

Conservation Halton Board of Directors Agenda - 07 21




ZOOM Meeting:

<https://us02web.zoom.us/j/84241426648?pwd=SGZXazNoRVNVaHFnekIrQ2IYN1VCUT09> / Passcode:
511166



Start: Thursday, October 21, 2021 - 3:00pm

End: Thursday, October 21, 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. Equity, Diversity & Inclusion (Rachel Baptiste, CEO, Lumen Consulting Group Inc.)
 - 5.2. Tree Plotter Application (Josh Reid, Coordinator, Forestry)
6. Consent Items
 - 6.1. Approval of Conservation Halton Board of Directors DRAFT Meeting Minutes - September 23, 2021
 Conservation Halton Board of Directors DRAFT Minutes September 23, 2021.pdf
 - 6.2. Approval of Conservation Halton Finance & Audit Committee DRAFT Meeting Minutes - October 7, 2021
 Conservation Halton Finance & Audit Committee DRAFT Meeting Minutes - October 7, 2021
 - 6.3. Update on the Reid Road Reservoir Quarry and Designation of Undertaking under the Environmental Assessment Act CH File No.:PQ 018 (CHBD 07 21 01)
 Update on the Reid Road Reservoir Quarry and Designation of Undertaking under the Environmental Assessment Act CH File No.: PQ 018 (CHBD 07 21 01)
 - 6.4. Update on applications to expand Burlington Quarry Nelson Aggregate Co. Ch File NO. PQ 20

(CHBD 07 21 02)



Update on applications to expand Burlington Quarry Nelson Aggregates Co. CH File No. PQ 20
(CHBD 07 21 02)

7. Action Items

7.1. Conservation Halton Hearing Procedures as amended, October 21, 2021 CH File No.: ADM 261
(CHBD 07 21 03)



Conservation Halton Hearing Procedures as amended, October 21, 2021 CH File No.: ADM
261 (CHBD 07 21 03)



Appendix A - Conservation Halton Hearing Procedures as amended, October 21, 2021

7.2. Authorization Request for Award Approval Contract: Supply & Delivery of Food Products RFP #
CH-220721 (CHBD 07 21 04)



Authorization Request for Award Approval Contract: Supply & Delivery of Food Products RFP
CH-220721 (CHBD 07 21 04)

7.3. Enterprise Fleet Management (CHBD 07 21 05)



ENTERPRISE FLEET MANAGEMENT (CHBD 07 21 05).pdf

7.4. Regulatory Status of the Lower Rambo and Lower Hager Creeks, City of Burlington (CHBD 07
21 06)



Regulatory Status Of The Lower Rambo And Lower Hager Creeks, City of Burlington (CHBD
07 21 06).pdf

7.5. Conservation Halton 2022 Budget & Business Plan (Presentation by Hassaan Basit, President &
CEO)



Conservation Halton 2022 Budget & Business Plan (CHBD 07 21 07)



Appendix B - Conservation Halton 2022 Budget Business Plan

7.6. Interim Service Delivery Agreement for Ecological Review Services in Halton (CHBD 07 21 08)



Interim Service Delivery Agreement for Ecological Review Services in Halton (CHBD 07 21
08)

8. CHF Update (Jim Sweetlove)

9. In Camera

9.1. Confidential Matter - Verbal Update (Hassaan Basit)

10. Other Business

11. Adjournment

MEETING NO: # Conservation Halton Board of Directors # 06 21

MINUTES

The Conservation Halton Board of Directors Meeting was held on Thursday, September 23, at 3:00 p.m. via Zoom Webinar.

Members Present:

Hamza Ansari
Rob Burton
Mike Cluett
Rick Di Lorenzo
Joanne Di Maio
Cathy Duddeck
Allan Elgar
David Gittings
Zobia Jawed
Moya Johnson
Gordon Krantz
Marianne Meed Ward
Rory Nisan
Gerry Smallegange
Jim Sweetlove
Jean Williams

Absent with regrets:

Steve Gilmour
Zeeshan Hamid
Bryan Lewis

Guests:

Rod Northey, Partner, Gowling WLG (Canada) 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
Chitra Gowda, Snr. Manager, Watershed Planning and Source Protection
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
Pavan Seth, Procurement Manager
Barb Veale, Director, Planning & Watershed Management
Mark Vytvytskyy, Chief Operations Officer

Chair Gerry Smallegange called the meeting to order at 3:10 p.m.

1. Roll Call

2. Disclosure of Pecuniary Interest for CHF Board of Directors

There were **NONE**.

3. Acceptance of AMENDED Agenda

CHF 06 01

Moved by: Jim Sweetlove
Seconded by: David Gittings

THAT the AMENDED Agenda be **accepted as distributed**.

Carried

4. CEO Verbal Update

The CEO provided a brief update on an incident that took place at Kelso today. A third-party, certified electrical contractor was injured while carrying out works at Kelso Conservation Area on the afternoon of September 23, 2021. The incident occurred at the Kelso pumphouse, located on the west side of Kelso Lake. The Park has been closed for the remainder of the day.

The CEO went on to share an update on what CH have been working on throughout the summer months:

- CH has implemented a COVID-19 Vaccination Policy effective September 13, 2021.
- The CEO has met with the participating municipalities on the 2022 Budget and has received positive feedback. Keeping in line with Halton Region Guidelines of an increase of 3.7%, CH has come in at 3.5% increase. The 2022 Budget will be shared with the Board for approval in October.
- Park visitation is at 1.4 million for 2021. Summer camps participation saw an increase of 1200 compared to last year.
Staff have been busy working on fall/winter events: Indigenous Food Sovereignty Celebration and Garden opening which took place at Crawford Lake in early September and was a great success, Terra Firma (Conservation Foundation Gala) and upcoming event "Hops and Harvest" which will take place weekend of October 2; Kelso fall chair ride lifts, Winterlit and Christmas Town at Mountsberg.
- The Planning and Regulations teams continue to operate at full steam to meet the demands of growth while maintaining service standards.
- CH and CH Foundation have received over half a million in grants with decisions pending on other grants.
- CH has engaged our insurance brokers to carry out a risk assessment at all CH facilities, parks, and trails to identify any areas of concern or areas that can be improved. A full report will follow.
- The Senior Leadership Team at CH is participating in executive training in risk management through the DeGroot School of Business.
- CH is working on an Ethics Training program for both staff and Board with a qualified instructor. At the November board meeting this training will be provided to Board members.

- Thank you to all who turned out for Terra Firma (Conservation Halton Foundation 2021 Gala). It was great success based on all the metrics and a great opportunity to share our vision at Conservation Halton and Conservation Halton Foundation.

5. Presentation:

5.1 Parks Pass Story and Analytics (Mark Vytvytsky, Chief Operations Officer)

Chair Gerry Smallegange thanked the COO for sharing the analytics and the work that has been done in order for CH to understand and grow their market base and provide excellent service to visitors, especially as demand for access to greenspace has increased over the past 18 months.

In response to Jean Williams question as to how the senior population who may not have access to technology can access the parks, the COO advised that the Visitor Services can support those guests through multiple channels, including over the telephone.

6. Consent Items

- 6.1 Approval of the Conservation Halton Board of Directors DRAFT Meeting Minutes dated June 17
- 6.2 Purchasing Memo - April 1, 2021, to July 31, 2021 (CHBD 06 21 01)
- 6.3 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)

The consent items **were adopted.**

7. Action Items

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

CHBD 06 02

Moved by: Marianne Meed Ward
Seconded by: Rory Nisan

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled "Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal"**.

And

THAT the Conservation Halton Board of Directors **approves the Cootes to Escarpment EcoPark System Strategic Plan 2021-2030 and the Cootes to Escarpment EcoPark System 2022-2026 Memorandum of Understanding.**

Carried

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

CHBD 06 03 Moved by: Cluett
Seconded by: David Gittings

THAT the Conservation Halton Board of Directors **receives for information the staff report dated September 23, 2021, on the Budget Variance Report for the period ended July 31, 2021, and 2021 Projected Year End Amounts;**

And

THAT the Conservation Halton Board of Directors **approves a new 2021 capital project for Enhancing Trail Systems and Park Infrastructure and budget amount of \$1,041,500 with project expenses to be funded by the Conservation Areas Capital Reserve if required until formal funding agreements are confirmed.**

Carried

8. CHF Update

Chair Jim Sweetlove shared the highlights from Terra Firma (Conservation Halton Foundation 2021 Gala):

- Attendance was capped at 200 which included sponsors, donors, developers, and key political figures.
- CH Board and CHF Board members were well represented at the event which provided a great opportunity for engagement.
- Specially shout out to staff and volunteers at the event for working tirelessly and engaging so meaningfully with guests.
- The Chair congratulated CEO Hassaan Basit and CHF Executive Director, Garner Beckett for their vision and leadership in executing the event.

The Chair advised that Item **No. 10 Other Business** on the agenda would be addressed prior to moving In Camera.

10. Other Business

There was **no** other business.

9. IN CAMERA

CHBD 06 04 Moved by: Jean Williams
Seconded by: Mike Cluett

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

Carried

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

CHBD 06 05: Moved by: Marianne Allan Elgar
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **reconvene in public forum and that staff proceed as directed In Camera.**

Carried

11. Adjournment

CHBD 06 06 Moved by: Moya Johnson

THAT the Conservation Halton Board of Directors Meeting **be adjourned at 4:55 p.m.**

Carried

Signed by: Hassaan Basit, President & CEO/Secretary-Treasurer

Date: October 21, 2021

MEETING NO: Conservation Halton Finance & Audit Committee Meeting # 03 21

MINUTES

A meeting of the Finance & Audit Committee was held on Thursday, October 7, 2021, via Zoom videoconference at 1:30 p.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 1:30 p.m.

- 1. Roll Call**
- 2. Disclosure of Pecuniary Interest for Finance & Audit Committee Members**

There were **NONE**.

- 3. Acceptance of Agenda**

FA 03 01 Moved by: Gerry Smallegange
Seconded by: Joanne Di Maio

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

Carried

- 4. Action Items**

4.1 2022 Budget & Business Plan

FA 03 02 Moved by: Jim Sweetlove
Seconded by: Moya Johnson

