



THE TORONTO AND REGION CONSERVATION AUTHORITY

**Business Excellence Advisory Board Meeting #7/06**

Chair:	David Barrow
Vice Chair:	Maja Prentice
Members:	Paul Ainslie
	Bill Fisch
	Rob Ford
	Jack Heath
	Peter Milczyn
	Andrew Schulz
	Dick O'Brien - Chair, Authority

January 19, 2007  
9:00 A.M.

SOUTH THEATRE, BLACK CREEK PIONEER VILLAGE

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**AGENDA**

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- |  | <u>Pages</u> |
|--|--------------|
| 1. MINUTES OF MEETING#6/06, HELD ON NOVEMBER 17, 2006<br>(Enclosed herewith on <u>YELLOW</u> )   |              |
| 2. BUSINESS ARISING FROM THE MINUTES   |              |
| 3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF   |              |
| 4. DELEGATIONS   |              |
| 5. PRESENTATIONS   |              |
| 6. CORRESPONDENCE  |              |
| 7. SECTION I - ITEMS FOR AUTHORITY ACTION  |              |
| 7.1 MEMORANDUM OF AGREEMENT AMONG THE ROUGE PARK ALLIANCE,<br>TORONTO AND REGION CONSERVATION AUTHORITY AND THE MINISTRY<br>OF NATURAL RESOURCES | 3-16         |
| 7.2 WILD WATER KINGDOM<br>Request for Deferral of 2006 Payments Outstanding  | 17-18        |

7.3	<b>GREENWOOD CONSERVATION AREA MANAGEMENT PLAN</b> Management Plan Implementation and Stewardship	19-24
7.4	<b>HEART LAKE COMMUNITY ACTION GROUP TERMS OF REFERENCE</b>	25-34
7.5	<b>POLICY AND OPERATIONAL PROCEDURES FOR MANAGING DOMESTIC ANIMALS ON TRCA-OWNED LAND</b>	35-37
7.6	<b>PREVENTION OF SUSPECTED ABUSE OF CHILDREN UNDER TRCA CARE POLICY</b>	38-41
7.7	<b>HEALTH AND SAFETY POLICIES</b>	42-43
7.8	<b>RETIREMENT POLICY</b>	44-45
7.9	<b>APPOINTMENT OF AUDITORS</b>	46
8.	<b>SECTION IV - ITEMS FOR THE INFORMATION OF THE BOARD</b>	
8.1	<b>SEATON TRAIL MANAGEMENT PLAN</b>	47-49
8.2	<b>GOOD NEWS STORIES</b> Highlights of Toronto and Region Conservation Authority's Work	50-51
8.3	<b>2006 MEDIA SUMMARY</b>	52-54
8.4	<b>SUMMARY OF REQUESTS FOR QUOTATIONS AND REQUESTS FOR PROPOSALS</b> July 1, 2006 to December 31, 2006	55-59
8.5	<b>OUT OF COUNTRY TRAVEL</b> Overview of November/December, 2006 Travel	60-62
9.	<b>NEW BUSINESS</b>	

NEXT MEETING OF THE BUSINESS EXCELLENCE ADVISORY BOARD #1/07,  
TO BE HELD ON FRIDAY, MARCH 2, 2007 AT 9:00 A.M.  
IN THE SOUTH THEATRE, BLACK CREEK PIONEER VILLAGE

Brian Denney  
Chief Administrative Officer

/af

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Adele Freeman, Director, Watershed Management

**RE: MEMORANDUM OF AGREEMENT AMONG THE ROUGE PARK ALLIANCE,  
TORONTO AND REGION CONSERVATION AUTHORITY AND THE MINISTRY  
OF NATURAL RESOURCES**

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**KEY ISSUE**

Recommending approval of an agreement among Toronto and Region Conservation Authority, the Rouge Park Alliance and the Province of Ontario as represented by the Ministry of Natural Resources, respecting the Rouge Park Alliance operations, administration and management of Rouge Park and the Rouge Park watershed.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT approval be granted for Toronto and Region Conservation Authority (TRCA) to enter into a Memorandum of Agreement (MOA) among TRCA, the Rouge Park Alliance and the Province of Ontario as represented by the Ministry of Natural Resources (MNR) respecting the Rouge Park Alliance operations, administration and management of Rouge Park and the Rouge Park watershed;**

**AND FURTHER THAT appropriate TRCA officials be authorized and directed to take whatever action may be required to give effect thereto including the signing of documents.**

**BACKGROUND**

In 1994, after considering the recommendations of the Rouge Valley Park Advisory Committee, the Province of Ontario announced that the Rouge River watershed would become the home of the largest park ever created within an urban area in North America, almost 5,000 hectares in size. On April 5, 1995, Rouge Park was launched and the Rouge Park Alliance (herein "Alliance") was formed. The Alliance is a multilateral partnership body that is responsible for policy and planning for Rouge Park. The Terms of Reference for the Rouge Park Alliance respecting the Alliance's structure and membership was endorsed by TRCA, Resolution #A340/99 (January 2000). There are 11 organizations which are members of the Rouge Park Alliance including:

- Province of Ontario;
- City of Toronto;
- Region of Durham;
- Region of York;
- Town of Markham;
- Town of Pickering;
- Town of Richmond Hill;
- Town of Whitchurch-Stouffville;
- Toronto and Region Conservation Authority;
- Toronto Zoo; and
- Save the Rouge Valley System Inc..

The Alliance is not a legally incorporated body and TRCA provides a number of services to the Alliance on behalf of the members. These services include: administrative services, land acquisition, land management and property management, including holding the title of lands that have been transferred by the province for Rouge Park purposes, communications expertise and advice, and implementation of the Rouge Park management plans through the municipal planning process and representation at Ontario Municipal Board hearings. Staff of the Alliance are TRCA employees. The Chair of the Alliance is appointed by the province and is paid an honorarium.

## **RATIONALE**

The Province of Ontario has requested that a formal Memorandum of Agreement be developed among the three parties to formalize the relationship. TRCA staff has concurred with this request and has worked with representatives of the MNR Central Region, the Chair of the Alliance and General Manager of the Alliance to draft the agreement.

### *Terms of the Agreement*

The agreement includes clauses relating to Administrative Services, Acquisition and Land Management, Communications, Rouge Management Plans, Reporting Relationships and Staffing. Schedule A to the MOA reproduces the Terms of Reference endorsed by TRCA in 2000 for the Rouge Park Alliance. The agreement provides for its review at least once every three years, the right of each party to terminate for any reason upon 6 months notice, and a requirement for the Chair of the Alliance to report to annually to TRCA on activities of the Alliance.

The final draft of the Memorandum of Agreement is attached for the information of the members. It is anticipated that this is the version, subject to any last minute editing, which will be signed by the parties.

## **FINANCIAL DETAILS**

The Rouge Park Alliance annually determines and approves its own budget which in 2006 was in excess of \$1 million. With the support of its members, the Alliance raises the necessary funds for its operations. Under the terms of the agreement, TRCA will provide administrative support and various services on a cost recovery basis. All purchasing, disbursements and human resource management will be done in accordance with TRCA policies and procedures.

**Report prepared by: Adele Freeman, extension 5238**

**For Information contact: Jim Dillane, extension 6292; Adele Freeman, extension 5238**

**Date: January 10, 2007**

**Attachments: 1**

**Attachment 1**

December 22, 2006

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**TORONTO AND REGION CONSERVATION AUTHORITY**  
hereinafter referred to as "TRCA"

**AND**

**ROUGE PARK ALLIANCE**

**AND**

**THE PROVINCE OF ONTARIO AS REPRESENTED BY  
THE MINISTRY OF NATURAL RESOURCES**  
hereinafter referred to as "MNR"

**RESPECTING**

**THE ROUGE PARK ALLIANCE OPERATIONS, ADMINISTRATION  
AND MANAGEMENT OF ROUGE PARK AND WATERSHED**

**EFFECTIVE THE \_\_\_\_ DAY OF \_\_\_\_\_, 200**

WHEREAS the Rouge Park Alliance is a voluntary partnership of groups and agencies whose mandate is to oversee and coordinate the implementation of the Rouge Park Management Plans and to be an advocate for the protection, enhancement and restoration of Rouge Park and the Rouge River watershed;

WHEREAS the Province of Ontario recognizes the Rouge Park Alliance as the lead organization for Rouge Park and has directed that an agreement be established related to the Rouge Park Alliance operations and administration;

WHEREAS TRCA is a body corporate under the Conservation Authorities Act whose objectives, as represented by its vision and mission, are complimentary with the objectives of the Rouge Park Alliance:

*Vision*

The quality of life on Earth is being determined in the rapidly expanding city regions. Our vision is for a new kind of community, The Living City, where human settlement can flourish forever as part of nature's beauty and diversity.

*Mission*

Our mission is to work with our partners to ensure that The Living City is built upon a natural foundation of healthy rivers and shorelines, green space and bio-diversity, and sustainable communities.

WHEREAS decisions respecting Rouge Park are dependent upon decisions and actions taken within the watershed as a whole;

WHEREAS TRCA is desirous of the Rouge Park Alliance advocating for the implementation of a the Rouge watershed plan; and

WHEREAS TRCA, as an established entity is prepared to provide certain support and services to the Rouge Park Alliance;

THEREFORE, the parties agree to the following:

**1.0 Approved Mandate and Responsibilities**

The following represents the approved mandate and key responsibilities of the Rouge Park Alliance as endorsed by TRCA at Authority Meeting #12/99, held on January 7, 2000.

1.1 Rouge Park Alliance Mandate

The Rouge Park Alliance is a voluntary partnership of groups and agencies whose mandate is to oversee and coordinate the implementation of the Rouge Park Management Plans and be an advocate for the protection, enhancement and restoration of the Rouge River watershed.

The Rouge Park Alliance in consultation with partners is responsible for:

- preparing resource plans, strategic plans, organization plans and work plans;
- overseeing and co-ordinating the implementation of the Plans;
- ensuring a solid financial plan;
- monitoring success, amending and updating the Plans;

- remaining a strong, informed and reasoned leader and advocate for the health, biodiversity and integrity of the Rouge Park; and
- ensuring an ecosystem perspective is maintained.

## 1.2 The Rouge Park Alliance Responsibilities

More specifically the Rouge Park Alliance’s responsibilities include, but are not limited to:

- recommend and initiate rehabilitation, restoration and stewardship projects and activities in consultation with local and regional municipalities and other watershed stakeholders that will lead to the realization of the Vision for the Rouge Park;
- act as the Rouge watershed advocate in projects that cross municipal boundaries;
- support projects advocated by others which will protect, restore and enhance the Rouge;
- provide a forum for watershed-wide communication;
- continue to promote the Rouge Park to municipal councils, agencies, businesses, community organizations and others throughout the watershed;
- work cooperatively with local community groups in pursuit of the Goals and Objectives of the Rouge Park
- in conjunction with the members and partners and others, host technical forums leading to improvements in planning and practice, throughout the watershed;
- inform watershed communities about Alliance programs and activities through public meetings, publications, displays, and cultural events;
- consult and involve individuals, interest groups, communities, business, industry, municipalities and government agencies in the realization of the vision for the Rouge Park;
- assist in gaining financial and in-kind resources for Rouge Park projects;
- adhere to the basic ecosystem principles that recognize the interrelationship between and among cultural heritage, natural heritage and economic processes, and the integration of conservation, restoration and economic activities necessary for the ecological health of the watershed.

## 2.0 Administrative Services

- 2.1 TRCA will provide financial services including, but not limited to, payroll, budgeting, financial reporting, payables, receivables and cash management on a cost recovery basis. All purchasing and disbursements will be done in accordance with TRCA policies and procedures.

- 2.2 The Rouge Park Alliance may make submissions to TRCA on an annual basis for Rouge Park operational and project funding from TRCA's participating municipalities. TRCA will submit the Rouge Park Alliance funding requests to TRCA's participating municipalities through TRCA's annual budget process as distinct requests independent of TRCA's funding requests.
- 2.3 The Rouge Park Alliance will make annual submissions to the Waterfront Regeneration Trust for the release of federal funds which form an endowment administered by the Waterfront Regeneration Trust. TRCA shall receive these funds and agrees to contract with the Rouge Park Alliance for the undertaking of Rouge Park projects and programs in accordance with the direction of the Rouge Park Alliance and the Waterfront Regeneration Trust.
- 2.4 Net revenues from designated Rouge Park rental properties will be managed by TRCA for Rouge Park purposes, in accordance with the directions provided by the Rouge Park Alliance.
- 2.5 The Rouge Park Alliance will determine appropriate staffing levels to support its programs and projects. Human Resources management shall be in accordance with TRCA human resources policies. TRCA will provide Human Resources assistance such as contracts for employees, advice on processes for hiring, advice on personnel management, provide classifications for positions, and assist in the advertising of positions for the Rouge Park Alliance. TRCA will administer the payroll and process time sheets submitted by Rouge Park staff.
- 2.6 TRCA will provide information technology support and systems when requested by the Rouge Park Alliance on a cost recovery basis.
- 2.7 TRCA will maintain the GIS mapping of the Rouge Park. TRCA in consultation with the Rouge Park Alliance staff will maintain the data and update it when appropriate.
- 2.8 TRCA may be requested by the Rouge Park Alliance to sign agreements or contracts on its behalf. These agreements or contracts must follow standard TRCA policies and procedures.

### **3.0 Acquisition and Land Management**

- 3.1 TRCA will serve as the agent of the Rouge Park Alliance for the securement of lands to be added to the Rouge Park, based on priorities adopted by the Alliance, and in accordance with TRCA's land securement plans, projects, policies and procedures.

- 3.2 Where Rouge Park lands are held in title by TRCA, they will be managed, as funding and resources permit, in accordance with plans as approved by the Rouge Park Alliance and supported by TRCA.
- 3.3 Lands acquired by TRCA from the Title of the Province of Ontario for Rouge Park purposes, which have revenue producing potential, will be managed wherever possible with the objective of producing net revenue to be invested in Rouge Park programs, lands and projects.
- 3.4 Projects undertaken on TRCA lands by the Rouge Park Alliance or other agencies acting on behalf of the Rouge Park Alliance shall be in accordance with TRCA policies, as amended from time to time.

#### **4.0 Communications**

- 4.1 The TRCA will provide advice, expertise and information to assist the communications program of the Rouge Park Alliance. The TRCA and the Rouge Park Alliance will cooperate, whenever possible on common communications strategies and materials to support mutual objectives of park management and watershed health.

#### **5.0 Rouge Management Plans**

- 5.1 TRCA and all the Rouge Park Alliance partners will endeavour to implement the Rouge Park management plans through the municipal planning process, landowner negotiations and land management planning. TRCA staff will consult the Rouge Park Alliance staff on matters related to Rouge Park management plan interpretation and implementation. The Rouge Park Alliance staff will ensure that TRCA staff are provided with the most up-to-date plans, maps and technical support for planning assignments
- 5.2 TRCA will work with the Rouge Park Alliance and its agency partners to determine positions and arrangements for appearing at Ontario Municipal Board hearings and cost sharing arrangements related to Rouge Park issues.
- 5.3 The Rouge Park Alliance will assist TRCA in the implementation of the watershed plans.

#### **6.0 Reporting Relationship**

- 6.1 The Chair of the Rouge Park Alliance will report to the Rouge Park partners annually on the progress and activities of Rouge Park.

- 6.2 Rouge Park Alliance, a voluntary partnership which is the lead organization for the Rouge Park, will provide copies of its Annual Report and annual audited financial statements to TRCA within 30 days of their completion. On an annual basis, at a minimum, the Rouge Park Alliance will report to TRCA on those activities undertaken by the Rouge Park Alliance on behalf of TRCA in Rouge Park.
- 6.3 The General Manager of Rouge Park will liaise with the Director, Watershed Management and the Chief Administrative Officer of TRCA, and the District Manager, Aurora District, MNR, on Rouge Park activities on a regular basis.
- 6.4 TRCA and Rouge Park staff will liaise on watershed and Rouge Park issues.

## **7.0 Rouge Park Alliance**

- 7.1 The Rouge Park Alliance structure and current membership is as set out in Schedule “A”.
- 7.2 The Chair of the Rouge Park Alliance is appointed by the Minister of Natural Resources.

## **8.0 Staffing**

- 8.1 Rouge Park staff are employees of TRCA and report to the General Manager of Rouge Park.
- 8.2 The General Manager is a TRCA employee and reports to the Chair and Members of the Rouge Park Alliance through its Chair.

## **9.0 Terms of Agreement**

- 9.1 The agreement shall commence upon the effective date it is signed by all parties.
- 9.2 The agreement shall be reviewed at least one time every three years, at which time revisions may be made by mutual agreement of the parties.
- 9.3 Each party shall have the right to terminate the agreement for any reason upon 6 months written notice to each of the other parties.

"In witness whereof, the representatives of the parties, having authority to bind their respective organizations, have hereunder affixed their signatures"

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Chief Administrative Officer  
Toronto and Region Conservation Authority

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Chair,  
Toronto and Region Conservation Authority

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Chair  
Rouge Park Alliance

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District Manager  
Aurora District  
Ministry of Natural Resources

## Schedule A

### ROUGE PARK ALLIANCE TERMS OF REFERENCE

#### 1.0 MANDATE

The Rouge Park Alliance is a voluntary partnership of groups and agencies whose mandate is to oversee and coordinate the implementation of the Rouge Park Management Plans and be an advocate for the protection, enhancement and restoration of the Rouge Watershed. The Rouge Park Alliance in consultation with partners is responsible for:

- preparing resource plans, strategic plans, organization plans and work plans;
- overseeing and co-ordinating the implementation of the Plans;
- ensuring a solid financial plan;
- monitor success, amending and updating the Plans;
- remaining a strong, informed and reasoned leader and advocate for the health, biodiversity and integrity of the Rouge Park; and
- ensuring an ecosystem perspective is maintained.

#### 1.1 The Work of the Rouge Park Alliance

More specifically the Rouge Park Alliance responsibilities include, but are not limited to:

- recommend and initiate rehabilitation, restoration and stewardship projects and activities in consultation with local and regional municipalities and other watershed stakeholders that will lead to the realization of the Vision for the Rouge Park;
- act as the Rouge watershed advocate in projects that cross municipal boundaries;
- support projects advocated by others which will protect, restore and enhance the Rouge;
- provide a forum for watershed-wide communication;
- continue to promote the Rouge Park to municipal councils, agencies, businesses, community organizations and others throughout the watershed;
- work cooperatively with local community groups in pursuit of the Goals and Objectives of the Rouge Park;
- in conjunction with the members and partners and others, host technical forums leading to improvements in planning and practice, throughout the watershed;
- inform watershed communities about Alliance programs and activities through public meetings, publications, displays, and cultural events;
- consult and involve individuals, interest groups, communities, business, industry, municipalities and government agencies in the realization of the vision for the Rouge Park;
- assist in gaining financial and in-kind resources for Rouge Park projects;

- adhere to the basic ecosystem principles that recognize the interrelationship between and among cultural heritage, natural heritage and economic processes, and the integration of conservation, restoration and economic activities necessary for the ecological health of the watershed.

## 1.2 Rouge Park Alliance and Member Roles and Responsibilities

The Rouge Park Alliance will develop Memoranda of Understanding with members outlining the respective roles and responsibilities of each. These Memoranda will be developed for specific areas such as:

- Administration;
- Planning;
- Property Management;
- Financial Management; and
- Rouge Park Accord.

## 2.0 ROUGE PARK ALLIANCE MEMBERSHIP

### 2.1 Appointment of the Chair

The Chair of the Rouge Park Alliance is appointed by the Province. The Chair is also an ex-officio member of all Rouge Park Alliance committees.

### 2.2 The Rouge Park Alliance members shall include:

- **Province of Ontario**
- **Watershed Municipalities**
  - City of Toronto (2)
  - Region of Durham
  - Region of York
  - Town of Markham
  - Town of Pickering
  - Town of Richmond Hill
  - Town of Whitchurch-Stouffville
- **Toronto and Region Conservation Authority**
- **Other Public Agencies**
  - Toronto Zoo
- **Watershed Interest Group**
  - Save The Rouge Valley System Inc.

### 2.3 Alliance Membership

Alliance membership may be changed by a 2/3 majority vote by Rouge Park Alliance members.

### 2.4 Appointment of Representatives

All member organizations of the Rouge Park Alliance as listed in Section 2.2 will be requested to appoint one representative to the Rouge Park Alliance and at least one alternate (except the City of Toronto who will appoint two representatives and appropriate alternates). In the absence of the appointed representative, the alternate will have full voting privileges.

### 2.5 Roles and Responsibilities of Appointed Representatives

The role of appointed representatives will be to assist the Rouge Park Alliance in promoting, leading and inspiring Alliance activities.

### 2.6 Term of Appointment

Representatives or alternates to the Rouge Park Alliance will serve on the Alliance until replaced by their respective agency or group.

### 2.7 Attendance

Representatives and alternates are responsible for ensuring representation at **all** Rouge Park Alliance meetings.

Representatives and alternates are responsible for reporting to their respective organization or group of Rouge Park Alliance activities in a manner thought appropriate by the organization.

### 2.8 Agency Staff Liaison

Each partner will be requested to designate a staff liaison for the Rouge Park Alliance. This staff person would facilitate communication between Alliance staff and member staff.

### 2.9 Working Committees

The Rouge Park Alliance will appoint the Chair of each Committee from among the appointed representatives or alternates of the Alliance. The Rouge Park Alliance will undertake its work through the active involvement of its member representatives on at least one committee of the following:

## General Manager

- personnel;
  - budgets;
  - work program planning;
  - coordination of Committees.
- 
- **Communications and Interpretation Committee**
    - educational brochures, publications and programs;
    - watershed newsletter;
    - media relations;
    - information dissemination;
    - interpretive signage;
    - ensure implementation of Communications and Interpretation Plans.
  
  - **Heritage Committee**
    - Natural and Cultural Heritage Project funding;
    - Natural and Cultural Heritage planning - aquatic; terrestrial;
    - production of information for Communications group;
    - monitoring success of projects;
    - monitor protection and restoration of Natural and Cultural heritage of the watershed;
    - private land stewardship - protection and enhancement of natural and cultural heritage;
    - funding for private land stewardship;
    - incentives for participation in stewardship;
    - information dissemination;
    - implementation of heritage plans;
    - trails.
  
  - **Finance Committee**
    - investments;
    - fundraising;
    - budgets;
    - realty tax;
    - property management and acquisition and priority setting.
  
  - **Mandate and Organization Committee**
    - 1.1.1.1.1 review implementation of Rouge Park plans by the Rouge Park Alliance and partners;
    - 1.1.1.1.2 recommend changes to Rouge Park Alliance in relation to:
      - ~ membership and structure
      - ~ mandate
      - ~ terms of reference
      - ~ Memoranda of Agreement
    - 1.1.1.1.3 dispute resolution;
    - 1.1.1.1.4 Rouge Park Alliance policy;
    - 1.1.1.1.5 Management Plans;

- 1.1.1.1.6 strategic plans;
- 1.1.1.1.7 operating procedures;
- 1.1.1.1.8 recommend changes in roles and responsibilities of Rouge Park Alliance partners, including but not limited to:
  - ~ planning and land use;
  - ~ park planning and management;
  - ~ public use;
  - ~ rules of conduct.
- 1.1.1.1.9 administration.

#### **2.9.1 Committee Chair**

Each Chair of the Working Committees will be responsible for addressing and implementing the Terms of Reference for the Committee and reporting to the Rouge Park Alliance on a regular basis.

#### **2.9.2 Terms of Reference for Committees**

Terms of Reference will be developed and approved by the Rouge Park Alliance for each Committee established.

#### **2.9.3 Work Plans**

The Committees will develop work plans. These work plans will contain resource requirements to support the proposed activities based on the Terms of Reference approved by the Rouge Park Alliance.

#### **2.9.4 Resources**

Funding may be available for projects and activities of Working Committees based on approved work plans. Committee members are encouraged to secure technical resources and expertise and other resources and partnerships for projects and activities. In-kind and other support for projects and activities will be welcome from business, industries, other government agencies and private foundations, educational institutions and others.

### **3.0 RULES OF CONDUCT**

The Rouge Park Alliance will generally follow the TRCA's Rules of Conduct, Policies and Procedures (attached) as they may be modified from time to time.

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** James W. Dillane, Director, Finance and Business Services

**RE:** **WILD WATER KINGDOM**  
Request for Deferral of 2006 Payments Outstanding

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**KEY ISSUE**

Request from Wild Water Kingdom for deferral of 2006 payments outstanding.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT the request from Wild Water Kingdom for deferral of payments outstanding with interest payable from the date the payments were due at rates as set out in the lease agreement, be approved, subject to terms and conditions satisfactory to Toronto and Region Conservation Authority (TRCA) staff and its solicitors.**

**RATIONALE**

Wild Water Kingdom Ltd. (WWK), the operator of the Wild Water Kingdom water park, has a lease with TRCA for lands at Claireville. The lease has provision for base rent as well as a share of the gross revenue of the water park. The lease specifically provides an option for Wild Water Kingdom to defer up to \$100,000 of the percentage rent subject to all other payments being up to date, and that interest is paid at prime plus 1%. WWK has indicated its intention to exercise this option.

There is an additional amount of \$183,938 in percentage rent and business taxes still outstanding. In 2006, WWK suffered from the impact of poor weather and suffered a financial loss on the season. To assist with cash flow problems, Wild Water Kingdom has requested deferral of this amount (letter dated November 29, 2006, is attached) with interest to be paid at prime plus 1%. TRCA has received cheques post dated as follows: February 28, 2007 - \$60,000; March 31, 2007 - \$60,000; April 30, 2007 - \$63,937.22.

Staff is recommending acceptance of the proposal subject to terms and conditions satisfactory to TRCA and its solicitors. In past years when cash flow was difficult, Wild Water Kingdom has requested and received approval from TRCA to defer such payments. Most recently, this occurred in 2003 following the SARS emergency. Wild Water Kingdom has always paid the outstanding amounts including interest within the approved time frames. TRCA is fully secured as the first creditor against the leasehold interest and the water park is valued well above the outstanding debt.

**Report prepared by: Jim Dillane, extension 6292**  
**For Information contact: Jim Dillane, extension 6292**  
**Date: January 3, 2007**  
**Attachments: 1**

Attachment 1

# Wild Water K I N G D O M

November 29, 2006

Mr. Jim Dillane  
Director of Finance  
Toronto Region Conservation Authority  
5 Shoreham Drive  
Toronto, Ontario  
M3N 1S4

Dear Jim:

Further to your most recent meeting of November 21, 2006, with John Ransom, this will confirm our request that the TRCA accept payment of our rental arrears in accordance with the schedule reflected in the post-dated cheques you have in your possession. These cheques reflect payment for all outstanding percentage rent as well as property taxes. The percentage rent outstanding is \$221,052 which together with property taxes of \$62,886 total \$283,938. After exercising our option to defer \$100,000 as permitted under our Lease, we have submitted to you cheques totalling \$183,938. You will receive a letter from our Auditors confirming the gross revenue for the 2006 season once the 2006 Financial Statements have been completed.

Unfortunately, our 2006 season was marred by a poor start with the park not opening due to cold and wet weather for the first two weekends of June. This was the first time in the park's history that Wild Water Kingdom was closed for both the first and second weekends of its operating season, we also had to close the park for an additional five days including the Labour Day weekend, due to inclement weather conditions. As a result of a poor season, we suffered a financial loss in excess of \$500,000.

In 2003, the TRCA was cooperative and accepted a similar payment schedule after the terrible season we suffered due to SARS and the Power blackout. At this time, we respectfully request that the TRCA extend us the same courtesy for this year. Of course, we will pay interest on the outstanding amounts effective from their due dates.

As always, thank you for your understanding and cooperation in this matter. Please do not hesitate to contact John or myself if you have any questions or concerns.

Yours very truly,



Dr. Edward Siu Cheng  
President

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** James W. Dillane, Director, Finance and Business Services

**RE:** **GREENWOOD CONSERVATION AREA MANAGEMENT PLAN**  
Management Plan Implementation and Stewardship

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**KEY ISSUE**

Update on management plan implementation and stewardship, including the integration with A Watershed Plan for Duffins Creek and Carruthers Creek.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT Toronto and Region Conservation Authority (TRCA) staff continue to work with the Town of Ajax and the Greenwood Conservation Area Stewardship Committee on the implementation of the Greenwood Conservation Area Management Plan;**

**THAT TRCA staff report back to the Authority on an annual basis identifying implementation highlights and accomplishments;**

**AND FURTHER THAT TRCA staff advise the Town of Ajax and the stewardship committee on management plan implementation activities.**

**BACKGROUND**

The Greenwood Conservation Area (GCA) comprises approximately 287 hectares of greenspace on Duffins Creek, which is located in the Town of Ajax and the City of Pickering in the Regional Municipality of Durham. TRCA and the Town of Ajax reached agreement on the management of approximately 222 hectares of the Greenwood Conservation Area effective May 1, 1999. The agreement period was established for one year with an option to renew by mutual consent. Starting in 1999, the Town of Ajax immediately opened Greenwood Conservation Area for public access seven days a week and provided a significant staff presence to maintain and improve the area. TRCA continues to manage the remaining 61 hectares, located in the City of Pickering.

The Town of Ajax manages this property, under the management agreement with TRCA, and as such manages the day-to-day operation and the maintenance and upkeep of trails, facilities and infrastructure. Town staff also develop and coordinate programs, activities and events, such as the yearly Pumpkinville fall festival and Winterfest.

TRCA, in partnership with the Town of Ajax, completed a comprehensive management plan for the Greenwood Conservation Area in the spring of 2004. At Authority Meeting #6/04, held on June 25, 2004, Resolution #A179/04 was approved as follows:

*THAT the Greenwood Conservation Area Management Plan, dated May 2004, as attached, be approved;*

*THAT staff circulate the Greenwood Conservation Area Management Plan to the Town of Ajax, the City of Pickering and Durham Region for endorsement;*

*THAT staff send a letter of thanks to the members of the Greenwood Conservation Area Management Plan Advisory Committee for their dedicated assistance with the preparation of the management plan;*

*THAT the Greenwood Conservation Area Management Plan be circulated to members of the advisory committee, the Town of Ajax, the City of Pickering and other appropriate agencies, groups and individuals;*

*THAT staff prepare a report in the fall of 2004 on management plan implementation and stewardship, including the integration with a Watershed Plan for Duffins Creek and Carruthers Creek;*

*AND FURTHER THAT the Toronto and Region Conservation Authority (TRCA) and Town of Ajax staff be directed to utilize the Management Plan (Strategy) for Public Use on Conservation Authority Lands (1995) when considering new public uses in the Greenwood Conservation Area (CA).*

The purpose of completing the Greenwood Conservation Area Management Plan was to examine the lands in detail and establish an appropriate type and level of management to ensure environmental sustainability of these lands into the future. The Town of Ajax, the City of Pickering and Durham Region were all supportive of the management plan.

A key recommendation of the management plan was the establishment of a working stewardship committee to oversee and participate in the management and implementation of the necessary and numerous plan objectives. The committee would assist with specific aspects such as trails, education and communications. It would also assist the Town of Ajax and TRCA to implement site development, maintenance, and environmental protection and restoration activities.

The Greenwood Conservation Area Stewardship Committee is composed of representatives from the Town of Ajax, the Ajax Recreational Advisory Committee, the Ajax Environmental Advisory Committee, Heritage Ajax, Duffins Creek Task Force, TRCA and local residents. The committee has developed and approved a Terms of Reference (Attachment 1).

The management plan recommendations provide a basic framework in which the stewardship committee can begin to operate. While the key recommendations are outlined in the plan, it is anticipated that the committee will undertake a complete assessment of the management plan on a regular and ongoing basis and will establish a priority list. The key management recommendations for the stewardship committee include:

1. Complete a full assessment of the management plan and establish priorities for implementation.
2. Implement a detailed trail plan and develop a trail guide for users.

3. Develop detailed restoration plans for all Primary Restoration Zones within the GCA, with priority given to:
  - a. former aggregate extraction area;
  - b. areas within the Rodar property;
  - c. pond, and surrounding riparian areas and unstable slope;
  - d. restoration patches within main Public Use Zone.
4. Develop a “River First” approach in the Aquatic Resource Zone and implement key fisheries management plan recommendations.
5. Develop and maintain a GCA newsletter and communications plan to raise awareness and inform surrounding communities about the area.
6. Negotiate with the private landowners in and around the GCA regarding stewardship practices, conservation easements, land donations and sales.
7. Pursue opportunities for land donations and acquisition for the following parcels of land in particular:
  - a. south of the Fifth Concession, currently owned by Miller Paving;
  - b. southwest corner of the GCA at Church Street and the Canadian Pacific rail line;
  - c. lands owned by the City of Toronto, located west and north of the GCA.
8. Manage forests with a focus on increasing diversity in plantation areas and improving overall health and diversity of native species.
9. Establish a list of volunteers willing to aid in a volunteer program.
10. Prepare and install natural and cultural heritage interpretive signs.
11. Assist the Town of Ajax and TRCA in implementing the various stewardship programs including the Rural Clean Water Program.
12. Develop educational resources and tools for private landowners and visitors.
13. Build trailheads with signage and appropriate parking.
14. Monitor the trails for invasive plant material and prevent their spread with barriers and other eradication techniques.
15. Monitor the presence of noxious weeds and remove as needed.
16. Organize celebration events to increase public awareness.
17. Assist TRCA in implementing the Terrestrial Natural Heritage Monitoring Program.
18. Secure financial and in-kind resources to undertake the work.

## **RATIONALE**

The stewardship committee is important in helping to raise funds for stewardship activities at Greenwood Conservation Area (CA), in fostering community support for the CA, and in continuing to build a municipal partnership. The activities of the stewardship committee are consistent with and support the goals and objectives of A Watershed Plan for Duffins Creek and Carruthers Creek.

Stewardship committees with similar structures and objectives have been very successful at other TRCA properties in Durham Region. The Altona Forest Stewardship Committee and the Glen Major and Walker Woods Stewardship Committee have been very successful in increasing community awareness and involvement, raising funds for stewardship activities and contributing to the stewardship of these properties.

In addition, the Ajax Environmental Advisory Committee (EAC) and Trout Unlimited Canada, Rouge Duffins Chapter, in consultation with the Town of Ajax and through letters of support from local schools, submitted an application to the EcoAction Community Funding Program in March of 2006 to support the Ajax Community Greening Project. This application was successful and over the next two years activities will include the Green Neighbours Workshop Series, the Ajax Youth Green Team Program focused on High School students and the Nature Guardians Program focused on Elementary school students. Three Community Action Sites (CAS) have been identified as potential implementation sites for this project. These include the Ajax waterfront area including Duffins Marsh, Millers Creek and the Greenwood Conservation Area.

#### **DETAILS OF WORK TO BE DONE:**

The Town of Ajax, together with TRCA, is hoping to move forward on a number of initiatives in the next two years. These include:

- trail assessment;
- fencing in the leash free area;
- trailhead reconstruction – remove gatehouse and provide parking area;
- assess status of bridges;
- possible improvements/boardwalk in Marsh area;
- wooden steps on steel slope sections of trail;
- removal/reconstruction of lookout;
- signage and reader boards;
- parking lot pulverization.

#### **FINANCIAL DETAILS:**

Funding is available in the 2007 Duffins Creek Watershed Plan implementation budget. The Town of Ajax also contributes funding towards the management of the property and the implementation of management plan objectives.

**Report prepared by: April Mathes, extension 5320**

**For Information contact: Mike Bender, extension 5287 or Gary Bowen, extension 5385**

**Date: January 19, 2007**

**Attachments: 1**

## Attachment 1

### Greenwood Conservation Area Stewardship Committee (“the committee”) Terms of Reference

#### 1. Mandate

The Town of Ajax Greenwood Conservation Area Stewardship Committee will:

- Oversee and participate in the management and implementation of the Greenwood Management Plan objectives;
- Assist with specific aspects of the park development such as trails, education and communications; and
- Have a direct relationship with the TRCA and the Town to implement site development, maintenance, environmental protection and restoration activities in accordance with applicable policies and budgets.

#### 2. Work Plans

Committee work plans shall be created in cooperation with Operations and Environmental Services staff.

#### 3. Committee Membership

The Town of Ajax Greenwood Conservation Area Stewardship Committee shall constitute up to 9 of the following voting members.

- Four (4) residents of the Town of Ajax
- One (1) Council Member, Town of Ajax
- One (1) member of the Town of Ajax Recreation Advisory Committee
- One (1) member of the Town of Ajax Environmental Advisory Committee
- One (1) member of the Town of Ajax Heritage Ajax Advisory Committee
- One (1) member of the Town of Ajax Duffins Creek Task Force

Staff, guests, “delegations” and members of the public to not constitute the committee and shall not have the right to vote.

#### 4. Expectations of Committee Members

Committee members are expected to:

- Understand the mandate of the committee, including its relationship to Council.
- Understand their role and expectations, including relevant Town policies.
- Understand their role and expectations of the committee chair, Council liaisons and staff.
- Strive to attend all scheduled and special committee meetings.
- Prepare for meetings by reading agendas and any background information supplied.
- Actively participate in the discussion and decision making process.

- Undertake any work assigned, including special projects and research, in between meetings.

5. Expectation of committee chairs

Committee chairs are expected to:

- Understand the mandate of the committee, including its relationship to Council.
- Understand their role and expectations, including relevant Town policies.
- Understand their role and expectations of the committee members, Council liaisons and staff.
- Strive to attend all scheduled and special committee meetings.
- Prepare for meetings by reading agendas and any background information supplied.
- Facilitate the meeting by identifying the order of proceedings and speakers; interpret and determine questions of procedure; ensure active participation by all committee members; maintain decorum and ensure fairness and accountability.

6. Meeting Schedule

The committee will meet quarterly at the Operation Boardroom and 7pm. The meeting schedule will be prepared annually and distributed to all committee members.

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** James W. Dillane, Director, Finance and Business Services

**RE:** HEART LAKE COMMUNITY ACTION GROUP TERMS OF REFERENCE

---

**KEY ISSUE**

Approval of the Terms of Reference for the Heart Lake Community Action Group.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT the Heart Lake Community Action Group (HLCAG) be established with a mandate to advise on and support the implementation of the "Heart Lake Conservation Area Master Plan" as well as the relevant recommendations of "Turning over a new leaf: The Etobicoke and Mimico Creeks Watersheds Report Card 2006";**

**THAT staff be directed to actively seek members for the HLCAG from the Etobicoke-Mimico Creeks Watersheds Coalition, interested community groups, community residents, agency staff, municipal staff and municipal, provincial and federal elected officials as per the HLCAG Terms of Reference, dated January 2007;**

**AND FURTHER THAT the HLCAG Terms of Reference, dated January, 2007, be approved.**

**BACKGROUND**

At Authority Meeting #5/06, held on June 23, 2006, the Heart Lake Conservation Area Master Plan was endorsed. Resolution #A133/06 was adopted as follows:

*THAT the Heart Lake Conservation Area Master Plan, dated June 1, 2006, be approved;*

*AND FURTHER THAT funding for the implementation of the plan be included in the Toronto and Region Conservation Authority (TRCA) capital budget plan for Peel Region, 2007-2011.*

The Heart Lake Conservation Area Master Plan was developed to protect, conserve and restore the valuable ecological features and functions of Heart Lake Conservation Area (HLCA), while guiding the current and potential future public uses of the area. The plan identifies specific management zones for the site, which delineate and guide the types and levels of appropriate activities. The plan also makes recommendations for future initiatives, including the protection of natural features and habitat regeneration based on an ecosystem approach to planning and management. In addition detailed plans for trails and public use were included.

At the beginning of the master plan process, Toronto and Region Conservation Authority (TRCA) established an advisory committee consisting of representatives from the community and stakeholder groups. This committee assisted TRCA staff in finalizing the project terms of reference; establish the vision, goals and objectives; determine management zones and management recommendations; and develop the trail and public use plans. The committee also provided technical input and assisted with the public consultation program regarding the master plan. The Heart Lake Conservation Area (HLCA) Master Plan Advisory Committee enthusiastically supports the HLCA Master Plan and its members are eagerly anticipating the implementation of the master plan. In particular, the advisory committee would like to continue its momentum with the initiation of the Heart Lake Community Action Group.

The following vision statement was developed, and should guide all current and future actions:

*The Heart Lake Conservation Area is regarded as a significant conservation park that forms a key environmental, cultural and social component of an established urban community in The Living City. The park, which will be used for nature-based recreation and as a living classroom, will be managed with a stewardship approach that allows natural communities to prosper.*

The Heart Lake Conservation Area Master Plan will guide HLCA for the next 25 years, with regular reviews and updates every five to seven years. Through diligent implementation of this plan, HLCA will be further enhanced as a valuable environmental, recreational and educational resource for residents of the Toronto region.

In June 2006, The Etobicoke-Mimico Watersheds Coalition released Turning over a new leaf: The Etobicoke and Mimico Creeks Watersheds Report Card 2006. This report was prepared to communicate the progress that has been made implementing Greening Our Watersheds, the watersheds' revitalization strategy. Key future actions were identified to help achieve the desired targets established in the document.

## **RATIONALE**

Two of the key recommendations in the Heart Lake Conservation Area Master Plan are:

- Develop a stewardship group to provide implementation support at HLCA. This committee will include representatives of local governments, residents, community groups, business owners and other stakeholders.
- Create a Terms of Reference for the HLCA Stewardship Committee. This document will include a list of appropriate stakeholders, committee organization and term length, responsibilities, rules of conduct and issue resolution procedures. It is suggested that among other things, responsibilities of the committee will include restoration project implementation, trail development and maintenance, community outreach and education, and other activities which support the master plan and TRCA.

The HLCAG that will incorporate the responsibilities of the stewardship group proposed in the Heart Lake Conservation Area Master Plan. The responsibilities of the HLCAG will be expanded to include assisting TRCA with implementation of management actions identified in Turning over a new leaf that relate to the area surrounding HLCA. In addition, the HLCAG will provide a forum for public input and help TRCA determine priority implementation actions as set forth in the HLCA Master Plan.

The Terms of Reference proposed for the HLCAG is based on the strengths of the Terms of Reference for the Etobicoke-Mimico Watersheds Coalition and the Boyd North and Glassco Park Stewardship Committee (draft). In addition, the workings of the Glen Major and Walker Woods Stewardship Committee and the Altona Forest Stewardship Group were incorporated into the Terms of Reference, as appropriate. The Terms of Reference developed for the HLCAG was circulated for comment to City of Brampton and Region of Peel staff representatives on the HLCA Master Plan Advisory Committee.

### **Membership Selection**

TRCA staff will recommend the members at large to the HLCAG with final approval subject to the Director of Parks and Culture, the Etobicoke Mimico Watershed Specialist and the Supervisor of Conservation Land Planning. The Authority will appoint or remove members at their discretion. TRCA is solely responsible for the selection and appointment of representatives to the HLCAG.

### **DETAILS OF WORK TO BE DONE**

- TRCA request representatives from the groups and agencies identified in the HLCAG Terms of Reference, date January 2007.
- TRCA staff undertake membership recruitment and selection of members at large.
- Finalize HLCAG membership.
- Host first HLCAG meeting in Spring 2007.

### **FINANCIAL DETAILS**

Provision for the HLCAG has been included in TRCA's 2007 Preliminary Budget Estimates. Staff and Community Action Group members will seek additional funds from external sources to support the implementation of the Heart Lake Conservation Area Master Plan.

Report prepared by: Deanna Cheriton, extension 5204  
For Information contact: Deanna Cheriton, extension 5204;  
Chandra Sharma, extension 5237

Date: January 3, 2007

Attachments: 1

**Attachment 1**

**HEART LAKE COMMUNITY ACTION GROUP  
TERMS OF REFERENCE  
JANUARY 2007**

**TABLE OF CONTENTS**

1.0 INTRODUCTION	1
2.0 HEART LAKE CONSERVATION AREA	1
3.0 MASTER PLAN	2
4.0 COMMUNITY ACTION GROUP	2
4.1 MANDATE	3
4.2 MEMBERSHIP	4
4.2.1 GROUP AND AGENCY REPRESENTATIVES	4
4.2.2 MEMBERS AT LARGE	4
4.2.3 TRCA STAFF	4
4.3 GROUP ORGANIZATION	5
4.4 TERM LENGTH	5
4.5 RULES OF CONDUCT	5
4.5.1 ISSUE RESOLUTION PROCEDURES	6
4.5.2 MEETING FREQUENCY	6
4.6 REPORTING RELATIONSHIP	6
4.7 ADMINISTRATIVE AND TECHNICAL SUPPORT	6
4.8 COMPENSATION	6

## 1.0 INTRODUCTION

In 2003, Toronto and Region Conservation (TRCA) initiated the preparation of a master plan for the Heart Lake Conservation Area (HLCA). TRCA worked in partnership with the Region of Peel, the City of Brampton, the HLCA Master Plan Advisory Committee, the Etobicoke-Mimico Watersheds Coalition and the community to prepare the *Heart Lake Conservation Area Master Plan*.

At Authority Meeting #5/06, held on June 23, 2006, Resolution #A133/06 was approved as follows:

*THAT the Heart Lake Conservation Area Master Plan, dated June 1, 2006, be approved;*

*AND FURTHER THAT funding for the implementation of the plan be included in the Toronto and Region Conservation Authority (TRCA) capital budget plan for Peel Region, 2007-2011.*

The City of Brampton endorsed the master plan on June 19, 2006.

One of the key recommendations of the Heart Lake Conservation Area Master Plan is the development of “a stewardship group to provide implementation support at HLCA. This committee will include representatives of local governments, residents, community groups, business owners and other stakeholders.”

## 2.0 HEART LAKE CONSERVATION AREA

HLCA occupies 169 hectares in the Etobicoke Creek watershed, within the City of Brampton. Its diverse ecosystem includes two kettle lakes, the headwaters for Spring Creek, a wetland complex, one of the largest individual blocks of forest in the Etobicoke Creek watershed, and surficial geology of glacial till and river deposits. In addition, sections of the Heart Lake Provincially Significant Wetland Complex, the Heart Lake Woodlands Environmentally Significant Area, and the Heart Lake Forest and Bog Area of Natural and Scientific Interest are found in HLCA.

The HLCA was initiated in 1956, when the Metropolitan Toronto and Region Conservation Authority (MTRCA) purchased 64.2 hectares of land from Mr. A.E. Taylor. This encompassed most of the area surrounding Heart Lake and was immediately developed for recreational use. A series of land acquisitions were made to increase the size of the HLCA.

The area was first opened to the public in 1957. In 1962, the Beach House complex was built and, in the following year, gabions were put along the east bank of the lake to prevent soil erosion. Heart Lake has long been a source of recreational fishing for the local population. The lake is stocked with rainbow trout every year, although they do not reproduce in the lake. There are also other species of fish, including largemouth bass.

HLCA is now one of the largest publicly accessible greenspaces in the City of Brampton and provides the community with attractions such as bird watching, boating, fishing, hiking trails and picnic areas. The Peel Children’s Water Festival has been held annually at the HLCA since 2002 and attracts approximately 10,000 people each year. Over 56,000 people visit the park annually.

### 3.0 MASTER PLAN

In 2003, TRCA initiated the preparation of a master plan for HLCA. As a part of the process for developing the *Heart Lake Conservation Area Master Plan*, TRCA prepared the *Heart Lake Conservation Area Master Plan Background Report* that details the current knowledge about HLCA. This report was reviewed by TRCA staff and the HLCA Master Plan Advisory Committee.

The *Heart Lake Conservation Area Master Plan* contains the following:

- a brief description of the property and the master planning process;
- vision, goals, objectives and principles;
- management zone delineation;
- management recommendations;
- public use and recreation plan;
- trail plan; and
- implementation guidelines.

The following vision statement was developed, and should guide all current and future actions.

*The Heart Lake Conservation Area is regarded as a significant conservation park that forms a key environmental, cultural and social component of an established urban community in The Living City. The park, which will be used for nature-based recreation and as a living classroom, will be managed with a stewardship approach that allows natural communities to prosper.*

The *Heart Lake Conservation Area Master Plan* will guide HLCA for the next 25 years, with regular reviews and updates conducted every five to seven years. Through diligent implementation of this plan, HLCA will be further enhanced as a valuable environmental, recreational and educational resource for residents of the Greater Toronto Area.

### 4.0 COMMUNITY ACTION GROUP

The Heart Lake Community Action Group will work with TRCA and the Etobicoke-Mimico Watersheds Coalition to implement the *Heart Lake Conservation Area Master Plan* and objectives set out in the watershed report card for the Etobicoke and Mimico Creeks watersheds. The following details the composition of the committee, basic operating procedures and responsibilities.

#### 4.1 MANDATE

The Heart Lake Community Action Group will assist TRCA in implementing the *Heart Lake Conservation Area Master Plan* and *Turning over a new leaf: The Etobicoke and Mimico Creeks Watersheds Report Card 2006*, provide a forum for public input, and help TRCA determine priority implementation actions as set forth in the *Heart Lake Conservation Area Master Plan*. In addition, the Heart Lake Community Action Group will participate in partnership projects led by the Region of Peel, City of Brampton and TRCA.

The Heart Lake Community Action Group will:

- Assist TRCA in implementing the *Heart Lake Conservation Area Master Plan*.

- Make recommendations regarding the prioritization and implementation of the *Heart Lake Conservation Area Master Plan* and *Turning over a new leaf*. The recommendations must be consistent with the objectives of the TRCA and must assist the TRCA in reaching prescribed targets as set forth in *Greening Our Watersheds: Revitalization Strategies for Etobicoke and Mimico Creeks*.
- Make recommendations to the TRCA on modifications or updates to the *Heart Lake Conservation Area Master Plan*.
- Identify and enhance relationships with the Heart Lake community through the development of public awareness and stewardship programs. These programs could include:
  - natural regeneration projects which foster community stewardship;
  - programs that complement or meet both Region of Peel and City of Brampton objectives;
  - pilot or demonstration projects such as regeneration plots or interpretive programs which encourage community participation;
  - public information/educational projects, including displays;
  - pamphlets, direct mailings, signs, newspaper articles, television and radio coverage on special events, which increase awareness of HLCA issues;
  - community fund raising.
- Develop and establish communications links with the community, the municipality, and the Etobicoke-Mimico Watersheds Coalition. Outreach activities should include, but not be limited to, the following:
  - involve individuals, interest groups, communities, business, industry and government agencies in the management and stewardship of the HLCA;
  - report progress on a yearly basis to the Coalition; and
  - host local meetings with the community.
- Plan and participate in activities such as:
  - natural area enhancements such as tree plantings and wetland buffers;
  - trail construction and maintenance;
  - public use and natural heritage monitoring; and
  - park cleanup events.
- Undertake other activities which support the Master Plan and the TRCA.

## **4.2 MEMBERSHIP**

Membership will be open to any interested party or individual committed to the protection of the natural environment. Membership will be based on individual or agency interest and with a commitment to the mandate of the Heart Lake Community Action Group.

Membership will be limited to a maximum of 25 members. Interviews of potential members at large may be undertaken. Participation will be voluntary.

### **4.2.1 GROUP AND AGENCY REPRESENTATIVES**

The following agency and group representatives will be invited to join the Heart Lake Community Action Group and provide one voting representative:

#### **Agency Representatives**

- TRCA chair (Ex Officio);
- Region of Peel staff;
- City of Brampton staff;
- Town of Caledon staff;

- Local councilors from each of the Region of Peel, the City of Brampton and the Town of Caledon; and
- Local members of provincial and federal parliament.

#### **Groups**

- Brampton Environmental Advisory Committee;
- Etobicoke-Mimico Watersheds Coalition;
- Peel Aboriginal Network;
- Peel District School Board;
- Dufferin-Peel Catholic District School Board;
- Peel Police Association;
- Friends of Heart Lake;
- Brampton Scouts; and
- Local business association.

The Heart Lake Community Action Group agency and group members may designate an alternate to ensure attendance and representation at meetings.

#### **4.2.2 MEMBERS AT LARGE**

Invitations to local residents to join will be made. The number of individual community representatives will be limited to a number equal to the number groups and agencies represented on the Community Action Group (to a maximum of 10).

Members who do not wish to attend meetings cannot vote in proxy.

#### **4.2.3 TRCA STAFF**

A TRCA staff liaison will attend all Heart Lake Community Action Group meetings. In addition, TRCA technical staff will be invited to attend the meetings, as the agenda requires. TRCA staff will not have voting privileges.

#### **4.3 GROUP ORGANIZATION**

The Heart Lake Community Action Group will consist of the Executive Committee, including the Chair, Vice Chair and Secretary. Responsibilities of the Chair include chairing the community action group meetings, setting the agenda and attending Etobicoke-Mimico Watersheds Coalition meetings.

The Vice Chair will be responsible for the Chair's tasks in absence of the Chair.

The Secretary is responsible for recording minutes of the Heart Lake Community Action Group meetings.

#### **4.4 TERM LENGTH**

Membership includes a two year commitment to the Heart Lake Community Action Group. An individual's term can be renewed for up to four consecutive terms, resulting in a maximum service of ten consecutive years. This will be consistent with review and update of the *Heart Lake Conservation Area Master Plan* as prescribed in the master plan.

The Chair will be elected by the voting members of the Heart Lake Community Action Group. The appointment shall be for two years. The Chair should have at least one year experience as a member of the Heart Lake Community Action Group (except during the inception year of the group in 2007). It is preferred that the Chair should be a member of the public and not a representative from an agency. The Chair will be appointed as a member of the Etobicoke-Mimico Watersheds Coalition.

The community action group will also elect a Vice Chair and a Secretary under the same conditions as the Chair. The Vice Chair will not be considered an automatic replacement for the Chair.

Elections for the Chair and for the Vice Chair and Secretary positions will take place on alternate years (except during the inception year of the Heart Lake Community Action Group in 2007).

#### ***4.5 RULES OF CONDUCT***

The Heart Lake Community Action Group will follow the Rules of Conduct of the Authority, as adopted by Resolution #34 of Authority meeting #2/86 or as may be amended.

The Heart Lake Community Action Group is not a formal commenting body of TRCA. The group will make recommendations to TRCA to assist with the development and implementation of the *Heart Lake Conservation Area Master Plan, Greening Our Watersheds* and *Turning over a new leaf*. TRCA staff will advise the Heart Lake Community Action Group of TRCA projects planned or undertaken within the area of HLCA, and of major planning initiatives or projects of other agencies where TRCA may be a commenting or permitting body.

##### **4.5.1 ISSUE RESOLUTION PROCEDURES**

All issues will be resolved through agreement by consensus of the Heart Lake Community Action Group. However, if an issue cannot be resolved, there will be a majority vote taken.

##### **4.5.2 MEETING FREQUENCY**

The Heart Lake Community Action Group will meet a minimum of once per quarter. Meetings shall only be scheduled when there is sufficient business to justify the meeting. A meeting may be cancelled on the authority of the Chair for cause (e.g. a major snowstorm). The date of the next meeting should be set at each meeting, or at the call of the Chair.

#### ***4.6 REPORTING RELATIONSHIP***

The Heart Lake Community Action Group will communicate with the Etobicoke-Mimico Watersheds Coalition by providing copies of all meeting minutes and providing at least one formal presentation on completed and proposed projects each year. The Chair, with assistance from TRCA staff, will be required to coordinate communication reports to the Etobicoke-Mimico Watersheds Coalition.

The Heart Lake Community Action Group will provide regular progress reports to, and seek endorsement for, project development from the Etobicoke-Mimico Watersheds Coalition. Approval of the project may also be subject to TRCA and/or other public agency approvals. TRCA will provide assistance in obtaining these approvals.

***4.7 ADMINISTRATIVE AND TECHNICAL SUPPORT***

TRCA will not provide administrative support in the operation of the Heart Lake Community Action Group; rather it is expected that the Chair, Vice Chair and Secretary of the community action group will provide this function.

TRCA will provide a staff contact to act as a liaison between TRCA, the Etobicoke-Mimico Watersheds Coalition and the Heart Lake Community Action Group. The TRCA liaison will also facilitate any technical reviews or formal approvals that are required before commencement of a project. Project support will be dependent on the limits of TRCA resources.

***4.8 COMPENSATION***

Financial compensation for transportation to and from, and attendance at, meetings, functions or events will not be provided.

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Derek Edwards, Director, Parks and Culture

**RE:** **POLICY AND OPERATIONAL PROCEDURES FOR MANAGING DOMESTIC ANIMALS ON TRCA-OWNED LAND**

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**KEY ISSUE**

Dogs off leash area in the Claireville Conservation Area.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT the approved Policy and Operational Procedures for Managing Domestic Animals on Toronto and Region Conservation Authority (TRCA) Land, dated July 2003, remain in effect with no amendments.**

**BACKGROUND**

At Authority Meeting #6/03, held on July 25, 2003, Resolution #A157/03 was approved as follows:

*THAT the Policy and Operational Procedures for Managing Domestic Animals, dated July 2003, as appended, be approved;*

*THAT dogs off-leash areas, on selected TRCA properties, be endorsed in principle subject to a community-based stewardship committee being established;*

*THAT those stewardship committees work with staff to identify appropriate areas, raise operating funds, maintain and monitor the locations with no added expense to TRCA;*

*THAT staff work with the City of Brampton and local community to consider a dogs off-leash area in the Claireville Conservation Area as a pilot project;*

*THAT details of any dogs off-leash area on TRCA property be brought back to the Authority for endorsement;*

*AND FURTHER THAT the policy be reviewed one-year after implementation, including input from the stewardship committee.*

In 2003, when the Policy and Operational Procedures for Managing Domestic Animals came forward to the Authority, the Claireville Conservation Area was experiencing a significant number of dog walkers. Domestic pets roaming at large put stress on natural areas resulting in increased mortality of wildlife and reduced reproductive success of some species. Conflicts between visitors with and without dogs still occur.

A community stewardship committee, devoted to Claireville Conservation Area, exists. Staff engaged this group to assist in establishing a dogs off leash area to help manage the use and protect the natural areas from off leash pets.

TRCA hosted a workshop on April 24, 2003 to learn about existing dogs off leash areas in Mississauga and Brampton. A successful program is available in Mississauga. It is managed by Leash Free Mississauga. They cover insurance costs and assist local groups that want to establish a dogs off leash area. The City of Mississauga loaned the start up fees for fencing, signs and garbage disposal. Membership fees paid by dog owners repaid the loan and help support the ongoing costs to manage the sites. To date, there are seven (7) sites in Mississauga dedicated to dogs off leash.

A public meeting was hosted by TRCA staff to initiate discussion with users about an official dogs off leash area at Claireville Conservation Area. Approximately 60 people attended. A subsequent site meeting was held to discuss the logistics of formalizing a site and membership to manage the dogs off leash area. Interest in the concept of a specific dogs off leash area at Claireville Conservation Area quickly waned and members of the public continue to use the area as a preferred destination for walking their pets.

The City of Brampton operates two official sites; one in Chris Gibson Park and another at White Spruce Park. Brampton staff acknowledge the need for more sites but none are being actively planned for at this time. In the City of Toronto, there are thirty two (32) dogs off leash areas; in the Town of Markham, there is one site; in the Town of Ajax, there are two sites dedicated; and in the City of Pickering, there are none.

TRCA staff has addressed the dogs off leash issue at Heart Lake and Petticoat Creek conservation areas; both of which are very active public use areas with a strong staff presence. Events, informational/educational brochures, a code of conduct and signs are used to manage pet owners who want to bring their dogs to these areas. Since much of Claireville is not an active recreational area, staff presence is sporadic, making the monitoring of visitors and the enforcement of policies and regulations difficult.

As the population expands around TRCA properties, demand for locations where people can take their dogs will continue to increase. Boyd Conservation Area is experiencing an increasing number of visitors with dogs off leash. Several citizens have casually asked TRCA staff about dedicating a site at Boyd Conservation Area for dogs off leash. TRCA staff has directed these requests to the City of Vaughan and are working with them in addressing the community interests.

At this time, no official areas have been dedicated on TRCA managed land for exclusive use of dogs off leash.

#### **DETAILS OF WORK TO BE DONE**

- Staff to monitor the use of TRCA land for dogs off leash, particularly in the heavily-used conservation areas;
- staff to continue to discuss potential partnerships between the City of Brampton, groups and citizens to establish a dedicated area in the Claireville Conservation Area for dogs off leash.

**Report prepared by: Gary Wilkins, extension 5211**

**For Information contact: Derek Edwards, extension 5672 or Gary Wilkins, extension 5211**

**Date: November 8, 2006**

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Brian Denney, Chief Administrative Officer

**RE:** **PREVENTION OF SUSPECTED ABUSE OF CHILDREN UNDER TRCA CARE POLICY**

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**KEY ISSUE**

Approval of policy on the prevention of suspected child abuse of children under the care of TRCA staff and volunteers.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT the Toronto and Region Conservation Authority (TRCA) Prevention of Suspected Abuse of Children Under TRCA Care Policy be approved.**

**BACKGROUND**

The Child Family Services Act (CFSA) recognizes that everyone has a responsibility for the welfare of children. It states clearly that members of the public, including professionals who work with children, have an obligation to report promptly to a children's aid society if they suspect that a child or youth under the age of 16 is or may be in need of protection. Staff is proposing this new policy to ensure staff and volunteers know their obligations to report suspected abuse of children and their responsibilities when working with children.

**RATIONALE**

Toronto and Region Conservation Authority (TRCA) staff recommend the approval of The Prevention of Suspected Abuse of Children Under TRCA Care policy as outlined in Attachment 1 to ensure that staff and volunteers know their obligations to report suspected abuse of children to the Chief Administrative Officer (CAO) and Human Resources (HR) Department and that staff are aware of their responsibilities when working with children.

**Report prepared by: Victoria Kinniburgh, extension 5288**  
**For Information contact: Catherine MacEwen, extension 5219**  
**Date: December 15, 2006**  
**Attachments: 1**

## Attachment 1

### PREVENTION OF SUSPECTED ABUSE OF CHILDREN UNDER TRCA CARE POLICY

TRCA provides education and outreach programs to many young people in a variety of settings and groups. TRCA is committed to an environment that protects the rights of these young people to be free from abuse. Abuse is defined as physically abusing a child, sexually molesting a child, failing to provide proper care or depriving a child of support and affection. The TRCA is committed to the prevention and reporting of all types of abuse of children.

This policy applies to all employees and volunteers of TRCA. Adherence to this policy is mandatory and all employees and volunteers are expected to be familiar with it.

The signs and indicators of abuse and neglect may include but are not limited to the following:

#### **Physical Abuse of a Child**

Physical abuse is any harm to a child caused by an action or omission of action by the child's caregiver. Injuries may include:

- bruises;
- welts;
- cuts;
- fractures;
- burns; or
- internal injuries

Physical abuse can be one or two isolated incidents or can occur over a prolonged period of time.

#### **Sexual Abuse of a Child**

Sexual abuse is any sexual exploitation of a child by an older person where the child is being used for a sexual purpose. The Criminal Code of Canada identifies a number of types of sexual abuse, including, but not limited to:

- sexual interference;
- an invitation to sexually touch;
- parent or guardian procuring sexual activity from a child;
- householder permitting sexual activity
- exposing genitals to a child; and
- incest

The following are some examples of child sexual abuse:

1. Fondling/touching a child's genitals.
2. Having intercourse with a child.
3. Having oral sex with a child.
4. Having sex in front of a child.
5. Having a child touch another person's genitals.
6. Using a child in pornography.

7. Showing x-rated books or movies or magazines or websites to a child.

### **Sexual Exploitation**

Sexual exploitation includes the act of taking advantage of the vulnerability of a child with whom there is a relationship of trust, for one's own pleasure or gain. Sexual exploitation includes any form of sexual contact or invitation for sexual contact with a child by an adult in a position of authority or power over the child whether or not there is consent from the child.

### **Emotional Abuse of a Child**

Emotional abuse includes all acts of omission or commission which result in the absence of a nurturing environment for the child. It occurs when the caregiver continually treats the child in such a negative way that the child's concept of "self" is seriously impaired. Emotionally abusive behavior by the caregiver can include constant yelling; demeaning remarks; rejecting, ignoring or isolating the child; or terrorizing the child. Emotional abuse can be the most difficult to identify and prove.

### **Neglect of a Child**

Most caregivers do not intend to neglect their children. It usually results from ignorance about appropriate care for children or an ability to plan ahead. Neglect occurs when a caregiver fails to provide basic needs such as adequate food, sleep, safety, supervision, clothing or medical treatment.

### **OBLIGATIONS OF TRCA EMPLOYEES AND VOLUNTEERS**

When a person suspects on reasonable grounds that a child in our care is or may have been abused, and therefore is in need of protection, they must promptly report this suspicion and the information upon which it is based to the CAO and HR Department. You do not need to be sure that a minor is being abused or neglected to report your suspicion. "Reasonable grounds" are what an average person, given his or her training, background and experience, exercising normal and honest judgement, would suspect. The CAO and HR will review the reported suspicion and report it to the local Children's Aid Society.

### **THE PROCESS**

1. It is mandatory that all staff and volunteers report any suspicion of abuse of a minor immediately.
2. It is mandatory that the report of suspicion of abuse of a minor be reported verbally or in writing to the CAO and HR Department.
3. A complaint need not be made by a child in order to engage the investigation.
4. The CAO and HR Department may request that the report be put in writing.

5. A written report must include an account of the incident(s), date(s), time(s), name of the child, name of witness(es), if any and be signed and dated by the employee or volunteer. The employee or volunteer will be asked to sign consent to release this information.
6. The CAO and HR Department will review the report and make the decision as to whether to contact the Children's Aid Society under The Child and Family Services Act.

## **RESPONSIBILITIES**

1. Employees and volunteers are to avoid physical contact with a child, except in the application of first aid and where necessary in other circumstances where safety warrants. In all cases, make an effort to always have another adult present.
2. Employees and volunteers are to avoid entering into a residential field centre bedroom with a child without another adult present.
3. Employees and volunteers are to avoid entering into a washroom with a child without another adult present.

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Brian Denney, Chief Administrative Officer

**RE:** HEALTH AND SAFETY POLICIES

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**KEY ISSUE**

Approval of the TRCA Safety Manual policies framework, as well as future approval and amendment of policies as required. The policies contained within the framework have been reviewed by Directors Committee and Management Team.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT the Toronto and Region Conservation Authority (TRCA) Safety Manual policies framework be approved;**

**AND FURTHER THAT the Chief Administrative Officer or their designate be authorized to approve and amend Safety Manual policies as required.**

**BACKGROUND**

The existing Health and Safety Policy was approved at Executive Committee #2/96, held on April 12, 1996. Since this approval, some policies have been amended and approved by the board or staff, while others have not been amended. As a result, new policies have been written and existing policies amended to reflect updates and current legislation. The attached list of policies have been reviewed by Directors Committee and Management Team, and circulated to other staff as required. The attached list also reflects policies that will require future approval.

**RATIONALE**

TRCA staff recommend approval, as outlined in Attachment 1, of the Safety Manual policies framework to bring TRCA policies into compliance with current legislation and standards, such as the *Occupational Health and Safety Act, Regulation 851, Regulation 213/91* and the *Canadian Standards Association*. TRCA staff also recommends the approval of authorization for the Chief Administrative Officer, or their designate, to approve and amend Safety Manual policies as required to ensure policies are kept current and relevant to existing legislation. Policies will continue to be reviewed by Directors Committee and Management Team prior to implementation.

**Report prepared by: Victoria Kinniburgh, extension 5288**  
**For Information contact: Victoria Kinniburgh, extension 5288**  
**Date: January 2, 2007**  
**Attachments: 1**

## Attachment 1

### TABLE OF CONTENTS SAFETY MANUAL

#### Policies Approved by Staff

Section 1	Accidents - Employee Injuries
Section 2	TRCA Vehicles & Driver Certification
Section 3	Accidents - Visitors
Section 4	Boating, Life Jackets & Personal Floatation Devices
Section 5	Chainsaws
Section 6	Chlorine Re-Charging
Section 6A	Liquid Chlorine Gas Handling
Section 6B	Chlorine Gas Handling
Section 7	Off-Road Utility Vehicles & Snowmobiles - Safety Helmets
Section 9	Self-Propelled Machinery Safety & Certification
Section 10	Emergency Planning
Section 11	General Orientation & Supervisor Site Specific Orientation
Section 12	Employee Training & Education
Section 13	Fire Extinguishers
Section 14	First Aid & CPR Certification
Section 15	Fuel Handling and Storage
Section 17	Health & Safety Committee
Section 18	Hearing Protection
Section 19	Lock-out, Tag-out
Section 21	Needle Syringe Disposal Program
Section 22	Occupational Health & Safety Act
Section 23	Office Safety
Section 24	Personal Protective Equipment
Section 25	Travel over Ice
Section 26	Transportation of Employees and Seat Belts
Section 27	WHMIS Program
Section 28	Work Refusals & Work Stoppages
Section 29	Ladder Safety
Section 30	Heat Stress
Section 31	Work in Extreme Cold
Section 32	Exit Signs
Section 33	Emergency Lighting
Section 34	Road Safety & General Traffic Control

#### Policies for Future Approval

Section 8	Contractors
Section 16	Hazardous Waste Disposal
Section 20	Fall Protection
Section 35	Confined Space Entry
Section 36	Health & Safety Audits

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Catherine MacEwen, Manager, Human Resources

**RE: RETIREMENT POLICY**

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**KEY ISSUE**

Approval of policy on retirement in accordance with the ending of Mandatory Retirement.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT the amended Toronto and Region Conservation Authority (TRCA) Retirement policy be approved.**

**BACKGROUND**

The existing retirement policy was approved at Authority Meeting #7/88, held on October 28, 1988, by Resolution #187. Under this policy, normal retirement age is 65 and the retirement date was the first day of the month following the employee's 65th birthday. The extension of employment beyond the normal retirement date must be approved by the Chief Administrative Officer/Secretary-Treasurer and the Executive Committee on an annual basis.

**RATIONALE**

Toronto and Region Conservation Authority (TRCA) staff recommend an amendment, as outlined in Attachment 1, to the Retirement policy to bring TRCA's policy into compliance with the *Ending of Mandatory Retirement Statute Law Amendment Act, 2005*, passed on December 12, 2006, allowing employees to continue to work past the age of 65.

**Report prepared by: Victoria Kinniburgh, extension 5288**

**For Information contact: Victoria Kinniburgh, extension 5288**

**Date: December 13, 2006**

**Attachments: 1**

## Attachment 1

### RETIREMENT

The normal retirement age is 65, however with the passing of the *Ending of Mandatory Retirement Statute Law Amendment Act, 2005*, on December 12, 2006 employees may continue work past this age.

#### ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (OMERS)

If you continue to work past your normal retirement date, your active membership in OMERS will continue, however the *Income Tax Act* requires that you begin to receive your pension plan by the end of the month in which you turn 69. At that time, OMERS will provide you with a monthly pension whether or not you are still working, and you will no longer make contributions.

Once you reach 35 years of credited service, the maximum service in the plan, you and your employer stop making contributions to OMERS. Your employer will continue to report your annual earnings to OMERS, to use in the calculation of your pension.

Employees who are members of OMERS may retire after the age of 55 years (without penalty) if they have attained the “90 Factor” (years of eligible municipal service + age = 90).

#### TEACHERS’ PENSION PLAN

Employees who are members of the Teachers’ Pension Plan may retire after the age of 55 years (without penalty) if the employee’s age and the numbers of years of annualized service in the Plan totals 90 or more.

#### **MANULIFE FINANCIAL BENEFIT PLAN**

Participation in the plan currently ceases at the age of 65, even if an employee continues to be employed.

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** James W. Dillane, Director, Finance and Business Services

**RE: APPOINTMENT OF AUDITORS**

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**KEY ISSUE**

The Conservation Authorities Act requires every conservation authority to undergo an audit of its accounts and transactions each year.

**RECOMMENDATION**

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT Grant Thornton LLP be appointed auditors of the Toronto and Region Conservation Authority (TRCA) for the year 2007, in accordance with section 38 of the Conservation Authorities Act.**

**BACKGROUND**

Section 38 of the Conservation Authorities Act reads as follows:

38. (1) Every authority shall cause its accounts and transactions to be audited annually by a person licensed under the Public Accountancy Act . R.S.O. 1990, c. C.27, s. 38 (1).
- (2) No person shall be appointed as auditor of an authority who is or during the preceding year was a member of the authority or who has or during the preceding year had any direct or indirect interest in any contract or any employment with the authority other than for services within his or her professional capacity. R.S.O. 1990, c. C.27, s. 38 (2).
- (3) An authority shall, upon receipt of the auditors report of the examination of its accounts and transactions, forthwith forward a copy of the report to each participating municipality and to the Minister. R.S.O. 1990, c. C.27, s. 38 (3).

**RATIONALE**

Grant Thornton LLP was appointed TRCA auditor for the years 2004 to 2006, following a competition for audit services conducted in the summer of 2004. Although the contract period is for 5 years starting with 2004, the annual reappointment is subject to performance satisfactory to TRCA. Staff is pleased to report that the 2005 audit was completed to its satisfaction and it anticipates similar performance for 2006. It is therefore recommending the reappointment of Grant Thornton LLP for the 2007 audit year. The audited 2006 financial statements will be presented for approval by the Authority at meeting #3/07, scheduled to be held on April 27, 2007.

Report prepared by: Rocco Sgambelluri, extension 5232  
For Information contact: Rocco Sgambelluri, extension 5232  
Date: January 09, 2007

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** James W. Dillane, Director, Finance and Business Services

**RE: SEATON TRAIL MANAGEMENT PLAN**

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**KEY ISSUE**

Update on the status of a proposal to the Ontario Trillium Foundation to develop the Seaton Trail Management Plan.

**RECOMMENDATION**

**IT IS RECOMMENDED THAT WHEREAS** the Ontario Trillium Foundation has approved a grant to the Oak Ridges Trail Association in the amount of \$21,700 to develop a management plan for the Seaton Trail;

**THEREFORE LET IT BE RESOLVED THAT** the staff report regarding the Seaton Trail Management Plan be received.

**BACKGROUND**

At Authority Meeting #6/06, held on July 28, 2006, Resolution #A172/06 was approved, in part, as follows:

*AND FURTHER THAT staff report back on the status of the Ontario Trillium Foundation proposal and details regarding the management plan.*

The proposal to the Ontario Trillium Foundation was approved in the amount of \$21,700.00. The Oak Ridges Trail Association (ORTA) is the lead on the proposal, with Toronto and Region Conservation Authority (TRCA), the City of Pickering, the Ontario Realty Corporation (ORC) and Dell Management as collaborators.

Located on lands owned by ORC in the North Pickering Planning area, the Seaton trail stretches 11 kilometres along the West Duffins Creek valley and is used for hiking and cross country skiing. Dell Management Solutions has been contracted to manage the land, including the trail, on ORC's behalf.

In 2004 TRCA requested that ORTA assemble a report on the condition of the Seaton hiking trail. This report evaluated the trail and contained a series of recommendations for improvements.

In addition to recommendations made by the ORTA report, the Seaton trail is recognized in A Watershed Plan for Duffins Creek and Carruthers Creek as being a key component of a continuous interregional trail system. A key recommendation in the State of the Watershed report is the creation of a management plan.

The management plan will be developed by a steering committee composed of representatives from ORTA, TRCA, the City of Pickering, ORC and Dell Management. Terms of reference for this committee are attached. Broader consultation with various stakeholder groups and members of the public will take place throughout the management planning process.

The steering committee is aware that the province is planning to develop a master plan for the Seaton Natural Heritage System. The committee will maintain regular communications with the lead groups involved in the provincial plan to minimize overlap and to coordinate planning efforts. The study area for the provincial plan starts in the centre of the West Duffins Creek and hence lands to the west of the creek are not included as part of the 'Seaton lands' for planning purposes.

### **RATIONALE**

A trail management plan will help to build community support for the trail and is consistent with an integrated watershed management approach and watershed public use initiatives of TRCA.

### **DETAILS OF WORK TO BE DONE**

TRCA staff will continue to work with ORTA and the City of Pickering on the development of the Seaton Trail Management Plan. The steering committee will notify the Ministry of Municipal Affairs and Housing, the Ministry of Natural Resources and the Regional Municipality of Durham of the development of the Seaton Trail Management Plan.

The priority actions for 2007 will be to identify trail conditions and issues, determine community groups for consultation, map trailheads, access points and parking lots, gather information on cultural, Aboriginal and natural heritage issues, and consult with the province on the development of the Seaton Natural Heritage System Master Plan. Tasks for late 2007 and 2008 include surveys of trail use, writing of the management plan, public meetings and continued development of the Friends of the Seaton Trail.

TRCA staff will report back to the Business Excellence Advisory Board upon completion of the Seaton Trail Management Plan and will seek endorsement of the plan from the Authority.

### **FINANCIAL DETAILS**

The Ontario Trillium Foundation has granted \$21,700 over 18 months to ORTA for the development of the Seaton Trail Management Plan and the creation of the Friends of the Seaton group. TRCA and the City of Pickering will both be contributing in-kind hours towards the completion of this project.

**Report prepared by: April Mathes, extension 5320**

**For Information contact: Mike Bender, extension 5287 or Gary Bowen, extension 5385**

**Date: January 19, 2007**

**Attachments: 1**

## Attachment 1

### Seaton Trail Management Plan Project Management Committee Terms of Reference

- Membership:** Appointed representatives from:  
Oak Ridges Trail Association (ORTA)  
Toronto & Region Conservation Authority (TRCA)  
City of Pickering  
Friends of the Seaton Trail
- Chairperson:** ORTA Executive Director
- Meetings:** at least once every two months
- Function:** Provides strategic direction, representing stakeholder sectors, towards the creation of the Seaton Trail Management Plan.

#### **Responsibilities:**

1. Provide advice and direction for activities related to the Seaton Trail Management Plan within the established time-frame and budget.
2. Liaison with community partners, ensuring they are well informed of all decisions, activities and proposals. Representatives from community partner groups shall be invited to committee meetings as required.
3. Keep written records of meetings and decisions and provide copies to all committee members.
4. Review project finances, approving budgets, budget revisions and financial reports.
5. Establish sub-committees as needed, to work on particular recommendations and projects.
6. Represent the concerns and interests of the constituents of the stakeholder groups.
7. Review project process, results, goals and objectives.
8. Make decisions by consensus of the committee members.
9. Establish communication strategies and reporting processes to communicate activities and accomplishments to the public and stakeholders.
10. Review and approve management plan in draft and final versions, providing copies to each body represented by the committee members as well as to all recognized stakeholder and partner groups.

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Brian Denney, Chief Administrative Officer

**RE:** **GOOD NEWS STORIES**  
Highlights of Toronto and Region Conservation Authority's Work

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#### **KEY ISSUE**

Receipt of Good News Stories for the month of November 2006, from all sections of Toronto and Region Conservation Authority (TRCA).

#### **RECOMMENDATION**

**IT IS RECOMMENDED THAT the report on "Good News Stories" for November 2006, be received.**

#### **BACKGROUND**

Management Team, a committee made up of senior staff at TRCA, meets monthly to discuss strategic initiatives and organizational development.

#### **RATIONALE**

Staff began a process of highlighting the key accomplishments of each of their sections from the past month at each Management Team meeting. In keeping with TRCA's objective of Business Excellence, these accomplishments will be brought to each Business Excellence Advisory Board for the information of the members. The following are the accomplishments cited at the November meeting, and a brief description of each.

- **Charles Sauriol Environmental Dinner** - Over 750 people enjoyed themselves at the 13th Annual Charles Sauriol Environmental Dinner for The Living City. The over \$70,000 raised will be split between TRCA and the Oak Ridges Moraine Land Trust and will be used to purchase land on the Oak Ridges Moraine.
- **North Leslie Hearing** - In considering an Official Plan for the last large greenfield parcel of land in the Town of Richmond Hill, the Ontario Municipal Board was looking for a grand vision. Largely through the policy direction of the province, and the prodding of the town and other public agencies, including TRCA, and the ultimate acceptance by the landowners, this grand vision was realized by anchoring the plan for North Leslie on a comprehensive natural heritage system. This system, consisting of approximately 30% of the land under review, includes many north-south nature and trail linkages centered on the three tributaries of the Rouge River, the Greenbelt, provincially identified environmentally significant features and areas of scientific interest, the southerly edge of the Oak Ridges Moraine, and an east-west surface linkage through a pipeline easement. The OMB stated that "Both the landowners and the public agencies are to be congratulated for their spectacular yet sensitive vision for North Leslie."
- **Sustainable Technologies Evaluation Program (STEP)** - Metrus Development is contributing \$200,000 toward STEP for monitoring the benefits of permeable pavement in Richmond Hill and at the Archetype Sustainable House at Kortright, and other infiltration practices at the Boxgrove Development in Markham.

- **Asian Long-horned Beetle (ALHB)** - Ground and aerial survey teams have not found any new occurrences within the regulated area in 2006.
- **Green Building Festival** - 2nd annual conference and trade show which brings the leaders in the exciting and evolving sector of sustainable design, construction and management together was sold out.
- **The Living City Circle** - Another generous donor to the Conservation Foundation made a commitment in his Will to the watersheds in the Toronto region. There are now 11 members of The Living City Circle.
- **Spills Response and Mitigation Technology Transfer Seminar** - Approximately 60 municipal staff, Ministry of the Environment (MOE) and Environment Canada representatives attended the seminar hosted by the Toronto and Regional Remedial Action Plan (RAP) partners, the City of Toronto and Toronto and Region Conservation Authority (TRCA). Participants shared information on response tools that ensure first responders have the necessary equipment and information to assess and mitigate spills and other emergencies. Information on potential of spills spatial analysis (using MOE data) for mitigation and impact assessment was also presented. The seminar was a continuation of TRCA and RAP Spills work initiated in 2004 with a stakeholders workshop. From this workshop a number of recommendations and next steps for their implementation were developed. Two of these recommendations centered on ensuring the proper tools and information were available to first responders, as well as improving spills data collection to better direct and plan for the impacts and mitigation of spills.
- **Boyd Archaeological Field School** - The Boyd Archaeological Field School was publicly honoured for its commitment to the training of students in archaeological fieldwork and interpretations of past peoples through the presentation of the Peggi Armstrong Public Archaeology (PAPA) Award for the year 2005. The PAPA Award is for the more than 1,000 student graduates, the innovative design and delivery, the development of enduring public archaeology resource materials and the scope of the partnerships that have formed over the years to make this field school available to students from Ontario, the country and beyond. Toronto and Region Conservation (TRCA) has partnered with the York Region District Board of Education, the Rouge Park and the Royal Ontario Museum to offer the course and subsidize the tuition for senior high school students.

Report prepared by: Kathy Stranks, extension 5264  
 For Information contact: Kathy Stranks, extension 5264  
 Date: December 11, 2006

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Catherine MacEwen, Manager, Human Resources

**RE: 2006 MEDIA SUMMARY**

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**KEY ISSUE**

Summary of 2006 media coverage for Toronto and Region Conservation Authority.

**RECOMMENDATION**

**IT IS RECOMMENDED THAT the summary of media coverage in 2006 for Toronto and Region Conservation Authority (TRCA) be received.**

**BACKGROUND**

At Business Excellence Advisory Board Meeting #1/06, the members requested an overview of media coverage for TRCA. In April 2006, staff provided a summary of the media coverage in community newspapers, major dailies and electronic media (TV/radio) from 2003 - 2005. Hence forth, staff will provide an annual 3-year comparison summary to the Business Excellence Advisory Board.

The following table outlines the media coverage received during the 2006 calendar year for TRCA, including conservation areas and campgrounds, Black Creek Pioneer Village and Kortright Centre for Conservation. Media includes major daily and community newspapers, radio, television, and consumer and trade publications. Bowden's clipping service was used by TRCA to collect this data.

For 2007, we will be utilizing a web-based clipping service, FPinfomart.ca, owned by Infomart, a CanWest Mediaworks venture, as well as continuing with Bowden's. Based on the parameters provided in the client profile, Infomart searches all available print media, emailing the author each morning advising of the number of hits. The key feature of this electronic tracking service is timing; we receive notification of media coverage within 24 hours of publication. Further, this service also includes sentiment ratings (an attempt to evaluate the tone or writer's opinion expressed in the article based on descriptive words, e.g. adjectives and adverbs) and ad value (a dollar figure which attempts to quantify the cost of purchasing an advertisement with similar dimensions or parameters as the article). Additional tools, such as media analysis, are also available. Infomart's coverage is not as vast as Bowden's in that it is currently limited to print media only, so TRCA will continue to use the services of Bowden's for other media clippings. Staff will undertake a review of service after 3 months and make amendments to service agreements as necessary to prevent any duplication of service and maximize value to TRCA.

## MEDIA SUMMARY (2004-2006)

Month	2004	2005	2006	Percentage Increase/Decrease 2006 vs. 2005
January	27	23	46	100%
February	32	32	63	96%
March	69	62	119	91%
April	68	72	72	0
May	58	71	103	45%
June	50	68	97	42%
July	58	54	87	61%
August	25	68	81	19%
September	51	63	74	17%
October	222	66	85	28%
November	19	49	62	26%
December	7	45	35*	-28%
<b>TOTAL</b>	<b>686</b>	<b>673</b>	<b>924</b>	<b>37%</b>

*\*Please note that we have yet to receive all clippings/coverage from Bowden's (clipping service) for the month of December. It is anticipated that this number will increase by approximately 25 percent.*

### Variations

1. The spike in media coverage in October 2004 was a result of 173 media items covering the 50th commemoration of Hurricane Hazel. Without the Hurricane Hazel coverage, total media hits for that month is 32. Similarly, in September 2004, 17 of the 51 hits were Hurricane Hazel coverage and in November 2004, seven of the 19 were Hurricane Hazel hits.
2. In 2005, TRCA held 55 less events than 2004 (197 in 2004 and 142 in 2005). This reduced the media listing coverage of events in 2005.
3. August 2005 increase in coverage was primarily due to the major flood event on August 19.
4. Also of significant note is the additional press coverage received in the first quarter of 2006 of our winter events at Kortright (dog sled races and cross-country skiing) and the maple syrup festival held in March.

### SUMMARY

We continue to see an increase in media coverage year-over-year. Articles based on media releases, as well as interviews with TRCA staff are surpassing listings in quantity. We are also receiving more requests and developing partnerships with broadcast media, e.g. the Weather Network (they will be doing a series on the Kortright Centre/sustainability, set to air in spring 2007). TRCA intends to build on this trend for 2007 with additional media opportunities, e.g. Opinion Editorials for major dailies, increasing our credibility and visibility with the general public. TRCA's re-branding initiative, set to launch at the Green Living Show in April 2007, will have TRCA well-positioned to attain our goal of making TRCA a household name.

**FINANCIAL DETAILS**

The annual fee for Bowden's service is \$2,406.60, plus \$2 per clip. The annual fee for Infomart is \$1,505.45, but as noted is limited to print material. Cost savings for the yearly membership fee with Infomart have been realized by the multiple license agreement obtained by Conservation Ontario and the participation of over a dozen conservation authorities in this valuable service. The funds are budgeted for in TRCA's 2007 Preliminary Budget Estimates, in the Corporate Communications Subscriptions budget.

**Report prepared by: Lisa Hastings-Beck, extension 5632**  
**For Information contact: Lisa Hastings-Beck, extension 5632;**  
**Rick Sikorski, extension 5414**

**Date: January 9, 2007**

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Brian Denney, Chief Administrative Officer

**RE: SUMMARY OF REQUESTS FOR QUOTATIONS AND REQUESTS FOR PROPOSALS**  
July 1, 2006 to December 31, 2006

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**KEY ISSUE**

Receipt of the 2006 end-year summary of requests for quotations and requests for proposals approved by the Chief Administrative Officer.

**RECOMMENDATION**

**IT IS RECOMMENDED THAT the summary of requests for quotations and requests for proposals approved by the Chief Administrative Officer for the July 1, 2006 to December 31, 2006 period be received.**

**BACKGROUND**

At Authority Meeting #5/05, held on June 24, 2005, Resolution #A124/05 approved the Purchasing Policy, and resolved, in part, as follows:

*staff report to the Business Excellence Advisory Board semi-annually with a list of all Requests for Quotations and Requests for Proposals approved by the Chief Administrative Officer pursuant to Schedule 'A';*

Pursuant to the resolution quoted above, the summary of Requests for Quotations and Requests for Proposals from July 1, 2006 to December 31, 2006, is found in Attachments 1 and 2, respectively. The report includes approvals of \$10,000 or greater, to the maximum allowable limit under the policy. As permitted under the approved policy, the Chief Administrative Officer has designated senior staff, generally including Director and Manager level positions, approval authority for purchases up to \$10,000.

**Report prepared by: Kathy Stranks, extension 5264**  
**For Information contact: Kathy Stranks, extension 5264**  
**Date: July 12, 2006**  
**Attachments: 1**

Attachment 1

**REQUESTS FOR QUOTATION  
Sole Source (up to \$50,000)  
July 1, 2006 - December 31, 2006**

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
Equipment Replacement Fin Tube Heating	Modern Niagara Toronto Inc.	\$29,910.00
Archetype Sustainable House Project	John Godden, Alphatec Consulting	\$20,000.00
TRCA Natural Channel Design Monitoring Program Field Monitoring	Geomorphic Solutions	\$30,850.00
Topographic Mapping Carruthers Creek and Miller's Creek watersheds	First Base Solutions	\$11, 947.68
Archetype Sustainable House Project - Cost Consulting - Contract RSD06-51 Disbursements & Expenses	Altus Helyar Altus Helyar	\$20,000.00 \$2,500.00
Don River Hydrology Assessment • Phase 1 • Phase 2 (if required based on results of Phase 1)	Gartner Lee Limited Gartner Lee Limited	\$9,000.00 \$9,000.00

**REQUESTS FOR QUOTATION  
Lowest Bid Not Accepted (up to \$100,000)  
July 1, 2006 - December 31, 2006**

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
2007 Toronto and Region Remedial Action Plan Progress Report Writing Services	Kidd Consulting	\$13,500.00
Front Door Replacement	Superior Lock and Safe	\$16,500.00

**REQUESTS FOR QUOTATION**  
**Lowest Bid (up to \$100,000)**  
**July 1, 2006 - December 31, 2006**

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
Road Repair Claireville Conservation Area	Vette Trucking and Snow Removal Ltd.	\$23,790.00
Award of Quotation RSD06-31 470 tonnes of 75mm to 200mm round stone	Dufferin Aggregates	\$10,081.50
Award of Quotation RSD06-32 1200 tonnes of 600mm to 750mm round stone	James Dick Construction Ltd.	\$24,000.00
Engineering Photocopier	Ricoh Canada	\$18,000.00
Acquisition of Vehicle 4x4 Chassis Cab Truck with Hydraulic Dump Box	Bramview Ford Ltd.	\$57,638.00
Award of Contract RSD06-13 Chain link fencing	Atlas Fence West Inc.	\$94,600.00
Road Repair Glen Haffy Extension	Vette Trucking and Snow Removal Ltd.	\$14,700.00
Award of Quotation RSD06-37 <ul style="list-style-type: none"> <li>● 5,000 tonnes of 19mm crusher run limestone</li> <li>● 2,000 tonnes of limestone screenings</li> </ul>	Lafarge Canada Inc. Lafarge Canada Inc.	\$78,300.00 \$28,080.00
Guildwood Parkway Erosion Control Project <ul style="list-style-type: none"> <li>● 0.5 -1.0 tonne armour stone</li> <li>● 300 - 600mm rip rap stone</li> </ul>	J.C. Rock Ltd. J.C. Rock Ltd.	\$51,000.00 \$64,000.00
Wicksteed Avenue Erosion Control Project 150 - 300 mm round stone	Waynco Ltd.	\$72,352.00
345 Beechgrove Drive Erosion Control Project, City of Toronto 2-4 tonne armour stone	P.D. Brooks	\$38,752.00
Westleigh Crescent - Etobicoke Valley Park, City of Toronto 1,100 tonnes of 250mm - 600mm round stone	Dufferin Aggregates	\$36,278.00
Head Office Sidewalk and Front Entrance Patterned Concrete	Patterned Concrete	\$33,285.00
Acquisition of Vehicles <ul style="list-style-type: none"> <li>● Hybrid</li> <li>● 4X4 Chassis Cab Truck with Hydraulic Dump Box</li> </ul>	Brimell Motors Toyota Yonge Steeles Ford Lincoln Sales Limited	\$30,508.00 \$57,420.00
Fencing Former Wilder Property	Roma Fence (East) Inc.	\$20,834.90
Acquisition of Vehicles <ul style="list-style-type: none"> <li>● 2 New 2007 4X4 Crew Cab Trucks</li> <li>● 1 Heavy Duty Cargo Van</li> <li>● 1 Extended Cab Pickup Truck</li> </ul>	Number 7 Honda Sales Ltd. Marvin Starr Inc. Humberview Motors Inc.	\$67,158.00 \$25,033.00 \$26,091.00
East Don Channel Maintenance Project at Don Mills and York Mills Road, City of Toronto 1,200 tonnes of 600mm to 750mm round stone	Glenn Windrem Trucking	\$47,340.00

Award of Quotations CA06-02, CA06-03 and CA06-04 <ul style="list-style-type: none"> <li>● Bulk Maple Syrup</li> <li>● Packaged Maple Syrup</li> <li>● Maple Syrup Products</li> </ul>	Voisin's Maple Products Voisin's Maple Products Smokey Kettle Maple Co. Ltd.	\$9,360.00 \$47,344.40 \$19,385.60
Award of Contract to Supply and Install Track Seating	Centaur Products Inc.	\$30,095.00
East Don Channel Maintenance Project, Don Mills and York Mills Road, City of Toronto 1,200 tonnes of 600mm to 750mm round stone	Glenn Windrem Trucking	\$47,340.00

Attachment 2

**REQUESTS FOR PROPOSAL**  
**Sole Source (up to \$50,000)**  
**July 1, 2006 - December 31, 2006**

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
Groundwater Quality Investigation Arsenal Lands	Terraprobe Limited	\$15,920.00
Rouge Watershed Plan Facilitation and Writing Services Increase in Upset Limit of Contract from \$25,000 to \$35,000	Suzanne Barrett	\$10,000.00
Slope Stability Analysis and Erosion Risk Assessment 30 – 48 Royal Rouge Trail, City of Toronto	Terraprobe Limited	\$20,000.00
HMT Sales Tax Consultants Inc. Sales Tax Recovery	HMT Sales Tax Consultants Inc.	Estimate \$35,000 (dependent on level of fees recovered)
Humber Watershed Plan Writing Services	Suzanne Barrett	\$20,000.00
Groundwater Scenario Modelling Rouge River Watershed	EarthFX Inc.	\$49,000.00
TRCA Real-time Flood Warning Network	Bytown Marine Limited	\$37,358.00

**REQUESTS FOR PROPOSAL**  
**Competitive Bid (up to \$100,000)**  
**July 1, 2006 - December 31, 2006**

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
Real-time Precipitation and Stream Gauging Network	Sutron Corporation/Bytowne Marine Limited (BML)	\$97,000.00
4 - 8 Atwood Place Erosion Control Project	Greck and Associates Limited, in partnership with Parish Geomorphic Limited and Terraprobe	\$20,140.00
Albion Creek Digital Floodline Mapping	R.J. Burnside & Associates Limited	\$14,619.00 \$1,040.00 contingency fee
Meadowcliffe Drive Erosion Control Project	Shoreplan Engineering	\$49,500.00
TRCA Flood Protection and Remedial Capital Works Prioritization Study	Philips Engineering	\$87,445.00
Aquatic Plants Propagation Materials	Acorus Restoration	\$31,062.50
Floodline Mapping for Carruthers Creek and Miller's Creek	R.J. Burnside & Associates	\$32,478.00
Bridge and Culvert Surveys	R.J. Burnside & Associates	\$7,880.00

**TO:** Chair and Members of the Business Excellence Advisory Board  
Meeting #7/06, January 19, 2007

**FROM:** Brian Denney, Chief Administrative Officer

**RE:** **OUT OF COUNTRY TRAVEL**  
Overview of November/December, 2006 Travel

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**KEY ISSUE**

Brief summary of information learned/shared during the out of country functions during November/December, 2006.

**RECOMMENDATION**

**IT IS RECOMMENDED THAT the summary of out of country travel for November/December, 2006 be received.**

**BACKGROUND**

At Executive Committee #8/06, held on October 13, 2006, five Out of Country travel reports were approved for staff to attend workshops or meetings in the United States. The Executive Committee requested staff to report back to the Authority on the information learned/shared during these functions. Below is a summary of the five sessions.

**State of the Lakes Ecosystem Conference, Milwaukee, Wisconsin**

Nancy Gaffney, Waterfront Specialist attended the State of the Lakes Ecosystem Conference (SOLEC) held from November 1-3, 2006 as a workshop facilitator and participant. SOLEC is hosted by the United States Environmental Protection Agency and Environment Canada and conferences are held bi-annually in response to reporting requirements of the bi-national Great Lakes Water Quality Agreement (GLWQA). The purpose of the agreement is "to restore and maintain the physical, chemical and biological integrity of the waters of the Great Lakes Basin Ecosystem". SOLEC is intended as forum for stakeholders, including government, private and not for profit sectors, to evaluate the effectiveness of programs with the mandate of protecting and restoring the Great Lakes basin. Following the completion of SOLEC, a report is prepared on the state of the Great Lakes based upon the conference proceedings.

Each day of SOLEC was dedicated to examining an issue related to the Great Lakes basin. The following is a summary of each day's proceedings. Day 1 was dedicated to examining the state of the Great Lakes and included sessions on indicators of ecosystem health and human responses to environmental conditions or pressures. Day 2 was dedicated to chemic integrity and focused upon anthropogenic and naturally occurring chemicals present in the Great Lakes Basin. Day 3 was dedicated to cross-cutting issues and included workshops on tracking sustainability; emerging tools, management approaches and public communication towards healthy beaches; potential watershed flow indicators and working with the community to development pollution prevention strategies in the Great Lakes basin.

## **ICPI 8th International Conference on Concrete Block Paving, Sustainable Paving for the Future, San Francisco, California**

Derek Smith, Monitoring Coordinator, Sustainable Technologies, attended the Sustainable Paving for the Future conference from November 5-10, 2006 as a presenter and participant. The purpose of the conference is to recognize exemplary research and continuing education of sustainable concrete pavements. The conference theme 'Sustainable Paving for the Future' speaks to the ability of interlocking pavers to address environmental concerns with emphasis on stormwater management and Leadership in Energy and Environmental Design (LEED).

In response to the ICPI's request, a representative from Toronto and Region Conservation Authority's (TRCA) Sustainable Technologies Evaluation Program (STEP) was asked to present interim results from its project entitled 'The Performance Evaluation of Permeable Pavement and a Bioretention Swale' (the project), as well as, The Living City objectives. The projects water quality and quantity results were presented during the technical session entitled 'Runoff and Pollutant Reduction Performance' alongside other international presenters from the United Kingdom, United States and Australia.

Attendee response to the presentation was very positive with special interest in STEP's cold climate results. Furthermore, extensive international and national relations were established with the potential to expand project partnerships with North Carolina University, the University of Waterloo, the United States Environmental Protection Agency (USEPA), the University of New South Wales, and several private sector industries.

While the conference was a great opportunity to internationally showcase both the STEP project and TRCA objectives, it also outlined industry questions and concerns regarding permeable pavement performance in cold climates. All of which, will be considered and may be incorporated into the current monitoring protocols.

In addition, with over 75 presenters and more than 400 attendees, a CD was provided to all delegates containing all scientific papers submitted to the ICPI. The CD is a very rare source of technical narrative beneficial to research in permeable pavements.

It should also be noted that the project was manifested into several exhibitor displays and handouts including Unilock and the Uni-Group. Moreover, STEP/TRCA has submitted an abstract to present at *StormCor*; the world's largest stormwater pollution prevention conference in Phoenix, Arizona in August, 2007. Staff will be requesting Executive approval to attend the conference at no expense to TRCA (funding provided via the UniGroup up to \$2,500.00).

### **Great Lakes Futures Roundtable Meeting, Chicago, Illinois**

Brian Denney, Chief Administrative Officer, attended the Great Lakes Futures Roundtable meeting from November 13-15, 2006, as a participant. The Great Lakes Roundtable is an informal think tank comprised of government, industry and non-governmental groups with an interest in healthier great lakes. The Chicago session was of particular interest to TRCA as it was exploring, among other things, the process of strengthening the watershed based approach to great lakes protection and restoration. Considerable discussion also occurred about the economic contribution of the great lakes basin to financial health in both Canada and the United States. Emphasis was placed on how this economic importance can be translated into higher priorities in Ottawa and Washington for initiatives to protect and restore the Great Lakes Basin. The session had strong connections to the activities of the Great Lakes Cities initiatives for which Mayor Miller is the Chair in 2007. Another session is planned in Chicago in February 2007 but further involvement by TRCA can be delayed until the summer when a session will be held in Toronto.

### **GreenBuild Conference, Denver, Colorado**

Andrew Bowerbank, Manager, Sustainable Development, attended the GreenBuild Conference from November 15-17, 2006 by invitation from the Consulate General of Canada and Industry Canada, as a participant with the Government of Canada trade booth where The Living City Campus was the central focus. 15,000 attendees made this event the largest green building conference in North America. Andrew Bowerbank also participated in a radio interview to highlight some of the key sustainability initiatives underway in Ontario and across Canada. On Thursday November 16th, Andrew Bowerbank was invited to meet with the Mayor's office to review TRCA sustainability programs - future communications with Denver could lead to collaborative efforts.

### **Midwest Fish and Wildlife Conference, Omaha, Nebraska**

Scott Jarvie, Manager, Regional Watershed Monitoring Program, attended the Midwest Fish and Wildlife conference from December 2-6, 2006, as a presenter and participant. Although the primary purpose for attending the conference was to present an overview of the Ontario Stream Assessment Protocol on behalf of the Ministry of Natural Resources, it also provided an opportunity to present an outline of TRCA's Regional Watershed Monitoring Program including the background, context and successes after 5 years of implementation. Other presentations at the conference echoed the need for standardized protocols and high quality, long-term data sets. It was evident from this conference that TRCA and other partners along the north shore of Lake Ontario have an excellent dataset from which a wealth of additional research questions could be addressed. TRCA's continued role in data collection, data sharing and collaboration with other partners collecting bioregional data will help facilitate this.

**Report prepared by: Kathy Stranks, extension 5264**  
**For Information contact: Kathy Stranks, extension 5264**  
**Date: December 15, 2006**