



**Authority Meeting
Agenda**

#3/18

April 20, 2018

9:30 A.M.

Waterfront Room, Head Office

Pages

- 1. MINUTES OF MEETING #2/18, HELD ON MARCH 23, 2018**
Minutes [Link](#)
- 2. BUSINESS ARISING FROM THE MINUTES**
- 3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 4. DELEGATIONS**
- 5. PRESENTATIONS**
 - 5.1 A presentation by Karen McDonald, Manager, Restoration Projects, TRCA, in regard to item 7.1 - Double-crested Cormorants.**
 - 5.2 A presentation by Mr. Steve Holysh, Senior Hydrogeologist/ORMGP Project Manager, in regard to item 8.1 - Oak Ridges Moraine Groundwater Program. 2017 - A Year of Advancements**
- 6. CORRESPONDENCE**
 - 6.1 A letter dated March 23, 2018 from Liz White, Animal Protection Party of Canada & Animal Alliance of Canada, Barry MacKay, Cdn. Representative, Born Free USA, & Ainslie Willock, Canadians for Snow Geese, in regard to item 7.1 - Double-crested Cormorants.**

7.	SECTION I - ITEMS FOR AUTHORITY ACTION	
7.1	DOUBLE-CRESTED CORMORANTS 2016 and 2017 Management Summary and 2018 and 2019 Management Strategy	9
7.2	WEST NILE VIRUS MONITORING UPDATE	16
7.3	HUMAN RESOURCES INFORMATION SYSTEM SERVICES Contract #10007362	21
7.4	WILKET CREEK REHABILITATION PROJECT – REACH 2 (SITE 4) Award of Contract #10001699 – Pedestrian Bridge Construction	24
7.5	RESIDENTIAL TENANCY POLICY	28
7.6	REMUNERATION TO MEMBERS Authority, Committees and Advisory Boards	33
8.	SECTION III - ITEMS FOR THE INFORMATION OF THE BOARD	
8.1	OAK RIDGES MORAINÉ GROUNDWATER PROGRAM Progress Update	38
8.2	SENIOR STAFF EXPENSES	40
9.	MATERIAL FROM BUDGET/AUDIT ADVISORY BOARD MEETING No meeting held this month	
10.	MATERIAL FROM EXECUTIVE COMMITTEE MEETING #2/18, HELD ON APRIL 6, 2018 Minutes Link	
10.1	SECTION I - ITEMS FOR AUTHORITY ACTION	
10.1.1	GREENLANDS ACQUISITION PROJECT FOR 2016-2020 Flood Plain and Conservation Component, Humber River Watershed Fernbrook Homes (Lawrence) Limited (CFN 59388) Page 116	
10.1.2	GREENLANDS ACQUISITION PROJECT FOR 2016-2020 Flood Plain and Conservation Component, Scarborough Waterfront Acquisition from Nick Soldatos (CFN 59463) Page 119	

10.1.3 TOWN OF AJAX

Request from the Town of Ajax for an Exchange of Toronto and Region Conservation Authority-owned Lands Required for the Revitalization of Paradise Park, Town of Ajax, Regional Municipality of Durham, Lake Ontario Waterfront (CFN 57527)

Page 122

10.1.4 CITY OF TORONTO

Request from the City of Toronto for Permanent Easements on Toronto and Region Conservation Authority-owned Lands Required for Stormwater Management Improvements at Earl Bales Park, City of Toronto, Don River Watershed (CFN 36179)

Page 127

10.1.5 PROPOSAL TO LEASE TRCA-OWNED LAND – RAISING THE ROOF

1 Cedar Mains Drive, Town of Caledon, Regional Municipality of Peel, Humber Watershed (CFN 59510)

Page 130

10.1.6 CROSSLAKE FIBRE ULC.

Licence Agreement
77 Kew Beach Avenue, City of Toronto, Lake Ontario Waterfront (CFN 59396)

Page 134

10.2 SECTION II - ITEMS FOR AUTHORITY INFORMATION

10.2.1 TORONTO ZOO

Request to Update the 1978 Tripartite Agreement (CFN 24800)

Page 137

10.2.2 TRCA NEW ADMINISTRATIVE BUILDING – COST CONSULTING SERVICES

Preferred Source Contract - #10007585

Page 137

10.2.3 ONTARIO MUNICIPAL BOARD

Request for Authorization to Appear, April 2018

Page 139

10.2.4 PHOTOCOPIERS

Renewal of Agreement

Page 158

10.3 SECTION III - ITEMS FOR THE INFORMATION OF THE BOARD

10.3.1 INFORMATION TECHNOLOGY MANAGEMENT

Transformation of IT Infrastructure and Capabilities

Page 159

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

Receipt of Ontario Regulation 166/06, as amended, for applications 10.1 - 10.13, which were approved at Executive Committee Meeting #2/18, held on April 6, 2018

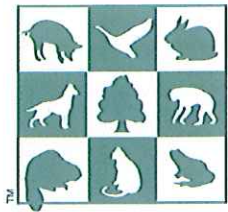
Page 162

11. NEW BUSINESS

NEXT MEETING OF THE AUTHORITY #4/18, TO BE HELD ON MAY 25, 2018 AT 9:30 A.M. AT HEAD OFFICE, 101 EXCHANGE AVENUE, VAUGHAN

John MacKenzie, Chief Executive Officer

/am



**ANIMAL
ALLIANCE
OF CANADA**



**Animal Protection
Party of Canada**



TO: Chair and Members,
Toronto and Region Conservation
Authority

FROM: Liz White, Animal
Animal Protection Party of Canada
Animal Alliance of Canada

Barry MacKay, Canadian
Representative, Born Free USA

Ainslie Willock, Representation
Canadians for Snow Geese

SUBJECT: 7.6 DOUBLE-CRESTED CORMORANTS:
2016 and 2017 Management Summary
and 2018 and 2019 Management Strategy

DATE: March 23, 2018

Chairperson and Members of the Toronto and Region Conservation
Authority,

Thank you for the opportunity to comment on the 2016/2017
Management Summary and the 2018/2019 Management Summary
for Double-crested Cormorants.

Recommendation:

We ask the Authority to adopt all five recommendations contained in
Item AUTH7.6 which are listed as follows:

THAT Toronto and Region Conservation Authority (TRCA) staff be
directed to continue to work with the Cormorant Advisory Group to
assist TRCA in addressing management concerns regarding colonial
waterbirds at Tommy Thompson Park (TTP);

THAT staff be directed to work with the Ontario Ministry of Natural
Resources and Forestry, the Canadian Wildlife Service and any other
required regulatory agency to seek approval for the 2018 and 2019
management strategy for colonial waterbirds at TTP;

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THAT staff be directed to implement the proposed management strategy for 2018 and 2019 for colonial waterbirds at TTP;

THAT staff be directed to continue to actively participate in local, regional and binational committees/working groups addressing the management and protection of colonial waterbirds;

AND FURTHER THAT staff report back to the Authority bi-annually regarding the management of Double-crested Cormorants at Tommy Thompson Park or more frequently should the management strategy be significantly changed.

Background:

Cormorants – A Historical Perspective:

According to an article published in The Waterbird Society publication, titled *Historic Populations of the Double-crested Cormorant (Phalacrocorax auritus): Implications for Conservation and Management in the 21st Century* authors Linda Wires and Francesca Cuthbert write, "Early records suggest Double-crested Cormorants were present in large numbers throughout much of their current range; colonies and flocks much larger than any known in the 1990s are well documented. However, numbers sharply declined through the late 1800s as cormorants were greatly reduced and/or extirpated in many areas. The population partially recovered through at least the mid-1900s, but experienced a second major decline during the 1950s-1970s...Comparison of historic and current records challenges the opinion that cormorants are currently overabundant, and suggests that perception of overabundance rests on socio-political rather than biological or ecological factors." (<http://www.bioone.org/doi/abs/10.1675/1524-4695%282006%2929%5B9%3AHPOTDC%5D2.0.CO%3B2>)

Cormorants – Persecution:

In her book, *The Double-Crested Cormorant, Plight of a Feathered Pariah*, author Linda Wires writes, "The double-crested cormorant, found only in North America, is an iridescent black waterbird superbly adapted to catch fish. It belongs to a family of birds vilified since biblical times and persecuted around the world...European settlers in North America quickly deemed the double-crested cormorant a competitor for fishing stock and undertook a relentless drive to destroy the birds. A late-twentieth-century initiative to recover population recovery, aided by protection policies and environment conservation, but also the subsequent U.S. federal policies under which hundreds of thousands of the birds have been killed." In her critique of the science, management, and ethics underlying the double-crested cormorant's treatment today, she showed that the term management is being used as a euphemism for persecution and shows that the current strategies of aggressive cormorant control are outdated and unsupported by science.

Lethal Management – Middle Island, Point Pelee National Park:

The TRCA management programme stands in sharp contrast to other management approaches that resort to yearly culling as a way of attempting to get rid of or significantly reduce cormorant populations.

The cull on High Bluff Island in Lake Ontario which was conducted from 2004 to 2006 killed over 10,000 cormorants. The cull on Middle Island in Lake Erie which started in 2008 and has been conducted every year since, has resulted in over 20,000 being killed so far. Six percent of the bird shot were wounded and ultimately killed by the cull contractor. Some escaped wounded only to suffer extremely cruel death. This cormorant was found adjacent to Middle Island with shattered beak and jaw just after a cull day.



<https://www.animalalliance.ca/wp-content/uploads/2017/07/SHARKvideo2017.jp>

Progressive approach by the TRCA:

The work done by TRCA staff regarding the protection and management of colonial waterbirds and specifically cormorants at Tommy Thompson Park is outstanding.

The transformation of a largely tree nesting colony to a majority of ground nesters speaks to a progressive management programme that attempts to maintain the colony while protecting parts of the tree canopy. In 2005, 15% of the cormorant colony nested on the ground. In 2017, the number increased to 60%.

The TRCA staff recognize that an incredible natural event is unfolding at TTP – a very large waterbird colony which includes the largest cormorant colony on the Great Lakes flourishing in downtown Toronto.

Instead of culling and using other invasive methods, staff have designed a progressive

management strategy which involves public education, cormorant conservation zones, an enhanced ground nesting strategy, monitoring and research and some pre-nesting and post-breeding deterrents.

To the staff and the Authority, thank you for your progressive and forward thinking approach to the cormorant colony at TTP.

Sincerely,



Liz White



Julie Woodyer



Barry MacKay



Ainslie Willock

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #3/18, Friday, April 20, 2018

FROM: Nick Saccone, Senior Director, Restoration and Infrastructure

RE: **DOUBLE-CRESTED CORMORANTS**
2016 and 2017 Management Summary and 2018 and 2019 Management Strategy.

KEY ISSUE

Review of management strategy results from 2016 and 2017, and review and approval of 2018 and 2019 management strategy for Double-crested Cormorants at Tommy Thompson Park.

RECOMMENDATION

THAT staff report and present to the Authority bi-annually regarding the management of Double-crested Cormorants at Tommy Thompson Park or more frequently should the management strategy be significantly changed.

BACKGROUND

Tommy Thompson Park is an urban wilderness park located at the foot of Leslie Street in the City of Toronto. It supports the largest nesting colony of Double-crested Cormorants in the world on Peninsulas A, B and C, plus diverse communities of bird, fish, reptile, amphibian, mammal and vegetation species throughout the park. It has been formally designated as a globally significant Important Bird Area and an Environmentally Significant Area. The Tommy Thompson Park Master Plan includes the goal of conserving and managing the natural resources and environmentally significant areas of the park. While the cormorant colony adds to the diversity of the park and is environmentally significant, cormorants negatively affect tree health through their nesting behaviours and have destroyed approximately 25 per cent of the forest communities at TTP, thereby reducing forest habitat and impacting biodiversity at the park.

TRCA began a process in 2007 to ensure the TTP Master Plan goals and objectives were upheld and the concerns about cormorants addressed. TRCA initiated the involvement of stakeholders and the public to create a management strategy for cormorants at TTP. The process started in November 2007 with the establishment of the Cormorant Advisory Group, and led to the development of the 2008 Cormorant Management Strategy, which was approved by the Authority as per Resolution #A110/08. Until 2014, TRCA reported to the Authority annually on the management strategy:

- In 2009 as per Resolution #A22/09,
- In 2010 as per Resolution #A23/10,
- In 2011 as per Resolution #A49/11, and
- In 2012 as per Resolution #A19/12.

At Authority Meeting #11/13, held on January 31, 2014, Resolution #A226/13 was approved, in part, as follows:

Item 7.1

...THAT staff report back to the Authority bi-annually regarding the management of Double-crested Cormorants at Tommy Thompson Park or more frequently should the Strategic Approach be significantly changed;...

And TRCA most recently reported to the Authority in 2016 as per Resolution #A15/16.

The overall goal of the Double-crested Cormorant Management Strategy, as established by the Cormorant Advisory Group in 2008, is to achieve a balance between the continued existence of a healthy, thriving cormorant colony and the other ecological, educational, scientific and recreational values of TTP. The objectives of the strategy are to increase public knowledge, awareness and appreciation of colonial waterbirds; deter cormorant expansion to Peninsula D; limit further loss of tree canopy on Peninsulas A, B and C; and continue research on colonial waterbirds in an urban wilderness context.

To achieve the goals and objectives of the Management Strategy, TRCA employs a suite of management techniques including inactive nest removals, pre-nesting deterrents, active nest removals and ground nest enhancements (Attachment 1 – Table 1). Cormorants are encouraged to nest in 'Cormorant Conservation Zones', identified by ground nesting or previously damaged/occupied trees, located primarily on Peninsulas A and B (Attachment 2 – Figure 1). Nesting is discouraged via deterrent activities in 'Cormorant Deterrent Areas', identified by healthy, previously un-occupied trees, located at the base of Peninsulas B and C, and the entirety of Peninsula D (Attachment 2 – Figure 1).

To encourage nesting in Cormorant Conservation Zones, specifically in the ground nesting colonies, human presence is prohibited during breeding season. Habitat enhancements, in the form of unbound straw bales are provided in early spring in the Conservation Zones. Ground nesting is a desirable behaviour since cormorants that nest on the ground have less impact on trees, and this is the primary method to achieve the goal of the continued existence of a healthy, thriving cormorant colony.

Targeted management is undertaken in the Cormorant Deterrent Areas to prevent cormorant expansion into previously unoccupied trees, limiting the loss of forest canopy. Management activities include:

- Inactive nest removal – tree nests are removed from Deterrent Areas before April;
- Pre-nesting deterrents – cormorants are discouraged from tree nesting in Deterrent Areas through an escalating scale of measures in April and May; and
- Active nest removal – newly placed nest material is removed from trees in Deterrent Areas in May and June. This conservative technique follows the protocol for estimating embryo development prepared by the Humane Society of the United States to ensure nests with developed embryos are not removed.

While post-breeding deterrents are identified as a management technique, it has not been undertaken as cormorants have not roosted in trees in the Deterrent Areas during the post-breeding period.

Increasing public knowledge, awareness and appreciation of colonial waterbirds continues to be an important objective of the Management Strategy. Highlights in 2016 and 2017 included a viewing blind on Peninsula C with excellent views of cormorants; staff interpretation of the colony at various public events, including colonial waterbird walks at the TTP Spring Bird Festival; presentations; and park tours.

Item 7.1

The non-traditional management strategy, including the process to develop it as well as the suite of techniques employed has been recognized as ground-breaking among colonial waterbird researchers and managers. The strategy has also influenced the management of cormorants at other nesting colonies.

While the 2016 results were consistent with previous years, the high Lake Ontario water levels in 2017 caused significant flooding on Peninsulas B and C, affecting the success of the strategy. The results for both seasons are outlined below; detailed annual 'Management Summary Reports' describing management actions are available upon request.

2016 Management Results

The overall cormorant population increased by 11.5 per cent to 13,275 nests, with the growth exclusively supported by ground nesting which represented 70 per cent of the population. Tree nesting declined on Peninsulas B and C by a combined 15 per cent, and cormorants were effectively deterred from expanding their nesting range into the Deterrent Areas.

	# nests	% change from 2015
Ground nesting	10,080	24
Tree nesting	3,195	-15
Total	13,275	11.5

2017 Management Results

High Lake Ontario water levels flooded significant areas on Peninsulas B and C, reducing the area available for ground nesting in spring 2017 (Attachment 2 – Figure 2). Displaced cormorants persistently attempted to nest in the Deterrent Areas. Flooding complicated the execution of deterrence activities, as the water was approximately 3.5 feet deep in the Deterrent Areas, necessitating the use of chest waders and decreasing the ability of staff to move within the Deterrent Areas due to under water trip hazards. Staff undertook ongoing deterrence activities throughout the nest initiation period, which extended well into June, beyond the typical period seen in years with normal water levels.

Ultimately, the overall population declined by 3.8 per cent to 12,841 nests in 2017, with 60 per cent of the population nesting on the ground – the first decline in ground nest population since management was initiated. Tree nesting increased by 62 per cent from 2016 on Peninsulas B and C, with a significant expansion into Deterrent Areas, regardless of a record high number of nest removals as part of deterrent activities.

	# nests	% change from 2016
Ground nesting	7,657	-24
Tree nesting	5,184	62
Total	12,841	-3.8

Although 2017 presented challenges, implementation of the Cormorant Management Strategy has ultimately been successful and continues to achieve the goal of a balance between the continued existence of a healthy, thriving cormorant colony and the other ecological, educational, scientific and recreational values of TTP.

RATIONALE

A high level of concern has been expressed regarding cormorant populations and their management. Concerns have been raised from both sides, on the one hand calling for management and the preservation of forest canopy, and on the other hand for protection of the birds and their nesting colonies. TRCA has an obligation to manage Tommy Thompson Park as directed by the Master Plan for Tommy Thompson Park as approved under the *Environmental Assessment Act*. To meet the intent of the Master Plan, staff believes that there is a strong rationale for undertaking the management of cormorants at Tommy Thompson Park.

Since November 2007, TRCA has involved stakeholders and the public in assessing the need for management and developing a strategy for cormorants at TTP. Generally, throughout the process there has been agreement that some form of management is appropriate, providing that the methods are humane to cormorants and do not affect other wildlife.

Assuming the 2017 flooding was an anomaly, the 2008-2016 population monitoring results show that undertaking management only to prevent nesting expansion into new areas of forest is sufficient to meet the goal and objectives of the Double-crested Cormorant Management Plan at Tommy Thompson Park. As such, TRCA will continue to implement the management strategy as in previous years (Attachment 1 – Table 2).

FINANCIAL DETAILS

Funds are available in the Tommy Thompson Park Joint Management account 210-19 in the approved 2018 budget. These municipal funds are being leveraged to secure additional funding in 2018. The high Lake Ontario water levels and flooding in 2017 resulted in the need for additional resources to manage tree nesting attempts. Should high spring water levels become a continuing trend, extra funds may be required to continue preventing cormorant nest expansion into Deterrent Areas.

DETAILS OF WORK TO BE DONE

A suite of techniques will be utilized in an integrated and adaptive approach to help achieve the original goal and objectives of the Double-crested Cormorant Management Strategy from 2008. Attachment 1 – Table 2 provides an overview of the strategy.

Increase Public Knowledge, Awareness and Appreciation

- Maintain the TRCA cormorant webpage, including compelling images of cormorants;
- Conduct interpretive tours for school and interest groups, and at TTP special events;
- Maintain opportunities to view colonial waterbirds with viewing blinds and platforms;
- Present information at conferences and forums; and
- Participate in working groups on colonial waterbirds.

Inactive Nest Removal

- Remove nests from target trees within Cormorant Deterrent Areas on Peninsulas B and C during the winter, prior to the breeding season.

Enhanced Ground Nesting

- Avoid daytime disturbance to the ground nesting areas so that cormorants are not deterred from nesting on the ground; and
- Deploy straw bales to the ground nesting areas at the beginning of the nesting season to encourage nesting.

Item 7.1

Pre-nesting Deterrents

- Utilize the suite of deterrence techniques previously identified on an increasing scale of activity to prevent expansion of tree nesting within the Deterrent Areas on Peninsulas B and C;
- Prevent cormorant nesting on Peninsula D via the operation of the TTP Bird Research Station and public access; and
- Monitor the effects of deterrent activities on the cormorants to ensure they are effective, and monitor the effects on non-target species to ensure they do not have an adverse impact.

Post-breeding Deterrents

- Utilize the suite of deterrence techniques previously identified on an increasing scale of activity to prevent cormorant tree roosting in the Deterrent Areas on Peninsulas B and C, as well as Peninsula D.

Monitoring, Research and Reporting

- Undertake annual nest census for colonial waterbirds;
- Conduct annual tree health surveys on Peninsulas C and D;
- Continue to collaborate with York University and other interested researchers on colonial waterbird research;
- Complete annual management summary reports; and
- Meet with Cormorant Advisory Group to review data and discuss whether changes are required.

Report prepared by: Andrea Chreston, extension 5362

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Date: February 16, 2018

Attachments: 2

Attachment 1

Table 1: 2016-2017 Management Matrix

	Peninsula A	Peninsula B	Peninsula C	Peninsula D
Inactive Nest Removal (prior to the breeding season)		*	*	
Enhanced Ground Nesting	*	*		
Pre-nesting Deterrents		*	*	*
Post-breeding Deterrents (as required)			*	*

Table 2: 2018-2019 Proposed Management Matrix

	Peninsula A	Peninsula B	Peninsula C	Peninsula D
Inactive Nest Removal (prior to the breeding season)		*	*	
Enhanced Ground Nesting	*	*		
Pre-nesting Deterrents		*	*	*
Post-breeding Deterrents (as required)			*	*

Attachment 2

Figure 1: Map illustrates the Cormorant Management Areas at Tommy Thompson Park as well as the tree- and ground-nest areas

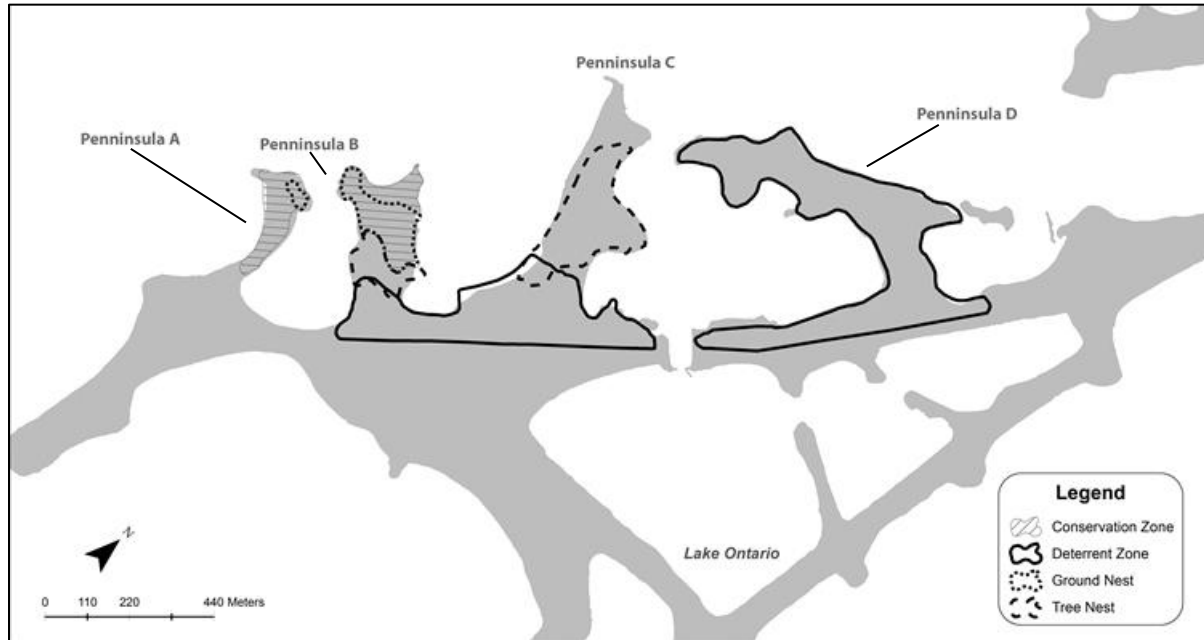


Figure 2: June 2017 aerial photograph of Peninsula B shows flooding impacts to the ground nest colony



Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #3/18, Friday, April 20, 2018

FROM: Nick Saccone, Senior Director, Restoration and Infrastructure

RE: **WEST NILE VIRUS MONITORING UPDATE**

KEY ISSUE

Summary of the 2017 West Nile Virus Monitoring and Surveillance Program and receipt of the annual monitoring report for this program.

RECOMMENDATION

THAT the annual report "West Nile Virus Vector Larval Mosquito Monitoring Report - 2017" be received;

AND FURTHER THAT the annual report be circulated to the public health units of the regional municipalities of Durham, Peel, York, and the City of Toronto.

BACKGROUND

West Nile virus (WNV) is a potentially serious illness transmitted to humans through the bite of an infected mosquito. Mosquitoes become infected by biting a bird with the virus. WNV was first isolated in Africa in 1937 and first found in North America (New York, USA) in 1999. It has established itself throughout the United States and much of Canada. In Ontario, the first outbreak occurred in 2002 (395 human cases). Two less significant outbreaks followed in 2012 and 2017, with 271 cases and 154 cases respectively (Attachment 1). Within the Toronto and Region Conservation Authority's (TRCA's) jurisdiction, there were 51 human WNV cases reported in 2017.

The annual number of WNV human cases and the risk of exposure depend on the number of infected bird hosts and the number of adult mosquitos carrying the virus in a given year. WNV outbreaks are therefore difficult to predict and management typically focuses on education, prevention, and source reduction, which is collectively undertaken by the provincial, regional and municipal health agencies in Ontario.

At Authority Meeting #3/17, held on April 21, 2017, Resolution #A53/17 was approved, in part, as follows:

...AND FURTHER THAT TRCA staff be directed to continue West Nile virus larval mosquito monitoring in wetlands and stormwater management ponds on TRCA-owned land during the 2017 summer season.

As per Authority Resolution, WNV surveillance and monitoring activities were implemented in the summer of 2017. The following section summarizes these activities and results:

WNV Monitoring Program Activities in 2017

TRCA's mosquito surveillance program implements a three-pronged approach including: 1) addressing public inquiries and providing education, 2) collaboration with regional public health units and other partners, and 3) larval mosquito monitoring at selected sites on TRCA properties. There was a heightened public concern in mosquito related issues in 2017 due to higher than normal precipitation across the region during the spring months. High precipitation caused flooding and high waters both within the watersheds and along the Lake Ontario shoreline. Public education activities focused on responding to media requests and appearing on news programs on television and radios, and in newspaper articles. TRCA followed the Standing Water Complaint Procedure to address seven public and staff concerns regarding standing/stagnant water on TRCA properties in 2017. The Procedure provides a general guideline in response to mosquito breeding related standing water inquiries with following four steps:

- 1) Receiving complaints - ensuring details of the complaint is well documented.
- 2) Determining property ownership – only properties owned and managed by TRCA will be addressed, otherwise the complaints are forwarded to respective public health units.
- 3) Investigation of complaints: conducting initial site visit, mosquito larvae sampling, and WNV risk assessment similar to TRCA's routine monitoring program
- 4) Resolving complaints - applying treatments or site modification if deemed necessary, and responding to the complainant in a professional and a timely manner

Collaboration with regional health units required TRCA staff to attend regional WNV advisory committee meetings, share collected data and notify the regions of any sites with high potential risk of WNV. Three public health partners (Toronto, Peel and York) provided assistance in larvicide treatments on selected TRCA properties. TRCA received an Order in 2017 from the Medical Officer of Peel Regional Health under the *Health Protection and Promotion Act, R.S.O. 1990, c. H.7* to assist the implementation of control measures to reduce the number of mosquito larvae in the Heart Lake Wetland Complex in Brampton if required. TRCA anticipates receiving a similar Order from the Peel Regional Medical Officer in 2018. In addition, TRCA contributed data and worked in partnership with researchers from York University, resulting in the publication of a research paper "The impact of weather and storm water management ponds on the transmission of West Nile virus" in The Royal Society Journal in 2017. In this paper, a model was developed to explore the correlation between weather conditions (temperature and precipitation), WNV vector mosquito abundance in stormwater management ponds, and the transmission of WNV. The results suggest that the optimal conditions for promoting vector mosquito population growth and ultimately increase the WNV transmission rate are with temperature being between 20°C and 30°C and supported by moderate precipitation (up to 30mm).

Mosquito larvae monitoring was undertaken at 49 monitoring sites including 43 wetland sites and six stormwater management ponds (SWMPs) across the TRCA jurisdiction from June 1 to August 31, 2017. During this season, TRCA collected a record high number of mosquito larvae in 15 years of monitoring, due to the above normal precipitation we received in the spring months of 2017. In total, 13,036 mosquito larvae were collected which is 67% higher than the average number of mosquitos collected in the past five years (2012 to 2016). In addition, overall fourth highest number (behind 2012, 2011, and 2005) of *Culex pipiens* mosquito, a species primarily responsible for spreading WNV in Ontario, was collected. TRCA's data show that the total number of mosquito collected does not correspond to the number of WNV human cases in a given year; however the numbers of *Culex pipiens* mosquitoes collected strongly correlate to the numbers of human cases.

Item 7.2

Monitoring results showed that most wetlands (38 out of 43 or 87%) posed minimal risk for harbouring the mosquito species most associated with transmitting WNV. In fact, a healthy, functioning wetland can help reduce mosquito populations, as a vibrant wetland ecosystem is home to fish, insects, amphibians, birds and bats that feed on mosquitoes. Typically, the wetland habitats are dominated by *Culex territans*, an amphibian biter that does not transmit WNV. The majority of the mosquito larvae collected were only from a few localized hotspots. In total, five wetlands and two SWMPs were identified as hotspots including: Altona Forest, Claireville wetland, McMichael wetland, two unnamed wetlands in York Region, L'Amoreaux Stormwater Management North Pond, and SWMP 88.2. All of these sites were subsequently treated with larvicide applied by a licensed contractor under the direction of TRCA (Altona Forest site and the unnamed wetland on Regional Road 27), York Region (McMichael wetland and SWMP 88.2), the City of Toronto (L'Amoreaux Stormwater Management North Pond) or the Region of Peel (Claireville wetland). Environmentally friendly larvicide, *Bacillus thuringiensis israelensis* (*Bti*) was used to treat all the hotspots listed above. *Bti* is a bacterium found naturally in soils. Since 1982, it has been used successfully worldwide as a biological pest control agent to combat mosquitoes and black flies. The treatments were effective as very few mosquitoes were collected in subsequent sampling events post-treatment application. One small wetland hotspot in Maple did not receive treatment as it dried up a few days after it was identified as a hotspot.

It should be noted that these identified sites do not pose any immediate threat to the public. The designation of a "hotspot" only implies that the larval mosquitos found are capable of transmitting WNV to humans once they emerge as adults and have first bitten an infected bird. The proactive nature of this monitoring program and the subsequent action is designed to control and reduce the number of the adult mosquitos available to transmit the virus, thus reducing the potential exposure to humans.

Unfortunately, the annual occurrence level of WNV cannot be predicted and nor can the occurrence of hotspots. Monitoring results have shown that different locations may appear as hotspots on an annual basis in response to climatic conditions. This highlights the importance of regular and continuous seasonal monitoring of mosquito larval abundance on TRCA lands in order to subsequently take appropriate control measures.

The annual report "West Nile Virus Vector Larval Mosquito Monitoring Report - 2017" is available on the TRCA website via the link below:

<https://trca.ca/wp-content/uploads/2018/03/2017-West-Nile-Virus-Annual-Report.pdf>

Printed copies are available upon request.

RATIONALE

As a major owner of greenspace, including substantial wetland areas, TRCA has a vested interest in the WNV issue. TRCA has been routinely monitoring larval mosquitoes on selected TRCA properties since 2003. The objectives of this monitoring program are to identify preferred breeding sites of mosquitoes, assess the level of WNV risk, and reduce human exposure to the virus by taking appropriate measures such as housekeeping activities (grading small depressions, garbage removal) and if necessary the application of larvicide. TRCA's program activities include public education, collaborating with the regional health units and conducting larval mosquito monitoring on TRCA-owned lands.

Item 7.2

The data collected over the years has been beneficial in guiding management decisions related to wetland protection and creation, land management planning and has assisted the public health agencies with their public education and outreach campaigns. The data collected through this program has been contributed to partner agencies and academic institutions to further the knowledge and science related to the prevention and mitigation of WNV.

FINANCIAL DETAILS

Funding for the 2018 WNV surveillance and monitoring activities is available under the Regional Watershed Monitoring Program (Account code 124-34) with funding support from the regions of York, Peel and Durham, the City of Toronto, and through the Toronto Remedial Action Plan. A small amount of revenue is generated (up to \$3,000 on average) by the program on an annual basis through the provision of mosquito larvae identification training for regional health staff.

Overall, it is expected that this funding will be sufficient to support the 2018 surveillance field work and response to standing water complaints received. Further, these funds will support the ongoing liaison with the regional health units including participation as required on any advisory committees. If larvicide treatment or site remediation on TRCA lands is required as a control measure, these associated costs will be covered through TRCA Land Management funding. TRCA will continue to partner with the regional health departments in order to have sites treated with larvicide in a timely manner and at no cost to TRCA if possible.

DETAILS OF WORK TO BE DONE

Staff will continue the annual monitoring program including:

- conducting mosquito surveillance activities and identifying sites of concern on TRCA property;
- providing advice to other TRCA departments on maintenance or management duties required to reduce the number of potential breeding sites for mosquitoes;
- liaise with regional public health units and participate in WNV advisory committees;
- responding to public WNV inquiries and provide general information related to WNV;
- addressing standing water complaints following TRCA's Standing Water Complaint Procedure.

Report prepared by: Jessica Fang, 289-268-3947

Email: jfang@trca.on.ca

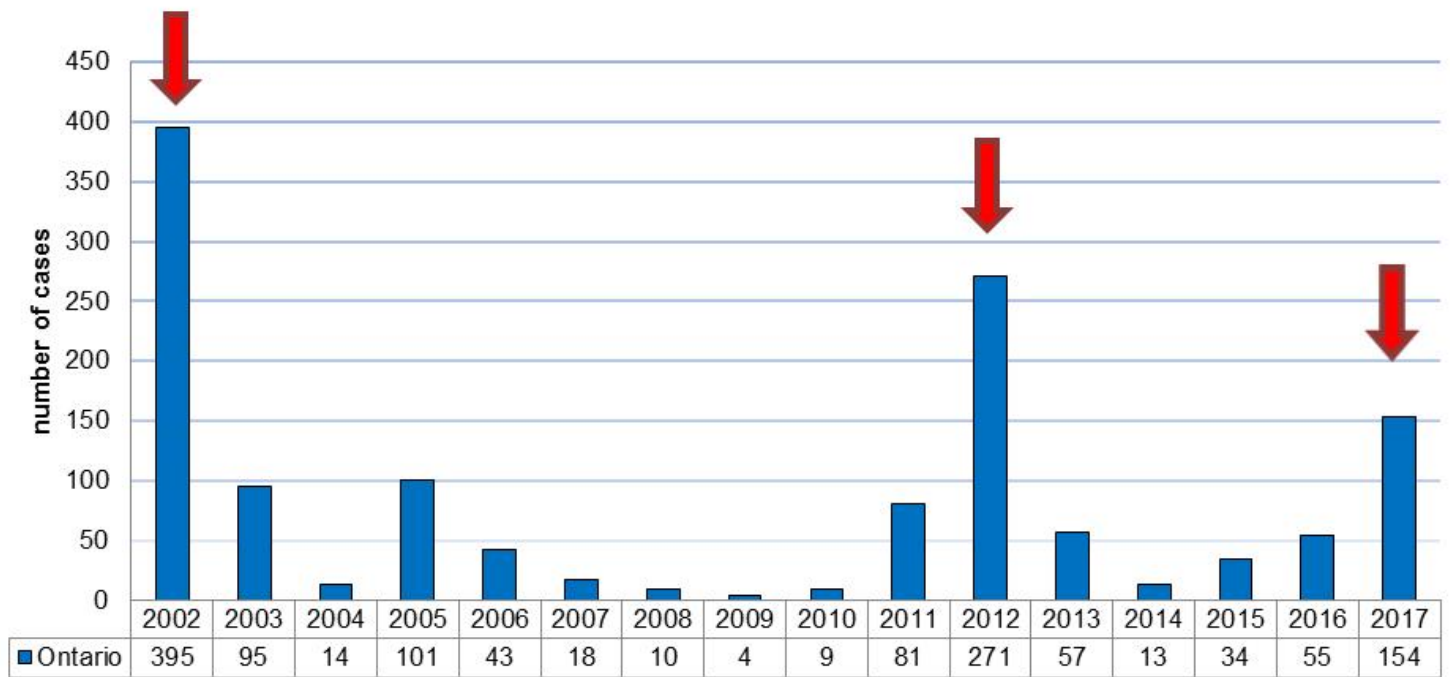
For Information contact: Scott Jarvie, 289-268-3941; Jessica Fang, 289-268-3947

Emails: sjarvie@trca.on.ca; jfang@trca.on.ca

Date: March 20, 2018

Attachments: 1

Attachment 1 Human West Nile Virus Cases in Ontario, 2002 to 2017



Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #3/18, Friday, April 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **HUMAN RESOURCES INFORMATION SYSTEM SERVICES**
Contract #10007362

KEY ISSUE

Award of contract to integrate all human resource and payroll related functions into one software solution to optimize the administration and reporting of these functions.

RECOMMENDATION

THAT Contract #10007362 for Human Resources and Payroll Information System Services in support of an integrated human resources information system solution be awarded to Ceridian HCM Inc. for a total cost not to exceed \$1,599,569 over five years, plus HST, it being the highest ranked proponent from a technical evaluation and second overall resulting from overall evaluation criteria set out in the Request for Proposal (RFP);

THAT Toronto and Region Conservation Authority (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 negotiate a mutually acceptable agreement with the above-mentioned proponent, staff be authorized to enter into contract negotiations with the third highest ranked proponent;

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

BACKGROUND

At Authority Meeting #10/17, held on January 5, 2018, Resolution #A234/17 approved a request for proposal process to be undertaken to explore how systems integration may improve the ability of TRCA to administer and report on its key resource, its employees. The scope of work identified in the RFP included the integration of all human resource management functions including recruitment, onboarding, health and safety, learning and development, as well as all payroll and tax, time and attendance tracking, shift scheduling and benefits administration.

RATIONALE

TRCA advertised a Request for Proposal for Human Resources Information System services on February 20, 2018. On March 19, 2018, six complete proposals were electronically retrieved from the www.biddingo.com proposal website with the following results.

Item 7.3

Proponent Name	Fees (Plus HST)
StarGarden	\$471,488
Avanti	\$729,420
Unit4 (fee option 3)	\$1,064,284
ADP Canada	\$1,088,791
Ceridian	\$1,599,569
DLGL (fee option 1)	\$2,149,125

The Selection Committee consisted of 15 TRCA staff across all divisions. The Selection Committee reviewed the proposals based on a weighted scoring system consisting of 65% based on the technical review of the proposal, and the remaining 35% on the fee proposal. The criteria used to evaluate the submissions and to select the recommended proponent included the following:

- Proponent's understanding of the detailed project functional requirements, proposed modifications of project phases and ability to address full scope of work;
- Expertise and availability of the project team, including experience completing similar projects;
- Proposed approach and methodology for services, including an assessment of any anticipated difficulties and approach to overcome them;
- Proposed schedule and timelines consistent with project objectives;
- Description of corporate commitment to sustainability, including any environmental, social and economic benefits;
- Cost of services, including one-time implementation costs and ongoing delivery costs.

The results of the evaluation of received proposals by the Selection Committee are as follows:

Proponent Name	Technical Ranking (65%)	Cost Ranking (35%)	Overall Ranking (100%)
StarGarden	4	1	1
Ceridian	1	5	2
ADP	2	4	3
Unit4	5	3	4
DLGL	3	6	5
Avanti	6	2	6

The Selection Committee selected the second highest ranked proponent for the following reasons:

- They were the only proponent able to offer a fully integrated software solution for all functions identified in the scope of work;
- The first ranked proponent had the fourth highest technical score, as the in-house solution does not address all of the functions identified in the scope of work. As an in-house solution, it requires various additional direct and indirect costs that would otherwise be borne by TRCA; however, these costs are not factored into the formal scoring of the responses. Such costs include additional payroll staff time for in-house configuration, performance of upgrades, manual keying of data and performance of calculations, IT staff support time, IT infrastructure costs, costs of additional non-integrated external applications used for time tracking and shift scheduling, and additional administrative staff time for multiple data entry points.

Item 7.3

In accordance with the overall goal of optimizing administrative and reporting efficiencies, the second highest ranked proponent is recommended.

FINANCIAL DETAILS

The cost of the contract is \$1,599,569, plus 15% contingency, plus HST. This contract cost consists of one-time implementation costs of \$165,641 and ongoing annual costs of \$286,786 for a period of five years. The contract cost is estimated based on the total 2017 year-to-date employee headcount and is scalable, taking into consideration the fluctuating employee headcount at each pay period, and employee access to the various software components.

Funds will be made available in the operating budget for the contract period of 2018 to 2023.

DETAILS OF WORK TO BE DONE

TRCA staff will continue to work with the recommended proponent to negotiate a mutually acceptable agreement.

The planning and pre-implementation phase will occur from May to June 2018. The first phase of implementation will occur between July to December 2018 and will include the payroll and tax, time and attendance, shift scheduling and benefits administration functions identified in the scope of work. The second phase will occur between January to June 2019 and will include the human resources, onboarding, recruiting, health and safety and learning and development functions.

Report prepared by: Pamela Papadopoulos, extension 5973

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Victoria Kinniburgh, extension 5374

Emails: ppapadopoulos@trca.on.ca, vkinniburgh@trca.on.ca

Date: April 5, 2018

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #3/18, Friday, April 20, 2018

FROM: Nick Saccone, Senior Director, Restoration and Infrastructure

RE: **WILKET CREEK REHABILITATION PROJECT – REACH 2 (SITE 4)**
Award of Contract #10001699 – Pedestrian Bridge Construction

KEY ISSUE

Award of Contract #10001699 for the supply of all labour, equipment and materials necessary for the construction of a 25m pedestrian bridge at Reach 2 of the multi-year Wilket Creek Rehabilitation Project in the City of Toronto.

RECOMMENDATION

THAT Contract #10001699 for the supply of all labour, equipment and materials necessary for the construction of a 25m bridge at Reach 2 of the Wilket Creek Rehabilitation Project in the City of Toronto be awarded to McPherson-Andrews Contracting Limited at a total cost not to exceed \$194,002, plus HST, as they are the lowest bidder that best meets Toronto and Region Conservation Authority (TRCA) specifications;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of 10% of the value of the contract 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 highest ranked bidder meeting TRCA specifications;

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

BACKGROUND

For the last several years, TRCA, in partnership with the City of Toronto, has been undertaking restoration works along Wilket Creek. In 2010, the City of Toronto initiated a geomorphic assessment of Wilket Creek as part of a Municipal Class Environmental Assessment (MCEA) to characterize the subwatershed. The MCEA was undertaken in order to support the design of municipal infrastructure protection, the removal of hazardous debris jams, and the repair or replacement of park amenities such as trails and bridges, which have been significantly impacted by a series of severe weather events over the last 15 years. The study, published in 2015, titled “Wilket Creek Channel within Wilket Creek Park Rehabilitation Study to Address Erosion Hazards Threatening Infrastructure and Wilket Creek Geomorphic Systems Master Plan” (Master Plan) delineated Wilket Creek into nine distinct reaches with several repair sites within each reach.

Item 7.4

An agreement was reached between TRCA and the City of Toronto whereby the City of Toronto's Parks, Forestry & Recreation and Toronto Water groups would fund the project and TRCA would manage the detailed design and implementation of restoration works along Wilket Creek. TRCA previously undertook emergency works at several sites along the length of the Creek prior to the initiation and completion of the Master Plan. The work along Wilket Creek is now being completed on a reach by reach basis, with the work being undertaken based on the highest priority sites.

The current phase of this project is located along a section of Wilket Creek within Wilket Creek Park known as Reach 2 and includes channel improvements to approximately 700 metres of the watercourse, sanitary and storm sewer infrastructure protection, and trail improvements. The proposed pedestrian bridge will be situated within Reach 2 at repair Site 4, and will provide a vital reconnection to an existing side trail that connects the upper playing fields within Sunnybrook Park via the Tommy Thompson Trail to the Bata Trail within Wilket Creek Park.

RATIONALE

Request for Tender #10001699 was publically advertised on the electronic procurement website Biddingo (www.biddingo.com) on December 5, 2017 with a mandatory site information meeting held on December 12, 2017. The following contractors attended this meeting:

- Bramoak Contracting Limited;
- Bridgecon Construction Limited;
- Clearwater Structures Incorporated;
- CSL Group Limited;
- Dagmar Construction Incorporated;
- Ferdom Construction;
- Grascan Construction Limited;
- Hobden Construction Company Limited;
- McPherson-Andrews Contracting Limited; and
- Soncin Construction

The Procurement Opening Committee opened the tenders on December 20, 2017 at 12:00 pm with the following results:

CONTRACT #10001699 TENDER RESULTS

BIDDERS	TOTAL TENDER AMOUNT (excl. HST)
McPherson-Andrews Contracting Ltd.	\$194,002
Hobden Construction Company Ltd.	\$215,651
CSL Group Ltd.	\$234,900
Bramoak Contracting Ltd.	\$339,106
Soncin Construction	\$362,430
Bridgecon Construction Ltd.	\$385,980
Dagmar Construction Inc.	\$500,980

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

Item 7.4

Based on the bids received, TRCA staff recommends that Contract #10001699 be awarded to MACL for a total cost not to exceed \$194,002, plus a 10% contingency, plus HST as they are the lowest bidder meeting TRCA's specifications.

TRCA staff will be present on site prior to, during and following the installation of the new bridge at Site 4 to ensure that public safety is protected via surveillance and the maintenance of warning signage and temporary fencing to delineate the limits of work. In addition, project information regarding trail closures, detours, staff contact information and other details will be communicated via project signage erected in the park, TRCA's website, and via email to internal and external stakeholders to minimize impacts to park users. This contract is expected to be implemented in the late summer of 2018 with an estimated installation duration of two weeks.

This project is aligned with Enabling Strategy #7 under TRCA's current 10-year strategic plan, which is to 'build partnerships and new business models'. The City of Toronto and TRCA have worked together over the last several years to successfully complete remedial works along Wilket Creek. Undertaking these remedial works and park improvements along Reach 2 of Wilket Creek and the remaining reaches will strengthen the partnership between TRCA and the City of Toronto and will encourage future collaborative work at other sites.

FINANCIAL DETAILS

The cost of the project is 100% recoverable from the City of Toronto within account #185-60.

Report prepared by: Nivedha Sundararajah, extension 5528

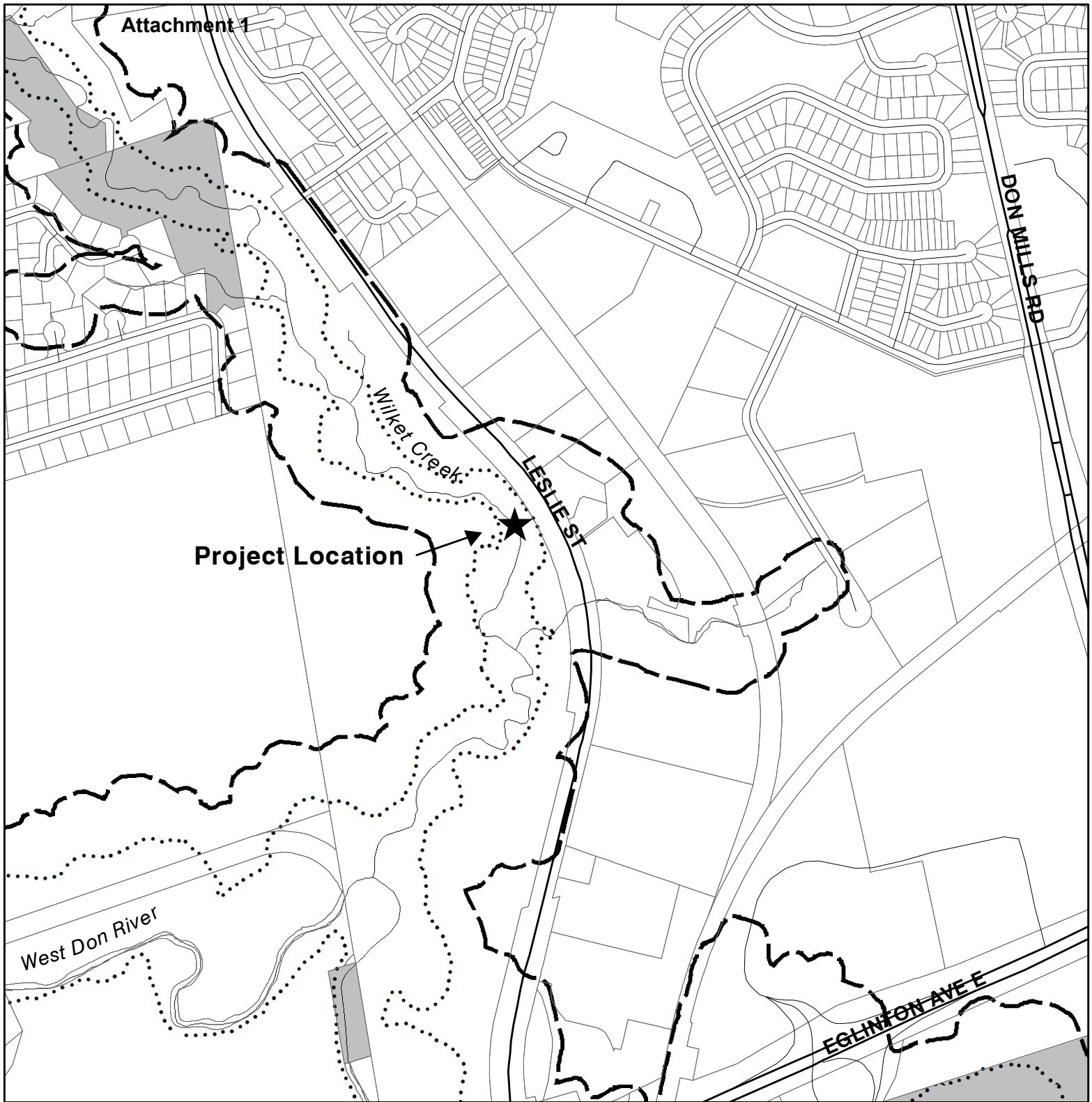
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For Information contact: Nivedha Sundararajah, extension 5528

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Date: March 23, 2018

Attachments: 1

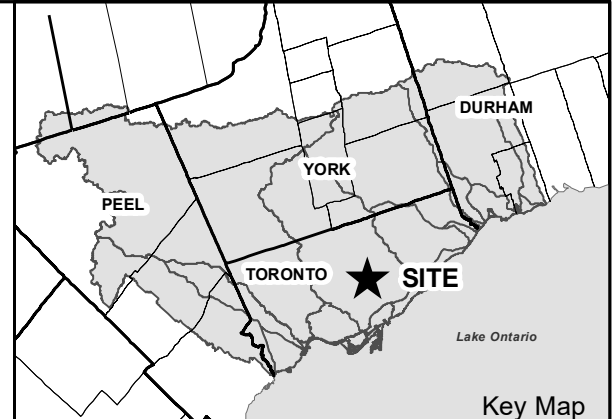


Legend

- ★ Project Location
- Watercourses
- Floodline
- ▭ Regulation Limit
- TRCA Property
- Parcel Assessment



0 125 250
Meters



Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #3/18, Friday, April 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **RESIDENTIAL RENTAL POLICY**

KEY ISSUE

Approval of the Residential Rental Policy, which will be used to govern Toronto and Region Conservation Authority's residential rental properties.

RECOMMENDATION

THAT Toronto and Region Conservation Authority's (TRCA) Residential Rental Policy, as outlined in Attachment 1, be approved;

AND FURTHER THAT the Residential Rental Policy be reviewed by staff on a regular basis to ensure it is in keeping with TRCA's commitment to managing its residential rental program in an open, fair and equal-opportunity manner, in-keeping with industry-established best practices.

BACKGROUND

At Authority Meeting #6/14, held on July 25, 2014, staff was directed to develop a comprehensive residential rental program policy and procedures.

A program for the acquisition of properties for conservation related purposes was started in the 1940's by the various conservation authorities which later amalgamated into Toronto and Region Conservation Authority (TRCA). In the course of acquiring lands for erosion control, flood protection, the conservation of key ecological features and other goals outlined in various acquisition projects, TRCA acquired properties that were improved with residential structures of various quality. While many of these homes have since been removed and/or sold, where these buildings remain in reasonable condition, they have been rented to the public.

TRCA's current residential rental program consists of 119 single family dwellings, located within conservation, open spaces and natural areas, which were assembled under various TRCA projects. Two of the residences are staff designated dwellings whereby TRCA staff is required to live in these homes as part of their job duties. In addition to these staff designated homes, two more are currently rented to TRCA staff and at such time their tenancies are terminated, the homes will then be rented in accordance to this policy. Of the total, 66 homes were acquired by TRCA from the Ontario Realty Corporation as part of the Rouge Park and Bob Hunter Memorial Park transfers in 2004 and 2007 respectively. At Authority Meeting #11/13 held on January 31, 2014, Resolution #A239/13, approved the transfer of various TRCA land including Rouge and Bob Hunter Memorial Park lands to Parks Canada, for the development of the Rouge National Urban Park. As a result, 68 of the 119 homes will be transferred to Parks Canada, leaving 51 homes in TRCA's residential rental program.

RATIONALE

The Residential Rental Policy has been developed to provide guidance to staff on the operation of TRCA's residential rental program. TRCA is committed to an open, fair and equal-opportunity process for managing its residential rental program and keeping with industry-established best practices. The purpose of this document is to provide policy direction on the management of TRCA's Residential Rental Program.

FINANCIAL DETAILS

The rental revenue generated from the residential rental program is applied to the operational budget for the dwellings, and any remaining revenue supports TRCA's operating programs.

DETAILS OF WORK TO BE DONE

The Policy provides a framework for the operation of TRCA's Residential Rental Program and provides staff direction on the following components of the Program:

- Commitment to an open and fair process for filling vacancies;
- Commitment to following policies and procedures;
- Management of the program in a manner that minimizes environmental impact;
- Commitment to managing the program in a manner consistent with the *Residential Tenancies Act*; and
- Commitment to the maintenance of the Residential Rental Program.

Procedures and guidelines will be developed to assist in the implementation of the policy.

Report prepared by: Lisa Valente, extension 5297

Emails: lvalente@trca.on.ca

For Information contact: Lori Colussi, extension 5303

Emails: lcolussi@trca.on.ca

Date: March 22, 2018

Attachments: 1

Residential Rental Policy

Category	Operational and Corporate Internal Policies that Have Significant Implications or are of Interest to Special Groups	
Approved by	Authority	
Approval date (<i>last amendment</i>)	April 20 2018	
Approval resolution (<i>if applicable</i>)	Xx/xx	
Responsible Business Unit (<i>Who Authored</i>)	Property and Risk Management	
Responsible program manager (<i>For Implementation</i>)	Manager, Leasing and Risk Management Tel: (416) 661-6600 Ext. 5303 lcolussi@trca.on.ca	
Review Cycle	5 Years	Date Required by: 20/04/2023

TABLE OF CONTENTS

PREFACE	2
1. PURPOSE.....	2
2. AUTHORITY	2
3. SCOPE.....	2
4. POLICY STATEMENTS / ACTION ITEMS	2
5. AUDIT COMPLIANCE	3
6. DEFINITIONS.....	3
7. REFERENCES.....	3

PREFACE

A program of property acquisition for conservation related purposes was started in the 1940's by the various conservation authorities which later amalgamated into Toronto and Region Conservation Authority (TRCA). In the course of acquiring lands for erosion control, flood protection, conservation of key ecological features and other goals outlined in various acquisition projects, TRCA acquired lands with residential buildings. Many of these buildings have since been removed or sold. However, where the buildings remain in reasonable condition they have been made available for rental to the public. The net revenue generated from the rental of these properties has been used to offset the cost of TRCA operating programs.

1. PURPOSE

The purpose of this document is to provide policy direction on the management of TRCA's *Residential Rental Program*.

2. AUTHORITY

Approval of the policy resides with the Authority. Responsibility for updating this policy as well as the development of subsequent procedures and guidelines resides with the Manager, Leases and Risk Management.

3. SCOPE

Applies to all *residential units* being operated by TRCA, whether tenanted by staff or the public. Excluded from this policy are properties used in commercial and agricultural operations.

4. POLICY STATEMENTS

TRCA will operate the *Residential Rental Program* in a manner that:

- 4.1. Respects applicable statutes and regulations, including the *Residential Tenancies Act*, privacy legislation, income tax regulations, and TRCA policies and procedures;
- 4.2. Recognizes that the safety of tenants and staff is of primary importance;
- 4.3. Commits to practices which are open, fair and provide equal-opportunity access and operates within industry-established best practices;
- 4.4. Minimizes the impact on the natural and cultural heritage;
- 4.5. Establishes clear operational requirements for designated dwellings where tenancy by staff is required and ensures that tenancy is terminated when the tenant/employee terminates their position;
- 4.6. Achieves fair market rent for each unit, consistent with the provisions of the *Residential Tenancies Act*;
- 4.7. Prohibits tenancy by current staff (other than for staff designated dwellings) and Authority Members, including their immediate family and for any other individual where there may exist a real or perceived preferential treatment; and prohibits tenancy for retirees, past staff and members within two years from the last date of employment;
- 4.8. Regularly assess the financial viability of each unit, having regard to ongoing operational and capital investment requirements; and
- 4.9. Recognizes alternative uses which may be of benefit to the community at large.

5. AUDIT COMPLIANCE

Procedures and guidelines pursuant to the Residential Rental Policy shall be developed to ensure audit implementation compliance.

6. DEFINITIONS

Residential Rental Program – Program of residential properties that are rented to the public, and staff designated dwellings, as per the TRCA employee Code of Conduct. For further clarity, the Residential Rental Program does not refer to agricultural or commercial leases.

Residential Unit - Any living accommodation used or intended for use as a residential premises.

7. REFERENCES

Ontario Human Rights Commission, Policy on Human Rights and Rental Housing, July 2009
Residential Tenancies Act, 2006, S.O. 2006, c. 17

The Landlord Tenant Board Guide to Ending Tenancies can be found the Social Justice Tribunals Ontario Website (<http://www.sjto.gov.on.ca/lrb/brochures/>).

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #3/18, Friday, April 20, 2018

FROM: Kathy Stranks, Clerk and Senior Manager, Corporate Records

RE: **REMUNERATION TO MEMBERS**
Authority, Committees and Advisory Boards

KEY ISSUE

Review of remuneration by municipal partners and recommendation for Authority Members and the Regional Watershed Alliance.

RECOMMENDATION

WHEREAS the Authority Member remuneration and expense rates were last approved over a decade ago, by Resolution #A53/17 at Authority Meeting #2/07, held on March 30, 2007 and are outdated compared to those of Toronto and Region Conservation Authority's (TRCA) partners;

AND WHEREAS the Terms of Reference for the Regional Watershed Alliance (RWA), including Section 5.0 in regard to Compensation for RWA Members was approved at Authority Meeting #8/17, held on October 27, 2017;

AND WHEREAS the RWA is considered an advisory board of the Authority;

THEREFORE LET IT BE RESOLVED THAT effective May 1, 2018 the Authority Members per diem rate for attendance at Authority, Executive Committee or Budget/Audit Advisory Board meetings be increased to \$100 (two times per diem for the Chair and half per diem if participating by teleconference), and should the Chair be a citizen appointee, the honorarium be \$50,000/annum;

THAT effective on January 25, 2019, the date of the 2019 Annual Authority meeting, the Budget/Audit Advisory Board per diem payment be eliminated to be in keeping with policies for advisory boards of partners and the Regional Watershed Alliance;

THAT a provision be provided that incidental childcare expenses as a result of attending Authority or advisory board meetings or authorized business may be reimbursed where the Chair of the appropriate board deems financial hardship would otherwise result, and such expenses shall be pre-approved by the Chair;

THAT the TRCA policy on Employee Business Expenses, Travel and Conference Protocols be amended to allow reimbursement of 407 ETR toll charges, excluding video toll charges (camera charge), for Authority and advisory board Members, subject to their municipal policy requirements;

AND FURTHER THAT all Authority Members be encouraged to waive, and/or donate to The Living City Foundation, remuneration and/or travel expenses owing from TRCA.

Item 7.6

BACKGROUND

At Regional Watershed Alliance Meeting #1/17, held on November 15, 2017, Resolution #R5/17 was approved as follows:

THAT the Alliance Terms of Reference, approved by the Authority at Meeting #8/17, held on October 27, 2017, be received;

AND FURTHER THAT the Alliance provide input on compensation of members (Section 5) for staff consideration;

MOREOVER THAT the engagement conform to TRCA's volunteer policy;

AND THAT options for compensation for approved disbursements be considered and report back at the next RWA meeting.

The discussion on options for compensation centred around membership on the Regional Watershed Alliance and the question of whether a segment of the population is hindered from participating due to financial hardships such as costs of child care, missing wages and the like.

The Authority and Executive Committee are decision-making bodies, whereas the Budget/Audit Advisory Board (BAAB) and RWA are advisory boards that may make recommendations to the Authority for approval. BAAB is an official advisory board of the Authority under TRCA's current Rules of Conduct and is subject to all the same rules and procedures of the Authority, whereas the Regional Watershed Alliance is closely aligned with the Authority as it has some representation from the Authority, but has significant membership appointed directly from municipalities or selected to represent their community. As such, RWA follows the Rules of Conduct of the Authority in meeting administration but operates under its own Terms of Reference (TOR) approved at Authority Meeting #8/17, held on October 27, 2017. As such, changes to the TOR must be approved by the Authority, prior to endorsement of RWA. Section 5.0 of the approved TOR in regard to compensation for RWA Members is as follows:

At regular Regional Watershed Alliance meetings, as well as Watershed/Waterfront Working Groups, members will be eligible for travel expenses and any other expenses approved in advance by TRCA's Director, Watershed Strategies, according to TRCA policy, where these are not covered by their agency or other source. The TRCA policy on volunteers is also applicable and can be accessed at:

<http://trca.on.ca/get-involved/volunteer/volunteers-and-interns.dot>. Members shall not receive a per diem or honorarium for attendance at meetings and functions.

In addition to the RWA motion to review remuneration and expenses, City of Toronto finance staff has requested that TRCA review its remuneration to Authority Members, with a view toward eliminating payment of remuneration while continuing payment of expenses. Toronto Council, at its meeting of April 16-18, 2002, in adopting Clause 26 of Report No. 4 of the Administration Committee approved that:

"The individual Members of Council who are members of the Conservation Authority be requested to decline the remuneration being offered by the Conservation Authority."

Item 7.6

The amended *Conservation Authorities Act* states that a conservation authority's operating expenses include remuneration and expenses to Authority Members. The former requirement for the Ontario Municipal Board to approve such costs has been repealed in the new version of the Act. Approval protocol of such costs is now to be defined in a conservation authority's Administrative By-law, which staff is targeting to report on at Authority Meeting #6/18, scheduled to be held on July 20, 2018.

RATIONALE

TRCA staff requested input from TRCA's 18 municipal partners and three adjacent conservation authorities on:

1. salary for local Councillors and additional salary received as a Regional Councillor;
2. compensation paid, including reimbursement of expenses for Councillors versus citizen appointees, and does it differ if it is a decision-making board or advisory board;
3. remuneration paid to Authority Members (both Councillors and citizens).
4. types of expenses the municipality reimburses for;
5. any other financial assistance provided to citizen appointees on advisory boards;

Responses were received from 10 municipal partners, including upper and lower tier, and urban and rural municipalities, as well as the three adjacent conservation authorities (with per diem summary provided for five local conservation authorities), with the following results:

1. salary for local Councillors and additional salary received as a Regional Councillor:

	Minimum Reported	Maximum Reported	City of Toronto
Local Councillor	\$15,343	\$87,264	\$114,306
Regional Councillor	\$55,234	\$56,928	n/a

*City of Toronto is reported separately as they do not have Regional Councillors and therefore their remuneration is considered a combination of Local and Regional Councillors. In addition, Mayors are excluded due to significantly higher compensation in many cases, and TRCA has only one Mayor as an Authority Member.

2. compensation paid, including reimbursement of expenses for Councillors versus citizen appointees, and does it differ if it is a decision-making board or advisory board; and,
3. remuneration paid to Authority Members (both Councillors and citizens).

	Minimum Per Diem Reported	Maximum Per Diem Reported
Decision Making Body	Councillor - \$100 Citizen - \$50	Councillor - \$110 Citizen - \$86.62; \$75,000 (annually)
Advisory Board	Councillor - \$0 Citizen - \$0	Councillor - \$0 Citizen - \$30
Conservation Authority (excluding TRCA)	\$50	\$142 \$25,781 (Chair honorarium)

*Some of the information provided required interpretation as to whether or not it is a decision making body and whether payment was for citizens or councillors, so it is to be considered as a guideline. In addition, some information provided was total annual payment without information on per diem, unless it is an annual salary rather than a per diem.

A consistent response from municipal partners was that appointees to decision making bodies are eligible to receive remuneration, but that advisory boards are not as it is considered to be a volunteer activity.

Item 7.6

TRCA's remuneration is as follows, last approved by Resolution #A53/07 at Authority Meeting #2/07, held on March 30, 2007 and by the Ontario Municipal Board in 2008:

- \$86.62 per diem for Members attending meetings and ½ per diem if participating by teleconference;
- Double per diem (\$173.24) per diem for the Chair;
- If the Chair is a citizen, honorarium of \$38,027;
- Travel reimbursement at the staff approved rates which is currently \$0.50/km or for public transportation with receipts;
- Payment by TRCA for the Chair to attend non-board meetings and events on behalf of TRCA;
- Reimbursement to Members for expenses for educational purposes, with prior approval from TRCA's Chief Executive Officer – such expenses generally have not exceeded the Chair's attendance at a conference or two that benefits their work with TRCA;
- Authority Member attendance at advisory board meetings such as the Regional Watershed Alliance follows the rules of the RWA, therefore Authority Members may be reimbursed for reasonable expenses but shall not receive a per diem. This is consistent with how membership on past committees and councils (eg. Humber Watershed Alliance, Don Council, etc.) was handled.

Authority Members are annually provided with a donation/waiver form giving them the option to waive, or donate to The Living City Foundation, per diem and/or mileage payments from TRCA.

4. types of expenses the municipality reimburses for (outside of office expenses for Councillors):
 - a. Mileage (some only for mileage outside of their municipal boundary) or costs of other methods of transportation or associated costs eg. public transit, parking;
 - b. Conference and workshops and associated expenses eg. accommodation, travel, meals;
 - c. Incidental childcare expenses as a result of attending board meetings or on authorized board business may be reimbursed where the board deems financial hardship would otherwise result. Receipts must be provided. This is authorized by City of Toronto for agencies, boards and committees (ABC);
 - d. Accessibility tools.
5. any other financial assistance provided to citizen appointees on advisory boards;
 - a. The answer from all municipalities and conservation authorities was nothing beyond what has already been reported in answer to the previous questions.

Based on the information provided by municipal partners and adjacent conservation authorities, staff recommends that all Authority Members remain eligible for the approved remuneration and expenses for attendance at Authority, Executive Committee and Budget/Audit Advisory Board meetings, with the option to waive or donate per diem and/or travel expenses. Staff recommends that Members not receive per diem payments for BAAB meetings effective with the new term of BAAB elected at the 2019 Annual Authority meeting.

Item 7.6

As TRCA is in the mid-range of per diem amounts to Authority Members, but travel time in the Toronto region is significant, and since an increase has not been considered since 2007, staff recommends an increase of per diem from \$86.62 to \$100 (maintained as double for the Chair (\$200) and half if participating by teleconference (\$50)), and should the Chair be a citizen appointee, the honorarium be \$50,000/annum. This increase amounts to approximately 1.5% per year over a 10 year period, which would approximate TRCA's cost of living adjustment over same the 10 year period. The mileage rates will remain at the staff rates, which is currently \$0.50/km, and will change at any time that the staff rates change, and reimbursement of public transit costs with receipts. Staff further recommends that the policy on Employee Business Expenses, Travel and Conference Protocols be amended to be consistent with TRCA staff reimbursement, such that Members may be reimbursed for 407 ETR expenses, excluding video toll charges (camera charges), with documentation identified in the policy.

As per the City of Toronto request, Authority Members are encouraged to waive and/or donate their per diem and/or travel expenses. To assist with this process, the waiver form can be obtained online using this [link](#) if it has not yet been completed for 2018. If any RWA Member wishes to waive or donate their mileage, staff will provide the required waiver form.

Due to the general response from partners that very few advisory boards receive remuneration for attendance at meetings, staff recommends that the clause in the Terms of Reference for the Regional Watershed Alliance remain as approved at Authority Meeting #8/17 such that "Members shall not receive a per diem or honorarium for attendance at meetings and functions."

Staff recognizes the importance of inclusive boards and full representation from the community, therefore recommends that the Authority rules and RWA TOR be amended such that incidental childcare expenses as a result of attending Authority or advisory board meetings or authorized business may be reimbursed where the Chair of the appropriate board deems financial hardship would otherwise result, and such expenses shall be pre-approved by the Chair.

FINANCIAL DETAILS

Payment in 2017 to Authority Members of remuneration was \$30,000 and \$10,000 for mileage, excluding the amounts waived by four Authority Members as staff does not track waived amounts. However, of this total, approximately \$5,750 was donated to The Living City Foundation through payroll deduction by three Members. The minor increase in per diem payments to reflect findings and cost of living adjustments could have approximately a 15% impact on the TRCA budget based on 2017 payments. However, the amount will fluctuate based on levels of attendance at meetings and the number of Authority Members who waive and/or donate funds.

Report prepared by: Kathy Stranks, extension 5264

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Date: March 21, 2018

Section III – Items for the Information of the Board

TO: Chair and Members of the Authority
Meeting #3/18, Friday, April 20, 2018

FROM: Chandra Sharma, Director, Watershed Strategies

RE: **OAK RIDGES MORAINÉ GROUNDWATER PROGRAM**
Progress Update

KEY ISSUE

To update the Authority on the progress of the Oak Ridges Moraine Groundwater Program.

RECOMMENDATION

IT IS RECOMMENDED THAT the staff presentation and update on the Oak Ridges Moraine Groundwater program be received.

BACKGROUND

Since 2001, with the oversight of the Conservation Authorities Moraine Coalition (CAMC) and an Executive Steering Committee, comprising senior level staff from York, Peel, Durham, Toronto (YPDT), the Oak Ridges Moraine Groundwater Program (ORMGP) has proven to be a provincial and national leading water management program. The program is an ongoing partnership of 13 municipalities and conservation authorities, led by a team of Central Lake Ontario Conservation Authority (CLOCA) and Toronto and Region Conservation Authority (TRCA) and staff.

From its roots in fundamental, sound data management, the program has made significant progress in the areas of interactive database management and accessibility over the past decade. More recently, the program's interactive web interface has become the "go to" location for technical staff across the jurisdiction to access water and geological related information and analyses. The ORMGP has also established partnerships with consulting firms for increased usage of data and interpretations.

As Ontario moves onward from source water protection, and with integrated surface water groundwater models becoming key tools to assess, understand and synthesize Ontario's collective understanding of water movement through the landscape, the data, interpretations and numerical models that have been assembled under the program are proving to be essential for assessing many of society's challenges ranging from climate change to water supply to development impacts on water quality and quantity. It is believed that the newly developed consultant partnerships will also result in better program data and interpretations, leading to improved water management decisions for Ontario.

Further program details including various mapping tools and resources will be provided through a detailed presentation at the Authority meeting. Copies of the presentation will be available to the Authority Members upon request. Program details can be accessed via <https://oakridgeswater.ca/home>

Item 8.1

FINANCIAL DETAILS

There are no financial implications arising from this report. The program continues to be funded annually through an arrangement with the City of Toronto and the regional municipalities of York, Peel and Durham, with periodic support from various provincial ministries and programs (e.g., Ontario Geological Survey, Ministry of Natural Resources and Forestry, Ministry of the Environment and Climate Change, Source Water Protection).

Report prepared by: Steve Holysh, extension 5588

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Date: February 28, 2018

Section III – Items for the Information of the Board

TO: Chair and Members of the Authority
Meeting #2/18, Friday, April 20, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **SENIOR STAFF EXPENSES**

KEY ISSUE

Summary report of senior staff expenses for 2017.

RECOMMENDATION

IT IS RECOMMENDED THAT the summary of senior staff expenses for Toronto and Region Conservation Authority's (TRCA) Chief Executive Officer, Chief Financial Officer and divisional Directors for the year ended December 31, 2017, be received.

BACKGROUND

At Toronto City Council on November 29, 30 and December 1, 2011, the following resolution was approved:

City Council approve the publication on the City's public website on a semi-annual basis, commencing with the 2011 calendar year, expenses related to business travel, conferences and training, hospitality and protocol for senior staff positions at the Division Head level and above. City Council provide a copy of this Item to the City's major agencies and corporations requesting that they adopt a similar policy for their organization if they have not already done so.

In accordance with the above resolution, TRCA staff advised the City of Toronto that TRCA staff will report to the Authority annually on the expenses outlined within the City staff report dated October 19, 2011, *Feasibility of Publishing Expense Details of Senior City Staff on the City's Website*. TRCA commenced this summary reporting practice in 2013 to include expenses of TRCA's Chief Executive Officer, Chief Financial Officer and divisional Directors. This information will be available on TRCA's website as part of this report in the minutes of the meeting.

The following expenses have been detailed in Attachment 1:

1. Business travel, which includes any mileage reimbursement with a personal vehicle, or operating costs of a TRCA vehicle provided to staff;
2. Conferences and training, which includes registration fees, accommodations and per diem allowances;
3. Hospitality expenses, which includes hosting non-staff at TRCA events, eating establishments or other permitted locations.

Report prepared by: Pamela Papadopoulos, extension 5973

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Date: April 4, 2018

Attachments: 1

Item 8.2

Attachment 1 – Senior Staff Expenses:

Brian Denney, Chief Executive Officer

Business Travel		
Jan 1 – Nov 5	Parking and Transit	406.81
Jan 1 – Nov 5	407 ETR	147.79
Jan 1 – Nov 5	Operating Cost of Assigned Vehicle	1,077.06
Total		1,631.66

Conferences and Training		
30-Jan	CaGBC Membership	1,125.00
Total		1,125.00

John MacKenzie, Chief Executive Officer

Business Travel		
Nov 6 -Dec 31	Parking and Transit	64.72
Nov 6 -Dec 31	407 ETR	916.38
Nov 6 -Dec 31	Operating Cost of Assigned Vehicle - Nov and Dec	2,487.31
Total		3,468.41

Conferences and Training		
1-Dec	Canadian Institute of Planners (CIP) Membership	194.02
1-Dec	Ontario Professional Planners Institute (OPPI) Membership	507.87
Total		701.89

Hospitality and Protocol		
13-Nov	Lunch meeting with TRCA staff	58.40
16-Nov	Lunch for staff at Peel Region budget meeting	24.22
Total		82.62

Rocco Sgambelluri, Chief Financial Officer

Business Travel		
Jan 1 – Sept 30	Parking and Transit	146.88
Jan 1 – Sept 30	Travel Allowance	288.53
Total		435.41

Item 8.2

Michael Tolensky, Chief Financial Officer

Business Travel		
Oct 1 -Dec 31	Parking and Transit	32.36
Oct 1 -Dec 31	407 ETR	42.53
Oct 1 -Dec 31	Travel Allowance	159.12
Total		234.01

Darryl Gray, Director, Education, Training and Outreach

Business Travel		
Jan 1 -Dec 31	Parking and Transit	165.09
Jan 1 -Dec 31	407 ETR	1,188.25
Jan 1 -Dec 31	Operating Cost of Assigned Vehicle	7,764.21
Total		9,117.55

Conferences and Training		
26-Jul	AMCTO - Map Unit 3	353.12
Total		353.12

Hospitality and Protocol		
17-Mar	Leacock Foundation debate	154.87
5-May	Climate Wise First Annual Evening dinner Admission	22.12
24-Nov	Lunch - Raising the Roof at Cedar Mains	17.90
Total		194.89

Derek Edwards, Director, Parks and Culture

Business Travel		
Jan 1 -Dec 31	Parking and Transit	95.81
Jan 1 -Dec 31	407 ETR	1,853.93
Jan 1 -Dec 31	Operating Cost of Assigned Vehicle	8,737.40
Total		10,687.14

Conferences and Training		
9-Oct	National Recreation and Parks Association (NRPA)	204.24
	- Accommodation in New Orleans	2,245.51
	- Registration Fee	368.08
	- Flight to New Orleans and airport transport	864.43
	- Meals	56.13
17-Apr	Empire Club seminar fee	84.07
Total		3,822.46

Item 8.2

Nick Saccone, Senior Director, Restoration and Infrastructure

Business Travel		
Jan 1 -Dec 31	Parking and Transit	178.85
Jan 1 -Dec 31	407 ETR	816.66
Jan 1 -Dec 31	Operating Cost of Assigned Vehicle	6,045.90
Total		7,041.41

Chandra Sharma, Director, Watershed Strategies

Business Travel		
Jan 1 -Dec 31	Parking and Transit	293.13
Jan 1 -Dec 31	407 ETR	343.04
Jan 1 -Dec 31	Travel allowance	2,326.62
Total		2,962.79

Hospitality and Protocol		
15-Dec	Green Economy Perspectives	8.85
Total		8.85

Carolyn Woodland, Senior Director, Planning, Greenspace and Communications

Business Travel		
Jan 1 -Dec 31	Parking and Transit	225.38
Jan 1 -Dec 31	407 ETR	207.26
Jan 1 -Dec 31	Travel allowance	1,319.62
Total		1,752.27

Hospitality and Protocol		
2-Oct	Lunch meeting - City Hall Council -Ravine Strategy	10.78
Total		10.78