



Conservation Halton Board of Directors

Meeting Package

Skier at Glen Eden Terrain Park

February 2018



MEETING NO: # 11 17 Board of Directors
DATE: February 22, 2018
TIME: 3:00 – 6:00
PLACE: CH Admin. Office, 2596 Britannia Road West, Burlington ON
905.336.1158 x 2236

AGENDA

Page #

1. **Acceptance of Agenda as distributed**
2. **Disclosure of Pecuniary Interest for Board of Directors**
3. **Consent Items**
 - Roll Call & Mileage
 - Approval of Board of Directors Minutes dated January 22, 2018 and February 14, 2018
 - Briefing Memos: Kelso Dam Update 1-2
 - Giant's Rib GeoPark Update 3
- 3.1 Asset Management Planning Regulation (O.Reg.588/17)
Report #: CHBD 11 17 01 4-6
4. **Action Items**
- 4.1 2018/19 Glen Eden Season Pass and Lesson Program Fee Schedule
Report #: CHBD 11 17 02 7-9
5. **Other Business**
6. **Adjourn for Inaugural Meeting 01 18** 10-13

MEETING NO: # 11 17

TO: Board of Directors
FROM: Janelle Weppler, Associate Director, Engineering
jweppler@hrca.on.ca; 905.336.1158 x 2294
DATE: February 22, 2018
SUBJECT: **Kelso Dam Update**

MEMO

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

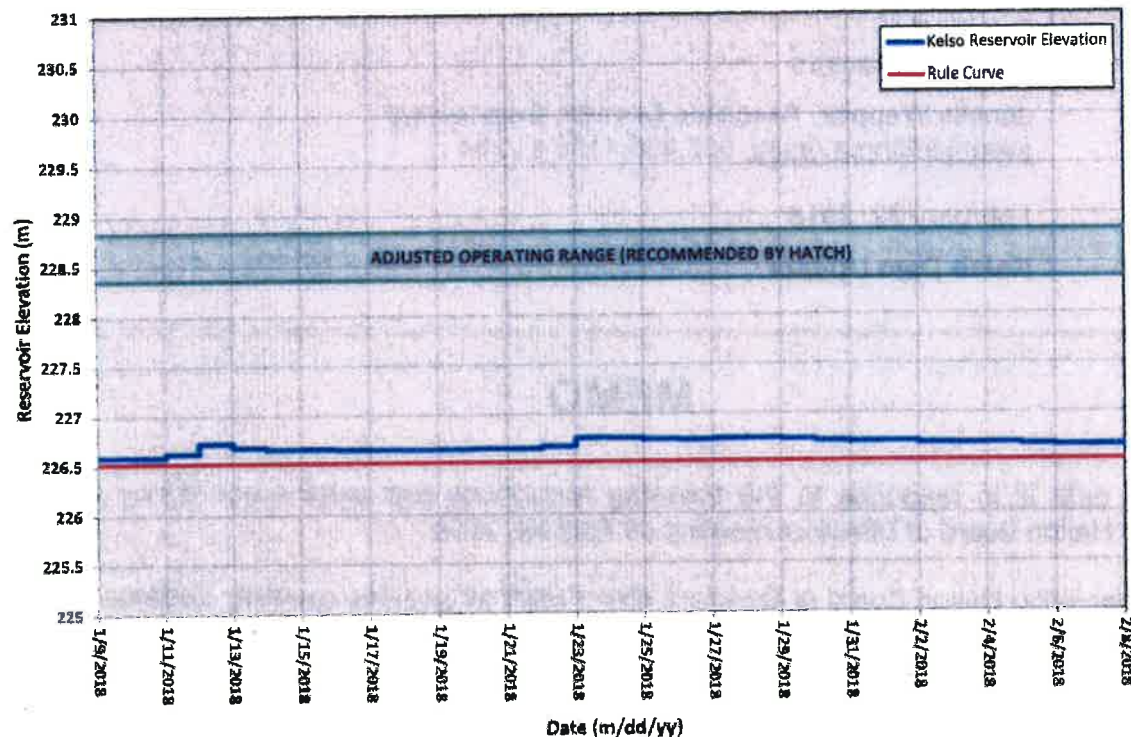
Conservation Halton are monitoring and recording the conditions at the Kelso dam with the reduced winter operating frequency of:

- Monthly piezometer (groundwater) readings within the earthen embankment;
- Bi-weekly site visits; 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 January 10, 2018.

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 January 9, 2018 to February 8, 2018



Recent Work & Next Steps

Pump test results reporting and documentation was provided by GHD (engineering consultant) to Conservation Halton staff for review at the end of January, 2018. Findings within this report indicate the following:

- The site is primarily underlain by a thick sand, and sand and gravel deposit which forms an unconfined aquifer within the Kelso Dam rehabilitation area.
- The sand, and sand and gravel deposit has a very high groundwater yield.
- The long term steady state groundwater seepage to the excavation is estimated to be approximately 20,000,000 litres per day (requires a permit to take water from the MOECC if not mitigated).
- The area of influence is estimated to be 790 metres from the construction excavation.
- Pre-treatment of the discharge is required that may include filtration or sedimentation/settling or a sediment curtain to reduce turbidity levels.
- Engineering controls will be required to mitigate groundwater takings during the construction of the stilling basin.

CH staff are now working with Hatch and Dufferin to evaluate potential alternatives for engineering controls that could be used during the construction at the Kelso Dam.

MEETING NO: # 11 17

TO: Board of Directors
FROM: Niall Lobley, Associate Director, Greenspace Revitalization & Forestry
DATE: February 22, 2018
SUBJECT: Giants Rib GeoPark Update

MEMO

Following the significant interest in the GeoPark concept as reported in January, the CAO and staff have had further opportunity to engage on the concept of a GeoPark with discussions being held with:

- The Region of Halton Agricultural Advisory Committee
- The Halton Region Federation of Agriculture
- The Region of Halton Natural Heritage Advisory Committee
- The Niagara Escarpment Commission

These discussions have, as with the Town of Milton, been information sharing at this time, with a hope for meaningful collaboration and partnership as stakeholders and partners in a potential GeoPark. At the time of authoring this memo, these meetings were yet to be held; a verbal update will be available at the Board meeting if required.

In addition, staff have been in contact with the Bruce Trail Conservancy (BTC) with whom we share a common interest around the escarpment and access to it as well as the sustainable management of it, and we look forward to further opportunity to discuss with the BTC through 2018.

We have a web page at <http://www.conservationhalton.ca/giantsrib> to share the vision with the public and potential stakeholder community.

REPORT TO: Board of Directors

REPORT NO: # 11 17 01

FROM: Sheryl Ayres, Senior Director, Corporate & Strategic Initiatives

DATE: February 22, 2018

SUBJECT: Asset Management Planning Regulation (O. Reg. 588/17)

Recommendation

THAT the Conservation Halton Board of Directors **receive for information the staff report 11 17 02, regarding the Asset Management Planning Regulation O. Reg. 588/17.**

Executive Summary

In December 2017, the province passed an asset management planning regulation under the Infrastructure for Jobs and Prosperity Act, 2015. The regulation applies to municipalities but as a public sector organization funded by public dollars, Conservation Halton intends to comply with the legislation that has been passed for municipal infrastructure. The requirements of the regulation will be phased-in by July 2024.

Report

O. Reg. 588/17 was developed in consultation with the municipal sector over a two year period and included formation from technical working groups, consultations attended by more than 330 people from 220 municipalities and other organizations, and feedback received on a summary report and a regulatory proposal.

The requirements of the regulation will be phased-in over the next six years within the following timelines:

- January 1, 2018: Effective date of Regulation (there are no requirements that must be met at this time).
- July 1, 2019: Strategic asset management policy to be in place.
- July 1, 2021: Asset Management Plan – Phase 1 to be approved for core assets and discusses current levels of service and the cost of maintaining those services.
- July 1, 2023: Asset Management Plan – Phase 2 to be approved for all infrastructure assets and discusses current levels of service and the cost of maintaining those services.
- July 1, 2024: Asset Management Plan – Phase 3 to be approved for all infrastructure assets that builds upon the requirements set out in 2023. This includes a discussion of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund the activities.

The Regulation includes a requirement that Asset Management Plans would be updated every 5 years and an annual progress update will be provided to the Board.

Strategic Asset Management (AM) Policy

A Strategic AM Policy, to be completed by July 1, 2019, will formalize Conservation Halton's commitment to asset management, aligns its asset management actions with strategic goals and objectives, and provides direction to guide the Board, management and staff in carrying out its business strategies, plans and activities. The Strategic AM Policy is intended to compliment and support the Strategic Plan and other core documents to:

- Set and communicate our commitment to asset management principles and philosophies,
- Support formation of a culture that values asset management and makes it a priority,
- Align and integrate asset management into our strategic planning process, as well as other key goals, policies and plans,
- Define asset management responsibilities and accountabilities for the Board, management and staff,
- Confirm how stakeholders will be engaged and how their input will be included in the asset management planning process,
- Guide the asset management planning process, and embed asset management thinking into ongoing capital, operations and maintenance.

The Municipal Finance Officers Association (MFOA), which Conservation Halton is a member of, is working with KPMG to develop a toolkit to support the development of a Strategic AM Policy and implementing it within organizations.

The Strategic AM Policy requires organizations to outline their commitment to best practices and continuous improvement and must include:


- Which goals, plans, and policies the Plan will support,
- Process for how the Asset Management Plan (AMP) affects development of the budget,
- Principles that guide the AMP,
- Process for alignment with land-use planning framework,
- Commitment to consider climate change mitigation & adaptation,
- Approach to continuous improvement,
- Identification of executive lead and how the Board will be involved,
- Commitment to provide opportunities to engage with the public.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Striving for service excellence and efficiency. The theme is supported by the objective to *provide clear financial data and analysis to support informed strategic and operational decision-making for budget development and long term planning.*

Financial Impact

To assist municipalities with the implementation of the regulation, the province is providing up to \$25 million to deliver tools and support over the next five years. The province also provides funding to municipalities to maintain and rehabilitate assets through the Ontario Community Infrastructure Fund and have committed to tripling funding to \$300 million per year by 2018/19 and focusing more on formula based funding. The federal government has also made a renewed commitment to new infrastructure spending.



As a conservation authority, Conservation Halton currently does not have access to these funding programs. Although staff will continue to advocate for funding through these or other programs, the only funding mechanism currently available is through our levy to our municipal funding partners. Through the 2018 budget a State of Good Repair Levy was introduced to start raising funds for asset management requirements as identified in Conservation Halton's AMP for dams and channels assets. Staff continue to meet with Region of Halton staff to develop a sustainable funding plan to phase-in funding for asset management.

An AMP is currently being prepared for building assets and will be presented to the Board for approval later this year. This will be followed in 2019 by a Plan for other assets.

Signed & respectfully submitted:



Sheryl Ayres
Senior Director, Corporate & Strategic Initiatives

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Sheryl Ayres, Senior Director, Corporate & Strategic Initiatives
sayres@hrca.on.ca; 905-336-1158 ext. 2250

REPORT TO: Board of Directors

REPORT NO: 11 17 02

FROM: Gene Matthews, Director of Parks and Recreation
gmatthews@hrca.on.ca; 905-878-5011 x 1228

DATE: February 22, 2018

SUBJECT: 2018/19 Glen Eden Season Pass and Lesson Program Fee Schedule

Recommendation

THAT the Conservation Halton Board of Directors **approve the 2018/19 Glen Eden Season Pass and Lesson Program Fee Schedule.**

Report

The purpose of this report is to outline recommended fee changes to Glen Eden season pass and lesson program products for the 2018/19 ski and snowboard season. The proposed new fee structure would become effective February 24th and applied to the public through our annual 'Early Bird' campaign. Visitors can purchase their seasonal pass and/or lesson program for next season prior to the end of the current season at a financial saving. This offering has increased in popularity since it's inception eight seasons ago.

Conservation Halton staff continue to strive to keep Glen Eden as financially accessible as possible for our visitors while ensuring a sustainable business model. Maintaining a high value relationship with our customers in the programs offered by Glen Eden is key to our financial sustainability. However, recent increases to operating costs, with a specific emphasis on recent and upcoming minimum wage increases and aging infrastructure, have created the need for increased fees.

Conservation Halton endeavours to be a premier employer of youth within the surrounding area. Meeting the financial impacts created by the minimum wage has not come at the expense of our employee experience and every reasonable effort is being made to ensure this remains so.

Aging and temporary building infrastructure at Glen Eden is increasingly becoming a challenge faced by staff. While increased visitation has provided financial gain it is also placing increased strain on the day to day and season to season functionality of our chalets, rental shop, parking areas, etc.

100% of Glen Eden revenue comes from user generated fees such as lift tickets, season passes, and lesson programs. Increases to Halton Parks rates and fees approved by the Conservation Halton Board of Directors October 26, 2017 (Report CHBD 01 17 05) did not take into account season pass and lesson program fees identified in this report.

In preparing recommended fee changes for the 2018/19 winter season a number of factors were considered including an analysis and consolidation of previous year's rates, a review of visitation numbers, and comparatives with other ski and snowboard areas. Feedback from our visitors and front line staff is also taken into account.

Impact on Strategic Goals

This report supports the Metamorphosis strategic theme of Striving for service excellence and efficiency. The theme is supported by the objective to Implement business practices that ensure economic, social and environmental sustainability.

In the coming year Finance and Park staff will undertake a Program Rates & Fees Review to ensure fees are set at appropriate amounts to offset costs of programs and services to the greatest extent possible while maintaining strong customer value. The results of the review will be presented to the Board of Directors upon completion.

Financial Impact

Season Passes

Seasonal Passes to Glen Eden continue to offer exceptional value and utilization options to our visitors. Pass sales continue to provide a sound financial base in meeting budgeted revenue expectations. These passes will see an average increase of 10%. Establishing consistent increases between Early Bird, Summer, and Regular rates has also been a priority in these adjustments.

Lesson Programs

Glen Eden lesson programs are widely renowned within Halton Region and the provincial ski and snowboard industry. Visitor feedback remains exceptionally strong with most lesson options operating at full capacity. However, lesson programs require significant use of labour costs and are greatly impacted by the increases to minimum wage. Lesson programs will see a maximum increase of 10% (8% average). Consistent increases between Early Bird, Summer, and Regular rates has been previously achieved.

Summary

The proposed fee increases have the potential to add a total \$279,524 in gross Glen Eden revenue when average season pass (10%) and lesson program (8%) increases are applied to applicable 2017 fiscal year end values.

Signed & respectfully submitted:



Gene Matthews
Director of Parks and Recreation

Approved for circulation:



Hassaan Basit
CAO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Gene Matthews, Director of Parks and Recreation
gmatthews@hrca.on.ca; 905-878-5011 x 1228

Seasons Pass Rates Summary

ACTUAL RATES 2017 - 2018

| | Early Bird | | Pre Season | | In Season | |
|-------------------|------------|-------|------------|--------|-----------|-------|
| | Adult | Teen | Junior | Senior | S& Under | |
| All Access | \$331 | \$270 | \$270 | \$270 | \$60 | |
| Family | | | | | | |
| First Member | \$375 | | | | | \$483 |
| Additional Member | \$174 | | | | | \$226 |
| 5X7 | \$139 | | | | | \$246 |
| Super Value | \$86 | | | | | \$133 |

PROPOSED RATES 2018 - 2019

| | Early Bird | | Summer | | Regular | |
|-------------------|------------|---------|-----------|--|---------|-------|
| | Adult | Jr / Sr | S & Under | | | |
| Advantage Pass | \$351 | \$290 | \$70 | | | |
| Family | | | | | | |
| First Member | \$395 | | | | | \$583 |
| Additional Member | \$194 | | | | | \$286 |
| 5X7 | \$159 | | | | | \$246 |
| Weekday Pass | \$96 | | | | | \$142 |

CHANGE ANALYTICS

| Early Bird | | | | | |
|------------|-----------|-----------|-----------|-----------|-----------|
| \$ Change | \$ Change | \$ Change | \$ Change | \$ Change | \$ Change |
| \$20 | \$24 | \$24 | \$24 | \$4 | \$4 |
| \$20 | \$24 | \$24 | \$24 | \$38 | \$38 |
| \$10 | \$12 | \$12 | \$12 | \$11 | \$11 |
| | | | | | |
| \$20 | \$24 | \$24 | \$24 | \$100 | \$100 |
| \$20 | \$24 | \$24 | \$24 | \$60 | \$60 |
| \$20 | \$24 | \$24 | \$24 | \$0 | \$0 |
| \$10 | \$11 | \$11 | \$11 | \$9 | \$9 |

MEETING NO: # 01 18 Board of Directors Inaugural Meeting
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Page #

1. **Acceptance of Agenda as distributed**
2. **Disclosure of Pecuniary Interest**
3. **Consent Items**
 Roll Call & Mileage: 2018 Inductees to the Conservation Halton
 Board of Directors 11
4. **Action Items**
 - 4.1 **Election of Officers for 2018**
 - 4.1.1 Appointment of Election Scrutineers 12
 - 4.1.2 Election of the position of Chair of Conservation Halton for 2018 12
 - 4.1.3 Election of the position of Vice Chair of Conservation Halton for 2018 12
 - 4.2 **Appointment of 2018 Signing Officers** (resolution attached) 13
 - 4.3 **Approval of Borrowing By-law for 2018** (resolution attached) 13
5. **Other Business**
6. **Adjournment**

Conservation Halton Board of Directors Inductees for 2018

Term to expire Nov. 30, 2019 or until successors are appointed.

City of Burlington: Mr. James Sweetlove, Citizen Appointee
Mr. Gerry Smallegange, Citizen Appointee
Mr. John Vice, Citizen Appointee
Councillor Marianne Meed Ward

Town of Halton Hills: Councillor Moya Johnson
Councillor Bryan Lewis

Town of Milton: Mayor Gord Krantz
Councillor Mike Cluett
Councillor Rob Duvall

Town of Oakville: Mayor Rob Burton
Councillor Cathy Duddeck
Councillor Allan Elgar
Councillor Dave Gittings

City of Mississauga: Councillor Sue McFadden
Mrs. Jean Williams, Citizen Appointee

City of Hamilton: Ms Joanne Di Maio, Citizen Appointee
Mr. Ed Wells, Citizen Appointee

Term to expire Dec. 31, 2019 or until a successor is appointed

Township of Puslinch: Mr. Stephen Gilmour, Citizen Appointee

CONSERVATION HALTON PROCEDURE FOR ELECTION OF OFFICERS

Conservation Halton Board of Directors Halton Region Source Protection Authority Board of Directors

The Chair and Vice Chair of the Conservation Halton Board of Directors will also be the Chair and Vice Chair of the Halton-Hamilton Region Source Protection Authority.

Chairman for Election of Officers

An individual other than a Member of Conservation Halton will assume the position of Chair for the purpose of Election of Officers. A Staff member could hold this position.

Appointment of Scrutineers

The appointment of scrutineers is required for the purpose of counting ballots should an election be required. All ballots will be destroyed by the scrutineers afterwards. The appointment of scrutineers requires a mover and seconder by Members of the Authority.

Election of Officers

Only current members of the Authority may vote.

Nominations will be called three (3) times and will only require a mover. The closing of nominations will require both a mover and a seconder.

In the event of an election, each nominee will be permitted not more than five (5) minutes to speak for the office, in the order of the alphabetical listing of his or her surnames.

Upon the acceptance by all nominees for the position of office, ballots will be distributed to the Members for the purpose of election. A Member's choice for a nominee will be written on the ballot and the appointed scrutineers for the counting of the ballots will collect the ballots.

A majority vote will be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes will be removed from further consideration for the office and new ballots will be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots will be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Chief Administration Officer.



Appointment of Signing Officers for Conservation Halton

THAT the Conservation Halton Board of Directors approve the Chair, Vice Chair, CAO/Secretary-Treasurer, Director, Parks & Recreation, Director Finance and Senior Director, Corporate & Strategic Initiatives as the Signing Officers for Conservation Halton;

AND FURTHER THAT any two of the named Signing Officer positions be required for signing bank documents and agreements that bind Conservation Halton.

Approval of the Borrowing By-law Resolution

Be it resolved that the Conservation Halton Signing Officers are hereby authorized on behalf of Conservation Halton to borrow from time to time, from the banking institution under agreement with Conservation Halton, up to \$2,000,000 to meet current expenditures, until Provincial grants and Municipal funding are received with interest as may be determined by agreement between the bank and Conservation Halton.