

## Conservation Halton Board Meeting Minutes

Conservation Halton

November 23, 2023, at 1:00 PM EST

@ Zoom Webinar

### 1. Roll Call

#### Members Present

Sara Bailey  
Rob Burton  
Cathy Duddeck (Vice Chair)  
Allan Elgar  
Jane Fogal  
Chantal Garneau  
Dave Gittings  
Gordon Krantz  
Gerry Smallegange (Chair)  
Kristina Tesser Derksen

#### Absent

Sameera Ali  
Cameron Kroetsch  
Shawna Stolte  
Alvin Tedjo  
Alex Wilson  
Maureen Wilson

#### Absent with Regrets

Sammy Ijaz  
Sue McFadden  
Marianne Meed Ward  
Rory Nisan

#### Staff Present

Hassaan Basit, President & CEO  
Garner Beckett, Executive Director, Conservation Halton Foundation  
Adriana Birza, Senior Advisor, Office of the President & CEO  
Craig Machan, Director, Parks & Operations  
Kellie McCormack, Director, Planning & Regulations  
Marnie Piggot, Director, Finance  
Plezzie Ramirez, Director, Human Resources  
Barb Veale, Senior Director, Watershed Strategies & Climate Change  
Mark Vytvytsky, Chief Operating Officer  
Shelly Datseris, Manager, Communications & Marketing  
Martin Keller, Senior Manager, Watershed Planning & Source Protection  
Robyn Koutrouliotis, Admin. Assistant, Office of the President & CEO

The Chair called the meeting to order at 1:12 p.m.

### 2. Disclosure of Pecuniary Interest

There were **no disclosures of pecuniary interest.**

### 3. Acceptance of Agenda

CH 09 01

Moved by: Chantal Garneau  
Seconded by: Sara Bailey

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

***Carried***

### 4. CEO Verbal Update

The CEO provided an update on various areas of the organization.

#### ***Financial***

##### *2024 Budget*

Conservation Halton's (CH) 2024 budget was presented to Halton Region Council on November 15, 2023. Final budget approval is scheduled for December 13, 2023. The other funding municipalities did not request budget presentations.

##### *Financial Update Report*

The Budget Variance Report listed on the agenda as Item 5.9 notes a slowdown in planning applications and revenue. Staff is monitoring the situation and reviewing a mitigation strategy for any impacts to the 2024 budget.

#### ***Planning and Regulatory Policy/Mapping Matters***

##### *Conservation Halton Environmental Registry (ERO) Comments (Item 5.7)*

Staff noted the formal comment period for the ERO has closed. However, municipalities still have the option to advocate to Provincial representatives.

##### *Watercourse Realignment*

Staff provided an overview of regulatory policy and major floodplain regulations governing tributary realignment.

##### *Memorandum of Understanding for Conservation Halton's Watershed Programs and Services*

The Memorandum of Understanding (MOU) agreements have been approved by all participating municipal councils and will be posted to the CH website.

#### ***Watershed Strategy***

##### *Survey*

The Board was invited to provide insight regarding the key resource issues within CH's jurisdiction. Background information along with a survey is available on CH's website.

#### ***People***

##### *Hamilton-Niagara's Top Employers Award*

CH was named one of Hamilton-Niagara's top employers for the second consecutive year.

Organized by the editors of Canada's Top 100 Employers, the annual competition recognizes employers based in Hamilton, Burlington, and Niagara that stand out as progressive and forward-thinking leaders in their sectors. The award recognizes our staff's passion and dedication.

The 2024 winners were announced in the Hamilton Spectator as part of a special feature and other posts on CH's social media platforms.

### **Parks**

- The Request for Proposal (RFP) for the Crawford Lake boardwalk project has been awarded.
- The RFP for the Crawford Lake visitors' centre has now closed.
- The Kelso/Glen Eden Road paving project is complete.
- The Christmas Town event at Mountsberg Conservation Area has begun. Upcoming events include Winterlit and Maple Town.
- Hazard tree removal will begin at Clappison and Waterdown in December and continue through Spring 2024.

### **5. Consent Items**

- 5.1. Approval of AMENDED September 21, 2023, Conservation Halton Board Meeting Minutes
- 5.2. Approval of DRAFT October 19, 2023, Conservation Halton Board Meeting Minutes
- 5.3. Approval of DRAFT November 9, 2023, Governance & Risk Committee Meeting Minutes
- 5.4. Purchasing Activity – August 1, 2023, to September 30, 2023 (CHB 09 23 01)
- 5.5. Permits & Letters of Permission Issued under Ontario Regulation 162/06 from July 1 to September 30, 2023 (Q3 2023) (CHB 09 23 02)
- 5.6. Conservation Halton Environmental Registry (ERO) Comments (CHB 09 23 03)
- 5.7. Partnership with Halton Region Federation of Agriculture (CHB 09 23 04)
- 5.8. Budget Variance Report for the Period Ended September 30, 2023, and 2023 Projected Year End Amounts (CHB 09 23 05)

### **6. Action Items**

- 6.1. Proposed 2024 Planning and Permit Review Fees (CHB 09 23 06)

**CH 09 02**

Moved by: Kristina Tesser Derksen  
Seconded by: Chantal Garneau

THAT the Conservation Halton Board **approves the proposed 2024 fees outlined in the staff report entitled "Proposed 2024 Planning and Permit Review Fees" dated November 23, 2023, with an effective date of January 1, 2024;**

And

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

**Carried**

**7. In Camera**

**CHB 09 03**

Moved by: Jane Fogal  
Seconded by: Gordon Krantz

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

**Carried**

7.1. Legal Matter (CHB 09 23 07)

7.2. Legal Matter (CHB 09 23 08)

7.3. Personnel Matter (CHB 09 23 09)

**CHB 09 04**

Moved by: Allan Elgar  
Seconded by: Cathy Duddeck

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

**Carried**

**8. Other Business**

There was **no other business.**

**9. Adjournment**

**CHB 09 05**

Moved by: Allan Elgar

THAT the Conservation Halton Board meeting **be adjourned at 2:13 p.m.**

**Carried**



Signed by:

Hassaan Basit, President & CEO/Secretary-Treasurer

Date:

February 15, 2024