

Conservation Halton Board of Directors Meeting - February 17 #01 22



Zoom Webinar: .

<https://us02web.zoom.us/j/86741434963?pwd=dGxzRjBNMmFaa1NsbThsL1BuS3VGdz09> Passcode:
933424



Start: Thursday, February 17, 2022 - 1:00pm

End: Thursday, February 17, 2022 - 4:00pm

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1. Roll Call
 2. Disclosure of Pecuniary Interest for Conservation Halton Board of Directors
 3. Acceptance of Agenda
 4. Presentations
 - 4.1. Conservation Halton Flood Watch Update - Glenn Farmer, Manager, Flood Forecasting Operations
 - 4.2. Ethics Training - Ameer Sandhu, CEO, Founder & Principal Lawyer, Lex Integra Professional Corporation
 - 4.3. Momentum Dashboard - Mark Vytvytskyy, COO
 - 4.4. Conservation Halton's CA Act Transition Plan: Programs & Services Inventory (Report 7.1 #: CHBD 01 22 04) - Hassaan Basit, President & CEO
 5. CEO Verbal Update
 6. Consent Items
 - 6.1. Approval of Conservation Halton Board of Directors Meeting Minutes - November 25, 2021
 Conservation Halton Board of Directors DRAFT Meeting Minutes - November 25, 2021
 - 6.2. Purchasing Activity Memo - November 1, 2021 to January 31, 2022 (CHBD 01 22 01)
 Purchasing Activity Memo - November 1, 2021 to January 31, 2022 (CHBD 01 22 01)
 - 6.3. Status of Conservation Halton's Spill Policy Review and Update Work Plan (CHBD 01 22 02)



Status of Conservation Halton's Spill Policy Review and Update Work Plan (CHBD 01 22 02)

6.4. Permits & Letters of Permission issued under Ontario Regulation 162/06 from October 1 to December 31, 2021 (CHBD 01 22 03)



Permits & Letters of Permission issued under Ontario Regulation 162/06 from October 1 to December 31 2021 (CHBD 01 22 03)



Appendix A

6.5. Source Water Protection consultation update (HRSPA 01 22 01)



Source Water Protection Consultation Update (HRSPA 01 22 01)

7. Action Items

7.1. Conservation Halton Programs & Services Inventory Report (CHBD 01 22 04)



Conservation Halton Programs & Services Inventory (CHBD 01 22 04)



Appendix B: CH Programs & Service Inventory

7.2. Re-construction, expansion, and relocation of a dwelling within 7.5 metres of the floodplain associated with McCraney Creek, 261 Glen Oak Drive, Town of Oakville, Regional Municipality of Halton/CH File No. A/21/O/114 (CHBD 01 22 05)



Re-construction, expansion, and relocation of a dwelling within 7.5 metres of the floodplain associated with McCraney Creek, 261 Glen Oak Drive, Town of Oakville, Regional Municipality of Halton CH File No. A/21/O/114 (CHBD 01 22 05)

7.3. Conservation Halton Land Use Planning Policy Review and Update Work (CHBD 01 22 06)



Conservation Halton Land Use Planning Policy Review and Update Work (CHBD 01 22 06)

7.4. Temporary Reappointment of Foundation Board Members term (CHBD 01 22 07)



Reappointment of Conservation Halton Foundation Board Members (CHBD 01 22 07)

8. CHF Update - Jim Sweetlove

9. Other Business

10. In Camera

10.1. Legal Matter (CHBD 01 22 08)

10.2. Legal Matter (CHBD 01 22 09)

11. Adjournment

MEETING NO: # Conservation Halton Board of Directors Meeting # 08 21

MINUTES

The Conservation Halton Board of Directors Meeting was held on Thursday, November 25 at 3:00 p.m. via Zoom Webinar.

Members Present:

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

Absent with regrets:

Rory Nisan

Absent:

Rick Di Lorenzo

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
Janette Brenner, Senior Manager, Water Resources Engineering
Leah Bortolotti, Director, Communications
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
Kent Rundle, Coordinator – Landowner Outreach and Restoration
Pavan Seth, Procurement Manager
Barb Veale, Director, Planning & Watershed Management
Mark Vytvytskyy, Chief Operations Officer

Chair Gerry Smallegange called the meeting to order at 3:00 p.m.

1. Roll Call

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

There were **NO** disclosures of Pecuniary Interest.

3. Acceptance of Agenda

CHBD 08 01 Moved by: Cathy Duddeck
Seconded by: Jean Williams

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

Carried

4. CEO Verbal Update

The CEO shared the following update:

- Glen Eden has begun its seasonal hiring. To address industry-wide labour shortages and the challenges of recruiting over 600 seasonal employees, CH has increased minimum wage to \$15.25 and is offering incentives and referral programs, along with more promotion of the recruitment drive. We expect this to have an impact on overall financial performance, but our key priority is to ensure we can offer a full range of safe, quality services to our customers.
- Mandatory COVID-19 vaccination policy has been implemented for staff at CH.
- CH has responded to the Q&As from the East Burlington Creeks PIC on floodplain mapping and they are posted to our website.
- Since the last update in September, CH and the Foundation have been approved for \$746,051 in grants and funding

5. Consent Items

- 5.1 Approval of Conservation Halton Board of Directors DRAFT Meeting Minutes – October 21, 2021
- 5.2 Approval of Governance and Risk Committee DRAFT Meeting Minutes – November 4, 2021
- 5.3 Conservation Halton's CA Act Transition Plan (CHBD 08 21 01)
- 5.4 Purchasing Memo - August 1, 2021, to October 31, 2021 (CHBD 08 21 02)
- 5.5 Health & Safety Update (Q2 - Q3 2021) (CHBD 08 21 03)

5.6 Permits & Letters of Permission issued under Ontario Regulation 162/06 from July 1 to September 30, 2021
(CHBD 08 21 04)

5.7 Budget Variance Report for the Period Ended September 30, 2021, and December 31, 2021 Projected Year End Amounts
(CHBD 08 21 05)

5.8 Momentum Progress Report: April – November 2021
(CHBD 08 21 19)

6.0 Action Items

6.1 Amendments to Halton Region Conservation Authority General Membership By-law 2018-01 (Rev. November 25, 2021)
(CHBD 08 21 06)

CHBD 08 02

Moved by: Zeeshan Hamid
Seconded by: Marianne Meed Ward

THAT the Conservation Halton Board of Directors **approves the Amendments to Halton Region Conservation Authority General Membership By-law 2018-01 which reflects the February 2, 2021, proclamation of a number of governance-related clauses in the Conservation Authorities Act as recommended by the Governance and Risk Committee at the meeting held on November 4, 2021.**

And

THAT the Conservation Halton Board of Directors **approves the amendments to the Halton Region Conservation Authority General Membership By-law 2018-01 under Section 9. Signing Officers to reflect administrative updates to the titles of authorized signatories within Conservation Halton. The Governance and Risk Committee approved these recommendations at their meeting on November 4, 2021.**

Carried

6.2 Corporate Purchasing Policy Update
(CHBD 08 21 07)

CHBD 08 03

Moved by: Jim Sweetlove
Seconded by: Rob Burton

THAT the Conservation Halton Board of Directors **approves updates to the Corporate Purchasing Policy.**

Carried

6.3 Interim Service Delivery Agreement for Ecological Review Services in Halton/CH File

No. ADM 362
(CHBD 08 21 08)

CHBD 08 04 Moved by: Zobia Jawed
Seconded by: Dave Gittings

THAT the Conservation Halton Board of Directors **endorses the “Interim Service Delivery Agreement for Ecological Review Services in Halton” between Conservation Halton and the Region of Halton,**

And

THAT the Conservation Halton Board of Directors **authorizes the President & CEO to execute the “Interim Service Delivery Agreement for Ecological Review Services in Halton” and any ancillary documents.**

Carried

6.4 Conservation Halton Mapping Proposed Transition and Implementation Protocol
(CHBD 08 21 09)

CHBD 08 05 Moved by: Steve Gilmour
Seconded by: Allan Elgar

THAT the Conservation Halton Board of Directors **endorses the Conservation Halton Proposed Mapping Transition and Implementation Protocol.**

In response to David Gittings inquiry regarding the Mapping Implementation Protocol and if it will be posted on CH’s website and how it will go from draft to final, CH staff responded that following Board endorsement, the protocol will become final, draft watermark removed and will be posted to CH’s website with a brief explanation

Carried

6.5 Morrison-Wedgewood Diversion Channel Updated Flood Hazard Mapping CH File: ADM 346
(CHBD 08 21 10)

CHBD 08 06 Moved by: Gordon Krantz
Seconded by: Joanne Di Maio

THAT the Conservation Halton Board of Directors **approves updated flood hazard mapping for the Morrison-Wedgewood Diversion Channel for incorporation into CH’s Approximate Regulation Limit mapping based on the results of the 2021 Baseline Model Update as referenced in the staff report entitled “Morrison-Wedgewood Diversion Channel Updated Flood Hazard Mapping”.**

Carried

6.6 Water Quality Habitat Improvement Program (WQHIP) Guidelines
(CHBD 08 21 11)

CHBD 08 07

Moved by: Steve Gilmour
Seconded by: Mike Cluett

THAT the Conservation Halton Board of Directors **approves the Agricultural Water Quality and Habitat Improvement Guideline and the Urban Water Quality and Habitat Improvement Guideline.**

And

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled “Improvements to the Water Quality and Habitat Improvement and New Habitat Improvement Guidelines for Agriculture and Urban Land Uses”,**

Carried

6.7 Proposed 2022 Plan Review and Permit Application Fees CH File Number: ADM 049
(CHBD 08 21 12)

CHBD 08 08

Moved by: Hamza Ansari
Seconded by: Rob Burton

THAT the Conservation Halton Board of Directors **approves the proposed 2022 fees as outlined in the staff report entitled “Proposed 2022 Plan Review and Permit Application Fees,” dated November 25, 2021, with an effective date of January 1, 2022;**

And

THAT the Conservation Halton Board of Directors **directs staff to provide appropriate notice to municipalities and neighbouring conservation authorities and post the revised fee schedules to Conservation Halton’s website.**

Carried

6.8 Conservation Halton Guidelines for Stormwater Management Engineering Submissions, 2021
CH File No.: ADM 363
(CHBD 08 21 13)

CHBD 08 09

Moved by: Hamza Ansari
Seconded by: Mike Cluett

THAT the Conservation Halton Board of Directors **approves the “Conservation Halton Guidelines for Stormwater Management Engineering Submissions, 2021”.**

And

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled “Conservation Halton Guidelines for Stormwater Management Engineering Submissions, 2021”**

Carried

6.9 Re-appointment of Members to the Conservation Halton Foundation Board of Directors
(CHBD 08 21 14)

CHBD 08 10 Moved by: Bryan Lewis
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **approves the re-appointment of the following individuals, as members to the Conservation Halton Foundation Board of Directors for a two-year term ending September 2023:**

- Ms. Suzanne Bevan
- Mr. George Caines
- Mr. Galen Naidoo Harris
- Ms. Catherine Mulvale
- Mr. Bryden Tait
- Mr. Jim Sweetlove
- Mr. Ed Wells
- Ms. Jane Wilcox

Carried

7. CHF Update (Jim Sweetlove, Chair CHF)

Jim Sweetlove shared an update from the November 17 CHF Meeting; CH staff presented new programs that have been introduced by CH including:

- Healing Project with Black Voices: An initiative launched by CH in collaboration with Halton Black Voices providing opportunities to engage and participate in activities offered at CH Parks.
- New Canadian Programming Update: CH have launched an initiative to educate and inform identified young newcomers to Canada on what they can do in terms of Climate Change.
- First Tracks: an opportunity for new Canadians to experience winter sports at Kelso.
- CHF 2020 Gala has been tentatively confirmed for around the same time as 2021, mid-September.

8. In Camera

CHBD 08 11 Moved by: Rob Burton
Seconded by: Jean Williams

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

Carried

8.1 Personnel Matter
(CHBD 08 21 15)

8.2 Legal Matter
(CHBD 08 21 16)

8.3 Legal Matter
(CHBD 08 21 17)

8.4 Personnel Matter
(CHBD 08 21 18)

CHBD 08 12 Moved by: Rob Burton
Seconded by: Jean Williams

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

And

THAT Conservation Halton Staff **proceed as directed by the Board In Camera.**

Carried

9. Other Business

There was **NO** other business.

10. Adjournment

CHBD 08 13 Moved by: Cathy Duddeck

THAT the Conservation Halton Board of Directors meeting **be adjourned at 4.32 p.m.**

Carried

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

Date: February 17, 2022

REPORT TO: Conservation Halton Board of Directors

MEMO: # CHBD 01 22 01

FROM: Jill Ramseyer, Director, Corporate Compliance

DATE: February 17, 2022

SUBJECT: Purchasing Activity Memo - November 1, 2021 to January 31, 2022

Recommendation

THAT the Conservation Halton Board of Directors **receives for information the Purchasing Activity Memo for the period November 1, 2021 to January 31, 2022 in accordance with the Conservation Halton Purchasing Policy.**

Report

The following report summarizes purchases to be reported during the period of November 1, 2021, to January 31, 2022. 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 \$100,000.00 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 included 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
R&M Construction Ltd.	\$72,420.00	Due to the sensitivity of the creek restoration construction project for 8813 5th Line - Milton (to improve the habitat for endangered species, Redside dace) and the timeline constraints imposed upon by the governing MTO agreement, R&M Construction Ltd. was identified and secured as a specialized contractor with proven experience from the CH VOR – Wetland and Creek Rehabilitation contractor list.

Gooding Electric	\$29,274.43	Gooding Electric was secured to provide ad hoc electrical services between the period of July 24, 2021 – October 6, 2021 to support on-going and future parks operations. Gooding has a familiarity with the CH electrical infrastructure and have proven to provide prompt, professional support for ad hoc requirements.
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Tenders from \$100,000.00 up to \$350,000.00 reported for Board information:

Vendor	Amount (excluding HST)	Details
Britespan Building Systems of Ontario Inc.	\$107,771.00	RFT 281021 - Fabric Sand Salt Storage Dome CWS – Construction project for 4052 Milborough line. Conservation Halton Central workshop (CWS) publicly issued October 28, 2021. Britespan was awarded on the basis of being the lowest tender received on January 11, 2022.
Sutherland Schultz Ltd.	\$120,996.00	RFT C21039-01 Kelso Lift Gate & Hoist Refurbishment. - Construction Services publicly issued October 7, 2021 and was awarded on November 10, 2021 to Sutherland Schultz Ltd. on the basis of being the lowest tender received.

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

Vendor	Amount (excluding HST)	Details
Schollen & Company Inc.	\$99,879.00	RFP # PW0047-4-21 - Boyne Valley Wetland & Floodplain Restoration - Detailed Design project issued October 4, 2021 awarded November 23, 2021 to Schollen & Company Ltd. on the basis of highest overall scoring proponent.

