



Toronto and Region Conservation Authority

Board of Directors Meeting Agenda

#7/20

October 23, 2020

9:30 A.M.

The meeting will be conducted via a video conference
Members of the public may view the livestream at the following link:

<https://video.isilive.ca/trca/live.html>

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1.	ACKNOWLEDGEMENT OF INDIGENOUS TERRITORY	
2.	MINUTES OF MEETING #6/20, HELD ON SEPTEMBER 25, 2020 <u>Meeting Minutes</u>	
3.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF	
4.	DELEGATIONS	
5.	PRESENTATIONS	
6.	CORRESPONDENCE	
7.	SECTION I - ITEMS FOR BOARD OF DIRECTORS ACTION	
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7.2.	REQUEST FOR PROPOSAL FOR DESIGN BUILD CONTRACT AT HOME SMITH PARK, CITY OF TORONTO RFP No. 10022883	6
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8. SECTION III - ITEMS FOR THE INFORMATION OF THE BOARD

8.1. OFF-SEASON OPENING AND PROGRAMMING OPPORTUNITIES

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9. MATERIAL FROM EXECUTIVE COMMITTEE MEETING #6/20, HELD ON OCTOBER 2, 2020

[Meeting Minutes Link](#)

9.1. SECTION I - ITEMS FOR BOARD OF DIRECTORS ACTION

9.1.1. APPOINTMENT OF OFFICERS AND DESIGNATION AS PROVINCIAL OFFENCES OFFICERS

Recommended appointment of an officer under Section 28(1)(d) of the *Conservation Authorities Act*, and a Provincial Offences Officer be approved for the purposes of:

- i. Enforcing Regulations of the Toronto and Region Conservation Authority pursuant to Section 28 and 29 of the *Conservation Authorities Act*, R.S.O 1990, c. C.27
- ii. Enforcing the *Trespass to Property Act*, R.S.O. 1990, c. T.21

(*Executive Committee RES.#B62/20*)
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9.2. SECTION IV - ONTARIO REGULATION 166/06, AS AMENDED

Receipt of Ontario Regulation 166/06, as amended, for applications 10.1-10.2, which were approved or received at the Executive Committee Meeting #6/20, held on October 2, 2020

(*Executive Committee RES.#B64/20 and RES.#B65/20*)
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9.3. EXECUTIVE COMMITTEE #6/20 CLOSED SESSION ITEMS

(*Executive Committee RES.#B69/20*)

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(The confidential report will be circulated to Board Members separately)

9.3.1. NEW ADMINISTRATIVE BUILDING SITE ACCESS

(*Executive Committee RES.#69/20*)

10. CLOSED SESSION

11. NEW BUSINESS

NEXT MEETING OF THE BOARD OF DIRECTORS #8/20, TO BE HELD ON
NOVEMBER 20, 2020 AT 9:30 A.M. VIA VIDEOCONFERENCE

John MacKenzie, Chief Executive Officer

/am

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Meeting #7/20, Friday, October 23, 2020

FROM: Richard Ubbens, Director, Parks and Culture

RE: **CONSERVATION PARKS SENIOR MEMBERSHIP**

KEY ISSUE

Approval of a new senior level Conservation Parks membership.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority Board of Directors at its meeting on September 25, 2020 requested that staff report back at the next meeting of the Board of Directors on opportunities to implement an affordable Conservation Parks seniors' membership category;

AND WHEREAS TRCA staff in consultation with Credit Valley Conservation staff identified an opportunity to introduce a discounted seniors' level membership for Conservation Parks;

LET IT BE RESOLVED THAT a Senior Membership category for Conservation Parks be added to TRCA membership offerings for \$60.00 plus HST per senior, available for purchase effective January 2021.

BACKGROUND

At the TRCA Board of Directors Meeting #6/20, held on September 25, 2020, Resolution #A121/20 was approved as follows:

THAT above-noted correspondence items 7.1 – 7.2 be received;

AND FURTHER THAT Toronto and Region Conservation Authority staff report back at the next meeting of the Board of Directors on opportunities to implement an affordable Conservation Parks seniors' membership, and on conservation parks and areas winter off-season opening and programming opportunities.

RATIONALE

The Conservation Parks membership program is a cooperative joint program with Credit Valley Conservation (CVC) and provides general admission access to all TRCA and CVC Parks, including free parking at the locations, free cross-country skiing admission at Albion Hills, free general admission to special events (i.e. Maple Syrup Festival), as well as discounts for pools, Treetop Trekking, equipment rentals, camping, workshops and other various events. There are two tiers of this membership program: an individual membership costing \$75.00 plus tax and family membership costing \$135.00 plus tax.

TRCA and CVC staff met to discuss the option of implementing a senior membership at a discounted rate. Other park systems such as Ontario Parks and some Conservation Authorities have senior membership discounts in the 20% range. TRCA and CVC staff collectively agreed to introduce a senior level membership for Conservation Parks costing \$60.00 plus HST per

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senior, effective January 2021. This would provide 20% discount to only the individual membership for members over the age of 65.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategy set forth in the TRCA 2013-2022 Strategic Plan:

Strategy 7 – Build partnerships and new business models

FINANCIAL DETAILS

Financial implications of this change are expected to be negligible, as the opportunity cost associated with reducing fees for seniors is expected to be offset by the sale of more passes.

DETAILS OF WORK TO BE DONE

Upon approval of the new senior membership category and rate, TRCA staff will work with CVC and required internal partners (i.e. Marketing and Communications) to launch this new membership level.

Report prepared by: Amanda Lazarevski, extension 6425

Emails: amanda.lazarevski@trca.ca

For Information contact: Richard Ubbens, extension 5672

Emails: richard.ubbens@trca.ca

Date: October 14, 2020

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Meeting #7/20, Friday, October 23, 2020

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: **REQUEST FOR PROPOSAL FOR DESIGN BUILD CONTRACT AT HOME SMITH PARK, CITY OF TORONTO**
RFP No. 10022883

KEY ISSUE

Award of Request for Proposal (RFP) No. 10022883 to retain a design-build team to develop detailed designs and undertake bank stabilization works, including supplying all labour, equipment and materials required for implementation of major maintenance works along Home Smith Park in the City of Toronto.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) is engaged in a project that requires major maintenance works associated with a bank scour along the Lower Humber Channel in Home Smith Park, located immediately downstream of a TRCA-owned weir;

AND WHEREAS TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on the defined criteria;

THEREFORE, LET IT BE RESOLVED THAT Request for Proposal (RFP) No. 10022883 for Home Smith Park Weir Major Maintenance Project be awarded to Dynex Construction Inc. at a total cost not to exceed \$522,095, plus applicable taxes, to be expended as authorized by TRCA staff;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of \$52,210 (approximately 10% of the project cost), plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

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

BACKGROUND

TRCA identified a section of Humber River that requires major maintenance work to address riverbank erosion that is occurring downstream of an existing weir structure (FCC16.03). This site is located within Home Smith Park, on the west bank of the Humber River adjacent to Home Smith Park Road which extends between Dundas Street West and Bloor Street West in the City of Toronto. The Project Location map is included with this report as **Attachment 1**.

FCC16.03 is a concrete three-tier weir structure in the Lower Humber River. The structure was constructed in 1961 and is monitored on a yearly basis by TRCA. The weir has two secondary retaining wall structures extending downstream on both sides of the river to protect the banks from erosion. Although the weir is in good condition with no major deficiencies, approximately

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54 metres of an existing concrete block retaining wall on the west bank has failed and has resulted in a bank scour that is placing the weir, parkland, and nearby Home Smith Park Road at risk. City of Toronto staff have secured the area with caution tape to warn park patrons of the risk. Please refer to **Attachment 2** for photographs of existing site conditions.

Due to project complexities involving the proximity of the work area to the weir, the need to integrate the proposed solution with adjacent erosion control structures, and potential challenges with maintaining a dry work area during construction, TRCA decided to tender this project and seek proposals from experienced design-build teams.

RATIONALE

A Request for Pre-Qualification (RFPQ) for design-build contractors was posted on the public procurement website www.biddingo.com on February 24, 2020 and closed on March 27, 2020 at 4:00 PM. Design-build contractors interested in pre-qualifying were advised that in order to receive an invitation to bid for Request for Proposal (RFP) No. 10022883 they must meet the following criteria:

- Submission of a complete pre-qualification package;
- Past experience in the development of detailed designs and construction of similar bank stabilization projects within a ravine setting;
- Ability to meet construction schedule milestones and coordinate work by others;
- Value of completed works and experience dealing with construction budgets over \$500,000; and
- Positive feedback received from references provided by the contractor on their CCDC 11 – 2019 Form as well as internal TRCA references, where applicable.

Three (3) addenda were issued to respond to questions received by the document takers. A total of twenty-four (24) firms were noted as 'full document takers' on Biddingo for the pre-qualification documents and three (3) pre-qualification submissions were received from the following Proponent(s):

- Dynex Construction Inc.
- EBC Inc.
- Esposito Bros. Construction

An Evaluation Committee comprised of staff from the Engineering Projects Business Unit reviewed the pre-qualification documents against the above noted criteria. Based on the evaluation results, Request for Proposal documents were issued on April 27, 2020 to the three (3) Proponents noted above.

A mandatory site tour was held on May 4, 2020 and the RFP closed on August 21, 2020 at 4:00 PM. Four (4) addenda were issued to respond to questions received; addendum #4 included a Geotechnical Pavement Investigation memo provided to Proponents as supporting data for preparation of the construction workplan.

Proposals were received electronically via www.biddingo.com. One (1) proposal was received from the following Proponent:

- Dynex Construction Inc.

TRCA contacted other potential proponents to understand why they did not submit a proposal, and lack of sufficient time was stated as the reason. It is the opinion of the Evaluation Committee that proposal preparation time was not lacking due to the following reasons:

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- A total of 16 weeks was provided by TRCA to the bidders to prepare their proposals; and
- Following issuance of Addendum #4, bidders had a total of 9 business days prior to proposal due date, to submit any questions and/or request for deadline extensions. TRCA did not receive any requests to extend the proposal due date.

The Evaluation Committee comprised of staff from the Engineering Projects Business Unit who evaluated the technical and financial proposal received. The proposal prepared by Dynex Construction Inc. was evaluated and determined to meet all qualifications and requirements set out in the RFP. The price was also reviewed and compared to internal cost estimates for construction of similar works and was determined to represent good value.

The technical proposal submitted by Dynex Construction Inc. included a preliminary design prepared by Aquafor Beech Ltd. and the drawing is included with this report as **Attachment 3**. The proposed design by Aquafor Beech includes the replacement of the existing failing concrete block retaining wall (54 m long) with a proposed armourstone retaining wall (approximately 43 m long). This wall will then be tied in at the downstream extent to the existing bank with a proposed vegetated buttress (approximately 15 m long).

Therefore, it is recommended that contract No. 10022883 be awarded to Dynex Construction Inc. at a total cost not to exceed **\$522,095**, plus **10%** contingency, plus applicable taxes, it being the highest ranked Proponent meeting TRCA specifications. Proponent's scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

Strategy 2 – Manage our regional water resources for current and future generations

FINANCIAL DETAILS

Funds for the contract are identified in the 2020 Capital Budget for the City of Toronto Erosion Control Major Maintenance Program. The cost of executing this contract, including all staff time and associated costs to manage the project, is being tracked under account 134-01.

Report prepared by: Divya Sasi, extension 6463

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For Information contact: Ashour Rehana, extension 5524

Email: ashour.rehana@trca.ca

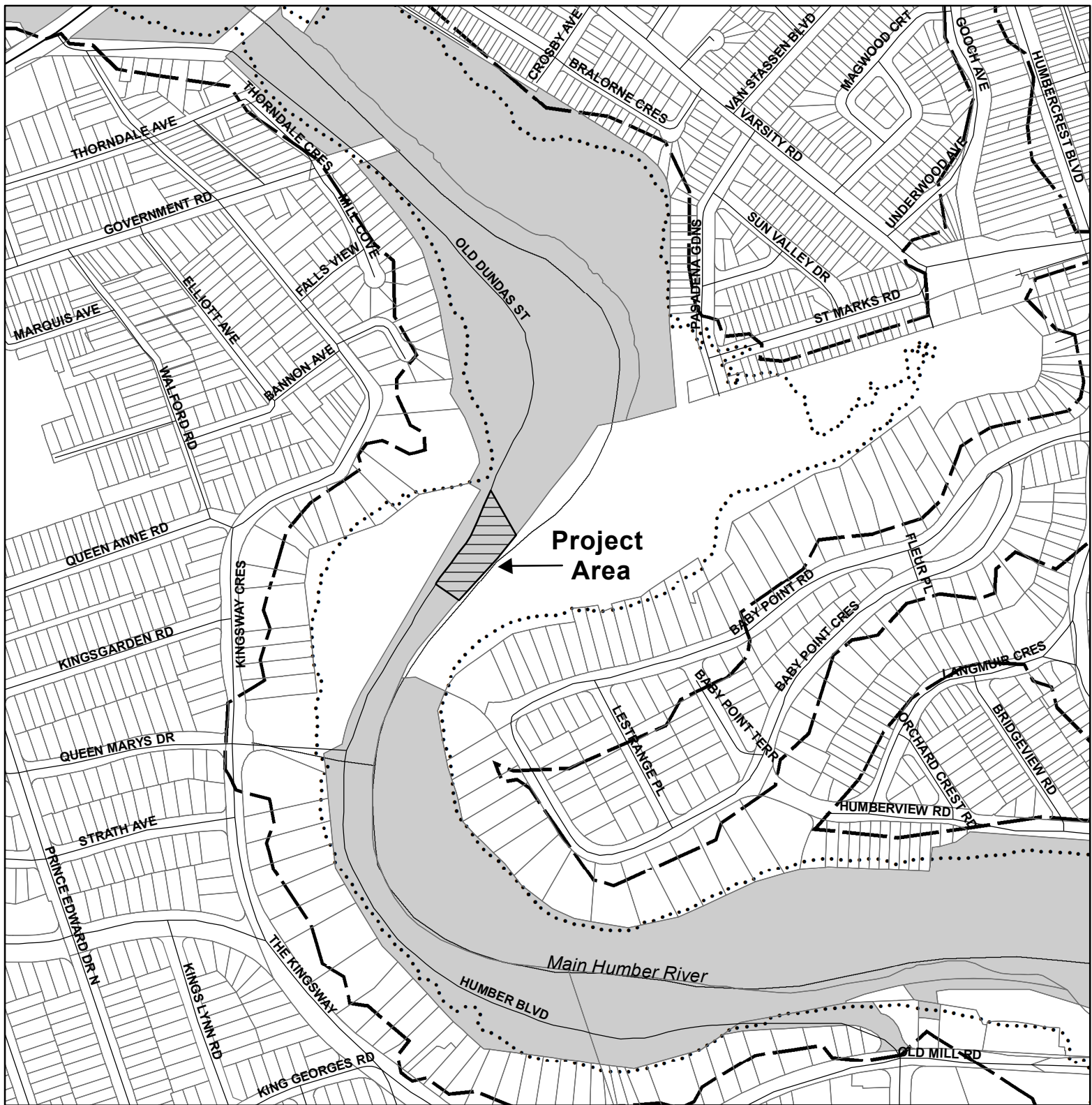
Date: September 11, 2020







Attachments: 3

Attachment 1: Project Location - Home Smith Park Road Weir Design Build Project

Attachment 2: Site Photographs – Existing Conditions

Attachment 3: Proposed Condition - Home Smith Park Road Bank Restoration



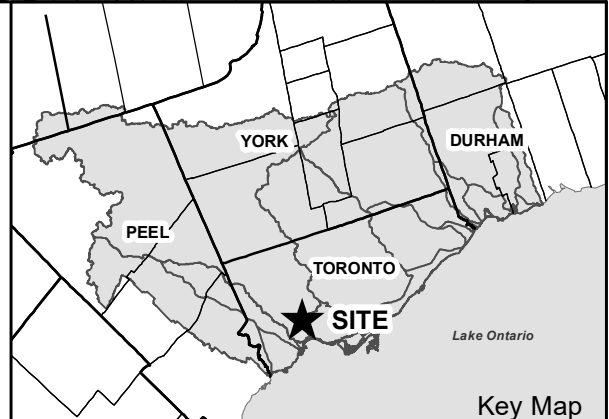
-  Project Area
-  Watercourse
-  Floodline
-  Regulation Limit
-  TRCA Property
-  Parcel Owner



Toronto and Region
Conservation
Authority









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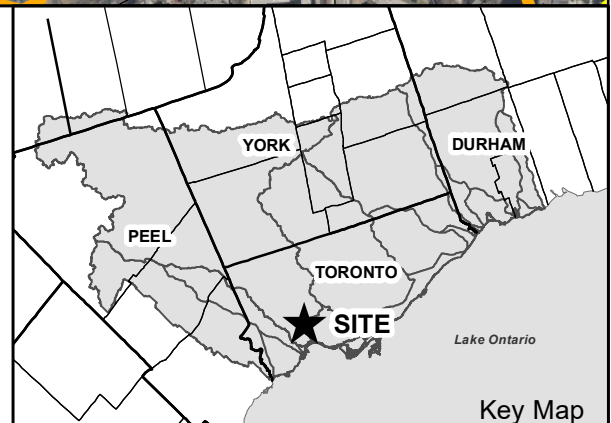
Key Map

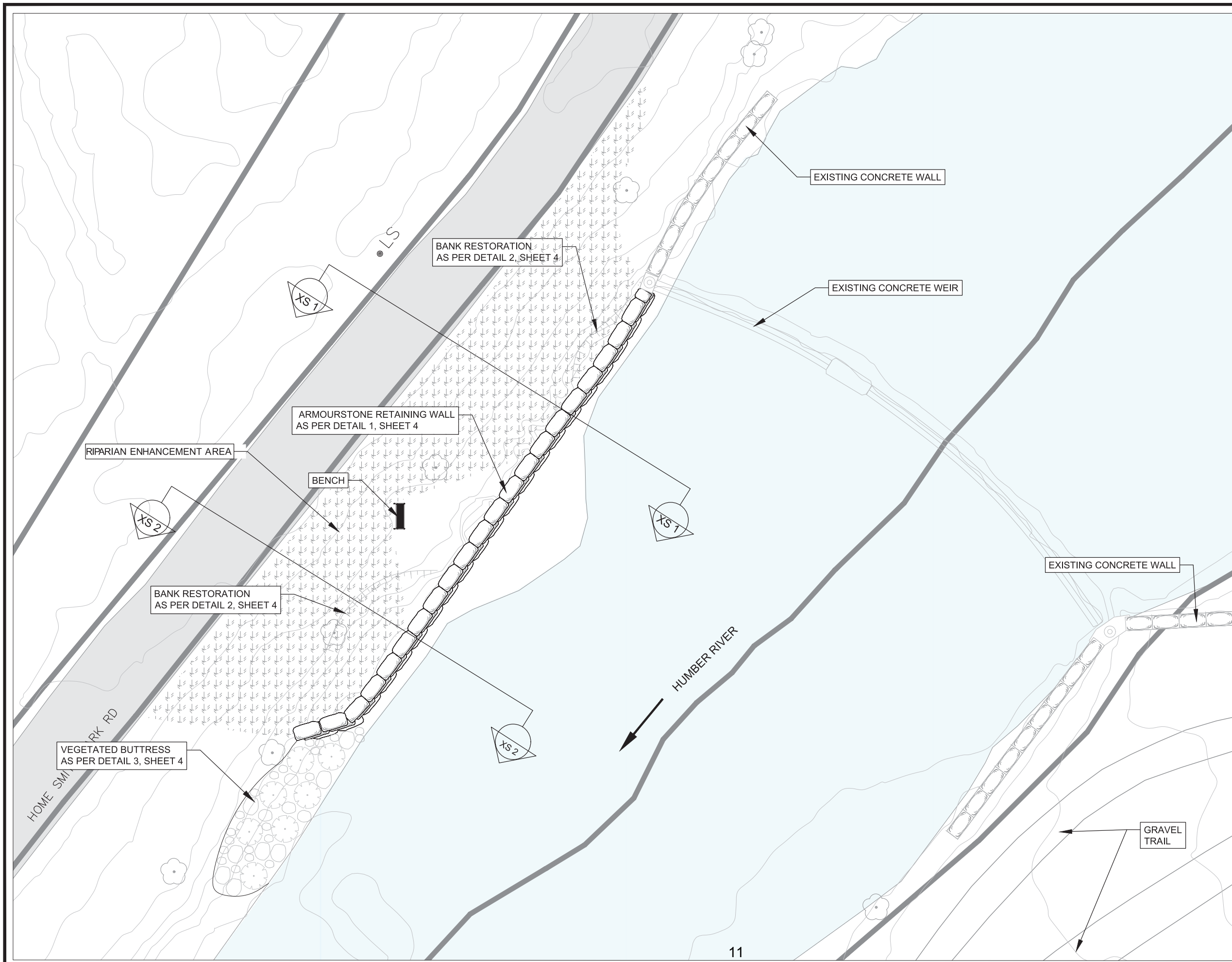


-  Project Area
-  Watercourses
-  Floodline
-  Regulation Limit
-  TRCA Property
-  Parcel Owner



0 150 300 m





KEY PLAN

REVISION	By	MM/DD/YY

LEGEND

- PROPERTY/ BUILDING LINE
- SANITARY SEWER
- STORM SEWER
- COMBINE SEWER
- MAINTENANCE HOLE
- STORM OUTFALL
- EXISTING CONTOUR
- HUMBER RIVER
- ROADS
- RIPARIAN ENHANCEMENT AREA

Aquafor Beech Limited

14-220-0600 SKYMARK AVE.
MISSESSAUGA, ONTARIO, L4W 5B2
PHONE: (905) 629-0099, FAX: (905) 629-0089

Designed and Approved by-

Toronto and Region
Conservation Authority
Member of Conservation Ontario

**HOME SMITH PARK ROAD
BANK RESTORATION**
General Plan - Proposed Condition

SCALE: 1:1000	AREA:	CONTRACT No.
DRAWN BY: S.F.	CHECKED BY: R.A	DWG. No.
DATE: 10 JUNE 2020	SHEET:	3 OF 5

ATTACHMENT 3
SITE PHOTOGRAPHS – EXISTING CONDITIONS



Photograph 1: View of the existing concrete block retaining wall and bank scour along the west bank.



Photograph 2: View of displaced concrete blocks of the retaining wall at the location of the bank scour.

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Meeting #7/20, Friday, October 23, 2020

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: **GREEN CLEANING SERVICES**
Extension of Contracts #10005736 and #10004122

KEY ISSUE

Extension of Contract #10005736 for green cleaning services at Boyd Centre and Contract #10004122 for green cleaning services at Restoration Services Centre (RSC).

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) solicited quotations through a competitive process in 2017 for green cleaning services and awarded Contracts #10005736 and # 10004122 to Allcare Maintenance Service Inc. for Green Cleaning Services at Boyd Centre and RSC, respectively, under the 2013 Purchasing Policy;

AND WHEREAS TRCA is satisfied with the services provided to date under the existing contracts;

THEREFORE, LET IT BE RESOLVED THAT TRCA staff be directed to extend the contracts with Allcare Maintenance Service Inc. for green cleaning services at Boyd Centre and RSC for an additional year from November 1, 2020 to October 31, 2021;

THAT contract #10005736 be extended at a total cost not to exceed \$35,530 plus HST, plus 10% contingency and # 10004122 be extended at a total cost not to exceed \$27,380 plus HST, plus 10% contingency;

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

BACKGROUND

TRCA requires the provision of green cleaning services at the Boyd Centre and RSC to maintain a clean office environment and the health and well-being of TRCA employees and visitors.

In August 2017, TRCA solicited quotations for green office cleaning services at Boyd Centre and RSC and awarded the contracts for a period of one (1) year, with the option to extend for two (2) additional one-year periods. TRCA exercised its option to extend the contracts, and as such the contracts are due to expire on October 31, 2020. The three-year totals for these contracts were:

1. Boyd Centre - \$99,115
2. RSC - \$78,958

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Both contracts were approved by the Chief Executive Officer under the 2013 Purchasing Policy. Pursuant to section 3 of the current 2018 Procurement Policy, all contracts solicited under the provisions of the 2013 Purchasing policy are expected to follow the schedule set in that policy. Based on the value of the extensions and the revised contract value, Board of Directors approval is now required for the proposed 2021 extension.

RATIONALE

Due to the COVID-19 pandemic and the uncertainty this has on both the quantity of cleaning services required by TRCA and the competitive marketplace in the cleaning industry, TRCA staff are requesting approval to extend the current contracts for an additional year. TRCA has altered the cleaning cycles at facilities at various stages of the pandemic, with uncertain conditions expected to continue in the coming months. In addition, TRCA staff have been conducting daytime common touch point COVID-19 cleaning at Boyd Centre and RSC and TRCA staff have determined that a suitable course of action would be to extend the current contract for one year and undergo a fulsome Request for Quotation process in 2021.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategy set forth in the TRCA 2013-2022 Strategic Plan:
Strategy 11 – Invest in our staff

FINANCIAL DETAILS

The total anticipated value of the extension to both contracts is \$62,910, plus HST, plus 10% contingency. Allcare Maintenance Service Inc. has agreed to extend the two contracts under the same terms and conditions, and the value of the extensions assumes a 2% increase of unit rates. This value represents an upset limit based on full operations of the facilities. In the instances when services are reduced due to limited staff in facilities as a result of the pandemic, TRCA will be billed at a lower rate.

Funding is available from Restoration and Infrastructures project surcharge in account 123-05.

Report prepared by: Kathy Stranks, extension 5693

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For Information contact: Kathy Stranks, extension 5693

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Date: September 28, 2020

Section III – Items for the Information of the Board

TO: Chair and Members of the Board of Directors
Meeting #7/20, Friday, October 23, 2020

FROM: Richard Ubbens, Director, Parks and Culture

RE: **OFF-SEASON OPENING AND PROGRAMMING OPPORTUNITIES**

KEY ISSUE

Summary of Toronto and Region Conservation Authority's (TRCA) current winter off-season public operations and potential opportunities for extending operations in the future.

RECOMMENDATION

WHEREAS the TRCA Board of Directors at its meeting on September 25, 2020 requested that staff report back at the next meeting of the Board of Directors on conservation parks and areas winter off-season opening and programming opportunities;

IT IS RECOMMENDED THAT this report be received.

BACKGROUND

At the TRCA Board of Directors Meeting #6/20, held on September 25, 2020, Resolution #A121/20 was approved as follows:

THAT above-noted correspondence items 7.1 – 7.2 be received;

AND FURTHER THAT Toronto and Region Conservation Authority staff report back at the next meeting of the Board of Directors on opportunities to implement an affordable Conservation Parks seniors' membership, and on conservation parks and areas winter off-season opening and programming opportunities.

TRCA received correspondence from a Conservation Parks Member to reconsider conservation park operating dates and extend them into the winter months.

TRCA operates seven conservation parks: Albion Hills, Boyd, Bruce's Mill, Claireville, Glen Haffy, Heart Lake, and Petticoat Creek, along with Tommy Thompson Park in Toronto. With the exception of Albion Hills, conservation parks are closed during the winter months due to resource limitations within the current seasonal operating model which depends heavily on employment of seasonal contract staff.

Albion Hills is TRCA's only conservation park that operates year-round. After seasonal contracts finish, remaining full-time staff work at Albion Hills to operate winter programs, including cross-country skiing, fat biking, and snowshoeing. They are also still required to complete mandatory winter monitoring and inspections when the parks are closed to ensure that buildings and infrastructure are secure, and any identified hazards are corrected during the late fall and winter season.

Although other parks are closed to vehicular access, there are secondary, non-vehicular access points that can be used year-round to enter the parks for passive park and trail enjoyment including walking, hiking, snowshoeing, and bird watching. Most buildings located within the

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parks are not winterized to support visitor use in freezing conditions. Current infrastructure requires water lines and washrooms be winterized to prevent damage. Upgrading buildings to support winter use requires substantive upgrades.

In addition to the trails found in conservation parks, there are hundreds of kilometers of trails across TRCA's passive conservation lands that are open year-round. Many of these trails are multi-use and can accommodate walking, hiking, trail running, cycling, mountain biking, fat biking, horseback riding, cross-country skiing and snowshoeing. Beyond the trails and parking areas, there are no visitor amenities at the passive conservation lands.

TRCA trail head signs at the conservation parks and lands identify that the trails are not winter maintained and that visitors enter the property at their own risk and bear full responsibility for their own safety. Albion Hills is the only exception as winter trail grooming for cross country skiing takes place. While most trail head parking lots on these lands receive no winter clearing, some are cleared of snow through arrangements with the local lower tier municipalities. TRCA staff perform intermittent inspections and clean ups of these lots throughout the year to ensure that they are in good working order.

Trail groups, such as the Bruce Trail Club and Oak Ridges Trail Association, run regular winter hiking, snowshoeing, and cross-country skiing excursions on TRCA trails throughout the year. Where TRCA has an agreement with a trail organization, these groups are also responsible for regular inspections and performing basic maintenance year-round. This relieves pressure on TRCA budgets for such activities and encourages a sense of stewardship for the trail users and local community members. For example, volunteers in the Duffins Headwaters contributed 602 hours of volunteer labour for trail maintenance along 165 km of trails in 2019, ensuring that the trails were kept in a state of good repair and open for use. TRCA staff are always looking for opportunities to work with partners to increase enjoyment and use of conservation lands and parks.

RATIONALE

For TRCA parks and lands to remain open year-round or for an extended season, operating standards must be met to ensure that grounds and amenities for visitors are safe for their use and enjoyment. This would require daily inspection and associated maintenance of trails, roads, and parking lots, while building facilities would require redesign and construction to enable year-round use. The equipment and staffing required for regular maintenance as well as the winterization of current infrastructure for washrooms and respite areas is a very significant additional expense within current park operating models. As such, TRCA Conservation Parks has focused efforts at Albion Hills, where there are winterized facilities and infrastructure to support off-season programs. At the same time, TRCA is constantly looking for partners to develop uses that would enable investment in our infrastructure and extended use of parks to support public demand.

Furthermore, TRCA operates five learning attractions and education centres that provide family and school programming throughout the year at Black Creek Pioneer Village, the Kortright Centre for Conservation, Lake St. George and Albion Hills Field Centres and Claremont Nature Centre. Programming at these attractions and centres is tailored to the season and local interests.

In addition to the foregoing, TRCA offers various enhanced winter programming including the Maple Syrup Festival at Kortright Centre for Conservation (Kortright) and Bruce's Mill, Magical Christmas Forest at Kortright, Christmas by Lamplight and Storytime with Santa at Black Creek

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Pioneer Village (Black Creek), March Break educational programs at Kortright, Black Creek, and field centres, and much more.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategy set forth in the TRCA 2013-2022 Strategic Plan:

Strategy 7 – Build partnerships and new business models

DETAILS OF WORK TO BE DONE

As surrounding communities continue to expand, demand for accessible greenspace has increased. Recognizing that seasonal conditions have transformed significantly, and mild temperatures are often expected in late October and early November, some assets may be able to remain open. As such, Conservation Parks will pilot extending seasonal operations at Bruce's Mill and Heart Lake on weekends only until October 31, weather permitting. If inclement weather, such as significant frost and/or snow occurs, staff will be required to close gates to prevent access as the resources for the required maintenance to ensure the health and safety of visitors are not available at this time.

Additionally, TRCA Education and Training team continues to develop and identify opportunities to provide enhanced winter programming both in TRCA conservation parks and greenspace as a means to engage local communities and families in natural science and conservation activities. To this end, TRCA continues to update and enhance program and event offerings listed on the trca.ca webpage, providing improved opportunities for watershed residents to find locally relevant activities in all seasons.

TRCA staff are and will continue to explore future partnerships and opportunities to potentially extend the operating seasons across Conservation parks and lands.

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For Information contact: Richard Ubbens, extension 5672

Emails: richard.ubbens@trca.ca

Date: October 14, 2020