



**Authority Meeting
Agenda**

#6/18

July 20, 2018

9:30 A.M.

HEAD OFFICE, 101 EXCHANGE AVENUE, VAUGHAN

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11. MATERIAL FROM EXECUTIVE COMMITTEE MEETING #5/18, HELD ON JULY 6, 2018

Minutes [Link](#)

11.1 SECTION I - ITEMS FOR AUTHORITY ACTION

11.1.1 GREENLANDS ACQUISITION PROJECT FOR 2016-2020

Flood Plain and Conservation Component, Rouge River Watershed
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11.1.2 ARGO CALEDON CORPORATION AND TOWN OF CALEDON

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of Caledon, Regional Municipality of Peel, Etobicoke Creek
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11.1.3 CITY OF TORONTO

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11.1.4 CITY OF TORONTO AND PHANTOM DEVELOPMENT LTD.

Proposal to Enter into a Park Management Agreement for the Rear
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11.1.5 GIBRALTAR POINT EROSION CONTROL PROJECT

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11.1.6 RENTAL OF CONSTRUCTION EQUIPMENT

Vendor of Record Contract #10007626

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11.2 SECTION IV - ONTARIO REGULATION 166/06, AS AMENDED

Receipt of Ontario Regulation 166/06, as amended, for applications 11.1 -
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June 8, 2018.

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12. NEW BUSINESS

NEXT MEETING OF THE AUTHORITY #7/18, TO BE HELD ON SEPTEMBER 28,
2018 AT 9:30 A.M. AT HEAD OFFICE, 101 EXCHANGE AVENUE, VAUGHAN

John MacKenzie, Chief Executive Officer

/am

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Carolyn Woodland, Senior Director, Planning, Greenspace and Communications

RE: **OAK RIDGES CORRIDOR CONSERVATION RESERVE TRAIL PLANNING PROJECTS**
Approval of Management Plan Addendum

KEY ISSUE

Approval in principle of an Addendum to the Oak Ridges Corridor Park Management Plan describing a conceptual trail plan to connect the Macleod's Landing neighbourhood to the Oak Ridges Corridor Conservation Reserve trail network.

RECOMMENDATION

WHEREAS it was resolved at Authority Meeting #10/17, held on January 5, 2018 that Toronto and Region Conservation Authority (TRCA) staff initiate a public planning process for two related trail planning projects within the Oak Ridges Corridor Conservation Reserve (ORCCR): an Addendum to the Oak Ridges Corridor Park (ORCP) Management Plan – the Macleod Estate Trail Linkage, and an Update to the Oak Ridges Corridor Park East Management Plan – Cycling on Secondary Trails, subject to confirmation of funding (Resolution #A231/17);

AND WHEREAS it was resolved at Authority Meeting #10/17, held on January 5, 2018 that staff report back to the Authority for approval on the final draft plans of the Addendum to the Oak Ridges Corridor Park Management Plan and the Update to the Oak Ridges Corridor Park East Management Plan;

THEREFORE LET IT BE RESOLVED THAT the Addendum to the Oak Ridges Corridor Park Management Plan be approved in principle;

THAT the Addendum be circulated to the Province of Ontario, for endorsement;

THAT following the endorsement of the Addendum at the provincial level, that staff report back to the Authority to confirm final approval of the Addendum;

THAT following the endorsement of the Addendum at the provincial level, the agreement between TRCA and the Province of Ontario for the management of the Oak Ridges Corridor Park be updated to reflect the Macleod Estate Trail Linkage;

THAT TRCA staff proceed to work with project partners to develop an integrated funding strategy according to the Addendum budget;

AND FURTHER THAT TRCA staff work to enter into an Offer of Service with the Town of Richmond Hill to implement the Macleod Estate Trail Linkage.

BACKGROUND

The ORCCR is a large area covering two formerly separate properties: the ORCP (428 hectares) owned by the Province of Ontario (Infrastructure Ontario) and managed by TRCA, and the Oak Ridges Corridor Park East (ORCPE) (175 hectares) owned and managed by TRCA. The two sites were integrated following the completion of the ORCPE Management Plan in 2011. Together these properties form 603 hectares of prime Oak Ridges Moraine landscape on the border of the Humber River and Rouge River watersheds in the Town of Richmond Hill, Regional Municipality of York. The ORCCR is located west of Leslie Street, south of Bethesda Sideroad, east of Bathurst Street, and north of Jefferson Sideroad and Stouffville Road.

The ORCCR is a rich natural area that includes wetlands, kettle lakes and forests, supporting many unique wildlife and plant species. The Reserve includes a significant network of popular recreational trails including a section of the main Oak Ridges Trail, connecting this trail network to the regional Oak Ridges Trail system, and a portion of the Lake-to-Lake Trail, York Region's active transportation trail initiative to connect Lake Simcoe to Lake Ontario.

The Macleod Estate, located at 16 Macleod Estate Court, is one of the most historically significant homes in Richmond Hill, and is connected to the broader history of western Canada. The Macleod Estate is a rare example of a large mid-19th century residence within the Town of Richmond Hill, and the architecture of the original house is well-preserved as part of the existing home. James Macleod, who grew up at the Estate, served in the Volunteer Militia Field Battery of Kingston as a lieutenant and served during the Fenian Raids (1866) and the Riel Rebellion (1869-70). James Macleod was also made commissioner of the Royal Canadian Mounted Police in 1877. Under his leadership Forts Macleod, Walsh and Calgary were established. He is credited as a founder of southern Alberta who brought law and order to the Canadian West during this period of settlement.

The management of the ORCP property is guided by the ORCP Management Plan (2006). A key objective of this plan was to enable passive recreational uses that welcome and accommodate local residents, supporting the development of Secondary Trail linkages for neighbouring communities to link to the main Spine Trail which runs through the ORCP.

The management of the ORCPE property is guided by the ORCPE Management Plan (2011). As part of the trail plan component of this Management Plan, cycling is permitted on the main spine trail but not on any secondary trails. At the time of the plan, cycling on secondary trails was considered and the need for an organized group to assist with management of the trails was identified. No such group stepped forward to assume these responsibilities. Therefore, cycling on secondary trails was excluded as a permitted use.

TRCA has conducted ongoing engagement and outreach within the ORCCR and in the surrounding communities to promote environmental stewardship and build community relations. This has included guided walks, restoration plantings, and signage.

Two distinct yet related trail planning needs for the ORCCR have been raised through community advocacy. TRCA's completion of these trail planning projects will further ensure that the trail network on the ORCCR can meet the needs of a growing community, providing sustainable options for trail use that are supported by the community and will discourage informal and unauthorized trails.

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The MacLeod Estate Trail Linkage project addresses the need for a Secondary Trail connection near the MacLeod Estate and Philips Lake, from the main Oak Ridges Trail within the ORCP property to a neighbourhood of approximately 1,000 homes, as well as MacLeod's Landing Public School. This new neighbourhood was not fully established when the ORCP Management Plan was developed in 2006. During the management planning process, options for trail connections from this development to the main ORCP trail were evaluated, including the option to connect near the Macleod Estate. This option was eliminated during the planning process because of the private occupation of the residential home on the Macleod Estate property. However, the sales brochure for homes in this development indicated trail connections from the residential development and these never materialized. Current access to the main ORCCR trail from the Macleod's Landing community is via Yonge Street where there are limited to no sidewalks. Local residents have expressed that this is a dangerous access route.

As the Macleod's Landing neighbourhood was being developed, the Province of Ontario declared a parcel of land that includes the Macleod Estate as surplus and advised that the land would be sold to the highest bidder if there was no identified public buyer. The Town of Richmond Hill secured a portion of land along the remnant silver maple carriageway associated with the Macleod Estate to construct a trail from Silver Maple Road to Macleod Estate Court, and a private family purchased the remainder of the surplus land so that the Macleod Estate would remain intact. This series of events triggered the Macleod Estate Trail Linkage project as a partnership between TRCA, the Town of Richmond Hill, and The Gordon and Patricia Gray Foundation.

The Cycling on Secondary Trails project will plan for cycling uses on secondary trails within the ORCPE property. At the time that the ORCPE Management Plan was approved in 2011, there was no organized mountain biking or cycling club in the area that was willing to manage cycling trails and the cycling users. Therefore, cycling was restricted to the primary trail in the trail plan. Since the management plan was approved, the Durham Mountain Biking Association (DMBA) has expressed a desire to steward mountain biking trails on the TRCA lands in the ORCCR. An update to the ORCPE will assess appropriate cycling routes on secondary trails within the property. This project is being undertaken in partnership with the Town of Richmond Hill and the DMBA.

It was conceived that these two projects would be undertaken concurrently. The projects have similar internal and external key stakeholders, and the surrounding community would likely be interested in both projects. At Authority Meeting #10/17, on January 5, 2018, Resolution #A231/17 was approved and provided direction for TRCA staff to initiate these trail planning projects.

ORCCR Trail Planning Projects Process

While the ORCCR Trail Planning Projects were initiated as concurrent projects to be undertaken under one overarching planning process, it became clear that the Cycling on Secondary Trails Project should progress on a longer timeline as this project covers a larger geographical area and broader scope of work than the Macleod Estate Trail Linkage. While the planning process for the Macleod Estate Trail Linkage is now complete and the [Addendum to the ORCP Management Plan](#) has been prepared, the planning process for the Cycling on Secondary Trails Project shall continue into the Fall of 2018.

The Macleod Estate Trail Linkage was developed through a collaborative process that engaged TRCA staff, municipal partners, stakeholders and community members. The planning process for the Macleod Estate Trail Linkage comprises three stages, and the approval in principle of the Addendum to the ORCP Management Plan is a component of the final stage of this process.

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Phase 1: Initial Site Scoping and Evaluation

- Inventory ORCCR physical environment, natural environment, land use context in the study areas
- Inventory existing ORCCR trails in the study areas

Phase 2: Trail Planning

- Establish a TRCA staff Technical Advisory Committee (TAC) concerned with both projects, host meeting
- Establish a Public Advisory Committee (PAC) concerned with both projects, host meeting
- Initiate on-line engagement ([TRCA YourSay Engagement website](#))
- Develop and evaluate trail alignment alternatives for the MacLeod Estate Trail Linkage, including trail connections to the ORCCR main Spine Trail and supporting trail amenities, such as signage and rest areas
- Host a Public Engagement Session
- Consult on pedestrian and cycling trails with the Town of Richmond Hill Accessibility Advisory Committee
- Host meeting with the TAC and the PAC
- Develop management and budget recommendations for the MacLeod Estate Trail Linkage
- Draft and finalize the Addendum to the ORCP Management Plan

Phase 3: Trail Plan Endorsement

- Obtain Authority approval in principle for the Addendum to the ORCP Management Plan
- Obtain ORTA endorsement of the Addendum to the ORCP Management Plan
- Circulate the Addendum to the ORCP Management Plan to the Province of Ontario.

Engagement with TRCA staff and the public was critical to the planning process for the Macleod Estate Trail Linkage. Public engagement was undertaken through a multidimensional approach. A smaller PAC sought focused input from key external stakeholders, and broader public engagement techniques enabled more general feedback from the broader community. The Province of Ontario was engaged regarding the Macleod Estate Trail Linkage on February 13, 2018. On-line, traditional media, and face-to-face communication methods were employed to provide information about the project and seek relevant input.

A Public Engagement Session held at the Oak Ridges Community Centre on February 22, 2018 drew an estimated 70 people including local residents and trail users. Feedback forms were distributed to session attendees, inviting them to identify the conceptual trail alternative alignment they preferred (and explain why), and to describe the trail amenities and features they would like to see along the proposed new trail linkage. There were also large-format maps of the trail alternatives available for attendees to annotate with their comments. Broadly, there was community interest and support for the Macleod Estate Trail Linkage, with questions as to how the trail would interact with Philips Lake, what type of landscapes the trail would pass through, and what type of trail would be built. Local residents were generally supportive of the direct trail connection into the ORCCR. There was concentrated, rational, yet firm opposition for either proposed trail alignment from a few residents whose properties are situated adjacent to the location of the proposed trail, citing concerns over safety, privacy, environmental impact, and constructability of the proposed trail. These neighbours also raised concerns over the impact this trail would have on the value of their properties and historical political decision-making to re-open the approval of the Town of Richmond Hill trail along the remnant silver maple carriageway from

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Silver Maple Road to Macleod Estate Court. An on-site meeting was held with these residents, TRCA staff, and Town of Richmond Hill staff on May 15, 2018 to discuss their concerns. A summary of this site visit is included as Attachment 1.

Macleod Estate Trail Linkage Goals, Trail Design, and Amenities

Goals

The goals of the ORCP Management Plan (Section 2.0) are the overarching goals for the Macleod Estate Trail Linkage. These goals are:

1. *To support the implementation of the Oak Ridges Moraine Conservation Act by contributing to the protection, restoration and enhancement of the Moraine's ecological functions, protecting water quality and quantity, maintaining the integrity of the continuous natural system and fostering partnerships for stewardship.*
2. *To address the challenge of sustaining a sanctuary for nature in an urban setting by including public uses that provide opportunities for passive recreation, linkages to the Oak Ridges Trail, and experiential learning, while protecting the environmental integrity of the park.*

Within Section 6.0, the ORCP Management Plan provides direction as to the purpose of Secondary Trails (Section 6.3), and how these trails can contribute to the goals of the ORCP Management Plan:

“Secondary trails are proposed to link the neighbouring communities to the spine trail; the total length of proposed secondary trails is 2.8 km. People living adjacent to open space have a natural desire to access these areas. If formal access points are not provided, residents will make their own paths which can be much more detrimental to the sensitive environments than a formalized path in a pre-determined location.”

When the ORCP Management Plan was approved in 2006, the MacLeod's Landing neighbourhood was not fully established. This new neighbourhood now contains approximately 1000 homes and MacLeod's Landing Public School. The neighbourhood residents have expressed eagerness for a trail linkage into the Reserve within the study area. The lack of a direct trail connection coupled with the identified desire for access to the ORCCR trail network creates the risk of informal trails. The proposed new Secondary Trail connection is intended to function as a neighbourhood connection and will serve a wide variety of users, providing enhanced access to the natural beauty of the Moraine landscape within the ORCCR in a direct and sustainable manner. It will also provide access to the Macleod Estate, a site of national historical significance in Richmond Hill.

Trail Alignment

Because a trail connection between the Macleod's Landing neighbourhood and the ORCCR trail system was not included in the construction of the neighbourhood, the area that can now accommodate a functional trail linkage is constrained by the limits of the built environment. The neighbourhood's proximity to Philips Lake also requires appropriate buffer distance from the ecologically important wetland and forest habitat. The conceptual alignment of the Macleod Estate Trail Linkage (Attachment 2) provides a direct connection from the ORCCR trail system to the Macleod's Landing neighbourhood while avoiding the environmentally sensitive habitat around Philips Lake.

From the ORCCR spine trail, the new trail will pass eastwards through meadow area and

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new-growth conifer plantations, before turning southwards through thicker plantation forest and reaching a fence that surrounds the majority of Philips Lake. The trail will continue past this fence along a corridor of open meadow between the forest that surrounds Philips Lake and the fence-line of neighbouring properties. An artistic rendering illustrating the trail within this area east of Philips Lake is included as Attachment 3. The trail will then pass near the Macleod Estate residence before turning sharply eastwards along the historic silver maple carriageway and connecting to Silver Maple Road. An artistic rendering illustrating the trail within this area along the historic silver maple carriageway is included as Attachment 4. The new approximately 800 m trail connection provides a link from the Macleod's Landing neighbourhood to the main spine trail, which runs for approximately 9.5 km through the Oak Ridges Corridor Conservation Reserve from Bathurst Glen Golf Course near Bathurst Street in the west to Bethesda Sideroad in the northeast. The Macleod Estate Trail Linkage alignment is as direct as possible within the various constraints of the site so that community residents can have fast, easy access into ORCCR. The creation of shortcuts and additional unauthorized trails should be limited by this quick access to the main ORCCR trail.

The majority of the Macleod Estate Trail Linkage alignment is located on ORCCR lands owned by the Province of Ontario. The portion of the trail which passes along the remnant silver maple carriageway is located on land owned by the Town of Richmond Hill. Finally, the section of trail which passes nearby to the Macleod Estate residence is owned privately, however it is anticipated that public land for a trail corridor will be secured to accommodate the Macleod Estate Trail Linkage.

Trail Design

The trail design standards for the Macleod Estate Trail Linkage are consistent with the trail design standards for Secondary Trails within the ORCP Management Plan, and are also based on the as-built design details of precedent Secondary Trail linkages constructed since the approval of the ORCP Management Plan. The Macleod Estate Trail Linkage is intended to have a trail tread 1.8 m wide, a clearing width of 2.4 m, and be surfaced with compacted limestone granular fines.

It is anticipated that the Macleod Estate Trail Linkage will fulfill the accessibility standards for recreational trails set out by Regulation 191/11: Integrated Accessibility Standards, under the Accessibility for Ontarians with Disabilities Act (2005). Opportunities to go beyond these design requirements, including mitigating the longitudinal slope of the trail and providing rest areas, will be investigated during the detailed design of the trail.

Trail Amenities

The suite of amenities associated with the Macleod Estate Trail linkage are based on guidance provided by the ORCP Management Plan, precedent trails within the ORCP built since the approval of the ORCP Management Plan, and the input of public and stakeholder engagement. The exact nature, design, and location of these amenities will be determined during the detailed design process.

A trailhead kiosk will be incorporated into the Macleod Estate Trail Linkage. This structure will be designed to match the existing trailhead kiosks throughout the ORCCR trail system. It is recommended that the trailhead kiosk be sited at the entrance to the ORCCR in the portion of the trail along the remnant silver maple carriageway.

Postmarkers will be incorporated into the Macleod Estate Trail Linkage. These postmarkers will be designed to match the construction of existing postmarks along the broader ORCCR trail system.

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Benches and/or rest areas will be incorporated into the Macleod Estate Trail Linkage. These benches will be designed to match the construction of existing benches along the broader ORCCR trail system. The siting of benches and/or rest areas along the Macleod Estate Trail Linkage shall be designed to enhance trail accessibility for a wide variety of users, including young children, seniors and persons with disabilities. Benches and rest areas can also be located at viewpoints or places of interest.

Interpretive signage is recommended to be incorporated into the Macleod Estate Trail Linkage, highlighting the ecological importance of Philips Lake and the cultural heritage value of the Macleod Estate and the associated silver-maple lined carriageway.

A substantial vegetated buffer will be ensured between the Macleod Estate Trail Linkage and the surrounding Macleod's Landing neighbourhood. This will be provided through existing vegetation and through the creation of additional planted buffer area where needed. To help prevent trail users from attempting to access Philips Lake, the vegetated buffer between the Macleod Estate Trail Linkage and Philips Lake will also be enhanced. Visual screening and dissuading trail users from entering the planted area are design priorities, in an effort to address some of the immediate neighbours' concerns relating to privacy and security. Additional fencing may be implemented between the Macleod Estate Trail Linkage and the surrounding Macleod's Landing neighbourhood and/or between the Macleod Estate Trail Linkage and Philips Lake to supplement planted buffers.

Trail Management

The management, maintenance, and oversight of the section of the Macleod Estate Trail Linkage within the ORCCR property will be undertaken by TRCA staff, as per the agreement between TRCA and the Province of Ontario. The Macleod Estate Trail Linkage will be incorporated into this agreement via an amendment.

The management, maintenance, and oversight of the sections of the Macleod Estate Trail Linkage within private lands or within lands owned by the Town of Richmond Hill will be negotiated between TRCA and individual landowners. If these activities are to be undertaken by TRCA, a formalized agreement or addendum to an existing agreement will be necessary.

RATIONALE

The Macleod's Landing neighbourhood now includes over 1,000 homes and the Macleod's Landing Public School, however it is the sole neighbourhood adjacent to the ORCCR without direct trail access. Currently the closest trail access points to the ORCCR trail system are the entrance from Jefferson Sideroad near Lake Forest Drive and from Yonge Street near Bond Lake. It was expressed by a number of local residents during the public engagement process that these access points are too far to be useful to them, and walking up Yonge Street to the Yonge Street trail access is not safe due to high volumes of fast-moving motor vehicle traffic, with limited to non-existent sidewalks. The Macleod Estate Trail Linkage will provide this desired connection, fulfilling the intention of the ORCP Management Plan which proposes Secondary Trails to link the neighbouring communities to the Spine Trail and fulfilling the needs of many residents who have been advocating for a direct trail connection. It will also improve safe access into the ORCCR for local residents and students at Macleod's Landing Public School.

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The residents of the Macleod's Landing neighbourhood have expressed eagerness for a direct trail linkage into the Reserve, and an online petition for a direct trail connection to the Reserve has garnered over 400 signatures. The other neighbourhoods that border the ORCP between Bathurst Street and Yonge Street that were being developed at the same time as Macleod's Landing all have at least one authorized direct community access into the ORCCR via a trail connection from the neighbourhood to the main ORCCR trail. The lack of a direct trail connection creates the risk of informal trails.

The Macleod Estate Trail Linkage will provide a trail that has been designed intentionally and sustainably within the constraints of the surrounding ecological features and the limits of the existing built environment and property ownership. Because a trail connection between the Macleod's Landing neighbourhood and the ORCCR trail system was not integrated into the original construction of the neighbourhood, the area that can now accommodate a functional trail linkage within the ORCCR is constrained between the limits of the built environment and the appropriate buffer distance from ecologically important wetland and forest habitat around Philips Lake. Also, due to the fact that the Town of Richmond Hill purchased a portion of the land declared surplus by the Province of Ontario for a trail connection along the heritage silver maple carriageway, and the private family who purchased the balance of the Macleod Estate property is amenable to a trail connection, there is now the opportunity to extend trail access from the edge of the ORCCR to a public right-of-way at Silver Maple Road.

The Macleod Estate Trail Linkage has been designed in partnership with the Town of Richmond Hill and in consultation with TRCA staff, the local community, and key stakeholders. The trail connection has been designed in an effort to provide an important overarching benefit to the neighbourhood while attempting to mitigate impacts to the adjacent neighbours. The Macleod Estate Trail Linkage provides direct trail access to the ORCCR in a centralized location within the neighbourhood, and allows users interpretation opportunities to experience important natural and cultural heritage features. Because of the constrained nature of the trail corridor and concerns raised by adjacent neighbours, the Macleod Estate Trail Linkage includes design features such as buffer plantings and the opportunity for additional fencing.

FINANCIAL DETAILS

The total cost to implement the Macleod Estate Trail Linkage is projected to be \$375,000 plus HST. This amount includes an administrative surcharge and a contingency of 10%. The final budget for project implementation will be determined through the detailed design process.

The Town of Richmond Hill has agreed to contribute \$160,000 to the implementation of the Macleod Estate Trail Linkage and The Gordon and Patricia Gray Animal Welfare Foundation has committed to provide \$100,000 towards project implementation. Considering the \$260,000 committed to date, the estimated shortfall is \$115,000 plus HST. Work on construction of the trail will not commence until the shortfall is addressed - The Town of Richmond Hill and The Gordon and Patricia Gray Animal Welfare Foundation have agreed to work with TRCA to develop an integrated funding strategy to secure additional funding sources.

Once the trail is built, maintenance costs related to the portion of the Macleod Estate Trail Linkage on TRCA-managed lands will be included in the existing agreement between TRCA and the Province of Ontario.

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DETAILS OF WORK TO BE DONE

The successful implementation of the Macleod Estate Trail Linkage will require the efforts of TRCA and its partners.

TRCA will take the following actions:

- Circulate the Addendum to the ORCP Management Plan with approval in principle to the PAC.
- Obtain ORTA endorsement of the Addendum to the ORCP Management Plan with approval in principle.
- Circulate the Addendum to the ORCP Management Plan to the Province of Ontario.
- Circulate the Addendum to the ORCP Management Plan with approval in principle to the Region of York.
- Report back to the Authority to confirm the endorsement of the Addendum to the ORCP Management Plan by the Province of Ontario, and to receive final approval.
- Develop an integrated funding strategy with the Town of Richmond Hill for the implementation of the Macleod Estate Trail Linkage.
- Pending the securement of public land for a trail corridor, finalize a TRCA Offer of Service with the Town of Richmond Hill for the implementation of the Macleod Estate Trail Linkage.
- Prepare an amendment to the agreement between TRCA and the Province of Ontario for the management of the Oak Ridges Corridor Park to include the Macleod Estate Trail Linkage.

Report prepared by: Corinna Thomassen-Darby, extension 5625

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Emails: mbender@trca.on.ca, dcheriton@trca.on.ca

Date: June 19, 2018

Attachments: 5 – Attachment 5 is link to the full [Addendum to the ORCP Management Plan – Macleod Estate Trail Linkage](#).



**OAK RIDGES CORRIDOR CONSERVATION RESERVE TRAIL PLANNING
PROJECTS - Approval of Management Plan Addendum**

**MACLEOD ESTATE TRAIL LINKAGE
SITE MEETING**

Tuesday May 15, 2018

1:30 pm – 4:00 pm

Macleod Estate Court & Oak Ridges Corridor Conservation Reserve

PRESENT:

TRCA: Mike Bender, Corinna Thomassen-Darby, Matt Kenel, Marnie Shepley

TOWN OF RICHMOND HILL: Josh Ward, Patrick Lee

MACLEOD'S LANDING NEIGHBOURS: Forouzan and Anna Bazyar, Maged & Névine Farag, Mohsen and Farideh, Stephen Black

MEETING NOTES

Background:

At the Oak Ridges Corridor Conservation Reserve Trail Planning Projects Public Engagement Session on February 22, 2018, certain residents whose properties are adjacent to the Oak Ridges Corridor Conservation Reserve (ORCCR) expressed concerns relating to the Macleod Estate Trail Linkage Project. Through correspondence between these residents the TRCA and the Town of Richmond Hill arranged a group site meeting with the interested parties to discuss their concerns in more detail.

On-site Discussion:

Safety:

Concerns were expressed by the neighbours relating to their safety and the security of their homes because the trail alignment is proposed so close to the rear yards of their properties. They feel there is a risk that trail users may intrude into their properties by jumping over the chain link fence that separates their properties from the ORCCR. They feel this risk is elevated by the natural seclusion of the proposed Macleod Estate Trail Linkage within the ORCCR, which is proposed to have no artificial lighting. They added that there should be a legal minimum setback between the trail and adjacent residential properties.

TRCA staff noted that they have not heard of any cases of people jumping fences into residential properties to commit crimes in any other areas in the TRCA jurisdiction where trails are in close proximity to residential properties. TRCA staff identified and described two rows of mixed coniferous and deciduous plantings proposed between the trail and the fence, will significantly help to deter trail users from approaching the fence.

View & Privacy Assurance

The neighbours in attendance relayed that at the time they bought their homes, they were promised by the developer and the Town of Richmond Hill that their view into the ORCCR would remain undisturbed, and there would be no public access in the area behind their properties between their backyards and Philips Lake. This natural view and privacy was factored into the purchase price of their properties, and they have paid a premium for these views, privacy and location. They expressed that they feel cheated by this trail intrusion, which will completely change their view and ruin the privacy of their properties.

Town of Richmond Hill and TRCA staff relayed that at the time the Oak Ridges Corridor Park Management Plan was approved in 2006, there was no trail linkage planned from the Macleod's Landing neighbourhood into the ORCCR. This was primarily due to the lack of an available public access point through the Macleod Estate property and the sensitivity of Philips Lake placing stringent limitations on trail alignment options. This situation has now changed and the landowner and resident of the Macleod Estate property are now open to a trail access. In addition, the broader Macleod Estate community members have expressed their interest and support to connect their neighbourhood to the ORCCR spine trail.

Litter and Environmental Protection

The neighbours in attendance expressed concern for the environmental protection of Philips Lake and the surrounding area; they referenced that Bond Lake has had a proliferation of unauthorized trails, litter, and undesirable activity. They do not want the same to happen to Philips Lake, recognizing the environmental sensitivity and pristine nature of this lake. They noted that even if there is a fence, trail users will want to access the lake and a fence will not deter them.

TRCA staff suggested that the fence proposed between the trail and Philips Lake should provide a relatively good deterrent to prevent trail users from accessing the lake. The Macleod Estate Trail Linkage is proposed to be designed as an access trail to the main ORCCR spine trail, with no overt gathering, viewing, or rest areas near the lake. Efforts to resolve issues of dumping and litter will be made by TRCA staff from Bathurst Glen Golf Course.

Trail Alignment Decision Process




Town of Richmond Hill staff relayed that in 2016 a trail alignment was approved along the remnant silver maple carriageway to the cul-de-sac at the end of Macleod Estate Court. However, this decision was reversed when the opportunity arose to investigate a trail alignment through the Macleod Estate property which would provide more direct trail access to the ORCCR spine trail, and a petition by a number of Macleod's Landing residents was received objecting to the trail alignment from Silver Maple Road to the Macleod Estate Court cul-de-sac. At the site meeting, the Town of Richmond Hill staff offered to provide the public record of the decision history to help illustrate the background to the current trail planning process. The neighbours in attendance expressed concern that there has been a lack of fairness and transparency within this decision-making process. They feel they would inordinately and unfairly bear the impact of this trail connection, and there are political motivations for this trail to be aligned in the proposed location.

Timing and Next Steps

TRCA staff reviewed the tentative plan approval and implementation commencement with the neighbours. It was suggested that the neighbours could provide a delegation when TRCA seeks approval of the Macleod Estate Trail Linkage Plan, now scheduled for the July 20 TRCA Board Meeting. Subject to this approval the Town of Richmond Hill will prepare a future report to Council to finalize the details of the partnership with the TRCA regarding project implementation. Subject to both of these approvals, implementation of the trail plan could commence in the fall of 2018.



Legend

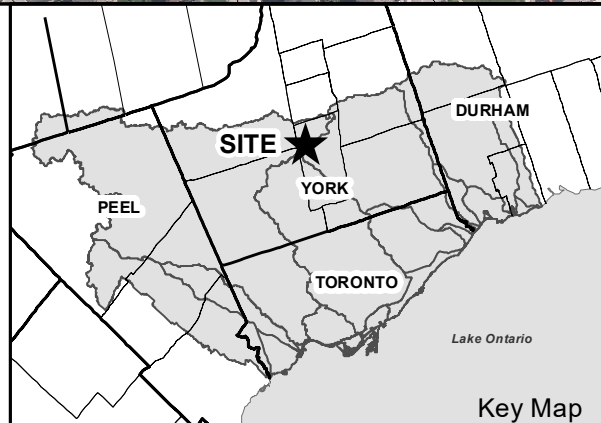
- Proposed Trail
- ===== Existing Trail
-  ORCCR (Provincial Property)
-  Watercourses
-  Parcel Assessment



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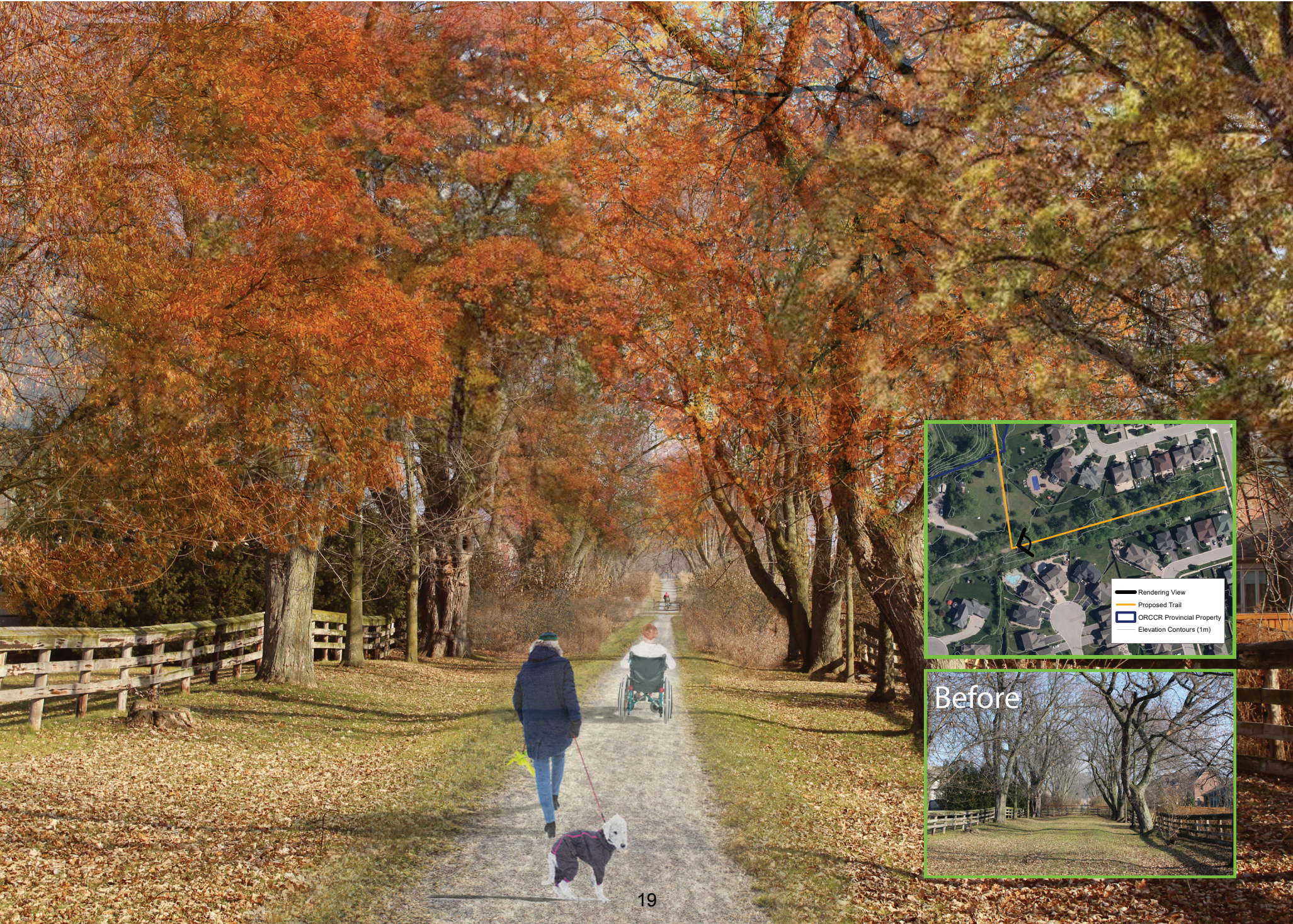


Key Map

Attachment 3: Macleod Estate Trail Linkage Perspective Rendering East of Philips Lake



Attachment 4: Macleod Estate Trail Linkage Perspective Rendering along the Remnant Silver Maple Carriageway



Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: John MacKenzie, Chief Executive Officer

RE: **BOARD OF DIRECTORS ADMINISTRATIVE BY-LAW**
Required Compliance with the *Conservation Authorities Act*

KEY ISSUE

Approval of the proposed Board of Directors Administrative By-law, a document required by the *Conservation Authorities Act*.

RECOMMENDATION

WHEREAS the *Conservation Authorities Act (Act)* amendment requires conservation authorities to have administrative practices that meet the requirements of Section 19.1 of the *Act*;

AND WHEREAS Toronto and Region Conservation Authority's (TRCA) Administrative Regulation and Rules of Conduct were last updated on February 28, 1992 and June 24, 2016, respectively;

AND WHEREAS Conservation Ontario endorsed the Conservation Authority (CA) Administrative By-law Model at their meeting held on April 16, 2018;

AND WHEREAS TRCA's Use of Resources During an Election policy was approved by Resolution #A228/13 and is five years old and is due for review;

AND WHEREAS conservation authorities are named in Section 197 of the *Education Act*, R.S.O. 1990, CHAPTER E.2 as agencies which school boards may enter into agreements with for the provision of out-of-classroom learning;

THEREFORE LET IT BE RESOLVED THAT the proposed Board of Directors Administrative By-law be approved, and TRCA's existing Administration Regulation and Rules of Conduct be repealed, as of July 20, 2018;

THAT the Budget/Audit Advisory Board be disbanded, effective July 20, 2018;

THAT TRCA's Use of Resources During an Election policy, as amended to reflect the language of the draft Board of Directors Administrative By-law outlined Appendix 1 of the Board of Directors Administrative By-Law, be approved and the existing standalone policy be repealed;

THAT TRCA's standalone Policy Review policy be repealed;

THAT creation of the multi-stakeholder Toronto and Region Outdoor Education Task Force as outlined in Appendix 7 be approved, with an initial term of 18 months;

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THAT a formal request be made to the Minister of Education and to area school boards for representation on the Task Force, and that staff report back on composition of the Task Force in January 2019;

AND FURTHER THAT the approved Board of Directors Administrative By-law be forwarded to the Minister of Natural Resources and Forestry and posted on TRCA's website.

BACKGROUND

Authority Administrative By-law

In 1986, the Authority adopted an Administrative Regulation and Rules of Conduct which govern procedures with respect to notices, agendas, meetings (open and closed), elections and rules of debate. The Rules of Conduct has been amended, as required, with the last amendment being in 2016. Any changes to the Rules of Conduct must be approved by the Authority, and to the Administrative Regulation by the Lieutenant Governor in Council.

Bill 139, *Building Better Communities and Conserving Watersheds Act, 2017* came into force on December 12, 2017, and this legislation amended the *Conservation Authorities Act*. Under the *Act*, each conservation authority has until December of 2018 to have their Section 19.1 compliant by-laws in place. Due to timing of the 2018 municipal elections (October 22, 2018), it is recommended that conservation authorities adopt their new by-laws in the late summer or fall of 2018, prior to a significant turnover in membership.

In anticipation of changes to the *Act*, all conservation authority by-laws received by Conservation Ontario in July and August 2017 were reviewed in order to prepare an Administrative By-law Model. A Conservation Ontario Working Group was established to provide additional input in order to prepare the draft By-law Model for review by all conservation authorities, on which TRCA was represented by its Clerk and Senior Manager, Corporate Records.

Along with the issues identified by the Working Group the following resources were used as reference to research and analyze best management practices:

- existing conservation authorities by-laws, Members briefing books, and policies and procedures received by Conservation Ontario from 12 conservation authorities, including TRCA;
- provincial and other best management practices for board governance: *Ontario Not-for-Profit Corporations Act*, Ministry of Municipal Affairs, Association of Municipalities Ontario, Board of Health Governance Toolkit, other local boards under the *Municipal Act*, Ontario Ombudsman Municipal Meetings FAQ, Ontario Ombudsman investigations, British Columbia Integrity Office, *Ontario Corporations Act*;
- not for profit best management practices for board governance: First Reference Policy Pro, Board Governance Classics, *Canada Not-for-Profit Corporations Act*;
- other Ontario legislation:
 - *Conservation Authorities Act*;
 - *Municipal Act*;
 - *Municipal Conflict of Interest Act*;
 - *Municipal Freedom of Information and Protection of Privacy Act*; and
 - *Accessibility for Ontarians with Disabilities Act*.

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The draft Administrative By-law Model was circulated to all 36 conservation authorities in November 2017 and amendments were made based on the comments received. It was presented to Conservation Ontario Council on December 11, 2017, and received endorsement in principle at that time.

South Nation Conservation coordinated a legal review of the document in February 2018. Ministry of Natural Resources and Forestry staff reviewed the document and sought feedback from the Ministry of Municipal Affairs and the Association of Municipalities of Ontario. The requested changes resulting from those discussions have been incorporated into the proposed By-law.

A final version of the Administrative By-law Model has received endorsement of MNRF. It was circulated to all 36 CA's and was endorsed by Conservation Ontario Council on April 16, 2018.

As part of TRCA's by-law development process, staff undertook a review of existing Authority committees. The Budget/Audit Advisory Board (BAAB) meetings are held infrequently throughout the year for the main purpose of recommending approval by the Authority of TRCA's budget, audited financial statements, changes to financial policies and financial updates. Staff considered the feasibility of amalgamating BAAB with the Executive Committee.

In addition, the Chief Financial and Operating Officer reviewed the fiduciary responsibility of Members against applicable legislation for inclusion in the proposed by-law.

Conservation Education

Conservation education has been viewed as an integral part of the work of conservation authorities since the inception of the conservation authority movement. At the London Conference in 1944 delegates from across Ontario, which included representatives and officials from municipalities, federal and provincial governments, the education system, the agricultural sector, and representatives of naturalist and conservation organizations, convened to study and propose a response to a range of pressing issues related to natural resource management.

In addition to resolutions related to land acquisition, flood control and conservation projects, delegates at the 1944 London Conference identified the need to improve the engagement of students throughout the educational system in Ontario, specifically:

- R.1 (g) Fostering the direction of adequate attention to all phases of the conservation of natural resources in all the educational work of the province of Ontario.

This formed the basis of future educational activities at TRCA and conservation authorities in Ontario.

Throughout TRCA's history, education, training and outreach programs at TRCA have been developed in collaboration with a wide range of partners, including school boards, municipalities, federal and provincial governments, non-government organizations (NGOs), social service agencies and others. These programs have been designed to not only develop knowledge, but provide opportunities to translate this learning into action at home, as well as in the school, community and workplace. These programs respond to an evolving curriculum within the formal education system, as well as shifts in industry, immigration and demographic trends. Today, TRCA's education activities reach over 150,000 learners annually and are delivered at one of TRCA's education sites or conservation areas.

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Since 1953, TRCA has continued to develop new and innovative education programs and facilities across the region's watersheds through both formal and informal partnerships with the eight area school boards. These partnerships include formal land leases for the operation of school board outdoor education centres, the joint construction and operation of shared education facilities, or service delivery partnerships for the provision of outdoor education.

Conservation authorities are named in Section 197 of the *Education Act* as agencies which school boards may enter into agreements with for the provision of out-of-classroom learning. However, due to legislative changes in the 1990's that affected both school boards and conservation authorities, in the last 20 years there has been relatively little growth in partnerships with the specific focus on creating new opportunities for student out-of-class experiences. To address changes in how education programs are delivered, staff is recommending the establishment of an outdoor education task force which is reflected in Appendix 7 of the draft Board of Directors Administrative By-law.

RATIONALE

By-laws are considered a legal governing document. In the spirit of best management practices of transparency and accountability, the approach to the language and layout of the draft Board of Directors Administrative By-law Model is to ensure it is understandable to the general public.

Where municipal legislation conflicts with any part of this By-law (*Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a Regulation made under one of those Acts), the provision of that Act or regulation prevails.

Section 19.1 of the *Act* sets out the requirements for by-laws, as outlined in Appendix 9. TRCA's current Administration Regulation and Rules of Conduct do not fully meet the requirements of the *Act*, and as such TRCA followed the Conservation Authority BMP and Administrative By-law Model to ensure adherence to the regulation and a high level of consistency among conservation authorities, with respect to governance. The By-law recommended by TRCA staff contains some modifications from the Model in order to meet specific TRCA needs and adhere to previous direction of the Authority, while still maintaining the desired consistency.

The proposed major changes or items to be highlighted in the proposed [Board of Directors Administrative By-law](#) are outlined as follows:

1. Section A – Definitions – Currently, 30 of 36 conservation authorities refer to their governing bodies as a 'Board of Directors'. Implementing the change in name for the governing body from Authority to Board of Directors will help staff and stakeholders understand the difference between the corporation of TRCA, also known as the Authority, and the board.
2. Section B.1 – Board Members – Board Member accountability section has been expanded to discuss the fiduciary duties of Board Members. It is vital to remember that Board Members' duty is to TRCA and not their Member Municipalities, when acting as a Board Member of the organization.

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3. Section B.4 – Representative to Conservation Ontario Council – Currently the Authority appoints by annual Resolution the Chair, Vice Chair (proposed to change the title to Vice-Chair in the proposed By-law to be consistent with the *Act*) and Chief Executive Officer as Voting Delegate, First Alternate and Second Alternate, respectively, to Conservation Ontario. Conservation Ontario requires either an annual resolution or appointment by the By-law of these positions. Staff recommends this appointment procedure be established in the By-law to eliminate the need for annual reporting on this procedural matter.
4. Section B.11 – Advisory Boards and Other Committees – In this section, the instances when advisory boards and committees shall follow the rules of procedure of the Board of Directors and the draft By-law are clearly laid out, whereas under current practice Terms of Reference for such committees were individualized by advisory board without clear governance direction.
5. Section B.12 – Remuneration of Board Members – The amended *Act* removed the requirement for Board Members remuneration to be approved by the Ontario Municipal Board, but with this change the *Act* is unclear on the ability to pay remuneration to Members. As a not-for-profit organization that has never received Ontario Public Guardian and Trustee (PGT) approval to provide compensation to Board Members, it is TRCA staff's current understanding that TRCA does not have the ability to pay Board Members remuneration. The legal advice received to date on this matter is if the Board Members would like to receive remuneration, then TRCA should contact the PGT for permission to do so. Further, the By-law recommends that advisory board members not be eligible for remuneration, and expands on what expenses are eligible for reimbursement from the current allowances, subject to identified approvals.
6. Section B.13 – Records Retention – It is now a requirement of the *Act* to state records retention policies in the By-law. As such, staff has included the requirement that TRCA shall keep, retain and protect full and accurate records in accordance with TRCA's Records Management policy and the *Municipal Freedom of Information and Protection of Privacy Act*.
7. Section B.14 – Records Available to the Public – The *Act* has a requirement to make records available to the public, subject to the *Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA)*. TRCA is in compliance with the *Act* in this regard, and now such actions are documented in the draft By-law.
8. Section B.15 – By-law Review – The *Act* requires regular review of the By-law to ensure it remains current and relevant. TRCA staff recommends this review be conducted at a minimum of every five years.
9. Section B.16 – Enforcement of By-law and Policies – Currently the Rules of Conduct are silent on how to handle situations when a Board Member does not adhere to their duties as outlined. This section provides a mechanism for enforcing the By-law, and the procedures to be undertaken to investigate any reported breach. This provides greater clarity to staff and Board Members on duty of care and responsibilities.

Item 8.2

10. Section B.17 – Indemnification of Board Members, Officers and Employees – TRCA currently maintains an Indemnification policy to cover these individuals. TRCA staff recommends this section of the By-law reference TRCA's policy which shall be reviewed by risk management staff in 2018 based on the Conservation Ontario recommendation and that of TRCA's insurer and solicitor.
11. Section C.4 – Meetings with Closed “In Camera” Sessions - The criteria to hold a meeting or part of a meeting in closed session have been expanded to incorporate the reasons outlined in the *Municipal Freedom of Information and Protection of Privacy Act*, from those strictly outlined in the *Municipal Act*, as is the case with the current Rules of Conduct. This allows for greater flexibility in reporting and provides consistency for staff on how they treat confidential matters, whether in reporting to the Board of Directors, Executive Committee or advisory board, or handling Freedom of Information requests. Further, the procedures adopted by the Board of Directors for handling confidential material has been included in this section.
12. Section C.7 – Order of Business – It is recommended to alter the order of business from the Rules of Conduct to add the Acknowledgement of Indigenous Territory at the beginning of every meeting, to be read by the Chair. This is in keeping with Leadership Strategy #6 – Tell the story of the Toronto region, of TRCA's strategic plan: Building The Living City, and is currently in practice at TRCA Authority and Executive Committee meetings.
13. Section C.9 - Debate – It is recommended to reduce the allotted speaking time for Board Members from five minutes to three minutes. An additional clause is being recommended such that no Board Member may speak more than once to the same question, except by leave of the Chair. In recent years more Board Members have been engaged in conversations which provides for greater cross-jurisdictional input on matters, but time restrictions of Board Members are a concern in maintaining quorum. The reduction in speaking time will facilitate this more inclusive discussion.
14. Section C.12 – Electronic Participation – The Board Members participation in meetings by teleconference remains unchanged from current practice. However, it has been added to the By-law that staff shall not participate in meetings electronically, which has been the unofficial staff position but now it is stated in the draft By-laws. A further section has been added to capture webcasting of meetings which began at Authority Meeting #5/18, held on June 22, 2018.
15. Section C.13 - Delegations - Delegations are recommended to be limited to one meeting of the Board of Directors, Executive Committee or advisory board when the matter is to be considered, except by approval of the Chair to be heard at an additional meeting(s). Currently there is not a rule limiting the ability of deputants to speak at Board of Directors, Executive Committee and advisory board meetings, therefore duplication may occur. This procedure will require deputants to determine which meeting they will speak at in instances when the item is being considered at both meetings. This may not be strictly applied if there is a material change in the direction of recommendations related to the item and therefore additional delegate information may be pertinent. Staff will need to provide guidance to delegates to advise them of this By-law in such circumstances, to ensure they have all of the information before making a decision on when to appear. It is not proposed to change the five minutes delegates will be afforded to speak and the opportunity to submit written submissions up to the start of any meeting.

Item 8.2

16. Appendix 1 - Code of Conduct for Board Members – This document is required as part of the By-law under Section 19.1 of the *Act*. Currently the expectation is that Authority Members adhere to the code of conduct of their appointing agency. The adoption of the Code of Conduct for Board Members satisfies the requirements of Section 19.1 of the *Act*. Further, such guidelines are intended to enhance public confidence that Board Members operate from a base of integrity, justice and courtesy. The proposed code of conduct is also intended to assist Board Members in dealing with situations not adequately addressed or that may be ambiguous in existing TRCA resolutions, regulations, or policies and procedures. The Code of Conduct for Board Members outlines the expectations for Board Members when at TRCA meetings or acting on behalf of TRCA.
17. Appendix 2 – Conflict of Interest for Board Members – This document is required as part of the By-law under Section 19.1 of the *Act*. As TRCA is bound by the *Municipal Conflict of Interest Act*, currently the expectation is that Authority Members adhere to that *Act* and any such rules of their appointing agency. The guideline included within the draft By-law is intended to assist Board Members in understanding their obligations. Board Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.
18. Appendix 4 –Board of Directors Terms of Reference –The Authority has always operated under the direction of the *Act*, the Administration Regulation and Rules of Conduct, however staff developed of a Terms of Reference (ToR) to help both Board Members and TRCA staff to better understand what the requirements are to bring a matter to the Board of Directors, including policies. The ToR does not limit staff from reporting in other circumstances as required by the Board of Directors, Secretary-Treasurer or other legislation should the need arise. The ToR clearly lays out the responsibilities of the Board of Directors as a governance rather than an operational board.
19. Appendix 5 –Executive Committee Terms of Reference - Staff is recommending the amalgamation of BAAB with the Executive Committee to improve the financial reporting process. More timely reporting can occur with the amalgamation as the Executive Committee meets approximately monthly, and a more comprehensive discussion can be had due to larger number of Board Members presentation the Executive Committee. As such, the Terms of Reference for the Executive Committee (Appendix 5) has been updated to include the previous responsibilities of the BAAB, as well as other responsibilities of the Executive Committee not captured previously in the existing ToR.
20. Appendix 6 and 7 – Advisory Board Terms of Reference - The ToR of Partners in Project Green (PPG) and Regional Watershed Alliance (RWA) were previously adopted by the Authority, as advisory boards of the Authority. The ToR are included with the By-laws as an official companion document; such ToR were not previously included with the Rules of Conduct, and the requirement to follow the rules and procedures of the Authority was not formally laid out. Staff will make the required administrative changes to the ToR to reflect the approved By-law.

Item 8.2

21. Appendix 8 – Toronto and Region Outdoor Education Task Force Terms of Reference – As previously outlined, in order to meet future student needs and respond to a rapidly changing urban environment, TRCA's 2013-2022 strategic plan, *Building The Living City* identified the need to establish strong partnerships to ensure improved student access to out-of-class learning experiences while recognizing and engaging the diverse population of the Toronto region. To this end, staff is recommending the establishment of the Toronto and Region Outdoor Education Task Force for greater collaboration between TRCA and school board trustees as outlined in Appendix 8 of the draft By-laws, with an initial term of office for 2019-2020. If adopted by the Authority as an advisory board, the ToR will be a companion document to the By-laws.
22. The requirements to appoint TRCA's banker and auditor have been removed as these contract awards are approved in accordance with the specific monetary limits set by the Board of Directors and in accordance with the policies and procedures established by the Board of Directors.
23. The draft By-law is more up to date in that it speaks to requirements under the *Accessibility for Ontarians with Disabilities Act*.
24. For ease of use for Board Members and staff, the By-law is a more comprehensive and consolidated document than the Rules of Conduct, including more detailed by-laws, and copies of policies, procedures and guidelines such as the Use of Resources During an Election and Hearing Guidelines.

Further to the South Nation Conservation legal review of the Administrative By-law Model, TRCA staff obtained legal review of the draft Board of Directors Administrative By-law, and comments from the TRCA solicitor are incorporated into the draft By-law as proposed.

In preparing the draft By-law and reviewing companion documents, TRCA staff completed a review of the Use of Resources During an Election policy and procedures which were approved by the Authority in 2013. Staff has confirmed that the policy and procedures still meet TRCA's needs in the current environment, and as such do not recommend any changes to the policy and procedures, and are seeking Authority approval of the document.

DETAILS OF WORK TO BE DONE

The *Act* requires that a conservation authority approve by-laws meeting the requirements of Section 19.1 upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the Authority. Upon approval of the Authority, the Board of Directors Administrative By-law will come into effect and the Administrative Regulation and Rules of Conduct which were created under the repealed Section 30 of the *Act* will cease to be in force. The approved By-laws will then be posted on the TRCA website.

Staff will report to the Board of Directors for approval of changes to the Board of Directors Administrative By-law as required, as it will be reviewed by staff at the earlier of every five years or as circumstances arise requiring changes. This regular review will ensure the By-laws are in compliance with relevant law, and that best management practices in governance are being followed.

Item 8.2

Staff will report to the Board of Directors in January 2019 on the proposed membership for the Toronto and Region Outdoor Education Task Force.

Report prepared by: Kathy Stranks, extension 5264, Michael Tolensky, extension 5965

Emails: kstranks@trca.on.ca, mtolensky@trca.on.ca

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Date: July 6, 2018

Attachments: [Link to Proposed Board of Directors Administrative By-Law](#)

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **TORONTO AND REGION CONSERVATION AUTHORITY ADMINISTRATIVE
OFFICE BUILDING PROJECT**

KEY ISSUE

Approval in principle to modify Toronto and Region Conservation Authority's new administrative office building project to adhere to the available budget.

RECOMMENDATION

THAT the project update which proposes to modify the previous Authority approval of the administrative office building project to adhere to budgetary changes be approved;

THAT staff report back on the outcome of the Site Plan Approval process and recommendation of the design specifications to be included in the construction tender to ensure the construction of the project meets Toronto and Region Conservation Authority's (TRCA) sustainability expectations and City requirements;

AND FURTHER THAT Mike Mattos be added as a Member of the Long Term Office Accommodation Working Group.

BACKGROUND

The Long Term Office Accommodation Working Group (LTOAWG) was established on May 23, 2008 by Authority Resolution #A126/08, to determine the office accommodation needs of TRCA over the next 30 years and recommend a comprehensive, cost effective solution. At Authority Meeting #2/15, held on February 27, 2015, the Authority approved appointment of new members to the Working Group and the selection of the existing Head Office site at 5 Shoreham Drive as the preferred site for TRCA's new headquarters. The LTOAWG is currently comprised of the Chair, Maria Augimeri and the following Authority Members: Glenn De Baeremaeker, Jack Heath, Colleen Jordan and Anthony Perruzza.

Under the direction of the LTOAWG, and with the assistance of DTAH, staff undertook an intensive planning and design process, which included the development of a project charter with objectives for TRCA's long term head office; a sustainability charter to evaluate proposed designs against; a building program and needs assessment; a preliminary consultation with stakeholders and potential partners such as York University, Tennis Canada, City of Toronto, Ontario Ministry of the Environment and Climate Change; design workshops with DTAH's consulting team; development of independent construction costs by A.W. Hooker and Eastern Construction; and life cycle cost assessments.

Item 8.3

Under the direction of the LTOAWG and staff, DTAH developed a schematic design for a six-storey, 190,254 ft² (100,000 ft² office and 90,254 three level underground parking garage) building that featured a low-carbon wood and concrete hybrid structural system and proposed to achieve Leadership in Energy and Environmental Design (LEED) platinum and WELL Building silver certification. This concept and a preliminary cost estimate were presented at LTOAWG Meeting #2/15, held on July 24, 2015. LTOAWG members directed staff to assemble life cycle cost information for the proposed schematic design and compare it to other options such as purchase of an existing building and continuing to lease.

This information was presented at LTOAWG Meeting #3/15, on November 13, 2015, along with updated build new option construction cost estimates of \$57,841,916 as provided by A.W. Hooker and \$56,549,640 as provided by Eastern Construction (in 2015 dollars). The cost of constructing the building out of concrete was estimated by Eastern Construction at \$51,508,836 which was also provided for consideration of the Working Group at this meeting, identifying a potential savings of \$5,040,804 in 2015 dollars. The wood option was supported by the Working Group as it has the advantages of supporting TRCA's sustainability objectives by offering a low carbon, renewable building material that can be sustainably sourced. Wood construction also allows for prefabrication to be considered during construction to reduce construction time, reduces the weight of the building, reduces the amount of material deliveries to the site and reduces the amount of formwork required which in turn reduces significant amounts of construction waste.

LTOAWG members agreed with the staff recommendation that the continue to lease option was not a cost effective solution to TRCA's long term head office requirements and that it should be removed from further consideration. Staff presented that the purchase of an existing building was comparable in price to the build new option; however, with higher risks and less benefits. The LTOAWG directed staff to revise the financing proposal and provide more detail on aspects related to past head office design studies (i.e. Integra 2008), parking, existing buildings for sale, and funding options.

At LTOAWG Meeting #4/15, held on December 4, 2015, staff provided a draft Authority report for consideration, which included a project summary, comprehensive justification and recommendation for Authority approval to proceed with the new build option at 5 Shoreham Drive. This information was included in a report at Authority Meeting #12/15, held on January 29, 2016 which recommended approval of the project in principle based on the design developed by DTAH, with a finance proposal for an upset limit of a \$70 million capital asset outlay.

RATIONALE

At Authority Meeting #5/16, held on June 24, 2016, Resolution #A85/16 approved the construction of an administrative office building at a cost of \$70,000,000 and directed staff to take the necessary action to complete the project, including the submission of formal requests for approval to the participating municipalities and the Province of Ontario. On February 24, 2017, staff reported at Authority Meeting #1/17 that all six of TRCA's participating municipalities, by way of their respective Councils, had approved the project and the allocation of \$60,000,000 in new and existing capital funding toward the project.

Item 8.3

Following this meeting, TRCA staff began the process of assembling an integrated design team and reported at Authority Meeting #7/17, held on September 22, 2017, of the Minister of Natural Resources and Forestry's decision to not grant approval to allocate approximately \$10 million to the project from existing and future land sale disposition proceeds, inclusive of the provincial and TRCA share of the revenue. Staff also reported at this meeting that other funding for the project would continue to be explored as well as opportunities to reduce the overall cost of the project through the final design process. In the fall of 2017 the integrated design team assessed the DTAH budget and developed a total project budget of \$80,876,216, assuming all soft and hard cost including design, permitting, construction, financing, commissioning, fit-out, staff relocation and contingences, which exceeds the approved \$70,000,000 budget by \$10,876,216.

Subsequently, at Authority Meeting #4/18, held on May 25, 2018, staff reported on the Minister's decision on May 8, 2018 to allow the use of \$3,538,000 in disposition proceeds towards the project, for a total budget of \$63,538,000. As a result of the refined costing model and in conjunction with the reduced funding envelope, TRCA challenged the integrated design team, to realize a highly efficient, cost effective building within a \$63,538,000 budget.

The first option to be explored was a reduction in overall on-site parking to achieve the minimum requirement to meet City of Toronto Zoning By-law 569-2013. Elimination of the underground parking would result in a reduction in upfront, capital costs, of approximately \$8,500,000 and a reduction in projected annual maintenance costs. Removal of the underground parking also eliminates the potential risk related to potential cost and schedule delays associated with the excavation, shoring and dewatering activities required to construct underground parking.

SvN is providing municipal approval services and provided comment on TRCA's draft Site Plan with zoning boundaries and zoning analysis on March 22, 2018. This zoning analysis confirmed that the Open Space Natural Area (ON) designation on the lower half of TRCA's property extends north along a portion of the right-of-way that had been shown as surface parking in the original DTAH concept as illustrated in Attachment 1. Locating parking in the ON zoned portion of the public right-of-way has been identified by SvN as being a significant risk in terms of zoning compliance and approvals. Locating parking in this area would require at a minimum a minor variance application and possibly a zoning amendment. Based on the zoning and TRCA's further analysis of the potential impacts of parking on the existing and adjacent tree cover in this area, the amount of surface parking proposed on-site has been reduced from the original 159 parking spaces proposed in the DTAH concept to 44 parking spaces.

The result is similar to the original DTAH concept, with surface parking within the right-of-way between TRCA's property and Tennis Canada, and the balance of TRCA's parking being met within the adjacent Black Creek Pioneer Village parking lot which has capacity to accommodate up to 700 vehicles. The refined concept also separates TRCA parking from Tennis Canada's to address security concerns and prevent operational issues associated with two organizations sharing a parking lot. This strategy allows TRCA to take advantage of an existing asset without incurring additional costs and allows more of the site to be protected and restored as part of the Black Creek ravine system. It also eliminates substantial upfront capital investment in underground parking which is costly to maintain and operate, which may not be needed in the future, and will be difficult to repurpose.

Item 8.3

For years, TRCA staff has reached out to several organizations in regards to renting space in TRCA's future office, but no partnership has been confirmed. As such, TRCA staff needed to be creative in developing a future proofing strategy within the available capital budget. TRCA staff worked with the integrated design team to review and refine the building program, with consideration for projected growth by each TRCA business unit. The resultant building program results in a reduction in size from 100,000 to 80,000 ft², achieving a greater efficiency in the use of space by not allocating permanent space to staff that by the nature of the jobs are not in the office the majority of the time (e.g. education staff that spends more than three days a week out of the office delivering programs). The design can accommodate future growth through a one floor addition of 640 to 1,237 m² (6,889 to 13,315 ft²) should it be needed. It also considers feedback from staff that the long linear floorplates proposed by the original DTAH concept would result in staff teams being located on multiple floors, which would inhibit collaboration between teams that commonly work together. The resultant design takes the original linear floorplates and combines them over one floor as illustrated in Attachment 1. The result is larger floorplates, over fewer floors, and a reduction from six to four storeys. The upfront capital cost reduction is estimated at \$8,000,000, with a further estimated savings of \$250,000 per year in operating and maintenance costs.

Other elements of the original DTAH concept remain unchanged including ambitions to construct the building structure with a wood and concrete hybrid system and achieve a design that relies on low carbon and renewable energies from roof mounted photo voltaic (PV) panels and geothermal energy exchangers.

At Authority Meeting # 4/18, held on May 25, 2018, the Authority Members directed staff to report back on the cost comparison of a wood versus concrete structural system and the environmental impact of using wood. The current approved concrete and wood hybrid structure features cross laminated (CLT) slabs and glulam columns and beams. The costs of the current structure are identified below in relation to cost of substituting a concrete structural system, as provided by Eastern Construction.

Projected Cost of Proposed Hybrid Structural System Versus Concrete

Concrete	\$2,141,526
Structural Steel	\$238,650
Wood (Glue Laminated System)	\$5,314,372
Sub-total	\$7,694,548
Substitute wood with concrete	(\$1,722,000)
Increase formwork costs on irregular bay sizes and floors	\$122,684
Increase foundation	\$213,200
Include ceiling finishes	\$410,000
Add thermal bridging at windows	\$82,000
Tariffs/Market conditions on rebar	\$127,920
Increase schedule/site logistics	\$100,000
Substitute lost LEED v4 credits	\$241,900
Total potential savings*	(\$424,296)

*Note redesign, increased inflation and office lease extension costs would far surpass any potential savings if pursued at this point in the project.

Item 8.3

The wood structure will utilize 2,312.8 m³ of fast growing pine, spruce and fir trees from managed wood lots. An average tree can produce 1.2 m³ of wood product, therefore it is estimated that TRCA's office building will require 1,928 trees to be harvested. Based on the rates calculated by the University of British Columbia in their evaluation of the Brock Commons project, U.S. and Canadian forests grow the amount of wood required for TRCA's administrative office in six minutes. The advantages of utilizing a wood structural system are as follows:

1. Reduction of Structure Weight – mass timber is significantly lighter than a steel or concrete structure. The reduction in weight means smaller foundations resulting in less cost and time spent “underground” on foundations work and less disruption to TRCA's sensitive ravine site that supports many mature trees.
2. “Finished” looking Structural Systems – raw steel or concrete structures require “finishing” costs to cover ceilings and wall treatments to address fire safety, aesthetics and acoustic impacts. Mass timber can be left “as is” eliminating the cost and time of “finishing” required with steel or concrete structures.
3. A Canadian Solution - Canada is a world leader in mass timber development, manufacture and installation, and thus it is becoming an important job creator in the country as a whole and in Ontario. The ability to rely on a raw material and manufacturing process within Canada means that mass timber is not exposed to US tariff uncertainties. There are no structural steel rolling mills in Canada and most concrete reinforcing steel comes from the US, therefore, both steel and concrete are at much higher risk of cost escalations due to an unpredictable US trade environment. By using mass timber, TRCA will be supporting a technology of which Canada is a world leader and will be creating green, long term and high tech manufacturing jobs in Canada.
4. Sustainable and Low Carbon – the wood used for mass timber construction comes from sustainably managed forests. When compared to equivalent concrete or steel products (steel beams versus wood beams, concrete floors versus wood floors etc.), wood has a significantly lower carbon footprint over its life cycle. In numerical terms the US Environmental Protection Agency estimates that the production (harvesting, processing and transportation) of one tonne of lumber requires only about 15% of the carbon emissions than the production of one tonne of recycled steel, and 12% of the carbon emissions than the production of one tonne of concrete. Use of wood results in four LEED points based on the calculated life cycle impact reduction. A concrete structure results in a higher carbon footprint which would need to be offset by investing in other strategies, for example increasing on-site renewable energy production from 5% to 10%.
5. Durable and Low Cost - mass timber structural systems are comparable in terms of expected servable life and operation and maintenance cost to steel or concrete structures.

Staff met with the LTOAWG on June 8, 2018 to discuss the modifications to the project, as well as the cost comparison of the approved structural system versus a concrete structural system. The working group approved the modifications to the project to adhere to the reduced budget in principle and recommended the addition of Mike Mattos to the Working Group. Staff will convene the next meeting of the Working Group in early 2019 to discuss the outcome of the Site Plan process and draft tender specifications to ensure the construction of the project meets TRCA's sustainability expectations.

Item 8.3

FINANCIAL DETAILS

As noted above, TRCA staff revised the original project cost based on the results of recent procurement of consultant services and with support from the integrated design team and TRCA's Project Manager, Jones Lang LaSalle. The revised budget shown below in comparison to the original budget prepared in 2015 identified a difference of \$10,922,804 in soft costs required to deliver the entire scope of the project. This new information on additional soft costs required changes to the scope of the project to ensure delivery by the June 2021 deadline, within the approved budget.

Budget	Original	Revised	Difference
Construction Cost*	\$61,211,316	\$61,211,316	\$-
Consultant Fees	\$3,342,096	\$4,595,037	\$1,252,941
Permits and Approvals	\$400,000	\$775,274	\$375,274
Other (Contingency)	\$5,000,000	\$5,000,000	\$-
Furniture/Fittings and Equipment	\$-	\$1,550,000	\$1,550,000
Relocation Costs	\$-	\$1,342,000	\$1,342,000
Project Management	\$-	\$2,575,000	\$2,575,000
Financing Costs	\$-	\$2,515,265	\$2,515,265
Non-Recoverable HST (1.76%)	\$-	\$1,312,324	\$1,312,324
Total	\$69,953,412	\$80,876,216	\$10,922,804

*includes 10% design contingency and 5% construction contingency and 1.5% escalation/year

Further, in order to meet the project budget of \$63,538,000, TRCA has worked with the consultant team to propose a building that meets TRCA's needs, through refined design and construction assessments. The total all-in cost to realize construction, office fit out, commissioning and staff relocation for the proposed ZAS/BMCEA building is estimated as follows:

Budget	DTAH – Revised	ZAS/BMCEA - Proposed	Difference
Construction Cost	\$61,211,316*	\$44,704,505**	(\$16,506,811)
Consultant Fees	\$4,595,037	\$4,595,037	\$-
Permits and Approvals	\$775,274	\$775,274	\$-
Furniture/Fittings and Equipment	\$1,550,000	\$1,550,000	\$-
Relocation Costs	\$1,342,000	\$1,342,000	\$-
Project Management	\$2,575,000	\$2,575,000	\$-
Financing Costs	\$2,515,265	\$2,515,265	\$-
Non-Recoverable HST (1.76%)	\$1,312,324	\$1,021,805	(\$290,519)
Contingency	\$5,000,000	\$4,459,114	(\$540,886)
Total	\$80,876,216	\$63,538,000	(\$17,338,216)

*includes 10% design contingency, 5% construction contingency and 1.5% escalation/year

**includes 10% design contingency, 3% construction contingency and 5% escalation contingency

TRCA staff will continue looking for avenues to obtain grant funding, however, in order to advance the project, the organization must proceed with the planning and design under the assumption that a \$70M project is no longer viable given the \$6.5M existing shortfall.

Item 8.3

Should any of the estimated contingency not be required or should TRCA be successful in obtaining grant funding, this money will be applied to reduce the overall term of TRCA's financing.

Major Maintenance Capital funding is available to Site Plan Approval process and tender for construction under account 006-50.

DETAILS OF WORK TO BE DONE

The key phases of the project are as follows:

Project Phases / Duration	
Architectural Design	October, 2017 – July, 2018
Site Plan Approval	July, 2018 – July, 2019
Building Permit	October, 2018 – August, 2019
Tender Contract Documents	July, 2018 – March, 2019
Award Construction Contract	March, 2019 – July, 2019
Construction (assumes partial bldg. permits)	April, 2019 – June, 2021
Occupancy	March, 2021 – June, 2021

Staff will report back to the Authority to provide an update on the outcome of the Site Plan Approval process and recommendations on tender specifications to ensure the construction of the project meets TRCA's sustainability expectations.

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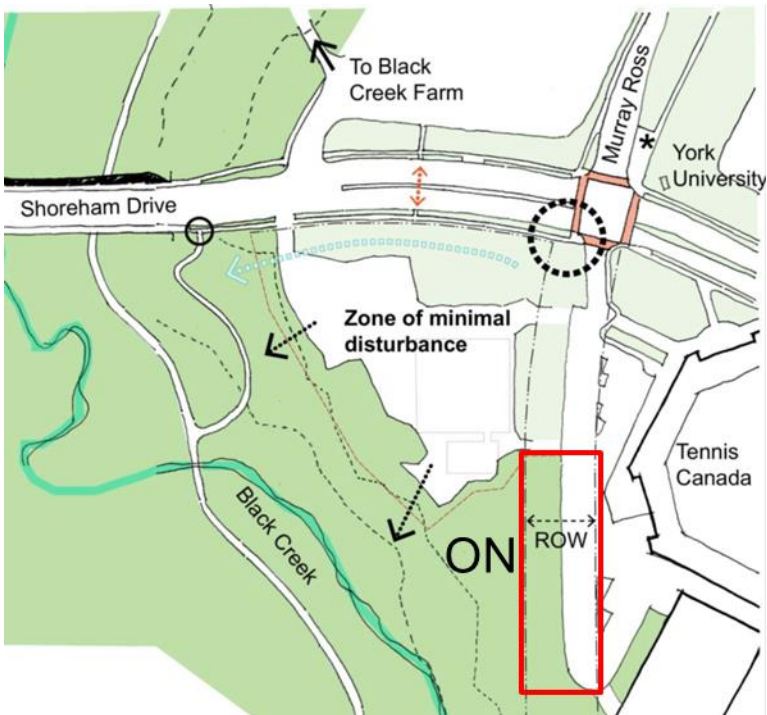
For Information contact: Laura Stephenson, extension 5296

Emails: lstephenson@trca.on.ca

Date: June 26, 2018

Attachments: 1

Attachment 1



DTAH Concept



DTAH Concept
159 Surface Parking Spaces



ZAS/BMCEA Concept
44 Parking Spaces

Item 8.3



ZAS/BMCEA Concept

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **LOGO, WORDMARK AND MASTER BRANDING IMPLEMENTATION**
Toronto and Region Conservation Authority Brand Identification

KEY ISSUE

Approval of proposed changes to the logo, wordmark and creation of a master brand which are essential to developing cohesive messaging for TRCA stakeholders.

RECOMMENDATION

THAT the new Toronto and Region Conservation Authority (TRCA) corporate logo, wordmark and master branding be approved, effective immediately;

AND FURTHER THAT Toronto and Region Conservation Foundation (TRCF) be authorized to utilize the attached logo and wordmark, upon approval by their Board of Directors.

BACKGROUND

At Authority Meeting #4/12, held on May 25, 2012, Resolution #A84/12 approved changing TRCA's corporate logo and wordmark. At that time, the previous logo which was officially adopted in 1972, commonly referred to as the "chevron", was replaced with the round icon. The blue, green and yellow circle represents the connection and continuity designed to reflect the on-going and ever-changing, interdependence of all TRCA aspires to achieve – healthy rivers and shorelines, greenspace and biodiversity, and sustainable communities.

The wordmark that accompanies the icon has evolved over the decades, driven primarily by the organization's name change from "Metropolitan Toronto and Region Conservation Authority" to "Toronto and Region Conservation Authority" and most recently, in 2001, to incorporate the wording "for The Living City".

In 2011, The Living City Foundation adopted a new logo and wordmark as part of a re-launch of the Foundation.

RATIONALE

The proposed logo included in Attachment 1 increases the size of the green leaf, blue wave and yellow hand symbols in the TRCA logo, while eliminating the black stylized "T". While the intention of the "T" was to integrate the three symbols together in a holistic and complete way, it actually accomplished the opposite objective – the black was seen as a barrier between the symbols. The proposed logo provides for a clean, seamless integration of the symbols and acts as a conduit between the three, which can be perceived to be a trail system, waterway or partnership.

Item 8.4

The proposed wordmark included in Attachment 1 intends to eliminate confusion as to what TRCA stands for, in conjunction with the changes to the Board of Directors Administrative Bylaw. Although The Living City vision is a vital component of TRCA's objectives, its inclusion in the TRCA wordmark has distorted branding to the point where stakeholders are unclear as to how to define the organization. The ambitions of The Living City will continue to help guide the organization, however, the provincially mandated authority designation is fundamental for building brand awareness.

Throughout TRCA's history, the organization has never had a comprehensive branding strategy for its locations and programs. As of 2018, TRCA has approximately 100 unique logos/wordmarks for its identifiable locations and programs, which makes it difficult to build brand awareness for the organization. When people are visiting TRCA parks or attending TRCA programming, their positive experiences should be associated with TRCA's brand, which helps our organization to build goodwill within the TRCA jurisdiction. The proposed master branding in Attachment 1 will help the Authority achieve this objective and provide TRCA's corporate services team with branding options, depending on the sizing of materials.

At Authority Meeting #4/18, held on May 25, 2018, Resolution #A69/18 endorsed The Living City Foundation's name change to Toronto and Region Conservation Foundation, in part, as follows:

...THEREFORE LET IT BE RESOLVED THAT The Living City Foundation proposal to be renamed Toronto and Region Conservation Foundation be endorsed;

As noted in the staff report, the name change is essential to helping the Foundation build stronger ties with the organization and stakeholders. The proposed Foundation logo in Attachment 1 will help the Foundation achieve this objective.

FINANCIAL DETAILS

The cost for primary signage replacements at TRCA's head office, park locations and TRCA's fleet is estimated to be \$50,000, plus HST. Funds have been identified in TRCA's 2018 operating budget for this additional cost.

As it pertains to interior park signage, office supplies/inventory (i.e. apparel, stationery, etc), replacement costs will be deferred whenever feasible until the current stock is depleted. As such, no additional costs will be incurred by the Authority as a result of this resolution.

DETAILS OF WORK TO BE DONE

TRCA will amend existing operational corporate branding guidelines to support changes to the corporate logo and implementation of master branding for the organization's properties, programs, events, etc.

TRCA will work with staff and stakeholders to implement the master branding strategy over the coming months, with the expectation that certain locations/programs may maintain a unique logo/wordmark for strategic purposes (i.e. Black Creek Pioneer Village), but will find a way to incorporate TRCA into the logo, in order to build brand awareness.

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Date: July 3, 2018

Attachments: 1

Attachment 1

Logo, Wordmark and Master Branding Modernization

CURRENT	PROPOSED
<p>TRCA Logo</p> 	
<p>Foundation Logo</p> 	
<p>TRCA Location Example</p> 	
<p>TRCA Program Example</p> 	

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Darryl Gray, Director, Education, Training and Outreach

RE: **TORONTO DISTRICT SCHOOL BOARD EXCURSION POLICY**
Ontario Camps Association Accreditation for Overnight Education Centres

KEY ISSUE

Request for exemption from Toronto District School Board Excursion Policy requiring Ontario Camps Association Certification for overnight education centres at Albion Hills and Lake St. George field centres and Claremont Nature Centre.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) and the Toronto District School Board (TDSB) have a history of partnerships and collaboration dating back to 1953 that provide for the provision and delivery of outdoor education and natural-science based learning programs for students of area schools;

AND WHEREAS TRCA and TDSB have formal agreements for the provision of greenspace, facilities and support services for TDSB students within TRCA conservation lands;

AND WHEREAS TDSB recently adopted changes to their Excursion policy requiring Ontario Camps Association Certification for overnight outdoor education centres;

AND WHEREAS TRCA meets and/or exceeds all current Ministry of Education endorsed excursion safety guidelines related to outdoor education;

AND WHEREAS TRCA education centres that provide overnight accommodations are not camps;

THEREFORE LET IT BE RESOLVED THAT TRCA, as its current operating standards adhere to Ministry of Education excursion safety guidelines, request an exemption from Toronto District School Board's Excursion policy requiring Ontario Camps Association Certification for facilities providing overnight education programs for TDSB students;

THAT TRCA request the opportunity to strengthen the partnership between TRCA and TDSB to identify mechanisms to further maximize the efficient use of public assets such as greenspace and education facilities to enhance student learning in the out-of-doors;

AND FURTHER THAT the TDSB Board of Trustees and the Minister of Education be so advised.

BACKGROUND

TRC) and TDSB have a long history of partnerships that support and enable TDSB student learning in the out-of-doors. This partnership extends back to 1953 through a unique collaboration between York Memorial Collegiate Institute and the then Humber Valley Conservation Authority. This partnership took the innovative approach of immersing students in the natural environment for a five day field trip to Bolton, Ontario which served to strengthen student understanding and learning outcomes related to watersheds and natural systems, and provided a 60+ year foundation for partnerships between the two organizations.

Since that initial five day field trip, the relationship between TRCA and TDSB has grown to include a significant suite of formal leases and collaborations that enhance and support learning opportunities for TDSB students, including:

- Three TDSB education centres located on TRCA-owned land:
 - Etobicoke Field Studies Centre at Claireville Conservation Area;
 - Etobicoke Outdoor Education Centre at Albion Hills Conservation;
- Forest Valley Outdoor Education Centre in the Don River watershed (lease administered by City of Toronto); Two TDSB outdoor education centres located adjacent to and utilizing TRCA-owned, City of Toronto managed, greenspace:
 - Warren Park Outdoor Education Centre in the Humber River watershed;
 - Hillside Outdoor Education Centre in the Rouge River watershed.
- Participation of over 7,000 students in TRCA in-class programs, including Watershed on Wheels, Aquatic Plants or Yellow Fish Road annually.
- Participation of approximately 18,000 students in day field trips to TRCA education centres and conservation areas, including Black Creek Pioneer Village, the Kortright Centre for Conservation, Tommy Thompson Park and Albion Hills Conservation Area.
- Participation of 1,500 students from TDSB schools in multi-day outdoor education experiences at TRCA overnight centres: Albion Hills and Lake St. George Field Centres and Claremont Nature Centre.

RATIONALE

From the inception of the partnership between TDSB and TRCA, leaders within both organizations, and the Province of Ontario, saw the benefit and efficiency of school boards and conservation authorities working together to ensure access for students to curriculum-linked outdoor education lessons that leveraged the value of public assets and public greenspace. This is to the extent that Section 197 (7 – 9) of the *Education Act* provides a mechanism for school boards to establish formal agreements with conservation authorities for the provision of out-of-class learning experiences.

It is through this mechanism within the *Education Act* that TRCA and local school boards, including TDSB, have been successful in creating a learning system where a large number of students within the region's watersheds have access to world-class outdoor learning centres that enhances student experiences and creates the foundation for a sustainable future. One example of the important relationship between TDSB and TRCA was the acknowledgement within TDSB Operational Procedure PR511 SCH: Excursions, "Appendix A", that TRCA overnight centres, with the exception of lake studies programs at Lake St. George Field Centre, were identified specifically as "not high-care", meaning that they are deemed to be of lower risk by TDSB and acceptable field trip destinations for TDSB schools. However, recent policy changes at TDSB related to Ontario Camps Association (OCA) accreditation requirements for overnight centres will result in students from TDSB schools no longer being able to participate in field trips to TRCA overnight centres at Albion Hills and Lake St. George field centres and Claremont Nature Centre.

Item 8.5

OCA certification is an accreditation program for summer camps operating in Ontario designed to ensure a high standard of operational quality and camp safety for certifying camps. While OCA certification may be appropriate for camps delivering summer programs for youth and families in Ontario, TRCA education centres are unique facilities operated by a government agency that provides curriculum-linked natural-science and watershed-based lessons related to the conservation authority legislated mandate to advance student understanding related to complex watershed and ecosystem issues.

Additionally, on May 1, 2018 the Ministry of Education, stemming from the Deloitte review and assessment of school board policies related to outdoor education/excursions following the July 2017 drowning, issued a memo emphasizing the Ministry's expectations that school boards have policies in place that meet or exceed Ophea's Ontario Physical Education Safety Guidelines. In keeping with Ministry of Education directives, TRCA, in consultation with school board partners, adheres to Ministry of Education endorsed Ontario Physical Education Safety Guidelines as administered by Ophea and has a robust and sophisticated risk-management program supported by professional risk-managers, TRCA's insurance providers and front-line teachers and staff.

FINANCIAL DETAILS

On average, TRCA hosts 26 TDSB school visits per year at one of the three overnight education centres. Of this, twenty schools participate in the Environmental Leaders of Tomorrow program, which provides funding support for classes that would not otherwise be able to access a trip to a TRCA field centre, and the remaining six schools pay the standard user fees applicable to overnight excursions to TRCA field centres.

The 20 visits funded under the Environmental Leaders of Tomorrow program have been re-allocated to classes at other school boards that meet the eligibility criteria, resulting in no financial implications, while the gross financial impact of the loss of six class bookings is approximately \$31,500.00, though a portion of this has been offset through classes from other area school boards reserving space historically utilized by TDSB.

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Date: June 26, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Chandra Sharma, Director, Watershed Strategies

RE: **THE MEADOWAY**
Parking for Community Access

KEY ISSUE

Update on Executive Committee request for parking to access The Meadoway in the Lawrence/Brimley/Midland Avenue area of Scarborough, City of Toronto.

RECOMMENDATION

WHEREAS The Meadoway is a transformational opportunity that will revitalize 16 linear kilometres and over 500 acres of transmission corridor in Scarborough, City of Toronto, by creating high functioning meadow habitat complete with a connected multiuse trail, recreation and urban agriculture opportunities;

AND WHEREAS requests to establish community access points and connections to The Meadoway, including parking, are important to consider when planning a viable multiuse trail for The Meadoway;

AND WHEREAS a Municipal Class Environment Assessment Schedule C is being initiated in October 2018, in partnership with the City of Toronto, to determine multiuse trail alignment options and access points including parking to complete the active transportation network in The Meadoway;

THEREFORE LET IT BE RESOLVED THAT staff continue to work with City of Toronto, Hydro One Network Incorporated (HONI) and community stakeholders through the proposed Class Environmental Assessment process to ensure that the alignment and connections associated with the proposed multiuse trail meet the needs of the community in which it will serve while balancing social, economic, cultural and environmental impacts.

BACKGROUND

At Executive Committee Meeting #4/18 held on June 4, 2018, Resolution #B56/18 in regard to Scarborough Butterfly Trail Parking was approved as follows:

THAT Toronto and Region Conservation Authority (TRCA) staff work with local Toronto City Councillors and community groups, including the Jame Abu Bakr Siddique Masjid Mosque at 2665 Lawrence Avenue East, as well as City of Toronto staff, other landowners and other stakeholders, to examine options for parking that allow the public to gain access to the Scarborough Butterfly Trail in the Lawrence/Brimley/Midland Avenue area;

THAT TRCA request the City of Toronto to consider funding the creation of a parking lot in the Lawrence/Brimley/Midland Avenue area of the Scarborough Butterfly Trail through its own capital budget or through an increase in capital funding to TRCA;

Item 8.6

AND FURTHER THAT TRCA staff report back to the July 2018 Authority meeting on the feasibility of creating/increasing parking supply in this area of the Scarborough Butterfly Trail.

An Overview of The Meadoway

Led by Toronto and Region Conservation Authority (TRCA) and The Living City Foundation in partnership with the City of Toronto and The W. Garfield Weston Foundation, The Meadoway is transforming 16 kilometres of transmission corridor in Scarborough into one of the largest urban linear greenspaces in Canada.

Formerly known as the Gatineau Hydro Corridor Revitalization, The Meadoway will provide a green, active, east-west link between downtown Toronto and Rouge National Urban Park, while creating urban agriculture opportunities and connecting greenspaces across Scarborough. The creation of a system that includes high-functioning meadow habitat on a scale never before seen in Toronto, combined with the development of active transportation connections, will help promote low carbon alternatives for the thousands of Torontonians who commute daily in Scarborough.

Toronto is home to some of Canada's most incredible urban parks, from High Park to Morningside. While these natural areas have well-established north-south connections, they lack the east-west connections that are required to effectively establish a connected natural system that is vital to the future of sustainable city building in the Toronto region. At over 500 acres, The Meadoway will provide a vital east-west linkage between the Don River ravine and Rouge National Urban Park supporting the City of Toronto's Ravine Strategy (2017).

The Meadoway will also become a key segment of Toronto's cycling network, supporting overall cycling infrastructure and building a connected link between the East Don Trail and Rouge National Urban Park. It is an opportunity to transform the relationship between the built structure of an urban area and the natural spaces that are vital to the overall health of the system.

To assess the viability of a transformational idea like The Meadoway, two revitalization pilot projects completed by TRCA with funding support from The W. Garfield Weston Foundation were implemented between 2012 and 2017. The first of these pilot projects, the Scarborough Centre Butterfly Trail, has been widely recognized as one of the most successful revitalization projects in Toronto. By transforming a 3.5 kilometre section of the corridor into a naturalized habitat for biodiversity, an active transportation route, and a beautiful wildflower meadow planted by community members, the Scarborough Centre Butterfly Trail showcases the immense potential of The Meadoway.

On April 11, 2018, City of Toronto Mayor John Tory, along with the Directors of The W. Garfield Weston Foundation and representatives from TRCA and The Living City Foundation, jointly announced The Meadoway at a ceremony in Scarborough. As part of this announcement The W. Garfield Weston Foundation announced a pledge up to \$25 million to support the project as it evolves over the coming months, with a firm commitment of \$10 million available immediately. The project has a total proposed budget of \$85 million, nearly 40% of the budget has been pledged to date.

Item 8.6

Community Connections and Access Points to The Meadoway

The City of Toronto has committed \$6.3 million in its Capital Budget and Plan for infrastructure investments that will help to realize the shared vision for The Meadoway by supporting the trail and cycling infrastructure, and will continue its responsibilities for ongoing operations and maintenance in the corridor.

Establishing effective connections for the community to access the proposed multiuse trail is a vital component of integrating The Meadoway into the Scarborough community, to determine trail alignment alternatives along with appropriate community access points and associated parking along The Meadoway. This will be accomplished through consultation and engagement of local stakeholders, community and project partners through the Municipal Class Environmental Assessment process to be initiated in October 2018 by TRCA in partnership with the City of Toronto.

At TRCA Executive Meeting #4/18 on June 4, 2018, Members requested staff to examine options for parking that allow the public to gain access to the Scarborough Butterfly Trail in the Lawrence/Brimley/Midland Avenue area adjacent to the Jame Abu Bakr Siddique Masjid Mosque at 2665 Lawrence Avenue East.

TRCA staff met with the representatives of Jame Abu Bakr Siddique Masjid Mosque on July 10, 2018 to gain a better understanding of the proposed request, share TRCA's planning process, and to ensure that this landowner continues to be consulted as part of the proposed Municipal Class Environmental Assessment Schedule C.

Staff will continue to follow-up on initial discussions with the Mosque representatives as well as other stakeholders such as HONI and City of Toronto to ensure best possible outcomes.

RATIONALE

The Municipal Class Environmental Assessment process is designed to ensure that the alignment and connections associated with the proposed multiuse trail meet the needs of the community in which it will serve while balancing social, economic, cultural and environmental impacts.

To effectively manage public interest and provide a transparent process to evaluate proposed access and associated parking opportunities for the multiuse trail in The Meadoway, staff will continue to work with stakeholders to ensure these request are addressed through the Municipal Class Environmental Assessment process.

DETAILS OF WORK TO BE DONE

- In partnership with the City of Toronto, initiate the Municipal Class Environmental Assessment (October 2018) for the multiuse trail in The Meadoway.
- As part of the Municipal Class Environmental Assessment process, review all public requests for access to The Meadoway, and establish preferred options for access and potential parking along the entire trail system.

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Date: July 3, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Nick Saccone, Senior Director, Restoration and Infrastructure

RE: **DON VALLEY BRICKWORKS MUD CREEK INLET REHABILITATION PROJECT**
Contract #10008402

KEY ISSUE

Award of Contract #10008402 for construction of a boardwalk, water feature and culvert replacement at the Don Valley Brickworks in the city of Toronto.

RECOMMENDATION

THAT Contract #10008402 be awarded to McPherson-Andrews Contracting for construction services of a boardwalk, water feature and culvert replacement at the Don Valley Brickworks Mud Creek Inlet, at a total cost not to exceed \$602,648, plus HST, as they are the lowest bidder that best meets Toronto and Region Conservation Authority (TRCA) specifications;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of 10% of the contract cost as a contingency allowance if deemed necessary;

AND FURTHER THAT authorized TRCA officials be directed to take any action necessary to implement the contract including obtaining any required approvals and the signing and execution of documents.

BACKGROUND

The Project area is located within the Don Valley Brick Works (DVBW) Park in Toronto, Ontario. Mud Creek flows adjacent to DVBW, and is a highly altered, flashy watercourse that carries a high sediment load. It has been the focus to considerable work in recent years. It is also the main surface flow input into the DVBW wetlands.

In 2014, City of Toronto's Urban Forestry Natural Environment and Community Programs section requested that TRCA Restoration and Infrastructure staff assist them in addressing concerns with the water levels in the DVBW wetland pond features, as well as concerns around a failing culvert between Mud Creek and the wetland ponds. The existing culvert that was intended to draw flow from Mud Creek into the wetlands is no longer functional, and is blocked with sediment.

In 2016, TRCA retained the services of Cole Engineering Group Ltd. to undertake professional engineering and landscape architectural design services in support of replacing the failing culvert and restoring base flow to the wetlands. TRCA and the City of Toronto have been working with Cole Engineering to develop a plan to re-establish manageable base flow into the wetlands, and allow for ongoing sediment clean out and management to ensure long term viability. The designs will cap and decommission the existing culvert, as well as install a new culvert and an inlet maintenance system to manage sediment. The associated feature will direct the flow of water to the wetlands preventing erosion from damaging the slope, as well as creating a visual park amenity.

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Currently, at the base of the slope, an informal, unsafe footpath meanders along the wetland edge through the flow path of the existing culvert. The project also includes the construction of an elevated boardwalk pathway that will provide safe and formal access to this area of the wetlands. The new boardwalk will connect with the existing DVBW trail system, and will minimize the impact by park visitors on the wetlands.

RATIONALE

TRCA and the City of Toronto have worked cooperatively on trail infrastructure and trail improvement projects for many years. Many existing trails and trail infrastructure projects on City-owned and managed lands were constructed by TRCA, and there is value to the City in having TRCA provide services that reduce environmental impacts and health and safety concerns in a prompt, cost-effective and environmentally responsible manner. TRCA is able to provide effective management of natural environment projects using their highly specialized expertise and ability to expedite approvals, facilitate community involvement and satisfy sensitive environmental standards.

Request for Tender (RFT) #10008402 was publically advertised on www.biddingo.com on June 8, 2018, and a mandatory site meeting was held on June 20, 2018. The following contractors attended this meeting:

- Berkim Construction Ltd.;
- CSL Group;
- Dynex Construction;
- Ground Force Foundations;
- Iron Bridge Fabrication;
- Landtar Construction;
- McPherson-Andrews Contracting;
- Midome Construction;
- Natural Design Landscaping;
- Rain for Rent; and
- UCC Group

The Procurement Opening Committee opened the Tenders on June 28, 2018 with the following results:

BIDDERS	TOTAL TENDER AMOUNT (excl. HST)
McPherson-Andrews Contracting	\$602,648
Dynex Construction	\$684,257
CSL Group	\$735,165
Berkim Construction Ltd	\$773,575
Midome Construction	\$1,100,000

Members of the Selection Committee, consisting of TRCA staff (James Dickie, Ted Elmhirst and Ralph Toninger) reviewed the bidders' detailed proposals and evaluated them based on the lowest submitted bid.

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Restoration and Infrastructure staff reviewed the bid received from McPherson-Andrews Contracting Ltd. against its own cost estimate and has determined that the bid is of reasonable value and also meets the requirements as outlined in the contract documents. Further assessment by TRCA staff of McPherson-Andrews Contracting Ltd.'s experience and ability to undertake similar projects was conducted through reference checks, which resulted in positive feedback that McPherson-Andrews Contracting Ltd. is capable of undertaking the scope of work.

TRCA staff recommends that Contract #10008402 be awarded to McPherson Andrews Contracting Ltd. for a total cost not to exceed \$602,648, plus a 10% contract contingency, plus HST as they are the lowest bidder meeting TRCA's specifications.

This project is aligned with leadership strategy number two "Manage our Regional Water Resources for Current and Future Generations", as the culvert replacement and waterfall feature will contribute to maximizing the resilience of our water systems in preparation for predicted changes in climate change and assist with reducing the risk of future flooding within the area.

Additionally, this project aligns with enabling strategy number seven "build partnerships and new business models." TRCA has now completed this work on behalf of the City multiple times allowing us to demonstrate TRCA's expertise and capability in performing this critical maintenance thereby increasing TRCA's financial resilience.

FINANCIAL DETAILS

Funding for this project is provided by the City of Toronto through an Offer of Service (OOS) on a cost recovery basis under account code 117-18.

DETAILS OF WORK TO BE DONE

TRCA will initiate the contract and provide overall project management services. The project includes the key following steps:

- Construction layout, site preparation, tree protection, and erosion and sediment control;
- Dewatering and sediment removal;
- Decommission existing culvert, install new culvert, manhole and headwalls;
- Construct water feature and boardwalk;
- Fine grading and restoration of all disturbed areas and slopes;
- Restoration plantings.

Prior to commencement of any construction activities, TRCA will seek all necessary permits and approvals in partnership with the City of Toronto.

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Date: July 5, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **DOWNTOWN BRAMPTON FLOOD PROTECTION PROJECT
ENVIRONMENTAL ASSESSMENT**
Award of Contracts for Consulting Services to Undertake a Municipal Class
Environmental Assessment with the City of Brampton

KEY ISSUE

Award of contracts #10007828, #10008216, #10007940 and #10008102 for planning and engineering; project management; water resources engineering; and geotechnical, geoenvironmental and hydrogeological consulting services, respectively, for the Downtown Brampton Flood Protection Project; a Municipal Class Environmental Assessment undertaken by Toronto and Region Conservation Authority as a co-proponent with the City of Brampton.

RECOMMENDATION

THAT Contract #10007828 for Planning and Engineering Consulting Services for the technical planning and Environmental Assessment management of the Downtown Brampton Flood Protection Project, in the City of Brampton, be awarded to AECOM, for a total cost not to exceed \$248,870, plus contingency of 30% to be expended as authorized by Toronto and Region Conservation Authority (TRCA) staff, plus HST, it being the highest rank proposal for value meeting TRCA specifications;

THAT Contract #10008216 for the retention of a Senior Project Manager to represent TRCA in the day-to-day project management of an Environmental Assessment (EA) for the Downtown Brampton Flood Protection Project, in the City of Brampton, be awarded to Anneliese Grieve Strategic Environmental Planning Solutions, for a total cost not to exceed \$220,590, plus contingency of 30% to be expended as authorized by TRCA staff, plus HST, it being the only proposal meeting TRCA specifications;

THAT Contract #10007940 for Water Resources Engineering Consulting Services to lead the hydrologic and hydraulic modelling, flood protection design on behalf of TRCA for the Downtown Brampton Flood Protection Project, in the City of Brampton, be awarded to Matrix Solutions Inc., for a total cost not to exceed \$173,670, plus contingency of 30% to be expended as authorized by TRCA staff, plus HST, it being the highest rank proposal for value meeting TRCA specifications;

THAT Contract #10008102 for Geotechnical, Geoenvironmental and Hydrogeological Consulting Services on behalf of TRCA for the Downtown Brampton Flood Protection Project, in the City of Brampton, be awarded to WSP, for a total cost not to exceed \$99,983, plus contingency of 30% to be expended as authorized by TRCA staff, plus HST, it being the bidder with the highest rank proposal for value meeting TRCA specifications;

AND FURTHER THAT pending an authorized Master Service Agreement between TRCA and the City of Brampton, staff be authorized and directed to take all necessary actions to implement the foregoing, including the signing and execution of documents.

BACKGROUND

At Authority Meeting #7/17, held on September 22, 2017, Resolution #A157/17 was approved, in part, as follows:

...THEREFORE LET IT BE RESOLVED THAT Toronto and Region Conservation Authority staff, in collaboration with the City of Brampton, be directed to undertake an Environmental Assessment (EA) in order to confirm a preferred alternative that will eliminate the risk due to flooding from Etobicoke Creek, to the Downtown Brampton SPA#3, the EA referenced herein as the Brampton Riverwalk Flood Protection EA (or BRFP EA);

THAT the BRFP EA be used to further explore, in part: enhancements to aquatic and terrestrial habitats associated with Etobicoke Creek in the Downtown Brampton area; integrate with municipal servicing and transit; provide opportunities to enhance the Downtown Brampton public realm; and to allow the broader revitalization activities called Brampton Riverwalk to flourish;

THAT TRCA staff be directed to seek \$1.5 million in funding from the federal National Disaster Mitigation Program (NDMP) for the BRFP EA, contingent on matching funds being provided from TRCA (provided by the Region of Peel's Climate Budget (2018 and 2019) for flood remedial studies) and the City of Brampton (seek \$1,000,000 of funding from the City of Brampton 2018-2020 capital budgets);

THAT, upon authorization of funding, staff be directed to retain consultants deemed necessary to undertake the BRFP EA, in accordance with TRCA's Purchasing Policy;

THAT staff be directed to explore mechanisms, such as a Memorandum of Understanding with City of Brampton, outlining the respective roles and responsibilities for each agency throughout the BRFP EA;...

The City of Brampton and TRCA staff have spent several decades devoted to the mitigation of flood risk in historical downtown Brampton and in more recent years the revitalization of the downtown. Between 1854 and 1952, Brampton's historic downtown was subject to near annual occurrences of flooding. The flood events prompted the Etobicoke-Mimico Creek Conservation Authority to construct a trapezoidal concrete-lined bypass channel in 1952, which was designed to convey up to the 100-year return period storm event. Although the by-pass channel has been effective in eliminating the occurrence of low to moderate magnitude flooding (including the remnants of Hurricane Hazel in 1954), 31 hectares of downtown Brampton remains vulnerable to flooding during flood events above the 350-year storm.

To mitigate potential risks to public health, safety and property, conservation authorities have been delegated by the Province of Ontario to define and oversee one-zone floodplain policies. One-zone floodplain policies are restrictive and are intended to limit the amount of development that occurs in a floodplain. For areas that have been previously developed within a floodplain, and where it has been recognized that significant economic hardship would occur if strict one-zone policies are applied, the Province, through the Ministry of Municipal Affairs (MMA) and the Ministry of Natural Resources and Forestry (MNRF) may assign a Special Policy Area (SPA) designation. In 1986, Downtown Brampton SPA 3 was approved by the Province in conjunction with approval of the City of Brampton's Secondary Plan OP84-58. TRCA supported the SPA

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designation and produced a boundary that was reflective of the limit of the floodplain as it was known at that time.

SPA 3 is the fourth most flood vulnerable area in TRCA's jurisdiction. Since 1986, the City of Brampton has experienced significant growth and development pressures within the SPA. This is compounded by the fact that downtown Brampton is designated as an Urban Growth Centre (UGC) in the Province's 2006 Places to Grow Plan (updated in 2017) which articulates specific intensification targets that overlap with the SPA 3 boundary along Queen Street East.

As a result of significant growth pressure and updated floodplain mapping technology, TRCA and the City of Brampton submitted a package to the Province to amend the policies and boundaries of the SPA 3 which included a Flood Protection and Remedial Capital Works Strategy (presented in Resolution #A88/13 at Authority Meeting #3/13, held on May 24, 2013) and a Comprehensive Flood Risk and Management Analysis of the Downtown Brampton Special Policy Area (presented in Resolution #A233/13 at Authority Meeting #11/13, held on January 13, 2014). In 2014, the SPA amendment was approved by MNRF and MMA. The amended SPA re-focused future development to the outer edges of the SPA and is used as the guiding policy for development applications within the area today.

One of the requirements of the SPA Amendment process is that the municipality commits to undertake studies to mitigate and/or remove the flood risk from the area. TRCA and the City of Brampton have completed a number of technical feasibility studies since 2014, to address the risk to public health and safety from flooding within SPA 3. Most recently, the City of Brampton and TRCA completed the "Downtown Integrated Riverine and Urban Flood Risk Analysis and Urban Design Study" in 2018 in a lead up to undertaking an environmental assessment and parallel urban design master plan process.

Furthermore, the City of Brampton completed a major visioning project in May 2018 called, "Brampton 2040 Vision: Living the Mosaic" (Vision 2040), in which the removal of the downtown SPA was considered paramount to the revitalization of the downtown core. Vision 2040, details 10 major city transformations, supported by 28 specific and catalytic actions. The downtown area, a potential public amenity referred to as Riverwalk and urban development (enabled through flood protection) figure prominently in the Vision and have been identified as a City of Brampton priority.

Building upon the extensive technical and policy related studies completed to date, the City of Brampton and TRCA are proceeding as co-proponents on an Environmental Assessment to determine a preferred flood protection solution that will enable the realization of the Brampton 2040 Vision. At the same time, the identification of a permanent flood protection solution will enable TRCA to advance towards our own vision for Etobicoke Creek, where "...people live in harmony with the environment, where the water is clean, where green open spaces are vital and connected, and where fish and wildlife thrive" (Greening Our Watersheds: Revitalization Strategies for Etobicoke and Mimico Creeks, 2002). Following an internal review of the likely range of alternatives to be considered in the EA, and in consultation with the Ministry of the Environment and Climate Change (MOECC) and the Canadian Environmental Assessment Agency (CEAA), the Project will proceed according to the Municipal Class EA (MCEA) procedures, likely as a Schedule C Class EA; though the decision on the appropriate Schedule will be reviewed throughout the Class EA process as per the MCEA guidelines.

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A Master Service Agreement between TRCA and the City of Brampton is currently under review, with a current approved budget of \$3M, based on funding from the City of Brampton, TRCA, Clean Water and Wastewater Fund, and the NDMP grant. In order to undertake the Municipal Class EA, TRCA has released four Request for Proposals (RFP), the results of which are summarized in Table 1 below.

Under a Schedule C MCEA, project planning will proceed through the standard Phases 1 to 4 outlined in the MCEA guidelines, and will include extensive engagement with Indigenous Communities, agency staff, land owners, and the general public. In addition, the Class EA will build upon the past feasibility studies, by conducting a high level review and screening process of all alternatives considered to date in order to develop an initial short-list of alternatives that have the best potential to meet the flood conveyance requirements for the area.

A landscape architect will provide overview concept drawings of this initial short-list of alternatives to enable better visualization of the concepts. The short-list of alternatives will be evaluated using detailed criteria to select a preliminary preferred solution that best meets the need for flood protection, while taking into consideration the future land-uses envisioned through the Brampton 2040 Visioning process.

Once a preliminary preferred alternative solution has been selected, the City of Brampton will initiate their public realm master planning process. The preliminary preferred alternative solution will be provided to the City's design team, at which point they will build upon the preliminary preferred alternative solution in developing a series of alternative designs. These alternative designs will form the basis of the Downtown Brampton Flood Protection EA's Phase 3 design development and evaluation process. Once a preferred alternative design is selected in Phase 3, the Environmental Study Report (ESR) will be drafted, reviewed and submitted for approval through the mandated 30 day review period.

RATIONALE

All four Requests for Proposals seeking consulting services in support of the Downtown Brampton Flood Protection Class EA were released via Biddingo (www.biddingo.com) to facilitate a competitive bidding process. The table below summarizes the procurement process for retaining each of the four technical consultant teams (Table 1). Table 2 summarizes each of the bids for the various RFP competitions, including price.

Table 1 - Procurement Summary

Contract#	Consulting Services Required	Advertised	Proposal Deadline	Number of Bids Received	Reason for Services
#10007828	Planning and Engineering	May 31, 2018	June 21, 2018	3	Primary EA planning, design and engineering consultant team required to undertake the bulk of the work for the EA development. This Consultant Team is anticipated to report to the PMO Senior Manager through the Senior Project Manager retained through the RFP #10008216.

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#10008216	Senior Project Manager for Leading an Environmental Assessment	May 31, 2018	June 21, 2018	1	Due to current resource limitations, TRCA was required to release a Request for Proposals for a consultant to undertake the day-to-day Project Management on behalf of TRCA. This consultant will report directly to the PMO Senior Manager, Special Projects.
#10007940	Water Resources Engineering	June 6, 2018	June 19, 2018	2	A separate RFP for the water resource engineers was released to ensure that TRCA was able to retain the most suitable and experienced water resource engineering team to perform these critical services. The water resource engineering team will be responsible for undertaking the requisite hydraulic model runs, and flood protection design for Phases 2 and 3. This team will report to the PMO Senior Manager, Special Projects through the Senior Project Manager retained through RFP #10008216, but will receive technical instructions from TRCA/City of Brampton staff. Water Resource Engineers will also collaborate with the Planning and Engineering Team as per RFP# 10007828.
#10008102	Geotechnical, Geoenvironmental and Hydrogeological	May 23, 2018	June 11, 2018	6	This RFP was released to characterize the subsurface existing conditions in the Project area. This scope of work is for baseline environmental data collection purposes only – the successful firm will not participate in the EA process other than provide a technical document to inform the existing conditions portion of the EA. This team will report to the PMO Senior Manager through the Senior Project Manager retained through the RFP #10008216, but will receive technical instructions from the TRCA Senior Manager, Hydrogeology.

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In all cases, at least three members of staff (from TRCA and/or City of Brampton) participated in the review and evaluation of proposals. Proposals were submitted during the weeks of June 11 and June 18, 2018 as outlined in Table 1. At the proposal evaluation meetings, consensus was reached between all members of the evaluation committee that the highest ranked proposal offered the best service for the best value.

The criteria used to evaluate the submissions and to select the successful consultant included the following:

- Overall conformance of proposal submission package with the terms of the RFP;
- Understanding of project scope of work;
- Experience of firm working on projects of similar scope and budget;
- Expertise of staff and appropriate allocation of resources;
- Approach and methodology of work plan, including innovative ideas, identification of project limitations, and proposed solutions;
- Clear and well thought out schedule and timelines to achieve project objectives; and
- Detailed cost breakdown, including an itemized cost of additional works anticipated beyond the approved budget.

In addition, for all RFP processes, except the subsurface investigation process, bid submissions were only opened if the technical proposal submissions met a minimum score during the evaluation. Furthermore, as per Attachment 1 – Item 2 of the Request for Proposals, proposals are not considered a binding contract, and as such TRCA, is permitted to seek clarification and otherwise discuss or negotiate with 1 or more of the consultants regarding their proposed technical and budget submissions.

Table 2 - RFP Submission Details

RFP #	Consultant Team	Minimum Scores Met During Technical Evaluation (Y/N)	Initial Bid Price (\$)	Revised Bid Price (\$)	Rank	Discussion
#10007828	AECOM	Y	\$248,870	n/a	1	AECOM had the highest technical score and lowest bid price.
	Jacobs & Matrix	Y	\$757,460	n/a	2	
	Wood & The Planning Partnership	N	Not considered	n/a	-	Not incorporated in the final evaluation – did not receive 60 pts in technical proposal review
#10008216	AG Strategic Environmental Planning Solutions	Y	\$287,280	\$220,590	1	While AG was the only submission, AG's technical and fee submissions offer excellent value for services

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#10007940	Matrix Solutions	Y	\$219,980	\$173,670	1	Matrix Solutions was deemed to provide the best proposal for value.
	Valdor Proposal	N	Not considered	n/a	-	Not incorporated in the final evaluation – did not receive 60 pts in technical proposal review.
#10008102	AECOM	n/a	\$150,164	n/a	2	Not Selected: Highest bid price by far. Over allocated and over-scoped the Project
	EXP	n/a	\$73,485	n/a	3	Not Selected: Details on understanding and work plan insufficient
	Geomaple Geotechnics	n/a	\$60,140	n/a	5	Not Selected: Missing key elements of proposal submission, and details on understanding and work plan insufficient
	Sirati and Partners Consultants Ltd.	N	Not opened	n/a	-	Disqualified Proposal submitted after 12:00 noon Deadline
	Terraprobe	n/a	\$91,790	n/a	4	Not Selected: Missing key elements of proposal submission and work plan details insufficient
	WSP	n/a	\$99,982	n/a	1	Selected: Best technical submission – reasonable price

The selected proponent for the individual RFP competitions have been summarized as follows:

- AECOM for contract #10007828, evaluated on June 28th, 2018;
- AG Strategic Environmental Planning Solutions for contract #10008216, evaluated on June 26th, 2018;
- Matrix Solution Inc. for contract #10007940; evaluated on June 26th, 2018; and
- WSP for contract #1008102; evaluated on June 18th, 2018.

Staff recommends a project contingency of 30% on all contracts given the uncertainty involved with Environmental Assessments.

FINANCIAL DETAILS

Four sources of funding are available to carry out the DBFP EA. The proposed budget and confirmed available funding is as follows:

Funding Source	2018 Budget	2019 Budget	2020 Budget	Confirmed Total
TRCA (Region of Peel Climate Budget)	\$300,000			\$300,000
City of Brampton	\$1,100,000	\$700,000 (ask)	\$1,000,000 (ask)	\$1,100,000

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Clean Water and Wastewater Fund (CWWF Grant to City of Brampton) – for Subsurface Investigation	\$100,000			\$100,000
Federal Government (National Disaster Mitigation Program Funding)	\$700,000	\$800,000		\$1,500,000
CONFIRMED TOTAL	\$2,200,000	\$800,000		\$3,000,000

Project costs will be tracked through the 193-00 series of accounts established for this project.

DETAILS OF WORK TO BE DONE

TRCA and City of Brampton as co-proponents will be delivering this project, with TRCA taking the lead on fulfilling the requirements of the EA process which will include a comprehensive communication and public consultation program. TRCA will oversee management of the consultant teams and facilitate an integrated design process, involving the expertise of the comprehensive engineering and planning team, key TRCA staff, the City of Brampton's Master Plan and Urban Design team and other specialists to realize a highly efficient, cost effective and technically proficient Municipal Class EA process.

The communication and consultation plan will be developed to exceed the standard requirements of public consultation under the Municipal Class EA Process. This plan will outline the various workshops, public information centres and focus group meetings that will be organized to engage First Nations, the public, government agencies, landowners and other additional interested persons and groups to participate in the planning process. It will also detail the communication strategy that will be utilized to ensure that the EA notification requirements are met and that ongoing information and updates are readily available to any interested parties throughout the process. The DBFP EA will also include an extensive Indigenous Engagement Program based on direction from the MOECC. In addition, TRCA will engage the expertise of an independent third party facilitator during the EA to ensure that members of the public and members of a Community Liaison Committee are engaged frequently and effectively throughout the project. An RFP for the third party facilitator will be released in July 2018.

The key phases and project milestones of the DBFP EA are as follows:

- Pre-EA (Project Award and Project Set-up): July-August, 2018
- Notice of Commencement: July 2018
- Phase 1 (Problem Opportunity and Existing Conditions): August – Fall, 2018
- Phase 2 (Identify Alternative Solutions and Select Preliminary Preferred Alternative Solution: Fall, 2018 – Spring/Summer, 2019
- Phase 3 (Examine Alternative Design Concepts for Preferred Solution): Spring/Summer 2019 – December 2019

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- Phase 4 (Draft and Final ESR): December 2019 to March 2020
- Notice of Submission: March 2020 with Approvals by May 2020.

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Date: June 28, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Nick Saccone, Senior Director, Restoration and Infrastructure

RE: **FRANKLIN CHILDREN'S GARDEN WETLAND RESTORATION PROJECT**
Contract #10008321

KEY ISSUE

Award of Contract #10008321 for supply of all labour, equipment and materials necessary for enhancement works at Franklin Children's Garden at Toronto Island Park, Centre Island, in the City of Toronto.

RECOMMENDATION

THAT Contract #10008321 for supply of all labour, equipment and materials necessary for enhancement works at Franklin Children's Garden at Toronto Island Park, Centre Island, in the City of Toronto be awarded to CSL Group Ltd. at a total cost not to exceed \$1,318,555, plus HST, as they are the lowest bidder that best meets Toronto and Region Conservation Authority (TRCA) specifications;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of 15% of the contract cost as a contingency allowance if deemed necessary;

THAT should staff be unable to execute an acceptable contract with the awarded contractor, staff be authorized to enter into and conclude contract negotiations with the other contractors that submitted tenders, beginning with the next lowest bidder meeting TRCA specifications;

AND FURTHER THAT authorized TRCA staff be directed to take any action necessary to implement the contract including obtaining any required approvals and the signing and execution of documents.

BACKGROUND

Toronto Island Park is one of the jewels of the City of Toronto's park system, welcoming over 1.2 million visitors annually. One of the main attractions within the park is Franklin Children's Garden, located on the south side of Centre Island, designed to educate park visitors about wetland ecosystems and species through observation, experience and interpretation. As the popularity of this attraction grows, so does need to provide an improved space for programming and activities at the site.

The Franklin Children's Garden Wetland Restoration Project is a City of Toronto initiative being implemented by TRCA. The objective of this project is to provide a more interactive interpretive centre, and to enhance the existing pond's aquatic and terrestrial features and its supporting infrastructure. Currently, the pond is obstructed by shoreline vegetation and is only viewable from its eastern edge, and there is a lack of seating, shade and interpretive signage for visitors. The first phase of the project involves a clean-out of the existing pond complete with grading and clay liner installation, creation of turtle nesting habitat, and aquatic and emergent plantings. The proposed design incorporates two boardwalk platforms at water level, and a helical supported

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cantilevered lookout over the pond. The commissioning of a new well and mechanical pump system will augment water levels within the pond through a waterfall cascade feature, and armourstone walls, and additional hardscaping will complement the new structures and the revitalized pond.

RATIONALE

Request for Pre-Qualification (RFPQ) statements for general contractors to pre-qualify for construction services was publicly advertised on the electronic procurement website *Biddingo* (www.biddingo.com) on June 1, 2018. General contractors interested in pre-qualifying were advised that the criteria for evaluation would include the following in order to receive a tender package:

- Experience with construction within environmentally sensitive areas;
- Experience working in and around watercourses on erosion control works;
- Experience with construction of boardwalk structures;
- Experience dealing with projects on an annual basis with construction budgets of \$500,000 to \$1,000,000;
- Experience with the construction of armourstone walls and other hard and soft landscaping features; and
- Experience working on groundwater wells including all mechanical and electrical components.

On June 14, 2018, TRCA received pre-qualification submissions from the following eight general contractors:

- Berkim Construction Inc.;
- CSL Group;
- Dynex Construction Inc.;
- Hobden Construction Company Limited;
- McPherson-Andrews Contracting Ltd;
- Ontario Construction;
- Pine Valley Corporation.; and
- UCC Group.

Following receipt of the submissions, pre-qualification documents were reviewed by the Selection Committee, comprised of TRCA staff, using the aforementioned evaluation criteria. Based on the results of this evaluation process, Request for Tender documents were made available on June 25, 2018, to the following five general contractors:

- CSL Group;
- Dynex Construction Inc.;
- McPherson-Andrews Contracting Ltd;
- Ontario Construction; and
- UCC Group.

A mandatory bidders meeting/site tour was held on June 26, 2018. The following four contractors attended the meeting:

- CSL Group;
- Dynex Construction Inc.;
- McPherson-Andrews Contracting Ltd; and
- UCC Group

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The Procurement Opening Committee opened the Tenders on July 6, 2018 at 12:00pm, with the following results:

BIDDERS	TOTAL TENDER AMOUNT (EXCL. HST)
CSL Group	\$1,318,555
UCC Group	\$1,353,560
Dynex Construction Inc.	\$1,480,575

Project Management Office staff reviewed the bid received from CSL Group Ltd. against its own cost estimate and has determined that the bid is of reasonable value and also meets the requirements as outlined in the contract documents. Further assessment by TRCA staff of CSL Group Ltd.'s experience and ability to undertake similar projects was conducted through reference checks which resulted in positive feedback that CSL Group Ltd. is capable of undertaking the scope of work.

TRCA staff recommends that Contract #10008321 be awarded to CSL Group Ltd. for a total cost not to exceed \$1,318,555, plus a 15% contract contingency, plus HST as they are the lowest bidder meeting TRCA's specifications.

FINANCIAL DETAILS

Funding for this project is provided by the City of Toronto on a cost recovery basis, with costs being tracked within account 117-00. The City of Toronto has received some funding in support of this project from the Weston Foundation.

Award of Contract #10008321 by TRCA is subject to prior execution of an agreement for services with the City of Toronto, which was in process at the time this report was prepared.

DETAILS OF WORK TO BE DONE

TRCA's assigned project manager will ensure that all works to be undertaken will be coordinated with the contractor and City staff from both the management and operation of the Toronto Islands, as well as from Parks, Forestry and Recreation Capital Projects. The work schedule has been coordinated by City staff in consultation with Island programming, and is scheduled to commence after Labour Day when the volume of visitors to the Toronto Islands significantly decreases. This measure will help to minimize potential impacts and sustain normal operations, access and program delivery during construction and commissioning.

The scope of work includes the supply of all labour, material, supervision and equipment necessary to implement the project as per the detailed design drawing set prepared by WSP, in coordination with TRCA and City of Toronto.

TRCA will be implementing the pond rehabilitation which includes dredging activities, bentonite clay liner installation, creation of turtle nesting habitat (sand dunes), and all emergent and aquatic plantings.

The contractor will be required to provide, at a minimum the following services:

- Installation of perimeter safety fence, signage, erosion and sediment controls, and tree protection fencing through environmentally sensitive areas;
- Removal of existing pump, pump chamber and associated piping;
- Construction of boardwalk structures, railings and supporting helical foundations;

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- Installing seating areas, sheltered structures and signage;
- Landscaping utilizing various pavers, aggregates, armoustone and terraced planter walls;
- Installation of a groundwater well with all mechanical and electrical components; and
- Site restoration including fine grading and top soiling.

Implementation of the boardwalk structures and associated works is scheduled for October 2018. The impact to the public is anticipated to be minimal as material will be delivered and transported utilizing conventional off loading docks and transportation routes, respectively, and during the time park usage significantly decreases.

City of Toronto will be taking the lead in project communications with the public and stakeholders. Project updates, including construction start date, duration and any delays will be communicated to primary stakeholders, such as the City Councillor, City Parks Supervisor and programming, the Weston Foundation, and public users through on-going email correspondence and site meetings. The City will also be leading the broader consultation through project signage, notices and the Toronto 311 program.

TRCA will complete the final planting and in the spring of 2019, and an official opening will be scheduled at that time.

Report prepared by: Martina Saverino, extension 6400, Ralph Tonerger, extension 5366

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Date: July 5, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority Committee
Meeting #6/18, Friday, July 20, 2018

FROM: Nick Saccone, Senior Director, Restoration and Infrastructure

RE: **EASTERN BEACHES EMERGENCY WORKS**
Contract # 10007978 for the Supply and Delivery of 3-5 Tonne Stackable
Armourstone

KEY ISSUE

Award of Contract #10007978 for armourstone for the Eastern Beaches Emergency Works project.

RECOMMENDATION

THAT Contract #10007978 for the supply and delivery of approximately 5,796 tonnes of 3 - 5 tonne piece stackable armourstone for Eastern Beaches Emergency Works in the City of Toronto, be awarded to Lafarge Canada Inc., subject to receiving City of Toronto funding approval, for a total unit cost of \$75 per tonne and a total cost not to exceed \$434,700, plus HST, it being the lowest bid meeting Toronto and Region Conservation Authority (TRCA) specifications;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of 10% of the total cost of the contract as a contingency allowance, if deemed necessary;

AND FURTHER THAT authorized TRCA officials be directed to take all necessary actions to implement the contract, including the signing and execution of any documents.

BACKGROUND

In spring of 2017 Lake Ontario experienced the highest water levels recorded at any time since 1918. The high lake levels and wave uprush caused shoreline erosion and flooding, and threatened public infrastructure along the Lake Ontario shoreline. The effect of flooding was experienced along the entire length of the City of Toronto's waterfront. Many waterfront parks in Toronto suffered significant shoreline erosion, damage and debris accumulation. Emergency works were undertaken by both City of Toronto and TRCA staff to help protect Toronto shoreline, infrastructure and property. The works were deemed to be emergency works and were completed on a priority basis. The work involved protection of infrastructure including boardwalks, buildings and park amenities, including public safety.

The objective of the 2018 continuation of emergency works is to further address the protection of waterfront infrastructure and public safety through the installation of a beach curb protection and wave breaks to protect the beach and city infrastructure along the Eastern Beaches. As future water levels are unpredictable, the City of Toronto and TRCA are taking a proactive approach to prepare for future high water level conditions in Lake Ontario. Continued work is necessary in order to help protect the City of Toronto shoreline areas and its users.

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As a continuation of the 2017 emergency works additional beach curb protection is planned for 2018. In 2017 approximately 315 metres of beach curb was installed at the Eastern Beaches and in 2018 the installation of approximately 850 metres of beach curb is planned to help protect the boardwalk and building infrastructure from high water and wave action. The beach curb will be constructed of armourstone and rip-rap as per engineered specifications.

RATIONALE

The Request for Tender (RFT) #10007978 was publically advertised on the electronic procurement website www.biddingo.com on April 27, 2018 for the supply and delivery of 3 - 5 tonne piece stackable armourstone. The document was downloaded for review by 11 vendors.

The Quotations were received on May 18, 2018 and formally opened by TRCA staff (Lisa Moore, Leena Eappen and Danielle Dellandrea) on the same day with the following results:

Bidders	Unit Price per Tonne (Includes delivery)	Total Approximately 5,796 tonnes (Plus HST)
Lafarge Canada Inc.	\$75	\$434,700
Atlantis Marine Construction Canada Inc.	\$79	\$457,884
Glen Windrem Trucking	\$84	\$ 486,284

The three bids received were evaluated and scored based on the bidder's price and it has been determined that the lowest bid is of reasonable value and also meets the requirements and deliverables as outlines on the contract documents. Lafarge Canada Inc. is capable of undertaking the scope of work.

Based on the bids received, staff recommend that Lafarge Canada Inc. be awarded Contract #10007978, subject to receiving City of Toronto funding approval, for the supply and delivery of approximately 5,796 tonnes of 3-5 stackable armourstone for a unit cost of \$75 per tonne and a total cost not to exceed \$434,700 plus 10% contingency to be expended as authorized by TRCA staff, plus HST.

This project is in line with TRCA's 10 Year Strategic Plan # 2 'Manage our regional water resources for current and future generations' and Strategic Plan # 3 'Rethink greenspace to maximize its value' as the Eastern Beaches Emergency Works will reduce flood risks through the protection of city infrastructure and shoreline from future high water levels and wave action, as well as strengthen TRCA's partnership with the City of Toronto.

FINANCIAL DETAILS

Subject to City of Toronto approval of the project, funding will be available from the City of Toronto via account 251-21.

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TRCA will execute the contract, including: management of the awarded supply and delivery contractor on site.

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Date: June 25, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Nick Saccone, Senior Director, Restoration and Infrastructure

RE: **PLANT MATERIALS FOR 2018-2020 PLANTING SEASONS**
Award of Vendors of Record Contract #10008127 for Procurement of Native Trees and Shrubs for Period of July 1, 2018 to June 30, 2020

KEY ISSUE

To obtain preferred vendors in order to establish a Vendors of Record list comprising vendors suitable to supply large volumes of various plant materials to Toronto and Region Conservation Authority so that it may fulfill its restoration and environmental initiatives.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) is engaged in a variety of restoration and environmental initiatives that require the procurement of a significant volume of native trees and shrubs;

AND WHEREAS in June 2018, TRCA issued through a publicly advertised process a Request for Proposal for the supply and delivery of various plant material, and evaluated the Proposals based on corporate experience and resources, plant material quality, reference checks and cost;

THEREFORE LET IT BE RESOLVED THAT TRCA establish a Vendors of Record (VOR) arrangement with seven suppliers for a contract value of less than \$50,000 per occurrence, for a two-year period from August 1, 2018 to July 31, 2020;

AND FURTHER THAT authorized TRCA officials be directed to take such action as is necessary to implement the contract, including obtaining any required approvals and the signing and execution of any documents.

BACKGROUND

TRCA engages in habitat restoration and engineering projects as well as education and outreach initiatives with municipal, regional and community partners. Large volumes of native trees and shrubs are required to carry out these projects and programs, which restore ecosystem and watershed health across the jurisdiction. TRCA's nursery staff at Restoration Services Centre (RSC) manages the purchasing, delivery, interim care, storage and distribution of this plant material through the Indigenous Plant Propagation Program. In 2017, approximately 74,000 one and two gallon potted trees and shrubs flowed through the facility. This number has been increasing every year.

To improve efficiency and reduce administrative staff time, TRCA staff would again like to establish a Vendors of Record (VOR) arrangement for the supply and delivery of various plant materials for one-time purchases of up to \$50,000. This VOR will allow staff to ensure that plant materials are procured from qualified vendors at a competitive price, and that administrative costs associated with conducting multiple requests for quotations are reduced. The VOR list will be subject to an annual review to confirm that suppliers are providing adequate service and

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quality plant material.

At Authority Meeting #5/17, held on June 23, 2017, Resolution #A109/17 was approved, in part, as follows:

THEREFORE LET IT BE RESOLVED THAT TRCA staff establish a Vendors of Record (VOR) arrangement with five suppliers for a contract value less than \$50,000 per occurrence, for a one year period for July 1, 2017 to June 30, 2018;

AND FURTHER THAT authorized TRCA officials be directed to take such action as is necessary to implement the contract, including obtaining any required approvals and the signing and execution of any documents.

As last year's VOR (Contract #10004318) has ended, staff has undertaken a Request for Proposal (RFP) process to establish a new VOR list for the procurement of plant materials.

RATIONALE

RFP #10008127 was publicly advertised on the electronic procurement website Biddingo (www.biddingo.com) on June 5, 2018. The bid document provided specifications for approximately 79 native species of one, two and 15-gallon potted native trees and shrubs. Suppliers were advised that they would be evaluated on the following weighted criteria:

- Completeness of submission;
- Availability, quantity and quality of requested plant material (site visit);
- Corporate profile and experience;
- Reasonableness of cost; and
- References.

Eight suppliers received the RFP documents and seven of those suppliers submitted a bid. The Procurement Opening Committee opened the tenders on June 18, 2018. The Selection Committee, consisting of TRCA staff (Waylon D'Souza and David Owen), reviewed and evaluated submissions based on the criteria above. The results of the evaluation are as follows:

Bidders	Weighted Score (out of 100)
Baker Forestry Services	90
Hillen Nursery LTD	83
Neil Vanderkruk (NVK) Holdings Inc.	78
Verbinnen's Nursery	78
St. Williams Nursery & Ecological Centre	73
Dutchmaster Nurseries LTD	67
Sheridan Nurseries	67

Through the evaluation process, it was determined that all vendors who submitted a bid meet TRCA's requirements for available, high-quality, competitively priced plant material. This provides nursery staff with a robust VOR list of qualified, highly recommended and experienced vendors, ensuring that increasing demand for native trees and shrubs can be met. Therefore, staff recommends that Contract #10008127 be awarded to all seven of the qualified vendors listed above, they being vendors that best meet TRCA's requirements.

FINANCIAL DETAILS

The total value of this contract is estimated to be \$1,500,000. This value is based on a review of purchases made in 2017 and spring 2018, and on demand forecasting. As annual pricing changes are common in the industry (due to severe weather conditions, increases in operational costs, production demand and increases in labour and shipping costs), the RFP includes an option to review pricing in summer 2019. Staff is recommending that the VOR be for the period of August 1, 2018 to July 30, 2020, subject to satisfactory 2019 pricing.

The VOR list will be used predominantly by RSC nursery staff. Plant material will be purchased from suppliers offering lowest unit cost, greatest availability and best quality. Should the supplier with the lowest unit cost not be able to supply the requested quantity, the supplier offering the second lowest cost will be contacted, and so on. There may be situations where large orders may need to be fulfilled using several suppliers. Funds for the purchase of plant materials are available in account 125-30, Outside Sourced Plant Material. Costs to these accounts are recoverable from end user projects and programs.

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Date: June 21, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Nick Saccone, Senior Director, Restoration and Infrastructure

RE: **AUTOMATED WATER QUALITY SAMPLERS**
Award of Contract #10008455

KEY ISSUE

Award of Contract #10008455 for the purchase of 10 Teledyne ISCO Avalanche automated water quality samplers for the Toronto Wet Weather Flow Tributary Monitoring Project.

RECOMMENDATION

THAT Contract #10008455 for the purchase of 10 Teledyne ISCO Avalanche automated water quality samplers for the Toronto Wet Weather Flow Tributary Monitoring Project be awarded to Avensys Solutions Incorporated on a sole source basis at a total cost not to exceed \$127,068.10, plus HST;

AND FURTHER THAT authorized Toronto and Region Conservation Authority (TRCA) staff be directed to take such actions as is necessary to implement the contract including the signing and execution of documents.

BACKGROUND

In 2003, Toronto City Council approved the Wet Weather Flow Management Master Plan (WWFMP). The Plan was initiated to address poor water quality, loss of fish habitat, erosion and other impacts from urban runoff. The Plan consists of four categories with 13 objectives:

Water Quality in Local Waterways

- Meet guidelines for water and sediment quality.
- Eliminate toxins through pollution prevention.
- Improve water quality in rivers and the Lake so that they are healthy for swimming.
- Improve aesthetics.

Water Quantity

- Preserve and re-establish a natural hydrologic cycle.
- Reduce erosion impacts on habitats and property.
- Eliminate or minimize threats to life and property from flooding.

Natural Areas & Wildlife

- Protect, enhance and restore natural features (eg., wetlands) and functions.
- Achieve healthy aquatic communities.
- Reduce fish contamination.

Sewer System

- Eliminate combined sewer overflow sanitary sewage.
- Reduce infiltration and inflow to sanitary sewers.
- Reduce basement flooding.

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Since 2003, significant progress has been made in the implementation of recommendations from the WWFMP including the citywide implementation of mandatory downspout disconnection, infrastructure improvements through the basement flooding protection program and the construction and upgrade of stormwater management facilities.

In order to quantify the reduction of contamination in the watercourses from these projects, the WWFMP required the establishment of a water quality monitoring program. Every 10 years during the implementation of the WWFMP, water quality data would be collected for a period of three years. During rain or snow melt events, water quality would be monitored at locations where major watercourses flow into Toronto and where the watercourses flow into Lake Ontario. By taking water samples at the upstream and downstream limits of Toronto's watercourses, it can then be determined what impact the City has on water quality and whether mitigation has been effective or not.

In 2008, Toronto Water retained TRCA to undertake the first three year period of water quality monitoring. For this project, TRCA installed and maintained 14 water quality stations. Sampling started in 2009 and was completed in 2011. Approximately 12 precipitation runoff events were sampled in each of the three sampling years. The data was entered into a database and a summary report was submitted to Toronto Water.

For the 2009-2011 sampling cycle, Toronto Water purchased 14 Teledyne ISCO Avalanche automated water quality samplers to collect water samples during rain events. These samplers allow water samples to be taken at predetermined intervals during a rain event so that the entire contaminant profile of the watercourse can be examined. These samplers also have integrated refrigerator systems to prevent certain chemical and biological parameters from degrading before they can be analyzed in the laboratory.

The second three year round of water quality monitoring is scheduled to begin in 2019. As a result of the success of the first round of monitoring, Toronto Water has requested that TRCA conduct the second round of sampling with installation of stations to begin in 2018 and an anticipated start date for sampling in January 2019. The project scope has been expanded to include 21 fixed water quality monitoring stations and three mobile stations that can be rotated around different watercourses at the request of Toronto Water.

RATIONALE

TRCA currently has 14 ISCO Avalanche automated samplers left from the 2009 -2011 sampling cycle. As the 2019-2021 sampling cycle requires 24 stations to meet the objectives of the project, an additional 10 units are required. Keeping all the samplers the same type will let TRCA use the same telemetry communications across the sampling network and allow for interchangeability of peripheral equipment such as sample bottles and dataloggers. Avensys Solutions Incorporated is the sole distributor of Teledyne ISCO products in Canada. All samplers will remain the property of Toronto Water. Staff therefore recommends award of the contract on a sole source basis as per Section 9.2 of TRCA's Purchasing Policy which states:

The goods or services are unique to one supplier and no practical alternatives or substitutes exist.

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FINANCIAL DETAILS

Funds are available in the Toronto Wet Weather Flow Account 120-35 which is 100% funded by City of Toronto's Toronto Water Division.

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Date: June 14, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **SIGN PRODUCTION SERVICES**
Vendors of Record

KEY ISSUE

Award of Contract #10007984 for the supply of sign production services from August 2018 for a two year term.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) operates numerous properties and programs that require a range of services for the production of signs;

AND WHEREAS in April 2018, TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on experience, technical capabilities/type of services offered, key personnel, references and rates;

THEREFORE LET IT BE RESOLVED THAT TRCA establish a Vendors of Record (VOR) arrangement with six sign production providers for the supply of services for a two year time period beginning August 2018;

AND FURTHER THAT authorized TRCA officials be directed to take necessary action to implement the contract, including obtaining any required approvals and the signing and execution of any documents.

BACKGROUND

To improve efficiency and reduce administrative staff time, TRCA staff is recommending establishment of a VOR arrangement for sign production services for all TRCA sign requirements. This VOR arrangement will help ensure qualified suppliers are able to provide services at a competitive price while meeting TRCA's specifications and reducing administrative costs associated with conducting multiple requests for quotations. By establishing a VOR list for sign production services, vendors are authorized to provide these services for a defined period of time at a competitive price. Staff may contact a vendor on the list to provide sign production services. Vendors will be required to provide all labour, materials, equipment and supervision necessary to complete the work in accordance with applicable laws, codes, standards, terms and conditions of the Vendors of Record Agreement.

RATIONALE

Request for Proposal (RFP) for Contract #10007984 was publicly advertised on the electronic procurement website Biddingo (www.biddingo.com) on April 27, 2018. Suppliers were advised that they would be evaluated on the following weighted criteria:

- Experience and qualifications;
- Quality and timelines;
- References;
- Rates.

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Suppliers were required to submit a Schedule of Rates comprised of rates and turnaround times for four distinct production projects. TRCA staff received a total of 16 responses that met all requirements.

The Procurement Opening Committee opened the quotations on May 19, 2018. Members of the selection committee, consisting of TRCA staff (Stephanie Brown, Lisa Peng, Rick Sikorski and Laura Vanderluit) reviewed the proposals based on a weighted scoring system consisting of 75% capabilities and 25% cost.

The results of the evaluation are as follows:

Vendor	Score (out of 400)
Fontasy Signs & Display Inc.	383
Reproart	368
Bullseye	351
Creative Path	342
Astley Gilbert	338
Alpine Graphics	311
St. Joseph Communications	299
Regional Sign Inc.	289
Ricter Web Printing Ltd.	259
The Printing House	250
Fast Signs	246
Cityscape Displays	243
Swiss Print International	204
Kickstart Marketing & Design	194
Lowe-Martin Group	159
Imageon Print Inc.	120

The extent of the VOR list will ensure that a vendor will be available to provide services in short order and the range of capabilities will ensure efficient provision of all sign production requirements. Staff will be provided all of the information to be able to contact a vendor based on their experience/qualifications, geographical location, cost or a combination of the three. Therefore, staff recommends Contract #10007984 be awarded to Fontasy Signs & Display Inc., Reproart, Bullseye, Creative Path, Astley Gilbert and Alpine Graphics as they best meet TRCA's requirements.

FINANCIAL DETAILS

The total value of this contract is estimated to be \$300,000 based on a review of previous work orders completed in 2017. An increase or decrease in workload will have an impact on the amount of this contract. The services will be provided on an "as required" basis with no minimum hours guaranteed. Funds required for the contract are available through numerous TRCA operating budgets.

Report prepared by: Rick Sikorski, extension 5414

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Date: June 29, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: PRINTING SERVICES
Vendors of Record

KEY ISSUE

Award of Contract #10007015 for the supply of printing services from August 2018 for a two year term.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) operates numerous programs that require a range of services for the production of printed materials;

AND WHEREAS in May 2018, TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on experience, capabilities/type of services offered, environmental scorecards, references and rates;

THEREFORE LET IT BE RESOLVED THAT TRCA establish a Vendors of Record (VOR) arrangement with six print services providers for the supply of services for a two year time period beginning August 2018;

AND FURTHER THAT authorized TRCA officials be directed to take necessary action to implement the contract, including obtaining any required approvals and the signing and execution of any documents.

BACKGROUND

To improve efficiency and reduce administrative staff time, TRCA staff is recommending establishment of a VOR arrangement for print production services for all TRCA paper printing requirements. This VOR arrangement will help ensure qualified printers are able to provide services at a competitive price while meeting TRCA's specifications and reducing administrative costs associated with conducting multiple requests for quotations. By establishing a VOR list for print services, vendors are authorized to provide these services for a defined period of time at a competitive price. Staff may contact a vendor on the list to provide printing services. Vendors will be required to provide all labour, materials, equipment and supervision necessary to complete the work in accordance with applicable laws, codes, standards, terms and conditions of the Vendors of Record Agreement.

RATIONALE

Request for Proposal (RFP) for Contract #10007015 was publicly advertised on the electronic procurement website Biddingo (www.biddingo.com) on April 27, 2018. Suppliers were advised that they would be evaluated on the following weighted criteria:

- Environmental scorecard;
- Experience and qualifications;
- Quality and timelines;

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- References;
- Rates.

Suppliers were required to submit a Schedule of Rates comprised of rates and turnaround times for four distinct print projects. TRCA staff received a total of 14 responses that met all requirements.

The Procurement Opening Committee opened the quotations on May 13, 2018. Members of the selection committee, consisting of TRCA staff (Stephanie Brown, Lisa Peng, Rick Sikorski and Laura Vanderluit) reviewed the proposals based on a weighted scoring system consisting of 75% capabilities and 25% cost.

The results of the evaluation are as follows:

Vendor	Score (out of 400)
Warren's Waterless Printing	385
Creative Path	367
Canadian Printing Resources	308
Gilmore Printing Services	308
Swiss Print International	292
Astley Gilbert	290
Northview Print	272
Ricter Web Printing	264
Lowe-Martin Group	236
Avant Imaging & Integrated Media Inc.	233
ReproArt	210
Imageon Print Inc.	187
KickStart Marketing & Design Inc.	177
The Printing House	132

The extent of the VOR list will ensure that a vendor will be available to provide services in short order and the range of capabilities will ensure efficient provision of all printing requirements. Staff will be provided all of the information to be able to contact a vendor based on their experience/qualifications, geographical location, cost or a combination of the three. Therefore, staff recommends Contract #10007015 be awarded to Warren's Waterless Printing, Creative Path, Canadian Printing Resources, Gilmore Printing Services, Swiss Print International and Astley Gilbert as they best meet TRCA's requirements.

FINANCIAL DETAILS

The total value of this contract is estimated to be \$300,000 based on a review of previous work orders completed in 2017. An increase or decrease in workload will have an impact on the amount of this contract. The services will be provided on an "as required" basis with no minimum hours guaranteed. Funds required for the contract are available through numerous TRCA operating budgets.

Report prepared by: Rick Sikorski, extension 5414

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Date: June 27, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #6/18, Friday, July 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **INFORMATION TECHNOLOGY CONSULTING SERVICES**
Award of Preferred Source Contract

KEY ISSUE

Contract for information technology consulting services related to TRCA migration from on premise physical data centre to the Microsoft Azure cloud and IBM Notes to Microsoft Office 365.

RECOMMENDATION

THAT a preferred source contract for professional information technology consulting services for a period of 18 months be awarded to DeVries Technical Services for a total cost not to exceed \$100,000 plus HST;

THAT Toronto and Region Conservation Authority (TRCA) staff be authorized to approve additional expenditures to a maximum of 10% of the contract cost as a contingency allowance if deemed necessary;

THAT the contract be on terms and conditions satisfactory to TRCA staff and, as necessary, solicitor;

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

BACKGROUND

TRCA is undergoing a major transformation in how it utilizes information technology (IT) through a migration from on premise IT infrastructure to a cloud based IT environment. Over the last decade TRCA has relied on industry standard virtual server based IT infrastructure to host all of its business applications and data storage. This IT infrastructure was replaced during the Head Office move to 101 Exchange Avenue and has since undergone major maintenance and upgrades. Organizational growth, increased reliance on technology, as well as demands for new business applications, has resulted in the current infrastructure reaching capacity and end of life.

TRCA staff made the decision not to replace the physical infrastructure and migrate all on premise servers and business applications to the Microsoft Azure cloud. Migrating to a cloud based IT environment will eliminate the need for a formal data centre in TRCA's new headquarters as well as allow for better staff access to applications from any location over the internet and improved reliability and business continuity.

This project is also being completed in conjunction with a migration from IBM Notes to Microsoft Office 365. TRCA requires consulting expertise to move forward with Azure and Office 365 migrations as this is a complex new technology which will be the key platform for all IT activities going forward; TRCA does not have the staff resources or expertise to handle this migration in-house. Further, experienced consulting advice will ensure TRCA minimizes downtime and maintains business continuity.

RATIONALE

TRCA has utilized the services of DeVries Technical Services for over 20 years. DeVries has extensive knowledge of TRCA business processes and technology infrastructure and has been involved in the setup and implementation of all existing server and networking technology at TRCA. This knowledge is critical for the successful migration of the existing virtual machines, file servers and business applications while maintaining ongoing business continuity.

DeVries has demonstrated expertise in Azure cloud implementations and Office 365 deployment with over 25 years consulting experience in Microsoft based architecture implementations in a wide range of settings, from small business, national banks to multinational corporations. Previous projects which TRCA has engaged DeVries in have always been successfully completed on time and on budget, while minimizing any system downtime. DeVries staff has demonstrated expertise, availability 24/7 and developed absolute trust with TRCA IT staff. In all previous projects in which DeVries has been engaged, a key aspect has been training and knowledge transfer to TRCA staff. Knowledge transfer is essential to TRCA IT staff as it allows for future implementations and maintenance of systems while minimizing ongoing support costs.

Therefore, staff is recommending that DeVries be awarded the contract for IT consulting services as per Section 9.3.3 of TRCA's Purchasing Policy as follows:

The required goods and services are to be supplied by a vendor or supplier having specialized knowledge, skills, expertise or experience that cannot be reasonably provided by any other supplier.

FINANCIAL DETAILS

The upset limit for this project is \$100,000, plus HST. Funds are to be split \$50,000 for the remainder of 2018 with the remaining \$50,000 to be spent in 2019. Funds are identified in TRCA's 2018 preliminary capital budget from TRCA's municipal partners in the IT capital budget account 014-01.

DETAILS OF WORK TO BE DONE

2018

- Office 365 migration training and support for mail, calendar, resources;
- Azure server migration technical support and knowledge transfer.

2019

- Azure server migration technical support and knowledge transfer;
- Office 365 future deployments – file storage, teams, Sharepoint;
- ITL (IT Infrastructure Library) implementation and training – Framework for IT service delivery.

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Date: June 29, 2018