BOARD OF DIRECTORS MEETING

Friday, August 24, 2018
CVC Administration Office
1255 Old Derry Road, Mississauga, ON

MEMBERS

N. (Nando) Iannicca (Chair)
D. (Don) MacIver (Vice Chair)
T. (Tom) Adams
J. (John) Brennan
G. (Gail) Campbell
J. (Johanna) Downey
B. (Bob) Inglis
M. (Martin) Medeiros
M. (Michael) Palleschi
K. (Karen) Ras
R. (Ron) Starr
David Cook

Pages

1. APPROVAL OF AGENDA

   Recommended Resolution:
   RESOLVED THAT *the agenda be approved as distributed.*

2. DECLARATION OF CONFLICT OF INTEREST

3. MINUTES OF PREVIOUS MEETING

   Recommended Resolution:
   RESOLVED THAT *the minutes of the 529th meeting of the Credit Valley Conservation Authority held July 13, 2018 be approved.*

4. PRESENTATION / DELEGATION

5. BUSINESS ARISING FROM MINUTES

6. NEW BUSINESS STAFF REPORTS

6.1 DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSE APPLICATIONS 5

Recommended Resolution:

RESOLVED THAT *the Development, Interference with Wetlands, and Alterations to Shorelines & Watercourses applications, pursuant to Ontario Regulation 160/06, as approved by staff, be received and appended to the minutes of this meeting as Schedule 'A'; and further*

THAT *the staff approvals for each application be endorsed.*

6.2 LAKEVIEW WATERFRONT CONNECTION CONSERVATION AREA NAMING 36

A report on the above mentioned subject as submitted by Jon MacMull, Supervisor, Marketing &Communications; Jesse DeJager, Conservation Lands Planner; Mark Thompson, Sr. Manger, PARCS; and Jeff Payne, Director Corporate Services is included in the agenda package as Schedule 'C'.

Recommended Resolution:

WHEREAS *the Lakeview Waterfront Connection (LWC) arose from the vision and direction of Jim Tovey and naming the future conservation area is a fitting tribute to Jim Tovey's legacy;*

THEREFORE BE IT RESOLVED THAT *the report entitled "Lakeview Waterfront Connection Conservation Area Naming" be received and appended to the minutes of this meeting as Schedule 'C'; and further*

THAT *the new conservation area currently known as the Lakeview Waterfront Connection be named Jim Tovey Lakeview Conservation Area.*

6.3 BELFOUNTAIN CONSERVATION AREA MANAGEMENT PLAN 55

A report on the above mentioned subject as submitted by Laura Rundle, Conservation Lands Planner, Eric Baldin, Manager, Land Planning and Management; Mark Thompson, Sr. Manager, ARCS; and Jeff Payne is included in the agenda package as Schedule 'D'.

Recommended Resolution:

WHEREAS *Goal Three of CVC's Strategic Plan (2015) states that new and existing conservation lands will be managed through comprehensive management plans;*

WHEREAS *The framework for the Conservation Areas Master Strategy (2018) identifies the need for conservation area management plans;*

WHEREAS *Part 3 of the Niagara Escarpment Plan (2017) states that properties in the Niagara Parks and Open Space System, require a master/management plan*

THEREFORE BE IT RESOLVED THAT *the report entitled "Belfountain Conservation Area Management Plan" be received and appended to the*

munutes of this meeting as Schedule 'D'; and

THAT *the CVC Board of Directors approve the Belfountain Conservation Area Management Plan; and*

THAT *CVC staff incorporates the implementation of the Belfountain Conservation Area Management Plan into work plans; and further*

THAT *staff be directed to pursue various fundraising opportunities to enable implementation of the Belfountain Conservation Area Management Plan.*

6.4 2019 BUDGET ENDORSEMENT 78

A report on the above mentioned subject as submitted by Jeff Payne, Director, Corporate Services is included in the agenda package as Schedule 'E'.

Recommended Resolution:
RESOLVED THAT *the report entitled, "2019 Budget Endorsement" be received and appended to the minutes of this meeting as Schedule 'E'; and*

THAT *the preliminary 2019 budget outlined in the report be endorsed by the CVC Board of Directors for presentation to funding partners.*

6.5 CVC BY-LAWS 92

A report on the above mentioned subject as submitted by Tamara Chipperfield, Corporate Secretariat and Jeff Payne, Director Corporate Services is included in the agenda as Schedule 'F'.

Recommended Resolution:
WHEREAS *the development of best management practices for conservation authority (CA) administrative by-laws was a deliverable under the Conservation Ontario (CO)/ Ministry of Natural Resources and Forestry (MNRF) 2017/2018 transfer payment agreement (TPA); and*

WHEREAS *Section 19.1 of the new Conservation Authorities Act requires all conservation authorities to have by-laws compliant with Section 19.1 in place within one year of the new Act coming into force;*

RESOLVED THAT *the report entitled "CVC By-laws" be received and appended to the minutes of this meeting as Schedule 'F'; and further*

THAT *the CVC Board of Directors approve the CVC By-laws attached as Schedule 'F', Appendix 1 to this report.*

6.6 NATIONAL DISASTER MITIGATION PROGRAM FUNDING (INTAKE 5) 138

A report on the above mentioned subject as submitted by Christine Zimmer, Sr. Manager, Water and Climate Change Science; Neelam Gupta, Manager, Hydrology and Hydraulics; Gayle Soo Chan, Director, Watershed Knowledge; Tim Mereu, Director, Watershed Management; and Jeff Payne, Director

Corporate Services is included in the agenda package as Schedule 'G'.

Recommended Resolution:
RESOLVED THAT *the report entitled "National Disaster Mitigation Program" be received and appended to the minutes of this meeting as Schedule 'G'; and*

THAT *the CVC Board of Directors authorize CVC staff to commit $ 154,375 in cash and in-kind funding towards the application of NDMP for matching funds to:*

- *Project 1 – Flooding Assessment in the Town of Orangeville, and*
- *Project 2 – Updated Flood Risk Mitigation Plan for Cooksville Creek; and further*

THAT *the CVC Board of Directors authorize CVC staff to submit proposals for Project 1 and Project 2 to the National Disaster Mitigation Program by September 14, 2018.*

6.7 CONTRACT OVER 100K: MUNICIPAL RISK AND RETURN ON INVESTMENT TOOL (RROIT) 143

A report on the above mentioned subject as submitted by Christine Zimmer, Sr. Manager, Water and Climate Change Science; Gayle Soo Chan, Director, Watershed Knowledge; and Jeff Payne, Director, Corporate Services is included in the agenda package as Schedule 'H'.

Recommended Resolution:
RESOLVED THAT *the report entitled "Contract Over 100k: Municipal Risk and Return On Investment Tool (RROIT)" be received and appended to the minutes of this meeting as Schedule ''H' and further*

THAT the CVC Board of Directors authorize that Risk Sciences International be awarded the contract in the amount of $139,000 plus applicable taxes.

7. CORRESPONDENCE/INFORMATION ITEMS DISTRIBUTED TO MEMBERS

8. NOTICE OF MOTION

9. QUESTION PERIOD

10. OTHER BUSINESS

11. MEETING ADJOURNED

SCHEDULE 'A'
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2018-08-24

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

A) APPLICATION # 17/222 REVISED

OWNER: Region of Peel

AGENT: Associated Engineering

PROPERTY LOCATION: The Collegeway
Part Lots 2 and 3, Range 1, 2 and 3 NDS
City of Mississauga

APPLICATION: Development in a regulated area to facilitate the construction of a new 300mm watermain using open cut.

WARD: M 8

B) APPLICATION # 18/174

OWNER: Region of Peel

AGENT: GHD Limited

PROPERTY LOCATION: 1839 O'Neil Court (O'Neil SPS)
Part Lot 3, Range 3 NDS
City of Mississauga

APPLICATION: Development in a Regulated Area to facilitate upgrades to a sanitary pumping station.

WARD: M 8

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

C) APPLICATION # 18/143

OWNER: 2462357 Ontario Inc. c/o Pace Developments

AGENT: Armstrong Planning & Project Management

PROPERTY LOCATION: 1745, 1764 & 1775 Thorny Brae Place
Part of Lot 3, Range 5 NDS
City of Mississauga

APPLICATION: Development in a Regulated Area to facilitate the construction of a stormwater outfall and channel restoration works in relation to Subdivision T-M09002.

WARD: M 8

D) APPLICATION #: 18/180

OWNER: City of Brampton

AGENT: Beacon Environmental

PROPERTY LOCATION: Part of Lot 5, Concession 3 WHS
City of Brampton

APPLICATION: Development in the regulated area for the purpose of constructing a pedestrian bridge over 8B West Tributary.

WARD: B

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

E) **APPLICATION #:** 18/189

OWNER:

AGENT:

LOCATION: 2601 Forks of the Credit
Part Lot 8, Concession 1 WHS
Town of Caledon

APPLICATION: Development in the Regulated Area to facilitate construction of a two-storey single family dwelling approximately 964 square meters in size, attached garage, rear patio with a pool, cabana, and pergola, new well and septic system, and associated site grading and landscaping.

WARD: C 1

F) **APPLICATION #:** 18/190

OWNER:

AGENT:

LOCATION: 5 Salmon Way
Part Lot 26, Concession 4
Town of Halton Hills

APPLICATION: Development in the Regulated Area for the purpose of constructing a deck and a sunroom.

WARD: H 1

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

G) APPLICATION #: 18/196

OWNER:

AGENT:

LOCATION: 33 Fairglen Avenue
Part Lot 7, Concession 1 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of constructing a 20' x 12'4" rear deck.

WARD: B 1

H) APPLICATION #: 18/177

OWNER:

AGENT:

LOCATION: 5072 Winston Churchill Boulevard
Part Lot 5, Concession 11
Town of Erin

APPLICATION: Development in the Regulated Area to facilitate the construction of a septic system.

WARD: N/A

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

I) APPLICATION #: 18/182

OWNER:

AGENT:

LOCATION: 17 Sandalwood Drive
Part Lot 1, Concession 7
Town of Erin

APPLICATION: Development in the Regulated Area for the purpose of constructing a 14' x 14' cabana on an existing concrete pad.

WARD: N/A

J) APPLICATION #: 18/186

OWNER:

AGENT: Hickory Dickory Decks

LOCATION: 105 Foxtail Court
Part Lot 14, Concession 9
Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the construction of a deck.

WARD: H 4

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

K) APPLICATION #: 18/187

OWNER:

AGENT: Solares Architecture Inc.

LOCATION: 5235 Eighth Line
Part Lot 9, Concession 9
Town of Erin

APPLICATION: Development in the Regulated Area to facilitate the construction of a house, septic system, driveway and hydro cable.

WARD: N/A

L) APPLICATION #: 18/157

OWNER:

AGENT: GHD Limited

LOCATION: 5746 Trafalgar Road North
Part Lot 22, Concession 7
Town of Erin

APPLICATION: Interference with a wetland and alteration to a watercourse to facilitate sediment removal from an online pond and then installation of a dry hydrant and submarine cable.

WARD: N/A

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

M) APPLICATION #: 18/136

OWNER: Rogers Communications Canada Inc.

AGENT:

LOCATION: Wolfedale Road
Part Lot 21, Concession 1 NDS
City of Mississauga

APPLICATION: Development in the Regulated Area for the purpose of installing HDPE conduit clipped to the bridge of Wolfedale Creek.

WARD: M 6

N) APPLICATION #: 18/161

OWNER:

AGENT:

LOCATION: 1301 Gatehouse Drive
Part Lot 25, Concession 3 SDS
City of Mississauga

APPLICATION: Development in the Regulated Area to facilitate the construction of a second storey addition approximately 60.50 square meters in size to an existing detached single family dwelling.

WARD: M 2

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

O) **APPLICATION #:** 18/184

OWNER:

AGENT: Technoarch Inc.

LOCATION: 8273 Creditview Road
Part Lot 2, Concession 3 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of constructing a new 2 storey dwelling, garage, driveway and patio.

WARD: B 4

P) **APPLICATION #:** 18/199

OWNER: Enbridge Gas Distribution Inc.

AGENT:

LOCATION: South Side of Queen Street West
Part Lot 5, Concession 4 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of installing a gas pipeline.

WARD: B ?

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

Q) APPLICATION #: 18/201

OWNER: City of Mississauga

AGENT: Planmac Engineering Inc.

LOCATION: Kingsbridge Garden Circle at Cooksville Creek
Part Lot 16, Concession 2 NDS
City of Mississauga

APPLICATION: Development in the Regulated Area and alteration to a watercourse to facilitate the reconstruction and rehabilitation of the existing Kingsbridge Garden Circle culvert.

WARD: M 4

R) APPLICATION #: 18/206

OWNER:

AGENT:

LOCATION: 10736 22nd Sideroad
Part Lot 22, Concession 5
Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the construction of a shed (16ft x 12ft), cabana (30ft by 18ft) and site grading.

WARD: H 2

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

S) APPLICATION #: 18/191

OWNER:

AGENT:

LOCATION: 48 Adamsville Road
Part Lot 6, Concession 4 WHS
City of Brampton

APPLICATION: Development within a Regulated Area to facilitate the construction of a 12' x 32' deck.

WARD: B 5

T) APPLICATION #: 18/207

OWNER: Enbridge Gas Distribution Inc.

AGENT:

LOCATION: 1284 Watersedge Road
Part Lot 26, Concession 3 SDS
City of Mississauga

APPLICATION: Development in the Regulated Area for the purpose of installing a gas main.

WARD: M 2

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

U) APPLICATION #: 18/128

OWNER: Enbridge Gas Distribution Inc.

AGENT:

LOCATION: West Side of Clockwork Drive
Part Lot 17, Concession 3 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of installing a gas pipeline.

WARD: B 6

V) APPLICATION #: 18/204

OWNER:

AGENT:

LOCATION: 23 Bonnie Braes Drive
Lot 4, Concession 3 WHS
City of Brampton

APPLICATION: Development in the Regulated Area to facilitate the construction of below grade stairs.

WARD: B 4

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

W) APPLICATION #: 17/217 REVISED

OWNER:

AGENT: JC Landscaping

LOCATION: 3 Nature's Landing Drive
Part Lot 1, Concession A
Township of East Garafraxa

APPLICATION: Development in the Regulated Area for the purpose of constructing a pool, cabana and shed.

WARD: N/A

X) APPLICATION #: 18/213

OWNER:

AGENT:

LOCATION: 4934 Winston Churchill Boulevard
Part Lot 1, Concession 11
Town of Erin

APPLICATION: Development in the Regulated Area to facilitate the construction of a detached garage.

WARD: N/A

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

Y) APPLICATION #: 14/312

OWNER:

AGENT:

LOCATION: 1848 Balsam Avenue
Part Lot 29, Concession 2 SDS
City of Mississauga

APPLICATION: Development in the Regulated Area to facilitate the construction of a two storey dwelling, driveway, porch, interlock walkway, rear deck and associated grading.

WARD: M 2

Z) APPLICATION #: 18/212

OWNER: Internet Access Solutions

AGENT:

LOCATION: Trafalgar Road, 32nd Sideroad, Halton – Erin Townline, Shorthill Road, Sandal Wood Road, Southwinds Drive, Turner Court, Perryman Court
Part Lot 1, Concession 7 & 8, Town of Erin
Part Lot 30, 31, 32, Concession 7 & 8, Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the installation of an internet cable.

WARD: Erin: N/A
HH: H 1, 2 & 3

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

AA) APPLICATION #: 18/045

OWNER: Town of Erin

AGENT: Trout Unlimited Canada

LOCATION: 27 Sideroad
Part Lot 27, Concession 10
Town of Erin

APPLICATION: Alteration to a watercourse and interference with a wetland to facilitate the replacement of a culvert.

WARD: N/A

BB) APPLICATION #: 18/222

OWNER:

AGENT:

LOCATION: 15425 Creditview Road
Lot 1, Concession 4 WHS
Town of Caledon

APPLICATION: Development in the Regulated Area for the purpose of replacing a septic system.

WARD: C 1

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

CC) APPLICATION #: 18/220

OWNER:

AGENT:

LOCATION: 174 Dusty Lane
Lot 6, Concession 1 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of constructing a 6.6m x 5.6m deck.

WARD: B 1

DD) APPLICATION #: 18/218

OWNER:

AGENT:

LOCATION: 391255 Eighth Line
Part Lot 5, Concession 19
Township of East Garafraxa

APPLICATION: Development in the Regulated Area and floodplain of a tributary of Shaw's Creek to facilitate the construction of a new septic system, deck reconstruction 1st and 2nd storey additions and a new deck.

WARD: N/A

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

EE) APPLICATION #: 18/210

OWNER:

AGENT:

LOCATION: 252 Elbern Markell Drive
Lot 9, Concession 4 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of constructing a 16' x 18' deck, and stairs.

WARD: B 5

FF) APPLICATION #: 18/192

OWNER:

AGENT:

LOCATION: 75 Elmore Drive
Lot 29, Concession 2
Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the construction of a proposed one storey addition.

WARD: H 1

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

GG) APPLICATION #: 18/224

OWNER:

AGENT:

LOCATION: 16 Millwood Road
Lot 14, Concession 9
Town of Erin

APPLICATION: Development in the Regulated Area to facilitate the reconstruction of an existing deck to accommodate a 35' x 21' two level deck.

WARD: N/A

HH) APPLICATION #: 18/179

OWNER: Town of Halton Hills

AGENT:

LOCATION: 246-256 Eaton Street
Lot 14, Concession 9
Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the formalization of an existing trial by constructing a limestone screening trail.

WARD: H 4

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

II) APPLICATION #: 18/226

OWNER:

AGENT:

LOCATION: 5199 Ninth Line
Lot 8, Concession 10
Town of Erin

APPLICATION: Development in the Regulated Area to facilitate the construction of a proposed dwelling, extension to an existing driveway and a proposed carport.

WARD: N/A

JJ) APPLICATION #: 18/237

OWNER:

AGENT:

LOCATION: 1 Brookhaven Crescent
Part Lot 1, Concession B
Township of East Garafraxa

APPLICATION: Development in the Regulated Area to facilitate the construction of a 22' x 14' deck and a hot tub.

WARD: N/A

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

KK) **APPLICATION #:** 18/235

OWNER:

AGENT:

LOCATION: 39 Braemore Road
Lot 6, Concession 1 WHS
City of Brampton

APPLICATION: Development in the Regulated Area to facilitate the construction of a 18' x 11' deck.

WARD: B 1

LL) **APPLICATION #:** 18/234

OWNER:

AGENT:

LOCATION: 17 Newman Place
Lot 20, Concession 8
Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the construction of a 10' 9" x 10'1" raised deck.

WARD: H 3

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

MM) **APPLICATION #:** 18/110

OWNER: Trans-Northern Pipelines Inc.

AGENT: Stantec Consulting Inc.

LOCATION: Hydro corridor, West of Camilla Road
Lot 14, Concession 1 SDS
City of Mississauga

APPLICATION: Development in the Regulated Area for the purpose of conducting a pipeline integrity dig.

WARD: M 7

NN) **APPLICATION #:** 18/115

OWNER: Trans-Northern Pipelines Inc.

AGENT: Stantec Consulting Inc.

LOCATION: 1875 Balsam Avenue
Lot 29, Concession 2 SDS
City of Mississauga

APPLICATION: Development in the Regulated Area for the purpose of conducting a pipeline integrity dig.

WARD: M 2

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

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00) **APPLICATION #:** 18/227

OWNER: Region of Peel

AGENT:

LOCATION: Harold Street at Fletcher's Creek
Part Lot 1, Concession 1 WHS
City of Brampton

APPLICATION: Development in a Regulated Area to facilitate installation of a 200mm watermain under Fletcher's Creek using trenchless technology.

WARD: B 3

PP) **APPLICATION #:** 18/208

OWNER: Region of Peel

AGENT: Cima Canada Inc.

LOCATION: Dundas Street East of Erin Mills Parkway
Part Lots 1 & 2, Range 1 SDS
City of Mississauga

APPLICATION: Development in a Regulated Area to facilitate reconstruction of Dundas Street East.

WARD: M 8

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

QQ) APPLICATION #: 18/139

OWNER:

AGENT: Matthews Design & Drafting Services Inc.

LOCATION: 13394 Tenth Line
Part of Lot 27, Concession 10
Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the construction of a two storey rear addition (approx. 83.0m^2) and covered deck (approx.. 23.9m^2) to an existing dwelling, two storey front foyer addition (approx. 7.58m^2), and the replacement of the existing front porch/deck (approx. 27.02m^2), septic tank and bed.

WARD: H 2

RR) APPLICATION #: 18/177

OWNER: Union Gas

AGENT:

LOCATION: 30 Mill Pond Drive
Part Lot 16, Concession 7
Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the construction of a gas line.

WARD: H 2

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

SS) **APPLICATION #:** 17/282

OWNER: Rogers Communications Canada Inc.

AGENT:

LOCATION: McLaughlin Road North – Williams Parkway to North of CN Tracks
Part Lots 11 & 12, Concession 1 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of installing a 4" (100mm) HDPE conduit.

WARD: B 1, 5

TT) **APPLICATION #:** 18/242

OWNER:

AGENT:

LOCATION: 67 Maybeck Drive
Part Lot 7, Concession 3 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of constructing a 36'7" x 12' deck and stairs.

WARD: B 5

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

UU) **APPLICATION #:** 18/230

OWNER:

AGENT:

LOCATION: 12388 Tenth Line
Part Lot 22, Concession 10
Town of Halton Hills

APPLICATION: Development in the Regulated Area to facilitate the construction of a septic system and shed.

WARD: H 2

VV) **APPLICATION #:** 18/238

OWNER:

AGENT: Jameson Pool & Landscape Inc.

LOCATION: 1261 Stavebank Road
Part of Lot 6, Range 1 CIR
City of Mississauga

APPLICATION: Development in the Regulated Area to facilitate the construction of an inground pool (4.876m x 10.363m) and pool patio.

WARD: M 1

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

WW) **APPLICATION #:** 18/076

OWNER: The Corporation of the Town of Caledon

AGENT: Ambashi Engineering & Management Inc.

LOCATION: Boston Mills Road
Part Lot 32 & 33, Concession 1 WHS
Town of Caledon (Chinguacousy Township)

APPLICATION: Alteration to a watercourse and Development in the Regulated Area to facilitate ditch works and culvert repairs.

WARD: C 2

XX) **APPLICATION #:** 18/117

OWNER: The Corporation of the Town of Caledon

AGENT: Ambashi Engineering & Management Inc.

LOCATION: Chinguacousy Road
Part Lot 33 & 34, Concession 3-4 WHS Chinguacousy Township
Part Lot 1 & 2, Concession 3-4WHS Town of Caledon

APPLICATION: Development in the Regulated Area to facilitate ditch works and culvert replacements.

WARD: C 2

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

YY) **APPLICATION #:** 18/118

OWNER: The Corporation of the Town of Caledon

AGENT: Ambashi Engineering & Management Inc.

LOCATION: Shaw's Creek Road
Part Lots 26-31, Concessions 5-6 WHS
Town of Caledon

APPLICATION: Development in the Regulated Area to facilitate ditch works and culvert replacements.

WARD: C 1

ZZ) **APPLICATION #:** 18/205

OWNER:

AGENT:

LOCATION: 182 Inglewood Drive
Part of Lot 5, Range 2 CIR
City of Mississauga

APPLICATION: Development in the Regulated Area for the purpose of constructing a 42' x 30'2" rear deck and stairs.

WARD: M 1

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

AAA) **APPLICATION #:** 18/216

OWNER:

AGENT:

LOCATION: 42 Brookhaven Crescent
Part Lot 1, Concession B
Township of East Garafraxa

APPLICATION: Development in the regulated area to facilitate the construction of an 88' x 45' deck, 43' x 20' pool and 26' x 32' pool storage.

WARD: N/A

BBB) **APPLICATION #:** 18/245

OWNER:

AGENT:

LOCATION: 42 Adamsville Road
Part Lot 6, Concession 4 WHS
City of Brampton

APPLICATION: Development within a Regulated Area to facilitate the construction of a 33'9" x 17' deck and stairs.

WARD: B 5

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

CCC) **APPLICATION #:** 18/246

OWNER:

AGENT:

LOCATION: 793124 3rd Line
Part Lot 3, Concession 3 EHS
Town of Mono

APPLICATION: Development in the Regulated Area for the purpose of constructing a 26' x 18' covered deck.

WARD: N/A

DDD) **APPLICATION #:** 18/225

OWNER:

AGENT:

LOCATION: 2 Church Hill Lane
Part of Lot 15, Concession 9
Town of Erin

APPLICATION: Development in the Regulated Area for the purpose of constructing a 13' 8 ¼" x 16' 3 ½" deck and stairs.

WARD: N/A

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

EEE) **APPLICATION #:** 18/244

OWNER:

AGENT:

LOCATION: 12 Porter Creek Hollow
Part Lot 3, Concession 3 WHS
City of Brampton

APPLICATION: Development in the Regulated Area to facilitate the construction of a 37' x 27' deck and stairs.

WARD: B 4

FFF) **APPLICATION #:** 18/248

OWNER: Credit Valley Conservation Authority

AGENT: Mono Nordic Ski Club

LOCATION: 500 Monora Park Drive
Part Lot 4, Concession 2 WHS
Town of Mono

APPLICATION: Development in the Regulated Area to facilitate the construction of a shed.

WARD: N/A

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS (STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)

GGG) **APPLICATION #:** 18/162

OWNER:

AGENT:

LOCATION: 22 Budak Trail
Part Lot 32, Concession 3 WHS
Town of Caledon

APPLICATION: Development in the Regulated Area to facilitate the construction of a proposed 71.3m^2 cottage, a proposed 13.7m^2 veranda and a proposed 9,000L holding tank.

WARD: C 2

HHH) **APPLICATION #:** 18/210 REVISED

OWNER:

AGENT:

LOCATION: 252 Elbern Markell Drive
Lot 9, Concession 4 WHS
City of Brampton

APPLICATION: Development in the Regulated Area for the purpose of constructing a 16' x 18' deck and stairs.

WARD: B 5

DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATIONS *(STAFF APPROVED, FOR BOARD OF DIRECTORS' ENDORSEMENT)*

III) **APPLICATION #:** 18/250

OWNER:

AGENT:

LOCATION: 138 Ballinafad Road
Part Lot 33, Concession 6 WHS
Town of Caledon

APPLICATION: Development in the Regulated Area to facilitate construction of a new two-storey single family dwelling approximately 245.82m^2 in size, attached garage, covered porch in the front, driveway, well, septic system, and associated site grading and landscaping.

WARD: C 2

JJJ) **APPLICATION #:** 18/219

OWNER:

AGENT:

LOCATION: 1660 Casablanca Drive
Part Lot 12, Concession 4 WHS
City of Mississauga

APPLICATION: Development in the Regulated Area to facilitate the construction of a 14' x 28' pool and pool equipment storage.

WARD: M 11

SCHEDULE 'C'
PAGE -1-
2018-08-24

TO: The Chair and Members
of the Board of Directors,
Credit Valley Conservation

SUBJECT: **LAKEVIEW WATERFRONT CONNECTION CONSERVATION AREA NAMING**

PURPOSE: **To establish the official name of the future conservation area currently referred to as the 'Lakeview Waterfront Connection'**

BACKGROUND:

The Lakeview Waterfront Connection (LWC) is an initiative by CVC, the Region of Peel and Toronto and Region Conservation Authority (TRCA) to restore the eastern Mississauga shoreline by creating a new 26 hectare (64 acre) waterfront conservation area.

On May 11, 2018 the CVC Board of Directors passed resolution #44/18 that stated:

> ***WHEREAS*** *Jim Tovey was a passionate champion for the environment, a CVC board member and a watershed resident who passed away before his work was done; and*
>
> ***WHEREAS*** *the Lakeview Waterfront Connection (LWC) arose from the vision and direction of Jim Tovey and naming the future conservation area is a fitting tribute to Jim Tovey's legacy; therefore*
>
> ***RESOLVED THAT*** *the report entitled "Memorial Naming for the late Jim Tovey" be received and appended to the minutes of this meeting as Schedule 'D'; and*
>
> ***THAT*** *the new conservation area currently known as the Lakeview Waterfront Connection be named in Jim Tovey's honour; and further*
>
> ***THAT*** *the Board of Directors authorize staff to consult with the Tovey family and the community on an appropriate name and memorial design elements at the conservation area.*

ANALYSIS:

Alignment with CVC's Asset Naming Guideline

CVC's Asset Naming Guideline establishes general principles for naming conservation areas or their features (trails, buildings, assets, etc.) and outlines a few important considerations, including ensuring that naming reflects matters such as: geographic location / area, historic / cultural significance, unique features, functional descriptions, and recognition and/or commemoration opportunities. This policy provides a thoughtful framework in which to generate an appropriate name. This guideline is attached as Schedule 'C', Appendix 1.

Consultation

CVC staff led a consultation session on August 10, 2018 seeking naming recommendations from members of the Tovey family, representatives from the Region of Peel, City of Mississauga, TRCA, Mississauga Ward One Office, Lakeview Ratepayers Association, Town of Port Credit Association, Mississauga Cycling Advisory Committee and the LWC Community Liaison Committee.

As outlined in the May report to the board, several key aspects were considered for the naming, including:

- Fittingness to Jim Tovey's personality and vision
- Aspects of the project – connections, habitat and conservation
- Sense of place
- Geographic or feature indicator (waterfront, Lakeview, marshes, point, etc.)
- Concise and reads naturally
- Sets expectations about user experiences
- Includes 'Conservation Area' to ensure consistency with CVC's other properties, CVC's Regulation 102 and alignment with the network of conservation areas across Ontario

Therefore, required core elements of the future name should reflect:

- Jim Tovey's name;
- the geographic location of the land; and
- its identity as a CVC conservation area.

Through this consultation session, one naming option was brought forward to the LWC project team (staff from CVC, the Region of Peel and TRCA) as proffered and supported by the Tovey family, community representatives and partner organizations. Staff from CVC, the Region of Peel and TRCA considered the option within the context of CVC's existing properties, future directions and current/future features in the Lakeview community and along the GTA waterfront. Staff from CVC, the Region of Peel and TRCA recommend that the CVC Board of Directors name the future conservation area "Jim Tovey Lakeview Conservation Area".

A summary of the consultation session and rationale for the final name can be found in the report entitled "Summary of Consultation and Rationale for Memorial LWC Naming", attached as Schedule 'C', Appendix 2.

COMMUNICATIONS PLAN:

The existing communications plan for LWC, and all marketing and communications materials will be amended to reflect the new conservation area name.

Reporters from local media will be invited to the Board of Directors meeting to mark the resolution. Notice of the new name will be issued via news release, the CVC website, LWC project website, LWC and CVC email mailing lists and through CVC's social media accounts. Notice of the new name will also be provided to the LWC Community Liaison Committee.

FINANCIAL IMPLICATIONS:

There is no direct financial impact to CVC. The new name will be integrated into the LWC communication plan and future public realm elements (signage, memorials) etc. Funding for enhanced public realm planning for memorialization and interpretation are part of Phase III discussions with the Region of Peel.

CONCLUSION:

Staff from CVC, the Region of Peel and TRCA recommend naming the future conservation area "Jim Tovey Lakeview Conservation Area".

RECOMMENDED RESOLUTION:

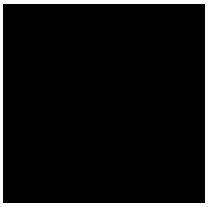
WHEREAS *the Lakeview Waterfront Connection (LWC) arose from the vision and direction of Jim Tovey and naming the future conservation area is a fitting tribute to Jim Tovey's legacy;*

THEREFORE BE IT RESOLVED THAT *the report entitled "Lakeview Waterfront Connection Conservation Area Naming" be received and appended to the minutes of this meeting as Schedule 'C'; and further*

THAT *the new conservation area currently known as the Lakeview Waterfront Connection be named Jim Tovey Lakeview Conservation Area.*

Submitted by:

Jon MacMull
Supervisor, Marketing and Communications



Jesse DeJager
Conservation Lands Planner

Mark Thompson,
Senior Manager, PARCS

Jeff Payne
Director, Corporate Services

Recommended by:

Deborah Martin-Downs
Chief Administrative Officer

Credit Valley Conservation Authority
Asset Naming Guideline

Approved by the CVC Board of Directors, November 18, 2011
Resolution #116/11

Credit Valley Conservation Authority
Asset Naming Guideline

INTRODUCTION

Purpose **1.1** The purpose of this document is to establish CVC guidelines related to the naming of CVC assets.

Scope **1.2** This guideline shall apply to all CVC owned and managed assets including lands, structures, and features.

Background **1.3** Since its formation, CVC has acquired over three hundred (300) parcels of land totalling approximately 2,500 hectares (6,000 acres). Many of these lands contain unique, recognizable features such as scenic lookouts. Some also include various other assets such as buildings and trails.

In the past the CVC Board of Directors has identified specific names for some of the assets associated with its land holdings. Examples include the Ken Whillans Resource Management Area and the Vicki Barron Trail. A formal naming guideline has never been established for these assets.

Implicit in any discussion of naming or dedication of CVC assets is acknowledgement that naming is one of the highest honours that the Authority may bestow, and is one of the greatest tools for recognition that the Board of Directors may choose to exercise. As such, exercising this right is to be well-conceived, judiciously implemented and complementary to the goals and objectives of the Authority. The CVC Board has traditionally used naming and dedication effectively but without establishing guidelines.

OBJECTIVES **1.4** The objectives of this guideline are to:

1. Establish naming guidelines for assets owned or supported by the CVC.

2. Identify the official names of various CVC assets as directed by the Board of Directors.

3. Outline a strategic approach to establish official names and sale of naming rights that will:

    - enhance the profile and management of CVC's Conservation Area system;

    - assist conservation area visitors and watershed communities to identify and appropriately use CVC's assets;

    - create a sense of place and establish the uniqueness of each conservation area within the system;

    - recognize the significant contributions of people and organizations in establishing and managing CVC assets;

Credit Valley Conservation Authority
Asset Naming Guideline

- leverage support for sustainable funding towards protection, appreciation and enjoyment of assets for present and future generations.

References 1.5

- Property and Facility Naming and Dedication, City of Mississauga, 2006-06-21
- Naming Rights (A-GEN-001-003) – The Corporation of the Town of Oakville
- Report PR 44/07 - Proposed Sponsorship Alliance Option for Municipal Capital Assets. City of Burlington,
- Policy 04.3.11 - NAMING CITY PARKS, OPEN SPACES, COMMUNITY FACILITIES AND OTHER MUNICIPAL BUILDINGS AND PROPERTIES. City of Vaughan.
- POLICY FOR NAMING AND RENAMING TOWN PARKS, OPEN SPACELANDS AND RECREATION FACILITIES. City of Richmond Hill.
- P4-301-001 – Naming of Parks, Natural Areas and Facilities. City of Oshawa
- Naming of City of Burlington Corporate Assets., City of Burlington.
- Donations and Sponsorships. City of Burlington

Credit Valley Conservation Authority
Asset Naming Guideline

DEFINITIONS

"Board of Directors"	Means the duly appointed members of the Board of Directors for the Credit Valley Conservation Authority
"CCA"	Means the *Conservations Authorities Act, R.S.O. 1990, c. C.27*, as amended
"CCA Reg 102"	Means *Conservation Authorities Act – R.R.O. 1990, Reg. 102*, as amended
"CVC"	Means the Credit Valley Conservation Authority
"Dedication"	Means an honour reserved for those individuals or groups whose actions or achievements are deemed to be significant by the Board of Directors
"Name"	Means the official name of an asset as approved by the Board of Directors
"Partner Group"	Means any individual or group that has / wishes to establish a mutually agreed upon working relationship to the benefit of both parties and has been recognized as such through signing a formal partnership agreement

Credit Valley Conservation Authority
Asset Naming Guideline

GUIDELINES

Image of CVC Paramount **1.0** **The image of the CVC will be considered paramount in all naming and dedications**

Naming or dedication of any asset must first and foremost be consistent with CVC's goals and objectives and must not detract from its image. Names that associate CVC with activities, people and corporations that are detrimental to CVC's public image as a trusted conservation organization will not be considered.

Naming and Dedication Rights Vested with CVC Board **2.0** **The CVC Board of Directors retains all rights and its decision is final in naming any CVC assets**

The CVC Board of Directors retains the right, at all times, to name or dedicate any and all of the assets on its lands. The Board of Directors may consider external proposals to name one or more of these assets at its sole discretion.

Assets that May be Named or Dedicated **3.0** **The Board of Directors may identify official names for various assets**

The CVC Board of Directors may provide official names for a variety of assets including:

- Conservation Areas
- Unique / Special Features
- Building and Structures
- Trails
- Any other identifiable asset of CVC

Naming Conventions **4.0** **Naming of assets can reflect the geographic location; historic / cultural significance; unique features; individuals / groups of significance or be for descriptive purposes.**

Approved by the CVC Board of Directors, November 18, 2011
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Credit Valley Conservation Authority
Asset Naming Guideline

The Board of Directors can establish names for its assets that reflect either the:

- geographic location / area (e.g. Terra Cotta Conservation Area, Upper Credit Conservation Area)
- historic / cultural significance (e.g. Adamson Estate Conservation Area)
- unique feature (e.g. Rattray Marsh)
- functional description (e.g. Watershed Learning Centre)
- recognition and/or commemoration

Names should be avoided which may limit any future Naming Agreement opportunities.

Under special circumstances the Board of Directors may chose to (re)name or (re)dedicate an asset after an individual or group who are of particular significance to the CVC. Suggested (re)naming or (re)dedication may be accepted from, but not limited to:

- members of the Board of Directors
- municipal partners
- provincial ministries, boards, and agencies
- special interest groups
- CVC staff
- general public
- company, business, etc…

CVC may consider (re)naming or (re)dedicating assets based on applications made by private individuals or groups as outlined elsewhere in this guideline.

Naming in honour of a CVC administrative official, staff or elected or appointed public official shall normally occur only after the CVC employment or public service has concluded.

Naming Principles **5.0** **CVC will endeavour to use names for assets that will not be confusing**

The CVC will select names that are not similar to the names of other assets used by CVC and its partners. This will help to avoid confusion when reference is made to these assets.

Existing Names Established by Partner Groups **6.0** **CVC will endeavour to use the names of assets located on CVC-owned lands which are already established by partner groups**

CVC will endeavour to use the names established by other groups for assets developed by partner groups for example, the Trimble Trail located in the Belfountain Conservation Area. This is a well-established side trail for the Bruce Trail and this name appears on the Bruce Trail Guidebook maps and text.

If these groups discontinue their management of these assets the CVC reserves the right to rename them.

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Asset Naming Guideline

New Assets and Events Created by Partner Groups

7.0 CVC reserves the right to approve the names used for any new assets or event that may be established by partner groups

If a partner group wishes to name a new asset or event on CVC lands, CVC reserves the right to approve the name of the new asset or event. For example, if a group wishes to name a new hiking trail on CVC lands the partner group may submit one or more suggested names to CVC for consideration. However the Board of Directors reserves the right to determine the official name of the asset or event.

Control of asset/event branding

8.0 CVC reserves the right to approve all media related to specific assets or events on CVC lands

CVC reserves the right to approve all media releases, signage, kiosks, web sites, brochures, pamphlets, and advertising that are directly related to a specific asset or event located on its properties. For example, CVC must approve of any news release for an official opening of a new asset that has been created by / with the help of a partner group. This will help to ensure consistency in the branding and image of the asset and CVC in general.

Name Changes

9.0 CVC will resist renaming assets once an official name has been established by the Board of Directors

The CVC will resist changing the official names of assets for a number of reasons including:

- It may create confusion between staff and the general public especially in emergency response situations
- There are numerous secondary costs associated with renaming an asset such as the need to update signage, kiosks, information panels, web sites, brochures, maps, databases, and media releases.

Naming of Conservation Areas

10.0 All conservation areas names will be followed by the words 'Conservation Area'

To ensure uniformity in the naming of areas owned by CVC, the term 'Conservation Area' will make up the last portion of the name. The one exception to this is the Ken Whillans Resource Management Area. Under the Conservation Authorities Act and its Regulations, all property owned by an Authority is technically called a 'Conservation Area'.

Where a Conservation Area is made up of only one parcel of land, CVC will endeavour to establish a Conservation Area name for this parcel which is different from the name of the parcel (previous land owner).

Credit Valley Conservation Authority
Asset Naming Guideline

Naming of Parcels

11.0 Individual parcels of land acquired by CVC will be referred to as 'Tracts'

CVC uses the term 'Conservation Area' to refer to one or more parcels of land for management purposes. Clusters of parcels may be physically non-contiguous but form a unified management unit, most commonly based on geographic location and similar environmental features.

As a general rule, each of these parcels shall be unofficially referred to as a 'tract' of land associated with the name of the landowner from which CVC acquired the parcel of land. This allows CVC to recognize the landowners' assistance to CVC in meeting its conservation objectives. Exceptions to this are where the funding for the property was provided by individuals, groups, businesses, other Foundations, etc… as per section 13 and the CVC Board of Directors has authorized another name.

In instances where lands have been acquired from other boards, agencies or other government bodies, CVC will establish a name which follows the naming conventions set out elsewhere in this guideline.

Naming rights or dedication naming for Conservation Areas will not disappear or be subsumed by subsequent parcel acquisition, and said naming right will continue to apply as per this guideline document.

Official Versus Operational Names

12.0 CVC staff may identify unofficial operational names for its assets

CVC, in the course of its normal responsibilities and activities, may establish names for various assets for operational purposes. These names will be considered valid until such time that the Board of Directors elects to officially adopt these names or decides to (re)name or (re)dedicate an asset under this guideline document.

Naming Agreements with External Individuals or Groups

13.0 Private individual(s), group(s), and/or corporation(s) may submit requests to purchase naming rights for various CVC assets

CVC may enter into Naming Agreements with external individuals, groups, or businesses to (re)name assets. The suggested term and costs for doing so are outlined in Attachment A to this guideline. The Board, at its discretion, can accept lesser amounts than outlined in Attachment A attached to this document.

The decision to approve any name changes rests solely with the CVC Board of Directors.

Credit Valley Conservation Authority
Asset Naming Guideline

Naming Agreements Conducive to Mandate

14.0 The CVC Board of Directors may reject a Naming Agreement request if the image or history of the party making the application is not consistent with CVC's mandate, principles, goals, and/or objectives or proves detrimental to the Authority's public image

CVC will undertake all necessary investigations to ensure that the party making a request for a Naming Agreement reflects the mandate, principles, goals and objectives of the CVC. The Authority may also reject such application if there is a chance that there would be a (perceived) conflict of interest at any time in the future.

Naming Agreements May be Voided

15.0 Naming Agreements May be Voided by CVC

In the event that, in the opinion of the CVC Board of Directors, an individual, group, or corporation with which it has entered into a Naming Agreement fails to maintain its image in a manner which reflects CVCs corporate goals and objectives, the CVC Board of Directors may, at its discretion:

1. Cancel the agreement with thirty (30) days written notice

2. Enter into new naming agreements with other groups or individuals for the same asset without any compensation to the original or subsequent individual / group

Other parties identified in the Naming Agreements may not void or cancel the agreement.

Use of Naming Agreement Revenues

16.0 CVC can use the revenues generated through Naming Agreements for a specific purposes of developing and maintaining the Asset which has been named or for other CVC purposes as agreed between CVC and the donor

The revenues can be used to:

- help offset the initial capital costs associated with the acquisition or development of the asset or event
- improve or expand the asset or event
- support the acquisition or development of similar assets or events

In some circumstances, at the request of the donor and the discretion of the Board, naming of an asset or event can occur with the funds being provided to CVC for other CVC programs, projects or purposes (as agreed on by the donor and CVC) not associated with the asset being named.

Naming of Partial Assets

17.0 Naming opportunities are available for parts of assets and events

The CVC may decide that it is not willing to enter into a Naming Agreement for an entire asset (e.g. CVC Administrative Building) however it may be willing to consider parts of an asset. For instance, CVC may be willing to

Credit Valley Conservation Authority
Asset Naming Guideline

consider naming a specific room, space or feature within a structure (e.g. Board Room). The value of the partial asset will be prorated based on the overall value of the asset.

Receipt of Naming Agreement Funds for Land Securement and Maintenance

18.0 **Funds received as part of Naming Agreements for purposes of land securement and maintenance are to be made directly to the Credit Valley Conservation Authority**

Donations specifically identified for land securement and regular care and maintenance of any CVC-owned lands (e.g. forest management) are to be made directly to the Credit Valley Conservation Authority.

Receipt of Naming Agreement Funds for Land Improvements, Structures, Infrastructure

19.0 **Funds received as part of Naming Agreements for purposes of land improvements, structures, and infrastructure, are normally to be made through the Credit Valley Conservation Foundation**

Donations towards acquisition, development, structures (e.g. buildings, picnic shelters), or infrastructure (e.g. utilities, services) and/or for development and support of events are normally made through the Credit Valley Conservation Foundation.

Transfer of Funds for Naming Opportunities from CVCF to CVC

20.0 **Funds received through CVCF as part of a Naming Agreement are to be transferred to CVC immediately upon receipt by CVCF**

Any funds accepted by the CVCF as part of a Naming Agreement are to be transferred immediately to CVC to ensure adequate financial resources are available for implementation of the Naming Agreement.

CVCF to Waive Administration Fee

21.0 **No administrative fees will be charged by CVCF for handling funds related to naming rights of CVC assets**

To ensure all of the Naming Agreement funds are used for the intended purposes, no administration fee or deduction will be charged by CVCF for funds that are directed through the CVCF to CVC as part of a Naming Agreement.

Guideline Review

22.0 **This guideline document shall be reviewed and updated approximately every five (5) years or sooner**

Credit Valley Conservation Authority
Asset Naming Guideline

Feature Item	Period (Years)	Naming Cost
Conservation Areas		
Core 10 Properties	50	50% of cost of acquisition or current appraised value, whichever is greater
Existing Non-Core 10 Properties	25	25% of cost of acquisition or current appraised value, whichever is greater
New Conservation Area	100	100% of cost of acquisition including all soft costs
New Tract of an Existing Conservation Area	50	50% of cost of acquisition including all soft costs
Structures / Buildings		
Existing Major Structures (Visitor Welcome Centre, Watershed Learning Centre, Administrative Offices)	25	50% of cost of construction / replacement plus any soft costs (e.g. permits, taxes, landscape design, architecture, engineering, etc.)
Existing Minor Structures (Picnic Pavilions, Beaches)	10	50% of cost of construction / replacement plus any soft costs (e.g. permits, taxes, landscape design, architecture, engineering, etc.)
New Major and Minor Structures	50	100% of cost of construction including any applicable permits, taxes, landscape design, architecture, engineering, etc.
Trails		
Any existing trails not covered under agreements with partnership groups (Bruce Trail Conservancy)	10	50% of cost of construction
Any new trails not covered under agreements with partnership groups (Bruce Trail Conservancy)	10	100% of cost of construction
Features		
Any other identifiable feature on CVC lands	50	$100,000

Note: CVC is pleased to accept endowments for the management of assets.

Approved by the CVC Board of Directors, November 18, 2011
Resolution #116/11

Credit Valley Conservation
inspired by nature

Summary of Consultation and Rationale for Memorial LWC Naming

August 10, 2018 | 1-3 p.m. | Mississauga City Hall | Councillors' Board Room

Participants:

Family
Lee Tovey, Jeanette Geiger, Robert MacAskill

Mississauga Ward 1 Office
Councillor David Cook, Lynn Judge

Mississauga Mayor's Office
Shafeah Yasseen

City of Mississauga
Paul Mitcham, Sharon Chapman

Credit Valley Conservation
Deborah Martin-Downs, Jesse DeJager, Jon MacMull, Jamie Williams

Lakeview Ratepayers Association
Rea Lingo

Region of Peel
Andrew Farr, Janice Hatton

Toronto and Region Conservation Authority
Ken Dion

University of Toronto
John Danahy

Town of Port Credit Association
Mary Simpson

Regrets:

City of Mississauga
Jodi Robillos, Robert Trewartha

Credit Valley Conservation
Kate Hayes, Jeff Payne

Mississauga Cycling Advisory Committee
Dorothy Tomiuk

Meeting Summary:

1. Introduction (Jon MacMull – CVC)

- CVC is seeking agreement around a name from key representatives
- The proposed name will be reviewed by CVC staff and the LWC project team
- The proposed name will be presented to the CVC Board of Directors for formal adoption on August 24, 2018

2. Round table introductions (all)

3. Brief LWC project update (Jon MacMull – CVC, Ken Dion – TRCA)

- Two years into construction and on schedule
- Receiving recycled concrete from the former Lakeview Generating Station
- Receiving more fill from the Region of Peel's Clarkson project
- Have closed off a new confinement berm and are in the process of creating two new confinement berms to accept clean fill material
- Roughly 25% of the landform has been created so far.

4. Resolution to name the new conservation area (Jon MacMull – CVC)

- On May 11, 2018 the CVC Board of Directors carried resolution #44/18 (moved by David Cook and seconded by Don MacIver) that stated:
    - WHEREAS Jim Tovey was a passionate champion for the environment, a CVC board member and a watershed resident who passed away before his work was done; and
    - WHEREAS the Lakeview Waterfront Connection (LWC) arose from the vision and direction of Jim Tovey and naming the future conservation area is a fitting tribute to Jim Tovey's legacy; therefore
    - RESOLVED THAT the report entitled "Memorial Naming for the late Jim Tovey" be received and appended to the minutes of this meeting as Schedule 'D'; and
    - THAT the new conservation area currently known as the Lakeview Waterfront Connection be named in Jim Tovey's honour; and further
    - THAT the Board of Directors authorize staff to consult with the Tovey family and the community on an appropriate name and memorial design elements at the conservation area.

5. CVC's naming guidelines (Jesse DeJager – CVC)

- Established by CVC Board in 2011… *Guidelines Only*
- Conservation Area Naming designed to:
  - enhance the profile of the area
  - create sense of place and uniqueness (interesting)
  - recognize outstanding contributions
  - be clear, and connected to the features of the land or community *(visitor expectations)*
- All CA lands are known as "Conservation Areas" (Reg. 102)
- Names need to reflect either:
  - geographic location / area (e.g. Terra Cotta Conservation Area)
  - historic / cultural significance (e.g. Adamson Estate)
  - unique feature (e.g. Rattray Marsh)
  - functional description
  - recognition and/or commemoration
- CVC Board endorsed a staff report that recommended a name that included:
  - Jim's name
  - A geographic indicator
  - "Conservation Area"

6. Group discussion (all)

- Suggested names from attendees:
  - Jim Tovey Conservation Area
  - Jim Tovey Community Conservation Area
  - Jim Tovey Lakeview Conservation Area
- Jim's focus was the Lakeview community and the view of the lake
- Since we would be losing Lakeview Park on OPG lands, it would be a good way to reuse the name "Lakeview"
- Lakeview captures the community, creates user expectations about the "lake" and the "view"
- Incorporating Lakeview and conservation would be most important to Jim
- There is a community expectation that Jim be represented
- He was most interested in ecological preservation and ecosystem
- Another idea put forward was to name a feature after Jim (i.e. Tovey Point)
- Inside the conservation area it would be nice to have landmark features) ex: photos posted on metal for outdoor use). These would tell Jim's story and vision for the conservation area development.
- All attendees felt the conservation area should include Jim's full name and not a shortened version

- This land is the only spot in the area that has a full lake view
- Other questions and thoughts out of the meeting:
    - How do we best design the site so it reflects Jim's vision (artwork, plaques, trial connections, onsite pieces etc).
    - Jim liked the idea of an outdoor theatre for concerts and education opportunities.
    - Jim loved canoes so it would be good to incorporate into the park
- Phase 3 of the Lakeview Waterfront Connection Project
    - suggestion to create a lookout point in the shape of a canoe to memorialize Jim Tovey
- Final overall vote:
        - 17 in favour of **Jim Tovey Lakeview Conservation Area**
        - 1 preferred Jim Tovey Conservation Area but was happy to support Jim Tovey Lakeview Conservation Area

Wrap-up (Jon MacMull – CVC)

- The name 'Jim Tovey Lakeview Conservation Area' will be brought forward to the CVC board of directors on August 24
- The existing communications plan for LWC, and all marketing and communications materials will be amended to reflect the new conservation area name
- Reporters from local media will be invited to the Board of Directors meeting to mark the resolution
- Notice of the new name will be issued via news release, the CVC website, LWC project website, LWC and CVC email mailing lists and through CVC's social media accounts
- Notice of the new name will also be provided to the LWC Community Liaison Committee
- All in attendance today will be invited to the Board meeting on August 24

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TO: The Chair and Members
of the Board of Directors,
Credit Valley Conservation

SUBJECT: **BELFOUNTAIN CONSERVATION AREA MANAGEMENT PLAN**

PURPOSE: **To request approval by the Board of Directors of CVC for the Belfountain Conservation Area Management Plan**

BACKGROUND:

The Belfountain Conservation Area (BCA) is one of Credit Valley Conservation's (CVC) most popular day trip destinations. Over the past century this area has been enjoyed by literally hundreds of thousands of visitors.

Situated on the Niagara Escarpment, in the Town of Caledon, BCA is comprised of three (3) unique properties (Figure 1):

1. Belfountain Conservation Area proper
2. Cox Property
3. Willoughby Property (owned by the Ontario Heritage Trust, managed by Credit Valley Conservation)

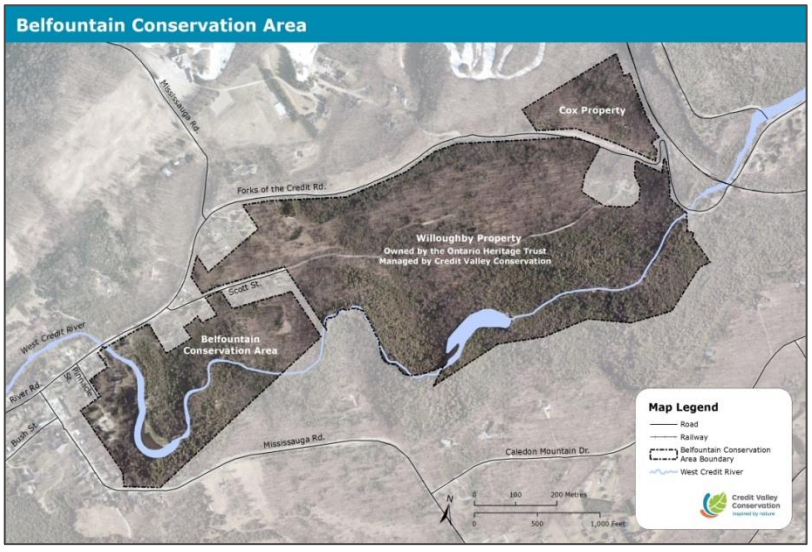

Figure 1: Three Properties Comprising Belfountain Conservation Area

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Spanning 56 hectares (138 acres), BCA is renowned for its significant natural and cultural features. The steep slopes of the West Credit River valley, rare species, winding trail system, and the rich history and remnants of a century-old park, create a unique visitor experience and validate the importance of BCA in CVC's conservation areas system as well as the broader landscape.

BCA proper is one of the oldest parks on the Escarpment, first opened to the public by the site's original owner, C.W. Mack, in 1914. C.W. Mack built his summer home in what is now BCA proper, embellishing it with interesting features such as the 'bell' fountain, 'Yellowstone' cave, dam and swing bridge. Made entirely of local material, many of these structures are still standing, making BCA proper one of the most interesting built landscapes in Credit River Watershed.

CVC prepares management plans to help guide and direct the development, management and operation of its conservation areas. Support for the creation of conservation area management plans is derived from Goal Five, Direction 6 of CVC's Strategic Plan 2015-2019:

> *"Develop a Conservation Areas Master Strategy with our partners that identifies the activities and investments needed to create self-sustaining, unique and high-quality recreational, cultural and educational experiences that meet the needs of the community."*

Goal 3, Direction 3 of the strategic plan provides even clearer direction on the preparation of management plans:

> *"Manage new and existing conservation lands through comprehensive management plans."*

CVC's Conservation Areas Master Strategy (CAMS) was approved by the CVC Board of Directors at its meeting in July 2018 (Resolution #65/18). This document confirmed the need for, and established the relationship between, the strategic plan, the Conservation Areas Master Strategy and Conservation Area Management Plans. This relationship is represented in the long-term planning process within the CAMS Strategy Stream shown in Figure 2, below:

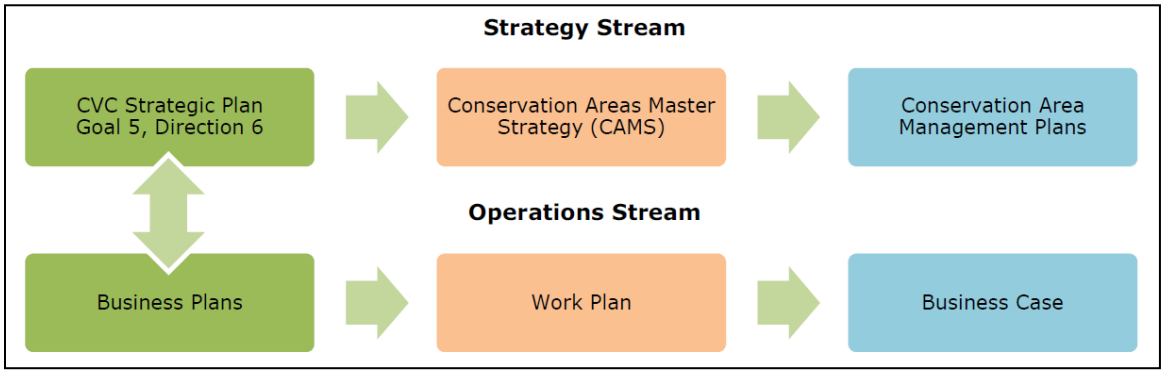

Figure 2: Hierarchy within Strategic and Operational Work Planning Streams

Furthermore, BCA proper and the Willoughby Property are also components of the Niagara Escarpment Commission's (NEC) Niagara Parks and Open Space System (NEPOSS), and as such a management plan is required under Part 3 of the Niagara Escarpment Plan (2017).

The Belfountain Conservation Area is currently guided by a management plan first approved in 1978 and amended in 1984. Much has changed in the intervening 34 years.

Management plans set the vision for a property and guide the development and management of its natural, social and cultural resources. As with any ecologically sensitive area that also functions as a treasured visitor destination, balancing visitor use and enjoyment with the protection of natural features is a primary goal. Planning for BCA has the added complexity and responsibility of also conserving and celebrating the site's history and cultural heritage as well as ensuring that the proposed projects and policies support the operation of the site while considering the context of the Belfountain Hamlet. The challenges currently facing the BCA are many and include:

- aging and insufficient infrastructure
- an undefined visitor experience
- environmental degradation
- site security
- heritage preservation
- poorly accommodated regional visitation
- traffic congestion and parking within the hamlet

These challenges, coupled with an assessment that identified structural and safety issues with the Belfountain Dam, provided the impetus for undertaking a management plan.

Given the number of complex, inter-related and sensitive issues that need to be addressed at Belfountain Conservation Area, staff sought approval to start work on a new management plan. The CVC Board of Directors approved a report seeking permission to commence work on the Belfountain Conservation Area Master Plan in February, 2014 (Resolution #23/14).

ANALYSIS:

Credit Valley Conservation (CVC) has completed a new management plan for Belfountain Conservation Area (BCA). The Belfountain Conservation Area Management Plan (plan) sets the 25 year vision for the conservation area. The planning process undertaken for BCA was comprehensive; not only was a detailed management plan developed, but a Conservation Ontario Class Environmental Assessment for Remedial Flood and Erosion Control Projects (Class EA), that focused specifically on the Belfountain Dam and Headpond, was nested into the planning framework. The Class EA was separately approved by the then Ministry of Environment and Climate Change (MOECC now Ministry of Environment, Conservation and Parks MECP) in February of 2017. Figure 3 illustrates the two planning processes undertaken for BCA.

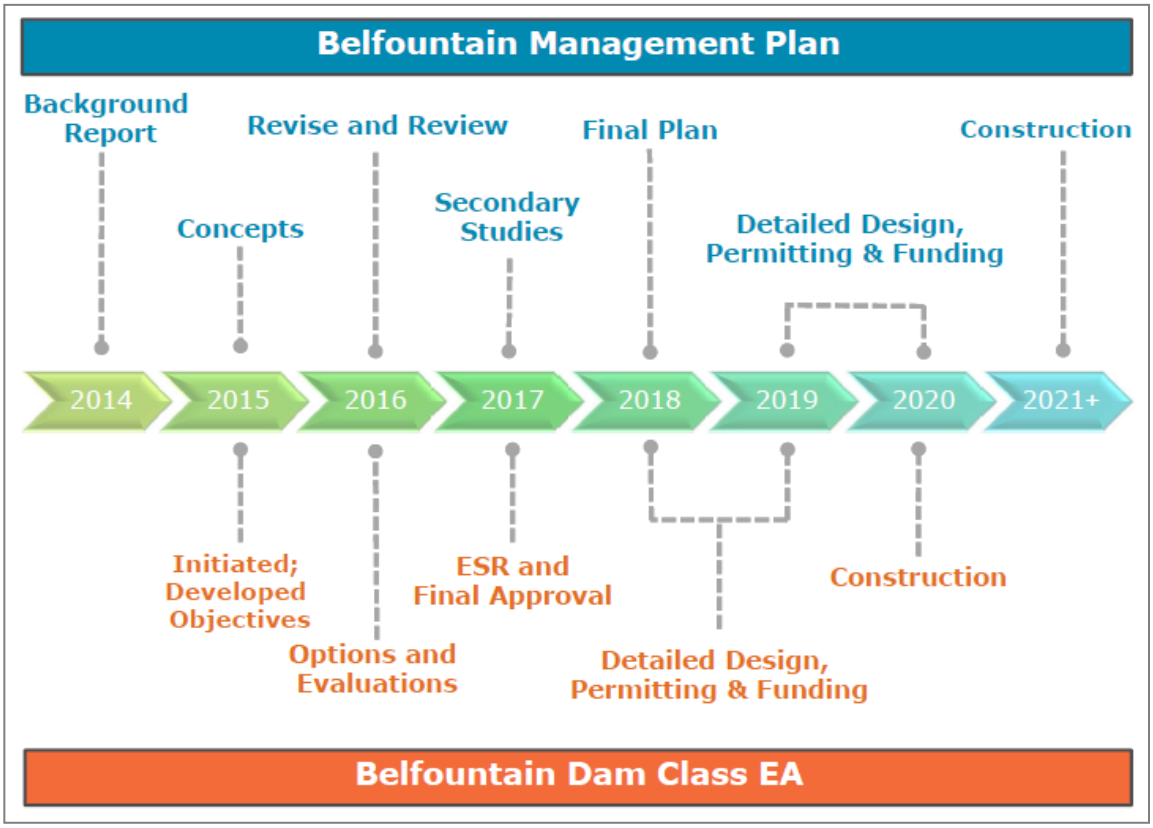

Figure 3: Parallel Planning Processes for Belfountain Conservation Area

Work on the plan began in 2014 and incorporated a comprehensive consultation process. It included three main phases of work:

1) Phase I – *Background Report (2014):* a compilation of baseline investigations and relevant site information. All aspects of BCA were taken into account, including the natural heritage, cultural heritage, infrastructure, existing resources, programming, policies, planning initiatives, and the role of visitors and the local community. The background report constitutes a summary of the information used to inform decision making.

2) Phase II – *Strategic Directions Reports I, II and III (2015, 2016, 2018):* involves the development and refinement of ideas and projects through consultation with the public, stakeholders and various agency partners. The series of strategic directions reports synthesizes the input received through consultation and documents how decisions were made. Phase II provides the justification and rationale for the selection and prioritization of management recommendations.

3) Phase III – *Management Plan (2018):* incorporates the results of Phase I and II and presents the final vision for BCA. Phase III culminates with the approval of the plan by the CVC Board of Directors, the Niagara Escarpment Commission and the Ministry of Natural Resources and Forestry.

The management planning process for BCA incorporated extensive consultation, thus providing the public, CVC and its partners with a high level of confidence that the development and directions identified are appropriate for the site. Over 1,000 comments were received during the management planning and Class EA processes. The comments received through consultation have shaped the directions outlined in the plan.

Major themes that emerged during consultation are outlined below:

- Traffic congestion and parking within the Hamlet of Belfountain caused by tourists
- Crowding and visitor capacity within Belfountain Conservation Area
- Security issues, including vandalism and after-hours activities, within the park
- Insufficient infrastructure (washrooms, parking) and aging facilities
- The importance of conserving and interpreting the site's cultural resources
- The importance of protecting, restoring and interpreting the site's significant environmental features
- The importance of incorporating sustainable technologies and low impact development into new infrastructure design
- Requirement for certainty that any new facilities would not impact the local water table
- Assurance that public and private events would not have negative impacts to the visitor experience or neighbours
- Nurturing and enhancing the relationship with the local community and providing opportunities for engagement and collaboration

The plan completely re-envisions BCA in a way that is meaningful for the community, local businesses, tourism and regional partners while also inspiring visitors to celebrate and engage in the park. The theme of balance underlies every decision point made in the planning process from utilizing heritage inspiration in landscape design and architecture to incorporating habitat into built features and integrating elements that are sympathetic to the area's significance and contextual landscape. An Executive Summary of the plan is appended as Schedule "D", Appendix 1. Elements of the Plan are summarized in this report. Figure 4, below, identifies the five (5) key components of the plan for the developed portion of BCA.

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Map

Legend

1. Entrance and Parking
2. Visitor Centre and Hillside Garden
3. Riverwalk and Wayfinding Hub
4. Heritage Gardens
5. Pond Loop

Figure 4: Concept Plan for Belfountain Conservation Area Proper

Management directions are detailed in the plan and outlined in the Executive Summary (Schedule "D", Appendix 1). Highlights include:

- A state-of-the-art visitor centre that provides visitor amenities, indoor space for programming and events, as well as operational space
- An updated entrance, gatehouse and automated payment system to create an efficient and welcoming entry and encourage visitor and vehicular flow
- A modified dam and the formation of a naturalized channel that will benefit the coldwater fishery by reducing thermal impacts and facilitate sediment movement
- The creation of the heritage gardens, a serene park-like experience that showcases Mack Park features, including the fountain capped with a bell, dam and 'Yellowstone' cave
- An revamped trail network that provides a variety of experiences for people of all ages and abilities
- An innovative, inclusive programming framework that identifies a variety of programs and events suitable for people of varied ages, interests, and abilities

Figure 5 illustrates the area where the two main phases of work have been scoped:

- Phase I focuses on the components identified in the Class EA, including the works associated with the dam, river channelization and park improvements associated with this area; detailed design of these elements is currently underway
- Phase II includes the remainder of the public realm elements, such as the visitor centre, parking lot, gatehouse, trail work and landscaping.

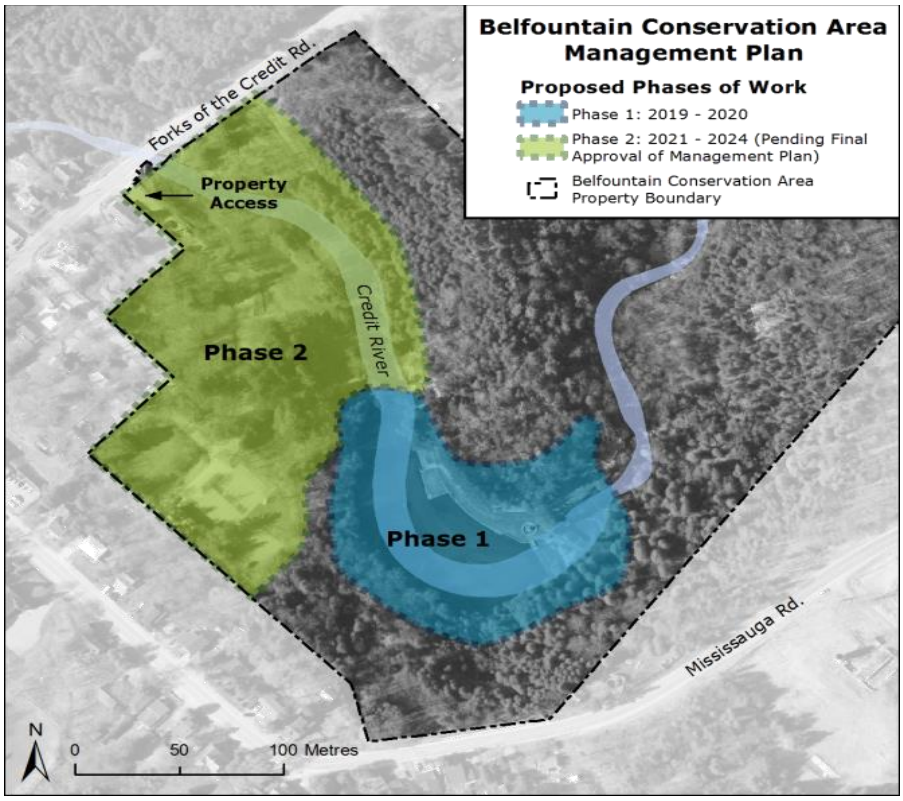

Figure 5: Phases of Work

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Table 1, below, contains the key components in each of the phases.

Table 1: Key Components in Each Implementation Phase

Phase	Conceptual Images	Components
Phase I	Dam and wing walls New landform 	• Dam and wing walls • New landform (new floodplain) • Natural channel (new river channel) • Lily pond, bridge, feature wall, boardwalk (viewing, seating) • Cultural heritage restoration • Restoration, landscaping, site furnishings
Phase II	Visitor centre Entrance and gatehouse 	• Visitor centre • Entrance and gatehouse • Pumphouse washroom • Parking and forecourt (wayfinding hub) • Hillside garden and accessible trail • Day use area (Riverwalk) • Signage

The plan reflects and synthesizes the results of consultation with the public, stakeholders, consultants and technical experts. This process has allowed for a detailed understanding of BCA's natural, cultural and social features, public and agency consultation, and creative conceptualizing of what BCA could and should be. The projects and policies outlined in the plan are highly interrelated and mutually supportive; the success of the plan depends on the implementation of the full suite of directions to meet the intended outcomes.

The plan can be accessed here: www.cvc.ca/bmp. Aditional reports and supplemental information are available on CVC's website (www.cvc.ca/bmp). Minor edits and changes may still be made to the text of the document as per comments from the NEC and MNRF.

COMMUNICATIONS PLAN:

Communication and consultation with the public, stakeholders and agency partners was an essential element of the management planning process and was instrumental in developing the plan. Once published, the plan will be circulated to CVC's agency partners and posted on CVC's website.

Plan implementation will require additional consultation with the local community and the development of a separate communication plan.

CVC staff will also offer to make a presentation of the plan to Caledon Council after the 2018 municipal elections.

A few local stakeholders and community members have identified interest in the detailed design and programming development processes for the visitor centre. Scoped consultation with interested parties, as well as agency partners, will be undertaken specifically for the visitor centre.

FINANCIAL IMPLICATIONS:

In order to implement both phases, park closure is anticipated which has an impact on revenue as well as overhead to run the park. Given that the park is not 100% cost recovered, we anticipate some limited cost savings during the construction years.

Costs associated with the implementation of major infrastructure and landscaping projects identified in the plan is estimated at $7,570,000[1], with the vast majority of construction anticipated between 2020 and 2024. Construction will not be continuous but rather staged into logical components based on resources and impact to visitors. These estimates are detailed in Table 2, below:

[1] The estimated cost has been formulated at a general 'Class C' level of costing which is prepared at the end of the design concept stage and based on updated user requirements, general description of the end built works, preliminary site information and existing conditions.

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Table 2: Major Components in the Plan

Phase	Components	Cost
Phase I	Dam and wing walls	$500,000
2019-2020	New landform	$550,000
	Natural channel	$450,000
	Lily pond, bridge, wall feature, boardwalk	$750,000
	Cultural heritage restoration	$110,000
	Restoration, landscaping, site furnishing	$190,000
	Total	**$2,550,000**
Phase II	Visitor centre	$2,750,000
2021-2024	Entrance and gatehouse	$640,000
	Pumphouse washroom	$40,000
	Parking and forecourt	$520,000
	Hillside garden and accessible trail	$760,000
	Day use area	$190,000
	Signage	$120,000
	Total	**$5,020,000**
	Grand Total	**$7,570,000**

Funding to implement the plan will be pursued through various opportunities including, but not limited to:

- Grants from federal and provincial levels of government for capital works, social / cultural heritage preservation
- Incorporating allocations to CVC annual and multi-year capital and operational budgets
- Making special requests for one-time funding from CVC's partner municipalities
- Working closely with the CVC Foundation to develop a fundraising strategy specific to the projects detailed in the Plan

CONCLUSION:

The development of the Belfountain Conservation Area Management Plan has been a lengthy and comprehensive process that has included significant public, stakeholder and agency consultation. The plan represents a generational investment for BCA. With a 25 year horizon, every element of the plan has been carefully considered to ensure CVC's vision for the property is relevant, achievable and strikes an appropriate balance between objectives by acknowledging the needs of the visiting public, community neighbours and CVC operations. In this regard, staff have a high degree of confidence in the plan and its ability to balance recreation and visitor use while protecting BCA's natural and cultural resources.

CVC staff are seeking Board approval of the Belfountain Conservation Area Management Plan so that projects can be integrated into capital asset development plans, staff work plans and detailed design for Phase II projects can commence.

RECOMMENDED RESOLUTION:

WHEREAS *Goal Three of CVC's Strategic Plan (2015) states that new and existing conservation lands will be managed through comprehensive management plans;*

WHEREAS *The framework for the Conservation Areas Master Strategy (2018) identifies the need for conservation area management plans;*

WHEREAS *Part 3 of the Niagara Escarpment Plan (2017) states that properties in the Niagara Parks and Open Space System, require a master/management plan*

THEREFORE BE IT RESOLVED THAT *the report entitled "Belfountain Conservation Area Management Plan" be received and appended to the munutes of this meeting as Schedule 'D'; and*

THAT *the CVC Board of Directors approve the Belfountain Conservation Area Management Plan; and*

THAT *CVC staff incorporates the implementation of the Belfountain Conservation Area Management Plan into work plans; and further*

THAT *staff be directed to pursue various fundraising opportunities to enable implementation of the Belfountain Conservation Area Management Plan.*

Submitted by:

Laura Rundle,
Conservation Lands Planner

Eric Baldin,
Manager, Land Planning and Management

Mark Thompson,
Senior Manager, PARCS Division

Jeff Payne,
Director of Corporate Services

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Recommended by:

_____
Deborah Martin-Downs
Chief Administrative Officer

Belfountain Conservation Area Management Plan
Executive Summary

The projects and policies set out in the Belfountain Conservation Area Management Plan fulfills Credit Valley Conservation's (CVC) vision for the conservation area, while supporting the broader goals and objectives of CVC, and our local, regional and provincial partners. Belfountain Conservation Area (BCA) plays a vital role in supporting the realization of CVC's vision of *a thriving environment that protects, connects, and sustains us*:

Protect: the significant natural and cultural features that make Belfountain Conservation Area a unique and special place

Connect: people to the landscape by providing diverse opportunities to explore, appreciate and learn

Sustain: through wise management and investment, acknowledging that the health of our natural spaces is intrinsically linked to our own well-being

BACKGROUND

Situated on the Niagara Escarpment, in the Town of Caledon, BCA encompasses 56 hectares (138 acres). Composed of BCA proper, the Cox Property and the Willoughby Property (owned by the Ontario Heritage Trust, managed by CVC), BCA is renowned for its significant natural and cultural features (Figure 1). The steep slopes of the West Credit River valley, rare species, winding trail system and the rich history and remnants of a century-old park, validate the importance of the property in CVC's conservation areas system as well as the broader landscape. For generations, visitors have come to experience the joy of the park's follies, while immersing themselves in the spectacular scenery and serenity of the Escarpment landscape.

Nestled in the Hamlet of Belfountain, BCA is in close proximity to the major urban centres of Brampton and Mississauga, making it an accessible option for day-trippers. BCA was first opened to the public in 1914 by Toronto businessman, C.W. Mack, who constructed his summer residence and several ornamental features, such as the Belfountain dam, a fountain with a crowning bell, a system of trails, and cottages to house visitors on the site. Purchased by CVC in 1959, BCA proper has remained open to the public, making it one of the oldest public parks in the Niagara Escarpment Parks and Open Space System (NEPOSS).

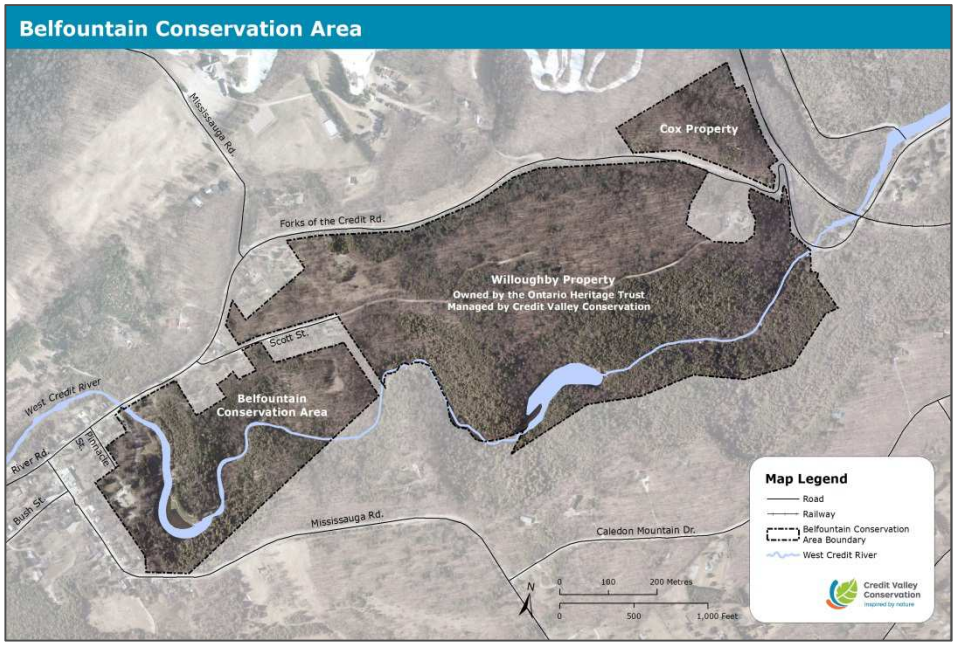


Figure 1: Belfountain Conservation Area

Today, BCA is managed as one of CVC's core visitor destinations. The park is seasonally open to the public with staff, operational facilities and visitor amenities. On site, there currently exists a gatehouse with a fee station, a workshop with staff offices, visitor washrooms, potable water, a parking lot, trails and public spaces. For the most part, Mack's heritage features (with the exception of the cottages) have been retained, however with negligible to modest upkeep and investment.

As with any ecologically sensitive area that also functions as a treasured visitor destination, balancing visitor use and enjoyment with the protection of natural features is a primary goal. The challenges with the site are many and include: aging and insufficient infrastructure, an undefined visitor experience, environmental degradation, site security, heritage preservation and overall management capacity. These challenges, coupled with an assessment that identified structural and safety issues with the Belfountain dam, provided the impetus for the undertaking a management plan for BCA.

MANAGEMENT PLAN DEVELOPMENT

A management plan is the outcome of a planning process designed to assess a site and consider the best options for future protection, use and management. The Belfountain Conservation Area Management Plan (Plan) provides vision, it sets the objectives and directives for site management and it ensures that daily operations are functional and sustainable.

Planning Process

The planning process undertaken for BCA was atypical; not only was a detailed management plan developed, but a Conservation Ontario Class Environmental Assessment for Remedial and Flood Control Projects (Class EA) was nested into the planning framework (Figure 2). The Plan was developed under Part 3 of the Niagara Escarpment Plan (NEP) using the Niagara Escarpment Parks and Open Space System (NEPOSS) Planning Manual (2012), which outlines the process that an agency should follow to produce a management plan for a NEPOSS property. The management planning process for BCA included three phases of work; background research, strategic direction development, and final decision making. The compilation of work undertaken through this planning process represents a diligent effort to understand the intricate fabric of the site and envision a remodeled park for the next generation.

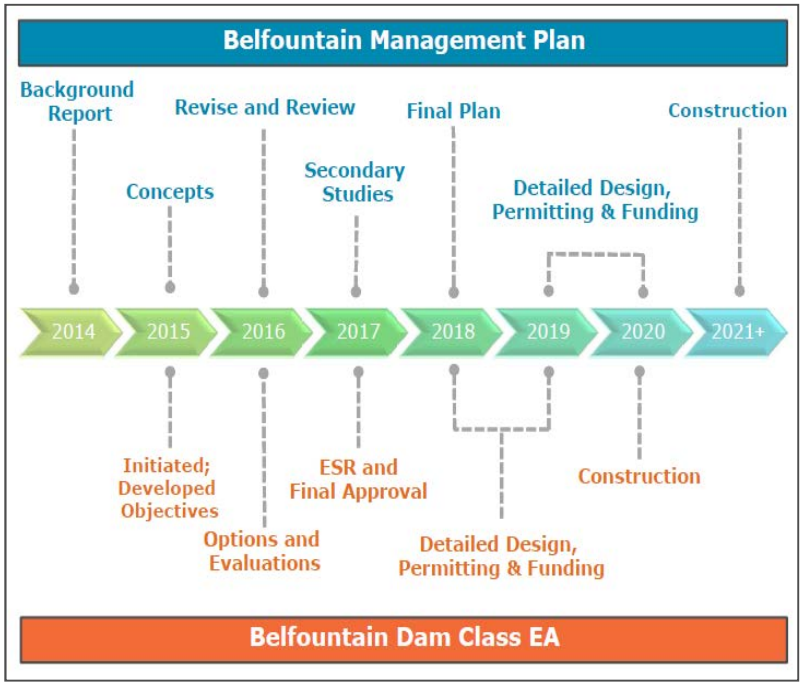


Figure 2: Plan and Class EA Planning Process

Figure 3: Public Open House

Consultation

Measures for consultation were multifaceted and integrated a range of perspectives as CVC worked with local residents, community partners, consultants and technical experts to vision, refine and realize the goals for developing the Plan.

Consultation activities included:

- ***6 public meetings***
- ***11 Stakeholder Advisory Committee meetings***
- ***6 on-site consultations with visitors***
- ***additional consultation with agency partners, stakeholders and interested parties***

The insights gleaned through consultation brought forward important challenges and opportunities that had to be carefully considered and realized with appropriate solutions. As BCA functions as both a neighbourhood greenspace and a regional destination, the community perspective and visitor experience can be at odds. Redefining the visitor experience and improving community relations by curtailing negative impacts are key considerations that are closely intertwined. Balancing these considerations, while ensuring equitable access, environmental protection, and conservation of local history, has been the cornerstone for balancing competing objectives.

The final iteration of the Plan has incorporated over 1,000 comments received from the community, stakeholders, partners, and staff. Feedback has influenced policy changes, design considerations, and operational practice. Overall, a positive consensus exists, indicating that the public, stakeholders, visitors and partners understand the changes that are being proposed and are supportive of the direction that management for BCA will take.

GUIDING STATEMENTS

Guiding statements outline CVC's high level aspirations for BCA. They describe the future scenario and how it will be achieved.

Vision

The Plan sets out the 25 year vision for BCA:

Belfountain Conservation Area is a unique and fascinating fusion of nature and history, where generations of people will discover the iconic Escarpment and Credit River Valley landscape and where the curiosities of a century-old park will continue to inspire love and connection to this special place.

Our Commitments

The success of the Plan will be measured by how well it responds to the key issues, or drivers, that sparked the need for a new management plan, such as:

- impaired riverine and aquatic habitat
- safety/condition of the dam and related infrastructure
- vehicle traffic and unsanctioned parking
- user conflicts
- unfocused visitor experience
- increasing and poorly accommodated regional visitation
- lack of formal connection to local community and tourism
- lack of appreciation and investment in cultural features
- lack of sustainable revenue for new capital investment
- aging and insufficient facilities and services for visitors

These drivers have informed CVC's guiding commitments and serve as the foundation for which the Plan will be evaluated. Our guiding commitments are:

- To provide a captivating visitor experience that communicates the site's narratives, and accentuates BCA's unique cultural heritage
- To be an engaged community partner that works alongside our neighbours and colleagues to mitigate parking and traffic concerns in the Hamlet of Belfountain, and facilitate an ongoing conversation about conservation area management
- To be a committed landowner; we know that BCA is a special place and we will ensure that the investments made reflect its unique natural and cultural heritage and that care is taken for its ongoing maintenance

Objectives

The commitments are supported by five (5) objectives that describe what the Plan will accomplish and how CVC will measure success over the next 25 years (Figure 4).

Actions and Outcomes

Together with the directions outlined in the Plan, the actions and outcomes describe how the vision for BCA will be achieved. The actions are measurable and will provide a foundation for evaluating the outcomes and determining the overall success of the Plan (see Appendix A).

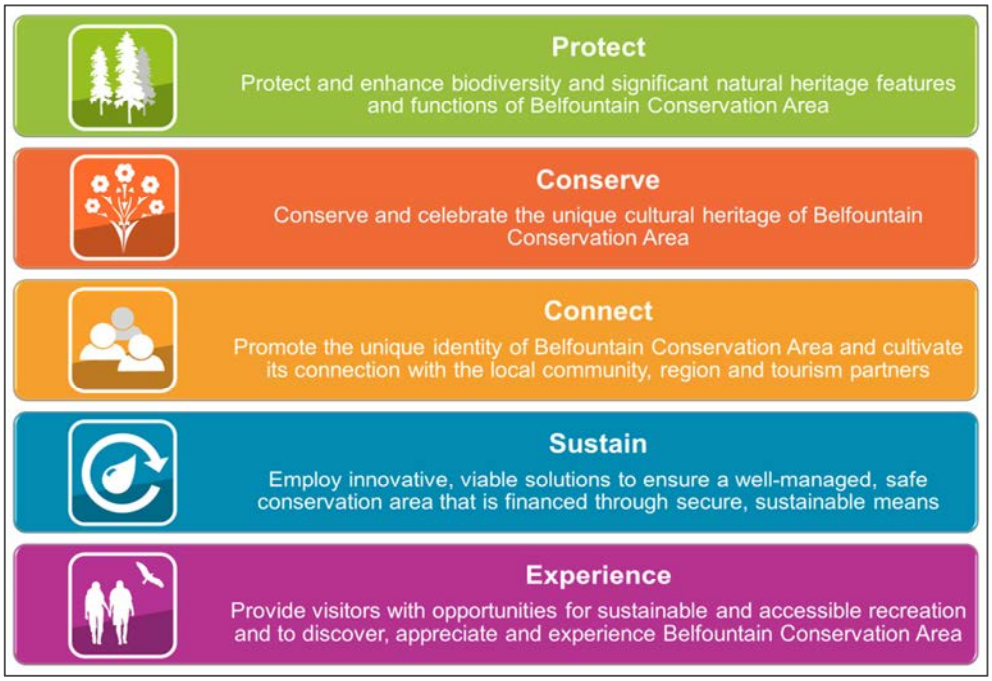


Figure 3: Conservation Area Objectives

Classification

All CVC conservation areas fall into one of five classes: Nature Reserve, Natural Environment, Recreation, Resource Management, or Access. Conservation area classification supports CVC's goal of managing a diverse system of conservation areas by focusing programs and development within parks suitable for these activities. This classification system also recognizes BCA in the context of NEPOSS and defines its contribution to the achievement of the goals and objectives of the NEP.

Belfountain CA Proper

Recreation Class

Recreation parks are some of the best recreational environments along the Niagara Escarpment. Such parks occur naturally or are capable of being developed to provide a wide variety of outdoor recreation opportunities in attractive Escarpment surroundings.

Willoughby Property

Natural Environment Class

Characterized by a diversity of outstanding natural heritage, cultural features and landscape resources, management of these areas is directed toward protection of these features and may provide high quality outdoor recreation activities.

Cox Property

Natural Environment Class

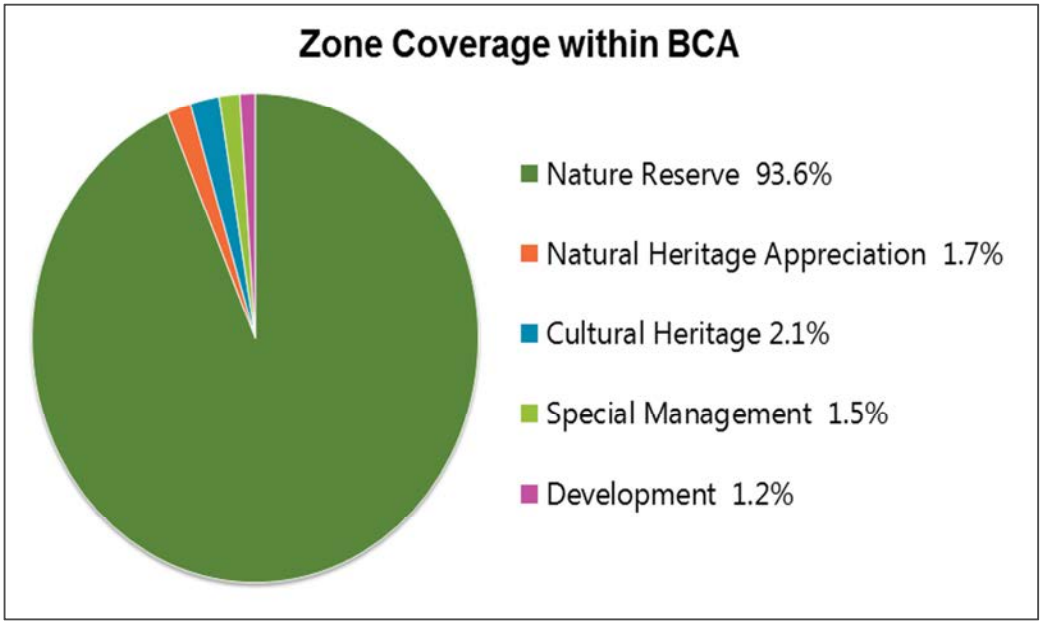
Characterized by a diversity of outstanding natural heritage, cultural features and landscape resources, management of these areas is directed toward protection of these features and may provide high quality outdoor recreation activities.

Zoning

Conservation area zoning is developed on a finer scale to focus development, programming and restoration activities in appropriate areas. Each zone represents an area that has distinct management needs based on:

- Natural and cultural features present
- Visitor needs and access
- Suitability for sustainable development
- Opportunities for recreation and interpretation

Each zone has specific permitted uses and will be managed according to the objectives of the conservation area, CVC policy and applicable municipal and provincial policy.



CVC has defined five management zones (Figure 5). Over 93% of BCA is zoned Nature Reserve where significant natural features contribute to maintaining a healthy natural heritage system.

The Development Zone, making up just over 1% of the entire conservation area, is limited to driveways and parking areas, as well as buildings that provide visitor amenities and operational facilities. Appendix B provides locational context for BCA zones.

Figure 5: BCA Management Zones

DIRECTIONS

The directions outlined in the Plan represent the major policies and projects for BCA. They are specific, action-oriented guidelines that have been designed to deliver the desired outcomes for the property. The directions detailed in the Plan are organized into six (6) categories:

- Infrastructure Development
- Conservation Area Management and Operations
- Environmental Restoration and Natural Resource Management
- Recreation and Programming
- Community Connections
- Cultural Heritage Restoration and Management

While the Plan was developed for BCA in its entirety, the majority of development focuses on the recreational experience in a two (2) hectare (4.9 acre) portion of BCA proper. The experience of visitors and how they connect to the park is a fundamental aspect of the Plan. Figure 6 illustrates the conceptual plan for BCA proper and highlights the series of experiences, views and features that visitors can expect on their journey. The landscape renovation proposed for this site aims to be true to the Mack Park character while creating a modern, engaging experience.

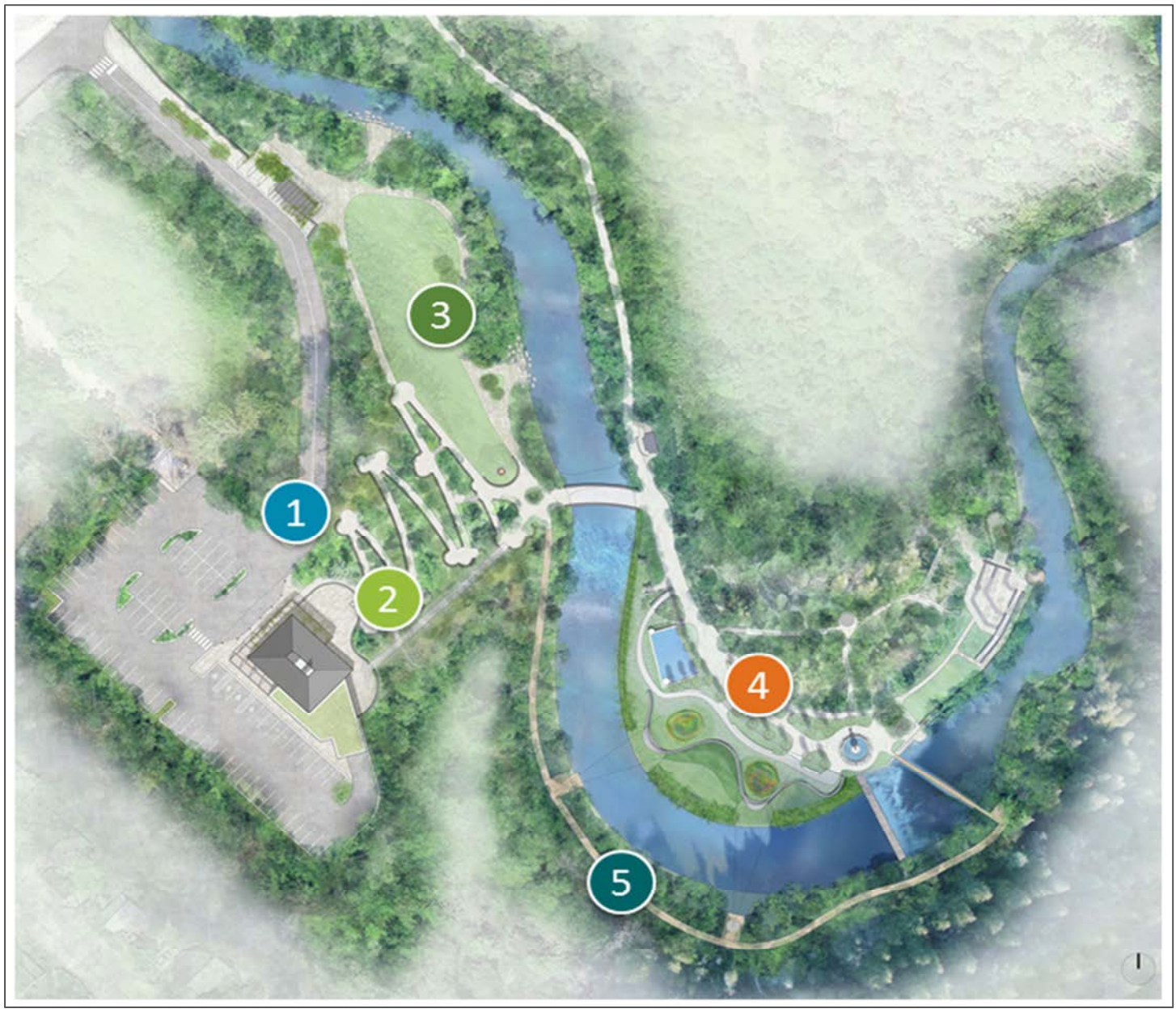


Figure 6: Concept Plan for BCA Proper

The following section describes the significant themes and investments, as illustrated in Figure 6, which will shape BCA over the 25 year horizon of this Plan.

An Iconic Destination

Creating an inclusive visitor experience that complements and highlights the spectacular natural environment and the site's unique heritage and historical narratives, is a major objective. The directions support CVC's guiding commitments to providing a captivating visitor experience that communicates the site's narratives, and accentuates BCA's unique cultural heritage, and to be a committed landowner and ensure that the investments made reflect its unique natural and cultural heritage and that care is taken for its ongoing maintenance. Making a visitor experience more accessible for all abilities and improving visitor circulation have been thoughtfully integrated into experiences throughout BCA. Figure 6 provides a rendering of the Plan, the key aspects of which are discussed below.

- Grade separated curbs delineate pedestrian and vehicular traffic
- New gatehouse provides an area for gathering away from the road, two (2) accessible washrooms and customer service
- Automated payment system
- Parking lot features drop-off layby's for visitor drop-off, accessible and electrical vehicle parking

1. Entrance & Parking

- Primary focus for BCA's interpretative displays and programming
- Provides visitor amenities, including washrooms, concession and event space
- Large outdoor terrace overlooking the hillside garden
- An accessible meandering trail switches back over the tree covered hill and leads to and from visitor centre

2. Visitor Centre & Hillside Garden

- Accessible path promotes visitor circulation while the large lawn continues to provide for programming and events
- Wading and water play in the river through two (2) water access locations
- A circulation hub accompanied by a fire pit and low seating area
- Signage will direct visitors, allowing them to decide the path of their journey through BCA

3. Riverwalk & Wayfinding Hub

- New arched bridge reminiscent of English picturesque landscape style
- Existing pumphouse will be repurposed into a single (1) washroom
- Existing headpond will be replaced by a naturalized channel and new landform that features a curved path, gardens and a views across the river
- New lily pond respects the history of Mack's pool and boathouse once located at this site

4. Heritage Gardens

- Existing dirt trail will be replaced with a boardwalk that takes visitors into the forest before leading them to platforms overlooking the river and heritage gardens, a portion of which will meet accessibility requirements
- The platforms provide rest areas and align with gardens on the opposite shore of the West Credit River, visually joining the two sides

5. Pond Loop Trail

- Educational and interpretive programming will focus on the exciting elements of the areas nature, history and cultural attributes.
- Formal programs, such as lectures, tours and events will also be developed as part of site programming
- Connection with other area attractions and local businesses

6. Discovery

Community Connections

CVC's guiding commitments also promise to be an engaged community partner that works alongside our neighbours and colleagues to mitigate parking and traffic concerns in the Hamlet of Belfountain and facilitate an ongoing conversation about conservation area management.

Enhanced relationships and our responsibility to develop and foster meaningful, mutually beneficial connections with the community is an important Plan outcome.

A variety of partnerships or potential partnerships exist and connections with new or unconventional partners will be encouraged and explored through Plan implementation. These may include joint events and programming, agreements with local businesses for selling products in the visitor centre and the development of a 'Friends of' group.

Figure 7: The Salamander Festival will remain BCA's Signature Event

A Visitor Centre that Blends the Modern with the Historic

The new visitor centre will replace the existing workshop and washrooms, providing enhanced space for conservation area operations and visitor amenities, as well as room for indoor interpretive displays and programming. Placement of the building has been carefully selected to maximize the parking area and focus development away from sensitive habitat, while respecting the geotechnical stability and safety of the valley slope. The layout encourages visitor flow and takes advantage of the best views of the valley, providing meaningful elements for the visitor experience.

The building's aesthetic pays tribute to the design of Mack's original onsite cottage (Figure 8) and uses landscaping to blend into the site. Reflecting the true nature of BCA, the visitor centre is a thoughtfully designed building incorporating sustainable technologies and natural materials with Mack's traditional style and character (Figure 9).

Accompanying the building is a large outdoor terrace and wrap-around porch with vines and trellising, which has precedent in Mack's historic cottage designs.

Figure 8: Mack's Original Bungalow

The visitor centre will be developed as a conservation showpiece, utilizing innovative, green technologies and sustainable practices with particular focus on water conservation and innovate wastewater servicing using 'One Water' concepts.

Figure 9: New Visitor Centre - View from Front Entrance

With an approximate size of 550 m^2 (5,900 ft^2), the visitor center serves three (3) main functions (right). Key design features include:

- low impact, resource efficient, and wildlife-friendly building
- natural materials, in keeping with historic precedents
- partial green roof
- sustainable technologies
- one-storey, low roofline (7m) in keeping with the intimate environment of the park.

Site Operations
- Staff Offices
- Kitchen
- Workshop
- Storage

Visitor Amentities
- Customer Service
- Concession
- Washrooms
- Enhanced Parking

Programming
- Dynamic Interpretive Displays
- Event Space
- Outdoor Terrace

A Refurbished Dam and Naturalized River

Located at the approximate site of a mid-nineteenth century mill dam, the Belfountain dam was constructed in the early twentieth century as part of C.W. Mack's renovation.

A Class EA was initiated by CVC in 2015 to address safety hazards, while also integrating solutions for long-standing issues associated with the headpond, which causes thermal impacts to the river and has filled in with an accumulation of sediment.

Approved in 2017, the preferred solution addresses health and safety concerns with the dam, environmental impacts associated with the headpond and meets key objectives related to natural and cultural heritage as well as visitor experience (Figure 10). Specifically, the preferred alternative includes:

- lowering the dam spillway by approximately 1 - 1.5m
- removing the sluicegate
- creating a naturalized channel through the headpond

Figure 10: Rendering of the Preferred Solution for the Class EA

The naturalization of the river will create a new landform, the design of which has been integrated into the existing cultural area; this area is referred to as the 'Heritage Gardens'.

A Journey through the Heritage Gardens

The Heritage Gardens will feature a variety of elements designed to integrate the new landform created by the removal of the headpond with the existing park. With an approximate area of 1,600m^2 (17,000ft^2), the new landform (Figure 11) is intended for passive visitor use and will feature:

- A stone seating wall that resembles the historic terraces and serve as the primary seating area
- A lily pond that playfully celebrates Mack's history, while paying homage to the removed headpond
- An arched pedestrian bridge in the English Picturesque Landscape style, in keeping with the historic character of the park, will span the river channel

Figure 11: Rendering of New Landform in Heritage Gardens

IMPLEMENTATION

The Plan developed for BCA is an integrated one – meaning its projects and policies are mutually supportive and highly interrelated, and its success depends on implementation of the full suite of directions to meet the intended outcomes. The implementation strategy for the Plan must likewise be integrated, concise and fulsome to meet challenges head-on and in a responsive way.

Timing

Major construction and development projects proposed in the Plan must begin or occur within five (5) years, as outlined in the Class EA guidelines and the Niagara Escarpment Planning and Development Act's Reg. 828.

Implementation is proposed to begin in 2019 with completion in 2024.

Phasing and Estimated Costs

Development of the conservation area will occur in two (2) major phases (Figure 12) in order to:

- minimize disruption to the park, community and staff
- control and minimize the impact to the environment
- maximize efficiencies in procurement and construction management
- minimize loss of revenue from conservation area operations

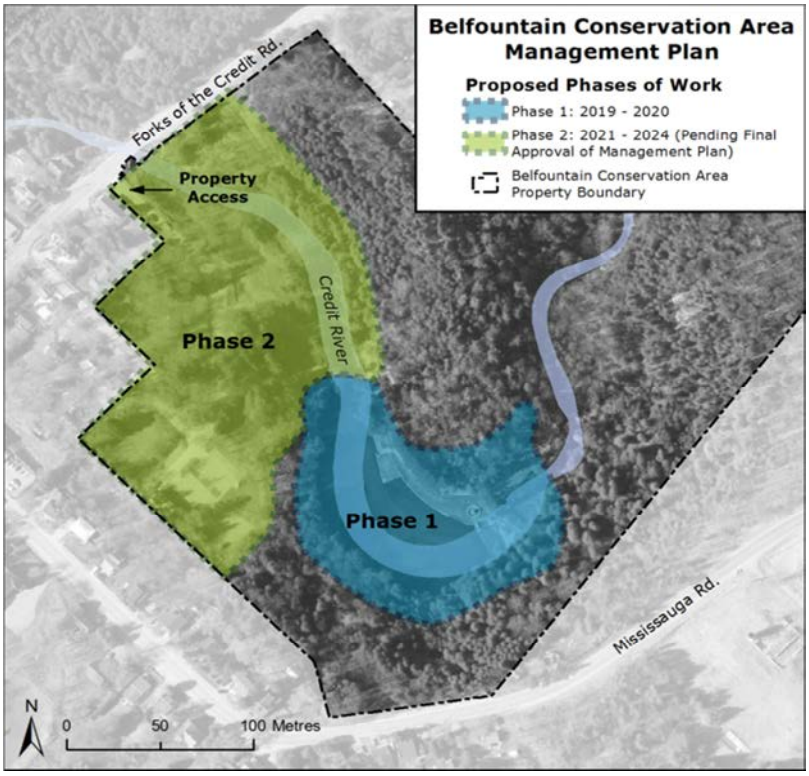


Figure 4: Implementation Phases

Phase I
EA Project Area
$2,550,000

Implementation 2019 - 2020
- Naturalized Channel for West Credit River, dam modifications, new landform fill and construction, riparian stablilzation and restoration
- Construction of Heritage Gardens, pedestrian bridge, Pond Loop Trail improvements
- Restoration of cultural heritage features

Phase II
Park & Visitor Amenitites
$5,020,000

Implementation 2021 - 2024
- Construction of new visitor centre, terrace and Forecourt
- Hillside Garden accessible trail
- Parking lot reconfiguration and expansion
- Construciton of new gatehouse, washroom, trail improvements and staging amenities
- Site servicing

The estimated cost for the implementation of the entire management plan is **$7,570,000**.

Each phase of work is summarized in the boxes, left.

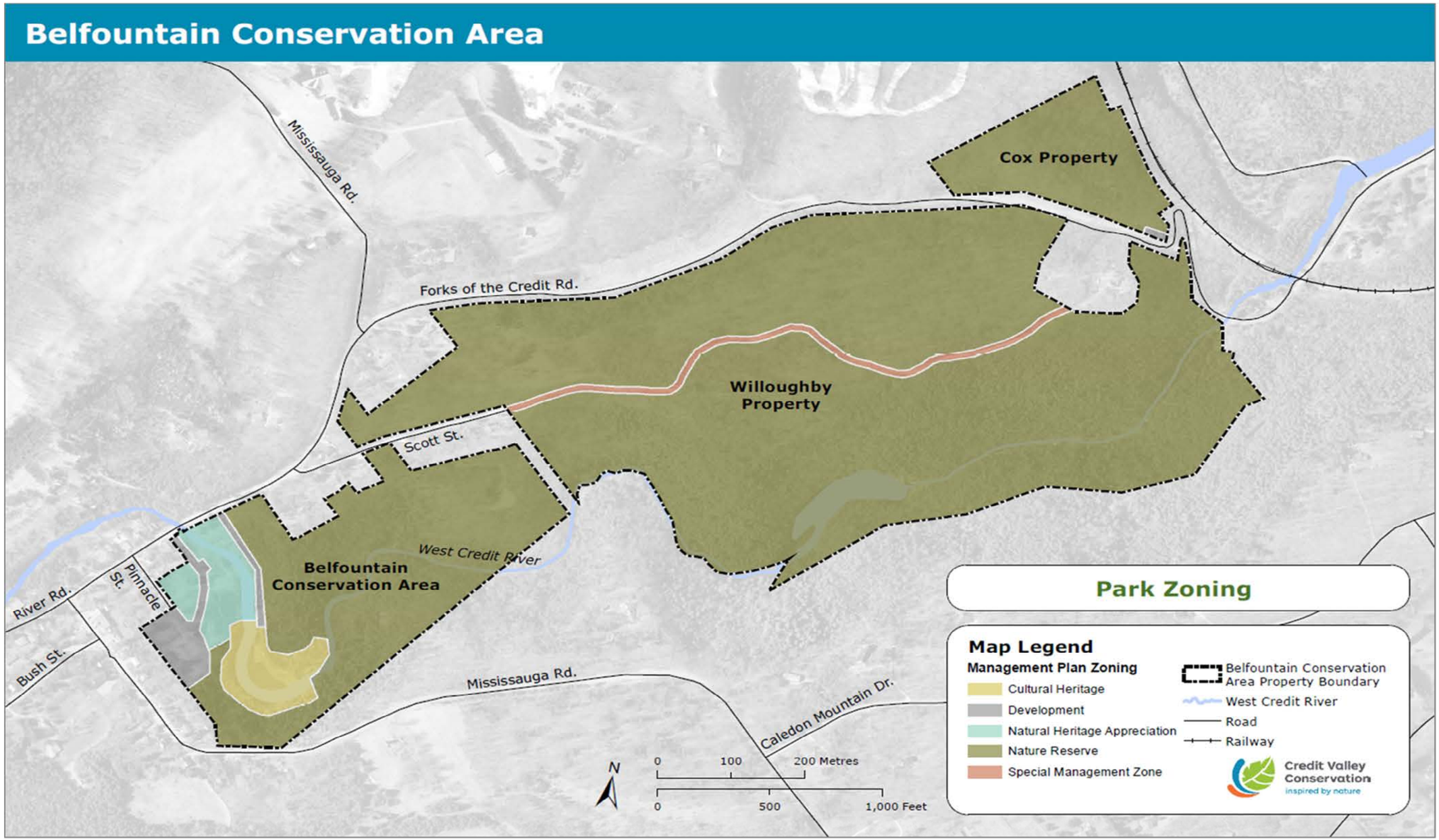
CONCLUSION

The thoughtful, respectful and interesting design developed for BCA, has been the result of careful study of its history, observations of the way visitors interact with its uniqueness, and consideration of the opportunities that exist to capitalize on its sense of place to create a meaningful and exciting park experience, while also protecting what is important about it. The implementation of this Plan represents a generational investment that ensures BCA remains an iconic destination, cherished in the hearts of Ontarians, for the next century.

APPENDIX A: Actions and Outcomes of Plan Implementation

	Our Vision *Belfountain Conservation Area is a unique and fascinating fusion of nature and history, where generations of people will discover the iconic Escarpment and Credit River Valley landscape and where the curiosities of a century-old park will continue to inspire love and connection to this special place.*				
	Our Commitments 1) To provide a captivating visitor experience that communicates the site's narratives, and accentuates Belfountain Conservation Area's unique cultural heritage 2) To be an engaged community partner that works alongside our neighbours and colleagues to mitigate parking and traffic concerns and facilitate an ongoing conversation about conservation area management 3) To be a committed landowner; we know that Belfountain Conservation Area is a special place and we will ensure that the investments made reflect its unique natural and cultural heritage and that care is taken for its ongoing maintenance				
	Protect	**Conserve**	**Connect**	**Sustain**	**Experience**
Objectives: *What we aim to accomplish*	Protect and enhance biodiversity and significant natural heritage features and functions of Belfountain Conservation Area	Conserve and celebrate the unique cultural heritage of Belfountain Conservation Area	Promote the unique identity of Belfountain Conservation Area and cultivate its connection with the local community, region and tourism partners	Employ innovative, viable solutions to ensure a well-managed, safe conservation area that is financed through secure, sustainable means	Provide visitors with opportunities for sustainable and accessible recreation and to discover, appreciate and experience Belfountain Conservation Area
Outcomes: *The desired results*	Significant natural features and functions are protected As much as possible, impacts to natural features are avoided or minimized. Restoration initiatives improve and enhance significant stream, wetland and terrestrial systems. Adaptive site management and the best natural resource management practices are employed. Water resources are conserved and managed for no net impact through innovative servicing	Cultural heritage features are maintained and function as focal points for visitors Programming and interpretation reflects the site's history and heritage resources New development and landscaping in Belfountain Conservation Area proper reflects the heritage and character of Mack's Park in the English Picturesque landscape style.	Belfountain Conservation Area is regarded as a desirable destination within Caledon for families and all visitors. Relationships with the Belfountain Hamlet, its rural character, community and heritage are cultivated and nurtured The significance and unique identity of the conservation area is recognized by our partners. Infrastructure enhancements denote Belfountain Conservation Area as a special and unique place for outdoor recreation, nature appreciation and heritage celebrations.	Property and facilities are safe and secure. Conservation area operations are financed through secure, sustainable and innovative means. Essential facilities and amenities including serve the needs of visitors and staff. A defined visitor experience promotes a higher turnover rate. Improved facilities and capacity for special events and programming. Traffic and parking concerns associated with visitors are diminished.	People of all ages, interests and abilities are able to enjoy Belfountain Conservation Area. Visitors of varied ages and interests experience meaningful opportunities for natural and cultural heritage appreciation. The property's trail system provides varied experiences for trail users of all ages and abilities. Visitors have opportunities to explore and discover the area through self-guided opportunities and programming.
	Implement Construction of Phase I and II Park Re-Design				
Actions & Directions: *What's required to achieve the outcomes*	• Lower the Belfountain Dam and create a naturalized channel • Develop and implement a detailed Restoration Plan • Manage non-native invasive species through a site specific strategy • Develop and implement a Salt Management Plan for the new parking area • Integrate 'One Water' servicing solution for new infrastructure • Monitor seeps, springs and rare Tufa formations • Monitor the health of the environmental in the conservation area and apply adaptive management • Integrate Species at Risk and habitat planning into infrastructure elements (e.g. Visitor Centre Chimney Swift habitat; cape cod curbing for salamander movement) • Minimal lighting based on International Dark Sky guidelines	• Prioritize the monitoring and maintenance of cultural features • Invest in the restoration and protection of the cave, fountain and stonework based on a Cultural Heritage Conservation Plan • Maintain historic viewscapes; ensure signage and infrastructure are unobtrusive. • Develop an interesting and engaging cultural heritage interpretative program • Implement the Infrastructure Design and Construction Principles and consult on detailed design of key elements to ensure they are historically sympathetic • Integrate Parks Canada's 'Standards and Guidelines for the Conservation of Historic Places in Canada' into conservation decision-making. • Offer unique Belfountain and Mack's Park literature and branded items for sale	• Identify strategic, mutually beneficial partnerships with our regional tourism partners • Celebrate the park as a unique component within the Niagara Escarpment UNESCO World Biosphere Reserve • Look for opportunities to develop physical linkages between the conservation area, Hamlet and the surrounding landscape • Develop a "Friends of" partnership that scopes and organizes fundraising initiatives and events • Promote opportunities for outreach including hosting neighbourhood events, providing free access for local residents and offering reduced fees for visitor centre rentals • Offer local businesses a first-right-of-refusal for potential partnerships for concession sales • Develop and implement a Construction Communication Plan to manage disruptions to park use during implementation of the Plan	• Work with our partners to alleviate traffic congestion and parking pressure during peak times across the Belfountain Area • Assess large-scale events to evaluate impacts, including noise and traffic concerns, and identify mitigation measures • Inventory, assess, monitor and schedule Land Care needs • Prioritize property surveillance and enforcement and resolve encroachment concerns • Routinely monitor and maintain dams and related infrastructure • Create an Endowment Fund that will be accessible for major maintenance and long term land care needs • Create a defined visitor experience and circulation route • Ensure signage and site infrastructure promotes circulation and complements the visitor experience • Implement a new fee schedule that includes surge pricing and off-peak incentives • Work with the CVC Foundation to develop a Fundraising Strategy to implement the plan	▪ Assess and monitor the current trail system; develop a Trail Plan and implement upgrades, closures and re-routes as required ▪ Schedule programs and events that appeal to a wide audience during off-peak times ▪ Work with the community and our partners to host the annual Salamander Festival ▪ Work with the community and our partners to design interpretive materials and programming ▪ Develop interesting, dynamic displays for interpretive programming in the visitor centre ▪ Where practical, ensure all new visitor amenities and materials meet or exceed current accessibility standards (AODA) ▪ Integrate a flexible, affordable pricing structure into the new fee schedule • Consider client needs and language diversity when preparing materials and programming

APPENDIX B: Conservation Area Zoning



SCHEDULE 'E'
PAGE -1-
2018-08-24

TO: The Chair and Members
of the Board of Directors,
Credit Valley Conservation

SUBJECT: **2019 BUDGET ENDORSEMENT**

PURPOSE: **To present the Board of Directors of CVC the preliminary 2019 budget for endorsement**

BACKGROUND:

Established in 1954 Credit Valley Conservation (CVC) is one of 36 conservation authorities in Ontario. Conservation authorities operate under the legislated framework set out by the *Conservation Authorities Act* and in partnership with watershed municipalities. The CVC watershed extends over portions of four upper tier municipalities (Dufferin County, Halton Region, Peel Region and Wellington County) and 11 lower tier municipalities (Amaranth, Brampton, Caledon, East Garafraxa, Erin, Halton Hills, Milton, Mississauga, Mono, Oakville and Orangeville). Directors are appointed by CVC's municipal partners within the Credit River watershed, the number of which are based on the population in the municipality within the watershed.

The budget is based on a Current Value Assessment (CVA) calculation using Municipal Property Assessment Corporation (MPAC) data over the watershed area by municipality in the Credit Valley Conservation Authority jurisdiction. The CVC watershed has the third largest population (behind Toronto and Region Conservation and Grand River Conservation) and the second largest CVA of all conservation authorities.

The CVC Board of Directors, representing the watershed municipalities, approves the levy through an annual budget process; this levy is collected through the property tax across the CVC watersheds.

The budget for CVC is funded by three main sources: A General Levy (also referred to as operating) that applies to all municipalities; A Shared Special Levy that applies to all municipalities; and a Special Benefiting Levy that benefits typically a single municipality directly (also referred to as Capital). At this time only the Region of Peel contributes special benefitting levy in two categories – special levy and climate change.

Budget priority setting for CVC is based on the strategic plan approved by the Board of Directors in December 2014. CVC has a number of program areas linked to our strategic plan, supported by both general and special levy including:

- stream flow, climate and rainfall monitoring;
- flood plain management and flood operations;

- plan input, review and permitting;
- developing watershed management strategies and guidelines;
- habitat rehabilitation and reforestation;
- monitoring, guidance for new/retrofit of stormwater management systems;
- asset management of lands and associated infrastructure;
- environmental inventory and monitoring;
- conservation areas and outdoor recreation;
- environmental education and stewardship; and
- watershed health reporting.

2018 BUDGET CONTEXT:

1. Strategic Alignment

In December 2014 the CVC Board of Directors approved a strategic plan for 2015-2019 titled "Our Future to Shape". This document set out a renewed vision and mission, defined our values and most importantly set our goals and outcomes looking forward 10 years. Significant effort has been made to refine program work plans and align deliverables with the strategic plan. As a result the organization is very focused on initiating many of the big strategic actions outlined in the plan, such as the Credit Valley Trail and the Credit River Watershed Plan.

2. Economic Conditions

According to Statistics Canada the monthly average inflation rate in Ontario between June of 2017 and June of 2018 was 2.5%. Inflationary pressures over the past year have included rising costs for transportation (6.2%), energy (8.6%), non-durable goods (3.7%), shelter (3.0%) and food (2.9%). The Canadian Central Bank recently increased the policy setting interest rates to 1.5%, the fourth such increase in the past 12 months. Not yet factored into the economy is the impact of trade tariffs between Canada and the United States and tariffs between the US and other countries that flow through Canada and/or form part of our supply chain. The escalation of tariffs represents a significant threat to the overall economy and will likely drive increased inflation in the second half of 2018. Strong economic performance in the Canadian economy and the US economy reported in June and July of 2018 is likely misleading as the growth is largely attributed to businesses stocking up on materials and products prior to the introduction of tariffs. The value of the Canadian dollar versus the US dollar has, over the past year, risen by a value of 3.16% (as of August 1, 2018). Finally, complicating the overall economic picture is the slowing of the local housing market as a result of policy measures put in place designed to stabilize the housing market in Ontario. Overall looking forward to 2019 economic conditions appears positive with growth estimates for Ontario around 2%.

3. New Provincial Government

In June of 2018 a new Progressive Conservative majority government was elected in Ontario after fifteen years of successive provincial Liberal governments. Three significant changes have already occurred under the new government that impact Conservation Authorities. The first was that CAs now fall under the new Ministry of Environment, Conservation and Parks (MECP). The second change implemented by the new government impacting CAs was to end the Cap and Trade program. The third was the promise not to implement a minimum wage increase on January 1, 2019. The impact of the end of Cap and Trade is negative for CVC as this change impacts the funding model for a wide range of climate change programs including electric vehicle purchase incentives, charging station installations and funding for the implementation of energy efficiency programs, climate change mitigation and research. The government has reaffirmed that in the fall legislative sitting they will pass legislation to stop the 2019 minimum wage increase which does reduce some wage pressures for the 2019 budget.

The platform of the new government has not yet been fully communicated so it is not apparent what further impacts might occur. Conservation Ontario is working on behalf of all CAs to communicate to the new Minister the value that CAs bring to the table across the wide range of programs and services provided, from Source Water Protection through environmental conservancy. CVC currently receives just over $180,000 in base provincial funding and we have also benefit from a number of infrastructure, tourism and social service based provincial funding programs over recent years. Further updates will be provided to the Board as more information becomes available regarding the direction of the new government.

4. Watershed Growth Impacts

The CVC Watershed continues to be home to one of the fastest growing urban areas in Canada. As of 2017 the estimated total watershed population has reached close to 960,000. By 2022 it is estimated that the population will grow by over 60,000 with total watershed population exceeding one million. Summary I details watershed population.

Summary I – **Watershed Population Data** (Based on 2016 census data updates)

Summary	2012	2017	2022	2017-2022 Change (est.)
Population	888,932	959,294	1,019,371	60,077
Households	288,367	310,458	330,781	20,323
Average Household Size	3.025	3.027	3.029	0.002

Within this data it is also important to note the rapid urbanization that is occurring in the southern portion of the watershed. According to City of Mississauga website the population is estimated to be 766,000 in 2016 and Mississauga is Canada's sixth largest city (third largest in Ontario and second largest in the GTA) with an average annual growth rate of 1.1% between 2011 and 2016. According to the City of Brampton website the population is approximately 600,000 and Brampton is Canada's ninth largest city

(fourth largest in Ontario and third largest in the GTA). Between 2011 and 2016 the growth rate has exceeded 13%. While not all of Brampton or Mississauga is in the Credit River Watershed the growth impact is still a significant pressure for both CVC and for Toronto and Region Conservation Authority (TRCA) as we see increased demand for our services, facilities and impacts within the watershed.

It is also important to note that as the population of our watershed grows so does the value of the land, as land values increase the cost to acquire land for protection and conservation also increases. Further, as the population grows more people are accessing our lands and using our facilities and this requires more resources to manage our lands. CVC lands, and park lands in general, contribute favorably to land values given proximity to green space is widely seen as desirable by home owners. This translates in many areas to increased property values within proximity of these natural assets. We also know that proximity to greenspace helps overall health**.**

Parks Operation Revenues

The overall paid access (at our four active parks where fees are collected; Summary II) grew by 1.8% over the same period in 2016. The 2017 revenue targets were exceeded and for the first time ever CVC saw visitations to our four main staffed parks exceed 300,000 annually. The visitation rate increases seen in 2015 and 2016 were largely as a result of the significant investment made in the Vicki Baron Trail at the Island Lake Conservation Area. Ongoing investment in programs and facilities will be required to ensure that park revenue growth remains positive. Additional detail regarding the 2017 Conservation Area operations was provided to the Board in May 2018 under the report titled "2017 Conservation Areas Update" (Resolution #43/18).

Summary II – Active Park Visitation Data 2012-2017

Active Conservation Area Visitation 2012 to 2017 Gatehouse Receipts and Trail Counter Numbers						
	2012	**2013**	**2014**	**2015**	**2016**	**2017**
Island Lake CA	68,900	75,500	75,200	159,800	231,000	225,100
Ken Whillans RMA	8,200	7,700	4,500	5,400	5,500	5,900
Terra Cotta CA	16,000	15,500	22,400	27,700	28,400	27,700
Belfountain CA	25,100	30,500	33,300	38,900	32,600	44,200
Total Visitation	**118,200**	**129,200**	**135,400**	**231,800**	**297,500**	**302,900**
% Change	**N/A**	**9.3%**	**4.8%**	**71.2%**	**28.3%**	**1.8%**

5. Climate Change Investment

As an environmental organization we are very aware of the impact of climate change and it continues to be reflected in our priorities. CVC is deeply grateful for the ongoing demonstrated leadership and significant support from the Region of Peel to help address climate change across the three risk classification categories of act, invest and sustain. With climate change comes the increased likelihood of intense weather events that

increase the possibility of localized floods, ice storms and as is the case with the summer of 2016, prolonged dry periods juxtaposed to record Lake Ontario high water levels in 2017. CVC is responding to climate change on many fronts. CVC is a leader in low impact development technologies and we are assisting our municipal partners to take proactive steps to prepare for the ongoing impacts of climate change. CVC also continues to undertake significant floodplain mapping updates by deploying advanced technologies like LiDAR mapping and WISKI flood and climate gauge system. CVC is also working to mitigate the impacts of invasive species in the watershed through a variety of programs and public awareness. These are all ongoing necessary investments at the local level that support efforts to mitigate the impact of climate change on people, infrastructure and the environment.

6. Land and Capital Assets

CVC is entrusted as the steward for nearly 2,800 hectares (7,000 acres) of publicly held lands. These environmentally sensitive lands include wetlands, forest and meadows, floodplains, erosion prone areas, dams, recreational, cultural and heritage properties. In total the estimated value of CVC assets is approximately 50 million. CVC works closely with all watershed municipalities. Some examples include: shared operational funding model for the Vicki Baron Trail with Orangeville and Mono; land management agreements through leases with the City of Mississauga; land management agreements with the Ontario Heritage Trust and shared use facilities with two school boards in the watershed. We will continue to look for innovative models to both manage and operate public lands and facilities. CVC has made considerable progress in 2018 to assess capital assets and work continues on this front with support from the Region of Peel. The CVC Board of Directors approved on June 8, 2018 (Resolution #53/18) the creation of an operating and capital reserve for the conservation areas. Staff anticipates reporting in 2019 to the Board regarding the capital reserve status for both the state of good repair and end of life replacement on our various capital assets.

Investments will be needed if we are to meet the growing demands for access to natural and recreational spaces within the Credit Valley watershed over the coming years. As a smaller public sector organization CVC has been challenged to establish, plan and properly fund capital reserves for the state of good repair and replacement of assets. With the support of staff at Peel Region, CVC has undertaken a capital asset inventory refresh and work is underway to estimate the reserve gap that will need to be funded to ensure that CVC can plan for a sustainable future. This work is being undertaken to avoid situations where capital asks are made of our funders to support repair or replacement work related to our facilities in an unplanned manner.

7. Leveraging Funding from other Sources

Efforts by CVC continue to secure funding from alternative sources to both support and accelerate work on the ground in the Credit River watershed. In 2018 CVC has accessed federal and provincial funding, with support from municipal partners including the City of Brampton, the City of Mississauga and the Region of Peel under the CWWF (Clean Water, Wastewater Fund) for a number of local projects, including a 'One Water' solution for Belfountain CA (potable, stormwater/LID, wastewater), and development of a

'Risk Management Framework' (ISO) stormwater study in Caledon and Grid LID modeling in Mississauga. In addition CVC is working with our federal partners using the NDMP (National Disaster Mitigation Program) funding in support of flood plain mapping and a Risk and Return on Investment Tool (RROIT) pilot for Cooksville Creek in Mississauga. In 2018 CVC will also conclude projects initiated under the Canada 150 Infrastructure program (historic fountain restoration at Belfountain CA). These are just a few examples of CVC working to secure funding for projects from alternative sources but they are not sustainable and cannot be relied upon annually.

8. Facilities Construction

Construction of the Warwick Nursery Office expansion project is underway. CVC expects substantial completion of the project by year end. Nursery, forestry and restoration staff has worked out of rented construction trailers for a number of years under less than ideal conditions. Our staff at Island Lake is also operating out of rented construction trailers and there is significant pressure to provide a proper visitor and operations facilities as the number of visitations to the park continue to grow.

ANALYSIS:

The following sections provide an overview of the proposed 2019 budget. Staff has undertaken a detailed process to prepare the draft budget and have continued to identify and implement cost saving measures on an ongoing basis. The initial projection for 2019 forecast an average increase of 6.8%. The draft budget outlined in this report identifies an average increase of 3.65%, representing a 3.15% decrease from the initial projection.

An important note: The CVA data provided by Ministry of Natural Resources and Forestry (MNRF) was not available at the time this report was drafted. Generally our proposed budget report would come forward to the Board in September, but because of the municipal election cycle the CVC Board will not be meeting in September. Once the information is received from MNRF the proportional adjustment to the levy will be made. We will provide an update to the Board in November at the next scheduled meeting. As a result we are not able to show the Board the 2018 apportionment breakdown based on CVA by municipality. Therefore we are showing the number based on the overall percentage at this time and the apportionment will be applied once the data is received. While we acknowledge this is not ideal, generally the net impact at the dollar level is not significant relative to the total municipal contribution. Based on prior experience we would expect to see lower CVA percentage increases for the smaller rural municipalities relative to the municipalities that are experiencing growth.

Table 1 below provides a comparison of the overall impact of the CVC proposed 2019 budget on each municipal funder in relation to their 2018 published operating budgets. Our budget represents approximately 1% or less of municipal operating budgets

Table 1: CVC Budget Compared with Municipal Operating Budgets

Municipality	2018 Municipal Operating Budgets $ (,000)	Proposed 2019 CVC Budget $ (,000)	CVC 2019 Budget as % Share of 2018 Municipality Budget
Region of Peel (and its local municipalities)	$2,372,792	$23,872	1.006%
Region of Halton (and its local municipalities)	910,951	580	0.064
Town of Orangeville	49,583	288	0.581
Town of Erin	10,987	75	0.686
Town of Mono	13,150	13	0.100
Township of East Garafraxa	2,254	7	0.294
Township of Amaranth	3,780	1	0.034

a) Summary of CVC's Total Levy Request

CVC's total 2019 municipal levy request is $24.8 million (rounded) set out in Table 2 and composed of:

- $9.4 million for general levy;
- $2.3 million for special shared levy based upon municipal apportionment; and
- $13.2 million for special levy directly assessed to the benefiting municipality

Table 2 shows the 2019 dollar and percentage changes as compared to 2018 but will be revised to reflect the CVA once received.

Table 2: Year-Over-Year Proposed CVC Total Levy Increase

Municipality	2018 Total Levy	2019[1] Total Levy	% Change	$ Change
Peel Region**	$23,030,166	$23,872,400	3.66	842,234
Halton Region**	560,723	579,543	3.36	18,820
Town of Orangeville	278,764	288,121	3.36	9,356
Town of Erin	72,911	75,358	3.36	2,447
Town of Mono	12,744	13,172	3.36	428
Township of East Garafraxa	6,412	6,627	3.36	215
Township of Amaranth	1,253	1,295	3.36	42
Total Levy	**23,962,974**	**24,836,516**	**3.65**	**873,542**

1. Not based on 2019 CVA; numbers will be adjusted when CVA apportionment received.

This represents an overall average increase of 3.65%. The specific levy increase will exceed the guidelines provided by Peel Region (guideline of 3.2% vs proposed at 3.66% which translates to $105,000 over the guideline) and is below the guideline provided by the Region of Halton (guideline of 3.5%, proposed at 3.36%).

A key driver of the CVC annual budget, like other municipalities and government organizations, is related to staff. Salary adjustments in 2019 reflect the cost of living adjustment (COLA) at 2.0% (2018 was 1.5% and 2017 was 1.5%). The impact will be approximately $200,000 in 2019. The proposed 2% is reasonable given the rate of inflation is sitting at 2.5% over the prior 12 month period.

The Board will recall in 2015 CVC conducted a pay equity and salary review, the first since 2004, or in just over ten years. The 2015 review supported CVC's ability to attract and retain qualified skilled staff in the broader market reflective of competitive changes over the past decade. The adjustments were implemented in 2016, fully annualized in the 2017 budget. The proposed 2019 budget works to maintain the approved direction.

In 2018 the Board has supported ongoing efforts to implement our digital strategy and modernize our systems with the approval of the conclusion of the Peel IT services agreement and new investments in technology and resources under Resolution # 66/18. This investment is critical to CVC having the capacity to implement new ways of doing business that create efficiencies, improve service levels and help to generate improved return on investment.

b) CVC General Levy Apportionment (Shared)

The 2019 general levy that covers CVC's operating expenditures is based on a funding formula set out in regulation. The general levy is increasing in 2019 by an average of 3.55%, up from 3.51% in 2018. At the time of this report CVC had not received updated CVA data. The general levy is shared by all municipalities and noted in Table 3. Table 3 shows the 2019 dollar and percentage changes as compared to 2018 but will be revised to reflect the CVA once received.

Table 3: Municipal CVC General Levy - 2019 compared to 2018 by $ and % change

Municipality	2018 General Levy	2019 General Levy	% Change	$ Change
Peel Region	$8,290,168	$8,584,191	3.55	842,234
Halton Region	448,891	464,812	3.55	18,820
Town of Orangeville	223,167	231,082	3.55	9,356
Town of Erin	58,369	60,440	3.55	2,447
Town of Mono	10,203	10,565	3.55	428
Township of East Garafraxa	5,133	5,315	3.55	215
Township of Amaranth	1,003	1,039	3.55	42
Total General Levy	**9,036,934**	**9,357,443**	**3.55**	**873,542**

*Not based on 2019 CVA; numbers will be adjusted when CVA apportionment received.

c) CVC's Total Gross Budget (By Expenditure/Revenue Categories)

Table 4 provides a detailed breakdown of the gross CVC budget. It shows more clearly the areas of increase and decrease by various line items.

Table 4: CVC Total Gross Budget (all sources)

CVC Gross Expenditures	2018 Budget $000's	2019 Budget $000's	$ Change $000's	% Change
Personnel Services (Salary and Benefits)	$22,515	23,831	1,315	5.8
Materials & Supplies	1,791	2,270	479	26.7
Purchased Services	5,250	5,508	258	4.9
Internal Chargebacks	4,047	4,166	119	2.9
Debt Financing Charges	434	434	0	0.0
Minor Capital	131	169	38	29.0
Transfers to Reserves	46	154	108	236.2
Total CVC Operating Expenditures	**34,214**	**36,531**	**2,318**	**6.8**
Gross Funding Sources (all sources) $000's				
User Fees (Planning, Gate)	3,733	4,984	1,251	33.5
Municipal Funding (Levy)	24,648	25,508	860	3.5
Provincial Funding	249	253	4	1.5
Other Grants &Program Funding	483	324	-160	-33.1
Internal Chargebacks	5,100	5,463	363	7.1
Total CVC Funding for Operations	**34,214**	**36,531**	**$2,318**	**6.8**

In 2019 CVC is planning for funding of $31.06 million (less internal program chargebacks of $5.4 million) for a total of $36.53 million of which $24.83 million (excluding EAB funding) is to be provided by the municipalities in the form of general and special levy.

Estimated revenue for CVC in 2019 totals $31.06 million (net of internal charges/ allocations) of which 30% is funded from the general levy, 7% is funded from the special levy (based on current value assessment) and 45% is funded from the special benefiting levy (including EAB). The balance of revenue (18%) is received from self-generated revenue such as user fees, tree planting fees, regulation fees, plan review fees, government grants and other revenue including interest income and donations.

In June of 2018 the Board supported the creation of several capital reserves and a revenue offset reserve for the Conservation Areas under "Reserve Management 2018" (Resolution #53/18). The proposed 2019 budget includes ongoing contributions to these new reserves as CVC begins to implement more robust measures to support asset management through funding to support the state of good repair, capital life cycle replacement and risk reduction measures related to Conservation Area revenues.

d) CVC Special Levy Activities Funded by Apportionment (Shared)

The 2019 shared special levy amount is increasing by approximately $58,365 or 2.6% as shown in Table 5 below. Activities are funded by this special levy on the same basis as the general levy and include ongoing work in the areas of sub watershed studies, natural heritage programs, terrestrial watershed monitoring projects, infrastructure major maintenance and dam major maintenance.

Table 5: Municipal Shared Special Levy 2019 compared to 2018 by $ and % change

Municipality	2018 Shared Special Levy	2019 Shared Special Levy	% Change	$ Change
Peel Region	$2,065,327	$2,118,869	2.59	53,542
Halton Region	111,832	114,731	2.59	2,899
Town of Orangeville	55,598	57,039	2.59	1,441
Town of Erin	14,542	14,919	2.59	377
Town of Mono	2,542	2,608	2.59	66
Township of East Garafraxa	1,279	1,312	2.59	33
Township of Amaranth	250	256	2.59	6
Total Shared Special Levy	**2,251,369**	**2,309,734**	**2.59**	**58,365**

*Not based on 2019 CVA; numbers will be adjusted when CVA apportionment received.

e) CVC Municipality Special Benefiting Levies

The special benefiting levy for 2019 is increasing by $494,669 or 3.90% and is composed of activities (capital and climate change) that are funded on the basis of the benefiting municipality (see Table 6). This year only the Region of Peel is contributing to these program areas. The maintenance of the gauge system is now partially covered in general and special levy. Also of note in 2018 a reserve was established to support ongoing capital investment in the gauges. Peel Region continues to support floodplain mapping and CVC has obtained federal funding to help accelerate this critical work. This Peel only Special Levy amount does not include the special EAB funding (for EAB funding see section f.)

Table 6: CVC Special Benefiting Levy by Municipality (Allocation Based Upon Benefiting Municipality)

Municipality	2018	2019	$ Change	% Change
Peel Region	$12,674,671	$13,169,340	$ 494,669	3.90
Halton Region	0	0	0	n/a
Township of Amaranth	0	0	0	n/a
Township of East Garafraxa	0	0	0	n/a
Town of Erin	0	0	0	n/a
Town of Mono	0	0	0	n/a
Town of Orangeville	0	0	0	n/a
TOTAL	**$ 12,674,671**	**$ 13,169,340**	**$ 494,669**	**3.90**

f) CVC Emerald Ash Borer (EAB) Funding

Currently both Peel Region and Halton Region are supporting our work to address the hazards and mitigate the impacts of EAB (see Table 7).

Table 7: CVC Emerald Ash Borer Funding

Municipality	2018	2019	$ Change	% Change
Peel Region	$ 477,000	**$ 460,000	-17,000	-3.56
Halton Region	208,000	*211,130	3,130	1.50
Township of Amaranth	0	0	0	n/a
Township of East Garafraxa	0	0	0	n/a
Town of Erin	0	0	0	n/a
Town of Mono	0	0	0	n/a
Town of Orangeville	0	0	0	n/a
TOTAL	**$ 685,000**	**$ 671,130**	**$ - 13,870**	**-2.02**

As per agreement with Halton (Aug 2015), prescribed amounts up to year 2022. Reduced due to revised work plan submitted to Peel*

g) Forecast – 3 years (2020 to 2022)

Through the budgeting process CVC also undertakes forecasts for future budget years. The current 2020 budget increase is forecast at 6.8%. This projected increase is largely a result of projects which are currently partially funded by external sources which do not have secured partial funding in 2019 and beyond (see Table 8). As a result, these projects have been included in municipal funding until new external funding sources are secured in future budget years. Also included in this forecast is additional funding to support capital work as a result of the dam EA at the Belfountain Conservation Area.

Table 8: CVC 3 Year Forecast

Levy Type	2020 Forecast		2021 Forecast		2022 Forecast	
	Amount	% Change	Amount	% Change	Amount	% Change
General Levy	$9,820,021	4.94%	$10,154,757	3.41%	$10,488,615	3.29%
Special Levy	16,784,651	8.43%	17,928,611	6.82%	18,739,169	4.52%
SUBTOTAL	**26,604,672**	**7.12%**	**28,083,368**	**5.56%**	**29,227,784**	**4.08%**
Peel- Special Levy- EAB	420,000	-8.70%	420,000	0.00%	400,000	-4.76%
Halton- Special Levy- EAB	216,000	2.31%	220,000	1.85%	224,000	1.82%
TOTAL	**$27,240,672**	**6.79%**	**$28,723,368**	**5.44%**	**$29,851,784**	**3.93%**

There are a number of key capital projects which are not included in the three year forecast. These include:

a) development of asset management plans with support from Peel Region will have future budget implications that will require funder support (undetermined);
b) future work for the dam at Island Lake that supports the Orangeville sewage treatment plant flow augmentation will require significant investment in the coming years to address structure upgrades and to maintain a state of good repair (approximately $0.75 million);
c) implementation of the Belfountain Conservation Area Management Plan (approximately $7 million);
d) Increased funding for implementation of the Credit Valley Trail project
e) implementation of the Upper Credit Conservation Area Management Plan; and
f) Visitor centre and office space for Island Lake Conservation Area.

We will continue to work with our funders to help refine and adjust the identified pressures and to seek opportunities to mitigate costs wherever possible, including applications for infrastructure funding, eligible programs and alternative funding sources.

h) Budget Pressure – Watershed Planning

A number of provincial documents in recent years including the Provincial Policy Statement, Growth Plan and Greenbelt Plan, have directed the use of watershed planning as the ecological meaningful scale for integrated and long term planning to inform planning area expansions and infrastructure. Further, climate change policies of the Growth Plan recognize the importance of watershed planning for the protection of water quality and quantity. There has been no comprehensive watershed management plan undertaken in the past decades. The Credit River Water Management Plan, first undertaken in 1992, was updated in 2007 based on 2002 data. At the time it focused on water quality and quantity changes in the watershed due to urbanization. Climate change was not a factor. In the meantime, climate models have developed better resolution and in the intervening years more significant rainfall events have occurred that need to inform our planning efforts. It is time to develop a watershed wide plan that takes into account current land use projections, water conditions, natural heritage system plans, climate change scenarios and project how to best mitigate to ensure a balance of environmental protection with growth.

The first two phases of the watershed plan, looking back to how the watershed has changed from 1956-2000, and developing a current conditions characterization based on data for 2000-2016 have all been undertaken with staff time and using budget that was reassigned. The final phase will require more sophisticated modelling and consulting time.

While cost estimates are still being worked out, CVC is requesting that Peel Region support the initiation of the phase 3 of the watershed plan with $200,000 in budget year 2019, $550,000 in 2020 and $250,000 in 2021. This substantial contribution cannot be accommodated within the existing envelop of funding. Peel has embarked on a surface water-groundwater modelling exercise for the whole watershed to inform the MCR and official Plan process. The opportunity exists for CVC with these funds to piggy-back some of this modelling work to develop various scenarios which we anticipate would be much more cost effective than waiting until 2020. Some funds would be used to develop the terms of reference for Phase 3 of the watershed plan so that we are ready to launch in 2020.

Further, we are requesting the funds only of Peel under special levy as the local municipalities have been supporting the development of local subwatershed plans, the results of which will be incorporated into the watershed plan. Some additional shared levy may be required but for 2020.

COMMUNICATIONS PLAN:

Information regarding the 2019 proposed budget has been provided to staff at the Region of Peel and will be shared with Halton Region as part of the regular budget process. Formal presentations will be made to the Councils of funder municipalities late in 2018 and early 2019. The final budget report for formal CVC Board approval is anticipated in February or March of 2019.

Notice of the intent to consider and approve the 2019 CVC budget, the date and location of the meeting and additional information about the proposed budget will appear on the CVC website and will be publicly listed on the appropriate Board of Directors agenda.

Further information detailing the budget and the date of the meeting where the Board will consider and approve the 2019 budget will also be provided in writing to every funder municipality in the watershed.

FINANCIAL IMPLICATIONS:

CVC has been able to table a proposed budget that is generally in keeping with the budgetary guidelines established by both Peel and Halton Region.

CONCLUSION:

CVC proposes a combined general and special levy increase of $873,542 or 3.65 % increase over 2018. While the increase slightly exceeds guidelines provided by Peel Region, it does address various pressures including:

- need for investment to address risks related to climate change;
- initiate work to improve digital infrastructure and improve productivity;
- make ongoing contribution to reserves; and
- Provide some funding for work related to the dam at Belfountain

CVC has, and continues to, prioritize work to align with key program deliverables and to achieve climate change outcomes. Additionally, we work to control operating cost and find saving in an effort to manage the year-over-year budget request.

CVC has demonstrated our ability to successfully obtain funding from varied sources to address pressures and will continue to do so as it relates to future budget pressures.

RECOMMENDED RESOLUTION:

RESOLVED THAT *the report entitled, "2019 Budget Endorsement" be received and appended to the minutes of this meeting as Schedule 'E'; and*

THAT *the preliminary 2019 budget outlined in the report be endorsed by the CVC Board of Directors for presentation to funding partners.*

Submitted by:

Jeff Payne
Director, Corporate Services

Recommended by:

Deborah Martin-Downs
Chief Administrative Officer

SCHEDULE 'F'
PAGE -1-
2018-08-24

TO: The Chair and Members
of the Board of Directors,
Credit Valley Conservation

SUBJECT: **CVC BY-LAWS**

PURPOSE: **To request approval by the Board of Directors of CVC for the CVC By-Laws**

BACKGROUND:

The development of best management practices for conservation authority (CA) administrative by-laws was a deliverable under the Conservation Ontario (CO)/ Ministry of Natural Resources and Forestry (MNRF) 2017/2018 transfer payment agreement (TPA). The requirements for CA administrative by-laws are outlined in Section 19.1 of the new *Conservation Authorities Act* and all conservation authorities are to have by-laws compliant with Section 19.1 in place within one year of the new Act coming into force. The new by-laws will replace administrative regulations created under the repealed Section 30 of the Act. Current administrative by-laws will cease to be in force upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the authority.

At the July 13, 2018 CVC Board of Directors meeting a first draft of the by-laws was received and reviewed by the Board Resolution #63/18. Discussion at the June meeting centered on the following items:

- **Section A, Definitions:**
  The first draft of the by-laws identified that the Ministry responsible for the Act may be switched from the Ministry of Natural Resources and Forestry to the newly created Ministry of Environment, Conservation and Parks.
- **Section B, Item 4 – Absence of a Member:**
  Members suggested adding timing for the notice of regrets.
- **Section C, Item 2 – Notice of Meeting:**
  Members inquired about the method/process for identifying that they have 50% support of the other members to call a special meeting.
- **Section C, Item 10 – Electronic Participation:**
  Members discussed the issue of quorum when participating electronically in a board meeting.

Following discussion a couple amendments to the first draft of the by-laws have been made.

ANALYSIS:

Attached as Schedule 'F', Appendix 1 are the revised by-laws. Changes made from the first draft are highlighted in yellow. The changes are as follows:

- **Section A, Definitions:**
  Additional definition added for Minister – "Minister means the Minister responsible for the Act."
- **Section B, Item 4 – Absence of a Member:**
  Addition of the sentence "Every member shall provide a minimum of 24 hours notice of an absence in writing or email to the Secretary-Treasurer so, that issues with quorum can be determined and the required 12 hour notice to cancel a meeting can be provided to members if required."
- **Section C, Item 2 – Notice of Meeting:**
  Addition of the words "in writing or email" to the sentence regards to member support for a special meeting.
- **Section C, Item 10 – Electronic Participation:**
  Clarification added that members participating electronically are not considered part of quorum, are not allowed to vote and can't participate in a meeting that is closed to the public is a requirement of the *Municipal Act, 2001*.

  In addition, the following two sentences were added:
  - "Members participating electronically will be shown in the minutes as participating by telephonic or other electronic means but not as attending the meeting."
  - "Members will not receive a per diem if they participate in a meeting electronically."

CVC staff feel that the new by-laws are a favourable development and address the gaps of the current Administrative Resolutions.

COMMUNICATIONS PLAN:

There are no communications implications for this project.

FINANCIAL IMPLICATIONS:

There is no financial impact to CVC for this project.

CONCLUSION:

It is believed that the attached CVC By-law meets the requirements for CA administrative by-laws proposed in Section 19.1 of Bill 139.

The goal of the CO project was to encourage all conservation authorities to adopt Administrative By-laws and Best Management Practices (BMP) that are based on a

single agreed-upon model, while allowing flexibility to meet their individual needs. CVC has adopted this model to create the new CVCA By-Laws.

RECOMMENDED RESOLUTION:

WHEREAS *the development of best management practices for conservation authority (CA) administrative by-laws was a deliverable under the Conservation Ontario (CO)/ Ministry of Natural Resources and Forestry (MNRF) 2017/2018 transfer payment agreement (TPA); and*

WHEREAS *Section 19.1 of the new Conservation Authorities Act requires all conservation authorities to have by-laws compliant with Section 19.1 in place within one year of the new Act coming into force;*

RESOLVED THAT *the report entitled "CVC By-laws" be received and appended to the minutes of this meeting as Schedule 'F'; and further*

THAT *the CVC Board of Directors approve the CVC By-laws attached as Schedule 'F', Appendix 1 to this report.*

Submitted by:

Tamara Chipperfield
Corporate Secretariat

Jeff Payne
Director, Corporate Services

Recommended by:

Deborah Martin-Downs
Chief Administrative Officer

Credit Valley Conservation
inspired by nature

CREDIT VALLEY CONSERVATION AUTHORITY

Administrative By-Laws

Adopted XXXX, 2018

CREDIT VALLEY CONSERVATION AUTHORITY
Administrative By-Laws

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I. Administrative By-Law

Introduction

Credit Valley Conservation Authority (CVCA) is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The authority is comprised of its Members, appointed as representatives by the participating municipalities. Participating municipalities in CVCA's jurisdiction are as follows:

- Region of Halton
- Region of Peel
- Town of Erin
- Town of Mono
- Town of Orangeville
- Township of Amaranth
- Township of East Garafraxa

CVCA's Vision/Mission

Our Vision: A thriving environment that protects, connects and sustains us.

Our Mission: Together, it's our nature to conserve and our future to shape through the power of science, education, policy and leadership.

The Members of the conservation authority form the general membership of the conservation authority. The Members are bound by the Act and other applicable legislation. The authority must always act within the scope of its powers. As a non-share corporation, the authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1) of the *Conservation Authorities Act* as follows:

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) to charge fees for services approved by the Minister;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) to cause research to be done;

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

"Authority" means the Credit Valley Conservation Authority.

"Act" means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

"Chair" means the Chairperson and President as referenced in the Act as elected by the Members of the authority.

"Chief Administrative Officer" means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

"Fiscal Year" means the period from January 1 through December 31.

"General Membership" means all of the Members, collectively.

"Levy" means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

"Majority" means half of the votes plus one.

"Members" shall mean the members appointed to the authority by the participating municipalities in the authority's area of jurisdiction.

"Minister" means the Minister responsible for administration of the Act.

"Non-matching Levy" means that portion of an authority's levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

"Officer" means an officer of the authority empowered to sign contracts, agreements and other documents on behalf of the authority in accordance with section 19.1 of the Act, which shall include the Chair/President, Vice-Chair(s), Chief Administrative Officer, Deputy Chief Administrative Officer and the Secretary-Treasurer (or the CAO/Secretary-Treasurer, if applicable).

"Participating Municipality" means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

"Pecuniary Interest" includes the financial or material interests of a member and the financial or material interests of a member of the member's immediate family.

"Secretary-Treasurer" means Secretary-Treasurer of the authority with the roles specified in the Act.

"Staff" means employees of the authority as provided for under Section 18(1) of the Act.

"Vice-Chair" means the Vice-Chairperson as elected by the members of the authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

"Weighted Majority" means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for municipal levies.

B. Governance

1. Members

a) Appointments

Participating municipalities within the jurisdiction of the Credit Valley Conservation Authority may appoint members in accordance with Section 14 of the Act.

Appointed Members must reside in a participating municipality within the authority's area of jurisdiction and may include citizens as well as elected members of municipal councils.

Collectively, the appointed Members comprise the authority, and for the purposes of this by-law are also referred to as the General Membership.

b) Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the authority following his or her appointment and ending immediately before the first meeting of the authority following the appointment of his or her replacement. The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a participating municipality at the municipality's discretion prior to the end of their term.

c) Powers of the General Membership

Subject to the Act and other applicable legislation, the general membership is empowered without restriction to exercise all of the powers prescribed to the authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, the powers of the general membership include but are not limited to:

i. Approving by resolution, the creation of committees and/or advisory boards, the members thereof and the terms of reference for these committees and/or advisory boards;
ii. Appointing a Chief Administrative Officer and/or Secretary-Treasurer;
iii. Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer.
iv. Approving establishing and implementing regulations, policies and programs;
v. Awarding contracts or agreements where the approval of the authority is required under the authority's purchasing policy.
vi. Appointing an executive committee and delegate to the committee any of its powers except (Section 19.1 (d) of the Conservation Authorities Act):
    i. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer,
    ii. The power to raise money, and
    iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
vii. Approving by resolution, any new capital project of the authority;
viii. Approving by resolution, the method of financing any new capital projects;
ix. Approving details on budget allocations on any new or existing capital projects;

x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the participating municipalities;
xi. Receiving and approving the financial statements and report of the auditor for the preceding year;
xii. Authorizing the borrowing of funds on the promissory note of the authority in accordance with subsection 3(5) of the Act;
xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act [Delegated to staff as per CVCA Resolution #70/03]
xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister through the Mining and Lands Tribunal;

d) Member Accountability

Participating municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the authority. While the administration is responsible for the day-to-day operations, the general membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the authority.

All Members have the responsibility to be guided by and adhere to the CVCA Code of Conduct Policy (Appendix 1), as adopted by the authority by Resolution #56/12.

Members are responsible for:

i. Attending all meetings of the authority;
ii. Understanding the purpose, function and responsibilities of the authority;
iii. Being familiar with the authority's statutory and other legal obligations;
iv. With the administration, setting strategic direction for the authority.

e) Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

If any part of the by-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f) Relationship Between Members and Staff

The general membership relies on the Chief Administrative Officer and/or Secretary-Treasurer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer and/or Secretary Treasurer is accountable to the authority, working cooperatively to achieve the goals established by the authority.

The general membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer and/or Secretary-Treasurer. At a minimum an annual review will be conducted.

2. Officers

The officers of the authority, and their respective responsibilities, shall be:

Chair/President

- Is a Member of the authority;
- Presides at all meetings of the general membership (and executive committee if applicable);
- Calls special meetings if necessary;
- Cancel meetings as required;
- Acts as a public spokesperson on behalf of the general membership;
- Serves as signing officer for the authority;
- Ensures relevant information and policies are brought to the authority's attention;
- Keeps the general membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the authority.

Vice-Chair(s)

- Is/are a Member(s) of the authority;
- Attends all meetings of the authority (and executive committee if applicable);
- Carries out assignments as requested by the Chair/President;
- Understands the responsibilities of the Chair/President and acts as Chair/President immediately upon the death, incapacity to act, absence or resignation of the Chair/President until such time as a new Chair/President is appointed or until the Chair/President resumes his/her duties;
- Serves as a signing officer for the authority.

Chief Administrative Officer (CAO) / Secretary-Treasurer

Responsibilities of the CAO / Secretary-Treasurer as assigned by the authority include, but are not limited to the following:

- Is an employee of the authority;
- Attends all meetings of the general membership (and executive committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair/President and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the general membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the authority, including all staff and programs of the authority;
- Ensures resolutions of the authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with participating municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Is the custodian of the corporate seal;
- Serves as a signing officer for the authority;
- Serves as head of the authority for MFIPPA;

- Performs other duties when directed to do so by resolution of the authority.

3. Absence of Chair/President and Vice-Chair(s)

In the event of the absence of the Chair/President and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair/President.

4. Absence of a Member

If a member is absent for three or more consecutive meetings or absent for more than 50% of the scheduled meetings annually, the Chair/President shall discuss the absence with the member and report back to the Membership with a recommendation in line with CVCA's Code of Conduct.

Every member shall provide a minimum of 24 hours notice of an absence in writing or email to the Secretary-Treasurer so, that issues with quorum can be determined and the required 12 hour notice to cancel a meeting can be provided to members if required.

5. Maximum Term for Chair/President and Vice-Chair(s)

There is no maximum number of terms that a Chair/President and/or Vice-Chair are eligible to stand for re-election to the same office.

6. Representatives to Conservation Ontario Council

At the inaugural meeting each year the authority will appoint three representatives to Conservation Ontario Council ("Council") by resolution of the general membership. The authority will appoint up to three representatives to Conservation Ontario Council ("Council"), designated as voting delegate and alternate(s). Council will consist of the voting delegates appointed by each member conservation authority. The voting delegate and alternates shall be registered with Conservation Ontario annually.

7. Election of Chair/President and Vice-Chairs

The election of the Chair/President and one or more Vice-Chairs shall be held annually at the inaugural meeting in accordance with the authority's procedures for election of officers (Appendix 2).

8. Appointment of Auditor

The general membership shall appoint an auditor in accordance with Section 38 of the Act.

9. Financial Statements and Report of the Auditor

The general membership shall receive and approve the audited financial statements and report of the Auditor annually, for the previous year, in a timely manner.

The authority shall forward copies of the audited financial statements and report of the auditor to participating municipalities and the Minister in accordance with Section 38 of the Act and will make the audited financial statements available to the public.

10. Borrowing Resolution

If required, the authority shall establish a borrowing resolution by March 31st of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

11. Levy Notice

The levy due to the authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable regulations.

12. Signing Officers

The general membership may designate additional signing officers by Board resolution.

13. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The general membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the general membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the authority.

14. Remuneration of Members

The authority shall establish a per-diem rate annually as part of the budget process to be paid to Members for attendance at general meetings and advisory board or committee meetings, and at such other business functions as may be from time –to-time requested by the Chair/President, through the Secretary-Treasurer. In addition, an honorarium shall be approved annually as part of the budget process by the authority for the Chair/President and Vice-Chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by resolution of the general membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

15. Records Retention

The authority shall keep full and accurate records. Such records shall be retained and protected in accordance with all applicable laws and the records retention policy of the authority as approved by the general membership from time-to-time.

16. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being. By-laws will be reviewed every four years at the start of each Board term.

17. By-law Available to Public

In accordance with the Act, the authority shall make its by-laws available to the public on the authority's website. By-laws shall also be available for review by any member of the public at the authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Ac*t, if requested by interested parties.

18. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct). The authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act* and the CVCA Code of Conduct.

19. Indemnification of Members, Officers and Employees

The authority undertakes and agrees to indemnify and save harmless its Members, officers and employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, officer or employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, officer or employee is made a party by reason of being a Member, officer or employee of the authority (except in respect of an action by or on behalf of the authority to procure a judgment in its favour) if;

- such Member, officer or employee acted honestly, in good faith with a view to the best interests of the authority and within the scope of such Member's, officer's or employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, officer or employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The meeting procedures below governing the procedure of the authority shall be observed in executive committee and advisory board meetings, as far as they are applicable, and the words executive committee or advisory board may be substituted for the word authority as applicable.

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this by-law, the current edition of Bourinot's Rules of Order shall be binding.

The authority may choose to conduct its business as a committee of the whole.

2. Notice of Meeting

The general membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send notice of regular meetings to all members at least three calendar days in advance of a meeting. Notice of all regular or special meetings of the general membership or its committees shall be made available to the public as soon as possible after its delivery to general membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

The Chair/President may, at his/her pleasure, call a special meeting of the authority as necessary on 24 hours notice in writing or email. Any member, with 50% support of the other members in writing or email, may also request the Chair/Presdient to call a meeting of the authority and the Chair/Presdient will not refuse. The meeting notice shall state the business of the special meeting and only that business shall be considered at that special meeting.

The Chair/Presdient or the Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 12 hours before the hour appointed for the meeting, postpone or cancel any meeting of the authority, advisory board or other committee until the next scheduled date.

3. Meetings Open to Public

All meetings of the general membership, committees and executive committee, if applicable, shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

1. Approval of Agenda
2. Declarations of Conflict of Interest
3. Minutes of the Previous Meeting
4. Presentations / Delegations
5. Business Arising from the Minutes

6. New Business Staff Reports
7. Corresspondence / Information Items Distributed to Members
8. Notice of Motion
9. Question Period
10. Other Business
11. Meeting Adjourned

The agenda for special meetings of the authority shall be prepared as directed by the Chair/Presdient.

Agendas for meetings shall be forwarded to all Members at least four calendar days in advance of the meeting. Such agendas shall be made available to the public on the authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.

From time-to-time as may be required, the Secretary-Treasurer may distribute additional agenda items up to, and including the time of the meeting.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the general membership, the Member shall address in writing or email to the Chair/Presdient or Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Secretary-Treasurer without comment or explanations.

5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the members appointed by the participating municipalities. At any executive committee (if applicable), advisory board or committee meeting, a quorum consists of one-half of the Members of the executive committee (if applicable), advisory board or committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair/President for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, or the Chair/Presient may procede with the meeting for the purposes of receiving information only. The recording secretary shall record the names of the Members present and absent.

If during an authority or advisory board or committee meeting a quorum is lost, then the Chair/President shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by- law, or the Chair/President may procede with the meeting for the purposes of receiving information only.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Order of Business

The business of the authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.
No Member shall present any matter to the authority for its consideration unless the matter appears on the agenda for the meeting of the authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

In accordance with Bourinot's Rule of Order, the authority shall observe the following procedures for discussion/debate on any matter coming before it:

a) A Member shall be recognized by the Chair/President prior to speaking;
b) Where two or more Members rise to speak, the Chair/President shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair/President was first recognized;
c) All questions and points of discussion shall be directed through the Chair/President;
d) Where a motion is presented, it shall be moved and seconded before debate;
e) No Member shall speak more than once to the same question without leave from the Chair/President, except in explanation of a material part of the speech;
f) No Member shall speak more than five minutes without leave of the Chair/President;
g) Any Member may ask a question of the previous speaker through the Chair/President;
h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair/President puts the motion to a vote;
i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
j) When a motion is under consideration, only one amendment is permitted at a time.

8. Matters of Precedence

The following matters shall have precedence over the usual order of business:

k) a point of order;
l) matter of privilege;
m) a matter of clarification;
n) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
o) a motion that the question be put to a vote;
p) a motion to adjourn.

9. Members' Attendance

The authority shall provide a listing of Members' attendance at scheduled meetings of the authority to the participating municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the authority, the authority shall request the municipality that was represented by that Member appoint a Member replacement.

10. Electronic Participation

Members may participate in a meeting that is open to the public by telephonic or other electronic means that permits all participants to communicate adequately with each other during the meeting. A Member participating in a meeting electronically shall not be counted in determining quorum or be permitted to vote (Municpal Act, 2001, s. 238[3.1]).

A Member shall not participate electronically in a meeting that is closed to the public (Municpal Act, 2001, s. 238[3.1])

Members participating electronically will be shown in the minutes as participating by telephonic or other electronic means but not as attending the meeting.

Members will not receive a per diem if they participate in a meeting electronically.

11. Delegations

Any person or organization who wishes to address the authority may make a request in writing or email to the Secretary-Treasurer in the form prescribed by the authority. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received ten business days in advance of a scheduled meeting, and subject to the approval of the Secretary-Treasurer, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by two-thirds of the Members present, or shall be listed on the published agenda for the following meeting.

Except by leave of the Chair/President or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair/President may choose to end a returning delegation's presentation if, in the opinion of the Chair/Presdient, the new information being presented is not relevant to a decision facing the general membership.

12. Annual Meeting

The authority shall designate one meeting of the general membership each year as the annual meeting and shall include the following items on the agenda, in addition to the normal course of business:

i. Election of the Chair/President and Vice Chair
ii. Appointment to Conservation Ontario Council

13. Meetings with Closed "In Camera" Sessions

Every meeting of the general membership, executive committee, committees and advisory boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

a) The security of the property of the authority;
b) Personal matters about an identifiable individual, including employees of the authority;
c) A proposed or pending acquisition or disposition of land by the authority;
d) Labour relations or employee negotiations;
e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the authority;
f) Advice that is subject to solicitor-client privilege;
g) A matter in respect of which the general membership, executive committee, advisory board or committee or other body may hold a closed meeting under another act;
h) information explicitly supplied in confidence to the authority by Canada, a province or territory or a Crown agency of any of them;
i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
j) a trade secret or scientific, technical, commercial or financial information that belongs to the authority and has monetary value or potential monetary value; or
k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the authority.

The authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the authority is the head of an institution for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the general membership shall reconvene in an open session.

The general membership shall not vote during a meeting that is closed to the public, unless:

a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of authority.

Any materials presented to the general membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the authority's procedures for handling confidential material.

A meeting of the authority, executive committee, advisory board or other committee may also be closed to the public if:

a) the meeting is held for the purpose of educating or training the Members, and
b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the executive committee, advisory board or other committee.

14. Voting

In accordance with Section 16 of the Act:

a) each Member is entitled to one vote, and
b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.
c) The Chair/President is entitled to vote only in the event of a tie or for the weighted vote required for budget approval.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Bourinot's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair/President may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken in alphabetical order by member surname, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the Secretary-Treasurer shall record each vote.

At the meeting of the authority at which the non-matching levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of non-matching levy by a weighted majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 7 of this by-law (Election of Chair/President and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

15. Notice of Motion

Written notice of motion to be made at an authority, executive committee, advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the authority must be made at the previous meeting to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the general membership or executive committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the general membership or executive committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the authority;
d) Announce the results of the vote on any motions so presented;
e) Adjourn the meeting when business is concluded.

18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the CVCA Code of Conduct (Appendix 1).

No Member at any meeting of the authority shall:

a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
d) Speak disrespectfully or use offensive words against the authority, the Members, staff, or any member of the public;
e) Speak beyond the question(s) under debate;
f) Resist the rules of order or disobey the decision of the Chair/President on the questions or order or practices or upon the interpretation of the by-laws.

19. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the authority, the executive committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair/President and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the authority's website. Such minutes shall also be available for review by any member of the public at the authority's administration centre or provided in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.

D. Approval of By-law and Revocation of Previous By-law(s)

By-law number _____ is hereby repealed;

By-law number _____ shall come into force on the _____ day of _____, 20____

CVCA By-law Approved _____ (date)

Signed: _____
Chair/President

_____
Secretary-Treasurer

E. Appendices to the Administrative By-law

Appendix 1 – CVCA Code of Conduct

CREDIT VALLEY CONSERVATION

Credit Valley Conservation Authority
Board of Directors Code of Conduct Policy

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INTRODUCTION

Purpose **1.1** The purpose of this policy is to establish a Code of Conduct for the members of the CVCA Board of Directors.

Scope **1.2** This policy shall apply to all individuals while they hold an active position on the CVCA Board of Directors including any subcommittees established by the Board.

Background **1.3** Since its formation in 1954, the CVCA has held a minimum of 469 meetings of the Board of Directors. There is no record of the Board approving a Code of Conduct for the Board of Directors. This policy outlines the Code of Conduct to be followed by duly appointed members of the CVCA Board of Directors.

Under Section 20 of the Conservation Authorities Act, members of the Board of Directors must be committed to upholding, implementing and protecting the Objects of a Conservation Authority:

> *"20. (1) The objects of an authority are to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals. R.S.O. 1990, c. C.27, s. 20."*

Furthermore, under the definitions in the Municipal Conflict of Interest Act, R.S.O, 1990 (MCIA) a "local board" includes a '… conservation authority …' and therefore all responsibilities and requirements under this legislation apply.

Board Members must ensure they are able to carry out their duties as duly appointed members of the Board of Directors by both meeting the Objects of the Conservation Authority Act R.S.O. 1990, c. C.27 while also meeting the requirements under the Municipal Conflict of Interest Act R.S.O. 1990, c. M.50. To help ensure members of the CVCA Board of Directors are able to meet both of these requirements the following Code of Conduct Policy has been established to provide guidance and direction.

It is recognized that currently all members of the Board of Directors are also elected members of various municipal Councils. They are required to take an Oath of Office which binds them to various legislative and regulative responsibilities. Many of the municipalities within the Credit River watershed also require their members of Council adhere to their own Code of Conduct. It is entirely possible,

Credit Valley Conservation Authority
Board of Directors Code of Conduct Policy
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however, for a member municipality to appoint a non-elected person as their representative to the CVC Board of Directors. These individuals would not be bound by the Oath of Office.

As appointed representatives the Board Members may occasionally find themselves in a 'clash of duties' between the objectives of the CVC and their respective appointing municipal bodies. In these cases Board Members must vote with their conscience after weighing the arguments for and against each position.

The intent of this document is to provide a consistent basis upon which CVC Board Members, whether elected or non-elected, are to conduct themselves at CVC meetings and regarding other matters related to the CVC.

Objectives **1.4** The objectives are to:

- Develop clear policies that the members of the CVCA Board of Directors are expected to follow
- Identify the contents of an education/orientation program for Board Members with respect to the Code of Conduct
- Identify implications and procedures to effectively deal with non-compliance to the Code of Conduct

References **1.5** The following documents were referred to in the preparation of this policy document:

Legislation
- Conservation Authorities Act, R.S.O. 1990, c. C.27
- Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

Conservation Authorities
- Conservation Halton Board of Directors – Orientation Agenda – Board of Directors Code of Conduct, Conservation Halton, 2011-03-10
- Code of Conduct Policy for Board Members – Report No. 06-11, Niagara Peninsula Conservation Authority, 2011-01-21

Source Protection Committees
- Code of Conduct and Conflict of Interest Policy, Credit-Toronto-CLOCA Source Protection Committee, 2008-01-29
- Code of Conduct and Conflict of Interest Policy for Members of Halton-Hamilton Source Protection Committee, Halton-Hamilton Source Protection Committee, 2010-12-07

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- Rules of Procedure, Codes of Conduct and Conflict of Interest Policy, Lake Erie Region Source Water Protection Committee, 2008-10-16

Municipal

- Discussion Paper – Municipal Council Codes of Conduct, Accountability and Transparency Sub-Committee, City of Oshawa, 2007-11-14

- Code of Conduct for the Members of Council, City of Brampton
- Council Code of Practice, City of Burlington
- Code of Conduct for Council and Committee Members, City of Kingston, 2010-09-21
- Council Code of Conduct, City of Mississauga, 2011-04
- Code of Conduct for Members of Council, City of Toronto

- Council Code of Conduct, Town of Caledon, 2011-01-01
- Code of Conduct for Members of Council and Local Board Members, Town of Oakville, 2008-09-15

- Procedural By-Law No. 133-09, The Regional Municipality of Halton, 2010-12

DEFINITIONS

"Board of Directors"	Means all Board Members constituting the entire Board of Directors for the Credit Valley Conservation Authority
"Board Members"	Means the duly appointed representatives to the Board of Directors for the Credit Valley Conservation Authority representing the various participating municipalities within the watershed
"CAA"	Means the *Conservations Authorities Act, R.S.O. 1990, c. C.27*, as amended
"CAO"	Means the Chief Administrative Officer of the Credit Valley Conservation Authority who is also the Secretary/Treasurer
"CCA Reg 102"	Means the *Conservation Authorities Act – R.R.O. 1990, Reg. 102*, as amended
"Complainant"	Means any Board Member, CVCA staff member, or any other member of the general public
"Confidential Information"	Means information identified in various pieces of legislation such as, but not limited to, MFIPPA and relates to, but is not limited to: • Personal information about any individual

- Personnel matters
- Labour relations
- Litigation
- Project tendering and requests for proposals (RFP)
- Property acquisitions
- Security of CVCA property
- Statistical data required by law not to be released (e.g. certain census or assessment data)

"Corporate Resource"	Means, but is not limited to, CVCA equipment, supplies, services, tools, property (both physical and intellectual), systems, software systems, website(s), domain name(s), logo(s), blackberry devices, cell phones, phones, address, voice-mail, email, facility and staff while undertaking duties as an employee.
"CVCA"	Means the Credit Valley Conservation Authority and for the purposes of this policy includes both the duly appointed members of the Board of Directors and all staff
"MFIPPA"	Means the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, as amended
"MCIA"	Means the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, as amended

POLICIES

GENERAL CONDUCT

General

1.0 All Board Members are to conduct themselves at all times in a manner which reflects positively on the CVCA

Board Members represent the CVCA at many meetings and functions. It is the responsibility of each Board Member to act in such a manner as to portray a positive image of the Authority.

Borrowing of Money

1.1 Board Members shall not borrow money from any person who does business with the CVCA

Board Members should not become involved directly or indirectly in financial transactions with persons or companies who deal with CVCA due to the inherent danger of conflict of interest.

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Matters Affecting CVCA

1.2 Board Members shall bring forward matters relating to CVCA to the Board of Directors

Board Members are to bring any matters directly associated with the CVCA to the Board of Directors as soon as is practical. It is recognized, however, that various circumstances, such as the timing of meetings, may prevent this from occurring. As a general principle, however, Board Members shall endeavour to bring matters of direct interest to the CVC Board of Directors prior to having these matters discussed and debated by other organizations such as municipal Councils. This will allow the Board of Directors the opportunity to discuss and address these matters through an open, transparent process prior to the matters being discussed in other forums.

INTERPERSONAL BEHAVIOUR

General

2.0 Board Members are required to conduct themselves in a manner which reflects respect and professional courtesy

Board Members are to conduct themselves in a polite, courteous and professional manner whenever dealing with:

- Other Board members
- Conservation Authority staff
- Other elected officials
- Members of special interest groups
- Lobbyists
- Delegates
- Members of the general public

Harassment and Discrimination

2.1 Board Members shall not engage in any form of harassment or discrimination

Board Members must refrain from all forms of harassment and discrimination as defined under all applicable legislation and regulations including, but not limited to:

- Human Rights Code, R.S.O. 1990, c. H.19
- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- CVC Harassment and Discrimination Policy (HR-009)
- CVC Workplace Violence and Harassment Policy Statement

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CONFIDENTIALITY

General	3.0	**Board Members shall respect and adhere to all applicable legislation and regulations which deal with confidential information** Members of the Board of Directors are expected to be knowledgeable of and take appropriate actions to ensure that various pieces of legislation are adhered to including, but not limited to: • Conservation Authorities Act, R.S.O. 1990, c. C.27, as amended • Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended • Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended
***In Camera* Sessions**	3.1	**Board Members shall not disclose the content of a matter that has been discussed or the substance of deliberations of a closed session, except for content that has been authorized by the Board of Directors to be released to the public** All discussions held in camera by the Board of Directors are to be considered confidential and be treated as such. Only the Board of Directors may authorize, through resolution, the release of any information, at its sole discretion, where it is not in contravention of any existing statute or regulation.
Release of Confidential Information not Allowed	3.2	**Members shall not disclose or release, by any means or in any format, any confidential information acquired by being a Board Member except when required by law or authorized by the Board of Directors** Confidential information includes any information that is of a personal nature to CVCA employees, clients or information in the custody of or under the control of the CVCA including the Board Members that is not available to the public and that, if disclosed, could result in loss or damage to the CVCA or could give the person to whom it is disclosed an advantage.
Members not to Seek Access to Confidential Information	3.3	**Board Members shall not access, or attempt to gain access, to confidential information in the possession of the CVCA unless it is necessary for the performance of their duties and not prohibited by law or Council policy.** Board Members shall not be given access to confidential information held by CVCA except where it has a direct bearing on any matter for which they are directly responsible as a member of the Board of Directors.

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Responsibility Carries Forward Appointment to the Board of Directors	3.4	**The obligation to keep information confidential is a continuing obligation even after the Board Member ceases to be a part of the Board of Directors** Upon being duly appointed by a Municipality, a Board Member shall be bound by this Code of Conduct. The elements of this Code of Conduct carry with the Board Member even after they cease to be a duly appointed member of the Board of Directors. This is particularly related to any confidential information the individual may have had access to while carrying out their role and duties as a duly appointed member of the Board of Directors.

CONFLICT OF INTEREST

General	4.0	**Board Members will recognize their obligations to follow and respect the provisions of the *Municipal Conflict of Interest Act*** Under definitions of the Municipal Conflict of Interest Act (MCIA) a "local board" includes "… conservation authority". As a result, representatives duly appointed to the CVCA Board of Directors are bound by this legislation.
Declaration of pecuniary interest	4.1	**Board Members must publicly declare any direct or indirect pecuniary interests** Under MCIA it is the responsibility of all Board Members to declare direct or indirect pecuniary interest when one exists or may exist.
Withdrawal from direct involvement and comment	4.2	**Board Members must withdraw from direct and indirect involvement and refrain from any comment on an issue which might influence the decision when a pecuniary interest exists** Where a pecuniary interest exists, direct or indirect, Board Members are required to withdraw from all direct and indirect involvement and refrain from any comment on the subject matter.
Eligibility to vote	4.3	**Board Members are not eligible to vote on the matter when a pecuniary interest exists** When involved in a matter of pecuniary interest, Board Members are not allowed to participate in voting or discussion on the subject matter.

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Attendance while matter being discussed	**4.4**	**Board Members shall not participate in any discussion held during a CVCA Board of Directors meeting when a matter in which they have declared a direct or indirect pecuniary interest is debated** Board Members need not physically remove themselves from the Board of Directors table, but shall not participate in any discussion held during a portion of a Board of Directors meeting while a matter in which they have declared a pecuniary interest is being discussed.
Attendance while a confidential matter is discussed	**4.5**	**Board Members shall temporarily leave a CVCA Board of Directors meeting if the matter is of a confidential nature and for which they have declared a direct or indirect pecuniary interest** Board Members shall physically remove themselves from the room in which the Board of Directors is meeting when the meeting is not open to the public and the matter being discussed is one in which they have declared a pecuniary interest.
Board Member may rejoin meeting	**4.6**	**Board Members may rejoin a Board of Directors meeting once a matter for which they had direct or indirect pecuniary interest has been dealt with** Once a matter in which a Board Member has identified a pecuniary interest has been discussed the Board Member shall be invited to rejoin the meeting in progress.

STAFF RELATIONS

General	**5.0**	**Board Members will respect the role and function of CVCA employees** Board Members may be elected municipal legislators who are duly appointed to the CVCA Board of Directors. CVCA employees are accountable to the Chief Administrative Officer (CAO) and are responsible for: • Upholding applicable federal and provincial legislation, regulations, policies, and directives • Implementing the formal decisions made by the Board of Directors • Ensuring the efficient and effective operation of CVCA programs, projects, and services

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Board Members not to influence Employees	**5.1**	**Board Members shall acknowledge and respect the fact that CVCA employees work for the CVCA as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objectives, without undue influence from any Board Member** In order to maintain their professional credibility, CVCA staff must be free of political influence when it comes to the administration of their duties. Board Members are therefore not allowed to try to exert any undue influence on the recommendations or decisions of CVCA employees. As such, Board Members may only give direction through formal directives or approved resolutions made at CVCA Board of Director meetings.
Staff Responsible for Carrying out Direction of Board of Directors	**5.2**	**Board Members shall respect the fact that CVCA employees carry out the directions of the Board of Directors as a whole and administer the policies of the CVCA** CVCA employees are required to carry out the formal directions of the Board of Directors and the CAO where such direction is not in contravention of any existing policy, legislation, regulation, Ministerial Order, legal judgement or resolution. Staff are not required to carry out any requests made by a Board Member that is not part of an official direction from the Board of Directors as reflected in the meeting minutes.
Board Members not to influence staff decisions for personal gain	**5.3**	**Board Members shall refrain from using their position to improperly influence employees in their duties or functions to gain an advantage for themselves or others** Board Members shall not attempt to exert any influence on staff in carrying out their professional duties or functions so as to gain any personal advantage or for the advantage of others.
Board Members to publicly support efforts of staff	**5.4**	**Board Members shall refrain from publicly criticizing CVCA employees, in a way that casts or implies aspersions on their professional competence and credibility** CVCA staff are responsible for administering the policies, programs, projects, and services on behalf of the Board of Directors. This can not be done effectively without full public support of the Board of Directors.

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Staff involvement in political activities	**5.5**	**Board Members shall not compel CVCA employees to engage in partisan political activities** CVCA staff must always appear to be objective and unbiased while carrying out their professional duties. As a result staff shall not become involved in any partisan political activities that would jeopardize these duties.
Legal Actions / Pending Actions	**5.6**	**Board Members are prohibited from bringing legal action, or be involved in a legal action, against the CVCA while duly appointed to the CVCA Board of Directors** Board Members must undertake their roles and duties unencumbered by any involvement in current or pending legal action(s) against the CVCA.
Conflict	**5.7**	**A Board Member shall weigh the merits of an issue and vote accordingly when they find themselves in a conflict between the CVC and their responsibilities to their respective organization** On occasion, there may be a clash between CVC's objectives and those of one or more other organizations. In these cases Board Members shall carefully weigh the arguments and vote (or abstain from voting) according to what they, as public officials, think is the best decision given the unique circumstances of each situation.

GIFTS AND BENEFITS

General	**6.0**	**Board Members may only accept gifts and benefits according to prescribed rules outlined in this Code of Conduct** To ensure impartial and transparent decision-making, Board Members may only accept gifts and benefits under certain conditions.
Perceived obligation or special consideration	**6.1**	**Board Members shall not accept gifts that may be perceived to create any obligation or special consideration** Board Members shall not accept any gift, benefit, service, entertainment or hospitality which could be seen to compromise their decision on a matter or create any obligation or special consideration by an individual, group or organization.

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Gifts through protocol or social obligation

6.2 Board Members may only accept gifts that are received as part of normal protocol or social obligation
Board Members may only receive a gift, hospitality or entertainment that is received as an incident of protocol or social obligation that normally accompanies the responsibilities of being a member of the CVCA Board of Directors. For example, if a Board Member is asked to speak at a meeting or function as a representative of CVC, the Board Member may accept a gift given as a gesture of thanks for their time and effort. In these cases, there would be no perceived obligation or special consideration being placed on the Board Member.

Gifts received not in keeping with policy

6.3 A Board Member who receives a gift while acting as a representative of the CVC that does not meet the tests in 6.1 and 6.2 must submit the gift to the CAO for further consideration
When a Board Member receives a gift while acting as a representative of the CVC that does not meet the test in 6.1 or 6.2, the Board Member will forward the gift to the CAO. The CAO will:

- direct the gift to a local charity
- log the gifts received
- send a letter of appreciation to the donor, where appropriate, advising their gift will benefit a local charity.

Expense claims

6.4 Board Members are required to submit written expense claims with the necessary accompanying documentation
Board Members may claim expenses normally incurred in the conduct of their responsibilities at events which are supported by the CVCA Board of Directors upon submission of acceptable expense receipts.

COMMUNICATIONS AND MEDIA RELATIONS

General

7.0 Members of the Board of Directors are expected to represent the CVCA in a fair and balanced manner
Board Members both represent and are ambassadors for the CVCA. They are expected to portray the corporation in a positive and professional manner.

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Respect for Decision-Making Process	7.1	**Board Members shall show respect for the decision-making process of the Board of Directors** Information concerning the adoption of policies, procedures and decisions of the CVCA Board of Directors shall be conveyed openly and accurately.
Accurate Representation of Board Decisions	7.2	**Board Members shall accurately communicate the decisions of the Board of Directors even if they disagree with the decision** Board Members are expected to provide a fair and balanced account of the issues, the discussion surrounding them, and the reasons certain decisions were made.
Confidential Information Released only with Board Approval	7.3	**Confidential information may be communicated only when approved by the Board of Directors** Board Members are bound by the Municipal Freedom of Information and Protection of Privacy Act and therefore must not communicate any confidential information until the Board of Directors has approved its release.

CORPORATE RESOURCES

General	8.0	**Board Members may only use corporate resources for official CVCA business** Board Members may only use Corporate Resources for: • activities connected with the discharge of their official CVCA duties • associated community activities having the sanction of the Board of Directors or any of its subcommittees

COMPLAINT PROCEDURE

General	9.0	**Complainants may use two different complaint procedures to indicate concerns regarding perceived breaches of the policies of the Code of Conduct** The Code of Conduct provides for two complaint procedures: 1. Informal Complaint Procedure 2. Formal Complaint Procedure

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Informal Complaint Procedure

9.1 Informal Complaint Procedure is designed to provide an opportunity to immediately identify and address behaviours and activities which are considered to be in contravention of the Code of Conduct

The Complainant shall:

1. Advise the Board Member that his/her behaviour or activity contravenes the Code of Conduct;
2. Request that the Board Member immediately discontinue the prohibited behaviour or activity;
3. Keep a written record of the incident including date, time, location, other persons present, and any other relevant information;
4. If applicable, advise the Board Member regarding his/her satisfaction with the response, or, if applicable; advise the Board Member of his/her dissatisfaction with the response; and,
5. Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Option B, or in accordance with an applicable judicial process.

An individual is encouraged to initially pursue the informal complaint procedure as a means of stopping and remedying a behaviour or activity that is prohibited by the Code. However, it is not a precondition or a prerequisite that the informal complaint procedure be initiated or completed prior to pursuing the formal complaint procedure as described in the Formal Complaint Procedure option.

Formal Complaint Procedure

9.2 A Formal Complaint Procedure will be used in situations where the Informal Complaint Procedure does not result in a satisfactory resolution to the issue surrounding the Board Member(s) behaviour or activities in relation to the Code of Conduct or to stop a behaviour or activity that is prohibited by the Code of Conduct.

The Complainant shall submit:

1. A completed signed form as provided by the CAO of CVCA;
2. The Complaint Review Request form shall be submitted to the CVCA CAO by mail or personal delivery.

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3. The Complaint Review Request shall be issued a file number by the CVCA CAO for tracking purposes. The number shall consist of the year the request was received followed by a consecutive number as assigned to complaint review requests for that year.

4. Upon receipt of a complete Complaint Review Request, the CVCA CAO shall prepare an information package that shall include the following:
    a. The Complaint Review Request form;
    b. A copy of the Code of Conduct;
    c. Such other information or documentation that the CAO deems relevant.

5. A Special Committee made up of three (3) members of the Board of Directors not directly involved in the complaint shall be formed by the Chair to address the complaint. In the case where the Chair is involved in the complaint, one of the Vice-Chairs of the Board of Directors will form the Special Committee.

6. The members of the Special Committee will be selected, in alphabetical order by last name, from the full Board of Directors roster. If one or more of these Board Members cannot, or does not wish to be a member of the Special Committee, the next Board Member (alphabetically) will be appointed to the Special Committee. Subsequent Special Committees for this purpose will be selected similarly from the next three (3) members alphabetically.

7. The information package referred to above shall be forwarded to the Special Committee in hard copy format by courier or first class mail, whichever is deemed appropriate under the circumstances.

8. The CVCA CAO shall submit a report to the Board of Directors in open session at a regularly scheduled Board meeting advising that a complaint review request has been received, providing the following information:

    a. Name of Alleged Offender
    b. Name of Complainant
    c. The provision of the Code allegedly contravened
    d. Facts constituting the alleged contravention
    e. File number of the request
    f. Date of request

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9. The Special Committee shall meet within thirty (30) days of receipt of the information package and make written recommendations as to the appropriate measures to be taken by the Board of Directors and to be tabled in open session at the next regularly scheduled Board of Directors meeting.

10. The Board of Directors shall receive the recommendations from the Special Committee and make an official, recorded determination of the appropriate action(s) to be taken, if any.

IMPLEMENTATION

General **10.0** **The CAO will develop an education/orientation program designed to inform Board Members of their roles and responsibilities with respect to the Code of Conduct**
The CAO will ensure Board Members are made fully aware of the roles and responsibilities with respect to various applicable legislation and regulations as well as that contained in this Code of Conduct through an education/orientation program. Each Board Member is required to sign the Code of Conduct acknowledgement form.

Education **10.1** **The CVCA CAO will ensure members of the Board of Directors are aware of their obligations and responsibilities under the Municipal Conflict of Interest legislation and the CVCA Code of Conduct Policy.**
At the beginning of each term, and upon appointment of a new/replacement member of the Board of Directors, the CVCA CAO will provide each Member of the Board of Directors with:

1. a copy of this Code of Conduct policy;

2. a copy of the Municipal Conflict of Interest legislation;

3. an oral overview of the Board of Directors responsibilities under the legislation and the CVCA Code of Conduct as part of the orientation process; and

4. an "Agreement to Adhere to the Code of Conduct" form (attached Appendix 1) to be signed by each member of the Board of Directors indicating that they have read, understood, and will abide by the Code of Conduct.

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NON-COMPLIANCE

General

11.0 Failure to comply with these policies may result in one or more reprimands, actions, or sanctions
A series of escalating reprimands, in the order listed below, may be undertaken where a majority vote of the members in attendance at the Board of Directors meeting where the report of the Special Committee is received and discussed:

1. Repayment or reimbursement of moneys received, where applicable.
2. Return of property or reimbursement of its value, where applicable
3. A request for an apology to the Board of Directors, the Complainant, or both
4. A verbal reprimand by the Board of Directors
5. A written reprimand by the Board of Directors
6. A written reprimand with copies sent from the Board of Directors to the Clerk of the Municipality for which the member is the representative
7. Suspension of the remuneration paid to the member of the Board of Directors for a period of up to 90 days
8. A written petition to the Council of the Member's Municipality to have the Member removed from the CVC Board of Directors

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Appendix 1

Agreement to Adhere to the Credit Valley Conservation Authority Board of Directors Code of Conduct

I, _____, as duly appointed to the Board of

Directors for the Credit Valley Conservation Authority representing the Municipality(s) of

_____

for the period of my appointment commencing _____(date)

do hereby agree to comply with the Code of Conduct.

Board Member	**Witness**
_____	_____
Name (print)	Name (print)
_____	_____
Signature	Signature
_____	_____
Date	Date

Appendix 2 - Procedure for Election of Officers

1. *Voting*

Voting shall be by secret ballot and no Members may vote by proxy.

2. *Acting Chair*

The general membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of election of officers.

3. *Scrutineer(s)*

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members of the authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. *Election Procedures*

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

a) The elections shall be conducted in the following order:
   i. Election of the Chair/President, who shall be a Member of the authority
   ii. Election of one or more Vice-chairs, who shall be Members of the authority.

b) The Acting Chair shall ask for nominations to each position;

c) Only current Members of the authority who are present may vote;

d) Nominations shall be called three (3) times and will only require a mover;

e) The closing of nominations shall require both a mover and a seconder;

f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

g) If only one nominee the individual shall be declared into the position by acclamation.

If More than One Nominee:

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

i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of

election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.

j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall 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 shall be removed from further consideration for the office and new ballots shall 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 shall 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 Acting Chair or designate.

SCHEDULE 'G'
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2018-08-24

TO: The Chair and Members of the Board of Directors,
Credit Valley Conservation

SUBJECT: **NATIONAL DISASTER MITIGATION PROGRAM FUNDING (INTAKE 5)**

PURPOSE: **To request approval by the Board of Directors of CVC to commit $154,375 in cash and in-kind to apply for National Disaster Mitigation Program for matching funds to conduct a flood assessment for the Town of Orangeville and to update the flood mitigation plan for Cooksville Creek**

BACKGROUND:

The National Disaster Mitigation Program (NDMP) is a five year, $200 million federal program that is intended to reduce the impacts of natural disasters on Canadians by:

- Focusing investments on significant, recurring flood risk and costs; and
- Advancing work to facilitate private residential insurance for overland flooding.

Under the program, the federal government funds up to 50 per cent of the costs of eligible flood mitigation projects in four streams:

1. Risk Assessments
2. Flood Mapping
3. Mitigation Planning
4. Investments in Non-structural and Small Scale Structural Mitigation Projects

In Ontario, municipalities and conservation authorities are eligible for funding under these streams. Each stream targets different activities and has different eligibility requirements and timing. The provincial government will assess all project proposals received and submit selected proposals to the federal government. If a project is approved by the federal government, Ontario will flow the federal funds through to the partner organization. Ontario encourages project proposals that include participation by multiple partners.

The next deadline (Intake 5) for Ontario municipalities and conservation authorities is September 14, 2018. To be eligible under this call for proposals, projects could potentially start April 1, 2019 and be completed by March 31st, 2020. The CVC is proposing to submit two projects under the NDMP funding program, Stream 3 – Mitigation Planning. The first project is in partnership with the Town of Orangeville and the second project is in partnership with the City of Mississauga and Region of Peel.

For conservation authority applicants, a resolution from the Board of Directors approving the project proposal along with a letter of support from the municipality in which the

proposed project is located is required.
Project 1: In response to flooding that the Town of Orangeville has experienced in the last few years, the Councillors of the Town of Orangeville passed a resolution on June 11, 2018 stating that:

> *"That report PW-2018-32, Town Wide Flooding Assessment be received;*
>
> *And that staff jointly work with Credit Valley Conservation to prepare a project proposal and to seek funding from the Federal National Disaster Mitigation Program (NDMP);*
>
> *And that staff be directed to transfer $75,000 from the General Capital Reserve Fund to this capital project;*
>
> *And that the Mayor and Clerk be authorized to execute an agreement with Credit Valley Conservation and/or Public Safety Canada and any other documents required to finalize the Federal National Disaster Mitigation Programme (NDMP) project proposal on behalf of The Corporation of the Town of Orangeville and to affix the corporate seal thereto."*

Project 2: The City of Mississauga is fully supportive and engaged in updating the flood mitigation plan for Cooksville Creek and provided a letter of support from the Director of Transportation and Infrastructure Planning. Staff were, however, not able to provide supportive funding due to approval scheduling conflicts with the municipal elections. We are in continuing discussions with the City as to how they may provide financial support outside the NDMP grant.

The Region of Peel is also supportive of this project and provided a letter of support from the Director, Office of Climate Change and Energy Management for Cooksville as a Mitigation Plan pilot for the Flood Resiliency Strategy under the Peel Climate Change Partnership.

ANALYSIS:

CVC is proposing to submit two projects under the NDMP funding program, Stream 3 – Mitigation Planning. The first project is in partnership with the Town of Orangeville and the second project is in partnership with the City of Mississauga and the Region of Peel.

Flooding Assessment for the Town of Orangeville - Project 1

Project 1 will assess flooding and flood risk mitigation options in the Town of Orangeville. Most recently significant flooding occurred due to rainfall events on May 3rd, 2012, June 23, 2017 and February 21, 2018. Road flooding and closure occurred on various streets during these flooding events. Also, Townline near Broadway was washed out during the May 3rd, 2012 event. Knee deep water was observed in the parking lot of various businesses such as Walmart, Mcdonalds, and the Beer Store. The flood prone areas are consistent with five areas identified in the 2016 Floodline Mapping Study where flooding is likely to "spill" beyond the established floodlines into urban areas.

Hydraulic models will be developed to accurately represent flooding extents, depths and velocities in the known flood-prone areas including the five spill areas identified in the 2016 floodline mapping study. A database of flood vulnerable structures and road crossings (culverts and bridges) will then be developed to estimate flood damage costs. Various potential flood mitigation measures will be evaluated in consultation with Town staff to develop a strategy to manage and mitigate flood risk within the Town of Orangeville. It is anticipated that this work will help Town's staff to prioritize capital works projects for mitigation measures to reduce flooding in the Town of Orangeville.

Updated Flood Mitigation Plan for Cooksville Creek - Project 2

CVC is leading the Flood Resiliency Strategy as part of the Peel Climate Change Partnership. Cooksville Creek has been identified by partners as a priority case study of the Strategy. This project will update the Flood Mitigation Plan for Cooksville Creek watershed in the City of Mississauga. The Municipal Risk and Return on Investment Tool (Phase 3) will be used to allow us to further analyze risk reduction and produce an updated Flood Mitigation Plan that includes stormwater and emergency management provisions. This project supports Mississauga's Disaster Mitigation and Adaptation Fund application for Cooksville by evaluating the return on investment of the updated mitigation measures considering climate change. Evaluation of flood mitigation measures will consider property and infrastructure damage costs as well as indirect costs such as water quality, public health, emergency management, potential liability and social vulnerability. The updated flood mitigation plan will also build upon lessons learned from recent events to support Mississauga's emergency management plans.

FINANCIAL IMPLICATIONS:

The two proposed projects are new projects and require Board approval to commit funds from the 2018 and 2019 general levy and Region of Peel climate change special levy budgets. Required CVC general levy funding for Project 1 is $25,000. Required CVC special levy funding for Project 2 is $129,375. These amounts are within the existing 2018 and proposed 2019 CVC budgets and do not represent an additional funding request.

Funds committed by CVC and its municipal partners will then be matched by NDMP. Funding details for each project are as follows:

Project 1: Flooding Assessment for the Town of Orangeville

Partner	**Contribution ($)**
CVC (Cash and in-kind)	$ 25,000
Town of Orangeville (Cash and In-kind)	$ 75,000
Request from NDMP	$ 100,000
Project Total	**$ 200,000**

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Project 2: Updated Flood Mitigation Plan for Cooksville Creek

Partner	Contribution ($)
CVC (Cash and in-kind)	$ 129,375
Request from NDMP	$ 129,375
Project Total	**$ 258,750**

CONCLUSION:

CVC and the municipalities in the Credit River watershed (Town of Orangeville and City of Mississauga) wish to submit two proposals:

- Project 1 – Flooding Assessment for the Town of Orangeville
- Project 2 – Updated Flood Mitigation Plan for Cooksville Creek

CVC staffs are seeking approval for a total of $154,375 in cash and in-kind funding from the 2018 and 2019 general levy and the Region of Peel climate change special levy budgets, and will apply for matching funding through the National Disaster Mitigation Fund (NDMP).

These projects will:
- Address and quantify site-specific flood risk to the public in areas that have experienced historic flooding and/or flood damage;
- Contribute to ensuring that people and property are protected from flooding and related hazards, with priority to high risk communities;
- Map the extent of flooding at spill areas;
- Evaluate the cost of alternative flood mitigation measures;
- Aid in understanding impacts on infrastructure due to severe storm events and climate change; and
- Assess risk, value for money, vulnerable populations and structures potentially impacted by flooding.

RECOMMENDED RESOLUTION:

RESOLVED THAT *the report entitled "National Disaster Mitigation Program" be received and appended to the minutes of this meeting as Schedule 'G'; and*

THAT *the CVC Board of Directors authorize CVC staff to commit $ 154,375 in cash and in-kind funding towards the application of NDMP for matching funds to:*
- *Project 1 – Flooding Assessment in the Town of Orangeville, and*
- *Project 2 – Updated Flood Risk Mitigation Plan for Cooksville Creek; and further*

THAT *the CVC Board of Directors authorize CVC staff to submit proposals for Project 1 and Project 2 to the National Disaster Mitigation Program by September 14, 2018.*

Submitted by:

Christine Zimmer, P. Eng (MSc) Eng,
Senior Manager, Water and Climate Change Science

Neelam Gupta, Ph.D, P. Eng.
Manager, Hydrology and Hydraulics

Gayle Soo Chan
Director, Watershed Knowledge

Tim Mereu, P. Eng
Director, Watershed Management

Jeff Payne
Director, Corporate Services

Recommended by:

Deborah Martin-Downs
Chief Administrative Officer

SCHEDULE 'H'
PAGE -1-
2018-08-24

TO: The Chair and Members of the Board of Directors,
Credit Valley Conservation

SUBJECT: **CONTRACT OVER 100K: MUNICIPAL RISK AND RETURN ON INVESTMENT TOOL (RROIT)**

PURPOSE: **To request approval by the Board of Directors of CVC to award a contract over $100,000 to carry out Phase 2 of the Risk and Return on Investment Tool.**

BACKGROUND:

In 2016, the Region of Peel, City of Mississauga and CVC undertook a Climate Change Vulnerability Assessment for Cooksville Creek partially funded by MOECC using Engineers Canada's climate change risk and vulnerability protocol (called Public Infrastructure Engineering Vulnerability Committee or PIEVC). The study found that short duration high intensity rainfall events posed the greatest threat to water, wastewater, stormwater and watershed infrastructure. The study also highlighted the need to include social vulnerability and municipal services such as health and emergency management to identify high risk areas to flooding. While the Engineers Canada Tool provided a good framework for identifying high risk areas under historical and predicted climate change, PIEVC does not provide a means of evaluating risk reduction and return on investment for adaptation measures to support optimizing infrastructure investment. CVC's review of existing tools found that no tool existed that evaluates and compares direct and indirect damage reduction achieved by various management options under historical and climate change scenarios.

With the support of the Region of Peel and City of Mississauga, CVC initiated the development of a Risk and Return on Investment Tool (RROIT) in 2017 to address these gaps to support provincial requirements such as watershed and master planning under the Growth Plan and federal funding requirements such as Infrastructure Canada's Climate Lens and Stream 3 of the National Disaster Mitigation Plan fund.

With support from the Peel Climate Change Partnership, Lake Simcoe Region Conservation and Engineers Canada, CVC applied for federal funding under the Public Safety Canada National Disaster Mitigation Program (NDMP). The NDMP funding program is a five year, $200 million federal program designed to reduce the impacts of natural disasters on Canadians. Under the program, the federal government funds up to 50 per cent of the costs of eligible projects. The fund has been implemented over the course of five separate applications deadlines (or intakes). To date CVC has applied and been awarded funding under two intakes: Intake # 2 (from May 2017 to March 2019) and Intake # 4 (May 2018 to March 2019).

To fully assess direct and indirect risks associated with flooding, CVC planned and separated the RROIT development into four phases based on NDMP funding intake thresholds. Table 1 provides a summary of Phase 1 and 2 elements.

Table 1: Summary of Phase 1 and 2 elements in the RROIT

Phase 1 2018-2019 Funded by NDMP Intake # 2	Phase 2 2019-2020 Funded by NDMP Intake # 4
Evaluates private and public property and infrastructure damages for riverine and urban flooding (including sanitary back-up) and instream erosion due to rainfall events (historical and climate change). Management option(s) evaluated include grey/green infrastructure and land acquisition along the floodplain	This phase builds on Phase 1 by including water quality and health related impacts/costs associated with flooding

Future phases 3 and 4 are planned to build the RRIOT capabilities to address local economic impacts and potential liability to municipalities and CAs associated with private losses as well as natural capital assets and additional climate change scenarios. The 'phased' work is, nonetheless, designed to be functional, albeit not comprehensive, with the completion of each phase. CVC through a separate Board Report (Schedule 'G' in the August 24th CVC Board agenda) is requesting approval to submit an application to continue this (Phase 3) and other flood related work under the final intake # 5 (March 2019 to March 2020). Further, CVC is in discussions with Engineers Canada and RSI to formalize a partnership offering a suite of climate change tools to support municipal climate change adaptation nationally. The Partnership intends to leverage Engineers Canada's $6.0 million investment into Public Infrastructure Engineering Vulnerability Committee (PIEVC) tool and RSI's $1.0 million dollar investment into the Climate Change Hazards Information Portal (CCHIP) tool to seek additional funding opportunities for Phase 4 of the RROIT and application of partner tools and training across CVC watershed and nationally.

ANALYSIS:

As indicated above, NDMP Intake # 2 (secured in May 2017 to March 2019) has provided funding to support Phase 1 of the project. With CVC Board approval (Resolution: #54/17on June 9, 2017), CVC hired Risk Sciences International (RSI) to complete Phase 1 of the Risk and Return on Investment Tool. Preliminary results are promising and have provided the City of Mississauga with supporting information for their Disaster Mitigation and Adaptation Fund (DMAF) application submitted July 31, 2018. Eligibility for DMAF funding required a PIEVC climate assessment and return on investment analysis for infrastructure requests above $20 million.

Given secured funding from NDMP intake #4, Phase 2 research is scheduled to commence in September 2018 with CVC's committed matching funds. This Board report seeks approval from the Board to award RSI with the contract for Phase 2 through direct negotiations. The rationale for hiring RSI falls within CVC's direct negotiation policy 5.3.1 as RSI has the specialized expertise needed, brings their CCHIP tool to support the climate projections at no extra cost, have been timely with delivery of products and has demonstrated a vested interest in the product development.

To meet Phase 2 (NDMP Intake # 4) deliverables, it is recommended that Risk Sciences International be awarded the contract in the amount of $139,000 plus applicable taxes.

FINANCIAL IMPLICATIONS:

The Table 2 provides an estimated cost for Phase 2 and indicates external funding grants to support the RROIT development.

Cost	Phase 2
Consulting Cost for Phase	$ 139,000
Partner Contribution	
NDMP	$ 69,500 (Intake #4)
CVC	$69,500 (1)

NOTE:

1. CVC staff time contribution is not included in budget, nor does this include CVC's contribution towards projects that are related/ support the Risk Tool (Peel Climate Change- Flood Resiliency Strategy)

Public Safety Canada under the NDMP will fund $69,500 of the consulting fees for this contract and CVC will match this $69,500 contribution. Sufficient funds are available in the Watershed Knowledge budget, account #101-008, which is funded through the Peel Climate Change budget.

CONCLUSION:

Recommend RSI be awarded the contract to complete RROIT's Phase 2 requirements based on NDMP Intake #4 funding requirements in the amount of $139,000+HST.

RECOMMENDED RESOLUTION:

RESOLVED THAT *the report entitled "Contract Over 100k: Municipal Risk and Return On Investment Tool (RROIT)" be received and appended to the minutes of this meeting as Schedule "H' and further*

THAT *the CVC Board of Directors authorize that Risk Sciences International be awarded the contract in the amount of $139,000 plus applicable taxes.*

Submitted by:

Christine Zimmer, P.Eng (MSc) Eng.
Senior Manager, Water and Climate Change Science

Gayle Soo Chan
Director, Watershed Knowledge

Jeff Payne
Director, Corporate Services

Recommended by:

Deborah Martin-Downs
Chief Administrative Officer