

CATFISH CREEK CONSERVATION AUTHORITY

Mission Statement

*"To communicate and deliver resource management services and programs
in order to achieve social and ecological harmony for the watershed"*

Meeting of the Full Authority is to be held in the CCCA Boardroom
on Thursday, June 14th, 2018, commencing at 10:00 a.m.

A G E N D A

- 1) Welcome / Call to Order. Rick Cerna
- 2) Adoption of Agenda
- 3) Disclosure of Pecuniary Interest
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
 - a) Full Authority Meeting #04/2018 (May 10, 2018).. 1-3
 - b) Health and Safety Committee Meeting # HS 01 / 2018 (June 8, 2018).. 4-5
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 30 /2018 - Monthly Staff Reports. 6-8
(Tony Difazio, Peter Dragunas, Dusty Underhill)
 - b) Report FA 31 /2018 - May Summary of Revenue & Expenditures. 9-10
(Susan Simmons)
 - c) Report FA 32 /2018 - Accounts Payable. 11
(Susan Simmons)
 - d) Report FA 33 /2018 - Monthly Plan Review 12-14
(Tony Difazio)
 - e) Report FA 34 /2018 - Springwater Television Advertising Campaign.. . . . 15
(Kim Smale)
 - f) Report FA 35 /2018 - Memorandum Of Agreement 16-19
(Kim Smale)

- g) Report FA 36 /2018 - Administrative By - Law Model..... 20-30
(Kim Smale)
- h) Report FA 37 /2018 - CCCA Administrative By - Law. 31-69
(Kim Smale)
- 9) General Manager / Secretary-Treasurer's Report. Kim Smale
- 10) Unfinished Business
- 11) Chairperson's / Board Member's Report
- 12) Notice of Motions / New Business
 - a) Program Manager - Active Naturally Initiative Interviews
- 13) Correspondence:
 - a) Copied:
 - None
 - b) Not Copied:
 - Correspondence Register for May, 2018
- 14) Committee of the Whole
- 15) Next Meeting / Adjournment

**MINUTES OF THE MEETING OF THE
CATFISH CREEK CONSERVATION AUTHORITY**

Thursday, May 10th, 2018

Meeting #04/2018

PRESENT:

Rick Cerna	Chairperson	Township of Malahide
Mark Tinlin	Vice-Chairperson	City of St. Thomas
Sally Martyn	Member	Municipality of Central Elgin
David Mayberry	Member	Township of South - West Oxford
Arthur Oslach	Member	Town of Aylmer

STAFF:

Kim Smale	General Manager / Secretary – Treasurer
Susan Simmons	Financial Services Coordinator
Dusty Underhill	Conservation Areas Supervisor
Tiffany Kalita - Guay	Program Support Assistant

OTHERS PRESENT:

David Harding	Lake Erie North Shore Landowners Association
Craig Bradford	Reporter, The Aylmer Express

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (10:00 a.m.).

ADOPTION OF AGENDA:

<u>Motion # 43/2018</u>	M. Tinlin	S. Martyn	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Agenda for the May 10th, 2018, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST:

No one had a pecuniary interest to disclose at this time.

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

The Chairperson asked for disclosures of intentions to audio or video record the meeting. No one indicated any such intentions at this time.

ADOPTION OF MINUTES:

<u>Motion # 44/2018</u>	D. Mayberry	M. Tinlin	CARRIED
-------------------------	-------------	-----------	---------

THAT, the Minutes of Full Authority meeting # 03/2018 (April 12, 2018), be accepted as circulated.

<u>Motion # 45/2018</u>	M. Tinlin	S. Martyn	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Minutes of Interview Committee meeting # IC 02/2018 (April 27, 2018), be accepted as circulated.

<u>Motion # 46/2018</u>	D. Mayberry	M. Tinlin	CARRIED
-------------------------	-------------	-----------	---------

THAT, the Minutes of Land Management Committee meeting # 01/2018 (May 3, 2018), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

No one reported any outstanding business to discuss from the previous Minutes.

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 21/2018 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 47/2018 S. Martyn A. Oslach CARRIED

THAT, Staff Reports for the month April, 2018, be noted and filed.

Report FA 22/2018 – April Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 48/2018 A. Oslach D. Mayberry CARRIED

THAT, Report FA 22/2018, be noted and filed.

Report FA 23/2018 – Accounts Payable, was presented, discussed, and resolved.

Motion # 49/2018 M. Tinlin S. Martyn CARRIED

THAT, Accounts Payable totaling \$26,831.79, be approved for payment as presented in Report FA 23/2018.

Report FA 24/2018 – Conservation Authorities Act Review, was presented, discussed, and resolved.

Motion # 50/2018 M. Tinlin D. Mayberry CARRIED

THAT, Report FA 24/2018, be received as information at this time.

Report FA 25/2018 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 51/2018 S. Martyn M. Tinlin CARRIED

THAT, the information outlined in Report FA 25/2018, be noted and filed.

Report FA 26/2018 – Southwestern Ontario Regional Envirothon Competition, was presented, discussed, and resolved.

Motion # 52/2018 M. Tinlin D. Mayberry CARRIED

THAT, Report FA 26/2018, be noted and filed.

Report FA 27/2018 – Summer Employment Programs, was presented, discussed, and resolved.

Motion # 53/2018 A. Oslach S. Martyn CARRIED

THAT, the Full Authority acknowledge receipt of the information on the 2018 Summer Employment Programs as outlined in Report FA 27/2018.

Report FA 28/2018 – Water Management Programs, was presented, discussed, and resolved.

Motion # 54/2018 A. Oslach D. Mayberry CARRIED

THAT, Report FA 28/2018, be received as information at this time.

Report FA 29/2018 – Special Projects Funding, was presented, discussed, and resolved.

Motion # 55/2018 S. Martyn M. Tinlin CARRIED

THAT, the Full Authority acknowledge the 2018 Special Projects as outlined in Report FA 29/2018.

GENERAL MANAGER / SECRETARY - TREASURER'S REPORT:

None

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

Chairperson Cerna mentioned that the speed limit on Conservation Line between Springwater and Rogers Roads will soon be reduced to a maximum of 50 kilometres per hour for safety reasons.

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Copied:

- Ministry of Agriculture, Food, and Rural Affairs – a letter from Minister Jeff Leal thanking the CCCA for contributing to the development of the final Agricultural Soil Health and Conservation Strategy.
- Ministry of Tourism, Culture, and Sport – a letter from Minister Daiene Vernile regarding the Celebrate Ontario 2018 Program and the Springwater Outdoor Music Festival's application.
- Ministry of Natural Resources and Forestry – a letter informing the CCCA that its Water and Erosion Control Infrastructure (WECI) Program application was unsuccessful this year in the selection of projects.
- Ministry of Tourism, Culture, and Sport – notice that our Active Naturally initiative has been approved for funding in the amount of up to \$52,950.00.

b) Not Copied:

- Correspondence Register for April, 2018.

<u>Motion # 56/2018</u>	M. Tinlin	D. Mayberry	CARRIED
-------------------------	-----------	-------------	---------

THAT, the Copied Correspondence and the Correspondence Register for April, 2018, be noted and filed.

COMMITTEE OF THE WHOLE:

<u>Motion # 57/2018</u>	S. Martyn	M. Tinlin	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Full Authority adjourn to the Committee of the Whole at (10:34 a.m.).

<u>Motion # 58/2018</u>	S. Martyn	M. Tinlin	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Committee of the Whole rise and report at (10:47 a.m.).

<u>Motion # 59/2018</u>	D. Mayberry	M. Tinlin	CARRIED
-------------------------	-------------	-----------	---------

THAT, the Full Authority renew its 2018 – 2019 Employee Group Benefits Plan with Sun Life Financial through Dorbar Employee Benefits and Insurance Solutions effective May 1st, 2018.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, June 14th, 2018, commencing at (10:00 a.m.).

<u>Motion # 60/2018</u>	D. Mayberry	S. Martyn	CARRIED
-------------------------	-------------	-----------	---------

THAT, the Full Authority be adjourned at (10:48 a.m.).

General Manager / Secretary – Treasurer

Authority Chairperson

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Friday, June 8, 2018

Meeting #HS 01/2018

PRESENT:

Kim Smale
Tony Difazio
Dusty Underhill

Management Representative
Employee Representative
Safety Officer

WELCOME AND CALL TO ORDER:

The Safety Officer welcomed everyone and called the meeting of the Catfish Creek Conservation Authority Health and Safety Committee to order at (11:00 a.m.).

ADOPTION OF AGENDA:

The Committee approved the Agenda as circulated.

BUSINESS OUT OF MINUTES:

The following two (2) items were noted as outstanding business to discuss from the previous meeting.

1) Injury / Incident Forms:

The Employee Representative circulated copies of the new forms to report Employee and Non - Employee Injuries and Incidents.

2) Concussion Guidelines:

The Safety Officer was asked to prepare a Concussion Policy for consideration by the Health and Safety Committee using the Concussion Guidelines developed by the Ministry of Tourism, Culture, and Sport as a reference.

NEW BUSINESS:

a) Safe Handling and Disposal of Sharps:

The Safety Officer will contact the Oxford Elgin St. Thomas Health Unit for direction regarding the proper procedures for the safe handling and disposal of sharps.

b) Lyme Disease:

The Safety Officer will update the bulletin boards around the Springwater Conservation Area with the Lyme disease posters provided by the Oxford Elgin St. Thomas Health Unit.

c) Staff Training:

The following areas were identified where updated training is required:

- Fall Arrest Training
- Supervisor Health and Safety Awareness Training
- Industrial Vegetation Exterminator Licence
- First Aid Training
- Chainsaw Certification Training

Several individuals were identified to take the required health and safety training. The Safety Officer will look into the cost and availability of the various training opportunities.

d) Policy Updates:

The Management Representative was asked to review and update the following policies:

- Health and Safety Policy
- Workplace Harassment Policy
- Workplace Violence Policy

OTHER BUSINESS:

The Employee Representative was directed to order a new WHIMIS Training DVD and updates to the 2013 Ontario Occupational Health and Safety Act and Regulations, "The Green Book".

First Aid Kits will be inspected and updated by the Employee Representative on a Quarterly basis. The Safety Officer will undertake playground inspections on a monthly basis.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (11:50 a.m.).



Kim Smale, Management Representative



Dusty Underhill, Safety Officer



Tony Difazio, Employee Representative

REPORT FA 30 / 2018: To The Full Authority

FROM: Resource Planning Coordinator
Water Management Technician
Conservation Areas Supervisor

SUBJECT: Monthly Staff Reports

DATE: June 8, 2018

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Attended an Elgin County Stewardship Council meeting to present stewardship funding applications on behalf of landowners in the CCCA watershed;
- Completed a Managed Forest Tax Incentive Program Forest Management Plan for a landowner in the watershed; and,
- Assisted with the planting of three (3) Tall Grass Prairie sites in the watershed.

Upcoming Activities:

- Implement stewardship restoration projects on private and CA owned properties;
- Planning for programs and projects for next year's Environmental Leadership Class;
- Development / Update of Regulation Policies; and,
- Regular duties as assigned.

Water Management Technician, Peter Dragunas

Current Activities:

- Completed the 2018 Catfish Creek Conservation Authority Tree Planting Program (10,000 trees planted).
- Provincial Groundwater Monitoring Network data acquisition.
- Assessment and required adjustments (moving averages) to the Low Water Response, low water benchmark and threshold criteria to improve early identification of low water threats to support Level I, II and III low water condition reporting.
- Permit To Take Water (PTTW) inquiries.
- Attended the Port Bruce Ratepayers Association Annual General Meeting in Port Bruce to outline the Catfish Creek Conservation Authority Flood Management Program.
- Infrastructure data acquisition to create interactive mapping tools for the Springwater Campground.

Upcoming Activities:

- 2018 OLWR analysis.
- Providing input to the MNRF Service Delivery Review Committee on the Flood Forecasting and Warning and Natural Hazards Program.
- Regular duties as assigned.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Victoria Day Weekend Alcohol Restriction May 18 - 22, 2018. Zero evictions or complaints were filed.
- Hosted the Tim Hortons Kids Trout Derby on May 12th, 2018. Approximately 150 youths participated in the event.
- Guided an Adventure Hike and an Aquatics Program for 60 youth of all different ages for the Elgin County local Home School Program.
- Tree planting and mulching at the OPC Path of Honour Project on May 24, 2018.
- Attended a Path Of Honour Committee meeting to discuss the work day and future work to be done.
- Training of new summer staff.
- Day-to-day operations and maintenance of the various Conservation Areas.

Upcoming Activities:

- Preparation for Canada's largest custom van and truck show VanFest (June 9 – 10, 2018).
- Ongoing training and supervision of new summer staff.
- Obtaining quotes for OPC Path of Honour to have the Memorial Stone emblems dyed.
- Putting out new trail signage at the Archie Coulter C.A. and the Yarmouth Natural Heritage Area.
- Mowing of trail networks at the Yarmouth Natural Heritage Area and the Archie Coulter C.A.
- Providing support for the delivery of the Environmental Education Programs.
- Installing two new finger docks on Springwater Pond.
- Hazard tree removal, firewood processing and general maintenance and operations.
- Regular duties as assigned.

Recommendation:

That, Staff Reports for the month of May, 2018, be noted and filed.


for Tony Difazio
Resource Planning Coordinator


Peter Dragunas
Water Management Technician


Dusty Underhill
Conservation Areas Supervisor



62 . 031

REPORT FA 31 / 2018 : To The Full Authority

FROM: Susan Simmons, Financial Services Coordinator

SUBJECT: May Summary of Revenue & Expenditures

DATE: May 31, 2018

**SUMMARY OF REVENUE
for the period ending May 31, 2018**

	2018 Budget	2018 To Date	Difference	Budget vs 2018 YTD %	2017 To Date
MNRF Provincial Grants	\$ 79,835.00		\$ (79,835.00)	0.00%	\$ -
Other Provincial Grants	\$ 61,355.81	\$ 61,310.02	\$ (45.79)	99.93%	\$ 49,515.40
Federal Grants	\$ 23,650.00	\$ 50,000.00	\$ 26,350.00	211.42%	\$ 20,987.10
General Levy	\$ 288,249.24	\$ 279,306.64	\$ (8,942.60)	96.90%	\$ 206,841.29
Special Benefiting Levy	\$ 66,137.88	\$ 8,250.00	\$ (57,887.88)	12.47%	\$ 8,250.00
Employment Program Grants	\$ 21,000.00	\$ -	\$ (21,000.00)	0.00%	\$ -
Donations/Sponsorships	\$ 31,200.00	\$ 22,763.21	\$ (8,436.79)	72.96%	\$ 39,249.64
Conservation Areas Revenue	\$ 507,500.00	\$ 357,311.14	\$ (150,188.86)	70.41%	\$ 308,335.98
Maple Syrup Revenue	\$ 54,100.00	\$ 65,400.05	\$ 11,300.05	120.89%	\$ 47,644.76
Bank Interest Earned	\$ 3,500.00	\$ 478.07	\$ (3,021.93)	13.66%	\$ -
Information & Education	\$ 6,700.00	\$ 449.00	\$ (6,251.00)	6.70%	\$ 576.00
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 672.56	\$ (4,327.44)	13.45%	\$ 2,792.03
Trees/Planting/Spraying	\$ 4,250.00	\$ 738.72	\$ (3,511.28)	17.38%	\$ 738.72
Woodlot Management	\$ 1,000.00	\$ 973.46	\$ (26.54)	97.35%	\$ 353.98
Watershed Stewardship Projects	\$ -	\$ 10,000.00	\$ 10,000.00		\$ 8,500.00
Water Quality/Quantity Programs	\$ 500.00	\$ -	\$ (500.00)	0.00%	\$ -
Revenue from Other C.A. Lands	\$ 12,680.00	\$ 13,466.37	\$ 786.37	106.20%	\$ 13,951.21
Other Revenue	\$ 4,000.00	\$ -	\$ (4,000.00)	0.00%	\$ 5,491.53
Contract Services	\$ -	\$ 300.00	\$ 300.00		\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,175.00	\$ 9,766.80	\$ (28,408.20)	25.58%	\$ 8,951.25
Previous Year Surplus (Deficit)	\$ 1,169.70	\$ 1,169.70	\$ -	100.00%	\$ (10,490.46)
Income Appropriation from Special Reserves	\$ 30,044.83		\$ (30,044.83)		\$ -
Income Appropriation from General Reserves	\$ 83,779.48		\$ (83,779.48)		\$ -
	\$ 1,323,826.94	\$ 882,355.74	\$ (441,471.20)	66.65%	\$ 711,688.43

	2018 Budget	Received To Date	Difference
DONATIONS/SPONSORSHIPS			
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 1,000.00	\$ -	\$ (1,000.00)
Annual Report	\$ 1,250.00	\$ 875.00	\$ (375.00)
Environmental Education	\$ 1,500.00	\$ 345.00	\$ (1,155.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 6,384.80	\$ (1,115.20)
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 6,000.00	\$ 8,500.00	\$ 2,500.00
Springwater Forest Trails	\$ 9,000.00	\$ 4,983.76	\$ (4,016.24)
Archie Coulter C.A. Trails	\$ 700.00	\$ 614.65	\$ (85.35)
YNHA	\$ -	\$ 60.00	\$ 60.00
Springwater C.A. Development	\$ 1,500.00	\$ -	\$ (1,500.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ -	\$ (1,500.00)
TOTAL Donations/Sponsorships	\$ 31,200.00	\$ 22,763.21	\$ (8,436.79)

SUMMARY OF EXPENDITURES

for the period ending May 31, 2018

	2018 Budget	2018 To Date	Difference	Budget vs 2018 YTD %	2017 To Date
ADMINISTRATION					
A-1 Wages & Benefits	\$ 96,050.23	\$ 42,097.77	\$ 53,952.46	43.83%	\$ 41,526.22
A-2 Travel Exp. & Allow.	\$ 9,030.75	\$ 433.78	\$ 8,596.97	4.80%	\$ 352.68
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 4,490.51	\$ 4,734.49	48.68%	\$ 2,893.85
A-4 Materials & Supplies	\$ 4,350.00	\$ 2,324.65	\$ 2,025.35	53.44%	\$ 1,066.20
A-5 Rent & Utilities	\$ 15,274.64	\$ 3,515.69	\$ 11,758.95	23.02%	\$ 4,311.06
A-6 General Expenses	\$ 40,286.00	\$ 34,136.71	\$ 6,149.29	84.74%	\$ 23,726.63
TOTAL	\$ 174,216.62	\$ 86,999.11	\$ 87,217.51	49.94%	\$ 73,876.64
FLOOD FORECASTING & WARNING					
F4-2 Flood Control Structures	\$ 11,558.29	\$ 4,301.56	\$ 7,256.73	37.22%	\$ 5,015.30
F4-4 Flood Forecasting & Warning	\$ 160,877.33	\$ 72,042.55	\$ 88,834.78	44.78%	\$ 64,722.48
F4-5 Ice Management	\$ 65,887.88	\$ 21,672.70	\$ 44,215.18	32.89%	\$ 73,015.52
F4-6 Plan Input	\$ 35,863.55	\$ 17,145.26	\$ 18,718.29	47.81%	\$ 14,701.91
F4-71 Watershed Planning	\$ 11,277.73	\$ 4,601.73	\$ 6,676.00	40.80%	\$ 5,526.59
F4-72 Technical Studies (GIS)	\$ 13,345.09	\$ 10,516.61	\$ 2,828.48	78.81%	\$ 3,072.44
TOTAL	\$ 298,809.87	\$ 130,280.41	\$ 168,529.46	43.60%	\$ 166,054.24
OTHER PROGRAM AREAS					
B-1 Information & Education	\$ 35,639.80	\$ 3,329.68	\$ 32,310.12	9.34%	\$ 8,054.06
E-1 Extension Services - Tree Planting Community Forest	\$ 34,861.84	\$ 21,494.76	\$ 13,367.08	61.66%	\$ 28,130.79
E-1 Extension Services - Woodlot Management	\$ 6,826.99	\$ 2,744.25	\$ 4,082.74	40.20%	\$ 2,362.06
E-1 Extension Services - Watershed Stewardship	\$ 33,435.34	\$ 5,520.87	\$ 27,914.47	16.51%	\$ 22,053.10
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -		\$ -
TOTAL	\$ 110,763.97	\$ 33,089.56	\$ 77,674.41	29.87%	\$ 60,600.01
CAPITAL & SPECIAL PROJECTS					
Water Management Programs	\$ 24,855.81	\$ 4,806.24	\$ 20,049.57	19.34%	\$ 9,460.97
Springwater C.A. Development	\$ 23,546.16	\$ -	\$ 23,546.16	0.00%	\$ 7,983.96
Special Projects & Contract Services	\$ 3,000.00	\$ 764.20	\$ 2,235.80	25.47%	\$ 7,027.24
TOTAL	\$ 51,401.97	\$ 5,570.44	\$ 45,831.53	10.84%	\$ 24,472.17
CONSERVATION AUTHORITY LANDS					
Springwater Operation & Maint	\$ 519,792.63	\$ 115,890.69	\$ 403,901.94	22.30%	\$ 126,767.82
Vehicle & Equipment Pool Exp.	\$ 44,330.00	\$ 20,796.65	\$ 23,533.35	46.91%	\$ 13,874.60
Maple Syrup	\$ 60,100.00	\$ 61,993.71	\$ (1,893.71)	103.15%	\$ 48,265.23
Other C.A. Lands	\$ 64,411.88	\$ 12,598.00	\$ 51,813.88	19.56%	\$ 13,089.24
TOTAL	\$ 688,634.51	\$ 211,279.05	\$ 477,355.46	30.68%	\$ 201,996.89
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -		\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 1,323,826.94	\$ 467,218.57	\$ 856,608.37	35.29%	\$ 526,999.95


 Susan Simmons,
 Financial Services Coordinator


REPORT FA 32 / 2018 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Payable
 DATE: June 6, 2018

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll May 14 (28225-28233)			
Eastlink	28234	1,162.89	phone, fax line, gauges, & internet
Telus Mobility	28235	203.20	mobile phones
payroll May 28 (28236-28258)			
Hydro One	28259	1,296.42	campground, admin centre & gauges
Wilder, Susan	28260	150.00	seasonal camping refund
Hydro One	28261	30.12	gauge
Bell Canada	28262	88.07	gauge
Hydro One	28263	43.12	gauge
A&J Baertsoen	28264	680.90	YNHA trail signage
ALS Canada Ltd.	28265	426.01	campground maintenance
Aylmer Express Limited	28266	182.74	advertising - help wanted
Aylmer Home Hardware	28267	104.88	campground maintenance
Aylmer Tire	28268	87.92	equipment and vehicle maintenance
Barker, Sean	28269	100.00	seasonal camping refund
Buttonbush Farm	28270	750.00	municipal roadside trees
Canadale Nurseries Ltd.	28271	732.19	Ontario Police College - Path of Honour
Canadian Tire	28272	646.33	campground maintenance & supplies
Canon Canada Inc.	28273	269.73	photo copier service
Coin Wash & Dry Ltd.	28274	101.70	campground supplies
Conservation Ontario	28275	9,418.00	installment 2 of 2 - Levy
Courtney's Distributing Inc.	28276	1,524.98	store product for resale
Delta Power Equipment Ltd.	28277	240.85	equipment maintenance
Dowler Karn Propane Ltd.	28278	3,864.37	equipment and vehicle fuel
Elgin Chrysler	28279	1,462.77	vehicle maintenance
Elgin Feeds Ltd.	28280	191.34	contract services and campground supplies
Elgin Pure Water	28281	271.14	campground maintenance
Exact Septics Inc.	28282	661.05	campground maintenance
Frank's Maintenance Products	28283	1,177.09	campground supplies
Glenbriar Bottled Water Co. Ltd.	28284	31.04	water cooler service
Hamilton, Ward, & Cathers Insurance	28285	11,231.39	installment 2 of 3 : general insurance premiums
JD Fuller	28286	138.50	campground maintenance
K&K Locksmiths	28287	96.05	campground maintenance
Kettle Creek Conservation Authority	28288	185.27	London Farm Show
Koolen Electric	28289	465.50	campground maintenance
London Quality Dairy and Wholesale	28290	939.40	store product for resale
M Live Bait Wholesale	28291	257.07	store product for resale
Molly Maid	28292	158.00	administration centre cleaning service
PepsiCo Foods Canada	28293	325.45	store product for resale
Printers Plus	28294	471.21	campground supplies
Purolator Courier	28295	55.33	courier fees
R Safety	28296	97.78	campground supplies
Roszell's Furnishings	28297	734.49	schoolhouse furnishings
Secord Home Building Centre	28298	447.60	campground maintenance & tree planting supplies
Smale, Kim	28299	31.41	mileage reimbursement
Somerville Nurseries Inc.	28300	7,260.25	seedlings for resale
TSC Stores L.P.	28301	22.60	campground maintenance
Union Sports Sales Limited	28302	1,478.04	uniform items
Waste Connections of Canada Inc.	28303	376.72	campground maintenance
		<u>\$ 50,670.91</u>	

RECOMMENDATION:

THAT, Accounts Payable totalling \$50,670.91 , be approved for payment as presented in Report FA 32 / 2018.


 Susan Simmons,
 Financial Services Coordinator

REPORT FA 33/2018	:	To The Full Authority
FROM	:	Tony Difazio, Resource Planning Coordinator
SUBJECT	:	MONTHLY PLAN REVIEW
DATE	:	June 8, 2018

PURPOSE: To outline the Monthly Plan Review Report as it has been implemented during March, April & May, 2018.

BACKGROUND: Technical staff have responded to each of the applications as per their committee dates.

RECOMMENDATION: THAT, the Full Authority approve the Monthly Plan Review Report for the months of March, April & May, 2018.

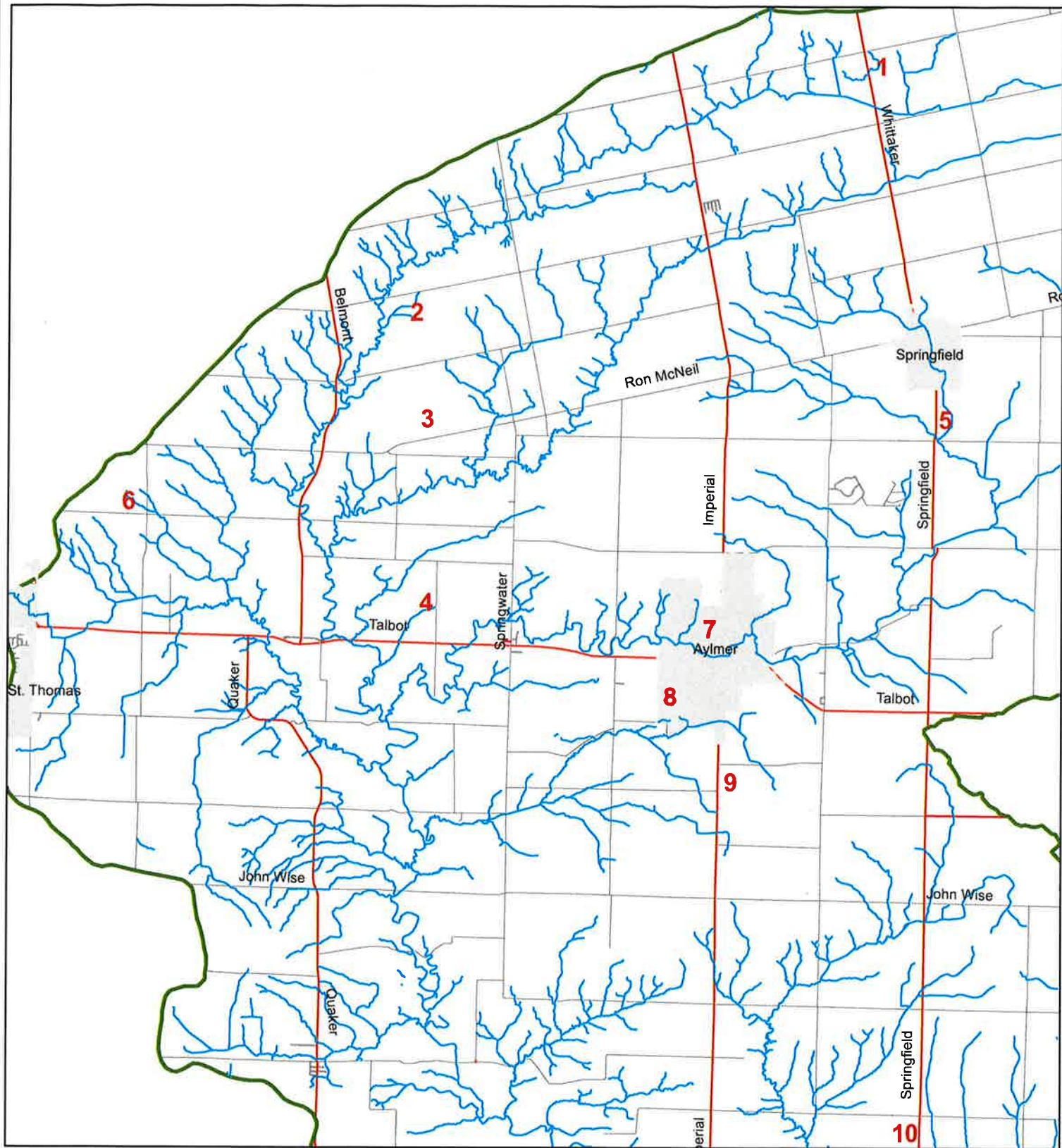


Tony Difazio, Resource Planning Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
MONTHLY PLAN REVIEW REPORT
June, 2018

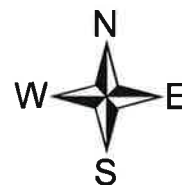
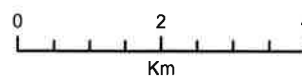
ZONING BYLAW AMENDMENTS			
SITE NO.	LOCATION	PROPOSAL	COMMENTS
1	51145 Yorke Line; Township of Malahide	* This amendment will change the zoning on a surplus farm dwelling lot from <i>Agriculture</i> to <i>Small Lot Agriculture</i> ; * The retained farm parcel will be rezoned to <i>Special Agriculture</i> to prohibit construction of any new dwellings;	* NO OBJECTIONS
2	47055 Lyons Line; Township of Malahide	* This amendment will rezone a small, irregular shaped parcel from <i>Large Lot Agriculture</i> to <i>Small Lot Agriculture</i> ; * This will permit the enlargement of the vacant residential lot to the west to accommodate a safe driveway entrance;	* NO OBJECTIONS
3	47228 Ron McNeil Line; Township of Malahide	* This amendment will change the zoning on a farm industrial lot from <i>Agriculture</i> to <i>Rural Industrial</i> ; * This will satisfy conditions of consent to recognize and permit the continued use of a grain handling and drying operation near Kingsmill;	* NO OBJECTIONS
4	9907 Penhale Road, Municipality of Central Elgin	* This amendment will rezone the subject lands to support a rural home occupation involving the applicants home renovation business; * The zoning will permit the construction of a storage building to support the business;	* NO OBJECTIONS

SEVERANCE APPLICATIONS			
SITE NO.	LOCATION	PROPOSAL	COMMENTS
5	Pt.Lot:21; Conc.:9; Township of Malahide	* The applicant proposes to sever a 0.6ha, irregular shaped lot along Springfield Road, to be added to the adjoining lot to the west; * The owners are retaining 38ha, to remain in agricultural use;	* NO OBJECTIONS
6	44912 Edgeware Road; Municipality of Central Elgin	* The applicants propose to sever a 133m X 130m parcel containing several grain bins and associated buildings, to create one new agricultural/industrial lot; * The owners are retaining 19.7 ha, to remain in agricultural use;	* NO OBJECTIONS
7	Oak and Elm Street; Town of Aylmer	*The applicants propose to sever a 22m X 30m parcel fronting Oak Street in Aylmer, to create one new residential lot; * The owners are retaining 472m ² , proposed to remain in residential use;	* NO OBJECTIONS
8	20 Leslie Street; Town of Aylmer	*The applicants propose to sever a 4.5m X 29m parcel fronting Leslie Street in Aylmer, to add to the residential lot to the south; * The owners are retaining 725m ² , containing one house to remain in residential use;	* NO OBJECTIONS
9	Pt.Lots:11 &12; Conc.: Gore; Township of Malahide	* The applicants propose to sever three (3) 30m X 68m building lots on the eastside of Imperial Road and south of Bradley Creek Line; * The applicants are retaining 21 ha, containing 3 barns, several bulk kilns, one greenhouse and a shed to remain in agricultural use;	* NO OBJECTIONS
10	5771 Springfield Road; Township of Malahide	*The applicants propose to sever a 99m X 110m lot fronting Springfield Road, containing one house, 2 barns and sheds deemed surplus to the needs of the applicants; * The owners are retaining 23ha to remain in agricultural use;	* NO OBJECTIONS



Plan Review Map June, 2018

1 Plan Review Site Number



14

REPORT FA 34 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Springwater Television Advertising Campaign

DATE: May 31, 2018

PURPOSE:

To advise the members of the 2018 television advertising campaign for the Springwater Conservation Area.

DISCUSSION:

The Catfish Creek Conservation Authority started advertising the Springwater Conservation Area with CTV London in 2006. A new HD quality commercial was produced in 2016 to replace the original version. It is that time of the year again to consider renewing the television advertising campaign for 2018.

The following information will provide the members with a comparison between the 2017 and the proposed 2018 advertisement campaigns. The 15 second commercial airs in programs that run in the mornings, afternoons, prime time and weekends, ensuring the broadest audience possible.

2018:

- Campaign starts July 2nd and runs for five (5) weeks.
- Commercial will air a total of 92 times and receive an audience of 513,000 viewers.
- Total cost of the air campaign is \$2,859.00, plus HST.

2017:

- Campaign started July 3rd and ran for five (5) weeks.
- Commercial aired a total of 70 times and received an audience of 442,000 viewers.
- Total cost of the air campaign was \$2,801.00, plus HST.

RECOMMENDATION:

That, the Full Authority authorize staff to renew the 2018 television advertising campaign with CTV London for the Springwater Conservation Area as outlined in Report FA 34 / 2018.



Kim Smale
General Manager / Secretary-Treasurer

REPORT FA 35 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Memorandum Of Agreement

DATE: May 31, 2018

PURPOSE:

To consider endorsing a Memorandum Of Agreement between Ducks Unlimited Canada (DUC) and the Catfish Creek Conservation Authority (CCCA) for wetland restoration projects.

DISCUSSION:

Each year, Ducks Unlimited Canada requires the endorsement of a Memorandum Of Agreement in order to release their share of the funding for various wetland restoration projects.

The attached Memorandum Of Agreement outlines the obligations of both the Corporation (DUC) and the Partner (CCCA) in this particular partnership.

RECOMMENDATION:

That, the Full Authority approve the Memorandum Of Agreement between Ducks Unlimited Canada and the Catfish Creek Conservation Authority as presented in Report FA 35 / 2018.



Kim Smale
General Manager / Secretary-Treasurer

**MEMORANDUM OF AGREEMENT
BETWEEN DUCKS UNLIMITED CANADA (DUC)
AND
CATFISH CREEK CONSERVATION AUTHORITY (CCCA)**

Agreement made in duplicate this _____ day of _____, 20____

BETWEEN:

Ducks Unlimited Canada (DUC)
740 Huronia Road
Unit 1
Barrie, Ontario L4N 6C6
hereinafter called the "Corporation"

- and -

Catfish Creek Conservation Authority (CCCA)
8079 Spring Water Rd.
Aylmer, ON N5H 2R4
hereinafter referred to as the "Partner"

WHEREAS the Corporation and the Partner share a mutual interest in wetland conservation to the benefit of waterfowl, other wildlife and the overall health of the watershed,

AND WHEREAS the Partner intends to implement wetland restoration projects on privately owned lands listed on Schedule 'A'. The Corporation will provide funds towards assisting the Partner for the implementation of each of these wetland restoration projects conditional to each landowner at each restoration site signing a Ducks Unlimited Canada conservation agreement with the corporation for the project.

NOW THEREFORE the Corporation and the Partner agree as follows:

1. INTERPRETATION

It is understood that the use of the term "partner" is not intended and does not create a partnership at law between the parties.

2. TERM

This Agreement shall commence on the _____ of _____, 20____ and terminate on the 31st day of March 2019.

3. DESIGNATED REPRESENTATIVES

- i) The Partner agrees that the Corporation, for the purposes of this Agreement, may act through any individual designated by the Corporation.
- ii) For the purposes of this Agreement the designated representative for the Corporation is:

Rachael Scholten
Ducks Unlimited Canada
(519) 451-2800 x 264 (office)
(705) 721-4444 (Barrie office)

for the Partner is: Tony Difazio
Resource Planning Coordinator
Catfish Creek Conservation Authority
(519) 773-9037

Both the Corporation and the Partner agree that they may designate a different representative by providing notice in writing.

4. CORPORATION OBLIGATIONS

- i) The Corporation agrees to provide payment of up to 50% of construction costs, upon execution of this agreement and receipt of appropriate invoice(s) from the Partner detailing the expenses incurred, up to the maximum amount available according to the Schedule 'A', to the Partner in support of the implementation of these wetland restoration projects.

5. PARTNER OBLIGATIONS

- i) The Partner agrees to participate as the project proponent and lead agency for the project implementation including obtaining any and all required permits and approvals. This may include municipal bylaws, Conservation Authority approvals, permits to take water, fisheries or other federal approvals, consultation with First Nations, and Ministry of Natural Resources regulations and the Endangered Species Act assessments with registered mitigation plans whenever applicable.
- ii) The Partner agrees to recognize the support of the Corporation in any publicly available document, signage or presentation that specifically refers to this project.

- ## 6. JOINT OBLIGATIONS

- ## 7. ENTIRE AGREEMENT

8. TERMINATION of AGREEMENT

IN WITNESS WHEREOF the parties hereto have executed this Agreement

Position

Schedule 'A' to MOA with Catfish Creek Conservation Authority

This schedule lists the properties where wetland restoration projects are to be implemented under this MOA. The owner's name, the legal address, the estimated area of wetland restored, the total estimated cost of the project, and the maximum amount of funding available from DUC, is listed for each project.

Proposed Site

James Temple

Landowners: Bob and Carol Temple
7418 Quaker Rd. St Thomas ON N5P 3S9
Pt Lt 22-23 Con 5, Township of Yarmouth; Central Elgin
Estimated area of wetland to be restored 1.1 acre
Upland Area: 1.4 acres (Tall Grass Prairie)
Total Estimated Construction Cost - \$25,000
DUC Funding available for project - \$10,000 (maximum)

Catfish Creek Conservation Authority

Brown Conservation Area
49791 Dingle Street, Aylmer ON N5H 2R1
Pt Lot 86-87 Con NTR Malahide, Pt 2,3,4,5,6 11R891 Except Pt 3&4 11R5141; S/T E307113; S/T E128753, E394879; Township of Malahide
Estimated area of wetland to be restored: 1.1 acre
Total Estimated Construction Cost - \$7,000
DUC Funding available for project - \$3,500

Catfish Creek Conservation Authority

Yarmouth Natural Heritage Area – new segment # 5
47502 Sparta Line, Sparta ON N0L 2H0
PT LOT 26-27, CONC. 4, YARMOUTH AS IN E98604 & PT 15, 16, 17, 18, 19, 21, 22 11R6841; S/T INTEREST IN E253040; S/T INTEREST IN E392367; S/T YM38636; CENTRAL ELGIN
Estimated area of wetland to be restored: - 3.5 acres
Total Estimated Construction Cost: \$27,000
DUC Funding available for project: \$10,000 (maximum)

The total potential contribution by DUC to these projects is \$23,500 conditional on receipt of copies of all required permits including Ministry of Natural Resources Environmental Screening assessment, a signed Conservation Agreements with the landowners, and copies of construction invoices. Additional projects may be added as an addendum to this MOA subject to the agreement of the Corporation and the Partner.

REPORT FA 36 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Administrative By - Law Model

DATE: June 8, 2018

PURPOSE:

To receive a copy of the Best Management Practices and Administrative By- Law Model endorsed by Conservation Ontario on April 16, 2018.

DISCUSSION:

The attached Best Management Practices and Administrative By - Law Model outlines the need for the 36 Conservation Authorities to adopt new Administrative By - Laws by December 12, 2018, to meet the changes to the Conservation Authorities Act, as amended by the Building Better Communities and Conserving Watersheds Act, 2017.

The attached information is being provided for your review and consideration in anticipation of Report FA 37 / 2018.

RECOMMENDATION:

That, Report FA 36 / 2018, be received as information at this time.



Kim Smale
General Manager / Secretary-Treasurer



CONSERVATION AUTHORITY
Best Management Practices (BMP)
and Administrative By-Law Model

Endorsed: April 16, 2018

Amended April 23, 2018 re: Section 22. Indemnification of Members, Officers and Employees

CONSERVATION AUTHORITY

Best Management Practices (BMP) and Administrative By-Law Model

Contents

I.	Background	3
1.	Amendments to the <i>Conservation Authorities Act</i>	3
2.	Purpose of Best Management Practices (BMP) and Administrative By-law Model	5
3.	Basis of Best Management Practices (BMP) and Administrative By-law Model	5
4.	Legal Review and Finalization of this Document	6
II.	Administrative By-Law Model	8
	Introduction	8
A.	Definitions	10
B.	Governance	11
1.	Members	11
2.	Officers	13
3.	Absence of Chair and Vice-Chair(s)	14
4.	Maximum Term for Chair and Vice-Chair(s)	14
5.	Representatives to Conservation Ontario Council	14
6.	Election of Chair and Vice-Chairs	14
7.	Appointment of Auditor	14
8.	Appointment of Financial Institution	14
9.	Appointment of Solicitor	14
10.	Financial Statements and Report of the Auditor	15
11.	Borrowing Resolution	15
12.	Levy Notice	15
13.	Signing Officers	15
14.	Executive Committee	15
15.	Advisory Boards and Other Committees	15
16.	Remuneration of Members	16
17.	Records Retention	16
18.	Records Available to Public	16

19. By-law Review	16
20. By-law Available to Public	17
21. Enforcement of By-laws and Policies	17
22. Indemnification of Members, Officers and Employees	17
C. Meeting Procedures.....	18
1. Rules of Procedure	18
2. Notice of Meeting	18
3. Meetings Open to Public.....	18
4. Agenda for Meetings.....	19
5. Quorum.....	19
6. Order of Business	19
7. Debate	20
8. Matters of Precedence.....	20
9. Members' Attendance	20
10. Electronic Participation	21
11. Delegations	21
12. Annual Meeting.....	21
13. Meetings with Closed "In Camera" Sessions	22
14. Voting	23
15. Notice of Motion	23
16. Motion to Reconsider	24
17. Duties of the Meeting Chair	24
18. Conduct of Members	24
19. Minutes of Meetings.....	25
D. Approval of By-law and Revocation of Previous By-law(s)	26
E. Appendices to the Administrative By-law	27
Appendix 1 - Code of Conduct	27
Appendix 2 - Conflict of Interest	30
Appendix 3 - Procedure for Election of Officers	32
III. Best Management Practices (BMPs)	34
IV. Checklist for compliance with Section 19.1	35

I. Background

1. Amendments to the *Conservation Authorities Act*

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, provides direction for conservation authorities to make such by-laws as are required for its proper administration. The new bylaws will replace administrative regulations created under the repealed Section 30 of the Act. Current administrative bylaws will cease to be in force upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the authority.

Section 19.1 of the Act, sets out the requirements for by-laws as follows:

By-laws

19.1 (1) An authority may make by-laws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the secretary-treasurer;
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the executive committee except,
 - (i) the termination of the services of the secretary-treasurer,
 - (ii) the power to raise money, and
 - (iii) the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the by-laws and for making the records available to the public,
 - (ii) establishing a code of conduct for the members of the authority, and
 - (iii) adopting conflict of interest guidelines for the members of the authority;
- (h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;
- (i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and

- (j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

(2) If a by-law made by an authority conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts, the provision of the Act or regulation prevails.

Periodic review of by-laws

(3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.

By-laws available to public

(4) An authority shall make its by-laws available to the public in the manner it considers appropriate.

Transition

(5) An authority shall make such by-laws under this section as are required for its proper administration,

- (a) in the case of an authority that was established on or before the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of that day; and
- (b) in the case of an authority that is established after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of the day the authority is established.

Same

(6) Despite the repeal of section 30 by section 28 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017*, a regulation that was made by an authority under that section continues in force after the repeal until the earlier of,

- (a) the day that is one year after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force; and
- (b) the day the regulation is revoked by the authority.

Direction by Minister

(7) The Minister may give an authority a written direction to make or amend a by-law on any matter described in subsection (1), in accordance with the direction, within such period of time as may be specified in the direction.

Compliance

(8) The authority that receives a direction under subsection (7) shall comply with the direction within the time specified in the direction.

Regulation where failure to comply

(9) If an authority fails to adopt a by-law in accordance with the direction made under subsection (7), the Minister may make regulations in relation to the matters set out in the direction that are applicable in the area of jurisdiction of the authority.

Same

(10) Any regulation made by the Minister under subsection (9) prevails over any conflicting by-law that the authority may have adopted.

2. Purpose of Best Management Practices (BMP) and Administrative By-law Model

This document is intended to provide a model for an Administrative By-law and the Best Management Practices associated with the By-laws required under Section 19.1 of the *Conservation Authorities Act*. It is a guideline which can be used as the basis for such governing documents to be adopted by individual conservation authorities.

The Administrative By-law Model and Best Management Practices for Code of Conduct and Conflict of Interest are designed to ensure compliance with the requirements of Section 19.1.

Some wording in the Administrative By-law Model is suggested, but not required. Other sections are recommended, but the final wording will be specific to individual authorities. Those sections are highlighted, with explanations included.

It is a goal of this Administrative By-law Model and Best Management Practices to ensure a high level of consistency among conservation authorities, with respect to governance. One way to increase this consistency, is for all conservation authorities to adopt Administrative By-laws and Best Management Practices that are based on a single model. Alternatively, individual authorities may develop and approve their own versions of these documents, as long as these versions are compliant with the *Act* and other relevant legislation. A checklist is included, in Section IV, to assist conservation authorities in ensuring that their Administrative By-law and Best Management Practices will comply with Section 19.1 of the *Act*.

3. Basis of Best Management Practices (BMP) and Administrative By-law Model

By-laws are considered a legal governing document. In the spirit of best management practices of transparency and accountability, the approach to the language and layout of the Administrative By-law Model is to ensure it is understandable to the general public.

All existing conservation authority by-laws received by Conservation Ontario in July and August 2017 were reviewed during the preparation of the Administrative By-law template. The Conservation Ontario Working Group provided additional input in order to prepare that draft for review by all conservation authorities.

Where municipal legislation conflicts with any part of this by-law (e.g. *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those Acts), the provision of that Act or regulation prevails.

Along with the issues identified by the Working Group the following resources were used as reference to research and analyze best management practices:

- Existing conservation authorities By-laws/Members Guidebooks/Policy and Procedures received by Conservation Ontario:
 - Sault Ste. Marie Conservation Authority
 - Toronto Region Conservation Authority
 - Upper Thames River Conservation Authority
 - Central Lake Ontario Conservation Authority
 - Essex Region Conservation Authority
 - Kawartha Region Conservation Authority
 - Hamilton Conservation Authority
 - Lower Thames Conservation Authority
 - Nottawasaga Conservation Authority
 - Saugeen Valley Conservation Authority
 - Catfish Creek Conservation Authority
 - Grand River Conservation Authority
- Provincial and other best management practices for board governance: *Ontario Not-for-Profit Corporations Act*, Ministry of Municipal Affairs, Association of Municipalities Ontario, Board of Health Governance Toolkit, other local boards under the Municipal Act, Ontario Ombudsman Municipal Meetings FAQ, Ontario Ombudsman investigations, British Columbia Integrity Office
- Not for Profit best management practices for board governance: First Reference Policy Pro, Board Governance Classics, *Canada Not-for-Profit Corporations Act*
- Ontario legislation:
 - *Conservation Authorities Act*;
 - *Municipal Act, Municipal Conflict of Interest Act*;
 - *Municipal Freedom of Information and Protection of Privacy Act*; and
 - *Accessibility for Ontarians with Disabilities Act*.

4. Legal Review and Finalization of this Document

Bill 139, *Building Better Communities and Conserving Watersheds Act*, 2017 came into force on December 12, 2017. Each conservation authority will have until December of 2018 to have Section 19.1 compliant by-laws in place. Due to timing of the 2018 municipal elections (October 22, 2018), conservation authorities should plan on adopting their new By-laws in the late summer or fall of 2018, prior to a significant turnover in their membership.

The draft BMP and Administrative By-law Model was circulated to all 36 conservation authorities in November 2017 and amendments were made further to the comments received. It was presented to Conservation Ontario Council on December 11, 2017, and received endorsement in principle.

South Nation Conservation coordinated a legal review of the document in February 2018.

Ministry of Natural Resources and Forestry staff reviewed the document and sought feedback from the Ministry of Municipal Affairs and the Association of Municipalities of Ontario. The requested changes resulting from those discussions have been incorporated. A 'final' version of the BMP and Administrative By-law Model was forwarded to MNRF staff on March 7, 2018 and minor edits (e.g. wording changes, elimination of duplication) were undertaken at their request on April 5, 2018. This final version was brought to the April 16, 2018 Conservation Ontario Council meeting for endorsement. Beginning in April 2018, training and assistance will be available to individual conservation authorities so they can adopt their own version of the BMPs and Administrative By-law in 2018.

Any information provided in this document, including the Administrative By-law Model, is not intended to be a substitute for legal advice. Individual conservation authorities are recommended to obtain an independent legal review of their by-laws before final General Membership approval.

Checklist for compliance with Section 19.1

Proposed Conservation Authorities Act Section 19.1(1) An authority may make by-laws:	Template By-law
(a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;	<u>Part II Administrative By-law, Section C – Meeting Procedures</u> 1. Rules of Procedure 2. Notice of Meeting 13. Meetings with Closed “In Camera” Sessions
(b) prescribing the powers and duties of the secretary-treasurer;	<u>Part II Administrative By-law, Section B – Governance</u> 2. Officers
(c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 2. Officers 13. Signing Officers
(d) delegating all or any of its powers to the executive committee except, i. the termination of the services of the secretary-treasurer, ii. the power to raise money, and iii. the power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the authority;	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 2. Officers
(e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 14. Executive Committee 15. Advisory Boards and Other Committees
(f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;	<u>Part II Administrative By-law, Section B – Governance</u> 1. Members 2. Officers
(g) requiring accountability and transparency in the administration of the authority including, i) providing for the retention of records specified in the by-laws and for making the records available to the public,	<u>Part II Administrative By-law, Section C – Meeting Procedures</u> 3. Meetings Open to Public <u>Part II Administrative By-law, Section B – Governance</u> 17. Records Retention 18. Records Available to Public

Proposed Conservation Authorities Act Section 19.1(1) An authority may make by-laws:	Template By-law
(ii) establishing a code of conduct for the members of the authority, and	<u>Appendix 1 – Code of Conduct</u>
(iii) adopting conflict of interest guidelines for the members of the authority;	<u>Appendix 2 - Conflict of Interest</u>
(h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;	<u>Part II Administrative By-law, Section B – Governance</u> 10. Financial Statements and Report of the Auditor
(i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and	<u>Part II Administrative By-law, Section B – Governance</u> 19. By-law Review
(j) respecting such other matters as may be prescribed by regulation.	To be developed as required

Proposed Conservation Authorities Act Sections 19.1 (2), (3) and (4)	Template By-law
Conflict with other laws (2) If a by-law made by an authority conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those Acts, the provision of the Act or regulation prevails.	<u>Part II Administrative By-law, Section B – Governance</u> 1(e) Applicable Legislation
<u>Periodic review of by-laws</u> (3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.	<u>Part II Administrative By-law, Section B – Governance</u> 19. By-law Review
<u>By-laws available to public</u> (4) An authority shall make its by-laws available to the public in the manner it considers appropriate.	<u>Part II Administrative By-law, Section B – Governance</u> 20. By-law Available to Public

REPORT FA 37 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: CCCA Administrative By - Law

DATE: June 11, 2018

PURPOSE:

To present the members with a new Administrative By - Law for the Catfish Creek Conservation Authority (CCCA).

DISCUSSION:

Using the Best Management Practices and Administrative By - Law Model approved by Conservation Ontario Council as a guide, staff have prepared a new Administrative By - Law for the CCCA.

The attached By - Law revokes the previous Administration Regulations made by the Minister of Natural Resources dated February 7th, 1985, under Section 29 of the Conservation Authorities Act R.S.O. 1970 and Section 30 of the Conservation Authorities Act R.S.O. 1980. The Generic Regulations, Procedures and Rules Of Order adopted by the CCCA in Motion # 56 / 85 and any amendments to said Regulations are also revoked.

RECOMMENDATION:

That, the Catfish Creek Conservation Authority Administration Regulation made by the Minister of Natural Resources dated February 7th, 1985, and the Generic Regulations, Procedures and Rules of Order adopted by the Full Authority in Motion # 56 / 85 are hereby revoked; and further,

That, the new Administrative By - Law for the Catfish Creek Conservation Authority attached to Report FA 37 / 2018, be adopted as presented.


Kim Smale
General Manager / Secretary-Treasurer



CATFISH CREEK CONSERVATION AUTHORITY

BEST MANAGEMENT PRACTICES (BMP) AND ADMINISTRATIVE BY-LAW

Endorsed: June 14, 2018

BACKGROUND

Amendments to the Conservation Authorities Act

The Conservation Authorities Act, as amended by the Building Better Communities and Conserving Watersheds Act, 2017, provides direction for Conservation Authorities to make such by-laws as are required for its proper administration. The new bylaws will replace administrative regulations created under the repealed Section 30 of the Act. Current administrative bylaws will cease to be in force upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the Authority.

INTRODUCTION

The Catfish Creek Conservation Authority (CCCA) is a non-share corporation, established under Section 3 of the Conservation Authorities Act, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a Conservation Authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities of the City of St. Thomas, the Municipality of Central Elgin, the Townships of Malahide and South-West Oxford, and the Town of Aylmer.

Vision/Mission

Vision: "The Catfish Creek Conservation Authority's Vision is one of harmony between the social and ecological needs of the watershed for present and future generations."

Mission: "To communicate and deliver resource management services and programs in order to achieve social and ecological harmony for the watershed".

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a Conservation Authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

Powers of Authorities

21 (1) For the purposes of accomplishing its objects, an Authority has power,

- (a) to study and investigate the watershed and to determine programs and services

whereby the natural resources of the watershed may be conserved, restored, developed and managed;

- (b) for any purpose necessary to any project under consideration or undertaken by the Authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the Authority considers necessary;
- (c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;
- (d) despite subsection (2), to lease for a term of five years or less land acquired by the Authority;
- (e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
- (f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the Authority's objects;
- (g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;
- (h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;
- (i) to erect works and structures and create reservoirs by the construction of dams or otherwise;
- (j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;
- (k) to alter the course of any river, canal, brook, stream or watercourse , and divert or alter, as well temporarily as permanently, the course of any river, stream , road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the Authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer , drain or any telegraph, telephone or electric wire or pole;
- (l) to use lands that are owned or controlled by the Authority for purposes, not inconsistent with its objects, as it considers proper;
- (m) to use lands owned or controlled by the Authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;
- (m.1) to charge fees for services approved by the Minister;
Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (m. 1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, S. 19 (3))
- (n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;
- (o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;
- (p) to cause research to be done;
- (q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the Authority.

A. Definitions

"Authority" means the Catfish Creek Conservation Authority.

"Act" means the Conservation Authorities Act, R.S.O. 1990, chapter C.27.

"Chair" means the Chairperson as referenced in the Act as elected by the Members of the Authority.

"Chief Administrative Officer" means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

"Fiscal Year" means the period from January 1 through December 31.

"General Membership" means all of the Members, collectively.

"Levy" means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

"Majority" means half of the votes plus one.

"Members" shall mean the Members appointed to the Authority by the participating municipalities in the Authority's area of jurisdiction.

"Non-Matching Levy" means that portion of an Authority's Levy that meets the definition of Non-Matching Levy as found in Ontario Regulation 139/96.

"Officer" means an Officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with Section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the General Manager and the Secretary-Treasurer (or the General Manager/Secretary-Treasurer, if applicable).

"Participating Municipality" means a municipality that is designated by or under the Act as a Participating Municipality in a Conservation Authority.

"Pecuniary Interest" includes the financial or material interests of a Member and the financial or material interests of a member of the Member's immediate family.

"Secretary-Treasurer" means Secretary-Treasurer of the Authority with the roles specified in the Act.

"Staff" means employees of the Authority as provided for under Section 19(1) of the Act.

"Vice-Chair" means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

"Weighted Majority" means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

B. Governance

1. Members

a) Appointments

Participating Municipalities within the jurisdiction of the Catfish Creek Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority's area of jurisdiction and may include citizens as well as elected members of municipal councils.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

b) Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four (4) years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The General Manager / Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term.

c) Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an Authority under S.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- Appointing a General Manager / Secretary-Treasurer and approving the creation of any new permanent positions;
- Discipline, terminate, or dismiss any permanent staff;
- Approving establishing and implementing regulations, policies and programs;
- Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.;
- Conducting an annual performance review for the General Manager / Secretary-Treasurer;
- Conducting Hearings in accordance with Section 28(3) for regulations passed pursuant to Section 28(1) of the Conservation Authorities Act;

- Approving the Annual Budget and General Levies;
- Approving and authorizing payment of all accounts;
- Approving by resolution, any new capital project of the Authority;
- Approving by resolution, the method of financing any new capital projects;
- Approving details on budget allocations on any new or existing capital projects;
- Receiving and approving the Audited Financial Statements and the Annual Report for the preceding year;
- Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act ;
- Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to the General Manager / Secretary-Treasurer or the Resource Planning Coordinator consistent with Ontario Regulation 146/06;
- Holding hearings required for the purpose of reviewing permit applications , and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands Tribunal.

d) Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives . Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority .

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Members are responsible for:

- Attending all meetings of the Authority;
- Understanding the purpose, function and responsibilities of the Authority;
- Being familiar with the Authority's statutory and other legal obligations;
- With the administration, setting strategic direction for the Authority .

e) Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f) Relationship Between Members and Staff

The General Membership relies on the General Manager / Secretary-Treasurer to manage

the operations of the organization, including all employees of the Authority . The General Manager / Secretary -Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority .

The General Membership will ensure that a process exists for regular performance evaluations of the General Manager / Secretary-Treasurer.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership;
- Be "ex-officio", a Member of all Advisory Committees;
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as Signing Officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.

Vice-Chair(s)

- Is/are a Member(s) of the Authority;
- Attends all meetings of the Authority;
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a Signing Officer for the Authority.

General Manager / Secretary-Treasurer

Responsibilities of the General Manager / Secretary-Treasurer as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership and Advisory Committees or designates an acting staff member if not available;
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries / agencies, Indigenous communities, other Conservation Authorities, Conservation Ontario, stakeholders, community groups and associations;

- Serves as a Signing Officer for the Authority;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Is the custodian of the Corporate Seal;
- Acts as the Authority's Freedom of Information and Privacy Coordinator;
- Acts as the Authority's Flood Coordinator;
- Represents Management on the Authority's Health and Safety Committee.

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair(s)

The Catfish Creek Conservation Authority does not have a maximum number of terms that a Chair and / or Vice-Chair are eligible to stand for re-election to the same office.

5. Representatives to Conservation Ontario Council

The Authority may appoint up to three (3) Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

6. Election of Chair and Vice-Chairs

The election of the Chair and Vice-Chair shall be held at the first meeting held each year (Annual General Meeting) in accordance with the Authority's Procedures for Election of Officers (Appendix 3).

7. Appointment of Auditor

The General Membership shall appoint an auditor by resolution for the coming year at the Annual General Meeting in accordance with Section 38 of the Act.

8. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker by resolution at the Annual General Meeting for the coming year.

9. Appointment of Solicitor

The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel by resolution at the Annual General Meeting for the coming year.

10. Financial Statements and Report of the Auditor

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually at the Annual General Meeting for the previous year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public on the Authority's website or by contacting the CCCA Administration Centre.

11. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

12. Levy Notice

The Levy due to the Authority from Participating Municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

13. Signing Officers

- The Signing Officers of the Authority shall be the Chair, Vice-Chair, and General Manager / Secretary-Treasurer. Any two of the aforementioned Officers are designated and empowered to sign on behalf of the Authority.
- All deeds, transfers, assignments, contracts and obligations entered into by the Authority must be signed by the General Manager / Secretary-Treasurer and either the Chair or the Vice-Chair of the Authority. These Signing Officers are empowered to sign such documents as are necessary for works approved by the Authority.
- For the above purposes, the Signing Officers are empowered to arrange for the borrowing by way of promissory note of the funds necessary for the approved projects and programs of the Authority.
- All cheques must be signed by the General Manager / Secretary-Treasurer and either the Chair or the Vice-Chair of the Authority.
- The Financial Services Coordinator is designated and empowered with signing authority for payroll items and utility accounts by resolution, plus one of the above noted Officers.
- Notwithstanding any provision herein to the contrary, the General Manager / Secretary-Treasurer and/or Chair being appointed as Officers by the Authority under clause 28(1)(d) of the Conservation Authorities Act, are hereby designated and empowered to approve and sign, on behalf of the Authority any written permission required by any regulation made under clause 28(1)(b) or (f) of the said Act.

14. Executive Committee

The Authority may appoint an Executive Committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(xv) of this by-law.

15. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such Advisory Boards as required by regulation and may establish such other Advisory Boards or Committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such Advisory Boards and Committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all Advisory Board and Committee meetings.

Each Advisory Board or Committee shall report to the General Membership, presenting any recommendations made by the Advisory Board or Committee.

The dates of all Advisory Board and Committee meetings shall be made available to all Members of the Authority.

Each Advisory Committee appointed by the Authority:

- Shall consider and recommend details and actions on programs, projects, etc. within the terms of reference of the Committee;
- All five (5) Members of the General Membership are appointed to each Committee;
- The Authority Chair and Vice-Chair will recommend the Chairs of the respective Committees;
- The Committees are advisory in nature and do not themselves have the power to act unless otherwise directed by the General Membership in the form of a resolution.

The current list of standing Advisory Committees includes Personnel / Finance, Land Management, and Health and Safety. This list may be amended from time to time.

a) Personnel / Finance Committee

General Terms Of Reference

To initiate, study, report on and recommend to the General Membership matters of a Financial and Personnel nature.

Specific Terms Of Reference

a) Financial

- Review the Authority Purchasing Policy and Procedures at least once a year.
- Introduce new financial policies and procedures for inclusion in the appropriate Authority documents.
- Review the Authority preliminary and final budgets.
- Review and recommendation of the Auditor's Report and Financial Statement.
- Review any Provincial Auditor's Statements and Reports.
- Dealing with any financial-related matters of the Authority.

b) Personnel

- Review the Authority Personnel Policy and Regulations at least once a year prior to the preliminary budget being submitted.
- Discuss salaries, benefits and job appraisals with Authority staff in accordance with the Personnel Policy.
- Conduct Authority-related business if so directed by the General Membership through the appropriate resolution.
- Implement the necessary procedures to fill vacated permanent staff positions.
- Deal with any personnel-related issues and concerns that may arise.
- Formalize new policies and procedures for inclusion in the Authority Personnel Policy.
- Review the per diem, Chairperson's Honorarium and mileage rates.

Composition

Consists of five Members, including the Chair of the Authority.

b) Land Management Committee

General Terms Of Reference

To develop and ensure the effective and efficient implementation of a program designed to achieve the Conservation Authority's objectives under the program areas of Recreation, Forestry, Fish and Wildlife and Cultural and Historical Resources.

Specific Terms Of Reference

- Review the operations of the various Conservation Areas as required.
- Formalize new rules, regulations and policies for the Conservation Areas for recommendation to the General Membership.
- Discuss possible outdoor recreation capital development projects for consideration in the Authority's budget deliberations.
- Review the Springwater C.A. campground and day-use fee schedules each year for implementation in the upcoming season.
- Discuss any outstanding issues, concerns, complaints, appeals, etc. that cannot be resolved between staff and the patrons of the Springwater C.A..
- Oversee the preparation of Master, Site, and Management Plans for Conservation Authority properties and ensure the management of these properties is consistent with the Authority's objectives.
- Promote outdoor recreation on Authority properties and generally within the Authority's area of jurisdiction.
- Participate in joint planning with concerned agencies and member municipalities aimed at managing recreation, forest, wildlife and cultural and historical resources within the Authority's area of jurisdiction.
- Review long-term strategies for the development and related marketing of specific recreational oriented facilities in Conservation Areas.
- Review and recommend program plans for fisheries, wildlife, and forestry management projects on Authority-owned lands.

Composition

Consists of five Members, including the Chair of the Authority.

c) Health and Safety Committee

General Terms Of Reference

To implement the Authority Health and Safety Policy

Specific Terms Of Reference

- Create and promote an interest in safety among the work forces.
- Provide an opportunity for group discussions on accident prevention.
- Make health and safety recommendations to the employer.
- Inspect the workplace.
- Investigate serious accidents or injury.
- Act on behalf of the employees during refusal to work situations under the Occupational Health and Safety Act.

Composition

Consists of one staff member from Management, one staff member from Field Operations, and a Safety Officer.

16. Remuneration of Members

- a) All Members are paid a per diem and travel allowance (per kilometre) for attendance at meetings that deal with Authority business. The rates for per diems and mileage shall be consistent with Canada Revenue Agency guidelines. If a Member attends more than one meeting per day they are entitled to an additional \$10.00 per meeting.
- b) The Authority Chairperson will be paid an Annual Honorarium as compensation for their additional responsibilities.
- c) Per diems and travel reimbursement for all General Membership, Advisory, Committee and Special meetings are paid annually in December. An attendance sheet is circulated at each meeting and Members MUST sign in and record their mileage to ensure payment is received.
- d) If no quorum is present, the per diem rate shall be paid to those in attendance.

17. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- Human Resources Files for all employees and Members as applicable;
- Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- Electronic Communications including emails;
- Contracts and Agreements entered into by the Authority;
- Strategic Plans and other documents providing organizational direction;
- Projects of the Authority;
- Technical Studies and data gathered in support of Programs of the Authority;
- Legal Proceedings involving the Authority;
- Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

18. Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA).

The Authority shall designate a Member or a Committee of Members to act as head of the Authority for the purposes of MFIPPA.

19. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws every three (3) years to ensure best management practices in governance are being followed.

20. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's Administration Centre or provided in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act , if requested by interested parties.

21. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the Municipal Conflict of Interest Act. As a minimum, the procedure for enforcement should include:

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- the appointing municipality shall be notified of the outcome of the investigation.

22. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedures of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable.

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure shall be binding.

2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The General Manager / Secretary-Treasurer shall send Notice of regular meetings to all Members at least five (5) calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the General Manager / Secretary-Treasurer in advance of the meeting where it is to be dealt with seven (7) calendar days if it is to be included in the published agenda, or four (4) calendar days if it is to be introduced at the meeting.

The Chair may, at his/her pleasure, call a special meeting of the Authority as necessary on three (3) calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any Member, with 50% support of the other Members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the General Manager / Secretary-Treasurer may, by notice in writing or email delivered to the Members so as to be received by them at least 24 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Committee or other Committee until the next scheduled date for the specific Committee affected.

The Chair or the General Manager / Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the Members from attending a meeting, postpone that meeting by advising as many Members as can be reached. Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. Meetings Open to Public

All meetings of the General Membership and Executive Committee, if applicable, shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

Authority staff, under the supervision of the General Manager / Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

- Call to Order
- Adoption of Agenda
- Disclosure of Conflict of Interest and/or Pecuniary Interest
- Disclosure of Intention to Audio / Video Record Meeting
- Adoption of Minutes
- Business Arising from Minutes
- Public / Special Delegations
- Reports
- General Manager / Secretary-Treasurer's Report
- Unfinished Business
- Chairperson's / Board Member's Report
- Notice of Motions / New Business
- Correspondence
- Committee of the Whole
- Next Meeting / Adjournment

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least five (5) calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this By-law. Such agendas shall also be available in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.

5. Quorum

At any meeting of the General Membership, a quorum consists of a simple majority of the Members appointed by the Participating Municipalities. At any Advisory or Committee meeting, a quorum consists of a simple majority of the Members appointed to that Committee by the General Membership.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next

regular meeting or other meeting called in accordance with the provisions of this by-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum."

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

The Authority shall observe the following procedures for discussion / debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than five (5) minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

8. Matters of Precedence

Any matters of precedence over the usual order of business will be referred to Roberts or Bourinot's Rules of Order.

9. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or General Manager / Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the General Manager / Secretary- Treasurer without comment or explanations.

10. Electronic Participation

Members may participate in a meeting that is open to the public by telephonic or other electronic means that permits all participants to communicate adequately with each other during the meeting. A Member participating in a meeting electronically shall not be counted in determining quorum.

A Member shall not participate electronically in a meeting that is closed to the public.

11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the General Manager / Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 10 calendar days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by a majority of Members present, or shall be listed on the published agenda for the following meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

12. Annual Meeting

The first General Membership meeting of each year will be the Annual General Meeting. The Agenda shall include:

- a) The introduction of the new Members
- b) The election of a Chair and Vice-Chair(s)
- c) The presentation of the Auditor's Report

- d) The appointment of an Auditor qualified under Section (39) of the Conservation Authorities Act
- e) The appointment of a Solicitor
- f) The naming of a bank with which the Authority will conduct its financial business during the current fiscal year
- g) The adoption of a Borrowing Resolution and designation of Signing Officers for the upcoming year
- h) Presentation and adoption of the Annual Report
- i) Presentation of the Conservation Award
- j) Presentation of the Student Scholarship Award

13. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Committee or other body may hold a closed meeting under another act;
- h) information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the Authority is the head of an institution for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, Employees or Agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the General Manager / Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, Executive Committee, Advisory Board or other Committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Authority, the Executive Committee, Advisory Board or other Committee.

14. Voting

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.
- c) the Chair is entitled to vote.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

In a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a Member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present taken, except a Member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the General Manager / Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the General Manager / Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 6 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

15. Notice of Motion

Written notice of motion to be made at an Authority, Executive Committee, or Advisory Committee meeting may be given to the General Manager / Secretary-Treasurer by any Member of the Authority not less than seven (7) business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The General Manager / Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of Advisory Committees or Committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate Advisory Committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of either a majority or two-thirds of the members of the Authority present.

16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;

- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

19. Minutes of Meetings

The General Manager / Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each Advisory Committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the General Manager / Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The General Manager / Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each Member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the Chair and General Manager / Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's Administration Centre or

provided in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.

D. Approval of By-law and Revocation of Previous By-law(s)

Motion number _____ is hereby repealed;

Motion number _____ shall come into force on the _____ day of
_____, 20____

Signed: _____
Chair

General Manager / Secretary-Treasurer

E. Appendices to the Administrative By-law

Appendix 1- Code of Conduct

The Board supports the General Manager / Secretary-Treasurer in the conduct of his/her duties.

The Board supports continuous professional development of the General Manager / Secretary-Treasurer.

The Board commits itself and its Directors to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board Directors.

- a) Directors must have loyalty to the ownership, un-conflicted by loyalties to other organizations or any personal interest.
- b) Directors must avoid conflict of interest with respect to their fiduciary responsibility.
 - i. There must be no self-dealing or business by a Director with another organization. Directors must disclose their involvements with other organizations, vendors, or any associations that might be, or might reasonably be seen as, being a conflict.
 - ii. When the Board is to decide upon an issue about which a Director has an unavoidable conflict of interest that Director will withdraw without comment not only from the vote, but also from the deliberation.
 - iii. Directors considering application for staff positions will remove themselves from Board functions at the time their interest is declared and then resign from the Board at the time the offer of employment is accepted.
- c) Directors do not exercise individual authority. Directors' interactions with the General Manager / Secretary-Treasurer or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized. Directors' interactions with public, press, or other entities also must recognize the same limitation and the inability of any Director to speak for the Board except regarding explicitly-stated Board decisions.
- d) Except for participation in Board deliberation about whether the General Manager / Secretary-Treasurer has achieved any reasonable interpretation of Board policy, Directors will not express individual judgments of performance of employees or the General Manager / Secretary-Treasurer.
- e) Directors respect all matters of confidentiality. Directors will not reveal any confidential information they learn during the performance of their duties to anyone not present at Board meetings. Breaches of confidentiality will be addressed with appropriate sanctions, including potential dismissal from the Board.
- f) Directors are properly prepared for Board deliberation.
- g) Directors support approved decisions of the Board on any matter, irrespective of the Directors' personal positions on the issue. All Directors support all Board decisions when outside of the Boardroom. The Board speaks with one voice. Board Directors report only

results of Board decisions to the media. Breaches of this policy will be addressed with appropriate sanctions, including potential dismissal from the Board.

- h) Directors make attendance a priority. A Board Director is considered to have resigned if he/she is absent from three (3) consecutive meetings or five (5) meetings in a year. The Board Chair will notify the appointing municipality when this situation arises.
- i) The dress code for all Board meetings is 'business casual.'
- j) Directors must review, agree to, and sign a 'Code of Conduct Agreement' as part of their Board Orientation. (A copy of the Code of Conduct Agreement is provided in Appendix A.)

Confidentiality

The Members shall be governed at all times by the provisions of the Municipal Freedom and Information and Protection of Privacy Act .

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements .

Particular care should be exercised in protecting information such as the following :

- Human Resources matters;
- Information about suppliers provided for evaluation that might be useful to other suppliers;
- Matters relating to the legal affairs of the Authority;
- Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- Sources of complaints where the identity of the complainant is given in confidence;
- Items under negotiation;
- Schedules of prices in tenders or requests for proposals;
- Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- Information deemed to be "personal information" under MFIPPA. The list above is provided for example and is not exhaustive.

Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of

Authority duties or associated community activities of which the Authority has been advised.

Work of a Political Nature

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise .

Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing.

In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the General Manager / Secretary-Treasurer , in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest

1. Municipal Conflict of Interest Act

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

2. Disclosure of Pecuniary Interest

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

3. Chair's Conflict of Interest or Pecuniary Interest

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by resolution.

4. Closed Meetings

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration .

5. Member Absent

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, or Advisory Committee, as the case may be, attended by them after the particular meeting.

6. Disclosure Recorded in Minutes

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, or Advisory Committee, as the case may be.

7. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice- Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

- 1) I WILL BE CONDUCTING THE ELECTIONS FOR THE POSITIONS OF Chairperson AND VICE-Chairperson
- 2) ONLY CURRENT MEMBERS MAY VOTE.
- 3) NOMINATIONS WILL BE CALLED THREE (3) TIMES AND WILL ONLY REQUIRE A "MOVER".
- 4) THE CLOSING OF NOMINATIONS WILL REQUIRE BOTH A "MOVER" AND A "SECONDER".
- 5) IN THE EVENT OF AN ELECTION, EACH NOMINEE WILL BE PERMITTED THREE (3) MINUTES TO SPEAK FOR THE OFFICE, IN THE SAME ORDER AS THEY WERE NOMINATED.
- 6) ARE THERE ANY QUESTIONS?
- 7) AT THIS POINT I DECLARE ALL OFFICES VACANT.

I CALL FOR A MOTION THAT _____ AND
_____ BE APPOINTED AS SCRUTINEERS IN THE EVENT
OF AN ELECTION, AND THAT ALL BALLOTS BE DESTROYED BY THE
SCRUTINEERS AFTERWARDS.
MOVED: _____ SECONDED: _____
ALL IN FAVOUR: _____ OPPOSED: _____
I DECLARE THE MOTION CARRIED.

AT THIS TIME I CALL FOR NOMINATIONS FOR THE POSITION OF Chairperson FOR THE
CATFISH CREEK CONSERVATION AUTHORITY FOR _____ (current year) .

MOVED: _____ Name (1) _____

FOR A SECOND TIME, ARE THERE ANY NOMINATIONS?

MOVED: _____ Name (2) _____

FOR A THIRD AND FINAL TIME, ARE THERE ANY NOMINATIONS?

MOVED: _____ Name (3) _____

I CALL FOR A MOTION TO CLOSE NOMINATIONS.

MOVED: _____ SECONDED: _____

ALL IN FAVOUR:

OPPOSED:

I DECLARE THE MOTION CARRIED.

MR./MRS. _____ Name (1) _____ WILL YOU ALLOW YOUR NAME TO STAND
FOR THE POSITION OF Chairperson OF THE CATFISH CREEK CONSERVATION
AUTHORITY?

MR./MRS. _____ Name (2) _____ WILL YOU ALLOW YOUR NAME TO STAND
FOR THE POSITION OF Chairperson OF THE CATFISH CREEK CONSERVATION
AUTHORITY?

(IF A 3RD NOMINEE - REPEAT STEP 3A)

MR./MRS. _____ Name (1) _____ WOULD YOU LIKE TO MAKE ANY REMARKS
PRIOR TO THE ELECTION?

MR./MRS. _____ Name (2) _____ WOULD YOU LIKE TO MAKE ANY REMARKS
PRIOR TO THE ELECTION?

WOULD THE SCRUTINEERS PLEASE PASS OUT THE BALLOTS.

- 4) I DECLARE _____ ELECTED (BY ACCLAMATION) AS Chairperson OF THE CATFISH CREEK CONSERVATION AUTHORITY FOR _____ (current year) .
CONGRATULATIONS (_____) WOULD YOU LIKE TO SAY A FEW WORDS?
- 5) I NOW CALL FOR THE NOMINATIONS FOR THE POSITION OF VICE-Chairperson OF THE CATFISH CREEK CONSERVATION AUTHORITY FOR _____ (current year)
MOVED: _____ Name (1) _____
FOR A SECOND TIME ARE THERE ANY NOMINATIONS?
MOVED: _____ Name (2) _____
FOR A THIRD AND FINAL TIME, ARE THERE ANY NOMINATIONS?
MOVED: _____ Name (3) _____
I CALL A MOTION TO CLOSE NOMINATIONS.
MOVED: _____ SECONDED: _____
ALL IN FAVOUR:
OPPOSED:
I DECLARE THE MOTION CARRIED.
- 6) MR./MRS. _____ Name (1) _____ WILL YOU ALLOW YOUR NAME TO STAND FOR THE POSITION OF VICE-Chairperson OF THE CATFISH CREEK CONSERVATION AUTHORITY?
MR./MRS. _____ Name (2) _____ WILL YOU ALLOW YOUR NAME TO STAND FOR THE POSITION OF VICE-Chairperson OF THE CATFISH CREEK CONSERVATION AUTHORITY?
(IF A 3RD NOMINEE - REPEAT STEP 3A)
- MR./MRS. _____ Name (1) _____ WOULD YOU LIKE TO MAKE ANY REMARKS PRIOR TO THE ELECTION?
MR./MRS. _____ Name (2) _____ WOULD YOU LIKE TO MAKE ANY REMARKS PRIOR TO THE ELECTION?
WOULD THE SCRUTINEERS PLEASE PASS OUT THE BALLOTS.
- 7) I DECLARE _____ ELECTED (BY ACCLAMATION) AS VICE-Chairperson OF THE CATFISH CREEK CONSERVATION AUTHORITY FOR _____ (current year)
CONGRATULATIONS (_____) WOULD YOU LIKE TO SAY A FEW WORDS.
- I WILL NOW VACATE THE CHAIR.

APPENDIX 4 - MUNICIPAL LEVY REGULATION

Ontario Regulation 670/2000 made under the Conservation Authorities Act.
Filed by the Registrar of Regulations on December 19, 2000.

Conservation Authority Levies

1. In this Regulation,
"Current Value Assessment" means the current value assessment of land, determined under the provisions of the Assessment Act, for a given year.

"Property Class" means a class of real property prescribed under the Assessment Act.
2. (1) In determining the levy payable by a participating municipality to an authority for maintenance costs pursuant to subsection 27 (2) of the Act, the authority shall apportion such costs to the participating municipalities on the basis of the benefit derived or to be derived by each participating municipality determined,
 - a) By agreement, among the authority and the participating municipalities; or
 - b) By calculating the ratio that each participating municipality's modified assessment bears to the total authority's modified assessment(2) In determining the levy payable by a participating municipality to an authority for administration costs pursuant to subsection 27 (3) of the Act, the authority shall apportion such costs to the participating municipality on the basis of the ratio that each participating municipality's modified assessment bears to the total authority's modified assessment.
3. The following rules apply for the purposes of Section (2):
 - (1) The modified current value assessment is calculated by adding the current value assessments of all lands within a municipality, all or part of which, are within an authority's jurisdiction and by applying the following factors to the current value assessment of the land in the following property classes:

<u>Property Class</u>	<u>Factor</u>
Residential / Farm	1
Multi-Residential	2.1
Commercial	2.1
Industrial	2.1
Farmlands	0.25
Pipe Lines	1.7
Managed Forests	0.25
New Multi-Residential	2.1
Office Building	2.1
Shopping Centre	2.1
Parking Lots and Vacant Land	2.1
Large Industrial	2.1

- (2) A participating municipality's modified assessment is the assessment calculated by dividing the area of the participating municipality within the authority's jurisdiction by its total area and multiplying that ratio by the modified current value assessment for that participating municipality.
- (3) The total authority's modified assessment is calculated by adding the sum of all of the participating municipalities' modified assessments for that authority.
- (4) An authority may establish a minimum sum that may be levied against a participating municipality with the authority's jurisdiction.

Policies and Procedures for the Administration of the Municipal Regulation for Non-Matching Levy - Conservation Authorities Act.

1.0 Background

Amendments to the Conservation Authorities Act as contained in Bill 26 empower authorities and their member municipalities to determine local priorities. In addition, Section 27 of the revised Conservation Authorities Act provides for the creation of a Municipal Levy Regulation, which prescribes the voting mechanism on "non-matching" levy, where no provincial grants are involved. Where provincial grants are provided, the legislation clearly defines how municipal levies are to be addressed.

The Regulation utilizes the concept of "weighted support". Weighting is to be based on a municipality's relative Discounted Equalized Assessment. This is a parameter commonly used by Conservation Authorities and municipalities for a number of years and both parties are familiar with the use of this factor in the apportioning of municipal levies.

2.0 Legislation

- 2.1 Section 27.-16 of the Conservation Authorities Act states that "The Lieutenant Governor in Council may make regulations governing the nature and amount of the levies made by Conservation Authorities under this section, including regulations that restrict or prohibit the making of levies described in the regulation"
- 2.2 Section 16.-2 of the Conservation Authorities Act states that a meeting of the Conservation Authority is duly constituted by a quorum (one-third of the members) as defined under the Conservation Authorities Act.
- 2.3 Under the Municipal Levy Regulation, an individual municipality can not have a weighted vote exceeding 50% of the weighting unless that municipality has more than 50% of the members on the Authority's board. (Refer to MTRCA Scenario appended)

Under the Municipal Levy Regulation, a vote is carried by a Weighted Majority. Weighted Majority means the vote of 51% of those present after the votes are weighted by the percentage of discounted equalized assessment for each municipality

3.0 Policies and Procedures

The regulation for non-matching levies comes into effect when the voting taking place is to clearly establish the levy. The budget that is being presented to the Board must specifically articulate the levy requirements of the participating municipalities. If the budget represents a preliminary budget or if a subsequent vote will be required to establish the Authority's budget then the conditions of the levy regulation are not applicable. If the substance of the budget is essentially a document indicating the strategic direction of the Authority, again the levy regulation does not apply.

Participating municipalities have 30 days to arrive at a position on Conservation Authority budgets and advise their representative(s) on the board of the Conservation Authority.

Members vote as per the direction of the municipality/ies each represents.
(ACAO/AMO Protocol)

Where a regional municipality exists and appoints the members and pays the levy to the Conservation Authority, each member present votes their proportion of the regional weighting. Weightings do not apply to the lower tier municipalities within the regional municipality. (Refer to HRCA Scenario appended)

Where there is a multi-member municipality, each member carries to the meeting the proportion of that municipality's weighted vote divided by the number of members appointed by that municipality. In the event that not all of a municipality's member(s) are present, the member(s) in attendance represent(s) only their proportion of the municipal weighting in the voting.

Members representing more than one municipality will endeavour to obtain a consensus of those municipalities. These members will vote individually for each municipality they represent and each weighted vote will be based on the respective DEA weighting.

A vote by proxy is not permitted.

A tie vote is a lost vote, in accordance with changes to the Conservation Authorities Act that have been introduced.

The vote will be a recorded vote.

MTRCA Scenario

Municipality	# of Members	DEA (%)	Vote
R.M. of Metro	14	71	50
R.M of Durham	3	2.5	(2.5 /29 x .5) 4
R.M of Peel	5	10	17
R.M of York	5	16	28
Mono	1	.25	.5
Adjala		.25	.5
	28	100	100

Metro is limited to a weighted vote of 50%, even with a DEA of 71% because Metro does not have a majority of the members.

HRCA Scenario

Municipality	# of Members	DEA (%)	Vote
R.M. of Halton	12	90	90
Milton	2	10	--
Burlington	4	37	--
Oakville	4	39	--
Halton Hills	2	4	--
Dundas	1	1.0	1
Flamborough	1	2.0	2
R.M. of Peel	2	7.5	7.5
Puslinch	1	.5	.5
	17	100	100

Each member present at a levy-voting meeting from the Regional Municipality of Halton carries a weighting of 7.5% (90/12)

REGULATION MADE UNDER THE CONSERVATION AUTHORITIES

Municipal Levies

1. (1) In this regulation,

“Non-Matching Levy” means a levy approved by a weighted majority of the members at a meeting for which 30 days notice was provided to the affected municipalities and at which a recorded vote was taken.

“Weighted Majority” means the votes of 51 percent of those represented after the votes are weighted by the percentage that applied under this definition in 1997 for each municipality.

- (2) For the purpose of the definition of “Weighted Majority”, the weighting for a municipality may not exceed 50 percent of the total weighting, except where the majority of the members of a conservation authority are appointed by one municipality.

- 1.1 A notice provided under subsection (1) for a meeting must include the amount of the non-matching levy to be voted on and must be accompanied by the financial information relied on in support of that levy.

2. A non-matching levy may be levied by conservation authorities against participating municipalities.
3. The total of non-matching levies for any project or activity may not exceed the total cost of the project or activity.

APPENDIX 5 - HEARING PROCEDURES

1. Chairperson's Remarks (Chairperson to read as written):

This is a Hearing held under Section 28(3) of the Conservation Authorities Act, R.S.O. 1990, as amended, concerning Application _____, made pursuant to Ontario Regulation 144/90.

The proceedings will be conducted according to the Statutory Powers Procedure Act.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Board are informal.

Under Section 5 of the Canada Evidence Board, a witness may refuse to answer any question.

If the applicant has any question to ask of the Tribunal or the Authority representative, he/she is free to do so providing all questions are directed to the Chair of the Hearing.

Date:

Applicant:

Municipality:

Property Description:

2. Hearing Format (Chairperson to read this section so Board Members and Applicant know what to expect):

- Chairperson to appoint a Recording Secretary for the Hearing (General Manager/Secretary-Treasurer)
- Presentation of the Application by CCCA staff
- Questions from Board to CCCA staff
- Presentation by the Applicant
- Questions from the Board to the Applicant
- Summation of cases by both parties
- Discussion
- Adjournment of Hearing for recess (staff, applicant to leave room, Board to discuss evidence)
- Reconvene hearing
- Verbal decision on the application via a Motion (written notice to Applicant will be provided within 30 days)
- Adjournment of the Hearing

INDEX

PAGE

Background	
Amendments to Conservation Authorities Act	2
Introductions	
Vision/Mission	2
Powers of Authorities	2
A. Definitions	4
B. Governance	
Members	
Appointments	5
Term of Member Appointments	5
Powers of the General Membership	5
Member Accountability	6
Applicable Legislation	6
Relationship Between Members and Staff	6
Officers	7
Absence of Chair and Vice-Chair(s)	8
Maximum Term for Chair and Vice-Chair(s)	8
Representatives to Conservation Ontario Council	8
Election of Chair and Vice-Chair(s)	8
Appointment of Auditor	8
Appointment of Financial Institution	8
Appointment of Solicitor	8
Financial Statements and Report of the Auditor	8
Borrowing Resolution	9
Levy Notice	9
Signing Officers	9
Executive Committee	9
Advisory Boards and Other Committees	9
Personnel / Financial Committee	10
Land Management Committee	11
Health and Safety Committee	11
Remuneration of Members	12
Records Retention	12
Records Available to Public	12
By-law Review	13
By-law Available to Public	13
Enforcement of By-laws and Policies	13
Indemnification of Members, Officers and Employees	13
C. Meeting Procedures	14
Rules of Procedure	14
Notice of Meeting	14

Meetings Open to Public	14
Agenda for Meetings	15
Quorum	15
Order of Business	16
Debate	16
Matters of Precedence	16
Members' Attendance	16
Electronic Participation	17
Delegations	17
Annual Meeting	17
Meetings with Closed "In Camera" Sessions	18
Voting	19
Notice of Motion	20
Motion to Reconsider	20
Duties of the Meeting Chair	20
Conduct of Members	21
Minutes of Meetings	21
 D. Approval of By-law and Revocation of Previous By-law(s)	 22
 E. Appendices to the Administrative By-law	
Appendix 1 - Code of Conduct	23
Confidentiality	24
Use of Authority Property	24
Work of a Political Nature	25
Conduct at Authority Meetings	25
Influence on Staff	25
Business Relations	25
Encouragement of Respect for the Authority and its Regulations	25
Harassment	25
Breach of Code of Conduct	26
 Appendix 2 - Conflict of Interest	 27
Municipal Conflict of Interest Act	27
Disclosure of Pecuniary Interest	27
Chair's Conflict of Interest or Pecuniary Interest	27
Closed Meetings	27
Member Absent	27
Disclosure Recorded in Minutes	27
Breach of Conflict of Interest Policy	27
 Appendix 3 - Procedure for Election of Officers	 29
 Appendix 4 - Ontario Regulation 670/2000	 31 - 35
 Appendix 5 - Hearing Procedures	 36

Correspondence: To The Full Authority

FROM: Kim Smale, General Manager / Secretary - Treasurer

SUBJECT: Correspondence Register, May 1st – 31st, 2018

DATE: May 31st, 2018

GOVERNMENT AGENCIESMinistry of Environment and Climate Change, Toronto

- e-mail "Great Lakes Guardian Community Fund – Opportunity / Call for Photos and Video"

Ministry of Government and Consumer Services, Toronto

- information regarding important updates to the Freedom of Information and Protection of Privacy Manual.

Ministry of Natural Resources and Forestry, Peterborough

- e-mail "MNRF Grant Funding – OLWR 2018-2019"
- e-mail "Provincial Flood Watch Issued for Southern Ontario on May 4th, 2018"
- e-mail "Updated Stewardship Planning Template"
- a copy of the signed Transfer Payment Agreement for the Ontario Low Water Response Program"
- e-mail "Provincial Flood Watch Issued for Southern Ontario on May 18th, 2018"

Ministry of Tourism, Culture and Sport, London

- e-mail "2018-19 Ontario Sport and Recreation Communities Fund Project Change Request Form"

CONSERVATION AUTHORITIESConservation Ontario

- e-mail "Source Water Protection Communications Teleconference Call"
- e-mail "A Report of the Wetland Conservation Strategy Advisory Panel"
- e-mail "Lakes and Rivers Improvement Act Technical Bulletins Now Available on Ontario.ca"
- e-mail "Conservation Ontario's Comments on Bill C-68"
- e-mail "Flood Forecasting and Warning Activities"
- e-mail "Changes to CA Annual Statistical Survey Site"
- e-mail "MNRF Service Delivery Review Committee Hazard Program Management of Flood and Erosion Control Infrastructure Activities Survey"
- e-mail "Update : Safe Drinking Water Act and Clean Water Act"

Grand River C.A.

- e-mail "Development of Section 36 Workplan for Catfish Creek Source Protection Area"
- e-mail "SPA-CA Agreements"
- a copy of the Agenda package for the Lake Erie Region Management Committee meeting being held at the Long Point Region C.A. on June 4th, 2018.

Lakehead Region C.A.

- a copy of their Five – Year Strategic Plan 2018-2022.

MUNICIPALITIES

County of Elgin

- notice that our application for the Festival and Event Partnership Program was unsuccessful.

Municipality of Central Elgin

- a Notice of Meeting to consider the Engineer's Report for the Branch "C" Prior Municipal Drain.

Township of Malahide

- a Notice of Sitting of Court of Revision regarding the Dixie Estates Drain – Branch 1.

Township of South – West Oxford

- a Notice of an On-site Meeting to consider the proposed drainage works for the Dereham / Bayham Townline Drain.

GENERAL CORRESPONDENCE

Annual Reports

- Ganaraska Region C.A.

Catholic Central High School, London

- a letter from the students of the Environmental Leadership Program thanking CCCA staff for letting them use the east campground at the Springwater Conservation Area.

Lavallee, Sarah

- information regarding a research project associated with private groundwater drinking sources.

Magazines

- Ontario Heritage Trust, Bird Studies Canada

Minutes

- OPC Path of Honour Committee, Conservation Ontario Council

Newsletters

- Conservation Ontario

Ontario Maple Syrup Producers' Association, Kemptville

- a 2018 Ontario Maple Syrup Production Survey.

Southwestern Public Health, St. Thomas

- notice effective May 1, 2018, Elgin St. Thomas Health Unit has merged with Oxford County Public Health to become Oxford Elgin St. Thomas Health Unit.

TD Friends of the Environment Foundation, Chatham

- notice that our application for the Springwater Sugar Maple Grove Project was not selected for funding at this time.



Kim Smale
General Manager / Secretary - Treasurer