

JOINT STEWARDSHIP BOARD
Minutes, October 17, 2013 Meeting
GREAT Boardroom, Ohsweken

In Attendance:

From Hamilton: Councillor Chad Collins, Guy Paparella, Rob Norman, Andrew Grice

From Haudenosaunee: Aaron Detlor, Brian Doolittle, Hazel Hill

JSB Coordinator: Sheri Longboat

Chair: Sheri Longboat

Note taker: Hazel Hill

1. Opening – Aaron Detlor opened the meeting

2. Agenda Review

- A PowerPoint presentation was used to communicate the agenda and discussion items
(See PowerPoint for additional meeting notes)
- Agenda accepted with two New Business additions:
 - a) Review of JSB Vision, Mission, Objectives introduced by Sheri
 - b) Discussion on Procurement Process introduced by Rob

3. Minutes from September 19, 2013 *(See PowerPoint slide #4)*

- Monthly activities focused mainly on moving forward EIC project; identification of priorities, costs and budget preparation; and planning the display and presentation for COH in February 2014
- Date corrections: October 17, 2013 for Action Item #3 (Section 5b EIC), and February 2014 for Action Item #5 (Section 5c) Master Plan
- Discussion on the status of action items from September 29, 2013 meeting
- Minutes were approved with corrections to dates.

Action 1: The JSB will visit the RHV and potential EIC sites visit on November 27, 2013 @ 1:00pm – 4:00 pm

- Rob shared other Trails related contacts: Recreational and Waterfront Trails (Ken Coit), On-Street (Daryl Bender, re: bicycle trails).

Action 2: Andrew to invite JSB Coordinator and an interested Board member to a month end meeting with representatives involved in COH Trails projects.

Action 3: Sheri to send future meeting notices to Crystal Goslin to distribute to COH calendars.

4. Coordinator Report *(See PowerPoint slide #5)*

- Sheri provided a verbal report on the main activities around JSB and EIC Coordination, Trails Project, Web Site Review and Re-Development, preparation for Annual Report to Community
- As follow up to the August JSB meeting, she highlighted the outcomes from a meeting with Kara Bunn, COH, re: 5 year comprehensive monitoring report, including the Scope of Monitoring and recommended next steps *(See PowerPoint slide #6)*
- The Maintenance Manual and Final Report available January 2014
- Opportunities for partnerships with others involved in the RHV (e.g., phragmites, trails)

Action 4: The final monitoring reports will be made available to the Board for review and appropriate presentations will be coordinated to support the Board's decision-making.

- Councillor Chad Collins recommended that over the next few months experts be brought in and given time on JSB agenda to present and prepare Board before the 5-year monitoring results become available
 - Topics would include: background, activities, and trends over last years
 - Suggested experts: Kayanase (re: restoration), AMEC (Ron Scheckenbuerger)

Action 5: Invite experts to attend future Board meetings to provide presentations that would help inform the Boards review of the monitoring results.

5. Budget Planning *(See PowerPoint slide #7)*

- Based on a review of the RHV project history, the evolving context, past accomplishments and the current state (e.g., 5 year post construction), recommendations were made to direct work plan efforts (2014-2016) in 5 main areas: *(See PowerPoint slide #8)*
 - Valley Access and Education,
 - Assessment and Monitoring,
 - Community Engagement,
 - Coordination and Partnerships, and
 - Joint Stewardship Plan
- This approach streamlines activity areas and maintains structure of a Stewardship Framework and will support the JSB objectives
- Based on these priorities a summary of budget recommendations from 2013, 2014, 2015, and 2016 were provided *(See PowerPoint slide #9)*

a) Recommended Expenditures – Q4 2013 *(See PowerPoint slide #10)*

- Estimated expenditures and reasons for budget surplus were discussed including allocation of funds for Communications Materials (Display for February 2014 and Annual Report Printing).

- Web cost may vary as still awaiting feedback and costs from two developers and is dependent on direction (e.g., content and functionality) of web page
- Shortfall in spending will not impact 2014's Operational Budget which is set at a maximum of \$150,000 through Andrew's Department

Decision 1: Approved October 17, 2013 version of 2013 budget.

b) Recommended Expenditures – 2014-2016 (See PowerPoint slide #11)

- Sheri presented rationale and proposed three year operational budget
- Detailed Board discussion on recommended 2014 budget:
 - Administration
 - Based on 2013 actuals
 - Need to add in a 1.5% increase each year to admin operations
 - Admin Fee is for GRETI financial services 2.5% of total
 - Consultant Fees
 - Turtle Design costs \$20,000 (not \$15,000)
 - Monitoring Plan: JSB budget allocation not required
 - Web Updates and Photography
 - Reasonable expenditures
 - Conference
 - Board members attended previously
 - 2014 opportunity to present JSB success to-date
 - Community Events – Raising Awareness
 - Official Bear Opening – plan for Spring 2014
 - Community Engagement - might include supporting existing activities (e.g., community clean-up events – purchase bags with JSB logos)
 - Need to explore creative options for most effective outreach
 - Other Costs
 - These should be covered by the remaining 10,000
 - Bear Paw Signage and Aerial Image for Sign
 - Trail Entrance Signs along RHV Trails – update map and include QR codes
 - Restoration Maintenance – re: ecological restoration
- Detailed discussion on recommended 2015 and 2016 budget:
 - Consultant fees (e.g., EIC, Monitoring, Web, and Nest Design) will be dependent on accomplishments and results from previous year
 - Add 1.5% increase in Admin Operations to account for growth
 - Capital considerations for Meeting Place Construction will have to come from another source – not a part of COH JSB allocation

Action 6: Sheri to make 2014 – 2016 budget changes as per JSB discussion and work with Andrew to identify the values for “other costs”, then submit 2014 budget.

- Board discussion on opportunities to Raise Awareness of JSB Activities and Success
- **Archeological Artifacts** - Chad shared activities planned through his office to have Archeological Artifacts available for display in City Hall, likely in February 2014
 - Chad asked for potential consultant from Six Nations to assist in reviewing the photo inventory to identify artifacts of significance
 - *City of Hamilton’s Cultural Plan, 2013* and *Archeological Master Plan (AMP)* that is due out next year
 - Councillor Collins will put forward motion for JSB to COH to obtain archeological artifacts
 - Sheri noted opportunity to include these materials on the JSB web site – photos and significance only, not locations

Action 7: Look at ways to coordinate archeological display activities with the February JSB presentation to COH Council.

- **Communications with Province** – Aaron suggested the Board consider outreach to agencies to inform on JSB and activities
 - MTO, MCS, Infrastructure, MOE, NEC, MPPs, Premiere’s office, etc..
 - <http://www.ontario.ca/government/ministries>
 - Create stakeholder specific communication packages

Action 8: Send out the annual report to ministries and key stakeholders in February.

6. New Business

a) Vision, Objectives and Mission

- Sheri requested the Board’s input on the vision, mission and objectives (*See PowerPoint Questions to JSB – Vision and Objectives*)
- Three questions to JSB:
 - 1. Shortened Vision Statement?
 - 2. Objective 6 – do the “tweaked” words reflect our thoughts, as per last JSB meeting??
 - 3. Does the current Mission statement reflect the Board’s Mission?
- A question emerged from JSB discussion – is Objective 1 and 6 essentially the same? [Both appear to be encompassed by Objective 6 - need JSB clarification?]

Decision 2: Shorten Vision as suggested, accept revisions to Objective 6, and remove Mission. Next element should be Action Implementation Plan and Annual Reporting and Monitoring.

b) Procurement Policy

- Discussion on procurement policy to ensure appropriate procedures

Decision 3: Use City of Hamilton procurement policies as guidelines to assist the Board to ensure procedures will stand up to auditor review.

7. Next Meeting Dates

- a) **November 21, 2013 @ Hamilton** - Presentation on Bear Paw Update by COH
 - Rob suggested that Ken Coit, COH Art in Public Places Coordinator, also be invited to obtain JSB guidance on distance trail markers for the Water Front and Red Hill Valley Trails
- b) **November 27, 2013 – JSB Visit to Valley [Mark your calendars]**
- c) **December 19, 2013 @ Six Nations** – Annual Report

8. Roundtable

- Sheri thanked the JSB for their time and continued input
- Aaron acknowledged the quality of Sheri’s work in presenting information to the Board to for decision-making

9. Closing – Aaron closed the meeting.

Summary of Actions and Decisions

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