

BOARD OF DIRECTORS

Meeting Number: 03 17
 Date of Meeting: **Thursday, April 27, 2017**
 Time of Meeting: 2:00 – 3:45 Tour
 4:00 – 7:00 Meeting
 Place of Meeting: Crawford Lake Conservation Area
 3115 Conservation Road, Milton
 Telephone: 905.336.1158 x 2236

LOCATION CHANGE and Agenda of Events:

Crawford Lake Conservation Area, Deer Clan Longhouse
There will be an optional Tour prior to the meeting as follows:

2:00 – 3:45 Boardwalk, Turtle Clan and Wolf Clan Longhouses, Visitor Centre and
 planned upgrades
 4:00 Deer Clan Longhouse for the meeting

Please advise Patricia Vickers (pvickers@hrca.on.ca) if you plan to participate in the Tour.

AGENDA

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1. Acceptance of Agenda as distributed	
2. Disclosure of Pecuniary Interest for Board of Directors	
3. Acknowledgement: Mr. Paul Andrushyshyn	
4. Consent Items	
4.1 Roll Call & Mileage	
4.2 Approval of Board of Directors Minutes dated March 23, 2017	
4.3 Approval of Resolutions from Committees	1
4.4 Property Donation – Andrushyshyn Tract	
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4.5 Purchasing and Revenue Contracts Report, January to March 2017	
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4.6 Appointment of Members to the Conservation Halton Foundation Board of Directors	
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4.7 Briefing Notes: Kelso Dam Update	6-8
5. Action Item	
5.1 Appointment of Provincial Offences Officer under Ontario Regulation 108/90 pursuant to the <i>Conservation Authorities Act</i>	
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6. **In Camera Item**

6.1 Legal Issue - Report #: CHBD 03 17 04

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7. **Other Business**

A Day on the Bridge fundraising dinner: Land acquisition within the Cootes to Escarpment
EcoPark System – verbal update

8. **Adjournment**

Conservation Halton Board of Directors – April 27, 2017

RESOLUTIONS

Finance & Audit Committee, April 13, 2017

FA 01 01

THAT the Finance & Audit Committee recommend to the Conservation Halton Board of Directors that the Conservation Halton audited financial statements for the year ended December 31, 2016 included in the report dated April 13, 2017 be approved.

**CONSERVATION HALTON
CHBD 03 17 01**

TO: Board of Directors

FROM: Niall Loble, Manager Risk & Land Holdings Services
905 336 1158 x 2256

DATE: April 27, 2017

SUBJECT: Property Donation – Andrusyshyn Tract

Recommendation

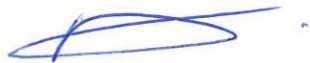
THAT the Conservation Halton Board of Directors **receive for information the staff report dated April 27, 2017, Property Donation – Andrusyshyn Tract**

Land Donation

Conservation Halton is delighted to recognise the generous donation by Paul Andrusyshyn of 7.5 hectares (18.55 acres) of lands at the intersection of Concession 14 East and Maddaugh Road in Hamilton on the Puslinch Townline. This matter was discussed on November 26, 2015 by the CH Board of Directors. These lands contain the headwaters of the Bronte Creek and represent a valuable wetland matrix which is recognised under several provincial designations. Conservation Haltons ownership will enable these lands to be protected in perpetuity, helping to maintain the creek system and associated habitats.

Staff wish to recognise Paul Andrusyshyn and thank him for his patience and generosity in making the donation happen. A press release will be issued reflecting this and signage will be installed on the property during spring. Staff have invited Paul to join us at the April Board meeting.

Prepared by:



Niall Loble, Manager
Risk & Land Holdings Services

Respectfully submitted:



Gene Matthews, Director
Lands Services Division

**CONSERVATION HALTON
CHBD 03 17 02**

REPORT TO: Board of Directors

FROM: Marnie Piggot, Director, Finance
905 336-1158 x 2240

DATE: April 27, 2017

SUBJECT: Purchasing and Revenue Contracts Report, January to March 2017

Recommendation

That the Conservation Halton Board of Directors **receive for information the Purchasing and Revenue Contracts Report dated April 27, 2017 for the period January to March as required by the Conservation Halton Purchasing Policy.**

Summary

Purchases completed and revenue contracts during the period January 1 to March 31, 2017 that are required to be reported to the Board of Directors for information according to the Conservation Halton Purchasing Policy are the following:

Single or Sole Source Purchases:

Vendor	Amount (excluding HST)	Details
The Execution Office Inc.	\$25,000	Annual software licencing charges and user support for Strategyfit software. This software will be used for the monitoring and reporting on Strategic Plan initiatives and activities.
Envirotech Office Systems Inc.	\$25,680	Envirotech is the office furniture supplier for Conservation Halton selected in previous quotation processes that established furniture standards to provide a consistent look. New office furniture has been ordered for the Administration Office front area as a result of the renovation. This cost is within the estimated amount included in the renovation budget. The Administration Office renovation is a project carried over from the 2016 Budget.
Amec Foster Wheeler Environment & Infrastructure	\$63,201	Amec is providing engineering support and contract administration for the Kelso Conservation Area services bore. Amec has previously provided geotechnical services and technical drawings. Amec became involved with the Kelso servicing project during the first bore attempt in 2012. Amec will also provide, and has previously provided assistance with the application to CPR for the bore under the railway tracks. This project is included in the 2017 Budget and was recently approved for a Canada 150 grant.

Brook McIlroy	\$76,535	Brook McIlroy is providing architectural and project management services for the rehabilitation design for the Crawford Lake Turtle and Wolf Clan Longhouses. This project was approved to be added to the 2017 Budget in January as a result of confirmation of a Canada 150 grant. Brook McIlroy provided architectural services for the construction of the Deer Clan longhouse in 2014 as a result of a Request for Proposal process. The awarded cost is within the project design budget amount.
John Runions	\$70,000	John Runions is supplying bark cladding for the Crawford Lake longhouses rehabilitation. The bark harvest is taking place in the spring to minimize impact on the trees and the supply of the bark will be within the Canada 150 grant timelines. The cost of the bark cladding is within the estimated amount included in the project budget.

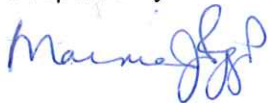
Purchases of amounts \$50,000 to \$100,000

Vendor	Amount (excluding HST)	Details
Bartram Woodlands	\$72,133	Bartram Woodlands was awarded the contract for the annual machine and hand planting of trees included in the 2017 Budget. The award was as a result of a Request for Proposal process issued in accordance with the Conservation Halton Purchasing Policy. The term of the contract is up to a five year period including annual renewals.
Matrix Solutions Inc.	\$18,463 change order; total contract revised to \$55,540	Matrix Solutions was awarded design services at Drumquin Park in July 2016 as a result of a Request for Proposal process. Additional work is required to ensure the design provides adequate flow and channel morphology upstream of the study area. This additional cost is fully funded by a partnership project funding agreement with work to be completed by December 31, 2017.

Revenue contracts of amounts \$50,000 to \$100,000

Vendor	Amount (excluding HST)	Details
Terrific Trucks Productions Inc.	\$50,000	Continuation of filming contract at Kelso Quarry Park to April 30, 2017.

Prepared by:



Marnie J. Piggot
Director, Finance

Respectfully submitted by:



Sheryl Ayres
Senior Director, Finance and
Strategic Initiatives

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

CONSERVATION HALTON
CHBD 03 17 05

REPORT TO: Board of Directors

FROM: Marnie Piggot, Director, Financial & Administrative Services and
Foundation Secretary-Treasurer, 905-336-1158, x 2240
Brian Hobbs, Director, Development, 905-336-1158, x 2255

DATE: April 27, 2017

SUBJECT: **Appointment of Members to the Conservation Halton
Foundation Board of Directors**

Recommendation

THAT the Conservation Halton Board of Directors **approve the appointment as members of the Conservation Halton Foundation Board of Directors the individuals referred to in the report.**

Report

Conservation Halton Foundation operates as an arms-length, independent, registered charitable organization that raises funds for projects and programs of Conservation Halton.

The Conservation Halton Foundation Board of Directors has approved a motion recommending the appointment of the following individuals to the Conservation Halton Foundation Board of Directors:

- Mr. Jim Sweetlove
- Ms. Monique Smith
- Ms. Suzanne Bevan
- Mr. Rob Campbell
- Mr. Carmine Maiorano
- Mr. Jim McCoubrey

The Foundation's By-Laws provide for a two-year membership term. The directors named above have confirmed that they will let their names stand for a further term as provided for in the Conservation Halton Foundation By-Laws. Their renewed term will be effective until May 2019.

This appointment supports the Foundations' objectives of a diverse board to meet governance and fundraising objectives.

In accordance with the Foundation's By-Laws, members being appointed to the Foundation Board of Directors, or renewing their terms must be approved by the Conservation Halton Board of Directors.

Respectfully submitted:



Marnie J. Piggot
Director, Financial & Administrative Services



Brian Hobbs
Director, Development



Conservation Halton
Administration Office
2596 Britannia Road West
Burlington ON L7P 0G3
905 336 1158 Phone
905 336 7014 Fax
Website: conservationhalton.ca

Memo

To: Conservation Halton Board of Directors
From: Janelle Weppler – Associate Director, Engineering
Date: April 27, 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

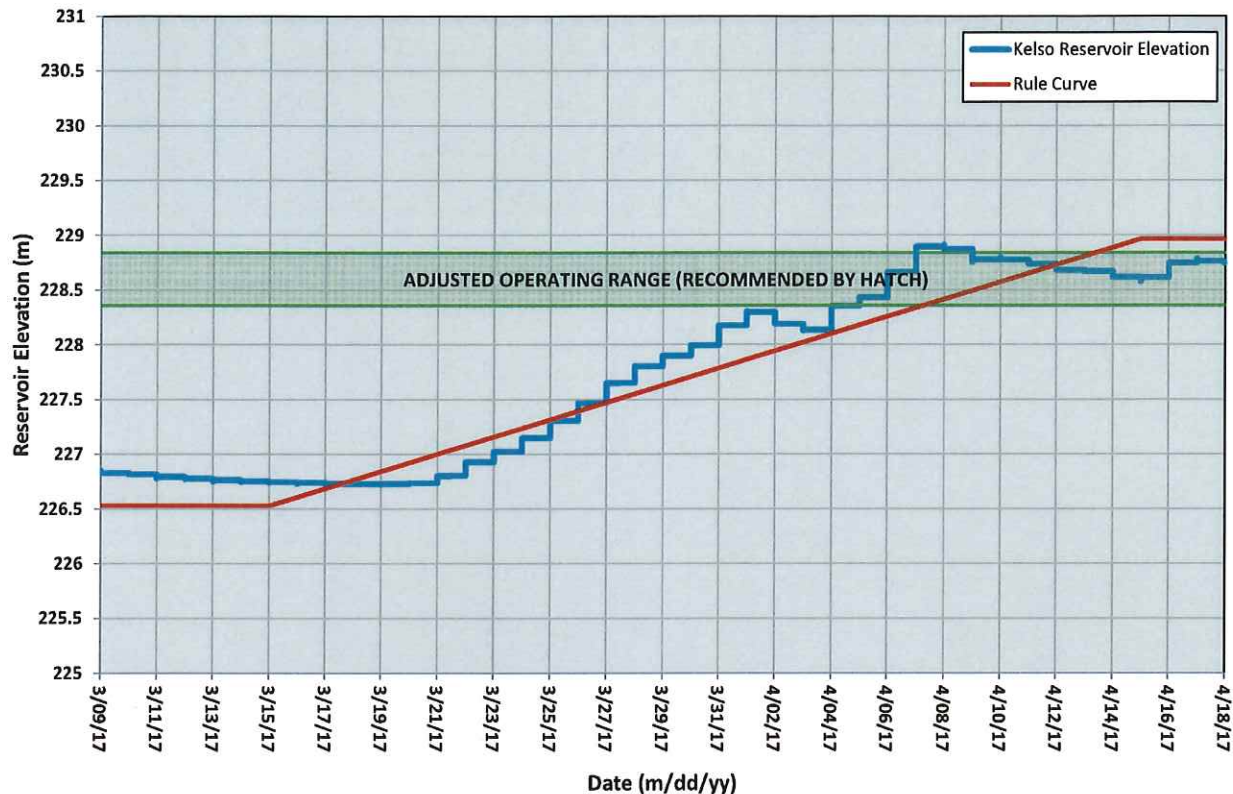
Conservation Halton staff have increased the frequency of conditions monitoring and recording at the Kelso Dam in response to the raised summer water levels, as follows:

- 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 March 13, 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 March 9, 2017 to April 18, 2017



Recent Work & Next Steps

Conservation Halton staff have undertaken the following work in support of the upcoming repair and rehabilitation works at the Kelso dam:

Groundwater Investigation

Boreholes for new piezometers within the proposed construction area are currently being drilled. These new boreholes and piezometers will confirm soil characteristic and provide hydrogeological information required for pumping and dewatering during construction.

Utility Pole Relocation

Existing utility poles are located within the Kelso dam construction footprint and need to be relocated out of the proposed construction zone. The Request for Tender (RFT) closed on March 16, 2017 and was awarded to the lowest qualifying bid on March 22, 2017. Completion of work planned is expected by the end of April, 2017.

Kelso Dam Urgent Repairs and Rehabilitation Projects - Prequalification and Tendering

The successful prequalified contractors were:

1. Maple Reinders Constructors Limited,
2. Metric Contracting Services Corporation,
3. Dufferin Construction Company, and
4. Rankin Construction Incorporated.

RFT documents were issued to the four (4) prequalified contractors on March 10, 2017 and the submission deadline was extended by two weeks; now due on April 20th, 2017. The qualifying

bid will be identified and recommended for approval by the Conservation Halton Board of Directors through a report at the Board of Directors meeting on May 25, 2017.

Construction of the proposed works at the Kelso dam are estimated to commence June 1, 2017 and end December 30, 2017, subject to confirmation of the successful contractor and proposed milestones documented within the awarded contract by the successful RFT bid.

Permitting and Approvals

Conservation Halton staff with the support of Hatch, continue to work with agencies on obtaining the required permits and approvals in preparation for the upcoming construction works at the Kelso dam.

Public Communications

Conservation Halton staff will continue with public communication through a subsequent letter that will be issued in the near future regarding the upcoming construction at the Kelso dam.

**CONSERVATION HALTON
CHBD 03 17 03**

TO: Board of Directors

FROM: Niall Loble, Manager Risk & Land Holdings Services
905 336 1158 x 2256

DATE: April 27, 2017

SUBJECT: **Appointment of Provincial Offences Officer under Ontario Regulation 108/90 pursuant to the *Conservation Authorities Act***

Recommendation

THAT the Conservation Halton Board of Directors **appoint Michael Monings as a Provincial Offences Officer under the *Trespass to Property Act* and the *Conservation Authorities Act* for the purpose of administration and enforcement of Ontario Regulation 108/09 pursuant to the *Conservation Authorities Act*.**

Summary

Appointment of Conservation Halton staff as an Officer is concurrent with their employment with Conservation Halton and they are required to successfully complete a Provincial Offence Officer course. Upon leaving the employment of Conservation Halton; the employees would no longer be Officers under the Regulation.

Report

With the 1998/1999 amendments to the *Conservation Authorities Act*, the Province has delegated the power to Conservation Authorities for the appointment of Officers to enforce different aspects of the *Act* and their associated regulations.

Regulation pursuant to Section 29 of the *Conservation Authorities Act*

Conservation Halton Security and Enforcement staff are involved in providing security and enforcement support for Conservation Halton Managed Lands. Appointment of Officers for these duties pursuant to Section 29 of the *Conservation Authorities Act* is provided for in Ontario Regulation 108/90. These duties include enforcement activities relating to the use of Conservation Halton properties, protection of property, parking and vehicle usage on Conservation Halton lands, and control of pets/animals on Conservation Halton lands. They perform these functions under the direction of the Manager, Risk and Land Holdings Services.

Trespass to Property Act

The Trespass to Property Act (TPA) is often used by the Security staff in dealing with situations involving members of the public where it would be more appropriate or beneficial rather than using Ontario Regulation 108/09. An example is where an activity is prohibited, e.g. consumption of alcohol, and the Security staff can utilize the TPA to stop the activity and/or evict the individuals from the premises.

Michael Monings has been employed as a Security Officer by Conservation Halton since June 2016. In order to more fully support Michael in his role, it is recommended that he be made a Provincial Offences Officer for CH.

Prepared by:



Niall Loble, Manager
Risk & Land Holdings Services

for

Respectfully submitted:



Gene Matthews, Director
Lands Services Division

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer