

**MEETING NO: # 02 19**

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## MINUTES

A meeting of the Conservation Halton Board of Directors was held on Thursday, February 28, 2019 beginning at 3:00 p.m. at Conservation Halton's Administration Office, Burlington.

Members Present: Rob Burton  
Mike Cluett  
Joanne Di Maio  
Cathy Duddeck  
Allan Elgar  
Stephen Gilmour  
Dave Gittings  
Moya Johnson  
Gordon Krantz  
Bryan Lewis  
Gerry Smallegange  
Jim Sweetlove  
John Vice  
Ed Wells  
Marianne Meed Ward (arrived at 4:15 p.m.)  
Jean Williams

Guests: Hamza Ansari  
Rick Di Lorenzo  
Rory Nisan (arrived at 4:10 p.m.)  
  
Andrew Grunda, Principal, Watson & Associates

Absent: Rob Duvall  
Sue McFadden

Staff present: Hassaan Basit, CAO/Secretary-Treasurer  
Adriana Birza, Executive Assistant  
Niamh Buckley, Administrative Assistant  
Gene Matthews, Director, Parks & Recreation  
Kellie McCormack, Senior Manager, Development Planning & Watershed  
Management  
Marnie Piggott, Director, Finance

Plezzie Ramirez, Manager, People Culture & Creative  
Jill Ramseyer, Associate Director, People, Culture & Creative  
Janelle Wepler, Associate Director, Engineering  
Barb Veale, Director, Planning & Watershed

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

Consent Item 4.5 Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 (2019) ERO No.: 013-4504/CH File No.: PPL053 will be moved under Action Item 5.5.

## 1. Acceptance of AMENDED Agenda

**CHBD 02 01** Moved by: Mike Cluett  
Seconded by: Jean Williams

That Conservation Halton Board of Directors **accept the AMENDED Agenda.**

*Carried*

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

**There was no disclosure of Pecuniary Interest.**

3. **Presentations:** Health & Safety  
(Jill Ramseyer, Associate Director, P&C)

Allan Elgar inquired as to how many of the injuries that occurred at Glen Eden were WSIB related. Jill Ramseyer will provide a response at next CH Board meeting on March 21, 2019.

Rates & Fees Review – Presentation attached  
(Andrew Grunda, Principal, Watson & Associates)

## 4. Consent Items

Roll Call & Mileage

Approval of Board of Directors Minutes dated November 22, 2018

Approval of Source Protection Authority Minutes dated November 22, 2018

\*\* Approval of AMENDED Board of Directors Minutes dated September 27, 2018

4.1 Kelso Dam Update  
Report #: CHBD 02 19 02

4.2 Bill 66, Restoring Ontario's Competitiveness Act, 2018 (ERO # 013-4293)  
Report #: CHBD 02 19 03

4.3 Ontario's Housing Supply Action Plan  
Report #: CHBD 02 19 04

- 4.4 Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan  
ERO No.: 013-4208 CH/File No.: PPL049  
Report #: CHBD 02 19 05
- 4.6 Quarterly Permits & Letters of Permission issued under Ontario Regulation 162/06  
October 1, 2018 to December 31, 2018  
Report #: CHBD 02 19 07

Consent items were adopted.

## 5.0 Action Items

- 5.1 Payroll System Upgrade  
Report #: CHBD 02 19 08

**CHBD 02 02** Moved by: Rob Burton  
Seconded by: Mike Cluett

**THAT the Conservation Halton Board of Directors approve advancing the upgrade of the payroll system from the 2020 capital forecast to 2019 with a total implementation cost for Phases 1 and 2 of \$89,500;**

**THAT Conservation Halton enters into a three-year agreement with Ceridian for the payroll system upgrade implementation and annual payroll services;**

**THAT the upgrade be funded as proposed in the report for Phases 1 and 2 with deferred capital funding for \$33,375 and a transfer from the Watershed Management Stabilization Reserve of up to \$6,925 for Watershed Management and Support Services allocated costs and a transfer from the Conservation Areas capital reserve up to \$49,200;**

**THAT the payroll system be included in future budgets and forecasts for future upgrades at least every 5 years consistent with the digital transformation objectives in the strategic plan and**

**FURTHER THAT the estimated costs for payroll processing in 2019 be funded by savings expected in benefit costs.**

*Carried*

- 5.2 Planning Permits, Parks Rates and Fees Review  
Report #: CHBD 02 19 09

**CHBD 02 03** Moved by: Moya Johnson  
Seconded by: Gord Krantz

THAT the Conservation Halton Board of Directors **approve a guiding principle for the setting of fees for services, not funded through other funding sources, of a target recovery rate of 100% of costs for the review of planning and permit applications and Conservation Areas, consistent with the recommended methodology outlined in the Watson Rates and Fees Review reports;**

**THAT for fees below the 100% costs recovery target level, fee increases be phased in to the extent possible during the annual budget process and**

**FURTHER THAT the Watson & Associates Rates and Fees reports be received for information.**

*Carried*

5.3 Proposed 2019 Plan Review and Permit Application Fee schedules  
CH File Number: ADM 049  
Report #: CHBD 02 19 10

**CHBD 02 04** Moved by: Allan Elgar  
Seconded by: Jean Williams

THAT the Conservation Halton Board of Directors **approve a target cost recovery rate of 100% for the review and processing of both planning and permit applications, effective March 1, 2019;**

THAT the Conservation Halton Board of Directors **approve the proposed Plan Review and Permit Application Fee Schedules as outlined in the staff report entitled “Proposed 2019 Plan Review and Permit Application Fee Schedules,” dated February 28, 2019, with an effective date of March 1, 2019; provide appropriate notice to municipalities and neighbouring conservation authorities; and, post the revised fee schedules to the Conservation Halton website;**

THAT the Conservation Halton Board of Directors **direct staff to investigate opportunities for further cost recovery for other services provided through the Planning and Watershed Management Department;**

THAT the Conservation Halton Board of Directors **direct staff to review fees and recommend fee adjustments on an annual basis.**

*Carried*

5.4 Ontario Endangered Species Act 10th Year Review Discussion Paper  
ERO NO: 013-4143/CH FILE No. PPL 052  
Report #: CHBD 02 19 11

**CHBD 02 05** Moved by: Cathy Duddeck  
Seconded by: Joanne Di Maio

THAT the Conservation Halton Board of Directors **approve Conservation Halton's Draft Comments on the Ontario *Endangered Species Act* 10<sup>th</sup> Year Review Discussion Paper (as attached) and direct staff to submit them to the Ministry of Environment, Conservation and Parks.**

*Carried*

5.5 Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 (2019) ERO No.: 013-4504/CH File No.: PPL053  
Report #: CHBD 02 19 06

**CHBD 02 06**

Moved by: Moya Johnson  
Seconded by: Gord Krantz

THAT the Conservation Halton Board of Directors **receives for information the Staff report Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017 (2019).**

THAT the Conservation Halton Board of Directors **approve the addition of a comment advising the provincial government that the designation of a Provincially Significant Employment Zone for the CN Milton Lands is premature as the lands are currently subject to a Canadian Environmental Assessment Panel Review Hearing.**

*Carried*

## **6. In Camera Items**

**CHBD 02 07**

Moved by: Jean Williams  
Seconded by: Rob Burton

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

*Carried*

6.1 Legal Matter  
Report #: 02 19 12

6.2 Legal Matter  
Report #: 02 19 13

6.3 CAO goals for 2019  
Report #: 02 19 14

**CHBD 02 08**

Moved by: Rob Burton  
Seconded by: Mike Cluett

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

**CHBD 02 09**

Moved by: Jean Williams  
Seconded by: Rob Burton

THAT the Conservation Halton Board of Directors **direct staff to proceed as discussed In Camera.**

*Carried*

## 7. CAO Update

- 7.1 Hassaan Basit provided an update that the Board Self Assessment Survey and the Board Chair survey conducted in November 2018 will be reviewed at the Governance Committee meeting scheduled for Thursday, March 21 and next steps will be shared at the Board Meeting in April 2019.
- 7.2 Hassaan Basit provided an update on a recent event at Crawford Lake. A group of scientists from Brock University and Carleton were there to collect samples from the lake. These samples may define the beginning of the Anthropocene Epoch at Crawford Lake. A documentary team also attended to take video footage. These samples will be shared with a researcher at CERN in Switzerland for further analysis.
- 7.3 Hassaan Basit reported that on the morning of December 24th, 2018 staff at Kelso/Glen Eden discovered the leak of furnace oil at the Main Chalet. After an immediate assessment of the situation the Spills Action Centre was contacted by Senior Parks and Recreation staff (Reference Number: 7661-B7RK2A). As current monitoring does not indicate that the spill has left Conservation Property the matter remains under the jurisdiction of the Technical Standards and Safety Authority (TSSA). The contamination area is largely subsurface with very little on surface spillage.
- 7.4 Gene Matthews provided an update on Glen Eden 2018/2019 season as requested by Jean Williams:
- Glen Eden opened on December 22<sup>nd</sup> and has remained open despite challenging weather.
  - Gross Sales year to date are 14% increased compared to previous 3-year average.
  - Currently, we are anticipating remaining open with excellent conditions until the end of the March Break – March 17<sup>th</sup>. We are not planning to remain open after this date.
- Christmas Town:
- September online lottery system continues to work well – though we continuously look to improve registration.
  - Program ran from November 13<sup>th</sup> through December 24<sup>th</sup>.
  - 9,107 total visitors – which is the maximum capacity. 18 School classes attended the program.
  - Visitor feedback remains very much positive.
- 7.4 Hassaan Basit reminded members that the “Tap a Tree” event was happening on Friday March 1. MP Karina Gould expected to attend.

## **8. Other Business**

### **8.1 CH Foundation Update**

Jim Sweetlove provided a brief update on the Foundation which will be a reoccurring item for future board meetings.

CH Foundation are currently preparing to kick off their first Capital Campaign. Garner Beckett, Director had hosted a meeting for Board members with KCI as guest speakers discussing viability of the campaign.

Jim Sweetlove encouraged board members to attend the Foundation Gala on June 20<sup>th</sup> and noted that individual tickets along with full tables are available for purchase.

## **9. Adjournment**

**CHBD 02 10** Moved by: Brian Lewis

THAT the Conservation Halton Board of Directors **adjourn at 5:00 p.m.**

**Signed:**



**Hassaan Basit, CAO/Secretary-Treasurer**

**Date:**

March 21, 2019