

**MEETING NO: # Conservation Halton Board of Directors # 06 21**

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## MINUTES

The Conservation Halton Board of Directors Meeting was held on Thursday, September 23, at 3:00 p.m. via Zoom Webinar.

**Members Present:**

Hamza Ansari  
Rob Burton  
Mike Cluett  
Rick Di Lorenzo  
Joanne Di Maio  
Cathy Duddeck  
Allan Elgar  
David Gittings  
Zobia Jawed  
Moya Johnson  
Gordon Krantz  
Marianne Meed Ward  
Rory Nisan  
Gerry Smallegange  
Jim Sweetlove  
Jean Williams

**Absent with regrets:**

Steve Gilmour  
Zeeshan Hamid  
Bryan Lewis

**Guests:**

Rod Northey, Partner, Gowling WLG (Canada) LLP

**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  
Niamh Buckley, Administrative Assistant, Office of the President & CEO  
Chitra Gowda, Snr. Manager, Watershed Planning and Source Protection  
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  
Pavan Seth, Procurement Manager  
Barb Veale, Director, Planning & Watershed Management  
Mark Vytvytskyy, Chief Operations Officer

Chair Gerry Smallegange called the meeting to order at 3:10 p.m.

**1. Roll Call**

**2. Disclosure of Pecuniary Interest for CHF Board of Directors**

There were **NONE**.

**3. Acceptance of AMENDED Agenda**

**CHF 06 01** Moved by: Jim Sweetlove  
Seconded by: David Gittings

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

*Carried*

**4. CEO Verbal Update**

The CEO provided a brief update on an incident that took place at Kelso today. A third-party, certified electrical contractor was injured while carrying out works at Kelso Conservation Area on the afternoon of September 23, 2021. The incident occurred at the Kelso pumphouse, located on the west side of Kelso Lake. The Park has been closed for the remainder of the day.

The CEO went on to share an update on what CH have been working on throughout the summer months:

- CH has implemented a COVID-19 Vaccination Policy effective September 13, 2021.
- The CEO has met with the participating municipalities on the 2022 Budget and has received positive feedback. Keeping in line with Halton Region Guidelines of an increase of 3.7%, CH has come in at 3.5% increase. The 2022 Budget will be shared with the Board for approval in October.
- Park visitation is at 1.4 million for 2021. Summer camps participation saw an increase of 1200 compared to last year.  
Staff have been busy working on fall/winter events: Indigenous Food Sovereignty Celebration and Garden opening which took place at Crawford Lake in early September and was a great success, Terra Firma (Conservation Foundation Gala) and upcoming event "Hops and Harvest" which will take place weekend of October 2; Kelso fall chair ride lifts, Winterlit and Christmas Town at Mountsberg.
- The Planning and Regulations teams continue to operate at full steam to meet the demands of developers and the public while maintaining service standards.
- CH and CHF have received over half a million in grants with decisions pending on other grants.
- CH has engaged our insurance brokers to carry out a risk assessment at all CH facilities, parks, and trails to identify areas of concern or areas that can be improved. A full report will follow.
- CH has signed up for executive training in risk management run by DeGroot School of Business.
- CH is working on an Ethics Training program for both staff and Board with a qualified instructor. At the November board meeting this training will target the Board members.

- Thank you to all who turned out for Terra Firma (Conservation Halton Foundation 2021 Gala). It was great success based on all the metrics and a great opportunity to share our vision at Conservation Halton and Conservation Halton Foundation.

## 5. Presentation:

### 5.1 Parks Pass Story and Analytics (Mark Vytvytskyy, Chief Operations Officer)

Chair Gerry Smallegange thanked the COO for sharing the analytics and the work that has been done in order for CH to understand and grow their market base.

In response to Jean Williams question as to how the senior population who may not have access to technology can access the parks, the COO advised that the Visitor Services can support those guests.

## 6. Consent Items

- 6.1 Approval of the Conservation Halton Board of Directors DRAFT Meeting Minutes dated June 17
- 6.2 Purchasing Memo - April 1, 2021, to July 31, 2021 (CHBD 06 21 01)
- 6.3 East Burlington Creeks Flood Hazard Mapping Study Update CH File No. ADM 356 (CHBD 06 21 02)
- 6.4 Permits & Letters of Permission issued under Ontario Regulation 162/06 from April 1 to June 30, 2021 (CHBD 06 21 03)

The consent items **were adopted**.

## 7. Action Items

- 7.1 Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal (CHBD 06 21 04)

### CHBD 06 02

Moved by: Marianne Meed Ward  
Seconded by: Rory Nisan

THAT the Conservation Halton Board of Directors **receives for information the Staff report entitled "Cootes to Escarpment EcoPark System Strategic Plan and MOU Renewal"**.

And

THAT the Conservation Halton Board of Directors **approves the Cootes to Escarpment EcoPark System Strategic Plan 2021-2030 and the Cootes to Escarpment EcoPark System 2022-2026 Memorandum of Understanding**.

*Carried*

7.2 Budget Variance Report for the Period Ended July 31, 2021, and 2021 Projected Year End Amounts  
(CHBD 06 21 05)

**CHBD 06 03** Moved by: Cluett  
Seconded by: David Gittings

THAT the Conservation Halton Board of Directors **receives for information the staff report dated September 23, 2021, on the Budget Variance Report for the period ended July 31, 2021, and 2021 Projected Year End Amounts;**

And

THAT the Conservation Halton Board of Directors **approves a new 2021 capital project for Enhancing Trail Systems and Park Infrastructure and budget amount of \$1,041,500 with project expenses to be funded by the Conservation Areas Capital Reserve if required until formal funding agreements are confirmed.**

*Carried*

## 8. CHF Update

Chair Jim Sweetlove shared the highlights from Terra Firma (Conservation Halton Foundation 2021 Gala):

- Attendance was capped at 200 which included sponsors, donors, developers, and key political figures.
- CH Board and CHF Board members were well represented at the event which provided a great opportunity for engagement.
- Specially shout out to staff and volunteers at the event for working tirelessly and engaging so meaningfully with guests.
- The Chair congratulated CEO Hassaan Basit and CHF Executive Director, Garner Beckett for their vision and leadership in executing the event.

The Chair advised that Item **No. 10 Other Business** on the agenda would be addressed prior to moving In Camera.

## 10. Other Business

There was **no** other business.

## 9. IN CAMERA

**CHBD 06 04** Moved by: Jean Williams  
Seconded by: Mike Cluett

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

*Carried*

- 9.1 Legal Matter - Verbal Update (Rod Northey, Partner, Gowling WLG)
- 9.2 Confidential Matter  
(CHBD 06 21 06)
- 9.3 Legal Matter  
(CHBD 06 21 07)
- 9.4 Legal Matter  
(CHBD 06 21 08)
- 9.5 Legal Matter – Verbal Update

**CHBD 06 05:** Moved by: Marianne Allan Elgar  
Seconded by: Moya Johnson

THAT the Conservation Halton Board of Directors **reconvene in public forum and that staff proceed as directed In Camera.**


*Carried*

## 11. Adjournment

**CHBD 06 06** Moved by: Moya Johnson

THAT the Conservation Halton Board of Directors Meeting **be adjourned at 4:55 p.m.**

*Carried*

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

Date: **October 21, 2021**