



## Conservation Halton Board Meeting Minutes

Conservation Halton

September 21, 2023, at 1:00 PM EDT

@ 2596 Britannia Road, Burlington, ON L7P 0G3

### 1. Roll Call & Mileage

#### Members Present

Sameera Ali  
Rob Burton  
Cathy Duddeck (Vice Chair)  
Dave Gittings  
Gordon Krantz  
Sue McFadden  
Marianne Meed Ward  
Rory Nisan  
Gerry Smallegange (Chair)  
Shawna Stolte  
Alvin Tedjo  
Kristina Tesser Derksen

#### Absent with Regrets

Sara Bailey  
Allan Elgar  
Jane Fogal  
Chantal Garneau  
Sammy Ijaz  
Cameron Kroetsch  
Alex Wilson  
Maureen Wilson

#### Staff Present

Hassaan Basit, President & CEO  
Garner Beckett, Executive Director, Conservation Halton Foundation  
Adriana Birza, Senior Advisor, Office of the President & CEO  
Craig Machan, Director, Parks & Operations  
Kellie McCormack, Director, Planning & Regulations  
Marnie Piggot, Director, Finance  
Plezzie Ramirez, Director, Human Resources  
Barb Veale, Senior Director, Watershed Strategies & Climate Change  
Mark Vytvytskyy, Chief Operating Officer  
Kim Barrett, Associate Director, Science & Partnerships, Ecology  
Cassandra Connolly, CLOCA Project Lead and Record Digitization  
Emma DeFields, Senior Environmental Planner  
Matt Howatt, Manager, Environmental Planning  
Robyn Koutrouliotis, Admin. Assistant, Office of the President & CEO  
Amy Mayes, Program Manager, Floodplain Mapping  
Casey Melbourne, Coordinator, Risk & Enforcement  
Pavan Seth, Procurement Manager  
Justin Wei, Senior Manager, Finance

The Chair called the meeting to order at 1:04 p.m. and advised that the agenda would be amended to *remove the Record Digitization Project for Conservation Halton presentation – (Cassandra Connolly, CLOCA Project Lead) (Item 6.1).*

## 2. Disclosure of Pecuniary Interest

There were **no disclosures of pecuniary interest.**

## 3. Delegation

### 3.1. Urban Milton Flood Hazard Mapping Study (Ken DePodesta, P. Eng., IRP) (Item 8.1)

The Delegate presented a summary of the submitted materials (attached as Appendix A) and provided an overview of their background and interest in CH's Urban Milton Flood Hazard Mapping (UMFHM) study and a site at Bronte Street and Steeles Avenue, Milton. As part of their request to delegate to the Conservation Halton (CH) Board, the Delegate requested the CH Board pass a resolution as part of the approval of the UMFHM to incorporate an "Advisory Regulatory Flood Level" designation into the UMFHM.

The Board thanked the Delegate for their presentation.

Staff addressed comments received from the Delegate.

Comment Received: “‘Advisory Regulatory Flood Level designation’ should be shown CH’s Regulatory mapping (i.e., show a flood elevation of 204.0m metres upstream of the CN Rail embankment in CH’s mapping)”

Response:

- CH’s mapping follows Provincial guidance and industry standards.
- Mapping must be based on existing topographical conditions and include obstructions (e.g., crossings, embankments); cannot map “ideal” or potential future conditions.
- Urban Milton Flood Hazard Mapping study identifies Regulatory flood elevation upstream of CN Rail embankment as 206.13 metres.
- CH’s mapping will be updated if works occur in future that refine the flood hazard.

Comment Received: “There is potential for failure of CN Rail embankment & CH should commit to reducing flooding by 2.2 metres”

Response:

- A detailed assessment is needed to confirm failure potential of infrastructure; this is not required for CH’s regulatory mapping.
- CH is not responsible for flood mitigation or infrastructure works on third party lands; CH cannot require other parties to undertake such works.
- CH will support its partners if studies are undertaken in the future and/or as part of CH’s permit process.
- CH is engaged by the Region on EA studies for infrastructure improvements and will work to define permit requirements when projects advance in late 2024.

This item will be raised at a future Halton Regional Council meeting.

#### 4. Acceptance of the AMENDED Agenda

CH 07 01

Moved by: Kristina Tesser Derksen  
Seconded by: Alvin Tedjo

THAT the Agenda **be accepted as amended.**

*Carried*

#### 5. CEO Verbal Update

The CEO provided an update on various areas of the organization.

##### *Parks*

From June through August, CH Parks received nearly 190,000 visitors, with Kelso Conservation Area seeing the highest visitation. Over 500 people participated in the Kelso Mountain Bike Race Series, and there were over 200 rounds played at Kelso's new Disc Golf Course since it opened at the end of August. Ways of the Woods (WOW) Camp began on July 3 and averaged a record high of approximately 420 campers per week throughout the summer.

Fall programming begins September 28 and includes chairlift rides at Kelso, Hops and Harvest at Area 8 Conservation Area, and Spooktacular Halloween at Mountsberg Conservation Area. The Halton Children's Water Festival runs from September 26 to 29 at Kelso. CH is also hosting the Milton Chamber of Commerce's Business After Hours event at Kelso on September 26.

Operational and staffing preparations are underway for the Glen Eden season, and season's pass sales revenue has exceeded 2022 by \$1 million.

##### *Financial*

2024 Budget – The 2024 draft budget now includes apportionment percentages received from the Province and debt charges from Halton Region. Budget review meetings with Regional staff will be held in the coming weeks. Thirty-day Notice of Budget Approval letters were sent to municipal funders in mid-September for consideration of CH's budget, with approval at the October 19 CH Board meeting.

Grant Update – CH received over \$2 million in 2023, with grant applications of over \$9 million pending review and approval.

##### *Science & Partnerships/Watershed Planning and Source Protection*

The Watershed Stewardship Awards and Appreciation Day was held September 10 at Mountsberg, jointly hosted with Hamilton Conservation Authority (HCA). Since 1994, CH and HCA have recognized more than 300 landowners and their families for exceptional stewardship of our wildlife, meadows, streams, woodlands, wetlands, valley lands, and escarpment. Collectively, past and present watershed stewards protect over 13,400 acres.

This year's award winners in our jurisdiction were Bill Grierson and family; Sherman Sand & Gravel; Sarah Wakefield and Colin McMullen; and Jennifer and Tim Pahapill.

##### *CEO Office*

Memorandum of Understanding (MOU) Update – There is a Provincial requirement under the *Conservation Authorities Act* for Conservation Authorities to enter into MOUs with municipalities by December 31, 2024, for Category 2 and Category 3 programs and services (i.e., "non-mandatory") where municipal funding is used to support those programs and services. Staff have reviewed the feedback received and will meet with municipal staff this month to finalize the

MOUs; the final documents will go before the Board in October. The MOUs require approval from signatories representing Halton Region, Peel Region, City of Hamilton, and Township of Puslinch; the MOUs will be presented to municipalities as part of their October council meetings. CH will also seek endorsement from City of Burlington, Town of Milton, Town of Oakville, and Town of Halton Hills.

### *Fall Programming Update*

Fall Into Nature – Activities include chairlift rides at Kelso to enjoy the scenic view, two new fall colours-marked hiking trails at Kelso, a nine-hole disc golf course, and a live photo feed from Kelso that captures the changing fall colours.

Mountsberg's Spooktacular Halloween – Friday and Sunday evenings from October 6 to 29; the event features a tour of the Haunted Barn, an illuminated forest Night Walk, and a Halloween scavenger hunt. Guests can meet Mountsberg's raptors and farm animals, enjoy the natural playground, and relax by the campfire. Add-ons include a spooky wagon ride, hot drinks, and s'mores.

Hops and Harvest Festival – The Annual Hops and Harvest fall festival will take place at Area 8 from October 13 to 15. The event will feature over 40 local breweries, wineries, and marketplace vendors; live music; and activities such as archery, wood branding, and hatchet throwing. New for 2023, CH is offering corporate group pricing for organizations to attend for networking and teambuilding events, including the opportunity to become a sponsor or vendor. There will be a new Kid Zone stage with child-friendly entertainment and activities.

Christmas Town – Tickets for the popular Christmas Town event will become available the last week of September, with CH passholder pre-sale starting one day before the general public. New additions for this year include Storytime with Santa and Raptor Tales.

- Storytime with Santa – a self-guided experience on November 25 and 26, which includes a group story reading with Santa, a guest appearance by Mrs. Claus, a holiday scavenger hunt, cookie decorating, hot chocolate, access to the Elf Academy play area, and opportunities to visit Mountsberg's animals.
- Raptor Tales – an add-on for both Christmas Town and Storytime with Santa, Raptor Tales includes a special storybook reading with one of Mountsberg's birds of prey.

## **6. Presentations**

6.1. Record Digitization Project for Conservation Halton – (Cassandra Connolly, CLOCA Project Lead) (Item 8.3)

This item was removed from the agenda.

6.2. Effects of Climate Change on Biodiversity within Conservation Halton's Watersheds – Kim Barrett, Associate Director, Science & Partnerships, Ecology) (Item 8.4)

## **7. Consent Items**

7.1. Approval of DRAFT June 22, 2023 Conservation Halton Board Meeting Minutes

7.2. Approval of DRAFT July 25, 2023 Conservation Halton Board In Camera Meeting Minutes

7.3. Momentum Progress Report: Q1 & Q2 2023 (CHB 07 23 01)

7.4. Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1 to June 30, 2023 (Q2 2023) (CHB 07 23 02)

7.5. Conservation Halton Watershed Climate Change Vulnerability and Risk Assessment Project (CHB 07 23 03)

7.6. Conservation Halton Partnerships Using eDNA, an Innovative Monitoring Tool (CHB 07 23 04)

7.7. Purchasing Activity Memo – May 1, 2023, to July 31, 2023 (CHB 07 23 05)

## 8. Action Items

8.1. Urban Milton Flood Hazard Mapping Study – Final Mapping (CHB 07 23 06)

**CH 07 02** Moved by: Rob Burton  
Seconded by: Alvin Tedjo

THAT the Conservation Halton Board **approves updated flood hazard mapping for the West Branch of Sixteen Mile Creek in Urban Milton for incorporation into Conservation Halton’s Approximate Regulation Limit mapping based on the results of the “Flood Hazard Mapping – Urban Milton, Sixteen Mile Creek” report prepared by Greck and Associates Limited, dated July 2023, and local updates completed by Conservation Halton staff;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled “Urban Milton Flood Hazard Mapping Study – Final Mapping”.**

*Carried*

8.2. Functional Stormwater and Environmental Management Strategy, Milton Education Village, Town of Milton (CHB 07 23 07)

**CHB 07 03** Moved by: Shawna Stolte  
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board **endorses the “Functional Stormwater and Environmental Management Strategy (Final Report), Milton Education Village, Town of Milton,” specifically the management recommendations that relate to areas regulated by Conservation Halton;**

And

THAT the Conservation Halton Board **receives for information the staff report entitled “Functional Stormwater and Environmental Management Strategy (Final Report), Milton Education Village, Town of Milton.”**

*Carried*

8.3. Single Source Approval to Octacom Limited for the Conservation Halton Record Digitization Project (CHB 07 23 08)

**CHB 07 04** Moved by: Gordon Krantz  
Seconded by: Shawna Stolte

THAT the Conservation Halton Board **approves a Single Source award to Octacom Limited (Octacom), as the service provider, in the award amount of \$362,132.00** (which represents the remaining total budget) **for the continuation of the Record Digitization Project.**

*Carried*

8.4. Effects of Climate Change on Biodiversity within Conversation Halton's Watersheds (CHB 07 23 09)

**CHB 07 05**

Moved by: Dave Gittings  
Seconded by: Rory Nisan

THAT the Conservation Halton Board **endorses the eight recommendations in support of Conservation Halton's programs and services contained in the report entitled "Effects of Climate Change on Biodiversity within Conservation Halton's Watersheds."**

And

THAT the Conservation Halton Board **directs staff to distribute the report to municipal and other partners, post the full report and executive summary to the Conservation Halton website, and engage the public on social media.**

And

THAT the Conservation Halton Board **receives for information, the staff report entitled, "Effects of Climate Change on Biodiversity within Conservation Halton's Watersheds."**

*Carried*

8.5 Budget Variance Report for the Period Ended July 31, 2023, and 2023 Projected Year End Amounts (CHB 07 23 10)

**CHB 07 06**

Moved by: Rob Burton  
Seconded by: Sue McFadden

THAT the Conservation Halton Board **approves a transfer of up to \$60,000 from the Water Festival Reserve due to estimated increased staffing and bussing costs for the 2023 Water Festival event;**

And

THAT the Conservation Halton Board **receives for information the staff report dated September 21, 2023 on the Budget Variance Report for the period ended July 31, 2023, and 2023 Projected Year End Amounts.**

*Carried*

The Chair called for a brief recess. The meeting resumed In Camera at 2:19 p.m.

## **9. In Camera**

**CHB 07 07**

Moved by: Cathy Duddeck  
Seconded by: Dave Gittings



THAT the Conservation Halton Board **move In Camera.**

**Carried**

9.1. Legal Matter (CHB 07 23 11)

9.2. Legal Matter (CHB 07 23 12)

9.3. Legal Matter (CHB 07 23 13)

**CHB 07 08**

Moved by: Cathy Duddeck  
Seconded by: Dave Gittings

THAT the Conservation Halton Board **reconvene in public forum.**

**Carried**

## **10. Other Business**

There was **no other business.**

## **11. Adjournment**

**CHB 07 09**

Moved by: Cathy Duddeck

THAT the Conservation Halton Board meeting **be adjourned at 2:50 p.m.**

**Carried**

Signed by:

Hassaan Basit, President & CEO/Secretary-Treasurer

Date:

October 19, 2023

**From:** Ken DePodesta <[REDACTED]>  
**Sent:** September 10, 2023 10:23 AM  
**To:** BOD ADMIN <[REDACTED]>  
**Cc:** Adriana Ingrid Birza <[REDACTED]>  
**Subject:** [EXTERNAL]Submission for approval of a delegation to the September 21, 2023 meeting of the Board of Conservation Halton.

To whom it may concern

By email to [admin@hrca.on.ca](mailto:admin@hrca.on.ca) and following its receipt, forwarding to the attention of the President and CEO/Secretary-Treasurer of Conservation Halton and, subsequently to the Chair of the Conservation Halton Board for approval of the delegation on September 21, 2023.

The registration: written request follows:

- The speaker will be Ken DePodesta, P. Eng., IRP--
- The issue relates directly to the agenda item for the adoption of the 16 Mile Creek Hazard Mapping and is specific to my support for the adoption of the updated Hazard Mapping subject to the designation of the Regulatory Flood Levels on 16 Mile Creek main branch reach from the CNRail embankment (just west of Bronte Street) to Peru Road as 'Advisory'.

This 'Advisory Regulatory Flood Level' designation will need to be incorporated into the mapping product by the Board resolution to adopt the Mapping product so as to recognize that a future, potential reduction in the Regulatory Flood Level may be set for this reach since it is the expectation of the Region, according to Mr. Andrew Farr, Public Works Commissioner, that flood mitigation at the CNRail embankment as a component of the Steeles Ave West detailed engineering design of its new roadway system will need to be fully assessed in that regard. This assessment of the alternative to the 'Steeles Ave West preferred roadway concept predicated on earth filling across the floodplain only per the Class EA process' would be carried out as part of the upcoming phase of the Region's work program in early 2024 to determine its incorporation in the design or not. Once evaluated comparatively, the scope of works that will need to be accounted for in the Region's application for a Conservation Halton Permit for the construction of these necessary works will be confirmed. In this regard, the new Regulatory Flood Level for the design of the Steeles Ave West road profile could be as favourably low as el. 204.0 metres depending upon the nature and scope of the flood mitigation works that would be prescribed by the Region at the CNRail embankment.

Documents attached as component parts of the written request - 2 cross-sections (depicting 'existing' and 'proposed' regulatory flood level cases looking upstream at the CNRail embankment and showing Regulatory Flood Levels relevant for each case within



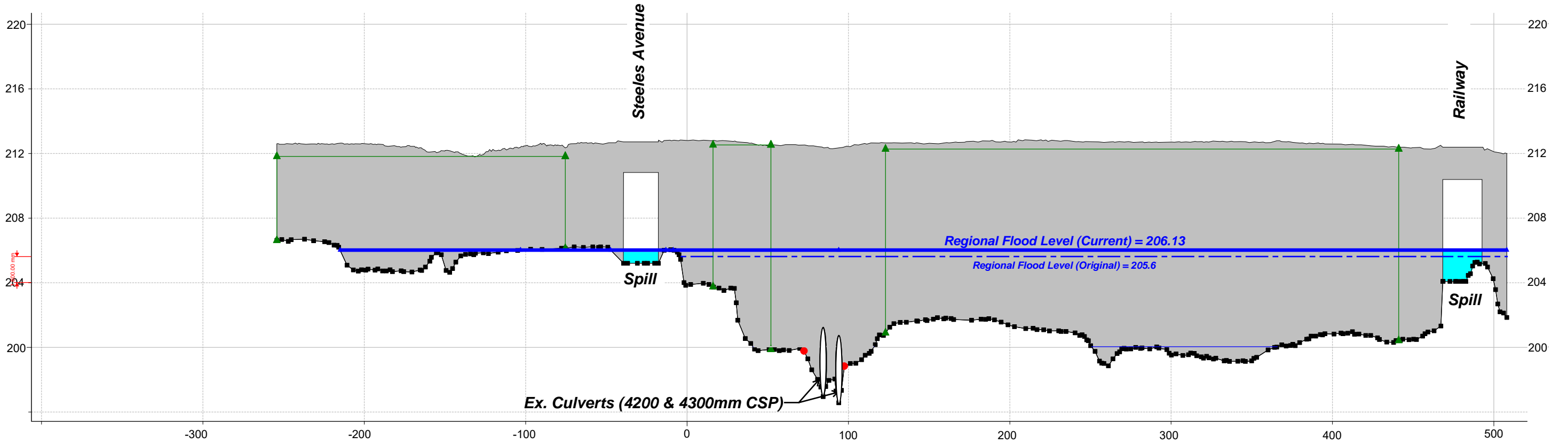
the context of the 'spill' locations at Steeles Ave/CNRail bridge and the CPRail/CNRail bridge).

Regards  
Ken DePodesta, P. Eng.,IRP

**One attachment** • Scanned by Gmail

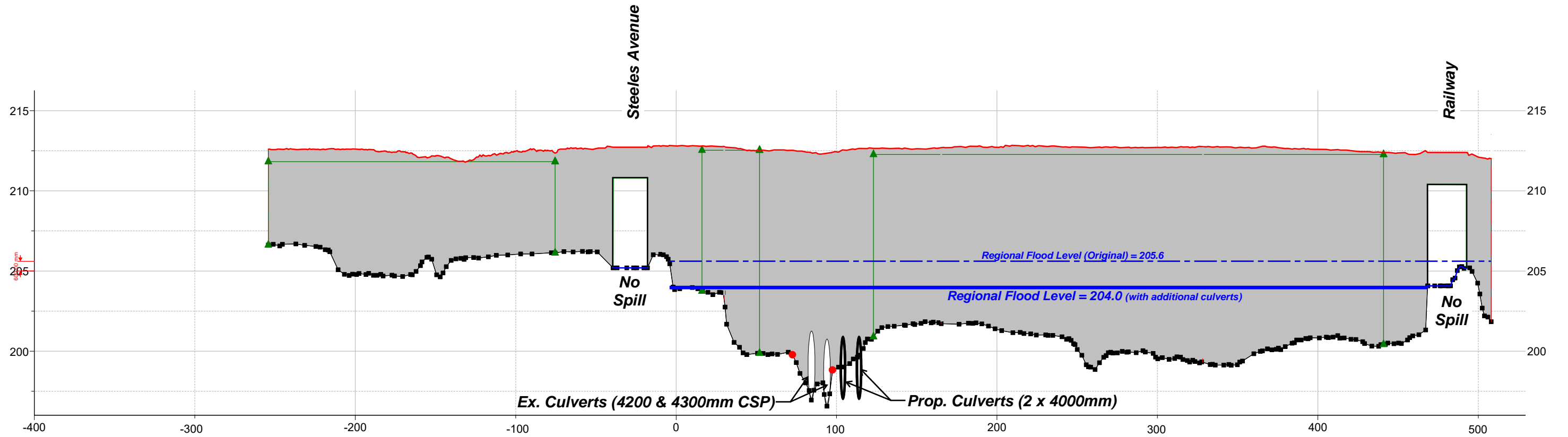
DRAFT

Existing Conditions



Hor: 1:2500  
Vert: 1:250  
(11x17 sheet)

Proposed Conditions



Hor: 1:2500  
Vert: 1:250  
(11x17 sheet)

**From:** Ken DePodesta <[REDACTED]>  
**Sent:** September 15, 2023 8:08 AM  
**To:** Adriana Ingrid Birza <[REDACTED]>  
**Subject:** [EXTERNAL]Delegation to the Board Meeting of Conservation Halton - Additional Information

Adriana

I'm looking for your advice regarding additional information that I've prepared in this email below that may be helpful for the Board members in their considerations of my submission and their decision-making at the Board meeting next Thursday.

In preparing for the meeting, I've connected with professional friends/colleagues of mine who did commit significant terms of their careers in the public sector and specifically with other Conservation Authorities in upper management positions. My purpose in contacting them was to solicit their thoughts based on their experiences regarding my recommendation to Conservation Halton for the designation of 'Advisory Regulatory Flood Levels' to a specific reach of the updated 16 Mile Creek Hazard Mapping that is slated for adoption by the Board next Thursday. Both gentlemen that I communicated with agreed with my proposed 'Advisory' designation referred to above considering the real potential in the short term for Halton Region's Steeles Ave West realigned/improved roadway alignment design to benefit from flood mitigation works at the CNRail crossing which would result in a substantial lowering of the regulatory flood levels and therefore a significant reduction to the current proposed earth filling of the floodplain by at least 2.2 metres per the Class EA assessment now approved by the Province through the reach of the 16 Mile Creek between the CNRail embankment upstream to about Peru Road.

These comments above along with my summary statements that follow may be helpful for the Board members in clarifying for them that I am not proposing a deferral of the Hazard Mapping adoption. I am simply requesting that the documents that represent the Hazard Mapping (ie the report and mapping) be affixed with 'footnotes' that qualify the regulatory flood levels between the CNRail embankment and Peru Road (inclusive) as 'Advisory Regulatory Flood Levels'. The expectation of the Region of Halton is to assess the alternative to earth filling of the Steeles Ave West roadway profile by way of flood mitigation works at the CNRail embankment in the short term as part of the detailed engineering of the Region's roadway system which is slated for commencement in early 2024.

Please advise me as to your opinion on the best way for this additional information to be included with or supplementary to my submission made through you earlier.

Regards

Ken DePodesta P.Eng.,IRP

# CONSERVATION HALTON: URBAN MILTON FLOOD HAZARD MAPPING STUDY

September 2023

### Comment Received:

*“Advisory Regulatory Flood Level designation” should be shown CH’s Regulatory mapping (i.e., show a flood elevation of 204.0m metres upstream of the CN Rail embankment in CH’s mapping)*

### Response:

- CH’s mapping follows Provincial guidance and industry standards
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### Response:

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