

**MEETING NO: #** 04 20 Conservation Halton Board of Directors/Annual General Meeting

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## MINUTES

A meeting of the Conservation Halton Board of Directors was held on Thursday, April 23 at 3:00 p.m. via Video Conference

Members Present:

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

Absent with regrets: Dave Gittings

Staff present

- Hassaan Basit, CAO/Secretary-Treasurer
- Garner Beckett, Director, CH Foundation
- Adriana Birza, Manager, Office of the CAO
- Craig Machan, Senior Manager, Kelso/Glen Eden & Park Operations
- Kellie McCormack, Senior Manager, Planning & Regulations
- Marnie Piggot, Director, Finance
- Plezzie Ramirez, Senior Manager, Human Resources
- Jill Ramseyer, Director, Corporate Compliance
- Katie Skillen, Associate Director, Marketing and Communications
- Barb Veale, Director, Planning & Watershed Management
- Mark Vytvytsky, Interim Director, Parks and Operations
- Lawrence Wagner, Senior Director, Corporate Services
- Meghan Hunter, Manager, Risk and Lands
- Pavan Seth, Procurement Specialist
- Nigel Finney, Project Manager, Restoration & Conservation

Chair Gerry Smallegange called the meeting to order at 3.15 p.m.

**1. Roll Call****2. Acceptance of Agenda as AMENDED**

**CHBD 04 01:** Moved by: Moya Johnson  
Seconded by: Zeeshan Hamid

THAT the Conservation Halton Board of Directors **accepts the agenda as distributed.**

*Carried*

**3. Disclosure of Pecuniary Interest for Board of Directors**

There were **NONE.**

**4. Consent Items**

Approval of Conservation Halton Board of Director Meeting Minutes dated April 1, 2020

- 4.1 Kelso Dam Update  
(CHBD 04 20 01)
- 4.2 Kelso Spill Update – Beyond Restoration  
(CHBD 04 20 02)
- 4.3 Maplehurst Correctional Centre Flood Mitigation Feasibility Study  
(CHBD 04 20 03)
- 4.4 Science & Partnerships Highlights 2019  
(CHBD 04 20 04)
- 4.5 2020 Protecting People and Property: Ontario’s Flooding Strategy  
(CHBD 04 20 05)
- 4.6 Provincial Policy Statement  
(CHDBD 04 20 06)
- 4.7 Update on the Development of Conservation Halton Technical Submission Guidelines  
(CHBD 04 20 07)
- 4.8 Health & Safety Report 2019 Q4 and 2020 Q1  
(CHBD 04 20 08)
- 4.9 Purchasing Report February – April 2020  
(CHBD 04 20 09)

The consent items **were adopted.**

## 5. Action Items

- 5.1 2019 Audited Financial Statement  
(Audit Findings presentation by Matthew Betik, KPMG Engagement Partner)  
(Report #: CHBD 04 20 10)

**CHBD 04 02** Moved by: Gordon Krantz  
Seconded by: Bryan Lewis

THAT the Conservation Halton Board of Directors **approve the attached audited financial statements for the year ended December 31, 2019.**

*Carried*

- 5.2 2019 Budget Variance Report  
(Report #: CHBD 04 20 11)

**CHBD 04 03** Moved by: Marianne Meed Ward  
Seconded by: Rory Nisan

THAT the Conservation Halton Board of Directors **approve the allocation of the 2019 operating surplus to the following Reserves:**

- **\$250,000 to the Building – State of Good Repair Reserve.**
- **\$72,162 to the Building Reserve.**
- **\$100,000 to the Watershed Management & Support Services Stabilization Reserve.**
- **\$250,000 to a new Digital Transformation Reserve to be established and included in the Conservation Halton Reserves Policy.**
- **\$702,213 to the Conservation Areas Capital Reserve.**
- **\$64,000 to the Conservation Areas Stabilization Reserve**

And

THAT a transfer of \$137,589 to the Debt Financing Charges Reserve **be approved for the budget amount in excess of actual 2019 debt financing charges expense.**

And

THAT the Conservation Halton Board of Directors **receive for information the Budget Variance Report for the year ended December 31, 2019.**

*Carried*

- 5.3 2019 YE Investments and Investment Revenue  
(Report #: CHBD 04 20 12)

**CHBD 04 04** Moved by: Jim Sweetlove

Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **approve the allocation of investment revenue of \$377,835 to operating funds and to reserves as noted in the report;**

And

THAT the staff report on 2019 Investments and Investment Revenue dated April 23, 2020 **be received for information.**

*Carried*

5.4 2019 YE Capital Projects  
(Report #: CHBD 04 20 13)

**CHBD 04 05** Moved by: Zobia Jawed  
Seconded by: Rob Burton

THAT the Conservation Halton Board of Directors **approve the closing of capital projects as identified in the staff report dated April 23, 2020.**

*Carried*

5.5 Policy Repeal and Modification – Policy 4.2.5 Spills  
Conservation Halton Policies and Guidelines for the Administration of  
Ontario Regulation 162/06 and Land Use Planning Policy Document  
(April 27, 2006 as amended February 25, 2016)  
(Report #: CHBD 04 20 14)

**CHBD 04 06** Moved by: Mike Cluett  
Seconded by: Joanne Di Maio

THAT the Conservation Halton Board of Directors **repeals the existing Policy 4.2.5 contained in “Conservation Halton Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document (April 27, 2006 as amended February 25, 2016)” and approves a new interim Policy 4.2.5 which outlines a general policy approach for dealing with proposed development within spill areas.**

*Carried*

5.6 RFP 021020 automated gates – Conservation Halton)  
(Report #: CHBD 04 20 17)

**CHBD 04 07** Moved by: Cathy Duddeck  
Seconded by: Allan Elgar

THAT the Conservation Halton Board of Directors **approve the supply & Install contract to Logic-Controle Inc. in the amount of \$272,000.00 for installation of Automated Security Gates at all Conservation Halton park locations in accordance with RFP 021020.**

**Carried**

**6. CAO Verbal Update/Presentation**

- 6.1 2019 Year in Review  
(Presentation by Hassaan Basit, CAO)

**7. Other Business**

No other business was presented.

**8. IN CAMERA**

THAT the Conservation Halton Board of Directors **convene IN CAMERA**

**CHBD 04 08** Moved by: Marianne Meed Ward  
Seconded by: Jean Williams

- 8.1 Legal Matter  
(Report #: CHBD 04 20 15)

- 8.2 Personnel Matter  
(Report #: CHBD 04 20 16)

**CHBD 04 09** Moved by: Rob Burton  
Seconded by: Moya Johnson

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

**Carried**

**CHBD 04 10** Moved by: Marianne Meed Ward  
Seconded by: Steve Gilmour

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

**Carried**

**9. Adjournment**

**CHBD 04 11** Moved by: Jean Williams

That the Conservation Halton Board of Directors video conference **be adjourned at 4.40 p.m**

**Carried**