



Conservation Halton Governance & Risk Committee Meeting Minutes

Conservation Halton

October 9, 2024, at 9:30 AM EDT

@ Zoom Meeting: <https://us02web.zoom.us/j/86784446856>

1. Roll Call

Members Present	Cathy Duddeck Jane Fogal Gordon Krantz Rory Nisan (Chair) Gerry Smallegange
Absent with Regrets	Shawna Stolte Kristina Tesser Derksen (Vice-Chair)
Staff Present	Chandra Sharma, President & CEO/Secretary-Treasurer Adriana Birza, Senior Advisor, Office of the President & CEO Robyn Koutrouliotis, Administrative 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. Approval of Agenda

GC 01 01 Moved by: Cathy Duddeck
Seconded by: Gordon Krantz

THAT the Governance & Risk Committee agenda **be approved as distributed.**

Carried

4. Consent Items

4.1 Corporate Policy Program Update (GC 01 24 01)

The consent items **were adopted.**

5. Action Items

5.1 Approval of Conservation Halton Board 2025 Meeting Schedule and Work Plan (GC 01 24 02)

GC 01 02 Moved by: Gerry Smallegange
Seconded by: Gordon Krantz

THAT the Conservation Halton Governance & Risk Committee **recommends to the Conservation Halton Board approval of the 2025 Draft Meeting Schedule and the 2025 Conservation Halton Board Work Plan.**

Carried

5.2 Amendments to the Halton Region Conservation Authority General Membership By-law No. 2018-01 (GC 01 24 03)

GC 01 03 Moved by: Cathy
Seconded by: Gerry

THAT the Conservation Halton Governance & Risk Committee **recommends to the Conservation Halton Board that the proposed amendments to the Halton Region Conservation Authority General Membership By-law No. 2018-01 (rev. April 20, 2023) be approved as presented.**

Carried

6. In Camera

GC 01 04 Moved by: Cathy Duddeck
Seconded by: Gerry Smallegange

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

Carried

6.1 Legal Matter (GC 01 24 04)

GC 01 07 Moved by: Cathy Duddeck
Seconded by: Gordon Krantz

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

THAT the Conservation Halton Governance & Risk Committee **directs staff to proceed as directed In Camera.**

Carried

GC 01 08 Moved by: Gerry Smallegange
Seconded by: Jane Fogal

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 provides an update on the Corporate Risk Program initiatives.**

Carried

7. Other Business

There was **no other business.**

8. Adjournment



GC 01 09

Moved by: Gordon Krantz

THAT the Governance & Risk Committee meeting **be adjourned at 10:12 a.m.**

Carried

Signed by:

Chandra Sharma, President & CEO/Secretary-Treasurer

Date:

October 31, 2024

DRAFT

CONSERVATION HALTON BOARD 2025 MEETING SCHEDULE

Location: 2596 Britannia Road West, Burlington, Ontario

Date	Time	Meeting	Delivery
February 20	1:00 - 4:00 p.m.	CH Board/Inaugural	<u>In Person</u>
		Halton Region Source Protection Authority	
<i>March 20</i>	<i>1:00 - 4:00 p.m.</i>	<i>Reserve CH Board (if necessary)</i>	<i>Virtual</i>
April 3	9:00 - 10:30 a.m.	Finance & Audit Committee	Virtual
April 4	9:30 - 10:30 a.m.	Governance & Risk Committee	Virtual
April 17	1:00 - 4:00 p.m.	CH Board/Annual General Meeting	<u>In Person</u>
		Halton Region Source Protection Authority	
June 3	9:00 - 10:30 a.m.	Finance & Audit Committee	Virtual
June 19	10:00 a.m. - 4:00 p.m.	CH Board	<u>In Person</u>
		CH Board Tour	
September 18	1:00 - 4:00 p.m.	CH Board	<u>In Person</u>
October 3	9:00 - 10:30 a.m.	Finance & Audit Committee	Virtual
October 10	9:30 - 10:30 a.m.	Governance & Risk Committee	Virtual
October 14	10:00 - 11:00 a.m.	Compensation Committee	Virtual
October 16	1:00 - 4:00 p.m.	CH Board	<u>In Person</u>
		Halton Region Source Protection Authority	
November 20	1:00 - 4:00 p.m.	CH Board	<u>In Person</u>

CONSERVATION HALTON BOARD WORK PLAN 2025 (DRAFT)

Objective(s)/Solution(s)	Actions/Activities	Results	Responsibility	Timeframe											
				JAN	FEB	MAR	APR	MAY	JUN & Board Tour	JUL	AUG	SEP	OCT	NOV	DEC
Strategic Planning and Organizational Performance	Review Strategic Priorities (Momentum quarterly report) DashBoard review, KPIs		Board				x Annual report					x Momentum Reporting (mid-year)			
	Business Planning Session		Board	x 2025 projects review			x Strategy Session		x Preliminary 2026 priorities						
	Inaugural & AGM		Board	x Inaugural			x AGM								
Finance & 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 Work Plan		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								
	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 Work Plan		G&R / Board											x	
	Board Development & Member Orientation Program		G&R / Board												
	Succession planning for Chair & Vice-Chair	Engagement levels	G&R	x					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. 41/24 for Applications that didn't meet Policy		Board												
Strategic Advocacy/Position on Environmental Issues and Provincial Reviews		Board													

As needed