

Conservation Halton Board of Directors Meeting 05 21

ZOOM Meeting: .

<https://us02web.zoom.us/j/88681632026?pwd=NUxQd1lldGE2eXRoV0poQkZpS3A3UT09> / Passcode
383987



Start: Thursday, June 17, 2021 - 3:00pm

End: Thursday, June 17, 2021 - 5:30pm

1. Roll Call

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

3. Acceptance of Agenda

4. Presentation

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

5. Consent Items

5.1. Approval of Conservation Halton Board of Directors Annual General Meeting Minutes dated April 22



Approval of Conservation Halton Board of Directors Annual General Meeting Minutes dated April 22

5.2. Approval of Conservation Halton Finance & Audit Committee Meeting Minutes dated June 3



Approval of Conservation Halton Finance & Audit Committee Meeting Minutes dated June 3

5.3. Monitoring Ecology Story Maps (CHBD 05 21 01)



Monitoring Ecology Story Maps (CHBD 05 21 01)

5.4. Source Water Protection Consultation Overview (CHBD 05 21 02)



Source Water Consultation Overview (CHBD 05 21 02)

6. Action Items

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



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



CHG L&RP Report (Appendix A)

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



Appointment of Provincial Offences Officer under R.R.O. 1990, Regulation 108 pursuant to the CAA (CHBD 05 21 04)

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



Appointment of Provincial Offences Officer under Ontario Regulation 162/06 pursuant to the Conservation Authorities Act (CHBD 05 21 05)

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



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



Budget Variance Report Financial Summary (Appendix B)



Reserve Continuity April 30 2021 Projected to December 31 2021 (Appendix C)



Capital Project Summary (Appendix D)

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



2022 Preliminary Budget and Forecasts (CHBD 05 21 07)



2022 Preliminary Budget & Forecasts (Appendix E)

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



Governance Accountability and Transparency Initiative (CHBD 05 21 08)



GATI Report Table (Appendix F)

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



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



CH Response ERO 019-2986 letter MECP 18 06 2021.pdf

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)

7. CEO Verbal Update

8. CHF Update (Jim Sweetlove)

9. IN CAMERA

9.1. Legal Matter

10. Other Business

11. Adjournment

MEETING NO: # Conservation Halton Board of Director Annual General Meeting 04 21

MINUTES

The Annual General Meeting of the Conservation Halton Board of Directors was held on Thursday, April 22 at 3:00 p.m. via Zoom Webinar.

Members Present:

Rob Burton
Mike Cluett
Rick Di Lorenzo
Joanne Di Maio
Cathy Duddeck
Allan Elgar
Steve Gilmour
David Gittings
Zeeshan Hamid
Moya Johnson
Gordon Krantz
Bryan Lewis
Marianne Meed Ward
Rory Nisan
Gerry Smallegange
Jim Sweetlove
Jean Williams

Absent:

Hamza Ansari
Zobia Jawed

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
Stephanie Bright, Public Relations Specialist
Niamh Buckley, Administrative Assistant, Office of the President & CEO
Lindsay Campbell, Project Coordinator, Terrestrial Restoration
Nigel Finney, Project Manager, Restoration & Conservation
Nikki Garstang, Health & Safety Specialist
Chitra Gowda, Senior Manager, Watershed Planning & Source Protection
Matt Howatt, Regional Infrastructure Lead
Craig Machan, Associate Director, Park Operations
Kellie McCormack, Associate Director, Planning & Regulations
Alex Meeker, Water Resources Engineer

Marnie Piggot, Director, Finance
Plezzie Ramirez, Director, Human Resources
Jill Ramseyer, Director, Corporate Compliance
Pavan Seth, Procurement Specialist
Barb Veale, Director, Planning & Watershed Management
Mark Vytvytskyy, COO

1. Roll Call

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

There were **NONE**.

3. Acceptance of AMENDED Agenda to include

- 5.6 Authorization Request for President & CEO to Award Contract: Flood Hazard Mapping – East Burlington Creeks (Tuck, Shoreacres, Appleby, and Sheldon Creeks), RFP # S79-2021 (CHBD 04 21 11)
- In Camera Item brought forward by Councillor Allan Elgar (CHBD 04 21 12)

CHBD 04 01

Moved by: Allan Elgar
Seconded by: Cathy Duddeck

THAT the Amended Agenda **be approved**.

Carried

4. Consent Items

- 4.1 Approval of Conservation Halton Board of Directors Meeting Minutes dated March 25
- 4.2 Approval of Conservation Halton Board of Directors Inaugural Meeting Minutes dated March 25
- 4.3 Approval of Conservation Halton Governance & Risk Committee Meeting Minutes dated March 25
- 4.4 Approval of Conversation Halton Finance & Audit Committee Meeting Minutes dated April 8
- 4.5 Purchasing Activity Memo - February 1 - March 31 (CHBD 04 21 01)
- 4.6. Health & Safety Update (Q4 2020 – Q1 2021) (CHBD 04 21 02)
- 4.7. Provincial consultation on growing the size of the Greenbelt ERO No. 019-3136 CH File No.: PPL 046 (CHBD 04 21 03)

- 4.8. Permits & Letters of Permission issued under Ontario Regulation 162/06 from January 1 to March 31, 2021
(CHBD 04 21 04)

The consent items **were adopted**.

5. Action Items

- 5.1. Update on the Reid Road Reservoir Quarry and the Proposal to Designate as an Undertaking under the Environmental Assessment Act ERO No. 019-2876
CH File No.: PQ 018
(CHBD 04 21 05)

CHBD 04 02 Moved by: Mike Cluett
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled “Update on the Reid Road Reservoir Quarry and the Proposal to Designate the Reid Road Quarry as an Undertaking under the *Environmental Assessment Act*.”**

And

THAT the Conservation Halton Board of Directors **directs staff to circulate the staff report entitled “Update on the Reid Road Reservoir Quarry and the Proposal to Designate as an Undertaking under the *Environmental Assessment Act*” to the Region of Halton, Town of Milton and the Ministry of Natural Resources and Forestry for information.**

Carried

- 5.2 Conservation Halton Mapping Transition and Implementation Protocol Work Plan
(CHBD 04 21 06)

CHBD 04 03 Moved by: Stephen Gilmour
Seconded by: Jim Sweetlove

THAT the Conservation Halton Board of Directors **approves the Conservation Halton Mapping Transition and Implementation Protocol Work Plan.**

Carried

- 5.3 Conservation Halton Spill Policy Review and Update Work Plan
(CHBD 04 21 07)

CHBD 04 04 Moved by: Zeeshan Hamid
Seconded by: Rick Di Lorenzo

THAT the Conservation Halton Board of Directors **approves the Conservation Halton Spill Policy Review and Update Work Plan.**

Carried

5.4 2020 Audited Financial Statements
(CHBD 04 21 08)

CHBD 04 05 Moved by: Jim Sweetlove
Seconded by: Marianne Meed Ward

That the Conservation Board of Directors **approves the attached audited financial statements for the year ended December 31, 2020 as recommended by the Finance & Audit Committee at their meeting on April 8, 2021.**

Carried

5.5 Appointment of Auditor for 2021
(CHBD 04 21 09)

CHBD 04 06 Moved by: Dave Gittings
Seconded by: Allan Elgar

THAT Conservation Halton Board of Directors **approves the reappointment of KPMG LLP as auditor for Conservation Halton for the 2021 fiscal year as recommended by the Finance & Audit Committee.**

5.6 Authorization Request for President & CEO to Award Contract:
Flood Hazard Mapping – East Burlington Creeks (Tuck, Shoreacres, Appleby, and Sheldon Creeks), RFP # S79-2021
(CHBD 04 21 11)

CHBD 04 07 Moved by: Marianne Meed Ward
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **delegates authority to the President and CEO to award the Flood Hazard Mapping - East Burlington Creeks (Tuck, Shoreacres, Appleby & Sheldon Creeks), RFP # S79-2021 contract subject to the securement of the National Disaster Mitigation Program funding and provided that the contract value falls within the approved budget amount.**

Carried

**6. CEO Verbal Update/Presentation
(Hassaan Basit)**

CEO Hassaan Basit shared a presentation on Conservation Halton “2020 Year in Review” and a video highlighting the success of Metamorphosis throughout the past four years.

As we move into the next four-year cycle driven by Momentum, the CEO provided some of the factors that are driving this plan. Due to the demand on CH parks as the Halton Region continues to grow along, with the realities that we are witnessing due to climate change, sustainability will be a main focus.

A copy of the video will be shared with Board Members.

Councillor Dave Gittings asked if the data that is being gathered from the park pass system has led to any significant findings. The CEO advised that at this point CH has been working with Park Pass for 9 months and in another couple of months CH will be able to better use the data to identify trends and commonalities and will share a report at an upcoming CH Board Meeting. This data will be a useful tool for marketing to our target audience.

Councillor Allan Elgar inquired if the Digital Map-base tree inventory program “Tree Plotter” was developed by CH or purchased the software. The CEO confirmed that we had purchased the software. CH staff will share a presentation with the Board on this in the coming months.

The CEO provided the parks impact updates as a result of the recent lockdown implemented by the Province:

- Park Visitation has been reduced by 10% out of caution and to avoid over crowding of visitors.

The CEO provided an update on the CA working group:

- It is anticipated that there will be a high-level proposal/overview for Conservation Authority Act regulations posted to the Environmental Registry within the next few weeks.
- The Conservation Authorities Act working group continues to meet with MECP and MNRF staff to provide advice and recommendations.

CH has launched a *Community of Learning (COL)* which is being rolled out along with *Momentum*:

- COL is a platform for all staff across the organization to share projects, ideas, innovations, initiatives, successes, and skills to support collaborative learning and knowledge sharing.
- This is in line with our People & Talent Priority to Attract, support and invest in the brightest and most passionate people to collectively achieve.

7. CHF Update (Jim Sweetlove)

At the CHF Board Meeting on April 14, the audited financial statements were approved for 2020. Chair Jim Sweetlove noted that despite COVID-19, CHF had allocated \$518,095 to Conservation Halton programs compared to \$379,321 in 2019.

The CHF Gala “*Terra Ferma*” has been tentatively confirmed for September 16.

At the CHF Board Meeting on April 14, CHF Vice Chair Bill Mann had shared a presentation on Indigenous Understanding 101 which speaks to the indigenous cultural aspect of this area and how it has changed through the years.

CHF Chair, Jim Sweetlove also congratulated Garner Beckett on his newly well-deserved title change to CHF Executive Director.

8. In Camera

CHBD 04 08 Moved by: Moya Johnson
Seconded by: Bryan Lewis

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

Carried

8.1 Legal Matter
(CHBD 04 21 10)

8.2 Property Update Matter
(CHBD 04 21 12)

CHBD 04 09 Moved by: Jean Williams
Seconded by: Mike Cluett

THAT the Conservation Halton Staff **reconvene in public forum**

Carried

CHBD 04 10 Moved by: Jean Williams
Seconded by: Mike Cluett

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

Carried

9. Other Business

There was **NO** other business

10. Adjournment

CHBD 04 11 Moved by: Allan Elgar

THAT the Conservation Halton Board of Directors Meeting/Annual General meeting **be adjourned at 5:14 p.m.**

Carried

MEETING NO: # Conservation Halton Finance & Audit Committee 02 21

MINUTES

A meeting of the Finance & Audit Committee was held on Thursday, June 3, 2021 via Zoom videoconference at 9:30 a.m.

Present: Hamza Ansari
Rob Burton (Chair)
Mike Cluett
Joanne Di Maio
Moya Johnson
Gerry Smallegange
Jim Sweetlove

Staff Present: Hassaan Basit, President & CEO/Secretary-Treasurer
Adriana Birza, Manager, Office of the President & CEO
Niamh Buckley, Administrative Assistant, Office of the President & CEO
Marnie Piggot, Director, Finance

Chair Rob Burton called the meeting to order at 9:35 a.m.

1. Roll Call

2. Disclosure of Pecuniary Interest for Finance & Audit Committee Members

There were **NONE**.

3. Acceptance of Agenda

FA 02 01 Moved by: Gerry Smallegange
Seconded by: Moya Johnson

THAT the Finance and Audit Committee approves the agenda as distributed.

Carried

4. Action Items

4.1 2022 Preliminary Budget and Forecasts

FA 02 02 Moved by: Mike Cluett
Seconded by: Jim Sweetlove

