



Conservation Halton Governance & Risk Committee Meeting Minutes

November 9, 2023, at 9:30 AM EST

Zoom Meeting:

<https://us02web.zoom.us/j/82981755633?pwd=SEcwK3pyWnVpcUlKVnhrTE9YM3piZz09>

1. Roll Call

Members Present: Jane Fogal
Gordon Krantz
Rory Nisan (Chair)
Gerry Smallegange
Shawna Stolte
Kristina Tesser Derksen (Vice-Chair)

Absent with Regrets: Cathy Duddeck

Staff Present: Hassaan Basit, President & CEO/Secretary-Treasurer
Adriana Birza, Senior Advisor, Office of the President & CEO
Mark Vytvytskyy, Chief Operating Officer
Robyn Koutrouliotis, Admin. Assistant, Office of the President & CEO

The Chair called the meeting to order at 9:31 a.m.

2. Disclosure of Pecuniary Interest

There were **no disclosures of pecuniary interest.**

3. Acceptance of Agenda

GC 02 01 Moved by: Gordon Krantz
Seconded by: Shawna Stolte

THAT the agenda be **approved as distributed**

Carried

4. Presentation

4.1 Policy Management Overview and Assessments and Audits (Mark Vytvytskyy, Chief Operating Officer (Items 5.1 & 5.2))

Mayor Gordon Krantz requested staff bring an annual high-level summary of all corporate policies to the Committee at the November 2024 meeting, noting each policy's status and review deadline. Staff will highlight the policies reviewed in the current year.

The Committee expressed appreciation for the presentation.

4.2 Corporate Policy Program Update (GC 02 23 01)

4.3 Risk Assessment Reports Summary (GC 02 23 02)

5. Action Items

5.1 Approval of Conservation Halton Board 2024 DRAFT Meeting Schedule and Work Plan (GC 02 23 03)

Councillor Rory Nisan suggested the addition of a mid-term CH Board development opportunity to future Board work plans. Councillor Nisan and Hassaan Basit, President & CEO/Secretary-Treasurer, will meet to determine the next steps.

GC 02 02 Moved by: Gerry Smallegange
Seconded by: Shawna Stolte

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.**

Carried

6. In Camera

GC 02 03 Moved by: Shawna Stolte
Seconded by: Gordon Krantz

THAT the Conservation Halton Governance & Risk Committee **move In Camera.**

6.1 Legal Matter (GC 02 23 04)

GC 02 04 Moved by: Shawna Stolte
Seconded by: Gordon Krantz

THAT the Conservation Halton Governance & Risk Committee **reconvene in public forum;**

And

THAT the Conservation Halton Governance & Risk Committee **receives for information the staff report entitled “Enterprise Risk Management (ERM) Update – Top Risks” which summarizes the identification and assessment of Conservation Halton’s top enterprise risks and the updates to the corporate risk program initiative.**

Carried

7. Other Business

There was **no other business.**

8. Adjournment

GC 02 05 Moved by: Kristina Tesser Derksen



THAT the Conservation Halton Governance & Risk Committee meeting **be adjourned at 10:53 a.m.**

Attachments: Appendix A: Conservation Halton Board 2024 Meeting Schedule
 Appendix B: 2024 Conservation Halton Board Work Plan

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

Date: November 23, 2023

DRAFT

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	
<i>March 21</i>	<i>1:00 – 4:00 p.m. /TBD</i>	<i>Reserve CH Board (if necessary)</i>	<i>Virtual</i>
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 9	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
<i>October 31</i>	1:00 – 4:00 p.m. /TBD	CH Board	<u>In Person</u>
		Halton Region Source Protection Authority	
<i>December 5 1st Thursday</i>	<i>1:00 – 4:00 p.m. /TBD</i>	<i>Reserve CH Board (if necessary)</i>	<i>Virtual</i>

APPENDIX B: 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														
	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															

As needed