

MEETING NO: # 04 19

MINUTES

A meeting of the Conservation Halton Board of Directors was held on Thursday, March 21, 2019 beginning at 3:00 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present:

- Rob Burton
- Mike Cluett
- Joanne Di Maio
- Cathy Duddeck
- Allan Elgar
- Dave Gittings
- Gordon Krantz
- Bryan Lewis
- Rory Nisan
- Gerry Smallegange
- Jim Sweetlove
- Ed Wells
- Marianne Meed Ward
- Jean Williams

Absent with regrets:

- Hamza Ansari
- Rick Di Lorenzo
- Zeeshan Hamid
- Moya Johnson

Absent:

- Stephen Gilmour

Staff present:

- Kim Barrett, Associate Director, Science & Partnerships
- Hassaan Basit, CAO/Secretary-Treasurer
- Garner Beckett, Director, CH Foundation
- Adriana Birza, Executive Assistant
- Niamh Buckley, Administrative Assistant
- Meghan Hunter, Team Lead, Innovation & PMO
- Gene Matthews, Director, Parks & Recreation

Amy Mayes, Coordinator, Floodplain Mapping
Kellie McCormack, Senior Manager, Development Planning & Watershed Management
Marnie Piggott, Director, Finance
Plezzie Ramirez, Manager, People Culture & Creative
Jill Ramseyer, Associate Director, People, Culture & Creative
Janelle Wepler, Associate Director, Engineering
Barb Veale, Director, Planning & Watershed

Chair Gerry Smallegange called the meeting to order at 3.05 p.m.

The Chair advised that the **CH Foundation Refresh presentation would be moved to item 8.1 under 8.0 Other Business**

1. Acceptance of AMENDED Agenda.

CHBD 04 01 Moved by: Rob Burton
Seconded by: Jean Williams

That Conservation Halton Board of Directors **accept the AMENDED Agenda.**

Carried

2. Disclosure of Pecuniary Interest for Board of Directors

There was no disclosure of Pecuniary Interest.

3. Presentations: Flood Plain Mapping
Amy Mayes, Coordinator, Floodplain Mapping

4. Consent Items

Roll call & mileage

Approval of Board of Director Meeting minutes dated February 28, 2019

Approval of Board of Directors Inaugural Meeting minutes dated February 28, 2019

Approval of AMENDED Governance Committee Meeting minutes dated March 21, 2019

Gerry Smallegange advised that Committee memberships had been created based on the preferences provided by the CH Board Members at the February 28 CH Inaugural Board meeting. However due to the limited seats on each committee, not all Board Members have been assigned to a committee, but all Board Members are welcome to attend all committee meetings.

4.1 Kelso Dam Update
Report #: CHBD 04 19 01

4.2 Purchasing Report November to December 2018
Report #: CHBD 04 19 02

- 4.3 Land Disposition - Trafalgar Road Reconstruction over Morrison-Wedgewood Channel
Report #: CHBD 04 19 03
- 4.4 Conservation Halton Planning & Regulations Year End Report, 2018
CH File No.: ADM 006
Report #: CHBD 04 19 04
- 4.5 Floodplain Mapping Program Update
Report #: CHBD 04 19 05

The Consent Items were adopted.

5. Action Items

- 5.1 Emerald Ash Borer Project Update
Report #: CHBD 04 19 06

CHBD 04 02 Moved by: Joanne Di Maio
Seconded by: Allan Elgar

THAT the Conservation Halton Board of Directors **receives for information the staff report on the performance review of the awarded contractors and the overall progress of the project;**

And Further THAT the Conservation Halton Board of Directors **approve the staff recommendation to continue works as per the Ash and Hazard Tree Removals tender roster awarded in June 2018 to the four contractors, as part of the Emerald Ash Borer capital project.**

Carried

- 5.2 2018 Investments and Investment Revenue
Report #: CHBD 04 19 07

CHBD 04 03 Moved by: Mike Cluett
Seconded by: Dave Gittings

That the Conservation Halton Board of Directors **receive for information the staff report dated March 21, 2019 on 2018 investments and investment revenue;**

And Further That **the allocation of investment revenue of \$144,248 including transfers to reserves for 2018 investment revenue earned on reserve balances be approved.**

Carried

- 5.3 Purchasing Policy Update
Report #: CHBD 04 19 08

CHBD 04 04 Moved by: Gordon Krantz
Seconded by: Rory Nisan

That the Conservation Halton Board of Directors **approve the attached Purchasing Policy updated for revisions approved at the March 22, 2018 Board of Directors meeting;**

And Further That **the Purchasing Policy be included in the Conservation Halton Corporate Policy manual.**

Carried

5.4 2018 Capital Projects
Report #: CHBD 04 19 09

CHBD 04 05 Moved by: Allan Elgar
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board of Directors **approve the establishment of a 2018 total capital budget of \$76,973 for Kelso/Glen Eden East Lodge Renovations to be funded by the Conservation Areas Capital Reserve for 2018 costs;**

THAT **\$3,793 be transferred to the Vehicle and Equipment Reserve for proceeds received on the sale of equipment;**

And Further THAT **capital projects be closed as identified in the staff report dated March 21, 2019.**

Carried

5.5 Budget Variance Report
Report #: CHBD 04 19 10

CHBD 04 06 Moved by: Rory Nisan
Seconded by: Cathy Duddeck

That the Conservation Halton Board of Directors **approve the allocation of the 2018 operating surplus to the following Reserves:**

- **\$248,374 to the Building Reserve;**
- **\$28,000 to the Watershed Management & Support Services Stabilization Reserve;**
- **\$200,000 to a new reserve to be established for Legal – Corporate Services;**
- **\$1,128,047 to the Conservation Areas Capital Reserve;**
- **\$82,000 to the Conservation Areas Revenue Stabilization Reserve**

That a transfer of **\$162,449 to the Capital Projects Reserve – Debt Financing Charges be approved for the budget amount in excess of actual 2018 debt financing charges expense;**

That a transfer of **\$114,011 to the Stewardship & Restoration Reserve be approved for revenue received in prior years for future Stewardship & Restoration projects;**

That a new **2019 capital project for Kelso Quarry Facility repairs in the amount of \$60,000 to be funded by a transfer from the Building Reserve be approved;**
That a **transfer in 2019 of up to \$28,000 from the Watershed Management & Support Services Stabilization Reserve be approved to complete the Conservation Halton Foundation capital campaign study in 2019 that was included in the 2018 projection;**

And Further That the Conservation Halton Board of Directors **receive for information the Budget Variance Report for the year ended December 31, 2018.**

Carried

6. In Camera

CHBD 04 07

Moved By: Jean Williams
Seconded By: Dave Gittings

That the Conservation Board of Directors **convene In Camera**

Carried

6.1 Legal Matter
Report #: CHBD 04 19 11

6.2 HR Update
Report #: CHBD 04 19 12

CHBD 04 08

Moved By: Cathy Duddeck
Seconded By: Jean Williams

THAT the Conservation Halton Board of Directors **reconvene in public forum**

CHBD 04 09

Moved by: Cathy Duddeck
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **direct staff to proceed as discussed In Camera.**

Carried

7. CAO Verbal Update

There was no verbal update.

8. Other Business

8.1 CHF Update

Jim Sweetlove, CHF Board Chair provided an update on the CH Foundation:

- Tickets are now on sale for the CH Gala event, June 20 and the website is live.
- The Foundation is seeking support from all Board members in developing a “major gifts pipeline” by sharing potential donor contacts with Garner Beckett, CHF director.
- At the CHF meeting in February, members had carried out an exercise to identify the skill set required for recruiting new members. Garner will discuss this further.

8.2 Presentation & Board Strategy Session: Conservation Halton Foundation Refresh
Garner Beckett, Director, CHF

9. **Adjournment**

CHBD 04 10

Moved by: Mike Cluett

THAT the Conservation Halton Board of Directors meeting be adjourned at 5.15 p.m.

Carried

Signed:


Hassaan Basit, CAO/Secretary-Treasurer

Date:

April 25, 2019