

**MEETING NO: #** Conservation Halton Board of Director 05 21

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## 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 (WECI) 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**