

Notice of Meeting
Meeting of the Membership #1-2023

Date: January 25, 2023
Time: 7:00 p.m. – 8:30 p.m.
Location: Administrative Centre, Wroxeter

Agenda

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of Minutes: Membership Meeting #11-2022 held on December 21, 2022
4. Business Out of the Minutes:
 - a) Implementing Regulations Bill 23 re: conservation authorities: Report #1-2023
5. Presentation: 2022 Work Plan Highlights:
6. Business Requiring Direction and or Decision:
 - a) Review of Members 2022 Work Plan: Report #2-2023
 - b) Year End Revenue/Expenditure Review: Report #3-2023
 - c) Review of Members Manual: Report #4-2023
 - d) Declarations for Chair & Vice Chairs: Report #5-2023
 - e) Final Agenda for Annual Meeting: Report #6-2023

Consent Agenda:

- a) Agreements signed: Report #7-2023
 - b) Revenue/Expenditure Report for December: Report #8-2023
 - c) Correspondence for Information
7. Chair and Members Reports
8. Adjournment - Next Meeting Date, Wednesday, February 15, 2023, at 2:00pm.
Meeting to be held in the upstairs hall at the Wroxeter Community Centre.

December 21, 2022

Members Present: Alison Lobb, Alvin McLellan, Matt Duncan, Kevin Freiburger, Megan Gibson, Dave Turton, Evan Hickey, Myles Murdock, Ed McGugan, Anita van Hittersum

Members Absent: Cheryl Matheson

Others Present: Ed Podniewicz, Cory Bilyea

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Danielle Livingston, Financial Services Coordinator
Tim Prentice, Field Services Specialist

1. Call to Order:

Chair Duncan welcomed everyone and called the meeting to order at 7:00pm.

2. Declaration of Pecuniary Interest:

There were no pecuniary interests.

3. Introduction of New Staff: Tim Prentice, Field Services Specialist

Tim Prentice introduced himself to the members.

4. Minutes:

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #10-2022 held on November 30, 2022 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #105-22

Moved by: Dave Turton

Seconded by: Megan Gibson

THAT the minutes from the General Membership meeting #10-2022 held on November 30, 2022 be approved.

(carried)

5. Business out of the Minutes:

- a) Review of Comments on Proposed Changes to Fees: Report #62-2022

Report #62-22 was presented and the following motion was made:

Motion FA #106-22

Moved by: Alison Lobb

Seconded by: Myles Murdock

THAT the Fee Schedule for 2023 is approved and that the fee schedule will take effect as of January 1, 2023.

(carried)

- b) Summary Bill 23 Comments re: conservation authorities: Report #63-2022

Report #63-22 was presented and the following motion was made:

Motion FA #107-22

Moved by: Ed McGugan

Seconded by: Megan Gibson

THAT Report #63022 is excepted as presented.

(carried)

6. Business Requiring Direction and or Decision:

- a) Draft 2023 Work Plan and Budget: Report #64-2022

Report #64-22 was presented and the following motion was made:

Motion FA #108-22

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the 2023 draft budget, work plan and levy be circulated to member municipalities for review and further that the final work plan and budget be brought back to the Members on March 15, 2023, for final review and approval;

AND FURTHER THAT the municipal information package be developed and circulated to member municipalities based upon the direction provided by the Members.

(carried)

b) Personnel Committee Report #65-2022

Report #65-22 was presented and the following motion was made:

Motion FA #109-22

Moved by: Alison Lobb

Seconded by: Myles Murdock

THAT the revised Personnel Manual be approved for 2023 And further that the Occupational Health and Safety Manual for 2022 be approved for use in 2023.
(carried)

c) Employee Assistance Program Review: Report #66-2022

Report #66-2022 was presented and the following motion was made:

Motion FA #110-22

Moved by: Dave Turton

Seconded by: Evan Hickey

THAT the Employee Assistance Program (EAP) continue to be included in MVCA's Group Health Benefits and follow the same cost-share and review terms as that of all other group health benefits.
(carried)

d) 2023 Annual Meeting: Report #67-2022

Report #67-2022 was presented and the following motion was made:

Motion FA #111-22

Moved by: Megan Gibson

Seconded by: Dave Turton

THAT the Annual Meeting be held at 2:00p.m. on Wednesday, February 15th;
AND THAT the meeting be held at the Wroxeter Hall.
(carried)

e) Declarations for Chair and Vice Chairs: Report #68-2022

Report #68-2022 was presented for information purposes.

- f) Request from Maitland Conservation Foundation: Report #69-2022

Report #69-22 was presented and the following motion was made:

Motion FA #112-22

Moved by: Alison Lobb

Seconded by: Dave Turton

THAT the General Manager Secretary Treasurer continue to serve as Interim Executive Director to the MCF Board of Directors for 2023.
(carried)

7. Chair and Members Reports:

There were none at this time.

8. Consent Agenda:

The following items were circulated to the Members for their information:

- a) Agreements Signed: Report #70-2022
- b) Revenue-Expenditure Report for November: Report #71-2022
- c) Minor Amendments to the Flood Plain Mapping: Report #72-2022

The following motion was made:

Motion FA #113-22

Moved by: Alvin McLellan

Seconded by: Myles Murdock

THAT Report #70-2022 through Report #72-2022 along with their respective recommended motions as outlined in the Consent Agenda is approved.
(carried)

9. In Camera Session: GM-ST Performance Review

Motion FA #114-22

Moved by: Dave Turton

Seconded by: Megan Gibson

THAT the members move into an in-camera session.
(carried)

Motion FA #115-22

Moved by: Myles Murdock

Seconded by: Anita van Hittersum

THAT the members moved back into the full authority meeting.
(carried)

Motion FA #116-22

Moved by: Myles Murdock

Seconded by: Evan Hickey

THAT with the successful performance review, the General Manager-Secretary Treasurer be placed on Step 3 of the 2023 salary grid.

**10. Adjournment - Next Meeting Date, Wednesday, January 25, 2023, at 7:00pm.
Meeting to be held at MVCA's Administrative Centre.**

The members meeting adjourned at 8:20pm with the following motion:

Motion FA #116-22

Moved by: Ed McGugan

Seconded by: Megan Gibson

THAT the members meeting be adjourned.
(carried)

Matt Duncan
Chair

Phil Beard
General Manager
Secretary-Treasurer

Members Report #1-2023

To: Members, MVCA
From: Phil Beard, General Manager Secretary Treasurer
Date: January 16, 2023
Subject: Implementation of Bill 23: Conservation Authorities

Purpose:

To outline how the changes to the roles and responsibilities of conservation authorities will impact MVCA.

Background:

On December 28th all conservation authorities received two letters from the Ministry of Natural Resources and Forestry.

The first letter advises all conservation authorities and member municipalities that the following changes will come into effect on January 1, 2023.

Changes:

1. Conservation Authorities will be required to issue a permit where a Minister's Zoning Order has been made under Section 47 of the Planning Act. The CA Act was amended to also apply to orders made under section 34.1 of the Planning Act, otherwise known as the "community infrastructure and housing accelerator" tool.
2. Conservation Areas Land Disposition: If a conservation authority is proposing to dispose of lands that were purchased with a provincial grant, they are required to provide a notice to the Minister instead of requiring the Minister's approval. Conservation Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
3. Conservation Areas Land Inventory: Conservation authorities are required to identify conservation authority lands suitable for housing. This requirement is to be included in the land inventory that all conservation authorities must complete by December 31, 2024.

4. Review of Development Proposals: Conservation authorities may only provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts for natural hazards and drinking water source protection.

Comment: MVCA staff have reviewed the planning agreements that are in place with municipalities and counties within our jurisdiction. Staff is of the opinion that the existing agreements are in compliance with the new regulation. MVCA will review each agreement with the appropriate planning authority to ensure that they are in agreement with our interpretation of the regulation.

It should be noted that MVCA withdrew from commenting on natural heritage matters in 2014.

5. Freezing of Conservation Authority Planning and Regulation Fees:

On December 28, 2022, The Minister of Natural Resources issued a letter to all conservation authorities advising them that a regulation has been made that prohibits conservation authorities from changing any fees related to the review of planning applications and CA regulation applications from January 1, 2023 to December 31, 2023.

Comment: MVCA approved the changes to the fee schedule on December 21, 2023. Therefore, the changes to the fee schedule are in compliance with the new regulation.

Summary:

The above noted changes will not have any major impacts on MVCA's ability to provide land use planning support to our member municipalities. However it should be noted that the Ministry of Natural Resources is still in the process of determining what changes they will make to conservation authority regulations for protecting river valleys, flood plains, wetlands, shorelines and watercourses. These changes are expected to be released in 2023.

**Ministry of Natural
Resources and Forestry**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto, ON M7A 1W3
Tel.: 416-314-2301

**Ministère des Richesses
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



December 28, 2022

TO: Conservation authorities as listed in the Attachment A “Minister’s Direction to Not Change Fees”

SUBJECT: Minister’s direction for conservation authorities regarding fee changes associated with planning, development and permitting fees

In support of Ontario’s Housing Supply Action Plan: 2022-2023, the province made a series of legislative changes through the *More Homes Built Faster Act, 2022* (Bill 23) to help achieve the goal of building 1.5 million homes over the next 10 years. These changes accelerate housing development approvals while continuing to protect Ontario families, communities, and critical resources. A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

To this end, pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, which is in effect January 1, 2023, I am issuing a Minister’s Direction (“Direction”), attached to this letter as Attachment “A”. Subsection 21.3 (1) provides that the “Minister may give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction.”

The purpose of this Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. For greater certainty, the “Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act” regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter

made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the *Conservation Authorities Act*.

The conservation authorities listed in Appendix A of the Direction are encouraged to make the Direction publicly available on the Governance section of their websites.

Pursuant to subsection 21.2 (3) of the Act, I am also re-distributing the Minister's list of classes and programs and services in respect of which conservation authorities may charge a fee along with this Direction, with editorial changes to reflect the recent legislative and regulatory changes.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Graydon Smith', written in a cursive style.

The Honourable Graydon Smith
Minister of Natural Resources and Forestry

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable David Piccini, Minister of the Environment, Conservation and Parks

**Minister's Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*
(this "Direction")**

WHEREAS section 21.2 of the *Conservation Authorities Act*, in effect on January 1, 2023, permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister's list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

AND WHEREAS subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a "**Fee Schedule**");

AND WHEREAS subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

AND WHEREAS section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

NOW THEREFORE pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix "A" of this Direction (the "**Conservation Authorities**" or each, a "**Conservation Authority**") are hereby directed as follows:

Fee Changes Prohibition

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on

planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
 - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
 - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
 - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
 - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
 - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

Application

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act*, 2006.

Effective Date and Term

6. This Direction is effective from January 1, 2023 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2023 (the "**Term**").

Amendments

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
Minister of Natural Resources and Forestry**



The Honourable Graydon Smith
Minister of Natural Resources and Forestry
December 28, 2022

Ministry of Natural Resources and Forestry

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles et des Forêts

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

To: Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario

From: Jennifer Keyes, Director

Date: December 28, 2022

Subject: Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

Legislative Amendments

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30th on the ERO, #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.](#)

New Regulatory Requirements

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to [Ontario Regulation 686/21: Mandatory Programs and Services](#) to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- | | |
|---|--|
| • The <i>Aggregate Resources Act</i> | • The <i>Niagara Escarpment Planning and Development Act</i> |
| • The <i>Condominium Act, 1998</i> | • The <i>Ontario Heritage Act</i> |
| • The <i>Drainage Act</i> | • The <i>Ontario Water Resources Act</i> |
| • The <i>Endangered Species Act, 2007</i> | • The <i>Planning Act</i> |
| • The <i>Environmental Assessment Act</i> | |
| • The <i>Environmental Protection Act</i> | |

This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

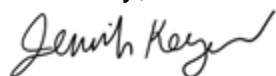
An administrative update to the "Determination of Amounts Owed Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at ca.office@ontario.ca. I look forward to working with you in the coming year.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer Keyes".

Jennifer Keyes

Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

Members Report #2-2023

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager -Secretary-Treasurer
Date: January 10, 2023
Subject: Review of Members 2022 Work Plan

Purpose:

To review the progress made on the governance related business that the Members dealt with in 2022.

Background:

The Members work plan is based upon the major business outlined in MVCA's 2022 Work Plan.

Conservation Ontario-Provincial Government:

Conservation Ontario (CO) is the association that has been established by the 36 Conservation Authorities (CAs) in the Province to deal with issues of interest to all members. Conservation Ontario is also responsible for developing policy papers, lobbying and negotiating agreements with the Provincial and Federal Governments on behalf of all Conservation Authorities.

In 2022 Conservation Ontario supported conservation authorities with the following:

- a) The Ministry of Natural Resources and Forestry is in the process of drafting changes to the Conservation Authority Regulatory Powers (Development in flood plain, river valley, wetlands, shoreline, and Interference with watercourse) regulations. The amendments have been postponed until 2023. We do not know what amendments will be made.
- b) Provincial Election: Conservation Ontario provided conservation authorities with information on the major issues facing conservation authorities to send to candidates who are running for election in their respective watersheds. MVCA sent information to candidates running in the Huron Bruce and Perth Wellington ridings. Responses were received from all candidates, except those from the Progressive Conservative Party. However we did receive offers to meet with the PC candidates after the election.

Government Relations Strategy:

The Members recommended that the Chair and Vice Chairs meet with watershed MPPs and MPs annually. There are two provincial ridings and two federal ridings that cover the Maitland Watershed (Perth-Wellington and Huron-Bruce).

The purpose of these meetings is to ensure that our Provincial and Federal representatives understand and support MVCA's priorities. MVCA also uses these meetings to outline how the Provincial and Federal Governments can fulfill their policy objectives by collaborating with conservation authorities.

The Members directed that these meetings be organized by the Chair, Vice, and Second Vice. The GM-ST prepares briefing notes for these meetings.

MPPs: Key topics for discussion:

- importance of maintaining the Healthy Lake Huron collaborative
- encourage the MPPs to support the development of a Healthy Watersheds, Healthy People, Healthy Wildlife program
- changes to the Conservation Authorities Act

The Chair and Vice Chair did meet with both MPPs, Lisa Thompson and Matthew Rae in 2022.

MPs: No meetings were held with the two MPs whose ridings include the MVCA's area of jurisdiction.

Major Business requiring Direction and or Decision:

- a) **Personnel Policy:** The Members appoint a representative to the authority's Personnel Committee. This committee makes recommendations to the Members on changes to MVCA's Personnel Policy. The Personnel Manual revisions were reviewed and approved by the Members in 2022.
- b) **Water and Erosion Control Infrastructure Agreements:** The Members approved a cost sharing policy for the financing MVCA's water and erosion control infrastructure.
Staff has been directed to develop agreements with those municipalities where MVCA has water and erosion control infrastructure (Municipality of North Perth, Town of Goderich, Township of Morris Turnberry and the Municipality of Huron East).
The draft agreements will be presented to the Members for review and approval. Staff were unable to deal with this matter in 2022. Preliminary discussions have been held with municipal staff. The draft agreements will be dealt with by the new councils in each of the municipalities in 2023.

- c) Maitland Mills Group: The Members approved a motion to work with the Brussels Trust to develop an agreement that would allow them to purchase the Brussels Mill. A severance application was submitted to the County of Huron to sever the mill from the Brussels Conservation Area. The severance has received provisional consent from the County of Huron and has the support of the Municipality of Huron East.
- d) Galbraith Conservation Area: The Members passed a motion in 2019 to allow the Municipality of North Perth time to develop a business case for leasing the Galbraith Conservation Area. North Perth staff presented a draft business case to council in January. Council has provided provisional support for the business case and directed staff to determine if there is financial support from potential users of the area. Staff are to bring a report back to North Perth council in March of 2023.
- e) MVCA Services and Programs Agreement: MVCA sent out its inventory of programs and services to its member municipalities for review and comment. The MOU has been approved by 14 out of 15 Member municipalities.
- f) 2023-2025 Work Plan and Budget Forecast: Staff presented the Members with the updated three-year work plan and budget forecast for the years 2023-2025 in October.
The three-year budget forecast was postponed due to a decision on the salary and benefits report not being finalized until November. An updated three year forecast will be developed in 2023.
- g) Salary and Benefits Review: The Members completed a review of salary and benefits in November of 2022.
- h) Audit Services: The Members decided to extend the contract with Seebach and Company for an additional three years based upon their proposal.

Summary:

The majority of the business that the Members identified in 2022 was accomplished.

Recommendation:

THAT Report #2-2023 is accepted as presented.

Members Report #3-2023

To: Member's, Maitland Valley Conservation Authority (MVCA)
From: Phil Beard, General Manager-Secretary-Treasurer
Danielle Livingston, Administrative-Financial Services Coordinator
Date: January 18, 2023
Subject: 2022 Year End Revenue & Expenditure Report

Purpose:

To outline the year end revenue and expenditures versus the 2022 budget.
To outline the rationale for any surplus or deficit for the operating and capital budgets.

Background:

This report summarizes the revenue and expenditures for MVCA's operating and projects budgets.

Any surpluses that are realized in the operations section of the budget are used to help fund future authority infrastructure, equipment, and projects in subsequent years. MVCA does not have sufficient funding to maintain all the essential infrastructure and equipment that we own. We also need to put funding into accumulated surplus for decommissioning infrastructure when it reaches the end of its life span.

Overview:

The tables included in this report outline the status of the operating (Table 1) and capital budgets (Table 2) for 2022. A copy of the approved budget has also been attached to this report for reference.

The major reasons that we ended the year with a surplus is that expenses were lower than budgeted for some staffing and support costs to undertake the work and projects included in the 2022 budget.

- a) Lower mileage and meeting expenses for services in general due to the public health restrictions for first part of 2022. More meetings were held virtually however as the year progressed, more meetings have been held in person and on site.
- b) Approval of additional Watershed Stewardship Services project funding from OMAFRA and MECP which allowed MVCA to charge more staff time and expenses to projects than budgeted.

A more detailed breakdown of the year end revenue and expenditure surplus and deficits is outlined in the tables.

Operating Budget:

The surpluses for Falls Reserve, Wawanosh Campground, motor pool, forestry management services has been designated by the Members to go directly to specific accumulated surplus accounts. These funds are used by the MVCA to finance authority infrastructure and equipment and or forestry management projects in subsequent years. Any other surpluses are directed to working capital for uses such as infrastructure, projects and equipment as outlined in MVCA's accumulated surplus policy.

Year End Revenue and Expenditures for Operating: Table 1

Service Area-Category	Surplus (Deficit)	Explanation
Falls Reserve	(\$60,259)	Camping revenues were less than budgeted due to a reduction in campers as compared to past years' Covid19 impacts. * Budget included use of accumulated surplus of \$556,280 for new septic system and entry gate projects. The additional \$60,259 deficit to be taken from FRCA Accumulated surplus.
Wawanosh Campground	\$6,022	Lower expenses than projected
Motor Pool	\$16,010	Surplus generated from mileage charged to services and projects for future vehicle and equipment replacements.
*Management-Development-Operation	\$23,148	Lower expenses than projected for staffing due to new Conservation Areas Specialist starting part way through the year
*Watershed Stewardship	\$40,727	Higher spring tree and shrub sales along with some staffing expenses covered by projects. \$15,553 – forest mgmt. surplus
*Flood & Erosion Safety Services	\$64,627	Staffing costs lower than projected new planner starting part way through year and another planner leaving before the end of the year. Revenue more than forecast due to number of infrastructure projects (fiber-optic and natural gas). Consulting costs not incurred where projects not completed in 2022, and being able to have some consulting costs covered through application fees.
*Corporate	\$86,098	revenue for GIS services higher than projected, revenue on bank account higher than projected due to increase in interest rates, WSIB surplus funds received, staffing savings due to turnover in GIS position, eligible overhead project expenses helped reduce staffing costs in operating.

*Indicates the items that would be directed to working capital accumulated surplus

Projects Revenue-Expenditure Summary: Table 2

Service Area-Category	Surplus (Deficit)	Rationale
Flood Safety Service Projects (Shoreline Hazard Mapping Project)	(\$31,070)	Expenses for 2022 project eligible for reimbursement in 2023. Multi-year project
Conservation Areas Projects	\$122,939	<p>\$59,229 funding received from MNRF and ECCC for Gorrie Dam Project that was completed in 2021.</p> <p>Received \$8,000 more from MCF than budgeted for future Naftel's Boardwalk replacement project.</p> <p>Additional Forestry revenue obtained from harvesting of trees at Wawanosh Valley Conservation Area, \$58,148 harvesting revenue: Allocated to forest management accumulated surplus.</p> <p>Replacement vehicle purchased less than budgeted and sale of used truck higher than budgeted. \$5,740 motor pool surplus: allocated to motor pool accumulated surplus</p> <p>Brussels Mill project expenses deferred to 2023</p>
Watershed Stewardship Projects	\$142,767	Deferred revenue for multi-year projects (Middle Maitland, Garvey Glen funded through Ministry of Environment; OMAFRA, and Environment Canada as well as donations from MCF, Stratford Perth Community Foundation
Corporate Services Projects	\$232,027	Storage shed renovations, computer and network equipment expenses carried over to 2023 as we were unable to complete them in 2022.

Summary:

The 2022 work plan was able to be carried out below budget estimates due to a number of factors.

1. Staffing changes resulted in positions not being filled for the entire year in Conservation Areas and Flood and Erosion Safety and underutilization of water resource engineering support from B.M.Ross and Associates Ltd. Additional support will be needed to help support MVCA's flood forecast system in 2023.
2. Increased bank interest revenue on MVCA account due to increase in interest rates and increase in application fees due to the installation of fibro optic cables and natural gas pipelines installed under watercourses. Revenue expected to decrease in 2023 as these projects are now complete.

Use of Accumulated Surplus: Table 3

MVCA allocated funds from accumulated surplus (Falls Reserve, Wawanosh Campground, working capital, motor pool, forestry management) in the 2022 budget to finance a variety of expenses in both the operating and projects budgets. The following chart outlines how much funding from MVCA's accumulated surplus was used in 2022:

Category	Budget	Actual	Comments
Working Capital	\$469,613	\$10,557	\$199,816 use of WCR in projects, \$189,259 surplus in operating results in net \$10,557 use
Motor Pool	\$19,500	\$0	Revenue received from mileage fees offset vehicle purchase expenses.
Forestry Mgmt.	\$21,000	\$0	Harvesting revenue offset project expenses in 2022
Falls Reserve & Wawanosh Campground	\$557,742	\$618,001	Revenues lower than budgeted for Falls, therefore more accumulated surplus needed to be used.
Total	\$1,067,855	\$628,558	

The reduced draw on working capital accumulated surplus will help us to meet the shortfall in the funding needed to finance MVCA's five-year infrastructure strategy.

The information contained in this report is based upon unaudited accounts. MVCA's auditor, Paul Seebach will allocate capital assets and record disposals, investments, and amortization. The audit will take place in February and establish the final amounts that will be allocated to MVCA's accumulated surplus categories. The auditor will present his report to the Members at the March 15th meeting.

Accumulated Surplus: Table 4: The MVCA has established accumulated surplus categories for funding MVCA's projects; equipment and capital infrastructure projects. The following outlines the authority's accumulated surplus as of December 31, 2021.

Short Term Disability	\$38,000
Wawanosh Campground	\$21,524
Falls Reserve	\$702,159
Insurance Deductible	\$25,000
Vehicle & Equipment	\$119,641
Working Capital	\$687,028
Forestry Management	\$60,378
Total	\$1,653,731

Recommendation:

THAT the year end surpluses and deficits outlined in Report #3-2023 be directed to the appropriate accumulated surplus categories;
AND THAT all deferred revenue be directed to the projects identified in the 2023 draft budget.

2022 Operating Summary		Table 1
Item	Revenue	Expenditure
Corporate Services		
Administration	339,497	328,881
Financial Management	100,660	104,474
Governance	17,440	17,356
Service Area Support	77,396	48,049
Communications and IT	238,616	188,749
Total	773,609	687,510
Flood Safety Services		
Flood Control Structures	6,282	5,316
Erosion Control Structures	1,432	403
Flood Forecasting and Warning	242,441	251,347
Hazard Prevention	21,013	6,372
Natural Hazard Information	63,368	34,125
Regulations	298,670	271,015
Total	633,206	568,578
Watershed Stewardship Services		
Watershed Monitoring and Reporting	92,520	86,418
Extension Services	153,019	133,947
Forestry Services	131,449	115,895
Total	376,988	336,260
Conservation Areas Management Services		
Falls Reserve Conservation Area	1,233,648	1,293,908
Wawanosh Park Conservation Area	15,834	9,811
Management, Development and Operations	251,308	228,159
Motor Pool	41,342	25,331
Total	1,542,132	1,557,209
Total Operating Budget	3,325,934	3,149,557

2022 Projects Summary		Table 2
Item	Revenue	Expenditure
Corporate Services Projects		
Admin Centre Repairs	440,500	216,972
Computers/Network Equipment/Software/Special Projects	61,900	53,400
Total	502,400	270,372
Flood Safety Services Projects		
Flood Control/Preventative Maintenance	16,000	13,723
Shoreline Hazard Mapping	165,000	198,347
Total	181,000	212,070
Watershed Stewardship Services Projects		
Watershed Health (Forest Health)	149,194	132,793
Carbon Footprint Initiative	3,370	43
Garvey-Glenn Coordination	107,271	29,087
Garvey-Glenn Demos	16,315	59,908
Nature Based Climate Solutions	115,206	136,279
Middle Maitland Headwaters Restoration	184,466	89,244
Huron Clean Water Program	371,211	371,211
Rural Green Infrastructure (HLH OMAFRA COA)	34,000	26,991
Watershed Stewardship Projects	16,875	8,755
Applied Research and Monitoring (ONFARM)	65,401	66,229
Total	1,063,309	920,541
Special Projects		
Drinking Water Source Protection	19,737	19,737
Total	19,737	19,737
Conservation Areas Management Services Projects		
Forest Management	61,650	3,501
Vehicle/Equipment Replacement	53,028	47,569
MVCA Carbon Offset	500	218
Footprints to Forests Carbon Offsetting	1,290	150
Conservation Area Projects	5,933	3,867
Gorrie Conservation Area	64,229	30,323
Brussels Mill	17,500	3,983
Naftel's Creek	13,120	4,700
Total	217,251	94,311
Total Projects Budget	1,983,697	1,517,032

Members Report #4-2023

To: Members, Maitland Valley Conservation Authority

From: Phil Beard, General Manager/Secretary-Treasurer

Date: January 13, 2023

Subject: Annual Review of Members Manual

Purpose:

To identify any amendments that the Members would like to make to the Members Manual.

Background:

The original Members Manual was approved on January 26, 2016. The manual includes a provision that the Members are to review the manual on an annual basis. A copy of the Draft 2023 Members Manual is attached to this report.

The Manual has been updated to include the new Members appointed by the Town of Goderich, Town of Minto, Township of Mapleton, Township of Wellington North, Township of Perth East, Municipality of West Perth and the Municipality of Morris Turnberry.

Please review the manual and identify any other changes that the Members would like to make to the Manual.

Recommendation:

THAT the Members Manual for 2023 be adopted.

Members Manual

2023

Maitland Valley Conservation Authority



1/1/2023

Table of Contents

1.0 Introduction.....	4
1.1 Authority Membership.....	2
2.0 Strategic Directions.....	3
2.1 Vision.....	3
2.2 Mission.....	3
2.3 Ends.....	3
2.4 Short-term Goals.....	3
2.5 Ownership.....	3
3.0 Member Responsibilities and Liability.....	4
3.1 Member Responsibilities.....	4
3.2 Liability.....	4
3.3 Insurance.....	5
3.4 Indemnification.....	6
4.0 Governance Policies.....	7
4.1 The Policy Governance Model.....	7
4.2 Ends.....	8
4.3 Member/Staff Relationship Policies.....	8
4.4 Staff Limitations Policies.....	9
4.4.1 Business Ethics.....	9
4.4.2 Interaction with Clients.....	9
4.4.3 Treatment of Staff.....	9
4.4.4 Compensation and Benefits.....	10
4.4.5 Financial Controls.....	10
4.4.6 Asset Protection.....	10
4.4.7 Communication and Support to and from the Members.....	10
4.4.8 Temporary Absence.....	11
4.4.9 Emergency Executive Succession.....	12
4.5 Members Operations Policies.....	14
4.5.1 Members Code of Conduct.....	14

5.0 Detailed Meeting Procedures	17
5.1 Election Procedures	18
5.2 Per Diems and Honorariums	18
5.3 Officer’s Positions	18
5.4 Hearings Committee	19
5.5 Confidential Matters	20
5.6 Delegations	20
6.0 Conclusion	21
Appendix A	22
Maitland Valley Conservation Authority Member’s Code of Conduct Agreement	22

1.0 Introduction

This manual has been developed as a guide to assist the Members and General Manager Secretary Treasurer to conduct business relevant to the Maitland Valley Conservation Authority. The policies presented in this manual are designed to encourage and support a positive, cooperative culture for the Members and staff by clarifying roles and responsibilities and ensuring effective communications.

The manual is divided into five sections moving from broad, strategic directions to much more specific policies and meeting procedures. Fundamentally it is intended to explain to the Members what organizational ends are to be achieved, and by what means.

The manual is intended as a reference tool for Members, and it is expected to be evaluated and updated annually.

1.1 Authority Membership

Conservation Authorities are created under Section 2 of *The Conservation Authorities Act*. Municipal representatives are appointed to form the Membership. The Maitland Valley Conservation Authority Membership is made up of 15 member municipalities with 11 representatives. The following Members represent the local communities by creating policies; making decisions and providing oversight on the MVCA services that create and sustain a healthy watershed.

Township of Howick

Megan Gibson

Township of North Huron

Anita van Hittersum

Town of Goderich

Myles Murdoch

Municipality of Morris-Turnberry

Sharon Zinn

Municipality of North Perth

Matt Duncan

Township of Wellington North, Township of Mapleton, Town of Minto

Ed Podniewicz

Township of Huron-Kinloss, Municipality of South Bruce

Ed McGugan

Municipality of Central Huron

Alison Lobb

Municipality of Huron East

Alvin McLellan

Township of Ashfield-Colborne-Wawanosh

Evan Hickey

Municipality of West Perth, Township of Perth East

Andrew Fournier

2.0 Strategic Directions

2.1 Vision

Working for a healthy environment.

2.2 Mission

Providing leadership to protect and enhance local water, forests and soils.

2.3 Ends

1. To protect life and property and prevent social disruption from flooding and erosion hazards;
2. To protect water and related resources for present and future generations;
3. To protect and expand natural areas

2.4 Short-term Goals (long-term effect)

1. To strengthen capacity of flood and erosion safety services;
2. To strengthen capacity of watershed stewardship services;
3. To stabilize MVCA financial base;

2.5 Ownership

The MVCA Members must be accountable to an ownership. The Maitland Valley Conservation Authority was formed by the Province at the request of the municipalities in the Maitland, Nine Mile and shoreline watersheds.

For policy development and implementation, the MVCA has identified a two-part ownership:

1. The member municipalities of the Maitland Valley Conservation Authority; and
2. The residents of the Maitland, Nine Mile and shoreline watersheds

3.0 Members Responsibilities and Liability

The Members supervise the management of the activities and affairs of the Authority.

3.1 Member Roles and Responsibilities

1. Represent municipal and watershed interests.
2. Authority's decision making.
3. Organizational oversight.
4. Govern through advisory committees or committee of the whole.
5. Select, appoint, support, and evaluate the performance of the General Manager.
6. Ensure effective organizational planning.
7. Approve and maintain a 3-year work plan with strategic priorities.
8. Ensure effective authority planning.
9. Approve policies and procedures.
10. Approve annual budget, ensure financial controls and annual audit.
11. Annual reporting and performance reviews.
12. Setting salary grids, per diems and compensation.
13. Setting annual and monthly meetings.
14. Attend meetings and events.
15. Review agendas and reports.
16. Report back to municipalities.
17. Adhere to legal, confidentiality and ethical standards (Code of Conduct).
18. Be loyal to the organization and staff.
19. Declare conflicts of interest.
20. Gain municipal and community support and enhance the Authority's image.

3.2 Liability

The law imposes generally two (2) types of responsibility and obligations upon the Members – Fiduciary Duty and Standard of Care.

Members, as trustees, are legally obligated to act honestly, in good faith, and in the best interest of the Authority at all times. Such legal expectations are imposed upon Members because their actions have the power to expose others to financial risk. Members must avoid conflicts of interest and maintain the confidentiality of the information of the authority.

With respect to Standard of Care, Members must exercise their duties with care, diligence, and skill.

Attendance at Membership meetings is the responsibility of the Member. Regardless of whether a Member is present virtually or in person at a meeting where a decision is made, all Members are deemed to have consented with the decisions of the Membership unless they register their dissent in accordance with the applicable statute.

Members are also responsible for understanding and operating within the laws affecting the Authority. These include, but are not limited to, environmental laws, safety standards, tax laws, etc. Ignorance is not a valid defence.

Members are responsible to ensure proper records are kept. These include articles of incorporation, policies, minutes, etc.

Members may be personally liable for:

1. Illegal actions of the Authority
2. Unpaid wages owed to employees for work already completed (including vacation pay)
3. Unpaid sales taxes (RST, HST); and
4. Failure of the Authority to comply with the Health and Safety Legislation, and Federal and Provincial Environmental Statutes.

Members will not be found liable for breach of duty or care or other liabilities when they act in good faith, relying on financial statements of the Authority, which the auditor/accountant represents to accurately reflect the financial status of the Authority. Further, the Members are entitled to rely upon the report of a lawyer, accountant or other person whose profession offers credibility to their statements.

3.3 Insurance

The MVCA holds accidental insurance protecting members from personal injury while on Authority business. Directors and Officers Liability covers the Members and officers of the MVCA against the liability arising out of a wrongful act, e.g., employee discrimination, wrongful dismissal, enforcement of Authority regulations, providing advice to members, or other acts done or wrongfully attempted in the discharge of their duties solely in their capacity as a Director and Officer.

3.4 Indemnification

The MVCA indemnifies its members, officers and employees from and against the liability imposed by law (which includes amounts paid to settle an action or satisfy a judgment as well as interest thereon and legal costs in defending such proceeding) arising 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, to the extent that such liability is not covered by insurance, provided:

1. That the act complained of falls within the scope of such member's, officer's, or employee's duties and responsibilities with the Authority, and
2. That the member, officer or employee has acted honestly and in good faith with a view to the best interests of the Authority, and
3. If in the case of 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 complained of was lawful.

4.0 Governance Policies

4.1 The Policy Governance Model

This section of the Handbook is based on the Policy Governance model created by John Carver. This governance model is meant to promote strategic leadership by governing Boards. It includes the Board's job description and clarifies the Board's relationship with staff. The model also ensures the Board governs on behalf of an identifiable ownership defined in Section 2.5 page 6.

Written values and perspectives are identified and documented by the Board and exist as policies. These policies are grouped into four categories:

1. **Ends** prescribe desired organizational outcomes.
2. **Members-Staff Relationship policies** describe the relationship between the Members and its sole employee, the General Manager.
3. **Staff Limitations policies** impose legal, moral, and ethical boundaries on staff actions.
4. **Members Operations policies** clarify the Members job and rules.

In practice, the last three categories remain relatively stable once in place, enabling the Members to focus on issues of long-term Ends and strategic leadership. It is critical that the Members be familiar with its policies. The policies are formally reviewed at least annually as part of the Members regular business.

These policy categories cover virtually all decisions the Members will legitimately make. The General Manager is empowered by the Members towards **Ends** and within **Staff Limitations**. This constraint approach to controlling staff actions makes it possible for the Members to stay out of internal operations yet control the range of acceptable corporate actions. Fiscal administration, budgeting, personnel, risk, compensation, and all other functions are thus controllable with little Members time. Periodic monitoring of the Authority's performance with respect to these two policy categories constitutes the Members evaluation of its General Manager Secretary Treasurer.

In Policy Governance, the Members are proactive, explicit about its values, and considers a minimum 20-year vision regarding the majority of its concerns. It avoids both meddling and rubber-stamping. The Members are mindful of keeping Member and General Manager jobs separate. Because these roles are clear, communications and interaction between the Members and staff can be enriching and effective.

4.2 Ends

Within the boundaries of the Maitland Valley Conservation Authority, the MVCA ends are:

1. To protect life and property and prevent social disruption from flooding and erosion hazards;
2. To protect water and related resources for present and future generations
3. To protect and expand natural areas

Note: Property ownership is one of several tools used by the MVCA to achieve its goals. As a result of property ownership, outdoor recreation opportunities are offered to the public when and where appropriate (e.g., hiking, canoeing, biking, etc.). These opportunities create value among users for the watershed's environmental features and therefore function as an important tool to assist in achieving the Authority's goals or ends.

4.3 Member-Staff Relationship Policies

The Members sole official connection to the Authority's operational organization, its achievements, and conduct will be through the General Manager Secretary Treasurer.

1. The Members delegate the complete operation of the Authority to the General Manager Secretary Treasurer.
2. The General Manager Secretary Treasurer is responsible for the operation of the Authority within the guidelines established by the Staff Limitations policies.
3. Decisions of the General Manager Secretary Treasurer, which are consistent with any reasonable interpretation of Members policies related to Ends and Staff Limitations, are acceptable.
4. Only officially passed motions of the Membership are binding on the General Manager Secretary Treasurer. (Individual Member's decisions or instructions are not binding on the General Manager Secretary Treasurer.)
5. If Members wish to make suggestions or requests to staff, they do so through the General Manager Secretary Treasurer. The General Manager Secretary Treasurer reserves the right to manage those requests at their discretion.

6. In the event of the resignation, termination, death, disability or otherwise unavailability of the General Manager Secretary Treasurer to perform the responsibilities of the position, the Members appoint an Acting General Manager Secretary Treasurer to assume the responsibilities within five (5) business days.
7. A positive indicator of General Manager Secretary Treasurer's success is the attainment of Member-stated Ends and Staff Limitations. The General Manager Secretary Treasurer reports to the Members annually regarding compliance and accomplishments.

4.4 Staff Limitations Policies

Staff Limitations policies limit the latitude the General Manager Secretary Treasurer may exercise in managing the operations of the Authority. These limiting policies describe the practices, activities, decisions, and circumstances unacceptable to the Members. The Members will never prescribe operational means to the General Manager Secretary Treasurer; only what is unacceptable. Therefore, all means are considered pre-approved by the Members unless explicitly prohibited in the Staff Limitations policies below.

4.4.1 Business Ethics

1. The General Manager Secretary Treasurer will not cause or allow any organizational practice, activity, decision, or circumstance that is unlawful, imprudent or in violation of commonly accepted business and professional ethics.

4.4.2 Interaction with Clients

2. The General Manager Secretary Treasurer will not cause or allow conditions, procedures, or decisions which are unsafe, untimely, disrespectful, or unnecessarily intrusive.

4.4.3 Treatment of Staff

3. With respect to treatment of paid and volunteer staff, the General Manager Secretary Treasurer will not allow unfair, discriminatory, undignified, disrespectful, unsafe, disorganized, or unclear conditions.
4. The General Manager Secretary Treasurer will operate with written personnel procedures clarifying expectations for staff and protecting against wrongful conditions (e.g., harassment, nepotism, and grossly preferential treatment for personal reasons).
5. The General Manager Secretary Treasurer will address employee concerns regarding any contravention of the law of the land or Members policies.

4.4.4 Compensation and Benefits

6. The General Manager Secretary Treasurer will not change their own compensation and benefits, except as those benefits are consistent with a package for all other employees.

7. The General Manager Secretary Treasurer will not establish compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

4.4.5 Financial Controls

8. The General Manager Secretary Treasurer will not expend funds beyond the approved budget allocations without informing the Members.
9. The General Manager Secretary Treasurer will not allow receivables and payables to accumulate in an untimely manner.

4.4.6 Asset Protection

10. The General Manager Secretary Treasurer will ensure the Authority, Members, staff, and volunteers are insured against theft, fire, and casualty losses to a prudent replacement value and against liability losses.
11. The General Manager Secretary Treasurer will not unnecessarily expose the Authority, its Members, or staff to claims of liability.
12. The General Manager Secretary Treasurer will not endanger the Authority's public image, credibility, or its ability to accomplish Ends.

4.4.7 Communication and Support to and from the Members

13. The General Manager Secretary Treasurer will inform and support the Members in its work.
14. The General Manager Secretary Treasurer will not present information to the Members in unnecessarily complex or lengthy form.
15. The General Manager Secretary Treasurer will not favour or privilege certain Members over others, except when (a) fulfilling individual requests for information, or (b) responding to officers or committees duly charged by the Members.

4.4.8 Temporary Absence

16. Where the General Manager Secretary Treasurer is unavailable or out of contact from the workplace for more than five (5) consecutive working days, the General Manager Secretary Treasurer will designate a Management Team comprised of the Coordinators of each service area and inform the Chair and Vice-Chair of the appointment and the period of absence.

4.4.9 Emergency Executive Succession

17. The Management Team will take on the duties of the General Manager Secretary-Treasurer, in the event of an unexpected or sudden loss of the General Manager Secretary Treasurer.

4.5 Member Operations Policies

1. The Members govern lawfully, observing the principles of the Policy Governance model, with an emphasis on:
 - a) Outward vision rather than an internal preoccupation.
 - b) Encouragement of diversity in viewpoints.
 - c) Strategic leadership more than administrative detail.
 - d) Clear distinction between the Members and General Manager's roles.
 - e) Collective rather than individual decisions.
 - f) Future rather than past or present; and
 - g) Proactive rather than reactive.
2. The Members function with a sense of group responsibility and collective decision making. The Members will not use the expertise or opinion of an individual Member to substitute for the judgment of the Members as a whole.
3. The Members major policy focus is on the Authority's Ends, not on the administrative or operational means of attaining those Ends.
4. Members demonstrate a commitment to matters such as attendance, meeting preparation, respect for divergent opinions, and complete support for the Members decisions. Although the Member can change its governance policies at any time, it honours and adheres to those currently in force.
5. Continual Member development includes orientation of new Members in the Members governance process and annual Member discussion of existing policies and process improvement.
6. The Members review its effectiveness at midterm (every two years). The objective is to monitor performance, encourage constructive feedback, and help the Members attain new levels of excellence in governance and effectiveness. This self-assessment is for the Members' information only, treated as confidential, and does not form part of any records.

4.5.1 Members' Code of Conduct

7. The Members will treat staff, the public and delegations with courtesy, respect, dignity and understanding. The Members will in turn request that the public and delegations treat the Members and staff with courtesy, respect, dignity and understanding. The Chair will request anyone who does not act with courtesy, dignity, respect or understanding to leave the meeting if they are not willing to abide by the Code of Conduct. Note: Staff code of conduct is covered in the Personnel Policy.
8. The Members support the General Manager in the conduct of their duties.

10. The Members support continuous professional development of the General Manager Secretary Treasurer.
11. The Members commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Members.
 - a) Members must have loyalty to the ownership, un-conflicted by loyalties to other organizations or any personal interest.
 - b) Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - i. There must be no self-dealing or business by a Member with another organization. Members 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 Membership is to decide upon an issue about which a Member has an unavoidable conflict of interest that Member will withdraw without comment not only from the vote, but also from the deliberation.
 - iii. Members considering application for staff positions will remove themselves from Member functions at the time their interest is declared and then resign from the Membership at the time the offer of employment is accepted.
 - c) Members do not exercise individual authority. Members' interactions with the General Manager Secretary Treasurer or with staff must recognize the lack of authority vested in individuals except when explicitly Member-authorized. Members' interactions with public, press or other entities also must recognize the same limitation and the inability of any Member to speak for the Members except regarding explicitly stated Member decisions.
 - d) Except for participation in deliberation about whether the General Manager Secretary Treasurer has achieved any reasonable interpretation of policy, Members will not express individual judgments of performance of employees or the General Manager Secretary Treasurer.
 - e) Members respect all matters of confidentiality. Members will not reveal any confidential information they learn during the performance of their duties to anyone not present at Members meetings. Breaches of confidentiality will be addressed with appropriate sanctions, including potential dismissal from the Membership.
 - f) Members will not record meetings without the knowledge and permission of the Members.
 - g) Members are properly prepared for Member deliberation.

- h) Members support approved decisions of the Members on any matter, irrespective of the Members personal positions on the issue. All Members support all Members' decisions when outside of the meeting room. The Members speak with one voice. Members report only results of their decisions to the media. Breaches of this policy will be addressed with appropriate sanctions, including potential dismissal from the Membership.
- i) Members make attendance a priority. A Member who misses three (3) consecutive meetings in a row will be reported to the municipality that they represent. The Chair will notify the appointing municipality when this situation arises.
- j) The dress code for all Members meetings is "business casual."
- k) All Members must review, agree to, and sign a "Code of Conduct Agreement" as part of their Orientation. (A copy of the Code of Conduct Agreement is provided in Appendix A.)

5.0 Detailed Meeting Procedures

1. The fiscal year of the Authority shall be the calendar year.
2. Notice of Authority meetings shall be conveyed to members, municipalities, Ministry of Natural Resources and Forestry and to the local media at least five (5) days prior to the date of the meetings. The notice shall include the time and place of the meeting and all items to be discussed at the meetings.
3. The Authority meets at least nine (9) times each year in accordance with a predetermined schedule. The Annual General Meeting must be held before March 1.
4. At the Annual Meeting of the Authority in each year, the agenda includes:
 - a) The introduction of new Members.
 - b) The election of the Chair.
 - c) The election of the Vice-Chair; and Second Vice-Chair
5. The minutes of all meetings of the Authority are recorded by the Executive Assistant or designate under the direction of the General Manager Secretary Treasurer.
6. All matters arising out of Authority meetings and supporting technical reports form part of the public record and are publicly available. Exceptions to the foregoing include the following matters which will be dealt with 'in-camera':
 - a) Personnel records.
 - b) Property matters.
 - c) Legal matters and court cases in which the Authority is involved; and
 - d) Discussions which could adversely affect the interests of a third party.
7. The Executive Assistant or designate will provide an electronic copy of the previous meeting minutes and the agenda for the upcoming meeting to each Member six (6) days prior to the meeting date.
8. At any Members meeting of the Authority, a quorum consists of six (6) members. If no quorum is present one-half hour after the time appointed for a meeting of the Authority, the General Manager calls the roll and records the names of the people present and the meeting stands adjourned until the next meeting.
9. At any Members meeting, and in consideration of any motion, each Member is entitled to one vote, including the Chair. The only exception is the Authority's levy vote which follows a weighted voting procedure as prescribed by the Ministry of Natural Resources and Forestry.

10. Rules of procedure for Authority meetings adhere to the current edition of Robert's Rules of Order, or other generally accepted rules of parliamentary procedure.
11. A majority vote of the Members present at any meeting is required for approval of all matters.
12. In the event of the absence of the Chair, Vice-Chair and Second Vice-Chair from any meeting, the Members present appoint an acting Chair who, for the purposes of that meeting, has all the powers and performs all the duties of the Chair.

5.1 Election Procedures

For Election Procedures, refer to the Maitland Valley Conservation Authority Administrative Bylaw.

5.2 Per Diems and Honorariums

14. a) Members shall receive a per diem and travel allowance for attending Authority and Committee meetings.
- b) If no quorum is present, the per diem rate shall be paid to those in attendance.
- c) Members will be paid for expenses incurred on authorized Authority business.
- d) All per diem expenses, mileage, and allowances are to be in accordance with the Order issued by the Mining and Lands Commissioner.
- e) The Chair and Vice-Chair will each receive an annual honorarium.

5.3 Officer's Positions

15. Chair

The Chair of the Members will:

- a) Prepare the agenda in consultation with the General Manager.
- b) Preside at all Authority meetings.
- c) Be the public spokesperson for the Members unless someone else is appointed by the Members.
- d) Be the regular communication link between the Members and the General Manager.
- e) Communicate Member decisions; and
- f) Be the Authority's representative on Conservation Ontario Council (CO), unless otherwise designated.

16. Chair's Meeting Responsibilities

- a) The Chair reserves the right to decline, admit, or defer to another meeting, issues not contained in the prepared and approved agenda and that Members have no knowledge of.

- b) The Chair ensures the total meeting time be equitably shared among Members and the business of the meeting. This may require the Chair to limit the number of times a Member may speak and their associated time with the floor. This prevents domination of meetings or an undue consumption of time by any one Member or issue.
- c) The Chair may set discussion time limits or defer further discussion of any specific agenda item to ensure the meeting runs in a thorough yet efficient manner.
- d) All questions and comments must be directed to and through the Chair.
- e) The Chair ensures discussion is relevant to the issue at hand. The Chair is entitled to interrupt a Member if deviating from the issue at hand.
- f) The Chair ensures no discussion relating to a motion takes place until the motion has been moved and seconded.
- g) The Chair reserves the right to approve circulation of the draft agenda and to ensure all agenda items and subsequent discussions are relevant to the Authority's Strategic Plan.
- h) The Chair officiates to ensure the efficient conduct of the business before the Members. The Chair remains objective and impartial.

17. Vice-Chair/Second Vice-Chair

The Vice-Chair and Second Vice-Chair assists the Chair in all ways possible and in particular:

- a) Acts as Chair in the absence of the Chair or in the case of the Second Vice, the Vice Chair.
- b) Acts on behalf of the Chair at any function upon the request of the Chair; and
- c) Serves as the Members alternate delegates at Conservation Ontario

5.4 Hearings Committee

18. The Hearings Committee is a Standing Committee that meets at the call of the Chair. The Committee consists of the Members.

The Hearings Committee responsibilities include:

- a) Conduct Hearings in accordance with Section 28(3) for regulations passed pursuant to Section 28(1) of *The Conservation Authorities Act*.

5.5 Confidential Matters

19. The Members, for purposes of dealing with legal, property or personnel and/or confidential matters, by resolution meet in “Closed Session”. Minutes of “Closed Session” meetings will be certified by the General Manager Secretary Treasurer and Chair and kept in the appropriate personnel and/or confidential file and not form part of the minutes of the regular Authority or Committee meeting.

No person other than MVCA Members, the General Manager, and his/her delegate(s), and persons authorized by the Members shall attend “Closed Session” meetings of the MVCA.

5.7 Delegations

20. Delegations must request, in writing, their wish to appear before the Members prior to distribution of the meeting agenda which is typically mailed to Members one week in advance of any scheduled meeting.

Delegations must provide a copy of their presentation and or report one week prior to the Members meeting. Delegations must outline the reasons for wanting to make a presentation to the Members.

A copy of the presentation and/or report will be circulated to the Members with the Member package.

Delegations will be limited to 3-5 people who will be speaking to the presentation/report. Delegations will be limited to a total of 15 minutes.

Delegations and/or members of the public are not permitted to record meetings without the knowledge and permission of the Members.

6.0 Conclusion

This handbook is a tool to guide and assist the Members and General Manager Secretary Treasurer in effectively and efficiently conducting business relevant to the Maitland Valley Conservation Authority. By clarifying the roles of the General Manager Secretary Treasurer and Members, the policies presented encourage and support a positive, cooperative culture while ensuring effective communications.

Appendix A

Maitland Valley Conservation Authority Member's Code of Conduct Agreement

I, _____, a Member of **the Maitland Valley Conservation Authority (MVCA) Membership** declare that, in carrying out my duties as a Member, I will:

1. Exercise the powers of my office and fulfil my responsibilities in good faith and in the best interests of the Maitland Valley Conservation Authority.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the MVCA's policies, Code of Conduct, and decisions of the Members.
4. Review all related meeting information prepared in advance, attend and fully participate in discussions of the Members, at all times keeping in mind the best interests of the organization as a whole.
5. Keep confidential all information I learn about clients, personnel, and any other matters specifically determined by motion to be matters of confidence including matters dealt with during in-camera meetings of the Members, both during my tenure on the Membership and after leaving the Membership.
6. Conduct myself in a spirit of collegiality and respect for the collective decisions of the Members and subordinate my personal interests to the best interests of the MVCA.
7. Immediately declare any personal conflict of interest that may come to my attention.
8. Immediately resign my position as Member in the event either I or my colleagues on the Membership conclude I breached my "Code of Conduct".

Further, I hereby agree while carrying out my duties as a Member with the MVCA, I will conduct myself in a manner that:

- Supports the Ends of the MVCA.
- Serves the overall best interests of the MVCA and its ownership rather than any particular constituency.
- Brings credibility and good will to the MVCA.
- Respects principles of fair play and due process.
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances.
- Respects and gives fair consideration to diverse and opposing viewpoints.
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events, and in all other activities on behalf of the MVCA.
- Demonstrates good faith, prudent judgment, honesty, transparency, and openness in my activities on behalf of the MVCA.

- Ensures the financial affairs of the MVCA are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship.
- Avoids real or perceived conflicts of interest.
- Conforms with the policies approved by the Members, in particular this Code of Conduct; and
- Publicly demonstrates acceptance, respect, and support for decisions made by the Members of the MVCA.

Signature: _____

Date: _____



Maitland Valley Conservation Authority
1093 Marietta Street, Box 127, Wroxeter, ON, N0G 2X0
Phone: 519-335-3557
Website: www.mvca.on.ca
E-mail: maitland@mvca.on.ca

Members Report #5-2023

To: Members
From: Phil Beard, General Manager/Secretary-Treasurer
Date: January 13, 2023

Subject: Second Call for Declarations for Chair, Vice & Second Vice for 2023

Purpose:

To provide an opportunity for the Members to identify any possible candidates for Chair, Vice and Second-Vice for 2023.

Background:

It is the Members practice to provide an opportunity for any Member to declare whether they are interested in running for Chair, Vice or Second-Vice in the coming year. There is no requirement for anyone to put their name forward at this time.

This report is provided for the Members information and discussion. The election of officers will take place at the Annual Meeting on February 15th.

Members Report #6-2023

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager Secretary Treasurer
Date: January 17, 2023
Subject: Draft Agenda for 2023 Annual Meeting

Purpose:

To finalize the agenda for the 2023 Annual Meeting.

Background:

The Annual Meeting is scheduled to be held on Wednesday, February 15th at the Wroxeter Hall in Wroxeter starting at 2:00pm.

Invitations have been sent to Lisa Thompson, MPP, Huron-Bruce and to Matthew Rae, MPP, Perth Wellington to speak to the Members about the future of conservation authorities. We have not received any formal response from either MPP to date.

At the December 21, Members Meeting the following agenda was discussed.

Draft Agenda:

1. Welcome and remarks by the Chair
2. Greetings from guests
3. Introduction of the Members of Maitland Conservation
4. Presentation of Staff Service Awards: Chair
5. Presentation to retiring Members: Roger Watt, Cheryl Matheson, Dave Turton, and Kevin Frieburger
6. Election of Officers (Maitland Conservation and Maitland Source Protection Authority)
 - a) Appointment of Presiding Officer and Scrutineers
 - b) Election of Chair for 2023
 - c) Election of Vice Chair for 2023
 - d) Election of 2nd Vice Chair for 2023
7. Adoption of Meeting Schedule for 2023
8. Next meeting date March 15, 2023
9. Adjournment

We could include one additional item to the agenda, that being the introduction of the two new staff who have not been introduced to the members as yet.

Recommendation:

To be determined at the meeting.

Members Report #7-2023

To: Members, Maitland Valley Conservation Authority
From: Stewart Lockie, Conservation Areas Coordinator
Date: January 16, 2023

Subject: Agreements Signed

Purpose:

To identify agreements that MVCA has signed.

1. Pioneer Conservation Area – 2023 to 2027 Lease Agreement Renewal

The Municipality of Morris-Turnberry has leased a portion of the Pioneer Conservation Area to provide and maintain the baseball field and recreational pad developed by community committees since the early 80s. The agreement was supported and signed by the Municipality of Morris-Turnberry in December, 2022 and required signatures from the MVCA Chair and the GM/ST.

Recommendation:

THAT the Members support the signing of Agreement as outlined in Report #7-2023.

Members Report #8-2023

To: Member's, Maitland Valley Conservation Authority
From: Danielle Livingston, Administrative and Financial Services Coordinator
Date: January 17, 2023

Subject: Corporate Services - Accounts Paid and Received for:
December 2022

Recommendation:

THAT the financial report be accepted as presented for the month of December 2022 ;
AND THAT accounts outlined in the appendix to this report be approved.

Financial Summary Report Ending December 2022	
Revenue Invoiced	\$96,506.59
Accounts Paid	\$619,114.95

Financial Status at Month Ending December 2022	
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,455,930.88
Total	\$1,455,930.88

Maitland Valley Conservation Authority
Accounts Receivable as of December 31, 2022

Operating Budget Revenue

Corporate

Corporate Services sale office support/rent office equipment	\$	446.20
Drinking Water Source Protection rent/overhead	\$	220.00
bank interest	\$	5,663.57
Huron Clean Water Project administration	\$	<u>457.33</u>
	\$	6,787.10

Communications sales and donations	\$	362.00
GIS sales	\$	<u>2,443.92</u>
	\$	2,805.92

Total Corporate Services \$ 9,593.02

Flood Safety

Planning/Regulations property advisory fees	\$	170.00
solicitor inquires	\$	370.00
CWMS/watercourse regulations	\$	2,250.00
regulation applications	\$	<u>1,980.00</u>
	\$	4,770.00

Total Flood Safety Services \$ 4,770.00

Watershed Stewardship

Forestry seedling planting plan fee	\$	<u>4,097.40</u>
	\$	4,097.40

Total Watershed Stewardship Services \$ 4,097.40

Conservation Areas

FRCA camping	\$	1,167.63
reimbursement of equipment services	\$	638.49
reimbursement of motor pool	\$	<u>216.00</u>
	\$	2,022.12

MDO property revenue	\$	<u>2,396.29</u>
	\$	2,396.29

Carbon Offset Maitland Valley Conservation director's/staff	\$	<u>243.66</u>
	\$	243.66

Total Conservation Areas Operations \$ 4,662.07

Total Operating Budget Revenue	\$ 23,122.49
--------------------------------	--------------

Projects Budget Revenue

Watershed Stewardship

Garvey Glenn Demos funding	\$ 11,315.00
	\$ 11,315.00

Huron County Clean Water funding	\$ 33,879.38
	\$ 33,879.38

MOE Stream Sampling funding	
	\$ -

ONFARM funding	\$ 15,714.30
	\$ 15,714.30

Stewardship Projects funding	\$ 8,755.00
	\$ 8,755.00

Total Watershed Stewardship Services	\$ 69,663.68
--------------------------------------	--------------

Conservation Areas

Naftel's Creek funding	\$ 120.00
	\$ 120.00

Footprints to Forest Offset website/donations	\$ 192.00
	\$ 192.00

Total Conservation Areas	\$ 312.00
--------------------------	-----------

Special Projects

DWSP Transition Ausable Bayfield Conservation reimbursement	\$ 3,408.42
	\$ 3,408.42

Total Special Projects	\$ 3,408.42
------------------------	-------------

Total Project Budget Revenue	\$ 73,384.10
------------------------------	--------------

Total Operating and Project Revenues	\$ 96,506.59
--------------------------------------	--------------

Maitland Valley Conservation Authority
Expense Reports
As of December 31, 2022

Date	Num	Name	Amount
12/05/2022	Dec22EFT	Sun Life Financial	(5,381.17)
12/12/2022	24308	Meadowview Farm (Clare Gerber)	(660.00)
12/13/2022	24309	Huron Telecommunications Co-op Ltd.	(25.99)
12/13/2022	24310	St. Brigid's Dairy Ltd.	(2,500.00)
12/13/2022	24311	Rick Taylor	(369.60)
12/13/2022	24312	Bell Canada-properties	(465.16)
12/13/2022	24313	Bell Mobility (FRCA 501214021)	(272.66)
12/13/2022	24314	Wightman Telecom Ltd.	(1,014.43)
12/13/2022	24315	Maitland Conservation Foundation	(200.00)
12/13/2022	24316	Patti Wilkins	(2,587.50)
12/13/2022	24317	Saugeen Valley Conservation Authority	(142,643.63)
12/13/2022	24318	Purolator Courier Ltd.	(35.19)
12/13/2022	24319	Mike Snobelen	(2,500.00)
12/13/2022	24320	ADT Security Services Canada Inc.	(511.89)
12/13/2022	24321	Domm Construction Ltd	(199,491.16)
12/13/2022	24322	Municipality of South Huron	(1,050.16)
12/13/2022	24323	Mark Penhale	(450.00)
12/13/2022	24324	Kootstra Farms Ltd.	(3,000.00)
12/13/2022	24325	James Armstrong	(900.00)
12/13/2022	24326	Janet & Paul Hoggarth	(1,250.00)
12/13/2022	24327	Roger & Vicki Morrison	(260.00)
12/13/2022	24328	CIBC Visa Centre	(6,403.74)
12/15/2022		Payroll	(38,749.44)
12/20/2022	0350	ALS Canada Ltd.	(1,357.64)
12/20/2022	0351	B.M. Ross & Associates Limited	(3,446.50)
12/20/2022	0352	Beard, Phil	(73.66)
12/20/2022	0353	Blackburn Media Inc.	(1,525.50)
12/20/2022	0354	Brandt Security	(22.60)
12/20/2022	0355	Charles C. Culbert	(226.00)
12/20/2022	0356	ContinuIT Corp.	(12,275.19)
12/20/2022	0357	Donnelly and Murphy - Lawyers	(678.00)
12/20/2022	0358	Edward Fuels	(1,901.70)
12/20/2022	0359	F.S. Partners	(122.28)
12/20/2022	0360	Foxton Fuels Limited	(191.55)
12/20/2022	0361	Ideal Supply Inc.	(467.58)
12/20/2022	0362	Magee, E.	(150.00)

12/20/2022	0363	Mathew Shetler	(50.00)
12/20/2022	0364	MicroAge BASICS	(367.44)
12/20/2022	0365	Municipality of Morris-Turnberry	(766.88)
12/20/2022	0366	Patrick Huber-Kidby	(600.00)
12/20/2022	0367	Sarah Gunnewiek	(600.00)
12/20/2022	0368	Sparlings Propane-Parkland Corporation	(164.22)
12/20/2022	0369	T Giesbrecht Custom Service Ltd.	(452.00)
12/20/2022	0370	Tim Prentice	(191.29)
12/20/2022	0371	Watson's Home Hardware	(262.14)
12/20/2022	0372	Westario Power Inc.	(31.55)
12/20/2022	0373	Zuzek Inc.	(4,353.89)
12/30/2022	24329	GeoProcess Research Associates Inc.	(6,915.60)
12/30/2022	24330	Weiler's Cleaning & Restoration Ltd.	(1,726.27)
12/30/2022	24331	Arch Angel Studios Photography	(197.75)
12/30/2022	24332	Petty Cash-Jason Moir	(101.17)
12/30/2022	24333	Erin Norsworthy	(276.75)
12/30/2022	24334	Township of Perth East	(286.03)
12/30/2022	24335	Angie Koersen	(70.00)
12/30/2022	24336	Xerox Canada Ltd.	(1,678.12)
12/30/2022	24337	407 ETR	(13.43)
12/30/2022	24338	Cliff's Plumbing & Heating	(26,709.81)
12/30/2022	24339	Papple Aviation (Summer & Tyler Papple)	(3,395.65)
12/30/2022	24340	Munic. of North Perth	(1,320.00)
12/30/2022	24341	A & L Canada Laboratories Inc.	(2,158.07)
12/30/2022		Payroll	(44,644.12)
12/30/2022	Dec22EFT	Workplace Safety & Insurance Board	(3,317.22)
12/30/2022	Dec22EFT	OMERS	(30,217.56)
12/30/2022	Dec22EFT	Minister of Finance	(2,527.04)
12/30/2022	Dec22EFT	Receiver General	(31,372.13)
12/30/2022	24342	Bell Mobility Inc. 500181172	(513.82)
12/30/2022	24343	Cory McGill Construction Ltd.	(4,130.24)
12/30/2022	24344	Petty Cash-Danielle Livingston	(12.03)
12/30/2022	24345	MARCC Apparel and Promotions	(2,267.91)
12/30/2022	24346	Telizon Inc.	(10.25)
12/30/2022	24347	Township of Howick	(40.00)
12/30/2022	24348	CIBC Visa Centre	(13,157.52)
12/30/2022	24349	Bell Canada-properties	(465.16)
12/30/2022	24350	Bell Mobility (FRCA 501214021)	(272.66)
12/30/2022	24351	Radar Auto Parts - Brussels	(184.60)
12/30/2022	24352	Wightman Communications Ltd.	(124.30)
12/30/2022	24353	Purolator Courier Ltd.	(10.41)
			<hr/>
			(619,114.95)



Maple trees and standing deadwood

Ecologist Erin Gouthro says when you walk in the forest and touch a tree, there is a one in five chance it is dead

• By Lisa Boonstoppel-Pot •

Ash borer is just the start of future forest decimation with hemlock, butternut and beech trees also facing serious threat, concluded a forest study conducted by the Maitland Valley Conservation Authority (MVCA) as it was revealed 20 per cent of forest in Huron County is made up of standing deadwood.

“When you are walking in the forest, you have a one in five chance of putting your hands on a dead tree,” said Erin Gouthro, a watershed ecologist with MVCA who spoke on forest health at a meeting focused on forest health trends hosted by the Huron County Water Protection Steering Committee and Sustainable Huron in Clinton on November 25.

“This isn’t going to end with the ash borer,”

added Gouthro in a presentation that had a doomsday knell as she outlined the declining diversity in the forest canopy. However, she did reveal tree size is larger in many woodlots and forest management practices do increase the health of forests.

Her goal, she said, is to “raise the signals” about the health of forest ecosystems before deciding what the next approach will be.

She and professional forester-in-training Matthew Shakespeare explained how the intensive two-year forest study was conducted and what it revealed. Forests are generators of basic human needs such as air, climate, soil and water. Forests are also reservoirs of biodiversity.

Both upland and lowland, along with private and public woodlots were surveyed to answer questions about diversity, regeneration, structure and



The dominant tree in Huron County forests is the Maple which stands strong and true while diseases and pests are killing and stressing ash, elm, beech, butternut and hemlock trees. Results from a Forest Study reveal Huron’s forest are struggling and require active management.



disturbance. What is the health of the forest? What are the current challenges and how can forests be improved? Gouthro and Shakespeare learned that 86 per cent of Huron County's natural areas are forests which translates into a 16.04 per cent (526.6 square kilometres) forest cover over the county (2020 numbers). That is a decline from 16.5 per cent (538 square kilometres) in 2000.

Maple trees are, by far, the most abundant species making up 41 per cent of all forest trees. Standing deadwood is 19 per cent, ash is nine per cent, pine six per cent, other coniferous are nine percent and other deciduous (including black cherry, American elm, yellow birch, American basswood, trembling aspen, American beech) make up the rest.

Before settlement, hard maples were a dominant species but so were American beech, elm and hemlock. Ash, on the other hand, wasn't a dominant pre-settlement tree. Tracking species populations over time was an interesting part of the study and revealed how ash and soft maple began to dominate the landscape after settlement before ash was decimated by the Emerald Ash Borer.

In the wake of the ash decline, the study examined which seedlings are most dominant in today's forest and discovered 61 per cent of seedling are ash, 18 per cent are sugar maple, seven per cent are red maple, six per cent are black cherry, two per cent are American elm and two per cent are Norway spruce. Invasive species such as glossy buckthorn and common buckthorn also had a large presence in the seedling count.

In terms of sustainability, size matters. A sustainable forest requires 50 metres square per hectare of trees. Tree size also matters. There needs to be more trees with a basal size (the horizontal area of trees 1.3 meters off the ground) over 15 metres square/hectare for a forest to be sustainable. There are more trees with a larger basal area in 2022 than in 2000.

"This is a good thing!" said Gouthro. "That tells us the

Engineering
Provided By:

WADDELL
ENGINEERING LTD.
519-267-6789

C - 119 Pinebush Rd., Cambridge, ON
Fax: 1-866-388-9659 Email: info@waddelleng.com
Website: www.waddelleng.com
Instagram: @waddell_engineering
TikTok: waddell_engineering



Design your next project with our trusted team

NutriPAK
for dairy



www.bio-ag.com
1.800.363.5278



CROP QUEST INC.

Turning
Nutrient Management Plans
into
Asset Management Plans™

**REBUILD YOUR
NATURAL CAPITAL**

- Nutrient Management Plans
- Feasibility Studies & MDS
- NASM Plans
- Soil Health

www.cropquest.ca • andy.devries@cropquest.ca • 519 301 2036



management practices we put in place to decrease diameter cutting has a positive effect on the forests.”

More good news came from healthy trees versus stressed tree numbers. Of live trees scouted, 54 per cent were labeled healthy while 23 per cent were labeled stressed. Of those trees that were stressed, the most common reasons were insects, invasive plants, tree cutting and windthrows.

Gouthro and Shakespeare conducted three specific case studies:

Plot #1: This private maple and beech stand in East Wawanosh which had emerald ash borer and beech bark disease present. It had been logged at intervals. Concerns in this stand were the presence of glossy buckthorn, the infestation of beech bark disease and threat of beech leaf disease. The ash regeneration is threatened by the Emerald ash borer.

Plot #2: The stand of maple and ash had been logged at intervals and stem-wounds from logging were present, indicating poor forestry practices. Trees were smaller and the forest had been infiltrated with reed canary grass, multiflora rose, dame's rocket, garlic mustard and common buckthorn. Trees had been uprooted by wind and killed by Emerald ash borer.

Plot #3: This maple and beech tree forest had not been logged had many windthrows and beech bark disease present. This forest had very low species diversity with three living tree species, two of which were dying from pest and disease. It has 59 per cent standing deadwood, from large, dead beech trees meaning this forest was releasing carbon rather than storing it.

“From these plots, we learned that not stewarding or managing forest puts the forest at risk,” explained Gouthro. “When forests are not stewarded, we risk losing them to invasive species and disease.”

Gouthro said monitoring is part of sustainability because threats to forest health can be identified via monitoring which leads to resolutions.

During question period, it was asked what the trajectory of the Emerald Ash Borer is and will it die out or sweep back through to kill

younger ash trees. Gouthro said they simply do not know. It might sweep back through, taking down saplings, relegating future ash trees to being a shrub tree that never gets a chance to grow into large trees. Right now, Emerald Ash Borer leaves behind ash trees smaller than nine centimeters. However, it eats ANY size of black ash trees.

There are indications that three species of parasitic wasps released into Ontario forests might one day prove effective in controlling (but

not eliminating) the ash borer.

During the forest study, Gouthro and Shakespeare also kept their eyes out for trees that are disease resistant. “We found some elms that survived and we are hoping they can throw seed and come back into the landscape, but that may take 200 years or so,” said Gouthro.

Now, the best path moving forward is active stewardship and management. “The disturbances that are here and coming are having a major impact,” concluded Gouthro. ♦

Funding and educational programs encourage tree planting

• By Lisa Boonstoppel-Pot •

A healthy landscape should have a minimum of 20 to 30 per cent trees cover and in the Maitland Valley watershed, there is only 16 per cent.

To encourage tree planting, Nick Courtney, a restoration program coordinator with Forests Ontario shared some of the programs that exist to help fund tree planting projects. He has been involved with the 50 Million Trees Program (MTP) which offers subsidies to landowners planting a minimum of 500 trees for windbreaks, shelterbelts, riparian buffers and woodlot restoration.

“We planted 2.5 million trees through the 50 MTP program in 2022, bringing the all-time total to 36.7 million trees planted since 2008,” said Courtney. Other tree planting programs include:

- Highway of Heroes Tree Campaign which plants one tree for every soldier who served in uniform since the war of 1812. Over two million trees have been planted along Highway 401

- In partnership with the Greenbelt Foundation, Forests Ontario planted more trees in the greenbelt to increase biodiversity, improve clean air and water, create green jobs, cool down cities and increase the well-being of generations to come

- Forest Recovery Canada, a sponsor-driven program which targets large scale tree planting

- Grasslands Stewardship Initiative which creates grasslands in areas not suitable for trees, of which there have been 84 projects since 2019

- Education programs such as Focus on Forests, Heritage Tree and Community Tree Plant help spread awareness about trees and forests. Forest Ontario also provides teachers with lesson plans on forests and careers in forestry.

- It Takes a Forest campaign spreads awareness and provides information about the role of forests as one of the province's most sustainable resources

Courtney encouraged everyone present to become members of Forests Ontario. For a \$50 membership fee, they can support tree planting and forest education initiatives. ♦



Nick Courtney, Forests Ontario



Maple trees and standing deadwood

Ecologist Erin Gouthro says when you walk in the forest and touch a tree, there is a one in five chance it is dead

• By Lisa Boonstoppel-Pot •

Ash borer is just the start of future forest decimation with hemlock, butternut and beech trees also facing serious threat, concluded a forest study conducted by the Maitland Valley Conservation Authority (MVCA) as it was revealed 20 per cent of forest in Huron County is made up of standing deadwood.

“When you are walking in the forest, you have a one in five chance of putting your hands on a dead tree,” said Erin Gouthro, a watershed ecologist with MVCA who spoke on forest health at a meeting focused on forest health trends hosted by the Huron County Water Protection Steering Committee and Sustainable Huron in Clinton on November 25.

“This isn’t going to end with the ash borer,”

added Gouthro in a presentation that had a doomsday knell as she outlined the declining diversity in the forest canopy. However, she did reveal tree size is larger in many woodlots and forest management practices do increase the health of forests.

Her goal, she said, is to “raise the signals” about the health of forest ecosystems before deciding what the next approach will be.

She and professional forester-in-training Matthew Shakespeare explained how the intensive two-year forest study was conducted and what it revealed. Forests are generators of basic human needs such as air, climate, soil and water. Forests are also reservoirs of biodiversity.

Both upland and lowland, along with private and public woodlots were surveyed to answer questions about diversity, regeneration, structure and



The dominant tree in Huron County forests is the Maple which stands strong and true while diseases and pests are killing and stressing ash, elm, beech, butternut and hemlock trees. Results from a Forest Study reveal Huron’s forest are struggling and require active management.



disturbance. What is the health of the forest? What are the current challenges and how can forests be improved? Gouthro and Shakespeare learned that 86 per cent of Huron County's natural areas are forests which translates into a 16.04 per cent (526.6 square kilometres) forest cover over the county (2020 numbers). That is a decline from 16.5 per cent (538 square kilometres) in 2000.

Maple trees are, by far, the most abundant species making up 41 per cent of all forest trees. Standing deadwood is 19 per cent, ash is nine per cent, pine six per cent, other coniferous are nine percent and other deciduous (including black cherry, American elm, yellow birch, American basswood, trembling aspen, American beech) make up the rest.

Before settlement, hard maples were a dominant species but so were American beech, elm and hemlock. Ash, on the other hand, wasn't a dominant pre-settlement tree. Tracking species populations over time was an interesting part of the study and revealed how ash and soft maple began to dominate the landscape after settlement before ash was decimated by the Emerald Ash Borer.

In the wake of the ash decline, the study examined which seedlings are most dominant in today's forest and discovered 61 per cent of seedling are ash, 18 per cent are sugar maple, seven per cent are red maple, six per cent are black cherry, two per cent are American elm and two per cent are Norway spruce. Invasive species such as glossy buckthorn and common buckthorn also had a large presence in the seedling count.

In terms of sustainability, size matters. A sustainable forest requires 50 metres square per hectare of trees. Tree size also matters. There needs to be more trees with a basal size (the horizontal area of trees 1.3 meters off the ground) over 15 metres square/hectare for a forest to be sustainable. There are more trees with a larger basal area in 2022 than in 2000.

"This is a good thing!" said Gouthro. "That tells us the

Engineering
Provided By:

WADDELL
ENGINEERING LTD.
519-267-6789

C - 119 Pinebush Rd., Cambridge, ON
Fax: 1-866-388-9659 Email: info@waddelleng.com
Website: www.waddelleng.com
Instagram: @waddell_engineering
TikTok: waddell_engineering



Design your next project with our trusted team

NutriPAK
for dairy



www.bio-ag.com
1.800.363.5278



CROP QUEST INC.

Turning
Nutrient Management Plans
into
Asset Management Plans™

**REBUILD YOUR
NATURAL CAPITAL**

- Nutrient Management Plans
- Feasibility Studies & MDS
- NASM Plans
- Soil Health

www.cropquest.ca • andy.devries@cropquest.ca • 519 301 2036



management practices we put in place to decrease diameter cutting has a positive effect on the forests.”

More good news came from healthy trees versus stressed tree numbers. Of live trees scouted, 54 per cent were labeled healthy while 23 per cent were labeled stressed. Of those trees that were stressed, the most common reasons were insects, invasive plants, tree cutting and windthrows.

Gouthro and Shakespeare conducted three specific case studies:

Plot #1: This private maple and beech stand in East Wawanosh which had emerald ash borer and beech bark disease present. It had been logged at intervals. Concerns in this stand were the presence of glossy buckthorn, the infestation of beech bark disease and threat of beech leaf disease. The ash regeneration is threatened by the Emerald ash borer.

Plot #2: The stand of maple and ash had been logged at intervals and stem-wounds from logging were present, indicating poor forestry practices. Trees were smaller and the forest had been infiltrated with reed canary grass, multiflora rose, dame's rocket, garlic mustard and common buckthorn. Trees had been uprooted by wind and killed by Emerald ash borer.

Plot #3: This maple and beech tree forest had not been logged had many windthrows and beech bark disease present. This forest had very low species diversity with three living tree species, two of which were dying from pest and disease. It has 59 per cent standing deadwood, from large, dead beech trees meaning this forest was releasing carbon rather than storing it.

“From these plots, we learned that not stewarding or managing forest puts the forest at risk,” explained Gouthro. “When forests are not stewarded, we risk losing them to invasive species and disease.”

Gouthro said monitoring is part of sustainability because threats to forest health can be identified via monitoring which leads to resolutions.

During question period, it was asked what the trajectory of the Emerald Ash Borer is and will it die out or sweep back through to kill

younger ash trees. Gouthro said they simply do not know. It might sweep back through, taking down saplings, relegating future ash trees to being a shrub tree that never gets a chance to grow into large trees. Right now, Emerald Ash Borer leaves behind ash trees smaller than nine centimeters. However, it eats ANY size of black ash trees.

There are indications that three species of parasitic wasps released into Ontario forests might one day prove effective in controlling (but

not eliminating) the ash borer.

During the forest study, Gouthro and Shakespeare also kept their eyes out for trees that are disease resistant. “We found some elms that survived and we are hoping they can throw seed and come back into the landscape, but that may take 200 years or so,” said Gouthro.

Now, the best path moving forward is active stewardship and management. “The disturbances that are here and coming are having a major impact,” concluded Gouthro. ♦

Funding and educational programs encourage tree planting

• By Lisa Boonstoppel-Pot •

A healthy landscape should have a minimum of 20 to 30 per cent trees cover and in the Maitland Valley watershed, there is only 16 per cent.

To encourage tree planting, Nick Courtney, a restoration program coordinator with Forests Ontario shared some of the programs that exist to help fund tree planting projects. He has been involved with the 50 Million Trees Program (MTP) which offers subsidies to landowners planting a minimum of 500 trees for windbreaks, shelterbelts, riparian buffers and woodlot restoration.

“We planted 2.5 million trees through the 50 MTP program in 2022, bringing the all-time total to 36.7 million trees planted since 2008,” said Courtney. Other tree planting programs include:

- Highway of Heroes Tree Campaign which plants one tree for every soldier who served in uniform since the war of 1812. Over two million trees have been planted along Highway 401

- In partnership with the Greenbelt Foundation, Forests Ontario planted more trees in the greenbelt to increase biodiversity, improve clean air and water, create green jobs, cool down cities and increase the well-being of generations to come

- Forest Recovery Canada, a sponsor-driven program which targets large scale tree planting

- Grasslands Stewardship Initiative which creates grasslands in areas not suitable for trees, of which there have been 84 projects since 2019

- Education programs such as Focus on Forests, Heritage Tree and Community Tree Plant help spread awareness about trees and forests. Forest Ontario also provides teachers with lesson plans on forests and careers in forestry.

- It Takes a Forest campaign spreads awareness and provides information about the role of forests as one of the province's most sustainable resources

Courtney encouraged everyone present to become members of Forests Ontario. For a \$50 membership fee, they can support tree planting and forest education initiatives. ♦



Nick Courtney, Forests Ontario

