



THE TORONTO AND REGION CONSERVATION AUTHORITY

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BUSINESS EXCELLENCE ADVISORY BOARD MEETING #5/07

Friday, September 7, 2007

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THE TORONTO AND REGION CONSERVATION AUTHORITY

**MEETING OF THE BUSINESS EXCELLENCE ADVISORY BOARD #5/07
September 7, 2007**

The Business Excellence Advisory Board Meeting #5/07, was held in the South Theatre, Black Creek Pioneer Village, on Friday, September 7, 2007. The Chair David Barrow, called the meeting to order at 9:08 a.m..

PRESENT

David Barrow	Chair
Bill Fisch	Member
Rob Ford	Member
Ron Moeser	Member
Maja Prentice	Member
Gerri Lynn O'Connor	Chair

ABSENT

Eve Adams	Member
Paul Ainslie	Vice Chair
Peter Milczyn	Member
Gino Rosati	Member

RES.#C31/07 - MINUTES

Moved by: Rob Ford
Seconded by: Ron Moeser

THAT the Minutes of Meeting #4/07, held on June 1, 2007, be approved.

CARRIED

SECTION I - ITEMS FOR AUTHORITY ACTION

RES.#C32/07 - 2008 BUDGET PROCESS AND COST CONTAINMENT ISSUES
Advises of the 2008 budget process and responds to the City of Toronto request for consideration of cost containment in 2007 and 2008

Moved by: Ron Moeser
Seconded by: Maja Prentice

THE BOARD RECOMMENDS TO THE AUTHORITY THAT the staff report on the 2008 Budget Process and Cost Containment Issues be received;

AND FURTHER THAT the report be circulated to the City of Toronto City Manager.

CARRIED

BACKGROUND

At Authority Meeting #6/07, held on July 27, 2007, Resolution #A163/07 was approved as follows:

THAT WHEREAS the City Manager, City of Toronto, has requested that Toronto and Region Conservation Authority (TRCA) assist the city in dealing with its cost containment requirements and report back to the city by July 31, 2007;

AND WHEREAS TRCA has already significantly constrained its 2007 budget while still meeting the needs of all of its municipal funding partners pursuant to the requirements of the Conservation Authorities Act;

THEREFORE LET IT BE RESOLVED THAT the Chief Administrative Officer advise the City Manager, City of Toronto, that TRCA will continue to work with city staff to assist the city in dealing with its cost containment program and that TRCA staff will report to the city on possible actions to be taken based on a report and staff recommendations to the TRCA Business Excellence Advisory Board and Authority in September, 2007.

At Authority Meeting #3/07, held on April 27, 2007, staff advised the members that a report would be presented to the Business Excellence Advisory Board (BEAB) in September, 2007 on the 2008 budget preparation process and reporting requirements, and changes that need to be put into place to ensure that staff meet the 2008 timelines for reporting to the board.

RATIONALE

2008 Budget Process

As the board is aware from previous discussions, TRCA's budget reflects funding from a number of different funding sources. About two thirds of the operating budget is self funded from operating revenues including development fees, admissions, food and retail sales.

About one third of the operating budget is from four major municipal partners. Each municipal share of the budget is determined by an apportionment process using modified current value assessment. TRCA "levies" each jurisdiction in accordance with the apportionment formula. Having determined the levy, and once approved by the participating municipality, TRCA cannot change the levy for any one jurisdiction without adjusting for all.

The regions of Peel, York and Durham and the City of Toronto each have their own requirements for budget submissions and financial reporting. Meeting each jurisdictions requirements within their time frame is an exhaustive process. It is complicated further by the fact that TRCA works with other conservation authorities to coordinate submissions to Peel, York and Durham. Because the municipal share is based on an apportionment formula, TRCA must wait until the last jurisdiction gives its approval before presenting a final budget to the Authority. This usually takes place in April of the current budget year.

The budget process begins in the spring of each year when staff meet to determine capital requirements for the following year. Participating municipalities require TRCA capital submissions in July and August. Operating budget preparation also begins in the summer partly to enable TRCA staff to advise participating municipality staff of estimates of the municipal operating levy for the coming year.

Staff annually prepare "Preliminary Estimates, Operating and Capital" for submission to the Business Excellence Advisory Board in October. These estimates provide an order of magnitude for discussions with the various funding partners in the case of the operating budget and a list of needed capital works for submission to the partners. Approval of the estimates by the Authority enables staff to present the estimates to the funding partners for consideration.

Staff will meet with municipal staff and present the TRCA estimates for the various jurisdictions to the various municipal budget committees. This process usually continues through to the end of March, 2008, enabling staff to finalize the TRCA budget for the April Authority meeting.

In 2007, delays at the municipal level, unplanned employee absences in TRCA's finance area and additional work required as a result of the 2006 audit and year end all combined to leave little time for submission to BEAB. In 2008, municipal delays are not expected because in the absence of the municipal election, the approval dates are being advanced. Workload issues in the finance section of TRCA have been addressed by the addition of one accounting clerk position. The Director and Controller are working with the auditors to ensure the 2007 work is completed in a timely fashion that does not impact the budget preparation process adversely.

Cost Containment Issues

The members have the benefit of the July 27, 2007, communication to the Authority, which describes the background to our relationship with the City of Toronto. Briefly, the city was levied for \$6.77 million in operating levy. The city divides this about 53% to water reserves and 47% to property taxes so the property tax impact is about \$3.2 million.

As noted in the report, any adjustment to the city levy requires adjustment to the levies on Peel, York and Durham (as well as the Town of Mono and the Township of Adjala-Tosorontio). Unlike city departments and other city agencies and boards, TRCA does not have access to the city's contingency reserves. TRCA deals with its own financial issues and can legally carry a deficit.

TRCA staff is completing a financial progress report as of August 31 for submission to BEAB in October. Preliminary review of expenditures and revenues for 2007 indicate a number of significant pressures:

- The 2007 budget provides for fundraising revenue from the Conservation Foundation of \$800,000. Estimates are that this will not be achieved. The shortfall could be as much as \$500,000.

- Since 2005, TRCA has accrued the value of the conservation land tax exemption for properties TRCA defines as being eligible. The Ministry of Natural Resources (MNR) failed to meet its deadlines for review of TRCA submissions and has arbitrarily decided that TRCA lands are ineligible. This ruling by MNR staff has no appeal route and because of delays, leaves no opportunity for TRCA to appeal to the Municipal Property Assessment Corporation (MPAC). The consequences of MNR's actions is to create a shortfall of about \$700,000. TRCA staff has written to the Deputy Minister, MNR in the hopes this can be addressed. Legal action against the ministry is another option.
- TRCA revenues from parks and culture, development services and other sources are generally on track to meet year end targets. Tracked against budget expenditures, there will be no significant operating surplus.
- TRCA's memorandum of understanding (MOU) for the Remedial Action Plan (RAP) with the Government of Canada expired on March 31, 2007. Negotiations are underway but if the MOU is not renewed there is a potential pressure of \$100,000.

The 2007 budget is responding to significant growth in demand for services across all participating municipalities. It is difficult to make significant adjustments to the operating budget in the last third of the year when staff is struggling to meet existing service levels. As in the municipal sector, about 70% of TRCA expenditures are related to salary, wages and benefits. TRCA has some flexibility in terms of operational considerations but still faces pressure of competitive labour market conditions.

In preparing the 2007 budget, many constraints were already imposed. For example,

- TRCA overtime policies limit ability to incur overtime and where overtime is paid it usually relates to programs such as the rental portfolio where staff must respond to emergencies.
- As part of its sustainability initiatives, TRCA has in place programs to curtail travel in favour of conference calls and use of car pooling and public transit. The TRCA fleet has been steadily downsized in favour of smaller and in some case hybrid vehicles.
- Offices and facilities are covered by TRCA "ecoteams" and programs to reduce heat costs in winter and cooling costs in summer are in place.
- Printing and communications activities have already moved significantly away from traditional hard copy to the use of electronic and web-based media.
- "Contracting out" is already in place for a variety of services including waste management, printing, legal services, office cleaning, maintenance services, security and construction equipment.
- Pooling of health and property insurance needs with Conservation Ontario has created economies of scale; in other cases, TRCA as a "provincial agency" has the benefit of negotiated contracts for services such as courier delivery.
- Increased fees have been imposed where appropriate and parking rates at Black Creek Pioneer Village (BCPV) increased significantly.
- Staff has in place a variety of funding sources which assist in reducing employment costs through internships, volunteer programs, cooperative programs, etc..

In dealing with the balance of the 2007 fiscal year and the pressures identified, staff has taken the following additional steps:

- All vacant positions, whether contract, part-time or full time, must be reviewed and approved by the Chief Administrative Officer (through Directors Committee), prior to being filled.
- Overtime, travel and other discretionary costs will be closely monitored by Directors.
- Additional efforts will be made to maximize revenue opportunities for the balance of the year. BCPV is perhaps the most significant with its annual Thanksgiving and Christmas programs.
- Continue to seek non-traditional funding sources and employment subsidy programs.
- Some discretionary maintenance and equipment replacement expenditures may be deferred until 2008 but this does not achieve real savings particularly since some of this will be from capital funding.

SUMMARY

TRCA has advised the City of Toronto City Manager of TRCA's limited ability to respond to the request for cost containment in 2007. Again, as noted in the July 27, 2007, Authority communication, TRCA's funding from the city is modest in relation to the city's \$7 billion operating program. Accordingly, city staff understand that we will work with them in formulating appropriate 2008 financial plans but there is little we can do of direct benefit in 2007.

The more important issue is to meet TRCA's own 2007 budget pressures. Staff will have a complete report for BEAB in October.

Report prepared by: Jim Dillane, extension 6292
Emails: jdillane@trca.on.ca
For Information contact: Jim Dillane, extension 6292
Emails: jdillane@trca.on.ca
Date: August 28, 2007

RES.#C33/07 -

PLANNING AND DEVELOPMENT PROCEDURAL GUIDE

Endorsement of the Planning and Development Procedural Guide to further enhance Toronto and Region Conservation Authority's (TRCA's) working relationship with the development community and increase procedural transparency related to TRCA's development review and approval process.

Moved by: Ron Moeser
 Seconded by: David Barrow

THE BOARD RECOMMENDS TO THE AUTHORITY THAT WHEREAS Toronto and Region Conservation Authority (TRCA) staff is committed to working cooperatively with the development community and all municipal partners regarding the implementation of TRCA's planning and regulatory functions, including opportunities to increase procedural transparency and streamline the review and approval process where appropriate;

WHEREAS TRCA, through its Business Excellence objective, is committed to improve the delivery of all programs, including TRCA's planning and regulatory functions;

THEREFORE LET IT BE RESOLVED THAT the Planning and Development Procedural Guide be endorsed;

THAT TRCA staff be given the authority to make any necessary updates to the guide to reflect any procedural issues related to legislative change or technical updates related to current practices;

AND FURTHER THAT all member municipalities and the Building Industry and Land Development Association (BILD, formerly GTHBA-UDI) be advised and circulated a copy of the Planning and Development Procedural Guide.

CARRIED

BACKGROUND

Over the past five years there has been an on-going dialogue between TRCA and the development community (developers, consultants and proponents) regarding TRCA's plan review and approval process. As a result of this dialogue, various working groups have been formed between Planning and Development and Ecology staff to address issues related to policy development and interpretation, the preparation of technical guidelines, the practical application of those guidelines and streamlining opportunities.

Significant progress has been made in improving TRCA's working relationship with the development community, primarily through the adoption of our technical guidelines and complete application checklists. However, additional opportunities for streamlining and increasing procedural transparency related to TRCA's review and approval process are continually sought. It was through this endeavour that the need to create a Planning and Development Procedural Guide was identified. Staff envisioned a guide that would assist anyone interested in obtaining development approvals from TRCA. The guide is to serve as a comprehensive reference document detailing TRCA's legislative authority, technical requirements, and review and approval procedures. It is to provide guidance for all types of applications, from straightforward, minor applications to complex, large-scale proposals. Furthermore, the guide should appeal to a wide audience, providing useful and relevant information to applicants both familiar with TRCA's processes and novices.

As funding and staff time became available, the task of creating the guide was undertaken. Following full participation from both Planning and Development and Ecology staff, the Planning and Development Procedural Guide is complete. It is important to note however, that the guide will need to be updated from time to time to reflect legislative changes and current technical practices.

DETAILS OF THE PLANNING AND DEVELOPMENT PROCEDURAL GUIDE

Structurally, the Planning and Development Procedural Guide is divided into nine sections:

Introduction

- The intent of the guide and the role of TRCA's Planning and Development Division.

Legislative and Policy Framework

- A summary of the legislative and policy framework governing TRCA that sets the context for the regulatory and planning decisions and recommendations made.
- TRCA's responsibilities as they pertain to the Conservation Authorities Act (including those under Ontario Regulation 166/06, TRCA's "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" Regulation), the Planning Act (including the Provincial Policy Statement), the Environmental Assessment Acts, as well as other applicable legislation including, but not limited to the Federal Fisheries Act, the Oak Ridges Moraine Conservation Act and the Greenbelt Act are outlined.

Planning Applications

- A description of how TRCA carries out its role as a commenting agency under the Planning Act.
- Review and approval procedures are presented according to application type, including Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, Site Plans, Consents and Minor Variances.
- For each application type, the benefits of preliminary consultation are discussed, and the municipal screening and circulation process is outlined, TRCA's review procedures are presented, submission requirements are summarized and the level of service that can be expected is noted. Flowcharts are included to illustrate the various procedures.

Environmental Assessments

- An outline of TRCA's responsibilities under the Environmental Assessment Act with respect to the Environment Assessment review process.

Permit Applications

- A summary of TRCA's permitting process.
- The areas and activities subject to TRCA's regulations are detailed, the importance of preliminary consultation is highlighted, review and approval procedures are summarized, including how they are affected by the fisheries timing windows set by the Ministry of Natural Resources, submission requirements are presented, the Permission for Minor Works Protocol is explained and TRCA's service delivery standards are noted. A flowchart is included to illustrate the procedures associated with permit applications.
- The process associated with denying a permit is outlined and the role of TRCA's Enforcement Officers is described.

Other Review Services

- A description of the other review services offered by TRCA (i.e. Solicitor Realty Inquiries and Property Inquiries).

Checklists and Guidelines

- A list of the available checklists and guidelines.

Fees

- An explanation of the fee schedules adopted for TRCA's planning and permitting services.

Appendices

- Appendices that provide further information and clarity to the reader, including the checklists and guidelines.
- Appendices will be subject to change. For example, following legislative amendments or updated technical practices, the guidelines, which outline information requirements and submission design criteria, will require updating.

The format of the guide was modelled after the documents created by TRCA's municipal partners, such as the City of Toronto.

DETAILS OF WORK TO BE DONE

The guide will be available on TRCA's website for downloading. In addition, TRCA's member municipalities will be notified in writing regarding its adoption and hard copies will be distributed to them. Further, BILD will be advised and a copy of the guide will be circulated to them.

CONCLUSION

The Planning and Development Procedural Guide will benefit all those seeking development approvals from TRCA. The guide builds on the personal customer service offered through our walk-in service and is an informative resource that provides a comprehensive summary of TRCA's legislative authority, technical requirements and review and approval procedures. This document consolidates all of the guidelines and checklists that have been developed and used operationally by TRCA staff with the development community over the past few years. It is not a policy document, but rather a guidance document for current procedures and practices. The guide will be updated on a periodic basis to reflect new legislative requirements, including the Bill 51 requirements for 'complete applications' that are currently unfolding and updated technical practices. The guide is a helpful document that will further improve working relationships with the development community, and ultimately, the public and member municipalities.

Copies of the Planning and Development Procedural Guide will be available at the September 7, 2007 meeting of the Business Excellence Advisory Board.

Report prepared by: Robyn McMullen, extension 5687

Email: rmcmullen@trca.on.ca

For Information contact: Robyn McMullen, extension 5687

Email: rmcmullen@trca.on.ca

Date: August 17, 2007

RES.#C34/07 -

DIVERSITY STRATEGY - VISION AND VALUES

Adopting the Diversity Strategy - Vision and Values.

Moved by:

Maja Prentice

Seconded by:

Bill Fisch

THE BOARD RECOMMENDS TO THE AUTHORITY THAT the Diversity Strategy - Vision and Values for Toronto and Region Conservation Authority (TRCA), outlined in Attachment 1 and as amended by the Business Excellence Advisory Board, be adopted;

THAT the Employee Code of Conduct be amended to include the Diversity Strategy - Vision and Values as a Commitment to Diversity and Inclusiveness in Section 2.0;

THAT the Random Acts of Recognition policy be amended to include the Diversity Champion Award, outlined in Attachment 2;

AND FURTHER THAT the Diversity Strategy - Vision and Values be publicized to TRCA staff and to the general public via the TRCA website.

CARRIED

BACKGROUND

TRCA has increasingly demonstrated its commitment to diversity since 1997 with the creation of multicultural outreach programs such as the Multicultural Environmental Stewardship Program, Environmental Volunteer Network, Professional Access & Integration Enhancement Program, a Diversity Sub-management Committee (Diversity Committee), the position of Supervisor, Outreach and Diversity, by conducting an audit of Human Resources policies and practices, and holding special events such as Multicultural Day.

The Diversity Committee, made up of 8 to 10 members, is an advisory group for all employees, to assist in creating an atmosphere of openness and inclusivity among TRCA employees, volunteers and other stakeholders. Tremendous progress has been made in improving TRCA's accessibility as an organization for diverse staff, volunteers and partners. This work continues under the leadership of Human Resources and the Diversity Committee.

RATIONALE

The Diversity Strategy - Vision and Values formalizes and publicizes TRCA's commitment to diversity, links it to The Living City vision, and creates a clear focus for staff. By doing so, a consistent, clear commitment and strategy are communicated, increasing buy-in from TRCA staff and other stakeholders.

By stating this commitment publicly and by adopting it into TRCA's Employee Code of Conduct and Random Acts of Recognition as outlined in attachments 1 and 2, respectively, TRCA will retain and attract job applicants, volunteers, partners and clients who share our commitment to diversity and The Living City. By making this commitment public, TRCA also increases its accountability on diversity issues, by making it clear where the organization stands on issues of access, inclusiveness, equity and fairness.

Having an overall diversity strategy will also focus the work of the Diversity Committee, Human Resources and other staff working on access, equity and diversity issues. Stemming from this strategy, a 5-year Diversity Plan of Action will be created to outline specific diversity initiatives and deliverables. In this way, a maximum return can be ensured for TRCA's investment in diversity.

DETAILS OF WORK TO BE DONE

In our efforts to communicate to and engage all TRCA staff, a variety of initiatives will be carried out in stages in the coming months. These initiatives will be incorporated into the Communications and Outreach Strategy under the 5-Year Diversity Plan of Action. These initiatives include, but are not limited to:

- TRCA Internal Blog – a forum where TRCA staff can share experiences, stories, gain support and knowledge, ask questions, learn about each other, etc..
- Lunch and Learns – by holding a series of lunch and learns on diversity-related topics, staff is given the opportunity to learn about diversity in a fun and light-hearted atmosphere. It is anticipated that the speakers at the various lunch and learns will be a combination of internal staff and guest speakers from other organizations.
- Looking Through the Eyes Of... – a series of staff perspectives and experiences will be published by internal email to all staff on a weekly basis. This will engage and connect staff, helping them to learn more about each other, their unique perspectives and approaches and their challenges and successes. Stories can be about the experiences of new Canadians, young professionals, women in positions of power, living in under-served areas, working with new Canadians, travel, experiencing new cultures, etc.. It is anticipated that eventually every TRCA staff person will submit a story to share with the organization.
- Mentorship and Volunteerism – engage more staff to participate in the mentorship and volunteer program. This will provide diverse individuals with experience, guidance and contacts to assist them in gaining employment. To achieve this, the Diversity Committee will develop outreach information packages to explain the process, responsibilities and benefits to becoming involved.
- Recognition and Rewards – to recognize internal and external individuals who demonstrate a commitment to diversity in their work and/or day-to-day lives. For example, the Diversity Champion Award in Random Acts of Recognition recognizes individuals who have been active mentors, individuals who work with diverse volunteers, individuals who actively include and outreach to diverse communities, etc.. Publicly celebrating active leaders who are making a difference will encourage and promote positive practices.

FINANCIAL DETAILS

The details noted above will be carried out in accordance with the \$5,000.00 allocated in the annual budget.

Report prepared by: Khoa Ly, extension 5582

Emails: kly@trca.on.ca

For Information contact: Khoa Ly, extension 5582

Emails: kly@trca.on.ca

Date: August 10, 2007

Attachments: 2

Attachment 1

Diversity Strategy - Vision and Values

Definition

The commitment to diversity and inclusiveness where all people, of all backgrounds, genders, generations and abilities work together to preserve and protect the environment in which we live.

TRCA envisions a Toronto region where all people work together to preserve and protect the environment in which we live. TRCA staff and volunteers will engage in honest, open, respectful dialogue about engaging all people, including traditionally under-represented groups, in TRCA's vision and mission for The Living City. TRCA will recognize the importance and value of diverse sets of values, needs and perspectives.

Policy

TRCA will meet or exceed international and local human rights codes and guidelines and provide regular training to staff on relevant legal issues (ie. rights and responsibilities).

Diversity Values:

1. TRCA is an organization that engages diverse staff, board members, volunteers and community stakeholders. TRCA welcomes all people who are committed to our vision for The Living City.
2. TRCA believes that culturally diverse organizations perform better because of that diversity - TRCA believes that valuable wisdom, ideas and energy come from people of all parts of the community.
3. TRCA is a multi-disciplinary organization that respects a diversity of skills and encourages people with varying skills to work together to achieve more.
4. TRCA will be an inclusive organization for all people and all groups of people.
5. TRCA will recognize that some groups of people have been underrepresented in employment within the environmental sector and will work toward addressing this inequity.
6. TRCA will be conscious of the demographic distribution of diverse groups of people (by gender, ethnic and religious backgrounds, region and nation of origin sexual orientation etc.) throughout the organization.
7. TRCA will respect the religious and cultural customs of its staff, volunteers, board members, partners and other stakeholders and make reasonable efforts to accommodate diverse religious needs in the workplace.
8. TRCA will work to foster and embrace diverse perspectives and understandings to encourage new and other ways of doing work.
9. TRCA will employ, work with and accommodate, in accordance with the labour laws, people of all ages and explore diversity issues openly and honestly.
10. TRCA will work with and accommodate people with diverse abilities and disabilities.
11. TRCA will continuously explore the ways in which people differ, how these identifiers intersect and also explore commonalities that make us human. (For example, ageism and gender bias can intersect and create a particular form of discrimination against older women in the workplace).

Attachment 2

Random Acts of Recognition

Keeping the Toronto and Region Conservation Authority a great place to work is a goal for us all. People are not only working hard but they are working with kindness and consideration for others on their team.

Those “random acts of kindness” is what this recognition program is all about. A simple acknowledgment that person has acted in a way that makes another TRCA employee’s job a little easier.

The Recognition Awards

How do they work?

Any employee can nominate someone or team for a recognition award. The nomination form (attached) outlines what the person did and how it was a random act of kindness. The award can be either public or private. The nominator can give the award themselves or have it as a surprise.

Victoria will receive the nominations and make sure that the awards are available for the nominated employee.

What are the Awards?

The awards consist of “tokens” of appreciation that reflect the TRCA values that the employee has shown. The categories include.....

1. The Good Sport Award.

This award is for the person who assisted others without having been asked.

2. The Wise Owl Award

This would be for people who have mentored others, helped the new employee etc.

3. The Smile Award

This would be for people who lead the team with a positive attitude, gentle suggestions and good humour.

4. The Green Award

This would be for the people who are “nurturing” of people, of new ideas and positive communications among the TRCA staff.

5. The Diversity Champion Award

The person who is inclusive in their language, their attitude and their activities. Diversity is a core value and this person is a role model.

6. And lastly, I couldn't do it without you award.

Sometimes there is someone who is the person that everyone goes to a explain how things are done and they are always there for people.

What does the Awards look like?

They will be two things, the nomination form itself for the employee inside a thankyou card and tokens of appreciation like golf or tennis balls, mouse pads, books, pens, wild flower seeds, gift certificates to the Village gift shop, recycling boxes etc.

Who can nominate?

Any employee.

Who can receive a nomination?

Any employee.

How often do we award people?

Every other Friday, depending on the nominations received. Nominated employees will either find the token and card on their desks (private recognition) or will receive it from a member of the Management Team (public recognition).

RES.#C35/07 -

CLAIREVILLE CONSERVATION AREA

Agricultural Research and Training Facility Proposal by FarmStart at the Claireville Conservation Area, City of Brampton. Approval to enter into lease negotiations with FarmStart for the purpose of establishing a research and training farm that will develop locally based, ecologically sustainable and economically viable agricultural enterprises on Toronto and Region Conservation Authority land in Claireville Conservation Area.

Moved by: Bill Fisch
Seconded by: Gerri Lynn O'Connor

THE BOARD RECOMMENDS TO THE AUTHORITY THAT Toronto and Region Conservation Authority (TRCA) enter into lease negotiations with FarmStart for approximately 10 hectares (25 acres) of land being Part of Lot 7, Concession 8, N.D., City of Brampton, Regional Municipality of Peel;

THAT the term of the lease agreement be not more than five years with the option for renewal;

THAT the lease payment be on fair market value terms, for the term of the agreement;

THAT the agreement be on terms and conditions satisfactory to TRCA staff and solicitors;

THAT the appropriate TRCA officials be authorized and directed to take whatever action may be required to give effect thereto, including the obtaining of necessary approvals and the execution of any documents;

AND FURTHER THAT the Humber Watershed Alliance and Friends of Claireville be advised of the TRCA intentions to lease the property to FarmStart.

CARRIED

BACKGROUND

Over the past several months, FarmStart and TRCA staff have had discussions about a joint endeavour by which FarmStart would make use of lands owned by TRCA for the purpose of helping new farmers establish ecologically sustainable and economically viable agricultural enterprises to supply markets in the Greater Toronto Area (GTA). A proposal has been submitted that sets out the purpose and conditions of this joint endeavour and forms the basis for preparing a lease agreement for approximately 10 hectares in the Claireville Conservation Area, City of Brampton.

FarmStart is a not-for-profit organization that receives provincial and federal government grants to:

- coordinate farm facilities, resources and linkages important to new and young farmers;
- develop effective land tenure and stewardship arrangements;
- explore emerging local and direct farm market opportunities;
- support a new generation of farmers; and
- promote innovative and sustainable business models.

FarmStart currently has a partnership agreement with the University of Guelph and the Guelph International Resource Centre to operate an incubator farm near Guelph, Ontario. Programs that have been established by FarmStart at the incubator farm include:

- new Canadian farmers initiatives;
- land and water stewardship measures;
- sustainable agricultural practices;
- alternative energies; and
- farm business management training.

Following a review of existing TRCA-owned lands, the former McVean property, which is part of the Claireville Conservation Area specifically located north of Highway 7, on the west side of McVean Drive, in the City of Brampton, was determined to be the most suitable parcel of land. The available property is approximately 10 hectares in size, located in an urban area of the GTA and is easily accessible by both farmers and buyers. In addition, the site has been planted with hay for several years, maintaining soil fertility and weed control. Chemical use on the property has also been minimal, which will help transition the land to organic certification.

FarmStart Objectives

The FarmStart proposal identifies that a research and training farm will be developed on the property to:

- operate new crop and ecological agriculture research and demonstration facilities;
- offer new farmer training programs through a training farm and on site workshops; and
- incubate and support new farm enterprises on site.

FarmStart has also identified that they will maintain the highest standards of stewardship over the land, transition it to organic cropping methods, and maintain wild areas and shelterbelts in conjunction with the existing woodlots and riparian areas. The land will be transitioned to organic certification over the first three years of an agreement and an environmental farm plan will be developed at the outset to guide the development of the new farm facility. FarmStart will take a phased approach to developing the infrastructure needed to support new farmers on the McVean property. Fencing or borders will be required to protect crops from vandalism and crop theft and to separate public demonstration areas from the agricultural plots dedicated to crop and livestock production, farmer training and research. A reliable water supply and irrigation system will need to be set up. FarmStart, in consultation with TRCA, will conduct investigations into the most appropriate and cost effective strategy including water lines from municipal sources or a well. Other facilities will include greenhouses, windmills, storage sheds and meeting spaces.

At the end of the first five year period, the new farm facility will be fully operational with a dynamic research and demonstration facility, a training farm and from six to twelve new farm enterprises. The value of crops grown on the land will dramatically increase in both volume and dollar value compared to a historic cropping system, while maintaining and improving soil fertility and cultivation practices. Research and demonstration plots will be established to illustrate current and emerging sustainable farming practices such as low till/no till, trash mulch systems, all season unheated greenhouse production and water conservation practices. Wind and solar power will be used to power any equipment needed at the facility and to operate educational displays and demonstrations. In addition, public awareness of sustainable farming practices and food distribution issues will be increased through outreach and educational programming.

Heritage Double English Wheat Barn

FarmStart has identified that they do not require the heritage Double English Wheat Barn on the site. However they will cooperate with organizations involved in the possible restoration and use of the heritage structure. The potential exists for the barn to be a multi-use facility including weekly farm markets, an educational centre, community entertainment centre and meeting space. FarmStart would be willing to participate with TRCA, the local community and heritage societies to manage the barn, scheduling public and educational events and developing policies and procedures for use of the barn.

Community Involvement and Collaboration

The central area around the heritage barn will be set up as a demonstration area for public education around the practices of sustainable, ecological agriculture. Part of the property may be used for community purposes such as community gardens, youth programs and land stewardship activities. Community involvement is important to the success of the project. On-going efforts to partner and collaborate with community members will be undertaken. The Humber Watershed Alliance and Friends of Claireville members have been actively involved regarding the future use of the property including habitat restoration, heritage protection and interpretation and agricultural use.

RATIONALE

TRCA staff believe FarmStart has a role to play in facilitating new kinds of agriculture close to urban areas. One option is make available some of the land owned and managed by TRCA. Growing local food is an important component of sustainable communities, which is one of TRCA's objectives. Such use will not compromise the objectives of the Terrestrial Natural Heritage System Strategy.

The FarmStart proposal will establish a training and research farm on TRCA land, facilitating the entry of new farmers and new Canadians into agricultural enterprises that will supply local markets in a sustainable way, supporting TRCA's vision for The Living City.

The former McVean property is ideally situated in the middle of a growing and diverse near urban neighbourhood. This farm project, the first of its kind in Canada, will lead the way towards sustainable, local agriculture that serves the needs of growing communities and protects the local greenspace and ecosystems. Local, ecologically-friendly agriculture also supports healthy rivers and regional biodiversity through soil regeneration, ecological restoration and ecosystem integrity.

By encouraging new farmers, local food production and community engagement, this farm project will allow community members to access and connect to the source of their food, as well as know and value the land on which it is grown and those who have grown it. The site also allows for foot, bicycle, public transportation and vehicle access by both the farmers and consumers, which will help to reduce greenhouse gas emissions. The proximity of the site will also attract community use and stewardship as people come to buy their food, walk the trails and bring groups of children for educational and fun food oriented programs.

DETAILS OF WORK TO BE DONE

- TRCA staff will contact FarmStart to undertake detailed lease negotiations for the property.
- TRCA staff will keep the Humber Watershed Alliance and the Friends of Claireville informed throughout the establishment and implementation of the project. They are currently aware of agricultural use for this parcel of land.

FINANCIAL DETAILS

FarmStart has identified the following funding sources for the project:

- \$15,000 for 2007 from the Catherine Donnelly Foundation which is allocated to land preparation and infrastructure.
- \$30,000 a year for three years from Center for Agricultural and Rural Development (CARD) for an agronomist/farm manager; as well as day-to-day management.
- \$30,000 a year for three years from CARD for a new Canadian farmer coordinator.
- Core funding from Metcalf Foundation and Laidlaw (undisclosed) provides a portion of staff salaries managing the project plus administration costs. Laidlaw is committed for three years, and there is indication that Metcalf will provide three year core funding beginning in early 2008, when the current contract ends.

Report prepared by: Sonia Dhir, extension 5291

Email: sdhir@trca.on.ca

For Information contact: Gary Wilkins, extension 5211

Email: gwilkins@trca.on.ca

Date: August 20, 2007

Attachments: 1

Attachment 1



RES.#C36/07 -

WORLD GREEN BUILDING COUNCIL

Memorandum of Understanding with Toronto and Region Conservation Authority. Approval to enter into an agreement between Toronto and Region Conservation Authority and World Green Building Council for the development of the World Green Building Council Secretariat and continued support of their programs.

Moved by: Bill Fisch
Seconded by: Gerri Lynn O'Connor

THE BOARD RECOMMENDS TO THE AUTHORITY THAT approval be granted for Toronto and Region Conservation Authority (TRCA) to enter into a Memorandum of Understanding (MoU) with World Green Building Council (WGBC) for the development and support of the World Green Building Council Secretariat, to be located at TRCA's The Living City Campus;

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

AND FURTHER THAT staff be directed to report back to the Business Excellence Advisory Board on an annual basis with an update on the status of the business relationship.

CARRIED

BACKGROUND

On April 30, 2007, TRCA was awarded the bid to host the WGBC Secretariat at The Living City Campus. This followed a competition that was conducted with Montreal to secure a suitable location. The proposal put forth by TRCA, which secured the bid, outlined the capacity and resources that TRCA possesses to assist in the development of the WGBC Secretariat and to continue supporting the efforts of WGBC. The support offered in TRCA's proposal to WGBC takes a variety of forms such as human resources, marketing and communications, financial contributions, fundraising, office space, and finance and administration services. TRCA's bid to host the WGBC Secretariat has been successful in engaging both the Province of Ontario and the Regional Municipality of Peel to provide financial contributions in support of WGBC Secretariat development.

Since the time that the bid was announced, TRCA has begun working closely with WGBC in the development of the secretariat. In order to move forward a MoU is required to formalize the business relationship between the two organizations.

WGBC was founded in 1999 and provides a union of national green building councils whose common goal is the sustainable transformation of the global property industry. A sustainable property industry will balance environmental, social and economic issues to ensure a viable and valuable industry for future generations.

Eleven countries are currently members of WGBC: Australia, Brazil, Canada, India, Japan, Mexico, New Zealand, Taiwan, United Arab Emirates, the United Kingdom and the United States of America.

WGBC has an ambitious strategic vision for the three years which contains '100-100-100' targets:

- 1) engage the 100 million people who make up the global construction industry;
- 2) create 100 green building councils globally; and
- 3) raise \$100 million to further the goals of WGBC.

RATIONALE

TRCA made a commitment to WGBC when the WGBC's decision to locate the secretariat at The Living City Campus, based on the initial proposal, was accepted.

The fundamental philosophies and goals of TRCA and WGBC are similar in nature. TRCA's vision for The Living City can be carried to a global context as WGBC works to promote sustainability in the built environments on a global scale.

Through the roles and responsibilities outlined in the MoU, TRCA will be known as an official partner and supporter of WGBC. Both TRCA and The Living City Campus will gain international recognition in the arena of climate change mitigation and green building advancement. Together, programs will be developed that neither TRCA nor WGBC alone could undertake.

FINANCIAL DETAILS

WGBC, its secretariat and its programs are designed to be funded through a combination of membership fees, grants, donations and sponsorships. Fundraising will be performed by both secretariat staff and members of the WGBC board.

The billing for the activity of WGBC in recent years has not exceeded \$100,000. However, activity is expected to increase exponentially in the coming years through the 100-100-100 strategic vision targets. Therefore, the need for secured funding will also increase. This will be accomplished through the fundraising efforts of WGBC as they become dominant players on the international stage. Increased funding will also come through increased membership, as each member country is required to pay an annual membership fee.

The only financial support that TRCA will be required to supply WGBC will be the funds that TRCA solicits directly for this initiative on behalf of WGBC. Support will also be provided in terms of in-kind contributions through staffing and support services.

DETAILS OF WORK TO BE DONE

Staff is completing negotiations of a MoU with WGBC to clarify respective responsibilities and formalize business relationships.

Report prepared by: Andrew Bowerbank, extension 5343

Email: abowerbank@trca.on.ca

For Information contact: Melissa Ferrato, extension 5569

Email: mferrato@trca.on.ca

Date: August 28, 2007

RES.#C37/07 -

GLOBE INC. BOARD OF DIRECTORS

Approval for Brian Denney to join the Board of Directors of GLOBE Inc. (Green Light on a Better Environment).

Moved by: Bill Fisch
Seconded by: Gerri Lynn O'Connor

THE BOARD RECOMMENDS TO THE AUTHORITY THAT Brian Denney, Chief Administrative Officer, be authorized to participate on the Board of Directors of GLOBE Inc., in support of the efforts of the Social Housing Services Council.

CARRIED

BACKGROUND

Brian Denney has been invited to join the Board of Directors of GLOBE Inc. This board has been created by the Social Housing Services Council as a means of advancing energy retrofits and green building design within the social housing sector. This activity is consistent with Toronto and Region Conservation Authority's (TRCA) efforts to advance these kinds of projects as part of a comprehensive response to climate change mitigation. The time commitment will be modest based on preparation and participation in a few board meetings a year. Any compensation received will be directed to TRCA.

Report prepared by: Brian Denney, 416-667-6290
Emails: bdenney@trca.on.ca
For Information contact: Brian Denney, 416-667-6290
Emails: bdenney@trca.on.ca
Date: August 29, 2007

RES.#C38/07 -

COMPENSATION RATES FOR MEMBERS OF AGENCIES, BOARDS AND COMMISSIONS

Advises of comparable compensation rates for members of agencies, boards and commissions.

Moved by: Rob Ford
Seconded by: Bill Fisch

THE BOARD RECOMMENDS TO THE AUTHORITY THAT the report dated August 28, 2007, on compensation rates for agencies, boards and commissions, be received.

AMENDMENT

RES.#C39/07

Moved by: Rob Ford
Seconded by: Bill Fisch

THAT the following be inserted after the main motion:

THAT subject to Ontario Municipal Board (OMB) approval, per diem for elected officials appointed to Toronto and Region Conservation Authority (TRCA) be reduced to \$70 effective January 1, 2008 with no change to the per diem for citizen members;

AND FURTHER THAT TRCA officials be authorized and directed to make the necessary application to the OMB.

THE AMENDMENT WAS CARRIED

THE MAIN MOTION, AS AMENDED, WAS CARRIED

BACKGROUND

At Authority Meeting #3/07, held on March 30, 2007, Resolution #A54/07 was approved, in part, as follows:

AND FURTHER THAT staff report back to the Business Excellence Advisory Board in September with a comparison of compensation rates for board members of other conservation authorities, boards and provincial agencies performing similar work.

RATIONALE

Attachment 1 is a list of a number of agencies, boards and commissions and the comparable per diem and honoraria paid to their members. TRCA staff did a similar analysis in 2005 and the table has been updated where appropriate to illustrate current compensation rates.

Attachment 2 is the list of per diem rates paid to members of other conservation authorities in 2006. Conservation Ontario has not completed summary of 2007 rates.

**Report prepared by: Jim Dillane, extension 6292, jdillane@trca.on.ca
For Information contact: Jim Dillane, extension 6292, jdillane@trca.on.ca
Date: August 28, 2007
Attachments: 2**

Attachment 1

2007 ALLOWANCES PAID TO MEMBERS OF OTHER SPECIAL PURPOSE BODIES

QUESTIONS	Toronto Waterfront Revitalization Corporation	Toronto Police Services Board	York Region Police Services Board	Ontario Realty Corporation ORC
<p>Do you pay the members of the Board of Directors or other governing body for their services ?</p> <p>If "YES " how much do you pay and on what basis?</p> <p>If there is more than one meeting held on a given day, do they receive the same amount of per diem?</p>	<p>Yes.</p> <p>- \$ 500 per attended meeting . - \$ 5,000 Lump Sum at the beginning of each fiscal year.</p> <p>Each meeting usually lasts 2 hours. If meetings continue all day (full day) their payment doubles.</p>	<p>Yes. (Partially)</p> <p>Provincial Appointees to the Board receive an annual remuneration of \$ 8,791.</p> <p>-----</p>	<p>Yes. (Partially)</p> <p>The Municipal Citizen and 3 provincial appointees get a honorarium of \$ 7,000 per year plus an allowance, annual cost of living increase (3%).</p> <p>-----</p>	<p>Yes.</p> <p>Members (Part -Time) \$150 Per Diem</p> <p>There is no remuneration for 1 member - Civil Servant.</p> <p>Yes.</p>
<p>If the organization has a Chair of the Board, what is the Chairs remuneration ?</p>	<p>The Chair's remuneration is \$ 7,500 per fiscal year.</p>	<p>The Toronto Police Services Board is headed by a full time Chair.</p> <p>This position carries a salary of \$ 90,963.</p> <p>Despite the increasing complexity of the position, the salary has not changed since 1987.</p>	<p>No special remuneration.</p> <p>(Elected member)</p>	<p>No Information provided from ORC contact person.</p> <p>Acting-Chair is a Civil Servant.</p> <p>Vice-Chair (Part-Time) is a Civil Servant, too.</p>
<p>If the organization has municipal elected officials on its board, are these representatives treated differently?</p>	<p>Mayor of Toronto is a member of the board of Directors. He does not receive any compensation.</p>	<p>The City of Toronto Councillors are not compensated for their work on the Board, rather this service is seen as part of their regular duties.</p>	<p>Elected members - Regional Council Appointees do not get paid.</p>	<p>-----</p>

QUESTIONS	Committee of Adjustment City of Toronto	Exhibition Place Board City of Toronto	Toronto Zoo City of Toronto	Toronto Parking Authority
<p>Do you pay the members of the Board of Directors or other governing body for their services ?</p> <p>If "YES " how much do you pay and on what basis?</p> <p>If there is more than one meeting held on a given day, do they receive the same amount of per diem ?</p>	<p>Yes . We pay the members of the Committee of Adjustment.</p> <p>\$ 350 per attended public hearing.</p> <p>Yes, they receive the same amount.</p>	<p>No . They work on a voluntary basis</p> <p>-----</p> <p>-----</p>	<p>No.</p> <p>-----</p> <p>-----</p>	<p>Yes (Partially) 4 members of the Board get paid.</p> <p>They receive annual compensation of \$ 7, 537 .</p> <p>-----</p>
<p>If the organization has a Chair of the Board, what is the Chair's remuneration ?</p>	<p>The Chair receives an extra amount of \$ 1, 000 per financial year.</p> <p>The Committee of Adjustment operates as four panels : Etobicoke, North York, Toronto East York and Scarborough.</p> <p>Each respective panel has a Chair.</p>	<p>No Honorarium.</p> <p>President receives a gift after he finishes his term of appointment.</p>	<p>Chairman is not paid.</p>	<p>The Chair's remuneration is \$ 10,767 per year.</p>
<p>If the organization has municipal officials elected on its board, are these representatives treated differently?</p>	<p>No municipal officials elected.</p> <p>Toronto City Council has appointed a Committee of Adjustment consisting of citizen members.</p>	<p>No .</p>	<p>The 6 City Councillors , members of Board are not paid to attend.</p>	<p>The 2 City Councillor don' t get paid.</p>

QUESTIONS	Alcohol and Gaming Commission of Ontario AGCO	Liquor Control Board of Ontario LCBO	Toronto Port Authority	Greater Toronto Airports Authority
<p>Do you pay the members of the Board of Directors or other governing body for their services ?</p> <p>If "YES " how much do you pay and on what basis?</p> <p>If there is more than one meeting held on a given day, do they receive the same amount of per diem ?</p>	<p>Yes.</p> <p>Vice - Chair (Part Time) \$ 444 Per Diem</p> <p>Members (Part-Time) \$ 355 Per Diem</p> <p>-----</p>	<p>Yes.</p> <p>Vice - Chair (Part Time) \$ 150 Per Diem</p> <p>Members (Part Time) \$ 100 Per Diem</p> <p>-----</p>	<p>N O</p> <p>I N F O R M A T I O N</p>	<p>Yes.</p> <p>Annual Retainer of \$ 14,000.</p> <p>Meeting Fee: - in person \$1,000 - by phone \$ 750</p>
<p>If the organization has a Chair of the Board, what is the Chairs remuneration ?</p>	<p>The Alcohol and Gaming Commission of Ontario is headed by a full time Chair.</p> <p>The Chair receives an annual salary of \$129,558.42</p>	<p>Chair (Part -Time) \$ 350 Per Diem</p>	<p>P R O V I D E D</p>	<p>Chair receives \$ 96,000.</p> <p>Committee Chair receives \$ 3,000 to \$7,500 annually.</p>
<p>If the organization has municipal elected officials on its board, are these representatives treated differently?</p>	<p>-----</p>	<p>-----</p>	<p>-----</p>	<p>-----</p>

Attachment 2

**Conservation Authorities 2006
Per Diem, Mileage and Honourarium Rates**

	Half Day	Full Day	One Per Diem Rate	Chairman Honourarium	Mileage (\$/km)
Ausable Bayfield	\$53.00	\$63.00		\$750.00	0.37
Cataraqui Region*	0	0		0	0.40
Catfish Creek			\$40.00 per meeting	\$600	N/A
Central Lake					
Conservation Halton			\$50.00	\$10,000 Vice Chair \$3,000	0.45
Credit Valley			\$62.33	\$10,000 Vice Chair \$5,000	0.45
Crowe Valley					
Essex Region			\$50.00 in Watershed \$70.00 out of watershed	\$1,000	N/A
Ganaraska Region					
Grand River			\$59.50 ½ day and full day (Vice Chair \$125.00 for 2 meetings a day)	\$35,880	0.40
Grey Sauble**	\$52.25	\$76.00		\$650.00	0.34
Hamilton					
Kawartha			\$50.00	0	0.42
Kettle Creek	\$52.50	\$105.00		\$1,030	0.39
Lake Simcoe Region			\$61.70	\$5,000 Vice Chair \$1,000	0.42
Lakehead Region			\$47.00	\$55.00 per diem for each meeting	0.40
Long Point Region			\$55.00 per meeting	\$2,000	0.40
Lower Thames Valley			\$53.53 per day	\$1,772.55	0.3375
Lower Trent			\$35.00 per meeting	0	0.44 0.35 for staff
Maitland Valley					
Mattagami Region			\$25.00	\$1,000	.345
Mississippi Valley					
Niagara Peninsula			\$60.00	\$4,094	0.422
Nickel District			\$70.00 out of town business	\$3,200	0.43
North Bay-Mattawa	\$20.00	\$40.00		\$2,500	0.38
Nottawasaga Valley					
Otonabee			\$38.00	\$1,000	0.42 proposed
Quinte			\$45.00 per meeting	0	0.40
Raisin Region			\$56.00	\$2,250.00	0.3375

	Half Day	Full Day	One Per Diem Rate	Chairman Honourarium	Mileage (\$/km)
Rideau Valley			\$50.92 current \$53.00 proposed	\$1,591.35 current \$2,000 proposed	0.35 current 0.37 proposed
Saugeen Valley	\$75.00	\$130.00		\$3,000.00	0.35
Sault Ste Marie Region			\$40.00 per meeting	\$350	0.39
South Nation	Doesn't exist		\$73.00	Doesn't exist	0.38
St. Clair Region			\$57.50 current \$60.00 proposed	\$2,450 current \$2,500 proposed	0.40
Toronto and Region			\$82.00	2 times per diem /or \$36,000 if citizen appointee	0.3375
Upper Thames			\$59.50	\$3,500 Vice Chair \$1,675	0.35

* Cataraqui – a resolution passed about 10 years ago as a cost cutting measure/lead by example.

** Grey Sauble – no per diem or mileage is paid for monthly Full Authority meetings – per diem and mileage paid only to special committee meetings

SECTION IV - ITEMS FOR THE INFORMATION OF THE BOARD

RES.#C40/07 - GOOD NEWS STORIES

Highlights of Toronto and Region Conservation Authority's Work. Receipt of Good News Stories for April - July, 2007, from all sections of Toronto and Region Conservation Authority (TRCA).

Moved by: Ron Moeser

Seconded by: Rob Ford

IT IS RECOMMENDED THAT the report on "Good News Stories" for April through July, 2007, be received.

CARRIED

BACKGROUND

Management Team, a committee made up of senior staff at Toronto and Region Conservation Authority (TRCA), meets monthly to discuss strategic initiatives and organizational development.

RATIONALE

Key accomplishments of each TRCA section are highlighted 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 from April through July, 2007, and a brief description of each.

- **Earth Day** - 2,000 people attended the Earth Day planting and celebration at Downsview Park. TRCA Chair provided remarks on behalf of TRCA.
- **Whole Foods Market** - The Conservation Foundation raised about \$4,000 on TRCA Day at the gigantic Whole Foods Market in central Toronto.
- **2006 Operating Budget** - TRCA achieved a \$425,000 operating budget surplus in 2006.
- **Mayor's Corporate Citizen Award** - Awarded to Kortright, as a local business that has made a notable contribution to the quality of life in Vaughan.
- **New Heronry** - Great blue herons were found by terrestrial monitoring staff to be nesting at Albion Hills this year.
- **Headwaters Streams Study** - \$118,000 received from Oak Ridges Moraine Foundation.
- **World Green Building Council (WGBC) Secretariat** - On April 30, 2007, TRCA was awarded the bid to host the WGBC Secretariat at the Living City Campus after an international competition was conducted to secure a suitable location. TRCA's bid to host the Secretariat was successful in engaging both the Province of Ontario and the Region of Peel to provide financial contributions in support of WGBC Secretariat development. TRCA's vision for a Living City can be carried to a global context as WGBC works to promote sustainability in our built environments at a global scale.
- **Highland Creek Regeneration** - Approximately 150 Centennial College students and Highland Creek community residents, together with City of Toronto and TRCA, participated in the spring 2007 clean-up and rehabilitation event along the streams and riparian zones.

- **Restoration Services Centre** - TRCA Nursery irrigation taken off Humber River baseflow for the first time with the addition of retention ponds as part of the Restoration Services Centre. Staff moved into the new building and only used lighting for 1 hour in the office area in the first 3 weeks of occupancy. Awaiting confirmation of LEED certification.
- **Ground Source Heating and Cooling** - Planning began with Daniels Corporation for up to 100 units in Mississauga with ground source heating and cooling.
- **Spring Planting Activities** - During the spring 2007 planting period, TRCA staff, with the support of community volunteers, undertook the plantings of more than 164,000 units throughout the various watersheds, amounting to approximately 400 carbon credits.
- **Archaeology** - Over 40 new archaeological sites found: 11 aboriginal sites; 23 aboriginal find spots; and 6 Euroindian sites. Ceremony by Peel Aboriginal Network blessed 6,000 year old ancestral campsite at Heart Lake Conservation Area.
- **Duffins Creek Corner Marsh** - Second stage of wetland enhancement completed. Now one of the best sites for spotting shorebirds in our region.
- **Paddle the Don** - Most successful Paddle the Don - 198 canoes/kayaks and 17 corporate teams.
- **The Conservation Foundation** - Door-to-door campaign for donations to the foundation is proving successful, particularly due to coinciding with press coverage for Paddle the Don.
- **Terrestrial Natural Heritage** - Completed the last of 3 workshops with municipal partners to set-up framework for incorporating the Terrestrial Natural Heritage System Strategy in their official plan updates.
- **Cold Creek Conservation Area** - Conservation area reopened under management of Township of King.
- **Near Urban Agriculture** - Youth Farming Challenge and City of Toronto committed funding to support urban farming.
- **Environmental Education** - Released report entitled "Shaping Our Schools, Shaping Our Future" which encompasses all recommendations of the Environmental Education Working Group, which was Chaired by Roberta Bondar. The recommendations support the education work of TRCA, including the importance of outdoor experiential learning opportunities for students.
- **Ontario EcoSchools** - Lake St. George, Albion Hills Field Centre, Claremont Field Centre and Black Creek Pioneer Village were once again certified as Ontario EcoSchools, demonstrating excellence in energy conservation, waste minimization, environmental education and greening for shade and energy.
- **False Mermaid** - New native species for our jurisdiction called *Floerkea proserpinacoides* (common name is false mermaid) found at the Bolton Resource Management Tract. This species of spring wet woodland plant has never been recorded in our jurisdiction.
- **Planning and Development** - New guideline developed for protecting Oak Ridges Moraine natural features on lots of record.
- **Greening Health Care** - Presented the program in Kingston to over 15 hospital corporations representing 22 hospitals, with 10 indicating intention to join. 2 more satellite workshops are planned this year.
- **Frenchman's Bay** - Thanks to \$300,000 contribution from the province, environmental/design studies to be undertaken for new Frenchman's Bay harbour entrance.

- **Tax Incentive Program** - Three landholders in the Township of Uxbridge cashed shares for donation to land preservation in support of the Conservation Foundation.
- **The Living City** - TRCA staff presented The Living City vision at the Canadian Institute of Planners Conference in Quebec City.
- **Greenhouse Gas** - Federation of Canadian Municipalities has approved our letter of intent with the City of Vaughan to undertake a greenhouse gas inventory and energy management plan as part of the Partners in Climate Protection Program.
- **Green Living Show** - TRCA received \$17,000 in proceeds from the art auction as one of the selected charities.
- **Water Governance** - Staff spoke in Vancouver on water governance and how conservation authorities are working with the province and municipalities. Opened up discussions with other provinces.
- **Canada Geese** - Restoration Services staff relocated almost 813 Canada Geese from Rotary Park, Ajax and Bluffers Park, Scarborough to Lansdowne (approximately 80 km east of Kingston).
- **West Don Lands** - Construction began on the flood protection landform and Don Park in the West Don Lands.
- **The Living City Campus** - Provincial ministers advised they will work to garner provincial support for The Living City Campus.
- **Ducks Unlimited (DU)** - Finishing contract with DU as part of wetland interpretation at Kortright. DU pleased with the products produced, and want to use the education material nationally.
- **Ecosystem Recovery Program** - Salamander Foundation committed \$90,000 over three years starting in 2008 toward the Ecosystem Recovery Program that will help us prioritize restoration actions and develop species and vegetation community targets to fulfill our biodiversity objectives.
- **World Green Building Council (WGBC) Congress** - 30 countries hosted by WGBC/TRCA. Approximately 300 people enjoyed a fabulous event at the Liberty Grand celebrating the arrival of the World Green Building Council Secretariat to the Toronto region.
- **Greening Retail** - SmartCentres has become the Founding Sponsor of the Greening Retail program with a contribution of \$155,000 toward the completion of Phase II of The Greening Retail Study. The study, being undertaken in partnership with Ryerson University, is designed to identify the strategies, tactics and tools used by leading retailers around the world to successfully implement environmental best practices. The knowledge gained from this study will be made available to the retail sector through business schools, industry associations and the Greening Retail website. Through partnerships with retailers the Greening Retail program will undertake projects to demonstrate the effectiveness and return on investment from implementing environmental best practices.
- **Source Protection Authority** - First meeting held of the Credit Valley-Toronto and Region-Central Lake Ontario Source Protection Authority on July 27th.
- **Toronto Star Reader Survey** - TRCA's Ashbridges Bay Waterfront Park and Albion Hills Conservation Area ranked top among favourite parks.
- **PAIE Program** - 90% of participants (planners and geoscientists) have secured a placement, mentorship or employment.

- **Mimico Waterfront Linear Park** - On July 25, 2007, Waterfront Toronto (TWRC) and TRCA entered into a Delivery Agreement to expand the funding required to complete Phase 1 of the park from \$6.5 million to 10.6 million. The project is currently under construction with completion expected in July 2008.
- **Uxbridge Landowners** - Continue to support TRCA's work in Uxbridge. So far, the Durham Conservation Trust has raised over \$50,000 to green some beautiful spots on the Oak Ridges Moraine.
- **Port Union Shoreline Improvement Project** - Two more properties acquired which are necessary to facilitate the construction of Phase 2 of the project.
- **Oak Ridges Moraine Conservation Plan** - Seventeen technical guidelines for implementing the plan have now been released as final documents. TRCA staff, through Conservation Authorities Moraine Coalition, participated on the review committee and coordinated conservation authorities' comments to improve and finalize the documents.

Report prepared by: Kathy Stranks, extension 5264

Email: kstranks@trca.on.ca

For Information contact: Kathy Stranks, extension 5264

Email: kstranks@trca.on.ca

Date: August 28, 2007

RES.#C41/07 -

2007 MEDIA SUMMARY

January to June, 2007. Summary of January to June, 2007 media coverage for Toronto and Region Conservation Authority.

Moved by: Ron Moeser
 Seconded by: Rob Ford

IT IS RECOMMENDED THAT the summary of media coverage for January to June, 2007 for Toronto and Region Conservation Authority (TRCA) be received.

CARRIED

BACKGROUND

At Business Excellence Advisory Board Meeting #1/06, held on March 3, 2006, it was requested that an overview of media coverage for TRCA be provided twice yearly. In April, 2006, staff provided a summary of the media coverage in community newspapers and major dailies from 2003 - 2005. Henceforth, staff will provide an annual three-year comparison summary to the Business Excellence Advisory Board.

The following table outlines the media coverage received during the six-month period of January to June of the 2007 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 and consumer and trade publications. It does not include coverage on the internet. Cision (formerly Bowden's) clipping service and FPIInfomart was used by TRCA to collect this data.

MEDIA SUMMARY (2005-2007)

Month	2005	2006	2007 (period of January to June)	Percentage Increase/Decrease 2007 vs. 2006
January	23	46	33	-29%
February	32	63	18	-72%
March	62	119	47	-61%
April	72	72	47	-35%
May	71	103	74	-29%
June	68	97	28	-72%
July	54	87		
August	68	81		
September	63	74		
October	66	85		
November	49	62		
December	45	44		
TOTAL	686	682	247	

As of August 2007, TRCA has changed the parameters of the Cision subscription to electronic receipt and expanded the coverage to include the Internet (North American websites and blogs).

Variations

The media summary table above indicates a consistent month to month decrease in the number of media articles referring to TRCA including its key public use facilities. This is due to two factors:

1. The migration to on-line coverage in response to the public's increasing use of web-based information sources. This year there has been a deliberate effort to increase TRCA's presence online. For example, Parks and Culture facilities and programs received significantly more exposure on sites such as Toronto.com and Toronto4Kids.com than before. This coverage is not reflected in the media summary.
2. The concentration of media relations on higher-impact media. In an effort to optimize TRCA's return on media relations activity, efforts were dedicated to more in-depth articles in high circulation, and high-impact publications, as opposed to mere mentions in lower impact media.

SUMMARY

The number of articles derived from non-event media releases, and interviews with TRCA staff continue to surpass event listings. Staff is tracking an increase in the number of expert interview requests. It appears that TRCA staff is recognized as a dependable resource for topics surrounding the environment and climate change. Also of note is the significant coverage received for TRCA from all forms of the media (including print, television, radio, electronic) for the recent announcement of the World Green Building Council Secretariat and The Living City Campus.

FINANCIAL DETAIL

As of August 2007, TRCA changed the parameters of the Cision subscription to electronic receipt and expanded coverage to include the Internet (North American websites and blogs). The subscription to FPInformart.ca will not be renewed for 2008. The incremental costs of the Cision subscription will be offset by the savings from not renewing the FPInformart.ca subscription. The funds for this are budgeted in TRCA's 2007 Budget.

Report prepared by: Lisa Hastings-Beck, extension 5632

Email: lhastings-beck@trca.on.ca

For Information contact: Lisa Hastings-Beck, extension 5632

Email: lhastings-beck@trca.on.ca

Date: August 17, 2007

RES.#C42/07 - SUMMARY OF REQUESTS FOR QUOTATIONS AND REQUESTS FOR PROPOSALS

January 1, 2007 to June 30, 2007. Receipt of the 2007 mid-year summary of procurements approved by the Chief Administrative Officer.

Moved by: Rob Ford
Seconded by: Maja Prentice

IT IS RECOMMENDED THAT the summary of procurements approved by the Chief Administrative Officer for the January 1, 2007 to June 30, 2007 period be received.

CARRIED

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 January 1, 2007 to June 30, 2007, 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: August 27, 2007

Attachments: 2

Attachment 1**REQUESTS FOR QUOTATION
Sole Source (up to \$50,000)
January 1, 2007 - June 30, 2007**

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
Sustainable Stormwater Management Water Balance Model	XCG Consultants Limited	10,000.00
Stouffville and Milne Dam Safety Booms	Worthington Products Incorporated	30,768.00
Dalziel House Siding and Renovations	Gordon V. Miller Contracting	11,256.00
New Pond Docks, Kortright Centre	EZ-Dock Ontario	20,592.00
BCPV Radio Advertisement <ul style="list-style-type: none">• extension of contract	EZ Rock - Standard Radio	14,960.00 5,000.00
BCPV Brochure Promotions	CTM Brochure Display	10,833.20
Port Union Waterfront Improvement Project <ul style="list-style-type: none">• Survey Work	Marshall Macklin Monaghan Ontario Limited	20,000.00
Guildwood Parkway Erosion Control Project <ul style="list-style-type: none">• Survey Work	Marshall Macklin Monaghan Ontario Limited	14,000.00
Restoration Services Centre <ul style="list-style-type: none">• Grid-Tied Solar Power	Generation PV	39,760.00 + fees & disbursements max. of 10% of contract value

REQUESTS FOR QUOTATION
Lowest Bid (up to \$100,000)
January 1, 2007 - June 30, 2007

Project	Awarded Bidder	Cost (\$) Plus Applicable TaxesWaynco Ltd.
Black Creek Pioneer Village		
• Doctor's House High Efficiency Gas Furnace	Pete's General Contracting	14,840.00
• Halfway House Furnance and Air Conditioning	Pete's General Contracting Pete's General Contracting	11,950.00
• Printing Office and Weaver Shop Heating System	Old Style Plastering	22,900.00
• Printing Office and Weaver Shop Ceiling		23,100.00
Tommy Thompson Park		
• 5,000 tones of 19mm crusher limestone	Nelson Aggregate Co.	90,950.00
• 2,000 tonnes of limestone screenings	Nelson Aggregate Co.	29,900.00
Horse Drawn Wagon Rides	A & A Farmyard Friends	17,100.00
Solar Panels, Indian Line Campground	Enerworks and Suncapture Inc.	36,601.07
Picnic Table Frames	OK Welding	21,992.00
Bathurst Glen Golf Course		
• Beverage Products	Pepsi Bottling Group	18,000.00
• Kitchen and Food Supplies	Gorman Distributing	16,000.00
• Rental of Golf Carts	Bennett Golf Carts	15,000.00
• Fertilizer	Nu-Gro Corporation	20,000.00
• Point of Sale System	Total e golf Solutions	19,500.00
• Turf Materials	All Turf Ltd.	35,000.00
Transformer, Indian Line Campground	Sturdy Power Lines Ltd.	34,579.74
Vehicle Acquisition		
• New loader/tractor	Tractor Turf and Trail Co. Ltd.	39,735.00
• 2007 4X4 chassis cab truck with hydraulic dump box	Foster Pontiac Buick GMC	36,801.00
• 2007 hybrid automobile	Classic Honda	25,537.00
• 4 new utility vehicles	Ed Stewart's Equipment	56,000.00
• 2007 automobile	Brimell Toyota	17,252.00

Project	Awarded Bidder	Cost (\$) Plus Applicable TaxesWaynco Ltd.
Mimico Waterfront Linear Park		
• 1,200 tonnes of 50mm to 100mm round stone	Waynco Ltd.	21,048.00
• 950 tonnes of 225mm to 450mm rip rap stone	Dufferin Aggregates	26,296.00
• 600 tonnes of 3 to 5 tonne armour stone	Belmont Rose Granite	28,200.00
• 5,000 tonnes of concrete sand	Franceschini Brothers Aggregates	74,850.00
Sutron Water Level Sensors & Airlink Raven Modems	Bytown Marine Limited	11,806.00
Waste and Recycling Removal (2 contracts to cover all TRCA locations)	<ul style="list-style-type: none"> • Turtle Island • U-Pak 	30,395.00 24,150.00 Estimates based on 2006 tipping fees
Roof Repair, Former Taylor Property	Chouinard Bros.	11,109.43
Petticoat Creek Conservation Area		
• Gatehouse	Precision Contracting	20,050.00
• Pool condition study & technical investigation	MTE Consultants	27,375.00
Claremont Field Centre		
• Air conditioning - Phase 2	Comfort Zone Mechanical	13,000.00

REQUESTS FOR QUOTATION
Lowest Bid Not Accepted (up to \$100,000)
January 1, 2007 - June 30, 2007

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
Kortright Centre for Conservation		
• Wetland Signs	Fontasy Sign and Display Inc.	16,500.00
Restoration Services Centre		
• Equipment storage fabric building	Cover-All Building Systems of Ontario	75,558,72 + contingency max. of 10% of contract value
• Cleaning services	Do It Right Cleaning Services	21,600.00
Replacement of Windows, Former Jacobs Property	Welda Windows Industries	18,997.00

Attachment 2**REQUESTS FOR PROPOSAL
Sole Source (up to \$50,000)
January 1, 2007 - June 30, 2007**

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
Realty Tax Consultant	Altus Derbyshire	20,000.00
Renewable Energy Business Case	Professor Chris Kennedy	12,700.00
Albion Hills Field Centre <ul style="list-style-type: none">• Architectural assessment & redesign	Montgomery Sisam Architects Inc.	48,800.00

**REQUESTS FOR PROPOSAL
Competitive Bid (up to \$100,000)
January 1, 2007 - June 30, 2007**

Project	Awarded Bidder	Cost (\$) Plus Applicable Taxes
West Humber River Digital Floodline Mapping	R.J. Burnside and Associates Limited	10,500.00 + contingency max. 1,220.00
Website Redesign	Sideren	20,000.00
Heart Lake Conservation Area <ul style="list-style-type: none">• Outdoor aquatic playground design	Harrington and Hoyle Landscape Architects	78,625.00
Rouge Park <ul style="list-style-type: none">• Interpretive planning consultant	EcoLeaders	50,000.00
Playground & Equipment Design, Supply & Installation, Albion Hills Conservation Area & Indian Line Campground	Belair Recreational Products Inc.	98,964.48
CN Rail Embankment Erosion Control Project	Parish Geomorphic Limited	25,597.00

TERMINATION

ON MOTION, the meeting terminated at 10:28 a.m., on Friday, September 7, 2007.

Gerri Lynn O'Connor
Chair

Brian Denney
Secretary-Treasurer

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