

MEETING NO: # 05 18
DATE: June 21, 2018
TIME: 3:00 – 6:00 pm
PLACE: CH Admin. Office, 2596 Britannia Road West, Burlington ON
905.336.1158 x 2236

Minutes

A meeting of the Conservation Halton Board of Directors was held on Thursday, June 21, 2018 beginning at 3:00 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present:

- Mike Cluett
- Joanne Di Maio
- Cathy Duddeck
- Rob Duvall
- Moya Johnson
- Gord Krantz
- Gerry Smallegange
- John Vice
- Marianne Meed Ward
- Ed Wells
- Jean Williams
- Rob Burton
- Jim Sweetlove

Absent with Regrets:

- Dave Gittings
- Sue McFadden
- Bryan Lewis
- Allan Elgar
- Stephen Gilmour

Staff present:

- Sheryl Ayres
- Gene Matthews
- Barb Veale
- Janelle Weppler
- Marnie Piggot
- Kim Barrett
- Jill Ramseyer
- Hassaan Basit
- Adriana Birza
- Meghan Hunter
- Nigel Finney
- Jennifer Roberts
- William Gaines
- Amy Mayes

1. **Acceptance of Agenda as distributed**

Moved by: Moya Johnson
Seconded by: Rob Duvall

THAT the Conservation Halton Board of Directors accept the distributed Agenda.
Carried

2. **Disclosure of Pecuniary Interest for Board of Directors None**

There was no disclosure of pecuniary interest

3. **Consent Items**

Roll Call & Mileage

Approval of Board of Directors Minutes dated May 24

The Consent Items were adopted

3.1 **Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06
April 5, 2018 to May 31, 2018
Report #: 05 18 05**

3.2 **Kelso Dam Update
Report #: 05 18 11**

3.3 **Approval of Resolutions from Finance & Audit Committee, June 5, 2018
FA 01 02**

4. **Action Items**

4.1 **Proposed development within the 7.5 metre allowance associated with the flooding and erosion hazards of Lower Wedgewood Creek, 448 Drummond Road, Town of Oakville, Regional Municipality of Halton, CH File No.: A/18/O/34
Report #: CHBD 05 18 01**

CHBD 05 01

Moved by: Rob Duvall
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board of Directors approve the issuance of a permit for the reconstruction and expansion of a dwelling within the 7.5 metre allowance associated with the flooding and erosion hazards of Lower Wedgewood Creek at 448 Drummond Road, Town of Oakville, Regional Municipality of Halton.

Carried

4.2 **New Memorandum of Understanding for an Integrated Halton Area Planning System
Report #: 05 18 06**

CHBD 05 02

Moved by: Jean Williams
Seconded by: Gordon Krantz

That the Conservation Halton Board of Directors **endorse the new Memorandum of Understanding for an Integrated Halton Area Planning System dated May 30, 2018, and**

That the Conservation Halton Board of Directors **authorize the Chief Administrative Officer to sign the new Memorandum of Understanding for an Integrated Halton Area Planning System on behalf of Conservation Halton, and**

That the Conservation Halton Board of Directors **terminate the existing 1999 Memorandum of Understanding for an Integrated Halton Area Planning System.**

Carried

4.3 **Kelso Museum Visitors Centre Renovation**
Report #: 05 18 04

CHBD 05 03

Moved by: Moya Johnson
Seconded by: Rob Burton

THAT the Conservation Halton Board of Directors **approve a new capital project in the amount of \$120,000 for renovations to the Kelso Museum Visitors Centre to be funded from the Conservation Areas Capital Reserve in the amount of \$50,000 and from the Building Reserve in the amount of \$70,000.**

Carried

4.4. **Letter of Intent – Sixteen Mile Creek Ecological Restoration Master Plan Implementation**
Report #: 05 18 09

CHBD 05 04

Moved by: Jean Williams
Seconded by: Ed Wells

THAT the Conservation Halton Board of Directors **approve the Letter of Intent as attached and authorize the Chief Administrative Officer to sign the letter on behalf of Conservation Halton.**

AND FURTHER THAT the Conservation Halton be **directed to report back with the Formal Agreement for review and approval.**

Carried

4.5 **Authorization for CAO to Award Contract: Groundwater Engineering Mitigation Measures to Support Phase 2 of Construction at the Kelso Dam (18078)**
Report #: 05 18 10

CHBD 05 05

Moved by: Cathy Duddeck
Seconded by: Rob Duvall

THAT the Conservation Halton Board of Directors **approve authorization of the CAO for Conservation Halton to award the Kelso Dam Groundwater Engineering Mitigation Measures contract, should the total value be less than \$3,100,000.**

Carried

- 4.6 **Authorization for CAO to Award Contract: Grindstone Creek Flood Risk Mapping
RFP#CW 0007-18-01
Report #: 05 18 12**

CHBD 05 06

Moved by: Gordon Krantz
Seconded by: John Vice

THAT the Conservation Halton Board of Directors **delegate authority to the Chief Administrative Officer to award the Grindstone Creek Flood Risk Mapping contract within the approved budget for the project.**

Carried

- 4.7 **EAB
Report #: 05 18 08**

CHBD 05 08

Moved by: Rob Burton
Seconded by: Moya Johnson

That the Conservation Halton Board of Directors **approve the award of up to \$870,000, reflecting the Emerald Ash Borer capital project budget available in 2018, of work to Diamond Tree Care Services and Schmidt Logging for completing EAB ash removal work in 2018.**

And further, that the Conservation Halton Board of Directors **request staff to provide a report in December 2018 on performance review of the chosen contractors used in 2018, to allow the Board to make an extended award for 2019, the amount of such an award to be based on the 2019 Conservation Halton approved budget.**

Carried

5. **Presentations were given by staff as follows:**

2019 Preliminary Budget & Business Plan
Mr. Hassaan Basit
CAO / Secretary - Treasurer, Conservation Halton

Kelso Master Plan Phase 2
Ms. Meghan Hunter
Project Manager- Greenspace Planning

6. **In Camera Items**

6.1 **Land Securement -Report #: CHBD 05 18 07**

CHBD 05 09

Moved by: Ed Wells
Seconded by: Moya Johnson

6.2 **Legal Matter**

Report #: 05 18 02

CHBD 05 10

Moved by: Joanne Di Maio
Seconded by: Cathy Duddeck

6.3 **Legal Matter**

Report #: 05 18 03

CHBD 05 11

Moved by: Rob Duvall
Seconded by: Mike Cluett

THAT the Conservation Halton Board of Directors **convene In Camera.**
Carried

CHBD 05 12

Moved by: Jean Williams
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **reconvene in public forum**
Carried

Moved by: Jean Williams
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors direct **staff to proceed as discussed In Camera.**

Carried

7. **CAO Update**

8. **Other Business**

9. **Adjournment**

CHBD 05 13

Moved by: Marianne Meed Ward

THAT the Conservation Halton Board of Directors **adjourn at 4 : 20 pm.**



2019 **BUSINESS PLAN**

STRATEGY SESSION SUMMARY

WHAT WE ASKED YOU

WHAT DO YOU THINK OUR CUSTOMER SEGMENTS WANT?



**PERMIT SEEKING
HOMEOWNERS**

**COMMUNITY
RESIDENTS**

FAMILIES

FARMERS

**MUNICIPAL
PARTNERS**

TEACHERS

WHAT YOU TOLD US



FEEDBACK

WHERE ARE WE STRONG?

- Beautiful conservation areas enjoyed by the community
- Glen Eden communications and customer relationships
- Condition updates during weather events
- Listening to feedback and making changes
- Finding “middle ground” solutions to appease customers
(like rope anchors for rock climbers)

FEEDBACK

WHERE CAN WE IMPROVE?

- Inefficient management of municipal files
- Not enough communication around delays with municipal files
- Not enough off-peak programming at parks
- No off-leash area for dog owners at parks
- Being proactive in communication with planning customers
(new homeowners and real estate agents)

FEEDBACK

HOW DO WE FILL CAPABILITY GAPS?

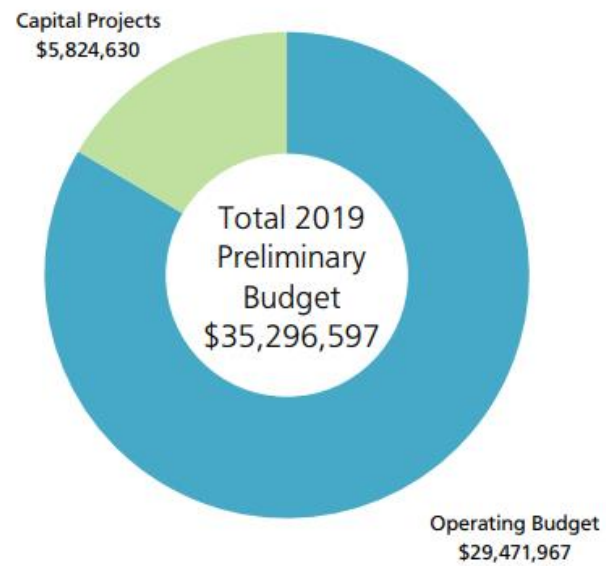
- More communication and explanation around delays
- More explanation and alternatives when we decline permits
- Develop course for real estate education program
- Marketing and communications campaign to new homeowners
- Frequently asked questions section on website

2019 BUDGET BOOK SUMMARY

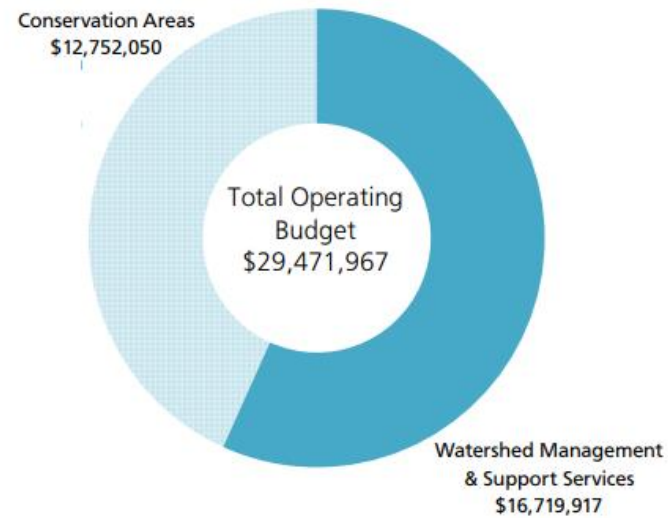
WELCOME

- *Metamorphosis* has provided us with a clear sense of roles, responsibilities and targets, functional and cultural changes, program-based budgets and performance metrics
- Proposed budget focuses on customer service, digital transformation, watershed planning, greenspace revitalization, floodplain mapping, flood forecasting and park enhancements
- Investment in these programs is vital to our organizational growth, critical to climate change resilience and essential to our partnership with watershed municipalities
- Still have challenges to overcome to responsibly fund our capital projects, so that we can maintain our critical assets, such as our dams and channels, in a good state of repair

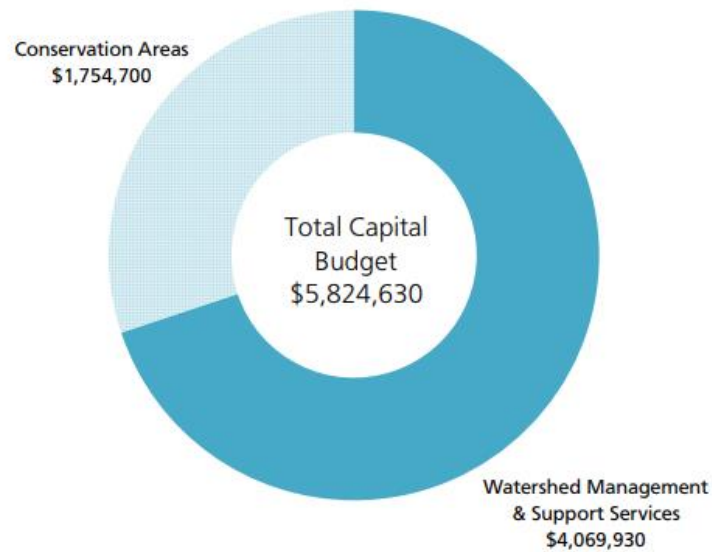
EXECUTIVE SUMMARY



OPERATING BUDGET



CAPITAL BUDGET



MUNICIPAL APPORTIONMENT

Municipal Apportionment

	Budget 2019	Budget 2018	\$ Increase (Decrease)	% Increase
Total Municipal Funding:				
Operating	8,808,768	8,605,511	203,257	2.4%
Capital	687,013	656,813	30,200	4.6%
	9,495,781	9,262,324	233,457	2.5%
State of Good Repair Levy	779,850	286,000	493,850	172.7%
Municipal Funding	10,275,631	9,548,324	727,307	7.6%

	Apportion- ment % 2019	Municipal Funding 2019	Apportion- ment % 2018 (revised)	Municipal Funding 2018	% Increase
Municipality:					
Region of Halton	87.4849%	8,989,625	87.4849%	8,353,342	7.6%
Region of Peel	4.9431%	507,935	4.9431%	471,983	7.6%
City of Hamilton	7.3485%	755,105	7.3485%	701,659	7.6%
Township of Puslinch	0.2235%	22,966	0.2235%	21,340	7.6%
	100.0000%	10,275,631	100.0000%	9,548,324	

STATE OF GOOD REPAIR LEVY

2018 Approved SOGR Levy	\$ 286,000
Year 2 phase in of dams and channels funding	197,468
Subtotal SOGR funding for dams and channels	483,468
Increase in debt financing charges for the Kelso Dam Rehabilitation Capital Project as a result of additional municipal debt financing	121,382
SOGR funding for buildings	175,000
2019 SOGR Levy	\$ 779,850

2019 PRIORITIES

1 Enhance public safety through the modernization of flood management operations to protect communities from severe weather and natural hazards.

Flood Forecasting and Operations

- Continue to enhance telemetry network (rain and stream flow gauges)
- Automate Ontario Low Water Response (OLWR) program reporting
- Continue to modernize telecommunications with dams and gauges (with redundancy)
- Develop FF&W model for next watershed in collaboration with Floodplain Mapping Program

Floodplain Mapping

- Initiate floodplain mapping updates to next priority area (identified through work plan developed in 2018)

Capital Projects

Dams

- Modernization improvements
- Operational repairs and upgrades
- Implement Public Safety Plan measures

Channels

- Repair and maintenance
- Capacity improvements

Emergency Management

- Continue to build relationships with Emergency Management Groups

2 Strengthen conservation, restoration and responsible management of natural resources with a focus on evidence-based programs.

- Redside Dace habitat restoration - compensation for MTO project
- Evaluate watershed health against federal guidelines
- Enhanced branding and reach of community outreach and stewardship

Boyne 16 Mile Creek Restoration

- Formalize internal project management process
- Complete detailed design of wetland restoration elements
- Seek substantial completion of permitting processes
- Initiate invasive species management and site preparation

3 Communicate to the public the value of science-based programs that conserve, restore and manage the natural resources of the watershed.

- Relaunch 2019 Conservation Halton Foundation Gala
- Marketing and Communication strategy
- Corporate Communications Plan
- Review and improve corporate websites
- Strengthen relationships with Indigenous communities

4 Remain dedicated to ecosystem-based watershed planning that contributes to the development of sustainable rural, urban and suburban communities.

- Initiate a work plan for Integrated Watershed Management
- Participate in MOU updates with Halton Region, City of Hamilton, other municipalities and conservation authorities
- Work with MNRF on priorities and actions for regulations and guidelines under new Conservation Authorities Act
- Continue to improve service for plan review and permitting

5 Attract visitors to our parks and connect our communities with nature through sustainable recreation, education and tourism.

Parks Master Planning and Infrastructure

- Mountsberg Conservation Area Master Plan completion and endorsement
- Clappison Woods management plan development
- Mount Nemo four-season washroom construction
- Glen Eden snowmaking and electrical upgrades

Parks and Recreation Business Revitalization

- Planning for 2041
- Evaluate all revenue streams
- Evaluate financial performance of existing services
- Glen Eden Business Plan Revitalization
- Implement priority service delivery improvements
- Engage Phase 2 of Giant's Rib GeoPark strategy

Kelso/GE Water Infrastructure

- Procurement and tender process to be engaged
- Permitting to be completed
- Business continuity plan to be endorsed by XT and Board of Directors
- Ensure alignment with Parks and Recreation 10-year capital plan

Development of Milton Heights Conservation Area

- Launch Conservation Halton's eight active use park
- Offer a unique area for families and their pets
- Investigate and implement "green" infrastructure and operations techniques

Sustainable Greenspace Operations

- Develop EAB planting program
- Implement Forest Management activities
- Develop a wood-reuse program
- Review value of hunting on conservation property
- Scope a Corporate Sustainability Plan

Escarpment Rim Protection & Restoration, Visitor Enhancement: Mount Nemo, Rattlesnake Point, Kelso

- Restoration works for Niagara Escarpment trails
- Completion of Visitor Impact Management program
- Implement findings and recommendations
- Establish permanent view areas and trail delineation
- Engage partnership and grant opportunities for capital, accessibility, service improvements and branding

ENABLERS

- Talent Review Program
- Asset Management Plan (Phase 3)
- Financial Data Accessibility
- Enterprise Risk Management Strategy
- Digital Transformation
- Space Needs Assessment

BUSINESS PLANS



**BUSINESS PLANS
CAPITAL PROJECT:
GIANT'S RIB
GEOPARK**

This investment will fund the brand development, stakeholder consultation, project management and application process in support of the Giant's Rib GeoPark.



**BUSINESS PLANS
CAPITAL PROJECT:
PARKS
INFRASTRUCTURE
PROJECTS**

This includes Glen Eden snowmaking, electrical, ski and snowboard rental replacement, Mount Nemo restroom, Hilton Falls observation platform repair, Kelso stair replacement and Milton Heights Conservation Area.



**BUSINESS PLANS
CAPITAL PROJECT:
PARKS DEVELOPER
CONTRIBUTION
WORKS**

This includes Water and Waste Water Infrastructure, the Recreation Centre and Sport and Arrival Centre at Kelso/Glen Eden and the Interpretive and Education Centre at Crawford Lake. Funding is required design certainty, cost certainty and regulatory needs.



**BUSINESS PLANS
CAPITAL PROJECT:
TECHNOLOGY
INFRASTRUCTURE**

This infrastructure includes software and hardware, such as computers, servers, peripherals and firewalls.



**BUSINESS PLANS
CAPITAL PROJECT:
ORTHO IMAGERY**

High resolution aerial photography that will allow us to better manage our assets, monitor the natural features within our watershed and track development within our communities.



**BUSINESS PLANS
CAPITAL PROJECT:
FLOODPLAIN
MAPPING UPDATE**

New floodplain mapping to delineate flood hazard lands for the purposes of regulation, identify flood vulnerable structures and roads and determine the extent of Flood Damage Centres within our watersheds.



BUSINESS PLANS CAPITAL PROJECT: FORECASTING TOOLS AND EQUIPMENT

Capital costs required for development of models and tools and upgrade, replacement and purchase of equipment.



**BUSINESS PLANS
CAPITAL PROJECT:
PUBLIC SAFETY PLAN
IMPLEMENTATION**

Implement the Public Safety Plan at all dams, which was developed during 2017.



**BUSINESS PLANS
CAPITAL PROJECT:
HILTON FALLS DAM
ROAD SURFACE
UPGRADE**

Upgrade road surface at Hilton Falls Dam to repair damage caused by major construction for diversion.



**BUSINESS PLANS
CAPITAL PROJECT:
MILTON CHANNEL
REPAIRS**

Make repairs to the Milton Channel at two locations: WI Dick Middle School and Main Street.



**BUSINESS PLANS
CAPITAL PROJECT:
HAGER-RAMBO
NATURALIZATION**

Conduct study to determine the feasibility of naturalizing the Hager-Rambo channel, which would enhance channel functionality, improve water quality, mitigate climate change impacts, create habitat and reduce maintenance and repair costs.



**BUSINESS PLANS
CAPITAL PROJECT:
EMERALD ASH
BORER**

Continuation of the emerald ash borer program, which will include the removal of approximately 32,000 trees affected by emerald ash borer, in addition the 20,000 that are expected to be removed this year.



**BUSINESS PLANS
PARTNERSHIP PROJECT:
FISH TELEMETRY**

Continuation of this project, in partnership with Fisheries and Oceans Canada, will include putting transponders in more fish and using more sophisticated receivers to target certain events, such as spring walleye spawning.



**BUSINESS PLANS
CAPITAL PROJECT:
SHORELINE
MANAGEMENT PLAN**

Work with partners to develop an updated Shoreline Management Plan for the north shore of the Ontario shoreline, including hazard mapping and management policies.



**BUSINESS PLANS
CAPITAL PROJECT:
FREEMAN POND
MAINTENANCE**

Assessment of accumulated sediment levels in the Freeman Pond, which is a stormwater facility providing flood attenuation and water quality treatment and is part of the Hager-Rambo channel system.



**BUSINESS PLANS
PARTNERSHIP PROJECT:
BOYNE
RESTORATION**

This project will include managing a significant restoration project within the Boyne area of Milton on behalf of a landowners group. The full cost of this project is to be recovered by the landowners group.



**BUSINESS PLANS
PARTNERSHIP PROJECT:**

**STAR OAKS,
DRUMQUIN AND
TREMAINE ROAD**

Star Oaks is a wetland and forest restoration project in north Oakville. Drumquin Park is a creek restoration project in Milton and Tremaine Road/James Snow Parkway is a compensation restoration.



**BUSINESS PLANS
CAPITAL PROJECT:
GLENORCHY
CONSERVATION
AREA**

Continuation of the Glenorchy restoration project, which includes managing the grasslands as for compensation for the Burnhamthorpe Road and William Halton Parkway construction.



**BUSINESS PLANS
CAPITAL PROJECT:
FOUNDATION
GALA RELAUNCH**

The Conservation Halton Foundation and the Foundation Gala will be relaunched with a refined focus, purpose and design and reintroduced to our partners and community.

FEEDBACK

WHAT YOU SAID...	WHAT WE'RE DOING...
Beautiful conservation areas enjoyed and appreciated by community	Capital projects addressing park amenities, investing in ecommerce, tracking customer feedback
Strong branding and communications with Glen Eden customers	New marketing and communications plan, resources allocated for market research
Not enough communications with customers outside of park users	Developing outreach and communications campaign with new homeowners and real estate agents
Great flood updates during weather events	Continued investment in flood network to improve communication
Inefficient management of municipal files, not enough communication	Modernizing floodplain mapping to increase efficiency, updated MOU to improve process
Not enough off-season and off-peak programming at parks	Working toward 30-50 percent increase in programming for those market segments
No off-leash area for dog owners	Off-leash dog area included in capital budget plan

STRATEGIC PLAN

METAMORPHOSIS

Conservation Halton Strategic Plan 2020



**Thank you for your
continued support.**