



Governance & Risk Committee

Conservation Halton

<https://us02web.zoom.us/j/82981755633?pwd=SEcwK3pyWnVpcUlkVnhrTE9YM3piZz09>

November 9, 2023, 9:30 AM - 10:30 AM EST

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Governance and Risk Committee: Policy Management Overview and Assessments and Audits

November 2023

AGENDA

1. Policy Management Overview
2. Assessments and Audits

ORGANIZATIONAL SUSTAINABILITY

Implement organizational practices that support the social, environmental, and economic dimensions of sustainability



Apply an integrated approach to risk, governance and compliance to ensure alignment of operations with enterprise business objectives



CORPORATE POLICY PROGRAM

CORPORATE POLICY DASHBOARD

- Digitization and streamlining of policies for improved accessibility for staff
- Centralized dashboard allows accessibility across all devices for front-line staff
- Highlights the number of policies that each area of work has in real-time
- Alerts will support staff with meeting review and update requirements (legislative or mandated)




Conservation Halton Policies and Procedures



CORPORATE POLICY PROGRAM

CORPORATE POLICY MANAGEMENT

- The policy template has been further updated to ensure we meet AODA standards for font, spacing and sizing
- To date, 25% of all policies have been reviewed and updated within the new template
- Where possible, policies are being consolidated and reduced
- CH has 137 corporate policies, 16 of which require Board review and approval



Policy

Respect in the Workplace

Department:	Human Resources	Effective Date:	24-Jul-23
Status:	APPROVED	Last Revision Date:	8-Sep-23

1.0 Purpose

Conservation Halton (CH) is committed to creating a diverse, inclusive, positive, safe, and healthy work environment where everyone is valued and treated with dignity and respect. Every person is expected to contribute to a positive work environment free from harassment, violence, and discrimination.

2.0 Scope

This policy applies to all CH employees, volunteers, students, contractors, and members of the Board of Directors. Members of the public, visitors to CH, or individuals conducting business with CH are also expected to adhere to this policy.

3.0 Definitions

Discrimination: any form of unfavourable treatment based on a protected grounds under the Ontario Human Rights Code including Race, colour, ancestry, citizenship, ethnic origin, or place of origin; Creed, religion; Age; Sex (including pregnancy and breastfeeding); Family status, marital status; Disability; A record of offences for which a pardon has been granted under the Criminal Records Act (Canada).

Employee: all CH employees, students, Board of Directors, volunteers, and contractors.

Respect: the act of showing appreciation for others and treating them with dignity and gratitude, free from discrimination.

Workplace: includes all CH lands, parks, offices, digital platforms, and digital interactions, and is extended to any location where CH employees are required to be because of work demands, including Conservation Halton events, social events, site visits and other activities related to CH business.

4.0 Policy

All CH employees are expected to conduct themselves in a way that promotes a respectful workplace and ensures an environment free from all forms of discrimination and inappropriate behaviour, whether deliberately or unintentionally. This includes but is not limited to the following:

- Yelling or screaming
- Bullying
- Verbal abuse
- Hostile displays of anger and/or loss of temper
- Rude, demeaning, vulgar, or belittling comments
- Intimidation, coercion
- Micro-aggressions
- Unwelcome jokes, remarks, taunting or innuendoes with respect to race, gender, sexual orientation, colour, religion, or ethnicity, or with respect to a person's body or [attire](#)
- The displaying of racist, derogatory, or offensive pictures or material
- Refusal to converse with or work with another staff member or volunteer because of ethnic origins, gender, sexual orientation, or religious [beliefs](#)

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CORPORATE POLICY PROGRAM

BOARD APPROVED POLICIES

- Budget Principles Policy
- Conservation Halton Lands Naming Policy
- Classification of Land Policy
- Conservation Halton Client Service Policy
- Conservation Halton Fee Schedules - Planning & Permits (2)
- Conservation Halton Hearing Procedures (Section 28(3))
- Conservation Halton Large Fill Policy and Procedural Guidelines
- Conservation Halton Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning
- Conservation Halton Shoreline Policy Update
- Finance Fees Policy
- Halton Region Conservation Authority General Membership By-Law No. 2018-01
- Investment Policy
- Land Securement Strategy
- Purchasing Policy
- Reserves Policy
- Tangible Capital Assets Policy

CH THROUGH AN EXTERNAL LENS

Risk Assessments at Conservation Halton (CH)

Four risk assessments have been performed on behalf of CH to assess our risk and health and safety. The following organizations were engaged:

- **Marsh – Risk Control Report**
 - Focused on signage and liability within CH-owned properties
- **BrokerLink – Risk Management Site Visit**
 - Assessment of risk across Glen Eden operations
- **The Lifesaving Society – Comprehensive Aquatic Safety Audit**
 - Assessment to maximize the safety of waterfront guests
- **Safety Shield Canada – Hazard Risk Assessment – Kelso Workshop**
 - Hazard assessment to review compliance, safety, housekeeping and storage measures at Kelso Workshop



REPORT TO: Conservation Halton Governance & Risk Committee

REPORT NO: # GC 02 23 01

FROM: Mark Vytvytskyy, Chief Operating Officer

DATE: November 9, 2023

SUBJECT: Corporate Policy Program Update

Recommendation

THAT the Conservation Halton Governance & Risk Committee **receives for information the staff report entitled “Corporate Policy Program Update” which provides a summary of updates to the corporate policy management program and staff-approved corporate policies.**

Report

While the corporate policy management program at Conservation Halton (CH) continues to progress, efforts are underway to align our business priorities and values more consistently within the program to ensure staff support continues to increase. This is being achieved through the digitization and streamlining of all corporate policies, enhancing accessibility for all staff. The development of a comprehensive dashboard incorporating policies, procedures, and Standard Operation Procedures (SOPs) is in its final stages, ensuring real-time access for staff on any device.

Focused efforts have been directed toward the revision and enhancement of Human Resources (HR) and Information Technology (IT) policies to establish uniformity in language, context, and length across departments. Policies have been condensed to a maximum of two pages, aimed at enhancing the experience for our front-line staff while proactively identifying potential gaps and conducting content reviews. The next phase will involve reviewing and updating Parks and Health and Safety policies. Currently, 25% of CH's policies have been updated.

Policy changes such as additions, revisions, and retirements continue to be centralized. This centralized approach to policy management has assisted CH with governing the creation and distribution of policies. CH has a total of 137 corporate policies, sixteen (16) of which require Board review and approval (Appendix A). All other policies are approved by the appropriate member of the Senior Leadership Team.

The following table provides statistics on policy changes from October 25, 2022 – October 25, 2023.

Policy Change Type	Number of Policies	Comments
New Policies Created	5	Policies implemented: <ul style="list-style-type: none">• Fee Policy (Board Approved)• Safety Workwear• IT Acceptable Use

Policy Change Type	Number of Policies	Comments
		<ul style="list-style-type: none"> Disposal of IT Equipment Information and Data Security
Policies Archived	6	Archived policies: <ul style="list-style-type: none"> 2022 Statutory Holiday Public Holiday Personal Day Performance Management Remote Work Security Awareness, Acceptable Use, and Data Use
Policy Revisions	32	Policies updated: <ul style="list-style-type: none"> Electronic Monitoring Disconnecting from Work Mobile Device Return to Work COVID-19 Statutory and Declared Holiday COVID-19 Vaccination Rapid Antigen Testing Updates made to existing Human Resources policies approved for launch in 2024
Total Changes	43	

Impact on Strategic Priorities

This report supports the Momentum 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:



Mark Vytvytskyy
Chief Operating Officer

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Mark Vytvytskyy, Chief Operating Officer
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PREPARED BY:

Michelle Travers, Risk and Compliance Specialist

APPENDIX A: BOARD APPROVED POLICIES

- Budget Principles Policy
- CH Lands Naming Policy
- Classification of Land Policy
- Conservation Halton Client Service Policy
- Conservation Halton Fee Schedules – Planning & Permits (2)
- Conservation Halton Hearing Procedures (Section 28(3))
- Conservation Halton Large Fill Policy and Procedural Guidelines
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- Tangible Capital Assets Policy

REPORT TO: Conservation Halton Governance & Risk Committee

REPORT NO: # GC 02 23 02

FROM: Mark Vytvytskyy, Chief Operating Officer

DATE: November 9, 2023

SUBJECT: Risk Assessment Reports Summary

Recommendation

THAT the Conservation Halton Governance & Risk Committee **receives for information the staff report entitled “Risk Assessments Reports Summary”.**

Report

Conservation Halton (CH) has collaborated with external stakeholders on multiple occasions to conduct risk assessments across business operations. These assessments aim to ensure compliance, safety, and a proactive risk mitigation approach in CH's operations. The following organizations were engaged to perform these assessments:

Marsh Risk Control Report (September 2021)

Marsh conducted a Risk Control Report in September 2021 which continues to influence CH's focus on signage and liability within CH properties. The report resulted in specific recommendations including enhancing liability signage, improving document retention, enhancing site line visibility, and restricting access at certain points for public safety. These recommendations align with regulatory guidelines and prioritize public well-being. CH has successfully implemented many of these recommendations, and they continue to guide our risk mitigation efforts.

BrokerLink Risk Management Site Visit (January 2023)

In January 2023, BrokerLink conducted a Risk Management site visit at Glen Eden to assess CH's efforts regarding risk and to highlight any improvements necessary from a liability perspective. The assessment focused on various elements of CH's business, including visitor services, rentals, pro shop, snow school, patrol and first aid stations, buildings, machinery, kitchen and food areas, maintenance shop, snowmaking, ski lift operations, ski runs, terrain park, and documentation. The result was a notable score of 99.17%, with only recommended improvements and no significant deficiencies identified. BrokerLink commended Glen Eden as a leader in the local ski industry for risk management.

The Lifesaving Society Comprehensive Aquatic Safety Audit (August 2023)

In August 2023, the Lifesaving Society conducted a Comprehensive Aquatic Safety Audit at Kelso Beach to maximize the safety of waterfront guests. The audit included an on-site inspection, discussions with management, and a review of existing documentation. The final report revealed that

Kelso Beach operates within safe practice standards in all four (4) categories: personnel, procedures, communication, and facility and equipment. While no priority concerns were identified, the report provided sixteen (16) primary recommendations and three (3) secondary recommendations that are of low risk to public safety. CH is actively assessing and implementing these recommendations to ensure the highest possible standards.

Safety Shield Canada Hazard Risk Assessment – Kelso Workshop (August 2023)

Safety Shield Canada conducted a hazard risk assessment on the Kelso Workshop to review compliance, safety, housekeeping, and storage measures. The resulting report included eighteen (18) recommended improvements to enhance health and safety at the workshop. Staff is working to review and implement these recommendations.

Overall, the collaborative efforts with external stakeholders have significantly contributed to CH's commitment to safety, compliance, and risk mitigation in our operations. These assessments have guided CH's actions to enhance safety measures, compliance with regulations, and the overall well-being of visitors and staff. CH will continue to utilize these recommendations to develop work plans, ensuring the highest standards in our conservation areas and operations.

Impact on Strategic Priorities

This report supports the Momentum priority of Organizational Sustainability and is directly tied to the objective of "Apply an integrated approach to risk, governance and compliance."

Financial Impact

There is no financial impact to this report.

Signed & respectfully submitted:



Mark Vytvytskyy
Chief Operating Officer

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Mark Vytvytskyy, Chief Operating Officer
mvytytskyy@hrca.on.ca

PREPARED BY:

Michelle Travers, Risk and Compliance Specialist

REPORT TO: Conservation Halton Governance & Risk Committee

REPORT NO: # GC 02 23 03

FROM: Adriana Birza, Senior Advisor, Office of the President & CEO

DATE: November 9, 2023

SUBJECT: Conservation Halton Board 2024 DRAFT Meeting Schedule and Work Plan

Recommendation

THAT the Conservation Halton Governance & Risk Committee **recommends to the Conservation Halton Board approval of the 2024 Draft Meeting Schedule and the 2024 Board Work Plan.**

Report

The DRAFT 2024 Meeting Schedule for the Conservation Halton (CH) Board is attached as Appendix A.

The Halton Region Conservation Authority General Membership By-law No. 2018-01 was amended to enable electronic participation. In 2024, meetings will be divided between in-person and virtual, with a hybrid option available upon request for in-person meetings.

When necessary, the Halton Region Source Protection Authority (HRSPA) Board meetings will be scheduled for the same dates as the CH Board meetings.

While the scheduled time slot for each Board meeting is three (3) hours, all CH meetings generally conclude within two (2) hours.

The proposed 2024 Draft Work Plan (Appendix B) takes into consideration the following:

- Timelines for budget, audit, strategy, and CEO performance processes.
- Priorities arising from the Conservation Authorities Act (CA Act) changes and implementation.
- Key Performance Indicator (KPI) tracking and reporting on CH's Momentum strategic plan.
- Staff recommendation to schedule five (5) Board meetings with two (2) optional meetings in March and December (for emergencies only).
- CH Board tour to be combined with the June Board meeting (two (2) hours Board meeting, four (4) hours Board tour).
- All five CH Board meetings are to be in person (hybrid option upon request), and all Committee meetings are to be virtual.

Impact on Strategic Priorities

This report supports the Momentum priority of Organizational Sustainability.

Financial Impact

There are no financial implications to this report.

Signed & respectfully submitted:



Adriana Birza
Senior Advisor, Office of the President & CEO

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

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Attachments: Appendices A & B

CONSERVATION HALTON BOARD 2024 MEETING SCHEDULE

Location: 2596 Britannia Road, Burlington, Ontario

Date	Time	Meeting	Delivery
February 15	1:00 – 4:00 p.m. /TBD	CH Board/Inaugural	<u>In Person</u>
		Halton Region Source Protection Authority	
March 21	1:00 – 4:00 p.m. /TBD	<i>Reserve CH Board (if necessary)</i>	Virtual
April 4	9:00 – 10:30 a.m.	Finance & Audit Committee	Virtual
April 5	9:30 – 10:30 a.m.	Governance & Risk Committee	Virtual
April 18	1:00 – 4:00 p.m. /TBD	CH Board/Annual General Meeting	<u>In Person</u>
June 7	9:00 – 10:30 a.m.	Finance & Audit Committee	Virtual
June 20	10:00 a.m. – 4:00 p.m. /TBD	CH Board	<u>In Person</u>
		CH Board Tour	
September 19	1:00 – 4:00 p.m. /TBD	CH Board	<u>In Person</u>
October 24	9:30 – 10:30 a.m.	Governance & Risk Committee	Virtual
October 25	9:00 – 10:30 a.m.	Finance & Audit Committee	Virtual
October 29	10:00 – 11:00 a.m.	Compensation Committee	Virtual
November 7 1 st Thursday	1:00 – 4:00 p.m. /TBD	CH Board	<u>In Person</u>
		Halton Region Source Protection Authority	
December 5 1 st Thursday	1:00 – 4:00 p.m. /TBD	<i>Reserve CH Board (if necessary)</i>	Virtual

APPENDIX A: CH BOARD WORK PLAN 2024 (DRAFT)

Objective(s)/Solution(s)	Actions/Activities	Results	Responsibility	Timeframe											
				JAN	FEB	March REMOVE	APR	MAY REMOVE	JUN & Board Tour	JUL	AUG	SEP	OCT	NOV	DEC
Strategic Planning and Organizational Performance	Review Strategic Priorities (Momentum quarterly report) DashBoard review, KPI's		Board				x Annual report					x Momentum Reporting (mid-year)			
	Business Planning Session		Board	x 2024 projects review			x Strategy Session		x Preliminary 2025 priorities						
	Inaugural & AGM		Board	x Inaugural			x AGM								
Finance and Audit	Approval of Draft and Final Budget		F&A / Board						x				x		
	Approve Audited Financial Statements		F&A				x								
	Review Long-term Budget Forecast		F&A / Board											x	
	Evaluate Auditors and Select Auditors (as needed)		F&A											x	
	Review, Budget Principles & Policies Related to Financial & Purchasing Matters (as needed, new Board members)		F&A				x								
President & CEO Relations	Review and Approve Annual President & CEO Workplan		CC	x											
	End-of-year review		CC											x	
	Approve Performance-based Compensation for President & CEO		CC											x	
Governance & Risk	Risk Management reporting		G&R / Board				x							x	
	Review and Approve Governance Policies and Procedures, Board by-laws		G&R / Board											x	
	Conduct Board Performance Self Assessment Survey and Review Results		G&R											x	
	Approve Annual Board Workplan		G&R / Board											x	
	Board Development & Member Orientation Program		G&R / Board												
	Succession planning for Chair & Vice Chair	Engagement levels	G&R				x								
	Election of Board Chair and Vice Chair		Board	x											
	Specific Policy and Procedures Review and Approval		Board	As needed											
	Functioning as a Hearing Board	Training (legal) on Board Hearing Procedures under CA Act	Board												
	Approvals under O. Reg 162/06 for Applications that didn't meet Policy		Board												
	Strategic Advocacy/Position on Environmental Issues and Provincial Reviews		Board												
CA Act Transition reporting		Board													