

**MEETING NO:** # 01 20 Conservation Halton Board of Directors

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## MINUTES

A meeting of the Conservation Halton Board of Directors was held on Thursday, February 20, 2020 beginning at 3:00 p.m. at Conservation Halton's Administration Office, Burlington.

**Members Present:**

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

**Absent:**

Hamza Ansari

**Guests present:**

Peter Pickfield, Partner, Garrod Pickfield LLP

**Staff present**

Robin Ashton, Manager, Marketing & Communications  
Kim Barrett, Associate Director, Science and Partnerships  
Hassaan Basit, CAO/Secretary-Treasurer  
Garner Beckett, Director, CH Foundation  
Adriana Birza, Manager, Office of the CAO  
Niamh Buckley, Administrative Assistant  
Craig Machan, Senior Manager, Kelso/Glen Eden & Park Operations  
Kellie McCormack, Senior Manager, Planning & Regulations  
Marnie Piggot, Director, Finance  
Plezzie Ramirez, Senior Manager, Human Resources  
Jill Ramseyer, Director, Corporate Compliance  
Pavan Seth, Procurement Specialist, Corporate Compliance  
Katie Skillen, Associate Director, Marketing and Communications  
Barb Veale, Director, Planning & Watershed Management  
Mark Vytvytsky, Interim Director, Parks and Operations

Lawrence Wagner, Senior Director, Corporate Services

Chair Gerry Smallegange called the meeting to order at 3:07 p.m. and noted 2 new items will be added to the agenda:

**6.5 Legal matter (verbal update by the CAO)**

**8.1. Debrief on provincial multistakeholder CA consultations.**

**1. Acceptance of AMENDED Agenda.**

**CHBD 01 01** Joanne Di Maio  
Cathy Duddeck

THAT the Conservation Halton Board of Directors **accept the AMENDED agenda as distributed.**

*Carried*

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

There were **NONE.**

**3. Presentation**

2020 Gala Presentation (1st draft)

Garner Beckett, Director Conservation Halton Foundation

CHF Director introduced the name/theme for the 2020 Gala: “Ephemeros” meaning “lasting but a day”, “short lived” or “temporary”. The tool kit for introducing this year’s gala will be provided to the board members in the coming weeks.

CHF Director expressed his sincere thanks and appreciation to the Board members for their support of last years CHF Gala.

**4. Consent Items**

Roll Call & Mileage

Approval of Conservation Halton Board of Director meeting minutes dated November 20, 2019.

4.1 Kelso Dam Update  
(Report #: CHBD 01 20 01)

4.2 Conservation Halton Planning and Watershed Management Year End Report, 2019  
CH File No.: ADM 006  
(Report #: CHBD 01 20 02)

4.3 Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06  
September 1, 2019 to December 31, 2019  
(Report #: CHBD 01 20 03)

4.4 Sewage Spillage at Chedoke Creek

(Report #: CHBD 01 20 04)

- 4.5 Purchasing Report from November 2019 – January 2020  
(Report #: CHBD 01 20 05)

## 5. Action Items

- 5.1 Purchasing policy update  
(Report #: CHBD 01 20 06)

**CHBD 01 02** Moved by: Moya Johnson  
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **approve changes to the Purchasing Policy outlined in the staff report dated February 20, 2020.**

*Carried*

- 5.2 CH Foundation Directors appointment to the CH Foundation Board  
(Report #: CHBD 01 20 07)

**CHBD 01 03** Moved by: Gordon Krantz  
Seconded by: Jim Sweetlove

THAT the Conservation Halton Board of Directors **approve the appointment of the following individuals, as members to the Conservation Halton Foundation Board of Directors for a two-year term:**

- **Bill Mann**
- **Madhav Murti**
- **Mavis Shang**

*Carried*

Jim Sweetlove provided a brief description of the newly appointed members.

At this time, Jim Sweetlove also provided an update on the CH Foundation. A CHF Board meeting was held at Glen Eden on Wednesday, February 19, 2020. At the April CHF meeting, members will be provided with the strategy and fundraising goals for the next 2 – 5 years.

- 5.3 Project Technical Advisory Committee  
Halton Watershed Stewardship Program  
(Report #: CHBD 01 20 08)

**CHBD 01 04** Moved by: Mike Cluett  
Seconded by: Rob Burton

THAT the Conservation Halton Board of Directors **approve the Terms of Reference of the Project Technical Advisory Committee of the Landowner Outreach and Restoration Program Report**

*Carried*

## **6. In Camera**

**CHBD 01 05** Moved by: Jean Williams  
Seconded by: Rory Nisan

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

*Carried*

- 6.1 Legal matter  
(Report #: CHBD 01 20 09)
- 6.2 Legal matter  
(Report #: CHBD 01 20 10)
- 6.3 Legal matter  
(Presentation by Barb Veale, Director, Planning & Watershed Management)
- 6.4 Legal matter (Personnel)  
(Verbal update by Craig Machan, Senior Manager Park Operations)
- 6.5 Legal matter (Personnel)  
(Verbal update by Hassaan Basit, CAO)

**CHBD 01 06** Moved by: Moya Johnson  
Seconded by: Jean Williams

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

And

THAT the Conservation Halton Staff **proceed as directed by the CH Board of Directors.**

*Carried*

## **7. CAO Verbal Update**

The CAO introduced new senior staff members Associate Director of Marketing & Communications Katie Skillen and Interim Director of Parks & Operations, Mark Vytvytskyy. Mark's position has been extended for one more year from April 2020 and he has agreed to take on the additional role as Executive Lead for Digital Transformation.

## 7.1 Glen Eden 2019/2020 season update

Interim Director of Parks & Operations, Marky Vytvytskyy provided a parks update:

- \$3.1 million in Gross revenue since the opening of Glen Eden despite unfavourable weather conditions.
- School & Group visits to Mountsberg and Crawford increased from 18, 811 in 2018 to 22,488 in 2019.
- 8,370 visitors took part in Christmas Town at Mountsberg and the lottery for the participants was well received.
- Customer service staff at Glen Eden have access to 8 iPads for members sign in which will reduce wait time at the rental shop. Customers will also be able to complete waivers online.

## 8. Other Business

### 8.1 Debrief on provincial multistakeholder CA consultations (Verbal update by Hassaan Basit, CAO)

The CAO provided a debrief on the Conservation Authorities consultations that are being held by the Province for multistakeholders. Rob Burton and Allan Elgar had also attended one of the consultations and they shared their experience with the Board.

The Province has also created a Conservation Authorities online survey to enable stakeholder to provide further feedback. A soft copy has been provided to the Board and a link to the online survey will be sent immediately after the meeting.

The CAO announced that Diane Bloomfield, Source Water Protection Manager is retiring at the end of March. CH will be recruiting for this role and hope to have it filled by the end of April 2020.

## 9. Other Business

There was no other business

## 10. Adjournment

**CHBD 01 07**

Moved by: Jean Williams

THAT the Conservation Halton Board meeting be adjourned at 5:35 p.m.

***Carried***