

**Authority Meeting #7/18 was held at TRCA Head Office, on Friday, September 28, 2018.
The Chair Maria Augimeri, called the meeting to order at 9:38 a.m.**

PRESENT

Maria Augimeri	Chair
Kevin Ashe	Member
Jack Ballinger	Member
David Barrow	Member
Ronald Chopowick	Member
Jennifer Drake	Member
Paula Fletcher	Member
Chris Fonseca	Member
Jack Heath	Vice Chair
Brenda Hogg	Member
Glenn Mason	Member
Mike Mattos	Member
Anthony Perruzza	Member
Gino Rosati	Member

PRESENT VIA TELECONFERENCE

Paul Ainslie	Member
Colleen Jordan	Member

ABSENT

Vincent Crisanti	Member
Glenn De Baeremaeker	Member
Michael Ford	Member
Jennifer Innis	Member
Jim Karygiannis	Member
Maria Kelleher	Member
Matt Mahoney	Member
Giorgio Mammoliti	Member
Jennifer McKelvie	Member - Leave of Absence
Linda Pabst	Member
Michael Palleschi	Member
John Sprovieri	Member

The Chair recited the Acknowledgement of Indigenous Territory.

RES.#A139/18 - MINUTES

Moved by: Paula Fletcher
Seconded by: David Barrow

THAT the Minutes of Meeting #6/18, held on July 20, 2018, be approved.

CARRIED

PRESENTATIONS

6.1 A presentation by Kathy Stranks, Clerk and Senior Manager, Corporate Records, TRCA, in regard to item 8.1 - [Board of Directors Administrative By-law](#).

RES.#A140/18 - PRESENTATIONS

Moved by: Jack Heath
Seconded by: Mike Mattos

THAT above-noted presentation 6.1 be received.

CARRIED

Section I – Items for Authority Action

RES.#A141/18 -

BOARD OF DIRECTORS ADMINISTRATIVE BY-LAW

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

Moved by: Jack Heath
Seconded by: Mike Mattos

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) Administration 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, as amended, 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 September 28, 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 in 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 8 be approved, with an initial term of 18 months;

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, the Minister of Environment, Conservation and Parks, and Conservation Ontario, and posted on TRCA's website.

AMENDMENT
RES.#A142/18

Moved by: Paula Fletcher
Seconded by: Jack Heath

THAT the following be inserted after the sixth paragraph of the main motion:

THAT staff report back in September 2019 on the impact of the changes to the delegation rules whereby delegations are directed to one meeting pertaining to the matter;

THE AMENDMENT WAS CARRIED

THE MAIN MOTION, AS AMENDED, WAS CARRIED

THE RESULTANT MOTION READS AS FOLLOWS

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) Administration 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, as amended, be approved, and TRCA's existing Administration Regulation and Rules of Conduct be repealed, as of July 20, 2018;

THAT staff report back in September 2019 on the impact of the changes to the delegation rules whereby delegations are directed to one meeting pertaining to the matter;

THAT the Budget/Audit Advisory Board be disbanded, effective September 28, 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 in 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 8 be approved, with an initial term of 18 months;

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, the Minister of Environment, Conservation and Parks, and Conservation Ontario, and posted on TRCA's website.

BACKGROUND

Authority Administrative By-law

In 1986, the Authority adopted an Administration 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 changes to the Administration 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 (BMP's):

- existing conservation authority 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*.

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 (MNRF) 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, and consists of only five Board Members. Staff considered the feasibility of amalgamating BAAB with the Executive Committee for more timely reporting and to encourage greater discussion of issues amongst a larger contingent of Board Members.

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.

The London Conference resolutions 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.

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 8 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 10. TRCA's current Administration Regulation and Rules of Conduct do not fully meet the requirements of the *Act*, and as such TRCA followed Conservation Authority BMP's and the 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 to adhere to previous direction of the Authority, while still maintaining the desired outcome of consistency with the Administrative By-law Model.

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 TRCA.
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 included 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 boards 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 remuneration to Board Members, it is TRCA staff's current understanding that TRCA may not have the ability to pay Board Members remuneration and the Ontario Auditor General is currently assessing the issue of remuneration of Board Members by conservation authorities. Based on this ongoing exploration, staff will report back upon completion with recommendations for remuneration. 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 requirements are more clearly 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 new section provides greater clarity to staff and Board Members on duty of care and responsibilities.
 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 late 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 have 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. In recent years more Board Members have been engaged in conversations which, while providing for greater cross-jurisdictional input on matters, extends the length of meetings. The extended length of meetings can create a challenge in maintaining quorum. The proposed reduction in speaking time is proposed to facilitate more timely deliberations.
- * It should be noted that rules of procedure at meetings are not as clearly defined as they may be at a municipality as TRCA has membership from 18 municipalities with differing procedures. The less defined rules allow the Chair to conduct meetings in a manner they are more accustomed to in areas where they By-law and Act are silent.
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 of limiting deputants to one speaking opportunity on the item at one Board of Directors, Executive Committee or advisory board meeting will place onus on deputants to determine which meeting they will speak at in instances when the item is being considered at both meetings. The Chair may determine how strictly this rule will be applied, particularly if there is a material change in the direction of recommendations related to the item. In these cases additional information from delegates may be pertinent. Staff including the Clerk will need to provide guidance to delegates to advise them of this updated By-law in such circumstances, to ensure they have all of the information before making a decision on when to appear to delegate. It is not proposed to change the five-minute time period that delegates will be afforded to speak. In addition, the opportunity to submit written submissions as correspondence items up to the start of any meeting will remain unchanged.
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 as part of this By-law 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 body 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. 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 present at the Executive Committee. It is anticipated that there will be a concerted focus on the budget and other critical financial matters at select Executive Committee meetings. 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 for these advisory boards to reflect the approved By-law.
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 updated in that it recognizes 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 applicable to Board Members, 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 are therefore seeking Authority approval of these policies as part of this proposed By-law.

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 Administration 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.

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

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For Information contact: Kathy Stranks, extension 5264, Michael Tolensky, extension 5965

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

Date: September 17, 2018

Attachments: 1- [Link to Proposed Board of Directors Administrative By-Law](#)

RES.#A143/18 -

THE MEADOWAY PROJECT

Update and Authorization to Proceed with Key Priorities in Collaboration with the The Living City Foundation, W. Garfield Weston Foundation, City of Toronto and Hydro One. Update on The Meadoway and authorization to advance implementation of key priorities.

Moved by: Paul Ainslie
Seconded by: Jack Heath

WHEREAS Toronto and Region Conservation Authority (TRCA) and The Living City Foundation (LCF) have committed to revitalize a 16 linear kilometre, 200 hectare transmission corridor into The Meadoway, which will provide a vital east-west linkage between downtown Toronto and Rouge National Urban Park and become one of the largest urban linear greenspaces in Canada, with a connected multiuse trail, restored meadow habitat and other enhancements that will be determined in consultation with the community and our partners;

WHEREAS The W. Garfield Weston Foundation announced on April 11, 2018, a potential pledge of up to \$25 million to support The Meadoway, subject to obtaining additional funding approvals from donors including senior levels of government;

WHEREAS The W. Garfield Weston Foundation has made \$10 million of the \$25 million pledge available immediately to TRCA to implement Phase 1 of the project;

WHEREAS the City of Toronto has committed \$6.3 million in capital funding to realize the shared vision for The Meadoway by supporting the first phase of multi-use trail infrastructure, and the City's ongoing operations and maintenance activities within the and around the corridor;

THEREFORE LET IT BE RESOLVED THAT with appropriate Board Authority approvals including purchasing approvals, authorized TRCA and LCF officials be directed to take all necessary actions regarding retaining consulting services, the hiring of contract staff including project managers, and the signing and execution of any service agreements within the limit of the confirmed approved funding agreement for Phase 1;

THAT staff continue to work with The Living City Foundation to support fundraising efforts in support of The Meadoway;

THAT bi-annual progress reports be provided via the project Steering Committee to project partners and funding supporters;

THAT updates be brought back to the Authority on an annual basis as implementation of the project proceeds;

AND FURTHER THAT staff be authorized to investigate the potential for similar corridor revitalization opportunities in TRCA's jurisdiction as these are presented through municipal partners and stakeholders while maintaining a focus on successful delivery of Phase 1 of the project.

AMENDMENT
RES.#A144/18

Moved by: Paul Ainslie
Seconded by: Jack Heath

THAT the last paragraph of the main motion be amended to read as follows:

AND FURTHER THAT staff be authorized to investigate the potential for similar hydro and other corridor revitalization opportunities in TRCA's jurisdiction while maintaining a focus on successful delivery of Phase 1 of the project, and report back on these discussions.

THE AMENDMENT WAS CARRIED

THE MAIN MOTION, AS AMENDED, WAS CARRIED

THE RESULTANT MOTION READS AS FOLLOWS:

WHEREAS Toronto and Region Conservation Authority (TRCA) and The Living City Foundation (LCF) have committed to revitalize a 16 linear kilometre, 200 hectare transmission corridor into The Meadoway, which will provide a vital east-west linkage between downtown Toronto and Rouge National Urban Park and become one of the largest urban linear greenspaces in Canada, with a connected multiuse trail, restored meadow habitat and other enhancements that will be determined in consultation with the community and our partners;

WHEREAS The W. Garfield Weston Foundation announced on April 11, 2018, a potential pledge of up to \$25 million to support The Meadoway, subject to obtaining additional funding approvals from donors including senior levels of government;

WHEREAS The W. Garfield Weston Foundation has made \$10 million of the \$25 million pledge available immediately to TRCA to implement Phase 1 of the project;

WHEREAS the City of Toronto has committed \$6.3 million in capital funding to realize the shared vision for The Meadoway by supporting the first phase of multi-use trail infrastructure, and the City's ongoing operations and maintenance activities within the and around the corridor;

THEREFORE LET IT BE RESOLVED THAT with appropriate Board Authority approvals including purchasing approvals, authorized TRCA and LCF officials be directed to take all necessary actions regarding retaining consulting services, the hiring of contract staff including project managers, and the signing and execution of any service agreements within the limit of the confirmed approved funding agreement for Phase 1;

THAT staff continue to work with The Living City Foundation to support fundraising efforts in support of The Meadoway;

THAT bi-annual progress reports be provided via the project Steering Committee to project partners and funding supporters;

THAT updates be brought back to the Authority on an annual basis as implementation of the project proceeds;

AND FURTHER THAT staff be authorized to investigate the potential for similar hydro and other corridor revitalization opportunities in TRCA's jurisdiction while maintaining a focus on successful delivery of Phase 1 of the project, and report back on these discussions.

BACKGROUND

Led by Toronto and Region Conservation Authority (TRCA) and The Living City Foundation (LCF) in partnership with the City of Toronto and The W. Garfield Weston Foundation, The Meadoway is transforming 16 linear 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 connecting greenspaces across Scarborough and providing other enhancements that will benefit the community.

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 Park. 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 200 hectares and 16 linear kilometres, 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 provides 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.

The completion of a connected active transportation network builds on the work that the City of Toronto has undertaken to construct almost 10km of multi-use trail through the transmission corridor, along with signalization at some major intersections. This work has also included the installation of waste management stations, entrance features and traffic management strategies at additional intersections and cross streets.

To assess the viability of a transformational idea like The Meadoway, two revitalization pilot projects were completed by TRCA between 2012 and 2017 with funding support from The W. Garfield Weston Foundation. 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. This pilot project transformed a 3.5 kilometre section of the corridor into a naturalized habitat, an active transportation route, and a beautiful wildflower meadow which has been well supported and well utilized by community members. The success of 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 years, subject to obtain funding from other donors and partners including senior levels of government. A firm commitment of \$10 million was made available immediately by The W. Garfield Weston Foundation to TRCA formalized through an executed agreement. The project has a total proposed budget of \$85 million, with nearly 40% pledged to date.

At Authority Meeting #4/18, held on May 25, 2018, an update to the recently announced funding for The Meadoway was provided, with Resolution #A70/18 approved as follows:

THAT The Living City Foundation's (LCF) 2018 budget be approved by the Authority;

AND FURTHER THAT information on 2018 funding allocations for the Meadoway project be received.

RATIONALE

With over 500 kilometres and 1,600 hectares of transmission corridors in the Toronto region, The Meadoway represents the first phase of what can become a world-class example of linear corridor revitalization. The expansion of The Meadoway concept throughout the Toronto region would not only assist TRCA and its municipal partners achieve the TRCA Regional Trails Strategy and associated Living City Strategic Plan objectives, it also has the potential to create an integrated network of urban linear parks systems that could surpass that of any found elsewhere in the world.

Through the development of new partnerships, a collaborative project team, community engagement and a sound funding strategy, The Meadoway will showcase a new reality for environmental collaboration and will redefine the meaning of a community connected through conservation.

FINANCIAL DETAILS

The project has a total proposed budget of \$85 million. The W. Garfield Weston Foundation has made a pledge up to \$25 million to support the project as it evolves over the coming years, with a firm commitment of \$10 million available immediately. An agreement between TRCA has been signed for the delivery of Phase 1 of this project. As part of this Phase 1 work, The City of Toronto has committed \$6.3 million in its capital budget and plan for the first phase of infrastructure investments that will help to realize the shared vision for The Meadoway by supporting the trail and cycling infrastructure, and continuing responsibilities for ongoing operations and maintenance of City infrastructure in the corridor.

DETAILS OF WORK TO BE DONE

While the project will involve multiple TRCA and City of Toronto divisions overall project oversight will rest with TRCA's Project Management Office. A governance model has been prepared and reviewed with funding partners to ensure appropriate communications, decision-making, controls, and ultimately the project's success.

The following outlines a list of the immediate next steps for The Meadoway:

- a. Launch The Meadoway Steering Committee and (as required) Technical Advisory Committees made up of key stakeholders and funding partners to guide project implementation;

- b. Initiate a Municipal Class Environmental Assessment (Class EA) and detailed design process for a multi-use trail network;
- c. Manage the existing meadow habitats along with creation of approximately 40 hectares of new habitat;
- d. Complete an initial community mapping exercise involving the non-governmental organization Park People, an organization that supports and mobilizes people to activate the power of parks to improve the quality of life in Canadian cities;
- e. Procure consulting services to develop and support an engagement strategy, public relations and communications strategy, and the completion of a conceptual illustrative plan for The Meadoway; and
- f. Work with The Living City Foundation to develop and launch a fundraising campaign.

Key Project Activities (2018-2020)

Engagement, Education, Communications and Fundraising:

- Complete artistic renderings and conceptual illustrations as part of a conceptual illustrative plan for The Meadoway.
- Complete an engagement strategy, and a communications and public relations strategy.
- Complete a fundraising strategy, by The Living City Foundation, for a multi-million-dollar campaign between 2019 and 2025. Achieving this goal is dependent in large part upon the contributions and support from all three levels of government.
- Complete a community mapping exercise to collect baseline data for the communities around The Meadoway.
- Implement recommendations of the engagement strategy and the communications and public relations strategy.
- Launch and monitor a community leadership group.
- Launch of a communications and public relations campaign.

Active Transportation Network:

- Complete a Baseline Environmental Inventory including Terrestrial Biological Inventory and Stage 1 Archaeological assessment.
- Complete a Municipal Class EA for the Active Transportation network which integrates meadow restoration opportunities.
- Undertake all mandated public consultation for EA in coordination with engagement efforts of the overall project.
- Detailed design of the trail ready for issue of construction tender documents.
- Secure all necessary agreements, permits and approval for implementation of the trail and meadow habitat.
- Design and implement the East Don Trail gateway.

Restoration and Monitoring:

- Implement 40 ha of meadow habitat.
- Maintain for 80 ha of meadow habitat.

Project Governance

- Establish a Steering Committee and Technical Advisory Committees made up of key stakeholders and funding partners to guide project implementation.

Key Project Milestones (2018-2020)

Engagement, Education and Communications	Target Date (MM-YY)
The Meadoway Community Mapping Exercise	06-18 to 10-18
Interim Engagement Program	06-18 to 03-19
Community Leadership Group Planning	10-18 to 03-19
The Meadoway website update	11-18 to 01-19
Artistic Renderings and Conceptual Illustrative Plans	11-18 to 03-19
Develop The Meadoway Engagement Strategy	11-18 to 03-19
Develop a Communications and Public Relations Strategy	11-18 to 03-19
Implement Recommendations of the Engagement Strategy	03-19 to 12-20
Implement Recommendations of the Communications and Public Relations Strategy	03-19 to 12-20

Fundraising Strategy	Target Date (MM-YY)
Complete Prospect Research	08-18 to 12-18
Create Revenue Strategy	08-18 to 12-18
Establish Campaign Policies	08-18 to 12-18
Establish Campaign Cabinet	10-18 to 12-18
Review Table of Gifts	10-18 to 12-18
Establish Campaign Subcommittees	01-19 to 03-19
Outline Campaign timeline	01-19 to 03-19
Assemble Campaign Cabinet	01-19 to 03-19
Develop Case for Support	01-19 to 06-19
Write Proposal Copy	01-19 to 06-19
Identify and enlist volunteers	03-19 to 06-19
Begin the Donor Solicitation process	03-19 to 06-19

Active Transportation Network	Target Date (MM-YY)
Complete of baseline environmental reporting	10-18
Initiate Municipal Class EA	10-18
Undertake public consultation at key EA milestones	10-18 to 06-19
Identify and evaluate Alternatives (trail)	11-18
Select and refinement of Preferred Alternative	01-19
Complete and submit the Municipal Class EA	06-19
Begin Detailed Design of the trail	08-19
Secure all necessary permits and approvals for implementation	01-20
Implement the East Don Gateway	05-20
Implement the trail as per recommendations in the EA (phasing and scheduling subject to funding securement)	2021

Restoration and Monitoring	Target Date (MM-YY)
The Meadoway monitoring pre/post meadow development 80ha	05-18 to 10-18
Existing meadow - Scarborough Centre Butterfly Trail 40ha maintenance	04-18 to 11-18
Existing meadow - Scarborough Centre Butterfly Trail 40ha invasive species management	06-18 to 09-18
Hydro One Networks Inc. (HONI) and City approval/agreement aligned for meadow design	09-18
Existing meadow - Scarborough Centre Butterfly Trail 40ha maintenance	04-18 to 11-18
40ha of meadow site prep (mow till, cover crop, spray)	05-19 to 08-19
The Meadoway monitoring 40ha	05-19 to 10-19
Meadow buffer mowing	05-19 to 10-19
Existing meadow - Scarborough Centre Butterfly Trail 40ha invasive species management	06-19 to 09-19
Existing meadow - invasive species management (40ha)	06-19 to 08-19
Signage deployment on Site 3 and 4	05-19 to 10-19
Community Garbage Cleanup along The Meadoway	04-20
Existing meadow - Scarborough Centre Butterfly Trail 40ha maintenance	04-20 to 11-20
40ha of meadow site prep (mow till, cover crop, spray))	05-20
Meadow buffer mowing 80ha	05-20 to 10-20
The Meadoway monitoring 40ha	05-20 to 10-20
Existing meadow - Scarborough Centre Butterfly Trail 40ha invasive species management	06-20 to 09-20
40ha of meadow native seeding	06-20
Invasive species, management on existing meadow and newly established meadow	06-20 to 08-20
Maintenance mowing on 40ha newly established meadow	08-20

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Date: August 21, 2018

RES.#A145/18 -

THE MEADOWAY – MULTI-USE TRAIL CLASS ENVIRONMENTAL ASSESSMENT AND DETAILED DESIGN

Contract #10008912. Award of Contract #10008912 for professional planning and engineering consulting and detailed design services, in support of The Meadoway Multi-use Trail Class Environmental Assessment and Detailed Design Process.

Moved by: Ronald Chopowick
Seconded by: Chris Fonseca

THAT Contract #10008912 for professional planning and engineering consulting services, as part of The Meadoway Multi-use Trail Class Environmental Assessment (Class EA) and Detailed Design be awarded to Dillon Consulting Limited at a total cost not to exceed \$899,392 plus 20% contingency, plus HST, it being the highest ranked proposal meeting Toronto and Region Conservation Authority's (TRCA) specifications;

THAT should staff be unable to negotiate a mutually acceptable agreement with the above-mentioned proponent, staff be authorized to enter into contract negotiations with the next highest ranked proponent;

AND FURTHER THAT staff be authorized and directed to take all necessary actions to implement the foregoing, including the signing of documents.

CARRIED

BACKGROUND

Led by TRCA in partnership with The Living City Foundation, City of Toronto, Hydro One and The W. Garfield Weston Foundation, The Meadoway Project will transform 16 kilometers of hydro corridor in Scarborough into one of the largest urban linear greenspaces in Canada.

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 pledged up to \$25 million in support of the project, with a firm commitment of \$10 million available immediately. The City of Toronto committed \$6.3 million to realize the shared vision for The Meadoway by supporting the multi-use trail infrastructure, and to support the City's ongoing operations and maintenance activities in the hydro corridor.

At Authority Meeting #4/18, held on May 25, 2018, an update to the recently announced funding for The Meadoway was provided, with Resolution #A70/18 approved as follows:

THAT The Living City Foundation's (LCF) 2018 budget be approved by the Authority;

AND FURTHER THAT information on 2018 funding allocations for the Meadoway project be received.

The Meadoway builds on the success of the Gatineau Hydro Corridor Revitalization Project which has resulted in the creation of 40 hectares of native meadow habitat by TRCA to date, as well as the construction of 9.98 km of multi-use trail, along with bicycle crossing signalization at major intersections as implemented by the City of Toronto. The first phase, completed in 2015 with funding from the W. Garfield Weston Foundation, transformed a 3.5 km section of the Gatineau Hydro Corridor between McCowan Road and Scarborough Golf Club Road into a naturalized meadow habitat, active transportation route, and community gathering and educational space. The second phase of this work is located between Conlins and Meadowvale Road in close proximity to the Rouge National Urban Park and is set to open in 2018.

Encompassing over 200 hectares and spanning 16 linear kilometres, The Meadowway will incorporate all of the work completed as part of the Gatineau Hydro Corridor Revitalization Project and establish the full connection between the East Don Trail gateway just west of Bermondsey Road to the Rouge National Urban Park, just east of Meadowvale Road. The anticipated costs and potential environmental impacts associated with the implementation of the multi-use trail connection requires a Municipal Class EA, Schedule C to be undertaken to inform planning and design. The Class EA to be undertaken by TRCA and the City of Toronto (as a co-proponent) will specifically evaluate and integrate potential trail alignments for sections of The Meadowway where trail networks have not been completed or approved. Spanning portions of the Don River, Highland Creek and Rouge River watersheds, the trail network may include a total of four river crossings (a small tributary of Highland Creek west of Midland Avenue, the Milliken Branch of the Highland Creek Valley Corridor, Ellesmere Ravine and the Rouge River closer to Meadowvale Road) and potentially one pedestrian/cycling grade separated crossing over the existing Metrolinx and TTC railway between Kennedy Road and Midland Avenue.

RATIONALE

RFP#10008912 was released on the website Biddingo (www.biddingo.com) to all potential bidders on August 20, 2018, with a total of four firms submitting proposals in advance of the 11:00 a.m. submission deadline on Friday, September 7, 2018 (Table 1). All four members of the evaluation committee consisted of TRCA staff, who received copies of the proposals on September 7, 2018. The criteria used to evaluate the submissions and to select the successful consultant included the following:

- Understanding of project and scope of work;
- Experience of firm working on projects of a similar scope and magnitude;
- 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 that meet or exceeds the project timeline; and
- Detailed cost breakdown, including an itemized cost of additional works anticipated beyond the approved budget.

Table 1. List of consultants who submitted proposals, associated fee and evaluation scoring

Firms	Fee Proposal	Evaluation Score
Dillon Consulting Limited	\$899,392	1
Aquafor Beech Limited	\$850,204	2
WSP Canada Group Limited	\$539,310	3
IBI Group	\$897,135	4

At the proposal evaluation meeting held on September 17, 2018, consensus was reached between all members of the committee that the proposal submitted by Dillon Consulting Limited offered the best service for the best value. WSP's fee schedule was \$310,894 below the next highest bidder (Aquafor Beech Limited) which is attributed to a significantly lower allocation of total staff resources and time allocation to the project (approximately 2,000 less hours) and what staff felt were inadequate engineering resources allocated to critical deliverables of the project.

FINANCIAL DETAILS

The Meadowway project for Scarborough has a total proposed budget of \$85 million. Nearly 40% of the budget has been pledged to date and will be made available in account 260-01. The completion of the Class EA and detailed design work in the amount of \$899,392 described in this report is covered within the initial pledged funds.

DETAILS OF WORK TO BE DONE

TRCA, in partnership with the City of Toronto and Hydro One, will lead the planning, design and implementation of a multi-use trail network and restored meadow habitat within the footprint of the Gattineau hydro-corridor in Scarborough, Ontario. The initial project phases to be undertaken will include:

- a) Phase I: Project planning and Class Environmental Assessment (Schedule C) of the multi-use trail, including full public consultation and engagement; and
- b) Phase II: Detailed design process for the preferred alignment of the multi-use trail, including associated elements such as river crossings, meadow/habitat components, access points etc.

For the above-mentioned works, TRCA requires the support of a consultant team in order to fulfill the requirement of the Class EA planning and detailed design process for The Meadoway. Dillon Consulting Limited will assist TRCA and the City (co proponents of the project) in leading the planning, management, and execution of a Schedule C Class EA (Phase I) and detailed design process (Phase II) for the multi-use trail network and meadow restoration component of the project. A non-exhaustive list of services to be provided by Dillon Consulting Limited include informing the design and evaluation of potential multi-use trail alignments, pedestrian bridge designs, community access points and parking, as well as consideration for the location of future public realm improvements in the corridor (e.g., gardens, sports fields, public art installations). The optimization and integration of existing trail networks and restored meadow habitat with future trail designs will be a major component of this work, along with cost estimation services, planning support, and assisting with public and stakeholder consultation associated with the mandatory engagement requirements of the Class EA process.

Additional consulting services to inform development of community engagement, public relations and communication strategies will be acquired through subsequent procurement processes. The Meadoway project team will ensure coordination and build synergies between the technical and regulatory process associated with the planning and design of the multi-use trail and the overall project engagement, public relation and fundraising efforts.

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Date: September 18, 2018

RES.#A146/18 -

**HIGHLAND CREEK HYDROLOGY AND FLOODPLAIN MAPPING
UPDATE**

Contract #10008608 - Comprehensive Hydrology and Floodplain Mapping Update of the Highland Creek Watershed within the City of Toronto. Award of Contract #10008608 for engineering consulting services to undertake a detailed hydrology and hydraulic model, and floodplain mapping update of the Highland Creek watershed within the City of Toronto.

Moved by: Ronald Chopowick
Seconded by: Chris Fonseca

THAT Contract #10008608 for the engineering services required to complete the hydrology model and floodplain mapping update for the Highland Creek watershed in the City of Toronto be awarded to Matrix Solutions at total cost not to exceed \$199,514, plus HST, it being the highest ranked proposal resulting from the evaluation criteria set out in the Request for Proposals (RFP);

THAT Toronto and Region Conservation Authority (TRCA) staff be authorized to approve additional expenditures to a maximum of \$39,900 (approximately 20% of the project cost) in excess of the contract cost as a contingency allowance if deemed necessary;

THAT should staff be unable to negotiate a mutually acceptable agreement with the above-mentioned proponent, staff be authorized to enter into contract negotiations with the next highest ranked proponent;

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

CARRIED

BACKGROUND

TRCA has identified the need to update the hydrology and hydraulic modelling and floodplain mapping for the Highland Creek watershed in the City of Toronto. The project will involve a comprehensive hydrology modelling update of the watershed to develop a new set of Regional and design storm flows for use in floodplain mapping updates and flood remediation studies. In addition, this project will include the development of a new hydraulic model of the watershed, resulting in approximately 27 updated floodplain map sheets within the study area.

It is TRCA's best practice to update floodplain mapping on a 10 to 15-year cycle to ensure the information is up to date and reflects current watershed conditions. In 2005 TRCA completed the last comprehensive floodplain mapping update for the Highland Creek. Since 2005 there have been a number of advancements in hydrology and hydraulic modelling leveraging GIS processes and LiDAR data which aid in streamlining model development, floodline generation and reporting. Further TRCA has collected over 13 years of meteorological monitoring information which will further aid in model calibration and validation, ensuring TRCA's models accurately characterize watershed response.

The previous hydrology model of the Highland Creek was based on the Visual Otthymo model and was developed using the best information of the time, consisting of catchment mapping from the work completed by the City of Toronto as part of the Wet Weather Flow Master Plan, and various sources for land use and soil mapping. The model was calibrated to one stream flow gauge and four precipitation gauges, using storm events from the late 1990's to the early 2000's. TRCA now proposes to develop a new hydrology model based on the PCSWMM hydrology modelling platform, using LiDAR to delineate catchments, as well as GIS processes, including air photo interpretation and soil classification to streamline model development. Further, staff intends to collect further rainfall data from City of Toronto gauges to help complement the model calibration and validations process.

The project will also involve the development of a comprehensive watershed scale hydraulic model utilizing the HEC-RAS (Hydrologic Engineering Center River Analysis System) hydraulic model to provide flood elevation estimates (2-350 year and Regional) throughout the Highland Creek watershed. HEC-RAS is well suited for this assignment as it is the industry standard for hydraulic modeling of river systems, and is used broadly across TRCA and the Province of Ontario. Once completed, the model will be used to update TRCA's floodline mapping (approximately 27 map sheets), flood forecasting and warning systems and flood emergency response plans.

The project will take approximately 13 months to complete, with an anticipated completion date of November 2019.

RATIONALE

Engineering Services staff completed a public prequalification process through Biddingo (www.biddingo.com) and identified four firms to invite to the formal bidding process based on the following:

- Corporate Profile;
- Project Manager qualifications and experience;
- Relevant project experience;
- Staff qualifications;
- GIS expertise; and
- Experience in hydraulic modelling and mapping.

Request for Proposal #10008608 was sent to the following four engineering firms on August 13, 2018:

- KGS Group,
- Matrix Solutions
- R.J. Burnside, and
- Wood

Consistent with TRCA's standard procurement process an opening committee consisting of representatives from Engineering and Corporate Services opened the submitted technical and cost proposal on August 31, 2018 with the following fee results:

Consulting Firms	Fees (Plus HST)
KGS Group	\$128,988
Matrix Solutions	\$199,514
R.J. Burnside	Did not Submit
Wood	\$176,661

Members of the selection committee, consisting of Engineering Services staff (Nick Lorrain, Christina Bright and Ying Qiao), reviewed proposals based on a weighted scoring system consisting of the following:

Evaluation Criteria	Weighting (%)	Minimum Score
Proponent's Information and Profile	5%	5
Key Personal	15%	7.5
Experience and Methodology	20%	12.5
Scope of Work Capabilities	15%	7.5
Proposed work Plan and Timeframe	20%	12.5
Cost	25%	-

The averaged results from the staff evaluation of the proposals are as follows:

Consulting Firms	Ranking (out of 100%)
Matrix Solutions	87.2%
Wood	83.4%
KGS Group	80.3%
R.J. Burnside	Did not Submit

Based on the evaluation of the bids, it was concluded that the combined technical and fee proposal valued at \$199,514 submitted by Matrix Solutions offered the best service for value among the engineering firms whose technical capacity matched the project needs.

Matrix Solutions has extensive knowledge of hydrology and hydraulic modelling, specifically modelling for floodplain mapping purposes and has completed a number of projects of similar size and scale. The fee schedule provided in Matrix Solutions proposal was deemed reasonable and consistent with past fee estimates provided for similar types of projects. Staff is confident that Matrix Solutions will provide TRCA with the desired product within the specified schedule and budget and therefore recommend that Contract #10008608 be awarded to Matrix Solutions for the base cost of \$199,514, plus HST, as they are able to provide the valuable technical experience required and have a clear understanding of the scope of work as defined in the RFP.

FINANCIAL DETAILS

Funds required to complete this project are available from the National Disaster Mitigation Program – Floodplain Mapping Account 107-56.

Funding Source	Accounts	Budget (Plus HST)	Contingency (Plus HST)
NDMP/Region of York	107-56	\$199,514	\$39,900

A maximum upset limit of \$199,514 plus 20% contingency, plus HST has been set for this project.

DETAILS OF WORK TO BE DONE

TRCA is looking to retain the services of a consulting engineering firm to complete a hydrology and floodplain mapping update for the Highland Creek watershed. The project will consist of two components which will be conducted concurrently; Hydrology and Hydraulic modeling. For the Hydrology modelling component, the study will include the development of a hydrology model of the Highland Creek watershed using the PCSWMM hydrology modelling platform, complete with a detailed calibration and validation process. The Hydraulic modeling component will consist of the development of a one dimensional hydraulic model using the HEC-RAS hydraulic modelling platform (Version 5.0.5). Floodlines will be derived from the Hydrology modeling component and will include digitally signed and stamped map sheets that covers approximately 27 standard floodplain map sheets and a final report.

As per the schedule identified in the request for proposals, and the proposal provided by Matrix Solutions, the general scope of work and associated timelines are as follows:

Work Plan	Start Date	End Date
Start Up Meeting	Week of October 5, 2018	
Background Review	October 5, 2018	November 23, 2018
Hydrology Model Development	November 1, 2018	April 30, 2019
Hydraulic Model Development	October 12, 2018	June 30, 2019
Floodline Generation	July 1, 2019	September 30, 2019
Project Completion		November 29, 2019

The timelines identified above include provisions for TRCA staff review of the models, floodlines, and associated reports, as well as consultation and meetings with City of Toronto staff.

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Date: September 7, 2018

RES.#A147/18 -

HUMBER RIVER FLOODPLAIN MAPPING UPDATE

Contract #10008446 - Comprehensive Floodplain Mapping Update of the Humber River Watershed within York Region. Award of Contract #10008446 for engineering consulting services to undertake a detailed hydraulic model and floodplain mapping update of the Humber River Watershed within York Region.

Moved by: Ronald Chopowick
Seconded by: Chris Fonseca

THAT Contract #10008446 for the engineering services required to complete the floodplain mapping update for the Humber River watershed in the Region of York be awarded to Aquafor Beech Ltd. at total cost not to exceed \$95,850, plus HST, it being the highest ranked proposal resulting from the evaluation criteria set out in the Request for Proposals (RFP);

THAT Toronto and Region Conservation Authority (TRCA) staff be authorized to approve additional expenditures to a maximum of \$19,200 (approximately 20% of the project cost) in excess of the contract cost as a contingency allowance if deemed necessary;

THAT should staff be unable to negotiate a mutually acceptable agreement with the above-mentioned proponent, staff be authorized to enter into contract negotiations with the next highest ranked proponent;

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

CARRIED

BACKGROUND

TRCA has identified the need to update the hydraulic modelling and floodplain mapping for the Humber River watershed in the Region of York. The project will involve a comprehensive hydraulic model update of the Main Humber and East Humber River subwatersheds within the City of Vaughan, Town of Richmond Hill and Township of King, resulting in approximately 66 updated floodplain map sheets within the study area.

The hydraulic modelling for the Humber River watershed in York Region consists of hydraulic modelling and floodplain mapping updates completed in the early 2000's by various consulting teams using the HEC-RAS computer model. It is TRCA's best practice to update hydraulic models and floodplain mapping every 10-15 years to incorporate land use changes, hydrology modelling updates, new data and the latest modelling technology.

Since the previous floodplain mapping updates, TRCA has completed a comprehensive hydrology modelling study of the Humber River watershed (2015, Addendum 2018) which established new Regional Storm flow values using the most up to date land use, meteorological and stream flow monitoring information. Due to updated Regional Storm flow estimates, and LiDAR topographic information, a comprehensive hydraulic modelling and floodplain mapping update is required.

The project will involve developing a comprehensive subwatershed scale hydraulic model utilizing the HEC-RAS (Hydrologic Engineering Center River Analysis System) hydraulic model to provide flood elevation estimates (2-350 year and Regional) throughout the Humber River watershed in the Region of York. HEC-RAS is well suited for this assignment as it is the industry standard for hydraulic modeling of river systems, and is used broadly across TRCA and the Province of Ontario. Once completed, the model will be used to update TRCA's floodline mapping, flood forecasting and warning systems and flood emergency response plans.

The project will take approximately 10 months to complete, with an anticipated completion date of July 2019.

RATIONALE

Engineering Services staff completed a public prequalification process through Biddingo (www.biddingo.com) and identified four firms to invite to the formal bidding process based on the following:

- Corporate Profile;
- Project Manager qualifications and experience;
- Relevant project experience;
- Staff qualifications;
- GIS expertise; and
- Experience in hydraulic modelling and mapping.

Request for Proposal #10008446 was sent to the following four engineering firms on July 16, 2018:

- Aquafor Beech Ltd.;
- RJ Burnside & Associates Ltd.;
- Cole Engineering; and
- Wood Canada Ltd.

Firms were required to provide TRCA with formal proposals on August 7, 2018. As per TRCA's standard procurement process an opening committee consisting of representatives from Engineering Services and Corporate Services opened the fee proposals with the following fee results:

Consulting Firms	Fees (Plus HST)
Aquafor Beech Ltd.	\$95,850
Cole Engineering	\$114,680
R.J. Burnside & Associates	\$156,723
Wood Canada Ltd.	\$206,934

Members of the selection committee, consisting of Engineering Services staff (Nick Lorrain, Rob Chan and Ying Qiao), reviewed proposals based on a weighted scoring system consisting of the following:

Evaluation Criteria	Weighting (%)
Conformance with the terms of the RFP	5%
Similar Projects; scope and magnitude	20%
Understanding of scope of work, approach and methodology	35%
Expertise and availability of project team	15%
Cost	25%

The averaged results from the staff evaluation of the proposals are as follows:

Consulting Firms	Ranking (out of 100%)
Aquafor Beech Ltd.	90%
Cole Engineering	87%
Wood Canada Ltd.	80%
R.J. Burnside & Associates	75%

Based on the evaluation of the bids, it was concluded that the combined technical and fee proposal valued at \$95,850 submitted by Aquafor Beech Ltd. offered the best service for value among the engineering firms whose technical capacity matched the project needs.

Aquafor Beech Ltd. has extensive knowledge of hydraulic modelling, specifically modelling for floodplain mapping purposes and has completed a number of projects of similar size and scale. The fee schedule provided in Aquafor Beech's proposal was deemed reasonable and consistent with past fee estimates provided for similar types of projects. Staff is confident that Aquafor Beech Ltd. will provide TRCA with the desired product within the specified schedule and budget and therefore recommend that Contract #10008446 be awarded to Aquafor Beech Ltd. for the base cost of \$95,850, plus HST, as they are able to provide the valuable technical experience required and have a clear understanding of the scope of work as defined in the RFP.

FINANCIAL DETAILS

Partial funding for this assignment has been secured through the Government of Canada's National Disaster Mitigation Program (NDMP). The NDMP provides 50% matching funding towards initiatives which assess and remediate risks associated with natural disasters like flooding. The remaining 50% funding is available through York Region's capital contributions towards TRCA's Floodplain Mapping and Flood Protection Remedial Studies programs.

Funds required to complete this project are available in account 107-56 National Disaster Mitigation Program (NDMP) Floodplain Mapping Updates.

Funding Source	Account	Budget (Plus HST)	Contingency (Plus HST)
Region of York/NDMP	107-56	\$95,850	\$19,200

A maximum upset limit of \$95,850 plus 20% contingency, plus HST has been set for this project.

DETAILS OF WORK TO BE DONE

TRCA is looking to complete a comprehensive floodplain mapping update for the Humber River watershed within York Region. The project will consist of the development of a one dimensional hydraulic model using the HEC-RAS hydraulic model (Version 5.0.5) of the study area, as well as the preparation of approximately 66 new floodplain map sheets. The base mapping will be derived from LiDAR topographic information, while the floodlines will be based on flow data from the 2018 Humber Hydrology Addendum.

As per the schedule identified in the request for proposals, and the proposal provided by Aquafor Beech, the general scope of work and associated timelines are as follows subject to Board Authority approval:

Work Plan	Start Date	End Date
Start Up Meeting	Week of October 5, 2018	
Background Review	October 4, 2018	November 11, 2018
Model Development	October 28, 2018	April 28, 2019
Floodline Generation	April 7, 2019	June 23, 2019
Project Completion		June 30, 2019

The timelines identified above include provisions for TRCA staff review of the model, floodlines, and associated reports, as well as consultation and meetings with TRCA municipal partners.

Report prepared by: Nick Lorrain, extension 5278

Emails: nlorrain@trca.on.ca

For Information contact: Sameer Dhalla, extension 5350

Emails: sdhalla@trca.on.ca

Date: September 6, 2018

RES.#A148/18 -

**GAFFNEY PARK SLOPE STABILIZATION AND DRAINAGE PROJECT,
CITY OF TORONTO**

Award of Contract #10007289. Award of Contract #10007289 for the supply of all labour, equipment and materials necessary to implement slope stabilization works and drainage improvements for the Gaffney Park Slope Stabilization and Drainage Project, in the City of Toronto.

Moved by: Ronald Chopowick
Seconded by: Chris Fonseca

THAT Contract #10007289 for the supply of all labour, equipment and materials necessary for the construction of slope stabilization works and drainage improvements for the Gaffney Park Slope Stabilization and Drainage Project, in the City of Toronto, be awarded to CSL Group Ltd. at a total cost of \$698,400, 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 20% of the contract cost as a contingency allowance if deemed necessary;

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

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 documents.

CARRIED

BACKGROUND

The site is located within Gaffney Park, southeast of the intersection of Rockcliffe Boulevard and Terry Drive, in the City of Toronto. The project site extends from the eastern property line of 1 Terry Drive to the western property line of 11A Terry Drive for a length of approximately 90m. The slope associated with the site is between 10 to 13 metres in height and contains a chain link fence delineating private/public property for the entire length of the Gaffney Park Trail. The upper 4 metres of the slope is located on City of Toronto property while the lower portion of the slope is located in the backyards of the residential properties on Terry Drive.

In 2014, the City of Toronto requested TRCA's assistance with the planning, design and construction of a solution to address the slope failure and erosion concerns occurring at the rear of the properties between 1-11A Terry Drive in Gaffney Park. Along this section of the trail, the slope failure runs north of the trail, partially into the backyards of the properties along 1-11A Terry Drive. A wooden retaining wall spans the north edge of the trail and is currently showing the beginning signs of failure.

Phase 1 of the project was completed in spring 2016 and included a topographic survey, detailed slope stability assessment, preliminary concepts and public consultation. TRCA hosted two public meetings and was unable to come to a consensus with the residents on an approach that entailed working on private property. As such, a stabilization approach that was limited to City property was selected as the preferred option. Given the need to ensure slope stability concerns could be addressed, TRCA retained an engineering consultant to visit the site to determine if it was feasible to stabilize the slope by conducting works solely on the City's property. Based on the consultant's assessment, they confirmed that the existing slope and retaining walls could be reinforced through the installation of a pile system along the topmost 1/3 of the slope. The consultant's expectation is that provided that the pile system is complemented with a drainage system, water will be carried away from the slope and erosion and slope instability issues will be resolved.

The Phase 2 scope of work included the acquisition of a consultant to design the proposed slope stabilization works and subsequent tendering for a contractor to implement the approved design. Exp Services Inc. was retained and the final detailed designs for slope stabilization and drainage works were received in January 2018.

RATIONALE

A Request for Pre-Qualification (RFPQ) for Contract #10007289 was publicly advertised on the electronic procurement website Biddingo (www.biddingo.com) on Tuesday, February 27. TRCA received pre-qualification packages from five contractors by the RFPQ closing date of Friday, March 13, 2018. Following TRCA staff's review of pre-qualification packages and internal/external reference checks, a total of four contractors were pre-qualified. The Request for Tender (RFT) documents were then issued to the prequalified bidders on Tuesday, April 17, 2018 and a mandatory site meeting was held on Tuesday, April 24, 2018. The following four pre-qualified contractors attended this meeting:

- Bronte Construction Ltd.
- CSL Group Ltd.
- Dynex Construction Inc.
- Metric Contracting Services Corp.

The Tender closed on May 11, 2018 at 11:00 AM and the Procurement Opening Committee (Leena Eappen, Anita Geier and Rudra Bissoon) opened the Tenders on May 14, 2018 with the following results:

CONTRACT #10007289 TENDER RESULTS

BIDDERS	TOTAL CONTRACT AMOUNT (excl. HST)
Bronte Construction Ltd.	DISQUALIFIED
CSL Group Ltd.	\$698,400
Metric Contracting Services Corporation	\$719,088
Dynex Construction Inc.	\$818,000

Upon review of the bids by Restoration and Infrastructure staff, Bronte Construction Ltd. was disqualified as their tender did not meet the RFT requirements for the proposed system.

Restoration and Infrastructure staff then reviewed the bid received from CSL Group Ltd. and determined that the bid is of reasonable value and also meets the requirements as outlined in the contract documents. Implementation for this construction contract is tentatively scheduled to commence mid-November, 2018 with substantial completion by February, 2019.

TRCA staff recommends that Contract #10007289 therefore be awarded to CSL Group Ltd. for a total cost not to exceed \$698,400, plus a 20% contract contingency, plus HST as they are the lowest bidder meeting TRCA's specifications. TRCA staff recommend a 20% contract contingency given the complex nature of the design and in the event that specific provisional/additional items need to be awarded to the contractor by TRCA.

Under TRCA's 10-Year Strategic Plan (2013-2022), this project is aligned with Leadership Strategy #2 "Manage our Regional Water Resources for Current and Future Generations", as the proposed works will address existing drainage issues to reduce the risk of future slope failures stemming from severe rainfall events, thereby protecting park infrastructure and the safety of park users from the hazards of erosion.

Additionally, this project aligns with Enabling Strategy #7 "Build Partnerships and New Business Models." TRCA has completed similar work on behalf of the City of Toronto multiple times allowing us to demonstrate TRCA's expertise and capability in performing this critical maintenance thereby increasing TRCA's financial resilience.

FINANCIAL DETAILS

The cost of this project is fully recoverable from the City of Toronto within Account #185-78.

Report prepared by: Rudra Bissoon, extension 5521

Emails: rbissoon@trca.on.ca

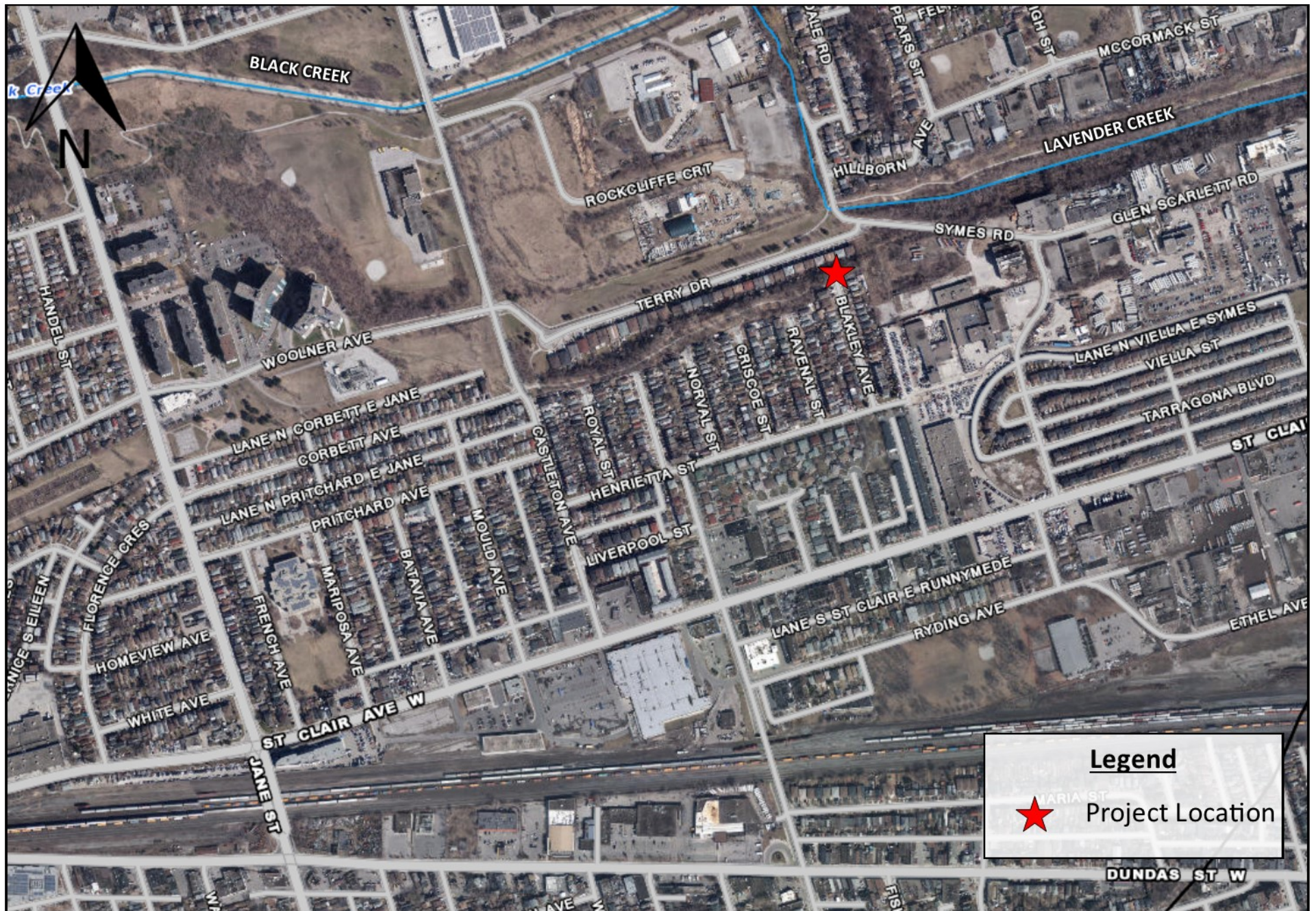
For Information contact: Rudra Bissoon, extension 5521

Emails: rbissoon@trca.on.ca

Date: September 7, 2018

Attachments: 1

Gaffney Park Slope Stabilization and Drainage System Project—Project Location



RES.#A149/18 -

**VENDORS OF RECORD FOR HERITAGE BUILDINGS SPECIALISTS –
BLACK CREEK PIONEER VILLAGE FROM 2018-2020**

Contract #10008092. Award of Contract #10008092 for the supply of on-call heritage building services at Black Creek Pioneer Village from October 1, 2018 – September 30, 2020

Moved by: Ronald Chopowick
Seconded by: Chris Fonseca

WHEREAS Toronto and Region Conservation Authority (TRCA) is the owner of Black Creek Pioneer Village (BCPV) and BCPV requires the following on-call heritage building services:

- **Architectural**
- **Conservation and Structural Engineering**
- **Carpentry and Millwork**
- **Masonry**
- **Painting**
- **Roofing**
- **Stucco Replacement**

AND WHEREAS in June 2018, TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on vendors' profile, key personnel, certificates and associations, work examples, references and rates;

THEREFORE LET IT BE RESOLVED THAT TRCA staff establish a Vendors of Record (VOR) arrangement with four vendors in each category for the supply of on-call heritage building services, less than \$25,000 per occurrence for a two year time period from October 1, 2018 to September 30, 2020;

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.

CARRIED

BACKGROUND

BCPV is a living history museum where 135,000+ annual visitors experience what life was like in 1860s Ontario. With more than 40 distinct heritage buildings, the museum is mandated to protect and preserve its historic collections; make its collections accessible to the public; facilitate learning through public programs; and, demonstrate a commitment to financial sustainability and stability. The building maintenance services to care for the historic buildings are ongoing and require expertise from different heritage service professionals.

To improve efficiency and reduce administrative staff time, TRCA staff is recommending establishment of a VOR arrangement for architectural, engineering, carpentry and millwork, masonry, painting, roofing and stucco heritage building services at Black Creek Pioneer Village for major maintenance repairs and small projects. This VOR arrangement will help ensure qualified heritage specialists 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 and proposals.

Establishing a VOR list for heritage building services will allow authorized vendors to provide these services for a defined period of time and with fixed pricing. Staff may contact a vendor on the list to provide heritage related goods and services with a value up to \$25,000 per occurrence. Services above the \$25,000 threshold are subject to TRCA's Purchasing Policy and procurement procedures.

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 #10008092 was publicly advertised on the electronic procurement website Biddingo (www.biddingo.com) on June 1, 2018. Suppliers were advised that proposals that met basic mandatory requirements (i.e. WSIB, Insurance, Conflict of Interest Declaration, etc.) would be evaluated on the following weighted criteria:

- Applicant's Information and Profile;
- Key Personnel, Certificates, and Associations;
- Work Examples;
- References; and
- Rates;

Suppliers were required to submit a Schedule of Rates comprised of rates for regular work hours for different levels of expertise and experience of staff, overtime/emergency work hours and vehicle mileage per kilometre.

TRCA staff received a total of 14 responses for architectural services; six for engineering services; 10 for carpentry and millwork; 10 for masonry; five for painting; five for roofing; and six for stucco.

The Procurement Opening Committee opened the proposals on June 22, 2018. Members of the selection committee, consisting of TRCA staff (Kate Pankov, Anita Geier and Mario Boisvert) reviewed the proposals based on a weighted scoring system consisting of 70% technical and 30% reasonableness of cost based on the above evaluation criteria.

The results of the evaluation are as follows:

Architectural Services	
Vendor	Weighted Score % (out of 100)
Taylor Hazell Architects	86.43
James Bailey Architect	77.62
EVOQ Architects	77.37
ERA Architects	75.13
ATA Architects Inc.	75.01
MTBA Architecture	72.83
Spencer R. Higgins Architecture Inc.	71.36
Baird Sampson Neuert Architects	70.14
A+Link	70.13
George Robb Architect	69.61
Robyn Huether Inc.	66.55
Gaiimo	64.24
Arkiform Construction	45.01
Republic Architecture Inc.	Disqualified (did not meet mandatory requirements)

Conservation And Structural Engineering Services	
Vendor	Weighted Score % (out of 100)
Ojdrovic Engineering	79.34
Engineering Link	68.28
RDH	66.84
Tacoma Engineers	65.85
WSP	56.17
Arkiform Construction	53.46

Carpentry and Millwork Services	
Vendor	Weighted Score % (out of 100)
Strachan	82.83
Action Buildworks	79.89
Clifford Restoration Limited	76.81
G.V. Miller Custom Contracting	70.84
RTM	67.05
BRC Restoration	64.13
Ultimate Construction Inc.	57.82
Dj McRae Contractors	57.01
B.A. Construction and Restoration	55.80
Arkiform Construction	40.76

Masonry Services	
Vendor	Weighted Score % (out of 100)
Strachan	90.68
RTM	88.12
Colonial Building Restoration	80.11
Ultimate Construction	80.10
BRC Restoration	78.14
Clifford Restoration	75.46
B.A. Construction and Restoration	73.84
Dj McRae Contractors	67.20
Arkiform Construction	45.10
Everest Restoration	Disqualified (did not meet mandatory requirements)

Painting Services	
Vendor	Weighted Score % (out of 100)
RTM	71.60
Clifford Restoration	70.44
Ultimate Construction	69.55
BRC Restoration	56.43
Arkiform Construction	38.08

Roofing Services	
Vendor	Weighted Score % (out of 100)
Action Buildworks	79.57
RTM	74.50
Clifford Restoration	67.73
Ultimate Construction	65.37
Arkiform Construction	42.68

Stucco Services	
Vendor	Weighted Score % (out of 100)
Clifford Restoration	78.64
Strachan	71.95
RTM	69.27
Ultimate Construction	59.07
BRC Restoration	56.84
Arkiform Construction	42.12

The extent of the VOR list will ensure that a vendor will be available to provide goods and services within the required timelines.

BCPV staff will be provided with information to be able to contact a vendor based on their experience, qualifications and costs. Therefore, staff recommends Contract #10008092 be awarded as follows, as these are the top four highest scoring vendors in each category:

- Taylor Hazell Architects, James Bailey Architect, EVOQ Architects and ERA Architects for architectural services;
- Ojdrovic Engineering, Engineering Link, RDH and Tacoma Engineers for conservation and structural engineering services;
- Strachan, Action Buildworks, Clifford Restoration Limited and G.V. Miller Custom Contracting for carpentry and millwork services;
- Strachan, RTM, Colonial Building Restoration and Ultimate Construction for masonry services;
- RTM, Clifford Restoration, Ultimate Construction and BRC Restoration for painting services;
- Action Buildworks, RTM, Clifford Restoration and Ultimate Construction for roofing services; and
- Clifford Restoration, Strachan, RTM and Ultimate Construction for stucco services.

FINANCIAL DETAILS

The total two-year value of this contract is estimated to be \$400,000 based on a review of work completed in previous years. An increase or decrease in workload will have an impact on the amount of this contract. Vendors understand the potential cost and resource implications associated with changes in workload. The services will be provided on an “as required” basis with no minimum hours or quantity of work guaranteed.

Funds required for the contract are available through the City of Toronto and are identified in BCPV's 2018, 2019 and 2020 capital and operating budgets.

Report prepared by: Kate Pankov, extension 6418

Emails: kpankov@trca.on.ca

For Information contact: Derek Edwards, extension 5672

Emails: dedwards@trca.on.ca

Date: September 7, 2018

RES.#A150/18 -

**CARRUTHERS CREEK WATERSHED PLAN HYDROLOGY
CONSULTING SERVICES**

Contract #10003960 - Radar Data for Hyetographs to Calibrate and Validate Hydrology Model. Extension of contract with Civica Infrastructure Inc. which results in the total cost of services exceeding the limit for Chief Executive Officer's approval.

Moved by: Ronald Chopowick
Seconded by: Chris Fonseca

THAT an amendment for additional work to a maximum of \$19,384, plus HST, which represents a 20% contingency on the original contract amount (\$96,922) of Contract #10003960 previously awarded to Civica Infrastructure Inc. for the Carruthers Creek Watershed Plan be approved;

AND FURTHER THAT staff be directed to take all necessary actions to amend the consulting services agreement to reflect the additional work required, including the signing and execution of agreement documents.

CARRIED

BACKGROUND

Toronto and Region Conservation Authority (TRCA) is developing the Carruthers Creek Watershed Plan for the Regional Municipality of Durham under a fee for service agreement. Civica Infrastructure Inc. is a subcontractor to TRCA to complete hydrology modelling for the Watershed Plan.

During the course of preparing the hydrology model, Civica and TRCA engineers determined that there are insufficient precipitation data to meet TRCA's criteria for model calibration. For five of the 10 rainfall events selected for calibration and validation, the rainfall was generated by short duration, high intensity storms. Therefore, the spatial distribution of storm events in Carruthers Creek watershed has resulted in the response at the flow monitoring locations not corresponding to the interpolated rainfall generated from the flow monitoring stations surrounding the watershed.

To solve this problem, the consultant will instead use radar data from the United States National Oceanic and Atmospheric Administration (NOAA) which can be processed and ground truthed for use to generate hyetographs, a graphical representation of the distribution of rainfall. Once complete, this should adjust the spatial variation across the watershed and provide for better model calibration.

Staff and the consultant advised that the data issue could not have been predicted before the calibration and validation step began. TRCA and Civica recently consulted municipal engineers from the Town of Ajax and the City of Pickering regarding the proposed use of radar data as a cost-effective solution. The municipal engineers agreed that incorporating the additional radar data is the best solution to advance the modelling exercise.

RATIONALE

The agreement with the hydrology consultant did not include a contingency, therefore an additional \$7,430 plus HST is required for this work. However, staff feel it would be prudent to ask for a 20% contingency due to the strong interest from stakeholders and municipal partners in the modeling work associated with this Watershed Plan. The additional cost for this new work will be covered within the existing overall budget for the Carruthers Creek Watershed Plan, as approved by the Region of Durham. All subcontracted work must be approved by the Regional Municipality of Durham under the terms of the fee for service agreement. On 25 September 2018, Durham Region staff approved the reallocation of funds for this important work.

As the contract will now be beyond the Chief Executive Officer's approval limit of \$100,000, staff is seeking Authority approval for the contract extension.

FINANCIAL DETAILS

The hydrology component of the Carruthers Creek Watershed Plan is funded under account code 120-84 from the Region of Durham.

DETAILS OF WORK TO BE DONE

Amend the service agreement with Civica Infrastructure Inc. and monitor the consultant during the next steps to utilise the radar data to calibrate and validate the model and commence the modelling exercise.

Report prepared by: Maryam Nassar, extension 5937; Sameer Dhalla, extension 5350

Emails: mnassar@trca.on.ca; sdhalla@trca.on.ca

For Information contact: Sameer Dhalla, extension 5350

Emails: sdhalla@trca.on.ca

Date: September 25, 2018

**RES.#A151/18 - TORONTO AND REGION CONSERVATION AUTHORITY (TRCA)
STRATEGIC PLAN – FIVE YEAR UPDATE**
2018 update to *Building The Living City, the 2013-2022 Toronto and
Region Conservation Authority Strategic Plan.*
(Executive Res.#B82/18)

Moved by: Jack Heath
Seconded by: Chris Fonseca

**THAT item 12.1.1 – Toronto and Region Conservation Authority (TRCA) Strategic Plan –
Five Year Update be deferred to Board of Directors Meeting #1/18, scheduled to be held
on October 26, 2018.**

CARRIED

RES.#A152/18 - BOLTON CAMP PROJECT – HIGH VOLTAGE ELECTRICAL WORKS
Award of Contract #10008637. Award of Contract #10008637 for supply
of all labour, equipment and materials necessary for high voltage
electrical works in support of the Bolton Camp Project, in the Town of
Caledon.
(Executive Res.#B83/18)

Moved by: Gino Rosati
Seconded by: Paula Fletcher

**THAT Contract #10008637 for the supply of all labour, equipment and materials
necessary for high voltage electrical works at Bolton Camp, in the Town of Caledon be
awarded to Aline Utility Ltd. at a total cost not to exceed \$181,720, plus HST, as they are
the lowest bidder that best meets 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.**

CARRIED

RES.#A153/18 - BLUFFER'S PARK CHANNEL DREDGING
Award of Contract #10008665 to complete maintenance dredging of the
navigation channel at Bluffer's Park in the City of Toronto.
(Executive Res.#B84/18)

Moved by: Gino Rosati
Seconded by: Paula Fletcher

THAT Contract #10008665 be awarded to Galcon Marine Ltd. for the maintenance dredging of the navigation channel at Bluffer's Park in the City of Toronto at a total cost not to exceed \$211,250.00 plus HST, it being the highest ranked bidder that best meets Toronto and Region Conservation Authority (TRCA) specifications;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of \$42,250.00 as a contingency allowance if deemed necessary;

THAT if the contingency is not required when the work is nearing substantial completion, that staff be allowed to authorize the Contractor to remove additional sediment from the channel with these funds to maximize capacity;

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

CARRIED

RES.#A154/18 - COATSWORTH CUT CHANNEL DREDGING

Award of Contract #10008666 to complete maintenance dredging of the Coatsworth Cut Channel by Ashbridge's Bay Park in the City of Toronto.
(Executive Res.#B85/18)

Moved by: Gino Rosati
Seconded by: Paula Fletcher

THAT Contract #10008666 be awarded to Galcon Marine Ltd. for the channel dredging at Coatsworth Cut in the City of Toronto, at a total cost not to exceed \$203,500.00 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 \$40,700.00 as a contingency allowance as directed by the City;

THAT if the contingency is not required when the work is nearing substantial completion, that staff be allowed to authorize the Contractor to remove additional sediment from the channel with these funds to provide additional capacity;

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

CARRIED

Section II – Items for Authority Information

RES.#A155/18 - SECTION II – ITEMS FOR AUTHORITY INFORMATION

Moved by: Kevin Ashe
Seconded by: Jennifer Drake

THAT Section II items 11.1.1 – 11.1.4, inclusive, contained in Executive Committee Minutes #6/18, held on August 10, 2018, be received.

CARRIED

Section II Items 11.1.1 – 11.1.4, Inclusive

LOCAL PLANNING APPEAL TRIBUNAL

(Executive Res.#B71/18)

TORONTO AND REGION CONSERVATION AUTHORITY ADMINISTRATIVE OFFICE
BUILDING PROJECT

(Executive Res.#B72/18)

TORONTO ISLANDS FLOOD CHARACTERIZATION AND RISK ASSESSMENT PROJECT

(Executive Res.#B73/18 & Res.#B74/18)

DYED DIESEL FUEL SUPPLY AND DELIVERY

(Executive Res.#B75/18)

RES.#A156/18 - SECTION II – ITEMS FOR AUTHORITY INFORMATION

Moved by: David Barrow
Seconded by: Jack Ballinger

THAT Section II items 12.2.1 – 12.2.2, contained in Executive Committee Minutes #7/18, held on September 7, 2018, be received.

CARRIED

Section II Items 12.2.1 – 12.2.2

YORK REGION CLIMATE CHANGE ACTION AND IMPLEMENTATION PLAN

(Executive Res.#B86/18)

LOCAL PLANNING APPEAL TRIBUNAL

(Executive Res.#B89/18)

Section IV – Ontario Regulation 166/06, As Amended

RES.#A157/18 - SECTION IV – ONTARIO REGULATION 166/06, AS AMENDED

Moved by: Colleen Jordan
Seconded by: Brenda Hogg

THAT Section IV item 11.2 contained in Executive Committee Minutes #6/18, held on August 10, 2018, be received.

CARRIED

Section IV – Ontario Regulation 166/06, As Amended

RES.#A158/18 - SECTION IV – ONTARIO REGULATION 166/06, AS AMENDED

Moved by: Paul Ainslie
Seconded by: Mike Mattos

THAT Section IV item 12.3 contained in Executive Committee Minutes #7/18, held on September 7, 2018, be received.

CARRIED

NEW BUSINESS

RES.#A159/18 - ROUGE NATIONAL URBAN PARK LANDS

Moved by: Jack Heath
Seconded by: Ron Chopowick

THAT staff report back on the lands north of Steeles Avenue and west of Ninth Line, to the west of the main Rouge River, to be transferred to Parks Canada for the Rouge National Urban Park.

CARRIED

TERMINATION

ON MOTION, the meeting terminated at 10:47 a.m., on Friday, September 28, 2018.

Maria Augimeri
Chair

John MacKenzie
Secretary-Treasurer

/ks