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www.conservationhalton.on.ca

October 18, 2010

Regional Clerk  
Clerk's Department  
Region of Peel  
10 Peel Centre Drive  
Brampton ON L6T 4B9

Dear Madam Clerk:

**Re: Appointments to Conservation Halton**

This will confirm that the Conservation Halton Board of Directors, at its meeting held on Thursday, September 30, 2010, adopted the following resolution.

"THAT the Conservation Halton Board of Directors, commencing with the Inaugural Meeting of the Conservation Halton Board of Directors on February 10, 2011, assume the role of the committees, disbanding the committee structure of the Authority that includes the Water Management Advisory Committee, the Conservation Areas/Community Relations Advisory Committee, the Finance and Administration Advisory Committee, and the Governance Committee, with meetings scheduled to commence at 4:00 p.m.

AND FURTHER THAT, the Terms of Reference for the new structure be approved in accordance with the staff report dated September 15, 2010, and that staff be directed to prepare the necessary revisions to the Consolidated By-Laws and Operating Policies of Conservation Halton.

AND FURTHER THAT, staff would review the change prior to the 2012 Inaugural Meeting of the Conservation Halton Board of Directors to determine if further changes are required."

The date for our Inaugural Meeting may change to January, 2011 due to the changes in the Meeting Schedule which is being developed and will be forwarded once it is complete.

I have also attached a copy of the Director Selection Criteria for our Board of Directors for those members who may wish to apply.

If you have any questions, please feel free to contact me at, 905.336.1158 x 236.

Sincerely,

Patricia Vickers  
Executive Assistant  
[pvickers@hrca.on.ca](mailto:pvickers@hrca.on.ca)

attach. (1)

REFERRAL TO \_\_\_\_\_  
RECOMMENDED \_\_\_\_\_  
DIRECTION REQUIRED \_\_\_\_\_  
RECEIPT RECOMMENDED \_\_\_\_\_ ✓

RECEIVED

OCT 27 2010

REGION OF PEEL  
CLERKS DEPT.



LEGISLATIVE SERVICES	
COPY TO:	FOR:
Chair	Committee
CAO	
Corporate Services	Council
Public Works	Dec 16
Employee and Business Services	
Health Services	File
Human Services	
Peel Living	

## CONSERVATION HALTON

### 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 developed from an article in the July 2000 edition of Municipal World (see roles following).
  - 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.

.....See over

### Director Selection Criteria Cont'd.

- 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

### Conservation Halton 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. On an annual basis the Governance Committee, comprised of the Chair and Vice-Chair of Conservation Halton and Chairs of each of the Conservation Areas/Community Relations, Watershed Management and Finance and Administration Advisory Committees shall examine the preferences submitted by Directors for committee appointments. The Governance Committee recommends appointments at the annual Inaugural Meeting for the Board of Directors' approval. Recommendations include appointments to standing committees, namely Conservation Areas/Community Relations, Watershed Management and Finance and Administration Committees, and any and all ad hoc special purpose committees. 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 each standing committee, ad hoc or special purpose committee the positions of Chair and Vice-Chair are declared vacant and an election process shall take place.