



Conservation Halton Board of Directors Meeting Minutes  
Jun 23, 2022 at 1:00 PM EDT  
Zoom Webinar

## 1. Roll Call

Members Present:

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

Members absent:

- Hamza Ansari
- Zobia Jawed
- Bryan Lewis

Staff Present:

- Kim Barrett, Associate Director, Science & Partnerships
- Hassaan Basit, President & CEO
- Garner Beckett, Executive Director Foundation
- Adriana Birza, Senior Advisor, Office of the President & CEO
- Niamh Buckley, Admin Assistant, Office of the President & CEO
- Nigel Finney, Project Manager, Restoration & Conservation
- Craig Machan, Director, Parks & Operations
- Kellie McCormack, Director, Planning & Regulations
- Marnie Piggot, Director Finance
- Plezzie Ramirez, Director, HR
- Mark Vytvytskyy, COO
- Barb Veale, Senior Director, Watershed Strategies & Climate Change
- Justin Wei, Senior Manager, Finance

The Chair called the meeting to order at 1:03 p.m.

The Chair advised that item **No. 10 Other Business will be addressd prior to Item No. 11 In Camera.**

## 2. Disclosure of Pecuniary interest for the Conservation Halton Board of Directors



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

### 3. Approval of Agenda

**CHBD 05 01**

Moved by: Rory Nisan  
Seconded by: Zeeshan Hamid

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

*Carried*

### 4. Presentations

- 4.1 Preliminary 2023 Priorities & Preliminary Budget Presentation - Hassaan Basit, President & CEO (Report #: 7.10 DRAFT Preliminary 2023 Budget)
- 4.2 Capital Campaign Launch & Re:Generations 2022 Gala - Jim Sweetlove & Garner Beckett, Executive Director, Foundation (Report #: 8.1 CHF Update)

### 5. CEO Verbal Update:

- **Right to Disconnect Policy:** new requirement implemented by the Province has been rolled out at CH.
- **Reopening of CH administrative office:** CH Admin office reopened on May 16 with some staff remaining remote while other staff return in a hybrid model of 2 days in the office and 3 days remote. Staff welcomed the opportunity to collaborate and engage in person. CH will revisit this in September with a staff survey asking staff to share their feedback on the hybrid arrangement.
- **CH New Website:** CH launched a new customer focused website on June 14. It is AODA compliant, mobile user friendly and available in 5 languages.
- CH Board Members will have the option to attend the September 22 Board meeting either in person or virtually.
- MECPC reporting on CA Act transition starting quarterly on July 1, 2022. CH Board will be provided with an update at the September meeting.
- **Grant and Funding Approvals** (to June 20) – \$3.2M approved YTD (~\$1M increase since last BOD update in April)
- **Parks update:**
  - o Area 8 is open and is CH's first AODA compliant trail.
  - o The second Pride in Nature event at Area 8 took place on June 14, 2022.

### 6. Consent Items

- 6.1 Approval of Conservation Halton Board of Directors DRAFT Meeting/AGM Minutes – April 21 2022
- 6.2 Approval of Finance & Audit Committee DRAFT Meeting Minutes - June 9 2022
- 6.3 Status of Conservation Halton's Spill Flood Hazard Policy Review & Update – revised timeline (CHBD 05 22 01)
- 6.4 Status of Conservation Halton's Land Use Planning Policy Review and Update



(CHBD 05 22 02)

- 6.5 Recent Environmental Registry of Ontario (ERO) Postings  
(CHBD 05 22 03)
- 6.6 East Burlington Creeks Flood Hazard Mapping Study (CH File No. ADM 356) and Urban Milton Flood Hazard Mapping Study (CH File No. ADM 347) Update  
(CHBD 05 22 04)
- 6.7 Permits & Letters of Permission issued under Ontario Regulation 162/06 from January 1 to March 31, 2022  
(CHBD 05 22 05)
- 6.8 Conservation Halton comments on Recovery Strategy for the Chimney Swift (*Chaetura Pelagica*) in Canada  
(CHBD 05 22 06)
- 6.9 Limehouse Pond Bypass Restoration Project  
(CHBD 05 22 07)
- 6.10 Expansion of Water Quality Monitoring Program  
(CHBD 05 22 08)

The consent items **were adopted.**

## 7. Action Items

- 7.1 Work Plan for Consultation on Conservation Halton's Guidelines for Wetland Water Balance Assessments  
(CHBD 05 22 09)

**CHBD 05 02** Moved by: Gordon Krantz  
Seconded by: Rob Burton

THAT the Conservation Halton Board of Directors **approves the staff report entitled "Work Plan for Consultation on Conservation Halton's Guidelines for Wetland Water Balance Assessments."**

*Carried*

- 7.2 Conservation Halton's Wetland Mapping Review & Update  
(CHBD 05 22 10)

**CHBD 05 03** Moved by: Mike Cluett  
Seconded by: Allan Elgar

THAT the Conservation Halton Board of Directors **approves the public engagement plan outlined in the staff report entitled "Conservation Halton's Wetland Mapping Review & Update."**

*Carried*



7.3 Water Quality and Habitat Improvement Program (WQHIP) Guidelines for Countryside and Commercial landowners  
(CHBD 05 22 11)

**CHBD 05 04** Moved by: Jim Sweetlove  
Seconded by: Joanne Di Maio

THAT the Conservation Halton Board of Directors **approves the “Countryside Properties Financial Incentive Program Guidelines and the Commercial Properties Financial Incentive Program Guidelines.”**

And

THAT the Conservation Halton Board of Directors **approves housekeeping changes to the “Urban Properties Financial Incentive Program Guidelines.”**

*Carried*

7.4 Tansley Bridge over Bronte Creek – Offsite Restoration Funding Agreement  
(CHBD 05 22 12)

**CHBD 05 06** Moved by: Marianne Meed Ward  
Seconded by: Dave Gittings

THAT the Conservation Halton Board of Directors **approves the Memorandum of Agreement with the Region of Halton for the offsite ecological restoration project for the Tansley Bridge over Bronte Creek project.**

And

THAT the Conservation Halton Board of Directors **authorizes the Chief Executive Officer to sign the agreement on behalf of Conservation Halton.**

*Carried*

7.5 Authorization Request for Award Approval Contract: CH Administrative Office Low Impact Development Construction Services RFT # CA003-22-3  
(CHBD 05 22 13)

**CHBD 05 07** Moved by: Steve Gilmour  
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board of Directors **approves the award recommendation of the Conservation Halton Administrative Office Low Impact Development Construction Services contract to Forest Ridge Landscaping Inc.;**

And

THAT the Conservation Halton Board of Directors **approves a budget increase for the Low Impact Development project of \$798,000 (including \$67,000 contingency) from the**



**\$500,000 included in the 2021 budget.**

***Carried***

7.6 Authorization Request for Award Approval Contract: Kelso Dam - Lift Gate and Hoist Refurbishment, East Gate (C22016)  
(CHBD 05 22 14)

**CHBD 05 08** Moved by: Jean Williams  
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board of Directors **approves the award recommendation of the Kelso Dam - Lift Gate and Hoist Refurbishment, East Gate (C22016) contract as a single source.**

***Carried***

7.7 Budget Variance Report for the Period Ended April 30, 2022 and December 31, 2022  
Projected Year End Amounts  
(CHBD 05 22 15)

**CHBD 05 09** Moved by: Rob Burton  
Seconded by: Marianne Meed Ward

THAT the Conservation Halton Board of Directors **approves a transfer of up to \$20,000 from the Water Festival Reserve due to estimated increased staffing and bussing costs for the 2022 Water Festival event;**

And

THAT the Conservation Halton Board of Directors **approves the closing of and changes to the Dams and Channels capital project amounts noted on the Capital Project Summary Financial based on provincial Water and Erosion Control Infrastructure (WECI) funding submissions noted in the staff report dated June 23, 2022;**

And

That the Conservation Halton Board of Directors **receives for information the staff report dated June 23, 2022, on the Budget Variance Report for the period ended April 30, 2022, and 2022 Projected Year End Amounts.**

***Carried***

7.8 Asset Management Plan (2022) – Dams and Channels  
(CHBD 05 22 16)

**CHBD 05 11** Moved by: Dave Gittings  
Seconded by: Mike Cluett

THAT the Conservation Halton Board of Directors **approves the Asset Management Plan (2022) – Dams and Channels.**

7.9 Appointment of Auditors

**CHBD 05 12**

Moved by: Moya Johson  
Seconded by: Gordon Krantz

THAT the Conservation Halton Board of Directors **approves the reappointment of KPMG LLP as auditor for Conservation Halton for the 2022 Fiscal Year-End Audit;**

And

THAT The Conservation Halton Board of Directors **approves the KPMG LLP audit fees noted in the report for up to a further five years subject to annual reappointment as auditors for Conservation Halton.**

*Carried*

7.9 DRAFT Preliminary 2023 Budget  
(CHBD 05 22 18)

**CHBD 05 13**

Moved by: Rob Burton  
Seconded by: Dave Gittings

That the Conservation Halton Board of Directors **approves the attached 2023 preliminary budget for budget discussion purposes with funding watershed municipalities.**

*Carried*

**8. CHF Chair Update (Jim Sweetlove)**

8.1 Capital Campaign Launch & Re:Generations 2022 Gala - Jim Sweetlove & Garner Beckett, Executive Director, Foundation

The Executive Director shared a presentation on the Capital Campaign Launch. The Foundation has been developing the campaign during the past few years and is excited to announce the launch at the Re:Generations Gala event on September 15, 2022. Catherine Mulvale, Foundation Board member, with extensive experience in fundraising, has accepted the Chair role for the campaign.

The Executive Director welcome Board's engagement in identifying potential donors or sponsors.

The Executive Director went on to present this year's Gala event "Re:Generations" which signifies regrowth and education. The Gala will take place at Crawford Lake Conservation Area on September 15, 2022 and it is being developed with support from CH's indigenous partners, stakeholders and donors. The funds raised will go towards education programmes at Crawford Lake and will honour generations of the past and the future.

The Executive Director provided a "sneak peak" at the evenings programme:

- Event will open in the village traditional experience in the Deer Clan Longhouse with Key note by Hassaan Basit, President & CEO Conservation Halton
- Dinner and a live auction

The foundation will create engagement packages, and, welcome ideas from the Board.

Jean Williams congratulated Garner on the efforts he has made in developing the Foundation and the Gala events.

## 10. Other Business

### 10.1 Correspondence from North Aldershot Environmental Protection Association

The CEO advised that this letter is an information only piece for the Board.

## 9.0 In Camera

**CHBD 05 14** Moved by: Rick Di Lorenzo  
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **moves in camera.**

9.1 Legal Matter (CHBD 05 22 19)

9.2 Legal Matter (CHBD 05 22 20)

**CHBD 05 15** Moved by: Rick Di Lorenzo  
Seconded by: Jean Williams

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

***Carried***

## 11. Adjournment

**CHBD 05 16** Moved by: Rick Di Lorenzo

THAT the Conservation Halton Board of Directors meeting be **adjourned at 2:56 p.m.**

***Carried***

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

Date: September 22, 2022