

Conservation Halton Board of Directors AMENDED Agenda - 06 21





Zoom Webinar:

<https://us02web.zoom.us/j/85181672627?pwd=cGlEa2lWNHdxWDJQVDUyUDRKRENlZz09> Passcode:
312955



Start: Thursday, September 23, 2021 - 3:00pm

End: Thursday, September 23, 2021 - 5:30pm

1. Roll Call
2. Disclosure of Pecuniary Interest for Conservation Halton Board of Directors
3. Acceptance of Agenda
4. CEO Verbal Update
5. Presentation
 - 5.1. Parks Analytics and Insights - (Mark Vytvytskyy, Chief Operations Officer)
6. Consent Items
 - 6.1. Approval of Conservation Halton Board of Directors DRAFT Meeting Minutes - June 17, 2021
 Conservation Halton Board of Director DRAFT Meeting Minutes - June 17, 2021
 - 6.2. Purchasing Memo - April 1, 2021, to July 31, 2021 (CHBD 06 21 01)
 Purchasing Memo - April 1 - July 31, 2021.pdf
 - 6.3. East Burlington Creeks Flood Hazard Mapping Study Update/CH File No. ADM 356 (CHBD 06 21 02)
 East Burlington Creeks Flood Hazard Mapping Study Update/CH File No. ADM 356 (CHBD 06 21 02)
 - 6.4. Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1 to June 30, 2021 (CHBD 06 21 03)
 Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1 to June

30, 2021 (CHBD 06 21 03)



Appendix A

7. Action Items

7.1. Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal (CHBD 06 21 04)



Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal (CHBD 06 21 04)



2021-2030 Strat Plan - C2E EcoPark System (Appendix B)



2022-2026 EcoPark System - MOU (Appendix C)

7.2. Budget Variance Report for the Period Ended July 31, 2021 and 2021 Projected Year End Amounts (CHBD 06 21 05)



Budget Variance and Projected Year End Amounts - September 23, 2021 (CHBD 06 21 05)



Budget Variance Report Financial Appendix - July 31, 2021 (Appendix D)



Reserve Continuity - July 31, 2021 (Appendix E)



Capital Project Summary Financial Appendix July 31 2021 (Appendix F)

8. CHF Update (Jim Sweetlove)

9. IN CAMERA

9.1. Legal Matter - Verbal Update (Rod Northey, Partner, Gowling WLG)

9.2. Legal Matter (CHBD 06 21 06)

9.3. Legal Matter (CHBD 06 21 07)

9.4. Legal Matter (CHBD 06 21 08)

9.5. Legal Matter - Verbal Update

10. Other Business

11. Adjournment

MEETING NO: # Conservation Halton Board of Director 05 21

MINUTES

The Conservation Halton Board of Directors Meeting was held on Thursday, June 17 at 3:00 p.m. via Zoom Webinar.

Members Present:

Mike Cluett
Rick Di Lorenzo
Joanne Di Maio
Cathy Duddeck
Steve Gilmour
David Gittings
Zobia Jawed
Moya Johnson
Gordon Krantz
Bryan Lewis
Marianne Meed Ward
Rory Nisan
Gerry Smallegange
Jim Sweetlove
Jean Williams

Absent with regrets:

Hamza Ansari
Rob Burton,
Allan Elgar
Zeeshan Hamid

Guests:

John Olah, Partner, Beard Winter LLP

Staff present

Kim Barrett, Associate Director, Science & Partnerships
Hassaan Basit, President & CEO/Secretary-Treasurer
Garner Beckett, Executive Director, Conservation Halton Foundation
Adriana Birza, Manager, Office of the President & CEO
Niamh Buckley, Administrative Assistant, Office of the President & CEO
Craig Machan, Director, Parks and Operations
Kellie McCormack, Associate Director, Planning & Regulations
Marnie Piggot, Director, Finance
Plezzie Ramirez, Director, Human Resources
Jill Ramseyer, Director, Corporate Compliance
Barb Veale, Director, Planning & Watershed Management
Mark Vytvytskyy, COO

Chair Gerry Smallegange called the meeting to order at 3:05 p.m. The Chair advised that the CEO Update would be shared at the start of the meeting.

1. Roll Call

2. Disclosure of Pecuniary Interest for Conservation Halton Board of Directors

There were **NONE**.

3. Acceptance of AMENDED Agenda

CHBD 05 01

Moved by: David Gittings

Seconded by: Jean Williams

THAT the **AMENDED Agenda be approved.**

Carried

4. CEO Verbal Update/Presentation

CEO & President, Hassaan Basit provided an update on events taking place at CH along with information that pertains to the various reports being brought before the Board at today's meeting.

The "Equity, Diversity and Inclusion" initiative was launched late last year at CH. This staff-driven initiative which creates a culture that honours and embraces our difference, will provide staff with the space to meet to promote more open dialogue. CH has retained Consultant Rachel Baptiste to support staff on this journey. In the Discovery phase, staff will be invited to engage in a one-on-one interview facilitated by Rachel and/or join focus groups.

This invitation is being extended to the CH Board. Board members are encouraged to reach out to Adriana Birza, Manager of the CEO Office if they wish to participate.

Financial Highlights: The CEO is presenting the 2022 Preliminary Budget to the funding Municipalities which is being prepared in accordance with the Halton Region guidelines.

Grants: The CEO provided an update on grants received to date:

- Two Billion Trees (2BT) program conditionally approved. CH has been recognized for the outstanding grant application.
- Major applications pending: Climate Action & Awareness Fund, environment & Climate Change Canada.

CH is excited to launch the "Area 8" Conservation Area at Kelso Quarry. The 2019 CHF Gala event Friluftsliv has provided an excellent opportunity towards creating a new space at the Quarry. CH is working with indigenous partners to come up with a name for this new park.

Sustainability Burlington Award: CH has been recognized for the "Park Pass" economic initiative. Thanks to all staff for the hard work and initiative in rolling this out.

CA Act Phase 1 – Regulatory Proposal Consultation Guide: this has been posted for comment on ERO. This guide reflects the work carried out by the CAWG along with the support of the CH Director of Planning and Watershed Management, Barb Veale, and CH Associate Director of Planning and Regulations, Kellie McCormack.

4.1 2022 Preliminary Budget and Forecast (6.5 2022 Preliminary Budget and Forecasts)
Hassaan Basit, President & CEO

The CEO shared the highlights for the 2022 Preliminary Budget and Forecasts.

5. Consent Items

- 5.1 Approval of the Conservation Halton Board of Directors DRAFT Meeting Minutes dated April 22
- 5.2 Approval of the Finance & Audit Committee DRAFT Meeting Minutes dated June 3
- 5.3 Monitoring Ecology Story Maps
(CHBD 05 21 01)
- 5.4. Source Water Protection Consultation Overview
(CHBD 05 21 02)

The consent items **were adopted**

6. Action Items

- 6.1 Conservation Halton Guidelines for Landscaping and Rehabilitation Plans, 2021
(CHBD 05 21 03)

CHBD 05 02 Moved by: Cathy Duddeck
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled “Conservation Halton Guidelines for Landscaping and Rehabilitation Plans, 2021”**

And

THAT the Conservation Halton Board of Directors **approves the Conservation Halton Guidelines for Landscaping and Rehabilitation Plans, 2021.**

Carried

- 6.2 Appointment of Provincial Offences Officer under R.R.O. 1990, Regulation 108 pursuant to the Conservation Authorities Act
(CHBD 05 21 04)

CHBD 05 03: Moved by: Gordon Krantz
Seconded by: Mike Cluett

THAT the Conservation Halton Board of Directors **approves the appointment of Trudy Kolpean as an Officer, as set out in the Conservation Authorities Act and R.R.O. 1990, Regulation 108.**

Carried

6.3 Appointment of Provincial Offences Officer under Ontario Regulation 162/06 pursuant to the Conservation Authorities Act

CHBD 05 04 Moved by: Marianne Meed Ward
Seconded by: Rick Di Lorenzo

THAT the Conservation Halton Board of Directors **approves the appointment of Justin Vetro as an Officer, as set out in the Conservation Authorities Act and Ontario Regulation 162/06.**

Carried

6.4 Budget Variance Report for the Period Ended April 30, 2021, and 2021 Projected Year End Amounts
(CHBD 05 21 06)

CHBD 05 05 Moved by: Moya Johnson
Seconded by: Jim Sweetlove

THAT the Conservation Halton Board of Directors **approves a transfer of \$820,487 to the Property Management Reserve for a donation received as part of an estate settlement that Conservation Halton was named as one of the beneficiaries;**

And

THAT the closing of and changes to the Dams and Channels capital project amounts noted on the Capital Project Summary Financial Appendix be **approved based on provincial Water and Erosion Control Infrastructure (WECl) funding submissions noted in the staff report dated June 17, 2021.**

And

THAT capital budget amounts in the 2020 and 2021 budgets allocated to Clappison & Waterdown Woods totaling \$50,000 and municipally funded **be approved to be reclassified as Property Management capital projects within non-revenue generating areas to provide for the protection and preservation from damage of the property of Conservation Halton consistent with Section 29 of the Conservation Authorities Act;**

And

That the Conservation Halton Board of Directors **receives for information the staff report dated June 17, 2021, on the Budget Variance Report for the period ended April 30, 2021, and 2021 Projected Year End Amounts.**

Carried

6.5 2022 Preliminary Budget and Forecasts
(CHBD 05 21 07)

CHBD 05 06: Moved by: Rory Nisan
Seconded by: Joanne Di Maio

THAT the Conservation Halton Board of Directors **approves the attached 2022 preliminary budget for budget discussion purposes with funding watershed municipalities;**

And

THAT preliminary design, engineering, and consultation costs included in the 2022 budget that may be incurred in 2021 for the Crawford Lake Boardwalk capital project **be approved and funded by the Conservation Areas Capital Reserve if required until formal funding agreements are confirmed.**

Carried

6.6. Governance Accountability and Transparency Initiative
(CHBD 05 21 08)

CHBD 05 07: Moved by: Jim Sweetlove
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **endorses the Governance Accountability and Transparency Initiative and that the report be sent to the Minister of Environment, Conservation and Parks.**

Carried

Chair Gerry Smallegange thanked the CEO and CH staff for their hard work pulling together this cogent and compelling reporting. Jim Sweetlove also commended staff and the CEO on the analysis and recommendations.

6.7. Regulatory proposals (Phase 1) under the Conservation Authorities Act ERO number
019-2986CH File No.: PPO 048
(CHBD 05 21 09)

CHBD 05 08 Moved by: Cathy Duddeck
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **receives the report entitled 'Regulatory proposals (Phase 1) under the Conservation Authorities Act ERO number 019-2986';**

And

THAT the Conservation Halton Board of Directors **directs staff to submit report CHBD 05 21 09 to the Ministry of Environment, Conservation and Parks as Conservation Halton's formal comments and recommendations on the content of ERO number 019-2986.**

On behalf of the Board, Vice-Chair Moya Johnson and Chair Gerry Smallegange thanked the CEO and the team involved in the CA Working Group for the tremendous work carried out so far.

Carried

- 6.8. Authorization Request for Award Approval Contract: Snowmaking Tracking, Control and Equipment Upgrade RFP # CH-042321 (CHBD 05 21 10) Authorization Request for Award Approval Contract: Snowmaking Tracking, Control and Equipment Upgrade RFP # CH-042321 (CHBD 05 21 10)

CHBD 05 09

Moved by: Mike Cluett
Seconded by: Rory Nisan

THAT the Conservation Halton Board of Directors **approves the award recommendation of the Snowmaking Tracking, Control and Equipment Upgrade contract to HKD Snowmakers on the Basis of “Only Compliant Bid Received” in alignment with the Conservation Halton Purchasing Policy Section 2.3.2 b) requiring RFP award recommendations that exceed \$100,000.00 to require Board approval.**

Carried

7. CHF Update

Chair Jim Sweetlove noted that the CHF Board had cancelled the June & September meeting. A meeting for the CH Foundation Board of Directors is scheduled for August to prepare for the Terra Firma Gala Event on September 16.

CHF Board members have been invited to a planting event at Kelso Quarry on June 23. The Executive Director, Garner Beckett will be announcing the CH programs that have been funded by CHF at this event.

The Chair called for a brief recess and the meeting will resume In Camera at 4:11 p.m.

8. IN CAMERA

CHBD 05 10

Moved by: Jean Williams
Seconded by: Dave Gittings

THAT the Conservation Halton Board of Directors **move In Camera**

8.1 Legal Matter

CHBD 05 11:

Moved by: Marianne Meed Ward
Seconded by: Rory Nisan

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

Carried

9. Other Business

There was **NO** other business

Chair, Gerry Smallegange invited the Board to provide feedback on the Board meetings set-up, timing, and content. Board members can email the Chair and copy Hassaan Basit.

10. Adjournment

CHBD 05 12: Moved by: Moya Johnson

THAT the Conservation Halton Board of Directors Meeting **be adjourned at 5:05 p.m.**

Carried

Signed: Hassaan Basit, President & CEO

Date: September 23, 2021

DRAFT

REPORT TO: Conservation Halton Board of Directors

MEMO NO: # CHBD 06 21 01

FROM: Jill Ramseyer, Director, Corporate Compliance

DATE: September 23, 2021

SUBJECT: Purchasing Memo - April 1, 2021, to July 31, 2021

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Purchasing Memo for the period April 1, 2021 to July 31, 2021 in accordance with the Conservation Halton Purchasing Policy.**

Report

The following report summarizes purchases to be reported during the period of April 1, 2021 to July 31, 2021. The Conservation Halton Purchasing Policy requires single or sole source purchases greater than \$25,000 (not including taxes) and Requests for Proposals awarded up to a value of \$100,000 (not including taxes) and Tenders awarded from a value of \$100,000 up to a value of \$350,000 (not including taxes) to be reported to the Board of Directors for information. Request for Proposal/Quotation award recommendations that exceed \$100,000.00 (not including taxes) and Tenders that exceed \$350,000.00 (not including taxes) will be subject to Board approval prior to award.

Single or Sole Source Purchases (above \$25,000.00):

Vendor	Amount (excluding HST)	Details
Snomax LLC	\$33,286.20	Purchase twenty-five (25) boxes of Snomax. Snomax International is the only distributor of "snomax snow inducer" in our region and are our only available option for purchasing this product. Our snowmaking infrastructure is already setup & equipped to handle this product and using an alternative product would require changes to that infrastructure and additional costs.

Hardwood Ski & Bike	\$95,000.00	The purchase of one (1) 2008 Pisten Bully Groomer sold through a private vendor in Ontario. This (second hand) machine purchased will provide congruency of equipment and maintenance for the Kelso / GE Ski operations permitting more groomers to be used, thus lowering the number of hours being placed on the current two (2) Pisten Bully machines. Training of staff for repairs, maintenance and operation will be streamlined by only having one model of groomer.
KPMG LLP	\$40,000.00 (not to exceed this total contract value)	KPMG has been engaged by CH to complete a forensic investigation into the Cyber and Wire fraud cases that have occurred. The scope of services will include fraud investigation and due diligence consulting services.

Tenders from \$100,000.00 up to \$350,000.00 reported for Board information:

Vendor	Amount (excluding HST)	Details
Anthony's Excavating Central Inc.	\$325,380.00	Construction Contract awarded for the Hilton Falls Dam Diversion Structure Upgrade Phase 2 – Construction all in accordance with RFT C21037-01 awarded April 20, 2021.

Request for Proposals/Quotations up to \$100,000.00 reported for Board information:

Vendor	Amount (excluding HST)	Details
Leitner Poma Canada	\$77,189.76	Gearbox Maintenance & Services Contract. Due to the highly specialized nature of the service requirement and timeline constraints, a private solicitation for Gearbox service requirement was directed to three (3) of the known reputable service providers. Of the three (3) bids solicited, Leitner Poma Canada provided the lowest Gearbox Maintenance and Servicing quotation.

Requests for Proposals / Quotations exceeding a value of \$100,000.00 previously approved by the Board:

Vendor	Amount (excluding HST)	Details
HKD Snowmakers (Approved by the Board via Approval Request Memo dated June 17, 2021)	\$187,757.73	On April 23, 2021, Conservation Halton issued RFP # CH-042321 in order to secure a suitable vendor to provide snowmaking equipment and an associated snowmaking system upgrade. The RFP closed on May 21, 2021, with one (1) submission received from HKD Snowmakers. Pre-approval was secured by the Board via Approval Request Memo dated June 17, 2021.
Wood Canada Ltd. (Approved by the Board to delegate authority to CEO via Authority Delegation Request Memo dated April 23, 2021)	\$187,757.73	RFP S79-2021- East Burlington Creeks Flood Hazard Mapping was publicly advertised to solicit proposals for the East Burlington Creeks Flood Hazard Mapping services requirement. Following the evaluation period, Wood Canada Inc. was awarded after delegation approval was secured by the Board via Delegation Request memo dated April 23, 2021.

Solicitation (RFP / RFT) cancellations:

Vendor	Amount (excluding HST)	Details
N/A	N/A	RFT CA003-21-1 - Headquarters Low Impact Development Construction was publicly issued June 24, 2021 and closed July 22, 2021. One bid was received however due to budgetary constraints the RFT was canceled. A revised scope and schedule are expected to be retendered early in 2022.

Impact on Strategic Goals

This report supports the Momentum priority of Organizational Sustainability by ensuring consistent and transparent processes are in place for reporting large purchases.

Financial Impact

There is no financial impact to this report.

