

Conservation Halton Board Meeting/Annual General Meeting Minutes

Conservation Halton

April 17, 2025, at 1:00 p.m. EDT

@ 2596 Britannia Road West, Burlington, ON L7P 0G3

1. Roll Call

Members Present

Sameera Ali
Sara Bailey
Cathy Duddeck (Vice-Chair)
Allan Elgar
Jane Fogal
Chantal Garneau
Dave Gittings
Sammy Ijaz
Cameron Kroetsch
Gordon Krantz
Marianne Meed Ward
Rory Nisan
Gerry Smallegange (Chair)
Shawna Stolte
Alvin Tedjo
Alex Wilson

Absent with Regrets

Rob Burton
John-Paul Danko (Leave)
Sue McFadden (Leave)
Kristina Tesser Derksen (Leave)

Staff Present

Chandra Sharma, President & CEO/Secretary-Treasurer
Garner Beckett, Executive Director, Conservation Halton Foundation
Adriana Birza, Senior Advisor, Office of the President & CEO
Diana Huson, Head of Corporate Affairs
Craig Machan, Director, Parks & Operations
Kellie McCormack, Director, Planning & Regulations/Strategic Initiatives & Partnerships
Plezzie Ramirez, Director, Human Resources
Justin Wei, Acting Director, Finance
Winston Young, Chief Financial Officer
Janette Brenner, Senior Manager, Water Resources Engineering
Emma DeFields, Senior Environmental Planner
Glenn Farmer, Manager, Flood Forecasting & Operations
Nikki Garstang, Health & Safety Manager
Adam Huycke, Associate Director, Development Review
Martin Keller, Senior Manager, Watershed Planning & Source Protection
Robyn Koutrouliotis, Administrative Assistant, Office of the President & CEO
Rebecca Munro, Senior Manager, Corporate Services
Leah Smith, Policy & Special Initiatives Lead
Amanda Thind, Manager, Finance

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

2. Land Acknowledgement

The Chair read a land acknowledgement.

3. Disclosure of Pecuniary Interest

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

4. Acceptance of Agenda

CH 03 01

Moved by: Chantal Garneau

Seconded by: Gordon Krantz

THAT the Conservation Halton Board **approves the agenda as presented.**

Carried

5. President & CEO Verbal Update

Chandra Sharma, President & CEO, introduced Conservation Halton's (CH) new Chief Financial Officer Winston Young and Head of Corporate Affairs Diana Huson and provided an update on various areas of the organization, including upcoming Board governance training; Parks winter programming and visitor statistics; grants and other funding received to date; the 2026 budget cycle; amendments to the Conservation Halton Purchasing Policy to permit local sourcing preference; spring tree planting initiatives; and CH's partnership with Trees for Life.

The President & CEO noted Members John-Paul Danko, Sue McFadden, and Kristina Tesser Derksen are on leave due to candidacy in the Federal election.

6. Conservation Halton Foundation Update

The Executive Director, Conservation Halton Foundation, provided an update on Foundation operations, including the upcoming Blue Gala on June 12, 2025, at Area 8 Conservation Area in Milton; the completion of the Foundation's Connected Campaign; the election of Member Rory Nisan as Vice-Chair for the Foundation Board of Directors, 2025-2026; and the retirement of long-time Foundation Board members Don Ford and Ed Wells.

7. Annual General Meeting 2025

7.1. 2024 Year in Review (Chandra Sharma, President & CEO)

8. Presentations

8.1. Proposed Spill Flood Hazard Policies and Technical Guide (Leah Smith, Policy & Special Initiatives Lead & Janette Brenner, Senior Manager, Water Resources Engineering) (Item 11.7)

9. Minutes of the Conservation Halton Board & Committees

- 9.1. Approval of DRAFT February 20, 2025, Conservation Halton Board Inaugural Meeting Minutes
- 9.2. Approval of DRAFT February 20, 2025, Conservation Halton Board Meeting Minutes
- 9.3. Approval of DRAFT April 3, 2025, Conservation Halton Finance & Audit Committee Meeting Minutes
- 9.4. Approval of DRAFT April 4, 2025, Conservation Halton Governance & Risk Committee Meeting Minutes

CH 03 02

Moved by: Rory Nisan

Seconded by: Alex Wilson

THAT the Conservation Halton Board **approves the minutes as presented.**

Carried

10. Consent Items

- 10.1. Momentum Strategic Plan Update, 2024 (CHB 03 25 01)
- 10.2. Occupational Health & Safety Update – March 1, 2024, to March 31, 2025 (CHB 03 25 02)
- 10.3. Conservation Halton Weather & Watershed Conditions Update (CHB 03 25 03)
- 10.4. Hamilton Harbour Remedial Action Plan Program Update (CHB 03 25 04)
- 10.5. Notice of Public Engagement Session #2 for Flood Hazard Mapping Study: Sixteen Mile Creek to Lower Morrison Creek (Midtown Oakville) (CHB 03 25 05)
- 10.6. Purchasing Activity – September 1, 2024, to December 31, 2024 (CHB 03 25 06)

The consent items **were adopted.**

11. Action Items

- 11.1. 2024 Audited Financial Statements (CHB 03 25 07)

CH 03 03

Moved by: Cameron Kroetsch

Seconded by: Jane Fogal

THAT the Conservation Halton Board **approves the audited financial statements for the year ended December 31, 2024, as recommended by the Conservation Halton Finance & Audit Committee on April 3, 2025.**

Carried

- 11.2. Appointment of Auditor for 2025 (CHB 03 25 08)

CH 03 04

Moved by: Alvin Tedjo

Seconded by: Sameera Ali

THAT the Conservation Halton Board **approves the reappointment of KPMG LLP as auditor for Conservation Halton for the 2025 fiscal year, as recommended by the Conservation Halton Finance & Audit Committee on April 3, 2025.**

Carried

11.3. Amendments to The Halton Region Conservation Authority General Membership By-law, No. 2018-01 and Conservation Halton Purchasing Policy (CHB 03 25 09)

CH 03 05

Moved by: Dave Gittings

Seconded by: Sara Bailey

THAT the Conservation Halton Board **approves the proposed amendments to The Halton Region Conservation Authority General Membership By-law, No. 2018-01, as recommended by the Conservation Halton Governance & Risk Committee on April 4, 2025;**

And

THAT the Conservation Halton Board **approves the proposed amendments to the Conservation Halton Purchasing Policy, as recommended by the Conservation Halton Governance & Risk Committee on April 4, 2025.**

Carried

11.4. Amendments to the Conservation Halton Board Committee Terms of Reference (CHB 03 25 10)

CH 03 06

Moved by: Cathy Duddeck

Seconded by: Allan Elgar

THAT the Conservation Halton Board **approves the proposed amendments to the Conservation Halton Compensation Committee Terms of Reference, as recommended by the Conservation Halton Governance & Risk Committee on April 4, 2025;**

And

THAT the Conservation Halton Board **approves the proposed amendments to the Conservation Halton Finance & Audit Committee Terms of Reference, as recommended by the Conservation Halton Governance & Risk Committee on April 4, 2025;**

And

THAT the Conservation Halton Board **approves the proposed amendments to the Conservation Halton Governance & Risk Committee Terms of Reference, as recommended by the Conservation Halton Governance & Risk Committee on April 4, 2025.**

Carried

11.5. Reappointment of Members to the Conservation Halton Foundation Board of Directors (CHB 03 25 11)

CH 03 07

Moved by: Rory Nisan

Seconded by: Chantal Garneau

THAT the Conservation Halton Board **approves the reappointment of the following Members of the Conservation Halton Foundation Board of Directors for a two (2)-year term ending at the Conservation Halton Foundation Board of Directors Annual General Meeting in 2027:**

- **George Caines**
- **Galen Naidoo Harris**
- **Catherine Mulvale**
- **Jim Sweetlove**
- **Bryden Tait**
- **Jane Wilcox**

Carried

11.6. Appointment of Hassaan Basit to the Conservation Halton Foundation Board of Directors (CHB 03 25 12)

CH 03 08

Moved by: Gordon Krantz
Seconded by: Sammy Ijaz

THAT the Conservation Halton Board **approves the appointment of Hassaan Basit for a two (2)-year term ending at the Conservation Halton Foundation Board of Directors Annual General Meeting in 2027.**

Carried

11.7. Proposed Spill Flood Hazard Policies and Technical Guide (CHB 03 25 13)

CH 03 09

Moved by: Dave Gittings
Seconded by: Jane Fogal

THAT the Conservation Halton Board **approves the Conservation Halton Spill Flood Hazard Policies;**

And

THAT the Conservation Halton Board **approves the Conservation Halton Flood Hazard Policies: Technical Guide.**

Carried

11.8. Authorization Request for Approval of Award of Contract for Road Works – Mountsberg Conservation Area RFT # 040325 (CHB 03 25 14)

CH 03 10

Moved by: Marianne Meed Ward
Seconded by: Shawna Stolte

THAT the Conservation Halton Board **approves the award of contract for the Road Works – Mountsberg Conservation Area to Associated Paving & Materials Limited on the basis of “Lowest Bidder” in alignment with the Conservation Halton Purchasing Policy Section 2.3.2 “Requests for Proposals and Tenders of \$500,000 and over”.**

Carried

12. Other Business

There was **no other business**.

13. In Camera

CH 03 11 Moved by: Alvin Tedjo
Seconded by: Cathy Duddeck

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

Carried

13.1. In Camera Minutes of the Conservation Halton Board & Committees

13.1.1 Approval of DRAFT February 20, 2025, Conservation Halton Board In Camera Meeting Minutes

CH 03 12 Moved by: Alvin Tedjo
Seconded by: Cathy Duddeck

Carried

13.2. Legal Matter (CHB 03 25 15)

CH 03 13 Moved by: Alvin Tedjo
Seconded by: Cathy Duddeck

Carried

14. Reconvene in Public Forum

CH 03 14 Moved by: Alvin Tedjo
Seconded by: Cathy Duddeck

THAT the Conservation Halton Board **reconvenes in public forum**;

And

THAT Conservation Halton staff **proceeds as directed In Camera**.

Carried

15. Adjournment

CH 03 15 Moved by: Cathy Duddeck

THAT the Conservation Halton Board meeting/Annual General Meeting **be adjourned at 2:56 p.m.**

Carried

Signed by: Chandra Sharma, President & CEO/Secretary-Treasurer

Date: June 19, 2025

DRAFT