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conservationhalton.ca

Protecting the Natural
Environment from
Lake to Escarpment

October 29, 2018

Mayor Fred Eisenberger
City of Hamilton
71 Main Street West
Hamilton ON L8P 4Y5

Dear Mayor Eisenberger,

This letter is to inform you that all appointments to the Board of Directors of Conservation Halton are for a term of 4 years according to the Conservation Authorities Act. The terms of all current members will continue until the City of Hamilton appoints a new member or re-appoints an existing Board member.

Currently, the City of Hamilton has 2 members appointed to the Board of Directors of Conservation Halton. These members are:

- Citizen Appointee Joanne Di Maio
- Citizen Appointee Ed Wells

Each municipality is encouraged to confirm their appointees to the Board of Directors of Conservation Halton no later than February 1, 2019. All new appointments are to be confirmed in time for the February 2019 Board of Directors meeting.

All Municipalities that have members on the Board of Directors of Conservation Halton will be notified by Conservation Halton in writing about this provision by October 31, 2018.

For information purposes, regularly scheduled Conservation Halton Board meetings are scheduled from 3:00 pm to 6:00 pm (2018 Meeting Schedule is attached for reference). However, some meetings may require earlier start times to accommodate items such as site visits, workshops or other special matters. The date of these special circumstances will be given out well in advance of the meeting. It is also requested that Members be available for the entire designated meeting time.

Conservation Halton has been an enriching experience for many Members and utilizes many skills and talents of an individual volunteer.

For purposes of selection by the Municipality for appointment to Conservation Halton, the Board of Directors has developed selection criteria to be considered during the Municipal selection

process. This selection criteria has been included for information purposes. In addition to the aforementioned selection criteria, it is requested that individuals currently involved in any significant legal conflict against Conservation Halton or its officers be scrutinized as to their suitability to be a director of the organization.

Please be advised that Board and staff members alike are available to provide information to any candidates based upon the direction and request of the municipality. The list of appointees should be submitted to Conservation Halton, attention: Niamh Buckley, Administrative Assistant. If you require further information, please contact Niamh at 905.336.1158 x 2291 or email: nbuckley@hrca.on.ca

Sincerely,

Gerry Smallegange,

Chair

cc: Clerk's Office

A1.0 Director Selection Criteria

Each participating municipality will be forwarded the following selection criteria prior to the appointment of new Directors to Conservation Halton.

To ensure that the Board of Directors of Conservation Halton maintains professionalism, effectiveness and the ability to provide constructive input into and direction of Conservation Halton, the following preferred selection criteria are proposed to be utilized by the municipalities as a reference tool:

To ensure a balance of community and political representation on Conservation Halton, municipalities are encouraged to appoint a mix of political and citizen individuals. Municipalities are encouraged to appoint the best candidate to represent the particular municipality on the Conservation Halton Board of Directors. Prior to each selection term, each municipality will be advised of the number of Directors of Conservation Halton that represent that municipality.

Basic selection criteria to be utilized for each appointment should include the following:

- Ability and agreement to adhere to the established Roles and Responsibilities of the Board of Directors of Conservation Halton while representing the appointing municipality.
- Agreement to report to municipal council and keep them informed of activities on a semi-annual basis. The intent of this report is to highlight the watershed wide successes and accomplishments of Conservation Halton within the reported time frame.
- Must be a Canadian Citizen and a resident of the appointing municipality.
- Basic understanding of the role of a Director on a Board of Directors.
- Appreciation/interest in the environment and its protection and enhancement.

The following selection criteria should be considered when making appointments:

- Previous experience in being a Board Director of a community organization;
- Expertise in one of the following areas: Interpretations and understanding of legislation
Reviewing and adjudicating legal claims Civil/water resource engineering
- Environmental planning
- Ecology/Biology/Resort Management
- Publicity/Marketing Finance/Human Resources
- Environmental Education/Knowledge of the Agricultural Community
- Ability to provide two references upon request.

Basic role of a Director:

The following suggestions of the basic role of a Director focus on 'team results':

- Concentrate on governing, not micro-managing
- Focus on the big picture
- Practice listening
- Maintain a relationship with the community for which the Director serves
- Recognize staff as partners; treat them as the Director expects to be treated
- Endeavour to vote on each agenda item during the meeting. Refer matters to staff for a further report only when able to cite good reasons to do so
- Use a policy approach
- Respect democracy
- Be prepared for meetings

Directorship

Directors shall be appointed to Conservation Halton by the watershed municipalities in accordance with the *Conservation Authorities Act* using the population figures of local municipalities to determine the number of Directors to be appointed from each municipality.

It is Conservation Halton's policy that the participating local municipalities must appoint all Directors.

Terms for Directors are the decision of the appointing municipality. At the Inaugural Board of Directors meeting, the positions of Chair and Vice-Chair of the Board of Directors are declared vacant and an election process takes place.

At the first meeting of any ad hoc or special purpose committee the positions of Chair and Vice-Chair are declared vacant and an election process shall take place.

**BOARD OF DIRECTORS
2018 MEETING SCHEDULE**

Location: Conservation Halton Admin. Office Auditorium
2596 Britannia Road West
Hamilton ON L7P 0G3
905.336.1158 x 2236

Thursday	Time	
January 25	3:00 – 5:00	Board
February 22	3:00 – 4:00 4:00 – 5:00	Board and Inaugural Meetings Annual general Meeting
March 22	1:30 – 2:30 3:00 – 5:00	Governance Committee Board
April 12	9:30 – 11:00	Finance & Audit Committee Audited Financial Statements
April 26	3:00 – 5:00	Board
May 2	10:00 – 5:00	All Day Tour / Board
June 21	9:30 – 11:00 3:00 – 5:00	Finance & Audit Committee Preliminary Budget Board
September 27	3:00 – 5:00	Board
October 25	1:30 – 2:30 3:00 – 5:00	Finance & Audit Committee – recommended Budget Endorsement to Board Board
November 22	3:00 – 5:00	Board /Budget Endorsement/ Approval January 2019

Governance Committee: - further dates TBD
CAO Review Committee: - further dates TBD