



THE TORONTO AND REGION CONSERVATION AUTHORITY

## INDEX TO

### BUSINESS EXCELLENCE ADVISORY BOARD MEETING #4/07

Friday, June 1, 2007

MINUTES	
Minutes of Meeting #3/07, held on April 27, 2007	86
PRESENTATIONS	
Dewell, Ron, Senior Manager, Conservation Lands and Property Services re: Toronto and Region Conservation Authority Land Acquisition Plan 2007	86
Whittam, Paul, Manager of Financial Services, Toronto Zoo re: Valley Halla Property - Toronto Zoo	86
VALLEY HALLA PROPERTY - TORONTO ZOO	
Lease Agreement with Liberty Entertainment Group Inc. for the restoration, operation and maintenance of the Valley Halla Property - Toronto Zoo, CFN 35903	87
ENERLIFE CONSULTING INC.	
Agreement with Toronto and Region Conservation Authority	91
SMARTCENTRES	
Memorandum of Understanding	93
TORONTO REGIONAL CENTRE OF EXPERTISE ON EDUCATION FOR SUSTAINABLE DEVELOPMENT, UNITED NATIONS UNIVERSITY	
Memorandum of Understanding	95
VEHICLE AND EQUIPMENT POOL	97



THE TORONTO AND REGION CONSERVATION AUTHORITY

MEETING OF THE BUSINESS EXCELLENCE ADVISORY BOARD #4/07  
June 1, 2007

The Business Excellence Advisory Board Meeting #4/07, was held in the Victoria Room, Black Creek Pioneer Village, on Friday, June 1, 2007. The Chair David Barrow, called the meeting to order at 9:10 a.m..

**PRESENT**

Paul Ainslie	Vice Chair
David Barrow	Chair
Rob Ford	Member
Peter Milczyn	Member
Gerri Lynn O'Connor	Chair, Authority
Gino Rosati	Member

**ABSENT**

Eve Adams	Member
Bill Fisch	Member
Ron Moeser	Member
Maja Prentice	Member

**RES.#C23/07 - MINUTES**

Moved by:	Paul Ainslie
Seconded by:	Gerri Lynn O'Connor

**THAT the Minutes of Meeting #3/07, held on April 27, 2007, be approved.**

**CARRIED**

---

**PRESENTATIONS**

- (a) A presentation by Paul Whittam, Manager of Financial Services, Toronto Zoo, in regard to item 7.1 - Valley Halla Property - Toronto Zoo
- (b) A presentation by Ron Dewell, Senior Manager, Conservation Lands and Property Services, in regard to the Toronto and Region Conservation Authority Land Acquisition Plan 2007.

**RES.#C24/07 - PRESENTATIONS**

Moved by: Paul Ainslie  
Seconded by: Gerri Lynn O'Connor

**THAT above-noted presentation (a) be heard and received.**

**CARRIED**

---

**RES.#C25/07 - PRESENTATIONS**

Moved by: Paul Ainslie  
Seconded by: Rob Ford

**THAT above-noted presentation (b) be heard and received.**

**CARRIED**

---

**SECTION I - ITEMS FOR AUTHORITY ACTION**

**RES.#C26/07 - VALLEY HALLA PROPERTY - TORONTO ZOO**  
Lease Agreement with Liberty Entertainment Group Inc. for the restoration, operation and maintenance of the Valley Halla Property - Toronto Zoo, CFN 35903. Receipt of a request from the Board of Management of the Toronto Zoo for approval from Toronto and Region Conservation Authority to enter into a lease with Liberty Entertainment Group Inc. for the restoration, operation and maintenance of an event/function space, and health and wellness centre, at the Valley Halla property - Toronto Zoo, Rouge River watershed.

Moved by: Paul Ainslie  
Seconded by: Gerri Lynn O'Connor

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT WHEREAS the Board of Management of the Toronto Zoo manages certain Toronto and Region Conservation Authority (TRCA) lands including the Valley Halla property pursuant to an agreement between TRCA and the City of Toronto dated April 28, 1978;**

**WHEREAS TRCA is in receipt of a request from the Board of Management of the Toronto Zoo, for approval from TRCA, to enter into a lease with the Liberty Entertainment Group Inc. for the Valley Halla Property;**

**AND WHEREAS it is in the opinion of TRCA that it is in the best interest of TRCA in furthering its objectives, as set out in Section 20 of the Conservation Authorities Act, to enter into the subject lease in this instance;**

**THEREFORE LET IT BE RESOLVED THAT approval be granted to the Board of Management of the Toronto Zoo, to enter into a lease with Liberty Entertainment Group Inc., for the restoration, operation and maintenance of an event/function space, health and wellness centre subject to the following conditions;**

- 1) the lease be on terms and conditions satisfactory to TRCA staff and solicitors;**
- 2) the lease be subject to the approval of the Board of Management of the Toronto Zoo;**

**THAT the restoration and adaptive use plan will generally follow the Liberty Entertainment Group Inc., Valley Halla Business proposal RFP #39 (2005-11);**

**THAT the said lease be subject to obtaining approval of the Minister of Natural Resources in accordance with Section 21(2) of the Conservation Authorities Act, R.S.O. 1990, C.27, as amended, if required;**

**THAT The Rouge Park Alliance be so advised;**

**AND FURTHER THAT appropriate TRCA officials be authorized and directed to take all necessary action to implement the lease including the signing and execution of documents.**

**CARRIED**

#### **BACKGROUND**

In April 28, 1978, the Board of Management of the Toronto Zoo entered into an agreement with TRCA to use certain lands for the operation and maintenance of the Toronto Zoo. Included in the lands placed under agreement with the Board of Management of the Toronto Zoo was the historically designated property know as Valley Halla. The Valley Halla villa was built by Dr. Robert Jackson in 1936 and has a number of interesting features such as a solarium, a formal garden, stained glass windows, wrought iron fixtures and elaborate interior carvings. It is situated on the east side of Meadowvale Road, south of Old Finch Road and is accessed by a gravel driveway running east from the main entrance to the Toronto Zoo. Valley Halla building is located in the Rouge River valley. It is constructed on the valley floor outside the flood plain as shown on the attached site location map.

The building has been used by various organizations over the years, including Rouge Park for offices and has been popular with the film industry. The building has been vacant for a number of years. In 2003 the Toronto Zoo carried out a detailed building audit which included a multi-year maintenance plan. The costs related to the restoration and maintenance of the property was prohibitive for the Toronto Zoo, however, the Toronto Zoo felt there may be a private partnership model that would restore and maintain the property and be financially sustainable.

The Toronto Zoo carried out requests for proposals (RFP) in December 2005 for the restoration and adaptive use of the Valley Halla property. TRCA staff had input into the RFP and participated in reviewing the proposals. The Liberty Entertainment Group Inc. was selected and the Toronto Zoo has entered into lease negotiations. The Liberty Entertainment Group Inc. has been involved in a number of high profile historic restorations and adaptive uses in Toronto including the Liberty Grand Entertainment Complex, the Courthouse Market and Rosewater Supper Club.

**DETAILS OF WORK TO BE DONE**

TRCA staff and solicitor will work with the Toronto Zoo staff and Liberty Entertainment Group Inc. to finalize the lease.

Report prepared by: Ron Dewell, extension 5245

Emails: [rdewell@trca.on.ca](mailto:rdewell@trca.on.ca)

For Information contact: Ron Dewell, extension 5245

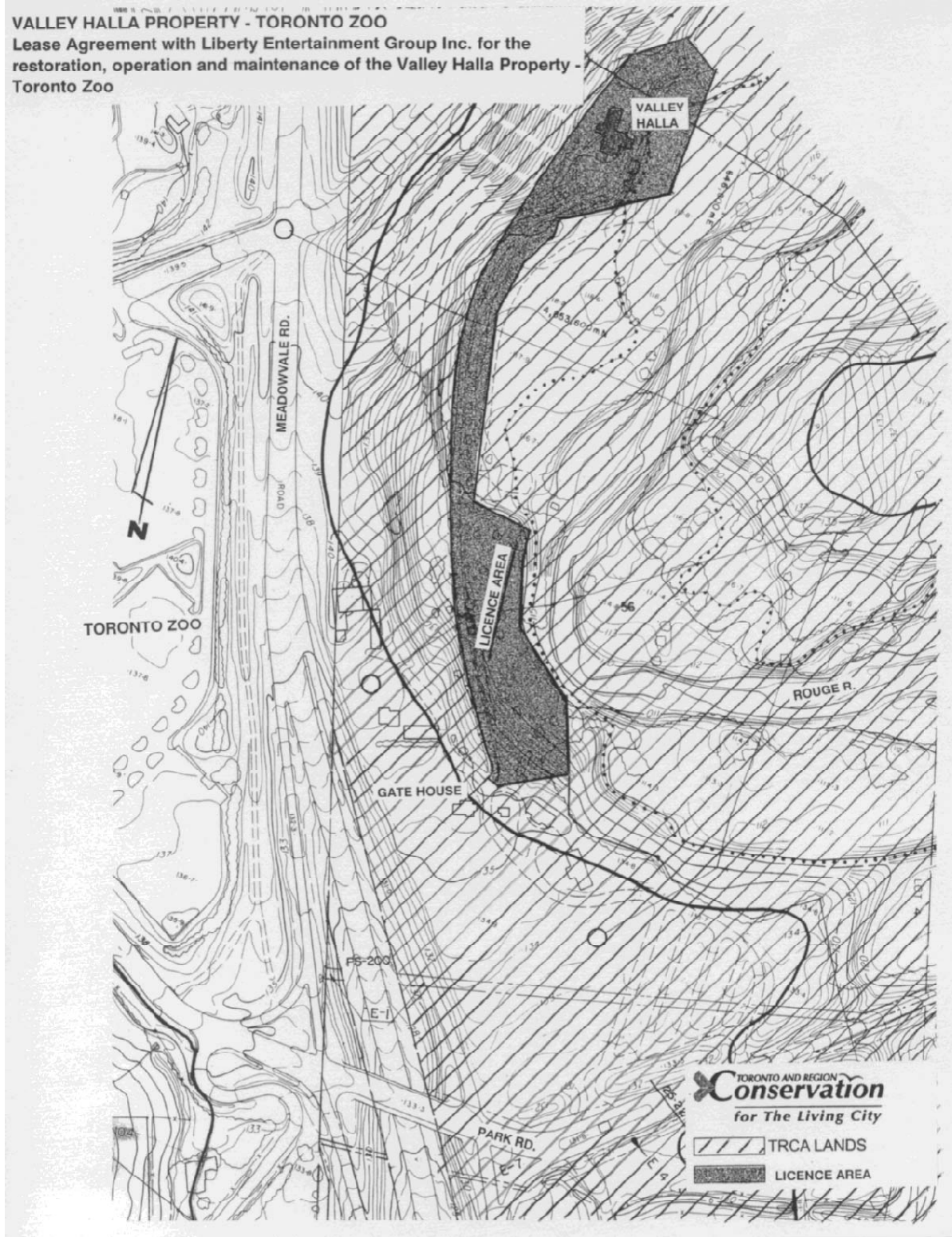
Emails: [rdewell@trca.on.ca](mailto:rdewell@trca.on.ca)

Date: May 17, 2007

Attachments: 1

Attachment 1

**VALLEY HALLA PROPERTY - TORONTO ZOO**  
Lease Agreement with Liberty Entertainment Group Inc. for the restoration, operation and maintenance of the Valley Halla Property - Toronto Zoo



RES.#C27/07 -

**ENERLIFE CONSULTING INC.**

Agreement with Toronto and Region Conservation Authority.  
Recommending approval of an agreement between Toronto and Region Conservation Authority and Enerlife Consulting Inc. for the ongoing delivery and development of The Living City programs, specifically; Mayors' Megawatt Challenge, Greening Health Care; Sustainable Schools; Home Energy Clinic and the Community Scorecard.

Moved by: Gino Rosati  
Seconded by: Peter Milczyn

**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 Enerlife Consulting Inc. for the development and delivery of key programs for The Living City, including Mayors' Megawatt Challenge, Greening Health Care, Sustainable Schools, Home Energy Clinic and the Community Scorecard;**

**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 Authority on an annual basis, with an update on the status of the business relationship.**

**CARRIED**

**BACKGROUND**

The business relationship with Enerlife Consulting Inc. was initiated in 2002 when they were retained to assist with The Living City Centre program, including the Kortright Building Assessment. At Authority Meeting #8/02, held on September 27, 2002, Resolution #A223/02, was approved as follows:

*THAT Enerlife Consulting be hired to complete project management services in accordance with Phase I of their proposal within 2002 to support the realization of The Living City Centre, at a cost of \$56,610;*

*AND FURTHER THAT Enerlife be contracted to complete the full proposal in 2003 at a total cost of approximately \$135,000, subsequent to the satisfactory completion of Phase I and the availability of funding in 2003.*

Since that time, Enerlife Consulting Inc. has continued to work closely with TRCA staff in the development and delivery of 5 key Living City programs, including Mayors' Megawatt Challenge, Greening Health Care, Sustainable Schools, Home Energy Clinic and the Community Score Card, which are outlined further below.

**MAYORS' MEGAWATT CHALLENGE**

The Mayors' Megawatt Challenge brings municipalities together to improve energy efficiency and environmental management in their own buildings. In the program, municipalities are able to benchmark performance with their peers and share best practices. Through the Mayors' Megawatt Challenge, municipalities also demonstrate leadership, inspiring other organizations and individuals to take action toward healthier, more sustainable communities.

## **GREENING HEALTH CARE**

Greening Health Care helps hospitals work together to improve the efficiency of their energy and water use and reduce their generation of solid waste. Their actions reduce costs, contribute to the health and well-being of communities and demonstrate commitment by the health care sector to fiscal and environmental responsibility.

## **SUSTAINABLE SCHOOLS**

Sustainable Schools is a program which identifies and evaluates best practices in green design, commissioning and operations and helps school boards take action to improve the energy and environmental performance of their new and recently-built schools. As well, Sustainable Schools helps governments and utility companies meet their energy efficiency and environmental goals. They, in turn, provide funding to support the design and operation of energy efficient schools, while the benefits are shared by all.

## **HOME ENERGY CLINIC**

The Home Energy Clinic is designed to provide a complete solution to help homeowners deal with the volumes of information, opinions and incentives available to them when considering improvements to the energy efficiency of their homes. The on-line tool provides them with what they need to find out about the current energy efficiency of their house, book an EnerGuide for Houses audit, purchase what they need to implement improvements, learn how to perform the work and apply for their incentive payments.

## **COMMUNITY SCORECARD**

The Community Scorecard reports on the residential energy use of municipalities and neighbourhoods to encourage energy conservation action at the community level, engage and inform homebuilders to improve the energy efficiency of houses and support the adoption of the Home Energy Clinic.

## **RATIONALE**

TRCA has worked closely with Enerlife Consulting Inc. to develop new programs, raise funds, initiate pilot projects and deliver new programs. Through the programs developed in partnership with Enerlife Consulting Inc., TRCA has been successful in engaging more than 13 municipalities, nearly 30 hospitals and 4 major school boards in these programs of The Living City. These programs are one of the key areas where the TRCA is active in mitigating the impact of climate change through participant reductions in energy and water use.

The programs identified in the MOU and the associated outcomes of more efficient energy and water use and resultant reductions in greenhouse gas emissions support TRCA's efforts to achieve The Living City vision for the Toronto region. The success of the initiatives outlined above and included in the MOU is dependant on the relationships that TRCA has with our municipal partners, school boards and hospitals, while Enerlife Consulting Inc. has the technical expertise needed to develop the tools and advise the participants on strategies and techniques for effective energy benchmarking and conservation. Together we have developed programs that neither TRCA nor Enerlife alone could undertake.

## **FINANCIAL DETAILS**

The programs are designed to be funded through a combination of membership fees, grants and sponsorships. The MOU will be worded such that Enerlife Consulting Inc.'s billing cannot exceed 5/6 of revenue when the funds raised do not achieve the budgeted amount, thus effectively limiting TRCA's financial risk.

The MOU confirms that the databases and analysis tools developed by Enerlife remain the property of Enerlife but are available to TRCA to satisfy any obligations of TRCA to meet the expectations of our municipal and other clients. The MOU also provides for a small portion of any revenues obtained by Enerlife for services provided in other jurisdictions, but utilizing the programs developed with TRCA, to be paid to TRCA.

Enerlife's billing for development and delivery activities on these projects was approximately \$400,000 in 2006 and is expected to increase to between \$500,000 and \$600,000 in 2007 and \$800,000 in 2008, as the programs expand across Ontario and revenue grows proportionately.

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

Staff is completing negotiations of a MOU with Enerlife Consulting Inc. to clarify respective responsibilities and formalize funding relationships.

**Report prepared by: Bernie McIntyre, extension 5326**

**Email: bmcintyre@trca.on.ca**

**For Information contact: Bernie McIntyre, extension 5326**

**Email: bmcintyre@trca.on.ca**

**Date: May 23, 2007**

---

**RES.#C28/07 -**

### **SMARTCENTRES**

Memorandum of Understanding. Authorization for staff to negotiate a Memorandum of Understanding with SmartCentres for sponsorship in support of the Greening Retail program.

Moved by: Gino Rosati  
Seconded by: Peter Milczyn

**THE BOARD RECOMMENDS TO THE AUTHORITY THAT staff be directed to negotiate a Memorandum of Understanding (MOU) with SmartCentres to become a major sponsor of the Greening Retail program;**

**THAT the final terms and conditions of the MOU be satisfactory to Toronto and Region Conservation Authority (TRCA) staff and solicitors;**

**AND FURTHER THAT TRCA designated signing officers be authorized and directed to take such action as is necessary to execute the MOU including obtaining all necessary approvals and signing of documents.**

**CARRIED**

## **BACKGROUND**

At Authority Meeting #3/06, held on April 28, 2006, Resolution #A86/06 was approved as follows:

*THAT staff pursue funding and partnership opportunities in order to develop and implement a new program of The Living City that engages the retail sector in sustainable practices and technologies.*

Greening Retail is a new program of The Living City focused on making the best environmental practices of leaders in the retail sector common practice for all retailers. In Phase I of the program the premise for the Greening Retail program was confirmed that doing the right thing for the environment can also be good for the bottom line. In Phase II, staff plan to undertake interviews with leading retailers to document the strategies, tactics and tools they use to successfully implement environmental best practices. In Phase III, staff will disseminate the results of Phase II and undertake pilot projects to illustrate what can be achieved.

SmartCentres is a private real estate development company that has, over the last 13 years, developed over 175 shopping centres across Canada. SmartCentres has made a commitment to be a leader in the development of green shopping centres and is working closely with many agencies and organizations to achieve that goal.

## **RATIONALE**

SmartCentres is a leader in the retail development industry and has made a commitment to sustainable practices and technologies. SmartCentre's financial support for the Greening Retail program and its contacts with most of the national retailers in Canada make it a strong partner to help make the program a success.

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

SmartCentres has indicated its desire to become a founding sponsor of the Greening Retail study. Staff is in the process of developing a MOU with SmartCentres to clarify respective responsibilities and formalize the relationship. Staff will report back to the board on the outcome of the negotiations.

## **FINANCIAL DETAILS**

The total cost to complete Phase II of the Greening Retail program is \$180,000. Environment Canada has provided \$25,000 and it is anticipated that SmartCentres will provide the remaining \$155,000 required to complete the Phase II study.

**Report prepared by: Bernie McIntyre, extension 5326**

**Email: bmcintyre@trca.on.ca**

**For Information contact: Bernie McIntyre, extension 5326**

**Email: bmcintyre@trca.on.ca**

**Date: May 23, 2007**

**RES.#C29/07 - TORONTO REGIONAL CENTRE OF EXPERTISE ON EDUCATION FOR SUSTAINABLE DEVELOPMENT, UNITED NATIONS UNIVERSITY**  
Memorandum of Understanding. Recommendation to enter into a Memorandum of Understanding with the City of Toronto and other organizations and institutions to participate in the governance and activities of the Toronto Regional Centre of Expertise.

Moved by: Gerri Lynn O'Connor  
Seconded by: Rob Ford

**WHEREAS in March 2005, the Mayor of the City of Toronto wrote to the United Nations University requesting that the City of Toronto be included in an international network of Regional Centres of Expertise on Education for Sustainable Development;**

**WHEREAS Toronto received this recognition in May 2005;**

**WHEREAS the Toronto Environment Office has since worked locally to build a network of education for sustainable development (ESD) stakeholders to form a Steering Committee for the Toronto Regional Centre of Expertise on Education for Sustainable Development (Toronto RCE);**

**WHEREAS Toronto's RCE aims to strengthen communication, coordination and collaboration among ESD stakeholders in the Toronto region;**

**WHEREAS the Toronto and Region Conservation Authority (TRCA) is committed to education for sustainable development pursuant to its strategic plan, The Living City;**

**AND WHEREAS the Toronto RCE initiative supports the work and partnerships of the TRCA in education for sustainable development;**

**THEREFORE LET IT BE RESOLVED THAT THE BOARD RECOMMENDS TO THE AUTHORITY THAT TRCA enter into a Memorandum of Understanding with the City of Toronto and other committed organizations and institutions (which as of May 2007 include the founding members of the Toronto RCE, being the University of Toronto, York University, Seneca College, Toronto District School Board, Citizens' Environment Watch, Environment Canada, Education Alliance for a Sustainable Ontario, and Toronto Zoo) to participate in the governance and activities of the Toronto RCE for a term of two years;**

**THAT the Memorandum of Understanding not obligate the TRCA to provide any direct financial contribution to the Toronto RCE;**

**THAT the TRCA's Senior Manager, Education, or such position as TRCA may decide, be named as the TRCA representative on the Toronto RCE Steering Committee;**

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

**CARRIED**

## **BACKGROUND**

In the spring of 2004, the United Nations General Assembly passed a resolution marking 2005-2014 as the International Decade for Education for Sustainable Development. As a result, the United Nations University (UNU) proposed establishing Regional Centres of Expertise on Education for Sustainable Development (RCEs) throughout the globe. The RCEs are intended to be a forum for strengthening local and international collaboration on education for sustainable development.

In 2005, the opportunity to apply for status as an RCE was brought to the City by the Toronto Zoo. The Mayor of the City of Toronto subsequently wrote to the UNU requesting that Toronto be considered as a site for an RCE. As a result, Toronto was selected as one of seven RCEs. Since that time, the international network has grown to include thirty-five RCEs, including the province of Saskatchewan and Sudbury, Ontario, here in Canada.

In April 2006, City of Toronto staff convened a meeting of major educational institutions (i.e., school boards, universities and colleges) and major social, environmental, and economic stakeholder groups to inform them about the International Decade for Education for Sustainable Development, and the intention to establish a RCE in Toronto. In subsequent follow-up meetings, the details of a Memorandum of Understanding as well as project ideas for the Toronto RCE were developed.

As of May, 2007, the following organizations and institutions have agreed to participate in the governance and activities of the Toronto RCE and, subject to approvals, will be signing the Memorandum of Understanding:

- City of Toronto
- University of Toronto
- York University
- Seneca College
- Toronto District School Board
- Citizens' Environment Watch
- Environment Canada
- Education Alliance for a Sustainable Ontario
- Toronto Zoo
- Toronto and Region Conservation Authority

## **RATIONALE**

The Memorandum of Understanding represents a significant milestone in the development of the Toronto RCE. It represents the first time a group of institutional, governmental, and non-governmental stakeholders in Toronto have come together to take a coordinated approach to education for sustainable development. In the context of the Toronto and Region Conservation Authority's (TRCA's) The Living City strategic plan and communication, outreach and education programs, the Toronto RCE provides the opportunity to secure expert advice and support in disseminating information about environmental issues, and in encouraging watershed citizens to adjust their lifestyles to include more sustainable behaviours. By participating in the Toronto RCE Steering Committee, TRCA will continue to demonstrate that it is a leader - both locally and internationally - on environmental sustainability issues.

## **PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING (MOU)**

- The MOU provides that the Toronto RCE be governed by a steering committee, made up of one representative from each of the ten founding parties, and makes provision for the addition of membership on the steering committee up to a maximum representation of twenty organizations/institutions.
- The steering committee will provide the overall direction for Toronto RCE activities and makes provision for the establishment of working groups to assist in approved activities and projects.
- Each party will devote such time, attention and ability as may be necessary to operate the Toronto RCE.
- The City of Toronto Environment Office will provide Secretariat functions for the Toronto RCE.
- Liability and indemnification is addressed, including that each party be liable for its own costs and expenses in connection with the Toronto RCE and each party indemnify all other parties.
- Intellectual property and confidential information is addressed including that each party owns its own work products in connection with the Toronto RCE and each party operates under prescribed confidentiality and disclosure criteria.
- The term of the MOU is set out as commencing from the date signed and continues for two years. Any party may terminate its involvement at any time upon thirty (30) days prior written notice to the other parties.

Report prepared by: Renee Jarrett, extension 5315

Email: rjarrett@trca.on.ca

For Information contact: Renee Jarrett, extension 5315

Email: rjarrett@trca.on.ca

Date: May 30, 2007

---

## **SECTION IV - ITEMS FOR THE INFORMATION OF THE BOARD**

**RES.#C30/07 - VEHICLE AND EQUIPMENT POOL**  
Summary of vehicle and equipment management program.

Moved by: Rob Ford  
Seconded by: Paul Ainslie

**THAT the report dated May 17, 2007 on the Toronto and Region Conservation Authority (TRCA) Vehicle and Equipment Pool be received.**

**CARRIED**

### **BACKGROUND**

At the Business Excellence Advisory Board Meeting #3/07, held on April 27,2007, the members requested a report on the status of TRCA's fleet of vehicles.

## **RATIONALE**

Attached is a list of Toronto and Region Conservation Authority (TRCA) vehicles, marine and heavy equipment. The types of vehicles and equipment are reflective of the varied business operations of TRCA.

The type of vehicle or piece of equipment being purchased is determined by analysis of the needs of the section/division including the use being made of the vehicle and equipment, fuel economy, safety rating and reliability. When replacement of a vehicle and item of equipment is necessary, staff review the needs and requirements of the division or section using that vehicle or piece of equipment prior to purchase to determine if there have been operational or other changes that would require a different type of vehicle or piece of equipment and to ensure TRCA takes advantage of technological changes.

When a vehicle is purchased, it is assigned a chargeback rate per kilometre. This chargeback rate is set to cover the future replacement cost of the type of particular vehicle, licensing, insurance, fuel and maintenance costs. The kilometre chargeback cost is also based on the use of the vehicle and its expected life cycle.

Each piece of equipment is assigned either an hourly or a yearly chargeback rate. The chargeback rate is sufficient to cover the on-going maintenance of the equipment, fuel, insurance, licensing and its eventual replacement. Where the equipment is assigned to a particular section for that section's exclusive use, a yearly rate is determined and budgeted for as part of the section's annual budget and work plan. Hourly rates are used when the piece of equipment may be shared across different operating units.

The costs of vehicles are tracked using the services of ARI Financial Services Inc.. Each time a vehicle is fueled and serviced at a service facility, it is recorded and monitored by ARI. Each month a report is sent to TRCA documenting all costs to the vehicles. Staff in the Finance and Business Services section can also monitor the use of the ARI fuel and maintenance cards using an internet based system. TRCA staff review and approve the invoice for each month prior to payment.

Most vehicles are 'assigned' to TRCA staff who submit a vehicle usage report each month. The vehicle usage report details how the vehicle was used, distance travelled and any servicing or occurrences. Account codes are assigned to the division/section to pay for chargeback costs of the vehicle. This information enables staff in the Finance and Business Services to monitor vehicle usage as part of TRCA's internal financial management system. Attached is a copy of TRCA's Vehicle/Equipment Usage Report (Attachment 2).

TRCA maintains a 'pool' of vehicles and light trucks which can be signed out daily for staff who need to travel on TRCA business. Through the TRCA sustainable management systems program, staff has introduced smaller, more efficient vehicles to reduce the environmental impact of the fleet (e.g. 4 hybrid vehicles). The fleet also includes two bicycles.

During the service life of the vehicle or piece of equipment the rates are monitored and adjusted to reflect the inflationary increases and use of the unit. The replacement of the vehicle or equipment varies by the type and use of the unit. When a unit has reached the end of its lifecycle it is sold at a public auction.

To obtain optimum use of the vehicles and equipment, the vehicles are transferred within the various work locations as seasonal needs and demands vary. During the peak work periods in the year, TRCA uses short term rental vehicles. This is usually necessary during the summer months. The rental vehicles are returned to the rental company promptly when the work is completed. TRCA has negotiated favourable rental rates with several local suppliers.

Vehicles are serviced at local maintenance centres that accept the ARI Fuel and Maintenance cards. The mechanic or service manager must call the ARI call centre and obtain approval prior to carrying out any repairs or service to the vehicle. The ARI call centre is staffed with licensed mechanics that are trained and knowledgeable about manufacturers warranties and rebates. The Coordinator, Asset Management (Water and Fleet) must approve any major repairs to the vehicles. The heavy and marine equipment is serviced at local dealers and the repairs are approved by the Coordinator, Asset Management (Water and Fleet) and the supervisor in charge of that particular piece of equipment. TRCA staff carry out the daily checks and maintenance of the heavy and marine equipment.

All staff who drive TRCA vehicles must have a valid Ontario drivers licence and attend a driver training program prior to driving a vehicle. An abstract of each employee's driving record is obtained from the Ontario Ministry of Transportation prior to being allowed to drive a TRCA vehicle. In the driving training program, staff is trained in the proper use of the ARI Fuel and Maintenance cards, completing the vehicle/equipment usage report and carrying out a circle check of the vehicle each time the vehicle is driven. Staff is also trained in the proper procedures in the case of a collision. Each year, TRCA sends a list of the staff permitted to drive TRCA vehicles to TRCA's insurance company.

Staff at particular work locations are trained by supervisors on each piece of equipment prior to being allowed to operate it. Outside training personal are retained when certain accreditation is necessary to operate a particular piece of equipment.

## **FINANCIAL DETAILS**

The vehicle and equipment reserve fund is used to pay the cost of replacing vehicles or pieces of equipment. Occasionally, additional vehicles or pieces of equipment are acquired to meet new workload needs. The reserve is used to pay for the initial costs of these 'new' vehicles or equipment if there is insufficient funding in the program. Once in the pool, the chargeback system ensures that there will be sufficient funds for the eventual replacement of each vehicle or piece of equipment. Divisions/sections include the chargeback costs in their annual budget. At December 31, 2006, the vehicle and equipment reserve was \$340,302.

Insurance for vehicles and equipment is provided as part of a pooling arrangement among all Ontario conservation authorities. The rate for individual light trucks and vehicles averages about \$600 per year.

**Report prepared by: Jim Tucker, extension 5247**  
**Email: [jtucker@trca.on.ca](mailto:jtucker@trca.on.ca)**  
**For Information contact: Jim Tucker, extension 5247**  
**Email: [jtucker@trca.on.ca](mailto:jtucker@trca.on.ca)**  
**Date: May 17, 2007**  
**Attachments: 3**

## Attachment 1

TORONTO AND REGION CONSERVATION VEHICLES				
VEHICLE NO.	LOCATION	YEAR	MAKE	STYLE
1-05-02	RESTORATION SERVICES ENGINEERING PROJECTS	2005	CHEV	1/2 TON PICKUP TRUCK
1-00-03	PARKS AND CULTURE ALBION HILLS CA	2000	CHEV	4 DOOR SEDAN CAR
4-02-04	DOWNSVIEW OFFICE POOL VEHICLE	2002	FORD	COMPACT EXT.CAB PICKUP
1-07-05	FINANCE AND DEVELOPMENT ASSET MANAGEMENT	2007	GMC	1 TON SERVICE VAN
2-02-06	FINANCE AND DEVELOPMENT ASSET MANAGEMENT	2002	GMC	1 TON SERVICE VAN
2-03-07	FINANCE AND DEVELOPMENT ASSET MANAGEMENT	2003	CHEV	1 TON SERVICE VAN
8-00-08	RESTORATION SERVICES RESOURCE MANAGEMENT	2000	GMC	3 TON STAKE TRUCK
4-04-09	ECOLOGICAL WATER RESOURCES	2004	DODGE	QUAD CAB 4X4 TRUCK
7-00-10	PARKS AND CULTURE BRUCES MILL CA	2000	FORD	1 TON STAKE TRUCK
4-03-11	PARKS AND CULTURE KORTRIGHT CENTRE	2003	FORD	COMPACT EXT.CAB PICKUP
5-00-12	RESTORATION SERVICES ENVIRONMENTAL MONITORING	2000	DODGE	QUAD CAB PICKUP
5-05-13	PARKS AND CULTURE BOYD OFFICE POOL VEHICLE	2005	FORD	MIDSIZE SUV
7-01-14	PARKS AND CULTURE ALBION HILLS CA	2001	CHEV	1 TON STAKE TRUCK
5-05-15	RESTORATION SERVICES RESOURCE MANAGEMENT	2005	CHEV	1/2TON EXT.CAB PICKUP
6-05-16	RESTORATION SERVICES RESOURCE MANAGEMENT	2005	FORD	1 TON CREW CAB
8-02-17	RESTORATION SERVICES RESOURCE MANAGEMENT	2002	INTERN	5 TON STAKE TRUCK
6-04-18	RESTORATION SERVICES-ENGINEERING PROJECTS	2004	FORD	1 TON STAKE TRUCK
2-06-20	FINANCE AND DEVELOPMENT ASSET MANAGEMENT	2006	GMC	1 TON STAKE TRUCK
2-06-21	FINANCE AND DEVELOPMENT ASSET MANAGEMENT	2006	FORD	UNICELL BODY VAN
1-05-22	ECOLOGY SERVICES WATER MANAGEMENT	2005	CHEV	1/2 T EXT CAP PICKUP TRUCK
1-07-24	HEAD OFFICE POOL VEHICLE	2007	TOYOTA	HYBRID 4 DOOR CAR
1-01-25	HEAD OFFICE POOL VEHICLE	2001	NISSAN	COMPACT 4 DOOR CAR
4-05-26	WATERSHED MANAGEMENT EDUCATION	2005	NISSAN	EXTEND CAB PICKUP TRUCK
1-01-27	PARKS AND CULTURE ALBION HILLS CA	2001	CHEV	8 PASSENGER VAN
2-02-28	RESTORATION SERVICES-ENVIRONMENTAL MONITORING	2002	FORD	3/4 TON CREW CAB TRUCK
1-05-29	DOWNSVIEW OFFICE POOL VEHICLE	2005	CHEV	SMALL STATION WAGON CAR
1-03-30	HEAD OFFICE POOL VEHICLE	2003	HONDA	HYBRID 4 DOOR CAR
4-02-31	PARKS AND CULTURE BLACK CREEK PIONEER VILLAGE	2002	CHEV	1/2 T EXT CAB PICKUP TRUCK
6-03-32	PARKS AND CULTURE GLEN HAFFY CA	2003	CHEV	1 TON STAKE TRUCK
4-06-33	RESTORATION SERVICES ENVIRONMENTAL MONITORING	2006	CHEV	PASSENGER VAN
6-03-34	PARKS AND CULTURE ALBION HILLS CA	2003	CHEV	1 TON STAKE TRUCK
1-06-35	DOWNSVIEW OFFICE POOL VEHICLE	2006	DODGE	MINI VAN
2-03-36	PARKS AND CULTURE BLACK CREEK PIONEER VILLAGE	2003	DODGE	MINI CARGO VAN
6-05-37	PARKS AND CULTURE PETTICOAT CREEK CA	2005	GMC	1 TON STAKE TRUCK
4-08-38	RESTORATION SERVICES RESOURCE MANAGEMENT	2008	FORD	1 TON CREW CAB TRUCK
5-00-39	RESTORATION SERVICES. RESOURCE MANAGEMENT	2000	GMC	3/4 T CREW CAB TRUCK
5-05-40	RESTORATION SERVICES ENGINEERING PROJECTS	2005	CHEV	3/4T CREW CAB TRUCK
1-06-41	RESTORATION SERVICES ENGINEERING PROJECTS	2006	NISSAN	MID SIZE SUB
6-05-42	PARKS AND CULTURE HEART LAKE CA	2005	CHEV	1 TON STAKE TRUCK
1-05-43	HEAD OFFICE POOL VEHICLE	2005	CHEV	SMALL STATION WAGON
4-97-44	RESTORATION SERVICES-RESOURCE MANAGEMENT	1997	FORD	3/4 T CREW CAB TRUCK
6-07-45	RESTORATION SERVICES ENVIRONMENTAL MONITORING	2007	FORD	1 TON CREW CAB TRUCK
4-98-46	PARKS AND CULTURE INDIAN LINE CAMPGROUND	1998	CHEV	1/2 T EXT CAB PICKUP TRUCK
4-98-47	PARKS AND CULTURE ALBION HILLS CA	1998	FORD	COMPACT EXT CAB TRUCK
1-98-48	PARKS AND CULTURE INDIAN LINE CAMPGROUND	1998	CHEV	MID SIZE SUV
4-00-49	RESTORATION SERVICES- ENGINEERING PROJECTS	2000	FORD	1/2T EXT CAB PICKUP
2-05-50	WATERSHED MANAGEMENT STEWARDSHIP	2005	DODGE	MINI CARGO VAN
9-06-51	PLANNING AND DEVELOPMENT ENFORCEMENT	2006	HONDA	CREW CAB TRUCK
1-07-52	BOYD FIELD OFFICE POOL VEHICLE	2007	HONDA	HYBRID 4 DOOR CAR
4-02-53	WATER MANAGEMENT STEWARDSHIP	2002	FORD	COMPACT EXT CAB TRUCK
9-00-54	ECOLOGY DIVISION SUSTAINABLE TECHNOLOGIES	2000	FORD	MID SIZE SUV
6-07-55	PLANNING AND DEVELOPMENT ENFORCEMENT	2007	HONDA	CREW CAB TRUCK
9-06-56	PLANNING AND DEVELOPMENT ENFORCEMENT	2006	HONDA	CREW CAB TRUCK
1-07-57	RESTORATION SERVICES ENGINEERING PROJECTS	2007	CHEV	1/2T EXT CAB PICKUP TRUCK
6-07-61	PLANNING AND DEVELOPMENT ENFORCEMENT	2007	HONDA	CREW CAB TRUCK

<b>TRCA MARINE AND HEAVY EQUIPMENT</b>					
<b>Equipment #</b>	<b>Description</b>	<b>Purchase Date</b>	<b>Equipment #</b>	<b>Description</b>	<b>Purchase Date</b>
<b>Albion Hills CA</b>					
A1001	Tractor Loader Backhoe	97/10/31	A1000	Industrial Loader 4x4	92/08/21
A2000	Gator Utility Vehicle 6x4	97/10/30	A1004	Tractor	86/08/29
A2003	Outfront Mower 72"	00/05/24	A1005	Tractor	89/05/25
A2005	Rear Discharge Mower 62"	01/07/11	A8000	Snowmobile	91/11/29
A3004	Flail Mower 90.5"	97/09/04	A9042	Automatic Floor Scrubber	94/05/30
A8060	Centaur Cross Country Groomer	05/01/20	A8002	Snowmobile	91/11/29
A9000	JD 6x4 Utility Vehicle	03/05/22	A8044	Snowblower 47"	93/04/01
A8041	Sander	96/11/15	A8045	Double Track Setter	85/01/16
A8051	Snowplow for truck	01/11/26	A8047	Snowplow for truck	94/08/19
			A8048	Bannerman Sand/Salt Spr	94/02/07
<b>Boyd CA</b>					
B1002	Tractor 42hp Loader	00/09/28			
B2001	Outfront Mower 10.5'	01/06/11			
B2008	Outfront Mower 72"	03/05/27	B1000	Tractor Diesel	88/11/29
B2009	JD 4 WD Mower 72"	04/04/20			
B9000	JD Progator Utility Vehicle	03/05/20			
<b>Bruce's Mill CA</b>					
C1001	Loader Backhoe	96/05/01	C1008	Diesel Tractor	92/07/08
C2006	JD Outfront Mower	05/03/18			
C8045	Boss Snow Plow	96/05/28			
C3009	Groundsmaster 8.5' to 16'	98/06/24			
C9002	Utility Vehicle 4x2 w/ golf picker	99/04/30			
C8044	Sander - truck mounted	00/12/21			
C8050	Spreader/Grader	96/05/28			
<b>Indian Line Campground</b>					
D2000	JD Outfront Mower	03/05/20	D1007	Tractor Loader Backhoe	94/06/10
<b>Albion Hills FC</b>					
F2000	JD Outfront Mower				

<b>TRCA MARINE AND HEAVY EQUIPMENT</b>					
<b>Equipment #</b>	<b>Description</b>	<b>Purchase Date</b>	<b>Equipment #</b>	<b>Description</b>	<b>Purchase Date</b>
<b>Glen Haffy CA</b>					
F2003	Outfront Mower	96/05/02			
F2004	Rear Discharge Rotary Mower	02/06/11	F3013	Flail Mower	84/05/03
F9002	Gator Utility Vehicle	96/05/01	F8042	Snowplow 8'	84/12/10
			F1003	Industrial Loader with cab	92/08/04
			F1000	Tractor Loader 4x4	95/05/11
<b>Heart Lake CA</b>					
H5033	Honda 5 hp Outboard Motor	05/04/16	H1001	Turf Tractor	94/08/12
H7000	Shorelander Boat Trailer	01/04/17	H1002	Tractor Loader	88/10/20
H2003	Outfront Mower 4 wd 72"	01/06/20	H3005	Flail Mower 88cc	95/04/25
H2004	JD Outfront Mower	03/05/19			
H9000	Kubota Utility Vehicle	04/05/20			
H9001	Kubota Utiliiy Vehicle	04/06/20			
<b>Petticoat Creek CA</b>					
			J1002	Tractor Loader 340B	85/05/07
J3009	Flail Mower	98/07/07	J2001	Outfront Mower 72"	93/04/05
J9002	JD Gator HPX 4x4	04/04/19	J2000	Outfront Mower 72"	95/03/21
			J8042	Snowplow 8' tractor moun	94/11/28
<b>Kortright Centre</b>					
			K2002	Outfront Mower 72"	95/04/13
K8001	Western Snowplow 8'	04/11/11	K9040	Rotary Broom	88/10/31
K8046	Salt/Sand Spreader on truck	01/11/16	K8010	Trail Groomer	
K8048	Snowblade 54" to loader	02/01/08	K8045	Snowblower 47"	93/04/01
K8064	Sand/Salt Spreader to loader	02/01/08	K8061	Snowplow 7' front mount	88/11/28
	Kubota Utility Veh 6x4 with cab	06/01/27			
	Kubota 72" Blade	06/01/27			
<b>Black Creek Pioneer Village</b>					
L2000	Tractor w/mid mount mower 60"	00/06/01	L1001	Industrial Loader	89/03/08
L2002	Tractor w/ Mower RC72-F24	96/05/02	L1003	Tractor	92/06/01
L8050	Sander	97/01/27	L3011	Flail Mower	87/08/15
L8053	V snowblade 9'	01/11/01	L8048	Sand/Salt Spreader	87/01/29
L9012	Rotary Brush - L2002	97/11/14	L8052	Snowblower	88/05/15
L9013	Kubota Rotary Sweeper	05/11/08	L8041	McKee 520 Snowblower	
L8040	J.D. Snowblower Attachment	00/11/20			

TRCA MARINE AND HEAVY EQUIPMENT					
Equipment #	Description	Purchase Date	Equipment #	Description	Purchase Date
<b>Resource Management</b>					
M1001	Tractor 4WD - 60hp	97/10/30			
M1009	4wd Backhoe Loader	99/03/15	M1000	Scuffler	
M1010	Tractor 4x4 , 62 hp w/cab/loader	00/10/20	M1006	Tractor 4WD w/ cab/load	91/05/21
M1011	Tractor 4X4 21HP w/tiller	02/03/19	M1007	Tractor 4WD w/ cab	91/08/01
M1011	Rototiller M1011	02/03/28	M1008	Tractor with scuffler	91/10/09
M2003	Tractor with 48" mower	96/05/23	M1020	Skidsteer Loader	90/05/23
M3028	Chainsaw	02/04/03	M3010	Flail Mower 88CC	86/04/29
M3029	Chainsaw	02/04/03	M6044	Chainsaw	92/01/30
M6001	Chainsaw	03/01/31			
M6002	Chainsaw	03/01/31			
M6028	Chainsaw	02/04/03			
M6029	Chainsaw	02/04/03			
M6045	Chainsaw 14"	99/02/10	M8040	Snowblower	
M6051	Chainsaw 16"	99/02/10	M8101	Snowplow - tractor mount	75/06/30
M6052	Chansaw	00/02/10	M9020	Manure Spreader	95/10/01
M6053	Chainsaw	00/03/23	M9080	Brush Chipper 935	94/07/29
M6054	Chainsaw	00/03/23			
M6057	Chainsaw 16"	04/01/28	M9001	Seed Bed Lifter	88/03/20
M6058	Chainsaw 16"	04/01/28	M9003	Treespade	85/03/20
M6059	Chainsaw 16"	04/01/22	M9043	Rototiller - walk behind	87/08/28
M6055	Chainsaw 18"	01/03/08	M9049	3 Furrow Plow	83/04/19
M6056	Chainsaw 18"	01/03/08	M9051	Side Diger 24" blade	92/10/13
M9079	Water Pump	01/07/13	M9050	Edegal Side Digger	82/11/25
M9078	Irrigation Traveller, fert. injector	00/05/11	M9052	Log Splitter	83/03/18
M8103	Tee Gee Grademaker	01/08/24			
M9030	Tree Planter	01/03/29			
M9042	Rotary Tiller 78" tillage	00/05/11			
M9048	Rototiller 72"	98/05/26			
M9059	Double Disc	96/04/01			
M9064	Honda Generator	03/07/15			
M9075	Compactor	99/02/03			
M9076	Concrete Metal Saw	98/11/06			
<b>Ecology</b>					
N5001	Mercury 20 Hp Outboard		N7001	Boat Trailer	90/04/12
N5010	Marvac 14 Ft Fibreglass Boat		N8053	Snowblower	85/11/27

<b>TRCA MARINE AND HEAVY EQUIPMENT</b>					
<b>Equipment #</b>	<b>Description</b>	<b>Purchase Date</b>	<b>Equipment #</b>	<b>Description</b>	<b>Purchase Date</b>
<b>Engineer Projects</b>					
P1003	Thomas Skidsteer	02/07/10	P5002	16 FT Starcraft Jon Boat	92/05/14
P5013	50 HP Mercury Outboard	04/08/18			
P5020	16 Foot Stanley Aluminum Boat	04/08/18			
P7004	EZ Loader Trailer	04/08/18			
P5012	5 HP Honda Outboard	04/04/12			
<b>Claremont FC</b>					
R1000	Tractor 32 hp w/ Cab	02/04/15			
R3000	72" rear mt rear discharge mower	02/04/15			
R8000	Front Blade 60"	02/04/15			
R8001	5 cu.ft. sand salt spreader	02/04/15			
R8002	Loader with 60" bucket	02/04/15			
<b>Planning and Development</b>					
S9090	Honda ATV	99/09/22			
S7000	ATV Trailer	01/03/28			
<b>Lake St. George FC</b>					
T2001	Tractor cab/mower/loader	00/06/08	T5000	16 Foot Sylvan Pontoon E	82/06/08
T8002	Front Blade 54"	00/09/15			
T8030	Tuffline Sand/Salt Spreader	05/03/05			
T5003	12 Foot Lowe Aluminum Boat	06/05/17			
T5004	16 Foot Slyvan Aluminum Boat	06/06/06			
T5009	Mercury 9.9 HP Outboard Motor	06/01/26			
T5008	Mercury 50 HP Outboard Motor	06/06/13			
<b>Environmental Monitoring</b>					
V9000	Kubota Utility Vehicle	04/12/04	V5000	26 FT Workboat (Agualab)	92/06/23
V5012	16 Foot Crestliner Jon Boat	00/06/26	V5008	10 Foot Utility Boat	95/08/23
V7000	Northtrail Boat Trailer	00/06/26	V5007	4 HP Mercury Outboard	95/06/13
V5017	26 Foot Electrofishing Boat	05/09/26			
V5014	115 HP Yamaha Outboard Moto	02/09/24			
V5004	15 HP Mercury Outboard	00/05/18			
V5015	9 HP Yamaha Outboard	04/08/17			
V5016	135 HP Evinrude Outboard	05/07/07			
V7003	King Trailer	05/09/26			
V5006	15 HP Evinrude Outboard Moto	98/05/26			



**TERMINATION**

ON MOTION, the meeting terminated at 10:05 a.m., on Friday, June 1, 2007.

---

David Barrow  
Chair

---

Brian Denney  
Secretary-Treasurer

/ks