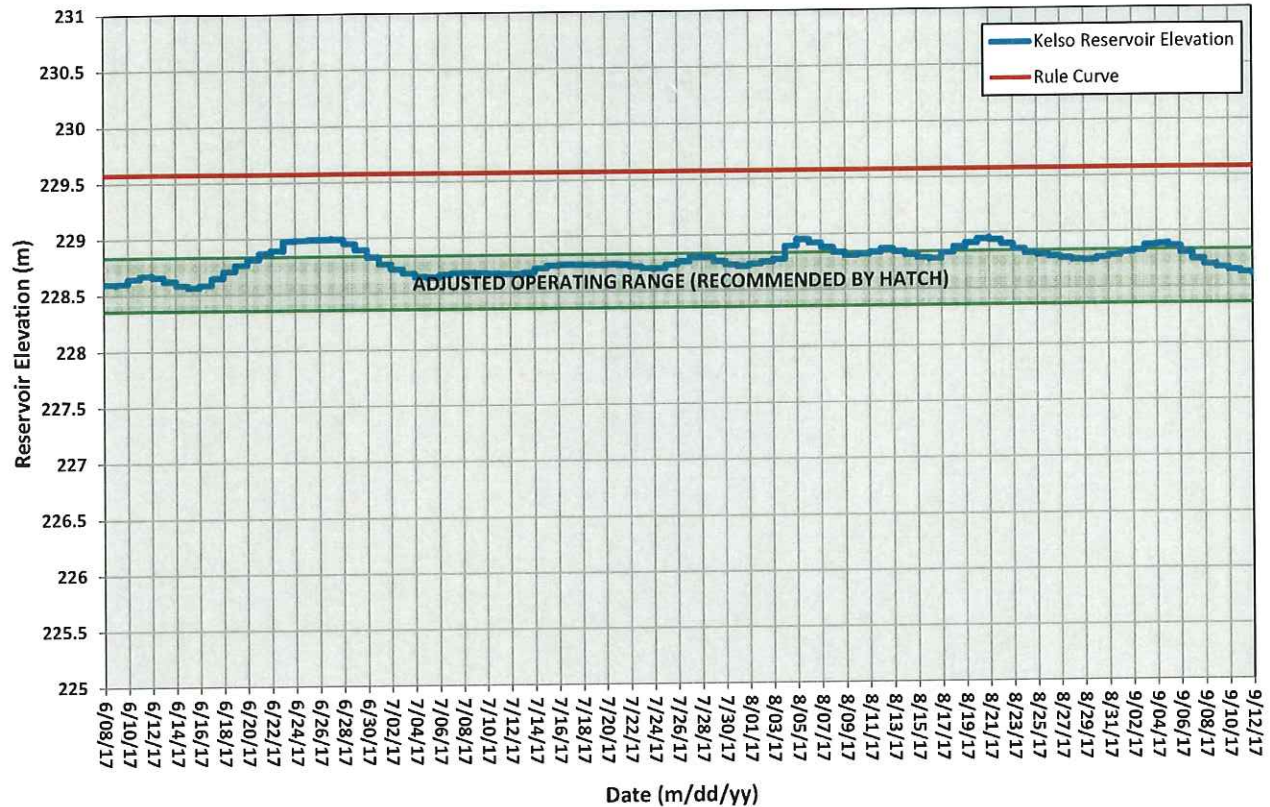
- Bi-weekly piezometer (groundwater) readings within the earthen embankment;
- Four site visit inspections per day; and,
- Review of photographic records of the identified boil area taken every 30 minutes throughout the day (visible during daylight hours).

There continues to be no visible observation of sedimentation from the boil area (i.e. no plume sightings) since the last Kelso Dam Update report for the Board of Directors, dated June 9, 2017.

The following chart illustrates the recorded water levels within the Kelso reservoir relative to the reduced water level operating range recommended by Hatch.

Kelso Reservoir Elevation

June 8, 2017 to September 12, 2017



Recent Work & Next Steps

Conservation Halton issued a request for proposals for additional hydrogeological investigations at the location of the planned Kelso Dam rehabilitation and repair projects, in support of information required for application to Permits to Take Water (PTTWs). Proposals were reviewed and evaluated by Conservation Halton staff for both technical merit and cost. GHD was the successful consultant and has completed the following work to-date:

- Review of current monitoring data collected by Conservation Halton staff, subsurface investigations and background material;
- Field investigation and installation of groundwater monitoring wells and piezometers (on land and instream), within proposed construction area, in coordination with existing stations to enable monitoring of impact during upcoming pump test;
- Preparation and submission of Category II PTTW on behalf of Conservation Halton, to the MOECC; and
- Design, supervision and management for development of an 8 inch production well in support of upcoming pump test.

The pump test will commence upon receipt of the Category II PTTW from the MOECC. Information gathered during the pump test will be used to prepare and support the application for the Category III PTTW required during construction excavation and associated dewatering.

**CONSERVATION HALTON
CHBD 06 17 02**

REPORT TO: Board of Directors
FROM: Gene Matthews, Area Manager, Kelso / Glen Eden 905-878-5011 x1228
DATE: September 28, 2017
SUBJECT: **Kelso / Glen Eden Snowpipe Replacement and
Horizontal Directional Drill
RFT # CL0031-01-07**

Recommendation

THAT the Conservation Halton Board of Directors **approve the award of \$487,300 excluding HST to A. VanEgmond Construction (2005) Ltd. in accordance with Tender RFT # CL0031-01-07 Kelso/Glen Eden Snowpipe Replacement and Horizontal Directional Drill.**

Summary

The Conservation Halton Board of Directors approved a capital project budget of \$645,000 for the replacement of the snowmaking pipe beneath the Canadian Pacific rail line bisecting the Kelso/Glen Eden property. The Snowpipe Replacement capital project is funded by a transfer from the Conservation Area Capital Reserve of \$417,500 and Canada 150 grant of \$227,500.

Pursuant to Conservation Halton's Purchasing Policy staff issued a Request for Tender. AMEC Foster Wheeler served as engineering consultants throughout the creation of this tender.

On August 17, 2017 staff issued Tender RFT # CL0031-01-07. Tenders closed on September 14, 2017 with the following two bids, excluding HST, received:

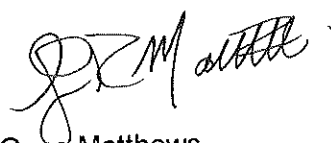
A. VanEgmond Construction (2005) Ltd.	\$487,300
Earth Boring Co. Limited	\$687,775

Conservation Halton staff asked AMEC to review tender submissions and have contacted the references provided and are recommending the contract award to A. VanEgmond Construction (2005) Ltd. being the lowest bidder.

Financial Impact

The bid from A. VanEgmond Construction of \$487,300 falls within the budgeted amount of \$500,000 for the repair/ construction portion of this project.

Prepared and respectfully submitted:



Gene Matthews
Area Manager, Kelso / Glen Eden

Approved for circulation:



Hassaan Basit
CAO/Secretry-Treasurer

**CONSERVATION HALTON
CHBD 06 17 03**

REPORT TO: Board of Directors
FROM: Meghan Hunter, Parks Planner/ Landscape Designer
DATE: September 28, 2017
SUBJECT: Kelso Aerial Ropes Course and Challenge Tower

Recommendation:

THAT the Conservation Halton Board of Directors **approve the increase in the contract award to Challenges Unlimited Incorporated from \$200,000 to \$276,049;**

AND FURTHER THAT an increase in the overall project budget from \$250,000 to \$290,000 be approved and that the increase of \$40,000 be funded by a transfer from the Conservation Areas Capital Reserve.

Report

A Request for Proposal (RFP) for the Kelso Aerial Ropes Tower and Challenge Course was issued on October 28, 2015 and closed on November 13, 2015. Two Proposals were received for the design and build services of a \$200,000 aerial ropes course at Kelso Conservation Area. The RFP stipulated requested bidders to provide a proposal of what structures we could build within our budget. Challenges Unlimited (CUI) was awarded the bid for the original \$200,000 by the Conservation Halton Board of Directors in January 2016. Conservation Halton (CH) submitted the required development permit application to the Niagara Escarpment Commission (NEC) February 2016. CH received approval May 5, 2017.

Since the award, technology enhancements in equipment are now available that will provide increased visitor safety and enjoyment. Cost and inflation increases associated with materials and supplies, labour, and regulatory compliance also contribute to the request for increasing the contract award. Conservation Halton staff are also recommending a key design change that will improve the user experience of the Aerial walkway. The addition of a 'centre pole' to the middle of the square in shape Aerial walkway will essentially turn the structure from a four sided element/experience into an 8 sided element/experience. This will allow for greater participant satisfaction and increased capacity, with negligible staffing increase.


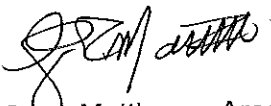

The Conservation Halton Board of Directors previously approved a budget in 2015 of \$250,000 for the design and installation of the Kelso Aerial Ropes Course and Challenge Tower.

CUI was asked to provide an updated and phased cost analysis of the project. Phase 1 allows for the construction but not the use of a Ropes Course and Challenge Tower for \$201,534. Phase 2 allows for the equipment and training for the use of this structure for \$ 41,466 and \$7,000 in engineering costs. Phase 3 allows for structural improvements to better suit the needs of the operation for \$33,049. An additional \$1,138 is required for the TSSA approval and licensing.

Original Project Budget:	\$ 250 000	Kelso Aerial Ropes and Challenge Course
Original Awarded to CUI:	\$ 200 000	P1- Structure
Additional Funds to CUI:	\$ 41 466	P2- Training, Structural and Equipment
Improvements		
Additional Funds to CUI:	<u>\$ 33 049</u>	P3- Structural Improvements
Total Awarded to CUI:	\$ 276 049	
Additional Costs for TSSA:	\$ 1 138	P2- Approvals
Additional Engineering Costs:	\$ 7 000	P2- Engineering and Dossier fees
Other:	<u>\$ 5 813</u>	Building Permit/ Landscape
Total	\$ 13 138	
Total Recommended Project Budget:	\$ 290 000	

Financial Impact

The Kelso Aerial Ropes Course and Challenge Tower capital project budget of \$250,000 is funded by a transfer from the Conservation Areas Capital Reserve. The increase of \$40,000 in the project capital budget to \$290,000 from \$250,000 requires an increase in the transfer from the Conservation Areas Capital Reserve to fund the project increase. The Conservation Areas Capital Reserve balance can accommodate this additional transfer from the Reserve with a 2017 Projected Reserve balance of \$1,909,021 including the 2017 Budget amounts.

Prepared by:	Respectfully submitted:	Approved for circulation:
		
Meghan Hunter, Parks Planner/ Landscape Designer	Gene Matthews, Area Manager Glen Eden/Kelso CA	Hassaan Basit, CAO/Secretary-Treasurer

CONSERVATION HALTON
CHBD 06 17 04

REPORT TO: Board of Directors
FROM: Patricia Vickers, Board Clerk/FOI Coordinator
905.36.1158 x 2236
DATE: September 28, 2017
SUBJECT: Board of Directors 2018 Draft Meeting Schedule

Recommendation

THAT the Conservation Halton Board of Directors **approve the Board of Directors 2018 Draft Meeting Schedule as outlined in the staff report dated September 28, 2017.**

Report

The attached schedule is the 2018 Draft Meeting Schedule for the Conservation Halton Board of Directors. The Advisory Committee meetings have been scheduled, where possible, and other dates will be added as necessary.

Where necessary, the Source Water Protection Authority Board of Directors meetings will be scheduled for the same dates as a Conservation Halton Board of Directors meeting.

Our commitment is to have the meetings conclude by 5:00 p.m. We are asking for your commitment to stay to the end. On those rare occasions when you must leave for other obligations, please notify the Board Clerk in advance in the interests of Minute accuracy.

Prepared by:



Patricia Vickers
Board Clerk/FOI Coordinator

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

BOARD OF DIRECTORS

2018 MEETING SCHEDULE

Thursday	Time	Meeting
January 25	3:00 – 5:00	Board
February 22	3:00 – 4:00	Board & Inaugural meetings
February 22	4:00 – 5:00	Annual General Meeting
March 22	1:30 – 2:30	Governance Committee
	3:00 – 5:00	Board
April 12	9:30 – 11:00	Finance & Audit Committee Audited Financial Statements
April 26	3:00 – 5:00	Board
May 24	10:00 – 5:00	All Day Tour / Board
June 21	9:30 – 11:00	Finance & Audit Committee - Preliminary Budget
	3:00 – 5:00	Board
September 27	3:00 – 5:00	Board
October 25	1:30 – 2:30	Finance & Audit Committee – Recommended Budget Endorsement to Board
	3:00 – 5:00	Board
November 22	3:00 – 5:00	Board / Budget Endorsement / Approval in January 2019

Governance Committee – further dates TBD
CAO Review Committee – dates TBD