

November 14, 2022

Mayor of Hamilton
City of Hamilton
71 Main St W Hamilton,
ON L8P 4Y5

Dear Mayor,

As outlined in the [Conservation Authorities Act](#), appointments to the Conservation Halton (CH) Board of Directors are for a term of four years. This letter is to inform you that the current term for Conservation Halton (CH) Board of Directors will come to an end after the February 2023 Board meeting and prior to the Inaugural Board meeting. The new term for the CH Board will begin at the 2023 February Inaugural Board meeting and will end at the 2027 February Board Meeting.

The membership entitlement to the CH Board of Directors for each participating municipality for 2023 onwards was approved by the CH Board of Directors at the September 22, 2022, meeting (CHBD 06 22 10 - attached to this letter). The allocations are based on the updated population statistics and meet the requirements of the Conservation Authorities CA Act (CA Act) Section 2.

As stated in the CA Act when appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council (Section 14, 1.1 Member of Council Appointed). It is incumbent on the municipalities to seek exemptions should they wish to, directly from the Minister of Natural Resources and Forestry.

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

- Joanne Di Maio
- Dr. Zobia Jawed

Each municipality is requested to confirm its appointees to the CH Board of Directors before December 16, 2022. The Board orientation day will take place on February 2, 2023 and will be led by the President & CEO. All municipalities that have members on the current CH Board of Directors will be notified by CH in writing about this provision by November 15, 2022.

For information purposes, CH Board meetings are regularly scheduled from 1:00 p.m. to 4:00 p.m. (DRAFT 2023 Meeting Schedule is listed below). However, some meetings may require earlier start times to accommodate items such as site visits, workshops, or other special matters. Advanced notice will be provided for such instances. Board members are requested to be available for the entire designated meeting time.

Board members have found being a part of the Conservation Halton Board to be a rewarding experience where their skills and talents are utilized.

To help municipalities consider their appointments for the Board, we will follow up with a package regarding the CH Board of Directors selection criteria. It is requested that individuals currently involved in any significant legal conflict against CH, or its officers be scrutinized as to their suitability to be a member of the Board.

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. For additional information about appointments to the CH Board of Directors, please contact Adriana Birza, Senior Advisor, Office of the President & CEO, Conservation Halton. Adriana is available to provide further guidance about the CH Board in the form of virtual or on-site meetings. You can reach her at abirza@hrca.on.ca or 905 336 1158 ext. 2295.

The list of appointees should be submitted to Conservation Halton, attention: Niamh Buckley, Administrative Assistant at nbuckley@hrca.on.ca or 905-336-1158 x 2291.

Sincerely,



Gerry Smallegange
Chair, Conservation Halton Board of Directors

cc. Janet Smith City Manager, City of Hamilton

cc: Clerk's Office, City of Hamilton

cc: Adriana Birza, Senior Advisor, Office of the President and CEO, Conservation Halton

BOARD OF DIRECTORS 2023 DRAFT MEETING SCHEDULE

Location: 2596 Britannia Road, Burlington Ontario

Thursday	Time	Meeting
February 2	12:00 – 4:00 p.m.	Board Orientation (in person)
February 16	1:00 – 4:00 p.m.	Board/Inaugural (in person)
March 23	9:30 – 10:30 a.m.	Governance & Risk (virtual)
	1:00 – 4:00 p.m.	Board (virtual)
April 6	9:30 – 11:00 a.m.	Finance & Audit (virtual)
April 20	1:00 – 4:00 p.m.	Board/AGM (in person)
May 18	TBC	Board Tour
June 8	9:30. – 11:00 a.m.	Finance & Audit (virtual)
June 22	1:00 – 4:00 p.m.	Board (virtual)
September 21	1:00 – 4:00 p.m.	Board (in person)
October 5	9:30 – 11:00 a.m.	Finance & Audit (virtual)
October 19	1:00 – 4:00 p.m.	Board (in person)
November 9	9:30 – 10:30 a.m.	Governance & Risk (virtual)
November 16	10:00 – 11:00 a.m.	CEO Compensation Committee (virtual)
November 23	1:00 – 4:00 p.m.	Board (virtual)

REPORT TO: Conservation Halton Board of Directors

REPORT NO: # CHBD 06 22 10

FROM: Marnie Piggot, Director, Finance

DATE: September 22, 2022

SUBJECT: 2023 Board of Directors Municipal Representation

Recommendation

THAT the Conservation Halton Board of Directors **approves the membership entitlement for Conservation Halton participating municipalities effective 2023 based on the updated population statistics provided in the report;**

And

THAT the Conservation Halton Board of Directors **authorizes the President and CEO to advise the City of Hamilton of their entitlement to appoint three (3) members to the Conservation Halton Board of Directors.**

Report

The Conservation Authorities (CA) Act Section 2 sets out the number of Representatives from municipalities within a Conservation Authority watershed for meetings. According to the CA Act, the Representatives appointed by the municipality have authority to vote and generally act on behalf of their respective municipalities at the meeting.

Section 2(2) states:

The council of each municipality may appoint representatives to attend the meeting in the following numbers:

1. Where the population is 1,000,000 or more seven representatives.
- 1.1 Where the population is 500,000 or more but less than 1,000,000 six representatives.
- 1.2 Where the population is 250,000 or more, five representatives.
2. Where the population is 100,000 or more but less than 250,000, four representatives.
3. Where the population is 50,000 or more but less than 100,000, three representatives.
4. Where the population is 10,000 or more but less than 50,000, two representatives.
5. Where the population is less than 10,000, one representative.

The population numbers provided in the Conservation Authorities Act above refer to the population of a municipality within a watershed.

The Ministry of Environment, Conservation, and Parks (MECP) has provided the following percentages of the municipality's area within the Conservation Halton (CH) watershed in the following table:

Municipality	Percentage (%) of Municipality in CH watershed provided by MECP	Municipality Population per 2021 Provincial Information Return	Municipal Population within CH Watershed based on MECP %	Number of Municipal Representatives per CA Act	Current Board of Directors Municipal Representatives	Increase
Burlington	100%	186,948	186,948	4	4	
Halton Hills	45%	62,951	28,328	2	2	
Milton	85%	134,304	114,158	4	4	
Oakville	97%	225,000	218,250	4	4	
Hamilton	14%	584,000	82,753	3	2	1
Mississauga	4%	798,000	31,920	2	2	
Puslinch	15%	8,400	1,260	1	1	
Total		1,999,603	663,617	20	19	1

The population estimates included in the above table were obtained from the provincial 2021 Financial Information Returns for each municipality that are publicly available. Many of the municipal returns indicate their municipal population was derived from the Canada 2021 Census data. Applying the MECP percentages of area the municipality is within the Conservation Halton watershed, to the total municipality population, results in the population within the watershed.

The current number of Board of Director members of two for the City of Hamilton was based on a historical understanding in place from the 2001 amalgamation that applied 4% rather than the actual 14% of the City of Hamilton that is in the Conservation Halton watershed. The 14% was reinstated according to a Mining and Lands Commissioner ruling in 2019. Hamilton was advised as a result of the ruling of the additional member entitlement to three members though this was subsequent to the members appointed after the 2018 election.

Impact on Strategic Priorities

This report supports the Momentum priority of Organizational Sustainability.

Financial Impact

The financial impact of the additional member on the Board of Directors is estimated to cost less than \$2,000 and can be accommodated in the 2023 budget.

Signed & respectfully submitted:



Marnie Piggot
Director, Finance

Approved for circulation:



Hassaan Basit
President & CEO/Secretary-Treasurer

FOR QUESTIONS ON CONTENT:

Marnie Piggot; Director Finance
905-336-1158, ext. 2240; mpiggot@hrca.on.ca;