

Governance & Risk Committee Agenda - November 4 - 02 21

Zoom Meeting: Please click this URL to join.

<https://us02web.zoom.us/j/84241426648?pwd=SGZXazNoRVNVaHFnekIrQ2IYN1VCUT09> / Passcode:
545182



Zoom Meeting



Start: Thursday, November 4, 2021 - 3:00pm

End: Thursday, November 4, 2021 - 4:00pm

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1. Roll Call
 2. Disclosure of Pecuniary Interest for Governance & Risk Committee Members
 3. Approval of Agenda
 4. Consent Items
 - 4.1. Corporate Policy Program Update (GC 02 21 01)



Corporate Policy Program Update (GC 02 21 01)

5. Action Items

- 5.1. Board of Directors 2022 DRAFT Meeting Schedule (GC 02 21 02)



Board of Directors 2022 Draft Meeting Schedule (GC 02 21 02)



Appendix A - 2022 DRAFT Board Working Plan

- 5.2. Conservation Halton By-Law review enacted by the CA Act changes (CO Council Meeting September 27, Summary Page 28) (GC 02 21 03)



Amendments to CH Administrative By-law No. 2018-01 (rev November 4, 2021) (GC 02 21 03)



Appendix B - Amended CH Administrative By-law No. 2018 -01

6. In Camera

6.1. Consent Item (GC 02 21 04)

7. Other Business

8. Adjournment

REPORT TO: Conservation Halton Governance & Risk Committee

MEMO NO: # GC 02 21 01

FROM: Jill Ramseyer, Director, Corporate Compliance

DATE: November 4, 2021

SUBJECT: Corporate Policy Program Update

Recommendation

THAT the Conservation Halton Governance & Risk Committee **receives for information the staff report containing a summary of updates to the corporate policy management program and staff approved corporate policies.**

Report

The corporate policy management program at CH continues to evolve and is moving towards an enterprise approach. This will help to ensure that CH's ethical values and business priorities are put into practice in a consistent and sustainable way. The corporate policy library has been digitized and is housed on the SharePoint platform, is organized by department and is easily accessible to staff.

The process for addressing policy changes such as additions, revisions, and retirements has been centralized. Each policy is updated by the departmental subject matter expert and approved by the department head. Policies are then submitted to corporate compliance for tracking and maintenance. When received by the corporate compliance department, the policy owner is documented and the policy receives a risk rating of high medium or low which will be used to determine training frequency.

The following table provides statistics on policy changes since April 1, 2020, to October 25th, 2021.

Policy Change Type	Number of Policies	Comments
New Policies Created	15	The majority of new policies created were related to COVID-19 due to changing provincial requirements and the introduction of vaccines and an updated ethics and compliance program which includes a new Code of Conduct
Policies Archived	6	Policies archived were related to HR policies that were consolidated into a new code of conduct.
Policy Revisions	2	
Total Changes	23	

This centralized approach to policy management will help CH govern the creation and distribution of policies.

Impact on Strategic Goals

This report supports the Momentum strategic priority of Organizational Sustainability and is directly tied to the Objective of “Apply and integrated approach to risk, governance and compliance to ensure alignment with enterprise business objectives.”

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Jill Ramseyer
Director, Corporate Compliance

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Jill Ramseyer, Director, Corporate Compliance
jramseyer@hrca.on.ca, 905 336 1158 x2316

REPORT TO: Conservation Halton Governance & Risk Committee

REPORT NO: # GC 02 21 02

FROM: Adriana Birza, Manager, Officer of the President & CEO

DATE: November 4, 2021

SUBJECT: Board of Directors 2022 DRAFT Meeting Schedule

Recommendation

THAT the Conservation Halton Governance & Risk Committee recommends to the Board of Directors the **approval of the Board of Directors 2022 Draft Meeting Schedule and the 2022 Board Work Plan.**

Report

The attached schedule is the 2022 Meeting Schedule for the Conservation Halton Board of Directors with one date allocated for a site visit. The Advisory Committee meetings will also take place, where possible, on the same date as the Board of Directors meetings however, at an earlier time.

When necessary, the Source Water Protection Authority Board of Directors meetings will be scheduled for the same dates as a Conservation Halton Board of Directors meeting.

Our commitment is to have the meetings conclude by no later than 6:00 p.m. On those rare occasions when you must leave for other obligations, please notify the Chair and the meeting secretary in advance.

The proposed 2022 Draft Work Plan (Appendix A) takes in consideration the following:

- 2022 municipal election – removed the October Board meeting
- CA Act changes and implementation will influence some of the priorities / content of Agendas
- The Momentum CH strategic plan launched in 2021 with a new cadence for KPI tracking is reflected in the Board Workplan for 2022. Through a transparent performance measurement and reporting process, we will monitor and share our progress towards achieving our strategic objectives: CH Annual Report in April; mid-year Momentum progress report for Q1-Q2 in September.

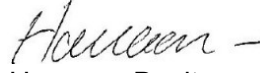
November
2021

Prepared by:



Adriana Birza
Manager, Office of the President & CEO

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT: Adriana Birza, 905.336.1158 x2295; abirza@hrca.on.ca

BOARD OF DIRECTORS 2022 MEETING SCHEDULE

Location: Zoom Videoconference until further notice

Thursday	Time	
February 17	3:00 – 6:00 <u>OR</u> <u>1:00 – 4:00</u> <u>OR</u> <u>2:00 – 5:00</u>	Board Meeting/Inaugural Meeting Election of Chair and Vice Chair
March 24	1:30 – 2:30	Governance & Risk Committee Meeting (ERM Updates)
	3:00 – 6:00 <u>OR</u> <u>1:00 – 4:00</u> <u>OR</u> <u>2:00 – 5:00</u>	Board Meeting
April 7	9:30 – 11:00	Finance & Audit Committee Meeting (Approval of 2021 DRAFT Financial Statements)
April 21	3:00 – 6:00 <u>OR</u> <u>1:00 – 4:00</u> <u>OR</u> <u>2:00 – 5:00</u>	Annual General Meeting/ Board Meeting (Recommendation from F&A to approve 2021 DRAFT Financial Statements)
May 19	TBD	
June 9	9:30 – 11:00 A.M.	Finance & Audit Committee Meeting (Approval of 2023 Preliminary budget and forecasts for discussion with municipalities)
June 30	3:00 – 6:00 <u>OR</u> <u>1:00 – 4:00</u> <u>OR</u> <u>2:00 – 4:00</u>	Board Meeting Meeting may include site tour (TBD)

