

Notice of Meeting
Meeting of the Membership #1-2024

Date: January 24, 2024
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 #11-2023 held on December 20, 2023
4. Business Out of the Minutes:
 - a) Watershed Stewardship Fees: Report #1-2024
 - b) Revised Agenda for 2024 Annual Meeting: Report #2-2024
 - c) Declarations for Chair, Vice, and Second Vice for 2024: Report #3-2024
5. Business Requiring Direction and or Decision:
 - a) Review of Members 2023 Work Plan: Report #4-2024
 - b) 2023 Year End Revenue/Expenditure Review: Report #5-2024
 - c) Review of 2024 Members Manual: Report #6-2024
 - d) Proposed Amendment to Personnel Policy: Report #7-2024
 - e) Letter from the Township of Howick Re: Grass Cutting Gorrie Conservation Area

Consent Agenda:

- a) Revenue/Expenditure Report for December: Report #8-2024
 - b) Final Submission Programs & Services-MNRF: Report #9-2024
6. Chair and Members Reports
7. Adjournment – Next Meeting Date, Wednesday, February 14, 2024, at 2:00pm.
Meeting to be held in the upstairs hall at the Wroxeter Community Centre.

8. Maitland Source Protection Authority Meeting #1-2024

- a) Approval of Minutes of MSPA meeting #2-2023 held on September 20th, 2023.
- b) Program update: MSPA Report # 1-2024
- c) Proposed Update to Maitland Source Protection Plan to incorporate changes to Century Heights (Saltford) and Lucknow wells: MSPA Report #2-2024
- d) Adjournment of MSPA meeting.



Membership Minutes

Membership Meeting #12-2023

December 20, 2023

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Evan Hickey,
Anita van Hittersum, Sharen Zinn, Megan Gibson, Ed Podniewicz,
Andrew Fournier, Matt Duncan, Vanessa Kelly

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Jayne Thompson, Communications, GIS, IT Coordinator
Stewart Lockie, Conservation Areas Services Coordinator
Danielle Livingston, Administrative-Financial Services Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Jeff Winzenried, Flood Forecast Supervisor
Shannon Millar, Restoration Supervisor
Ben Van Dieten, Agricultural Stewardship Supervisor
Jason Moir, FRCA/WPCA Superintendent
Michelle Quipp, Executive Assistant

Others Present: Cory Bilyea, Reporter, Midwestern News

1. Call to Order

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

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #11-2023 held on November 15, 2023.

Motion FA #89-23

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT the minutes from the General Membership Meeting #11-2023 on November 15, 2023 be approved.
(carried)

4. Business Out of the Minutes

- a) Review of Comments on Proposed Changes to Fees Policy: Report #64-2023

Report #64-2023 was presented to the members and the following motion was made:

Motion FA #90-23

Moved by: Alvin McLellan Seconded by: Alison Lobb

THAT the 2024 Fees Policy be approved.
(carried)

- b) Review of Comments on Proposed Changes to Fees Schedule: Report #65-2023

Motion FA #91-23

Moved by: Andrew Fournier Seconded by: Alvin McLellan

THAT Stewart Lockie, Conservation Areas Services Coordinator, create a fourth criteria to the Conservation Area Fees in the Fees Schedule, to support services thus reducing cost on approval of the members.
(defeated)

Motion FA #92-23

Moved by: Alison Lobb Seconded by: Evan Hickey

THAT the proposed fee increases for the Wawanosh Campground be approved as proposed in the 2024 fee schedule.
THAT the Fees for planning and regulations remain as outlined in the 2023 fee schedule;
THAT the remainder of the Fee Schedule for 2024 be approved with the exception of the proposed fee increases for planning and regulations;
AND THAT the proposed 2024 fee schedule take effect as of January 1, 2024.
(carried)

c) Coastal Resiliency Strategy-next Phase: #66-2023

Motion FA #93-23

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT MVCA include the next phase of the Coastal Resilience Project in the 2024 budget, if funding is approved by Natural Resources Canada;
AND THAT MVCA agrees to be a partner in Conservation Ontario's application to Natural Resources Canada's application for funding to undertake six coastal resilience pilot projects.

5. Business Requiring Decision and or Direction:

a) Additional Fees Watershed Stewardship Services: Report #67-2023

Motion FA #94-23

Moved by: Ed Podniewicz

Seconded by: Alvin McLellan

THAT the additional stewardship fees for 2024 be circulated for comment and that any comments received be reviewed at the January 24th, 2024 meeting

b) Draft 2024 Work Plan and Budget: Report #68-2023

Motion FA #95-23

Moved by: Evan Hickey

Seconded by: Ed Podniewicz

THAT the 2024 draft budget, work plan and levy be approved for review and comment by MVCA's member municipalities;

AND THAT the final work plan and budget be brought back to the Members on March 20, 2024, 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.

c) Draft 2024 Work Plan and Budget: Report #69-2023

Motion FA #96-23

Moved by: Alison Lobb

Seconded by: Anita van Hittersum

THAT the Annual Meeting be held on February 14 at 2pm;

AND THAT the draft agenda outlined in Report #69-2023 be approved.

d) Declarations for Chair and Vice Chairs: Report #70-2023
Report 70-2023 was presented to members for their information.

e) Request from Maitland Conservation Foundation: Report #71-2023

Motion FA #97-23

Moved by: Alison Lobb

Seconded by: Anita van Hittersum

THAT the General Manager Secretary Treasurer continue to serve as Interim Executive Director to the MCF Board in 2024.

6. Chair and Members Updates:

Chair, Matt Duncan, introduced Vanessa Kelly, the newly appointed member from Goderich.

7. Consent Agenda:

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

a) Revenue-Expenditure Report for November: Report #72-2023

Motion FA #98-23

Moved by: Alvin McLellan

Seconded by: Megan Gibson

THAT Report #72-23 along with the respective motions as outlined in the Consent Agenda be approved.
(carried)

8. In Camera Session: GM - ST Performance Review

Motion FA #99-23

Moved by: Evan Hickey

Seconded by: Ed McGugan

THAT the members move into in camera to discuss the GM-ST Performance Review.
(carried)

Motion FA #100-23

Moved by: Alison Lobb

Seconded by: Ed McGugan

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

9. Adjournment: Next meeting: January 24, 2024, at 7:00pm at the MVCA's Administrative Centre

Motion FA #101-23

Moved by: Megan Gibson

Seconded by: Alison Lobb

THAT the Members Meeting be adjourned at 9 pm.
(carried)

Matt Duncan
Chair

Phil Beard
General Manager / Secretary-Treasurer

Members Report #1-2024

To: Members, MVCA

From: Shannon Millar, Restoration Supervisor

Date: January 17th, 2024

Subject: Review of Comments Received on Additional 2024 Stewardship Fees

Purpose:

To provide direction on the proposed additional 2024 stewardship fees.

Background:

On December 20th, 2023, the Members passed the following motion:

“THAT the additional stewardship fees for 2024 be circulated for comment and that any comments received be reviewed at the January 24th, 2024 meeting”

Proposed Fees:

Service	Cost
Seedling Markup	\$0.60/seedling
Hand Planting	\$1.30/seedling
Storage and Transportation	\$0.20/seedling
Note: There are a minimum 1,000 seedlings per property. Any plantings under 1,000 seedlings will be charged the “Hand Planting” fee for 1,000 seedlings.	

Comments Received:

MVCA has not received any comments as of the date of this report. The 30-day review period ends on January 19th, 2024. Staff will advise the Members if any comments are received after the date of this report.

Recommendation:

THAT the Additional 2024 Stewardship Fees be approved.

Members Report #2-2024

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager Secretary Treasurer;
Jayne Thompson, Communications-IT-GIS Coordinator
Date: January 17, 2024
Subject: Revised Agenda 2024 Annual Meeting

Purpose:

To confirm the agenda for the Annual Meeting.

Background:

On December 20, 2023, the Members approved the following motion:

“That the Annual Meeting be held on February 14, 2024, at 2:00 p.m.
And that the draft agenda outlined in Report #69-2023 be approved.”

The Annual Meeting will be held in the Upstairs Hall located in the Wroxeter Community Centre.

Invited Guests:

Invitations have been sent out to all member municipalities, neighbouring conservation authorities, the Maitland Conservation Foundation, MPPs and MPs.

Speakers:

We have invited representatives from the Township of Howick, Municipality of North Perth, County of Huron and the Ministry of Environment, Conservation and Parks. We have also invited Lisa Thompson, MPP for Huron -Bruce to attend as well and speak about the Healthy Lake Huron initiative.

To date we have received confirmation from:

1. Ted Briggs, Great Lakes Advisor for the Ministry of Environment, Conservation and Parks who will provide an overview of Healthy Lake Huron
2. Rachel White, County of Huron. She will provide an overview of the Huron Clean Water Project
3. Alana Dick, Township of Howick. She will provide an overview of the Gorrie Nature Trail.

4. Kriss Snell and Amy Gangle, Municipality of North Perth. They will provide an overview of North Perth's plans for the Galbraith Conservation Area.

Lisa Thompson, MPP for Huron Bruce is unable to attend the Annual Meeting.

Angela Coleman, Executive Director, Conservation Ontario is planning to attend the Annual Meeting, so I have added her to the agenda to provide some remarks.

Revised Draft Agenda:

1. Welcome and Introduction of Members & Guests: Chair
2. Chairs Remarks
3. Greetings from Conservation Ontario: Angela Coleman, Executive Director
4. Staff Service Awards
5. Election of Officers: Chair, Vice, and Second Vice
6. Approval of Meeting Schedule for 2024
7. MCF Chairs Remarks
8. Celebration of Partnerships:
Introduction of each presenter by Chair:
 - a) Howick Trails-Gorrie Conservation Area: Twp. Of Howick
 - b) Galbraith Conservation Area Agreement: Municipality of North Perth
 - c) Huron Clean Water Project: County of Huron
 - d) Healthy Lake Huron: Ministry of Environment, Conservation & Parks/OMAFRA
9. Closing Remarks: Chair
10. Social Time

Recommendation:

THAT the revised agenda be approved as outlined in Report #2-2024.

Members Report #3-2024

To: Members
From: Phil Beard, General Manager/Secretary-Treasurer
Date: January 17, 2024

Subject: Second Call for Declarations for Chair, Vice & Second Vice for 2024

Purpose:

To provide an opportunity for the Members to identify any possible candidates for Chair, Vice and Second-Vice for 2024.

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 call for declarations will also be included in the agenda for the January 24, 2024 Members meeting.

It should be noted that the Chair and Vice Chair may only stay in their respective positions for a maximum of two years.

Members Report #4-2024

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager -Secretary-Treasurer
Date: January 12, 2024

Subject: Year End Review of Members 2023 Work Plan

Purpose:

To outline the progress that was made on the 2023 work plan.

Background:

The Members work plan was developed and approved at the March 15, 2023, meeting.

Conservation Ontario-Provincial Government

Conservation Ontario (CO) is the association that has been established by the 36 Conservation Authorities (CAs) in Ontario 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 2023 Conservation Ontario will be assisting conservation authorities with the following:

- a) The Ministry of Natural Resources and Forestry are 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. Conservation Ontario will be coordinating comments from all conservation authorities to include in their response to the Ministry once the proposed changes are released.
Status: The Ministry of Natural Resources and Forestry did not release the changes to Conservation Authority Development, Alteration, and Interference Regulations in 2023.
- b) Conservation Ontario Council Meetings: The Chair and/or Vice Chair attended three out of four council meetings. The Chair/Vice Chair did not attend the September Council meeting in Toronto as there were no decision/discussion items to justify the time/mileage spent in driving to Toronto and back.

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

a) MPPs: Key topics for discussion:

- Importance of maintaining the Healthy Lake Huron collaborative and funding support from OMAFRA and MECP
- Encourage the MPPs to support the development of a Healthy Watersheds, Healthy People, Healthy Wildlife program
- Any additional changes to the Conservation Authorities Act as well as any changes to funding

Status: The Chair, Vice Chair & Second Vice Chair did meet with Lisa Thompson, MPP for Huron Bruce. No other meetings with MPs or MPPs were held in 2023.

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.

Status: No meetings were held in 2023 as there were no amendments proposed to the Personnel Policy.

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).

Status: Staff have discussed the need for an agreement with municipal staff. Staff contacted several conservation authorities to find a template that MVCA could use however, we could not find an appropriate template to use. Staff contacted Greg Stewart, solicitor with Donnelly and Murphy in the late fall and have requested that he draft a template that meets our requirements.

- c) Sale of Brussels Mill, Brussels Conservation Area: The Members approved a motion to work with the Brussels Trust to allow them to purchase the Brussels Mill. The application for severance of the mill from the Brussels Conservation Area has been approved by the County of Huron subject to conditions.
Status: The severance can not be registered until MVCA receives clarification on the ownership of the bed of the river where the dam is located.
- 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.
Status: The Members have approved an agreement with the Municipality of North Perth to lease the Galbraith Conservation Area.
- e) MVCA Services and Programs Agreement-Wellington North: MVCA will work with the Municipality of Wellington North on an agreement for services and programs.
Status: The Municipality of Wellington North approved an agreement for services and programs.
- f) 2024-2026 Work Plan and Budget Forecast: Staff will develop an updated three-year work plan and budget for the years 2024-2026.
The three-year forecast will outline the additional resources that are needed to meet MVCA's needs over the next three years. It will also form the foundation for the Watershed Resource Management Strategy that MVCA must develop by December 31, 2024.
Status: The Members approved the three-year work plan and budget forecast at the October meeting.
- g) Shoreline Hazard Mapping Update: The Members are responsible for reviewing the comments from the public on the draft hazard mapping and approving the final mapping.
Status: The Members approved the final hazard mapping.
- h) Meeting Policy: A policy needs to be developed with respect to the recording and live streaming of Members Meetings.
Status: The Members approved a meeting policy.
- i) Infrastructure Strategy Update: The five-year infrastructure and equipment strategy that the Members Approved in 2021 needs to be updated now that several large infrastructure projects have been completed.
Status: The infrastructure strategy is being revised to focus on critical infrastructure and equipment. This revised strategy will be presented to the Members in 2024.

- j) North Perth Flood Plain Mapping Update: The Members will be responsible for reviewing comments received from the public with respect to the draft flood plain mapping and approving the final mapping.

Status: The draft flood plain mapping was not completed in time to hold public meetings in 2023. The draft mapping and comments will be reviewed by the Members in 2024.

Summary:

Most of the work plan was able to be completed as proposed in 2023.

There are several business items that are being carried forward into 2024 to be completed.

Members Report #5-2024

To: Member's, Maitland Valley Conservation Authority (MVCA)
From: Phil Beard, General Manager-Secretary-Treasurer
Danielle Livingston, Administrative-Financial Services Coordinator
Date: January 18, 2024
Subject: 2023 Year End Revenue & Expenditure Report

Purpose:

To outline the year end revenue and expenditures versus the 2023 budget.
To outline the rationale for any surplus or deficit for the operating and capital budgets.

Background:

Any surpluses that occur in the operations section of the budget can be allocated to help fund 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. This funding can also be allocated towards authority-funded projects and shortfalls in MVCA's operating budget. 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 2023. A copy of the approved budget is attached to this report for reference.

The major reason that we ended the year with a surplus is that higher interest rates resulted in MVCA receiving more revenue from MVCA's bank account. We also received higher revenue due to a higher than anticipated number of regulation applications. Expenses were lower than budgeted for some staffing and support costs to undertake the work and projects included in the 2023 budget. We were also able to allocate more staffing expenses to 2023 projects than anticipated as some project funding was not approved until part way through the year.

Operating Budget:

The surpluses for Falls Reserve, Wawanosh Campground, motor pool, forestry program and management services have 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	\$126,828	FRCA surplus \$126,828 is related to higher user sale revenue, less staffing expenses and roadway repairs are being re-scheduled to 2024.
Wawanosh Campground	\$5,900	The actual surplus excluding the in-year reserve projection is projected to be \$2,903. The budget included \$2,997 from the accumulated surplus for the campground. Less staffing expenses were allocated to WPCA than projected and revenue from visitor sales resulted in reserve funding not being required.
Motor Pool	\$19,505	Expected surplus generated for the future purchase and replacement of vehicles and equipment. Funds raised from mileage charged to service areas and projects.
*Management-Development-Operation	\$4,410	Slightly lower staffing expenses than projected, leaving a surplus of \$4,410 in MDO to be allocated to WCAS. MDO allocated \$278,078 in levy funding.
*Watershed Stewardship	\$46,508	Lower wages due to Coordinator parental leave for three months followed by decision for permanent leave from MVCA, higher tree sales and less staffing expenses to forestry program. The surplus will be allocated to WCAS and FMAS. WS allocated \$259,133 in levy funding.
*Flood & Erosion Safety Services	\$31,807	Higher planning and development revenue related to continued installations of SWIFT project (South Western Integrated Fibre Technology), this revenue source will cease once these fibre optic services are fully installed in our area; lower hazard information and prevention expenses due to a gap in staffing (Planner/Regs Officer, Karlene Zurbrigg transferred to Watershed

		Stewardship from Regs department). The surplus will be allocated to WCAS. FS allocated \$506,376 in levy funding.
*Corporate	\$66,966	Higher interest revenue, lower insurance, subscriptions, publications, and IT expenses than budgeted. The surplus will be allocated to WCAS. COR allocated \$686,594 in levy funding.

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

Summary:

The Falls Reserve Conservation Area has a surplus of \$126,828 for 2023. The Falls had projected that the surplus would be \$83,630. This surplus will be used to fund infrastructure and equipment. The Wawanosh Campground has a surplus of \$2,903. The Falls Reserve Conservation Area and Wawanosh Campgrounds must operate and maintain their equipment and infrastructure with the revenue generated from their operations. The surplus for the remainder of MVCA's operating budget is projected to be \$149,691. This surplus will be allocated to working capital accumulated surplus. The draft 2024 budget has identified a total of \$124,476 dollars to be funded from Working Capital Accumulated Surplus to cover shortfalls in operating and projects. The projected surplus in 2023 will help fund the 2024 shortfall and increase the current level of funding in working capital accumulated surplus.

In 2024 staff will be working on a report that will identify the amount of funds that MVCA needs to have in working capital to maintain/replace/repair essential infrastructure and equipment. This work is being undertaken as part of MVCA's asset management planning.

Projects Revenue-Expenditure Summary: Table 2

Service Area-Category	Surplus (Deficit)	Rationale
Flood Safety Service Projects	(\$6,394)	Flood Forecast equipment and preventative maintenance expenses continue to rise and a December 2022 equipment purchase was paid in January 2023 which contributed to the deficit. The McGuffin Gully project had minimal expenses that were not covered by WECl funding. Hazard mapping expenses were slightly less than projected resulting in a surplus of \$961. FS projects allocated \$18,000 in levy funding. The overall deficit is funded from working capital accumulated surplus.
Conservation Areas Projects	\$35,920	Invasive species removal expenses were less than forecasted resulting in

		<p>\$862 surplus to Forestry management accumulated surplus.</p> <p>Revenue from sale of used equipment higher than expected, \$842 surplus directed to Motor pool accumulated surplus.</p> <p>Brussels Mill disposition expenses of \$14,500 deferred until 2024.</p> <p>\$11,173 remained from Boardwalk replacement at Naftel's Creek and signage installations at Conservation areas expenses. Projects scheduled for completion in 2024.</p> <p>Demolition costs at Wawanosh Valley and Turnberry Floodplain were lower than budgeted.</p> <p>CA projects allocated \$35,000 in levy funding.</p>
Watershed Health & Stewardship Projects	\$293,732	<p>All surplus funds are deferring to 2024 watershed health and stewardship projects that are multi-year projects. Middle Maitland Restoration Project; Garvy Glenn Watershed Project; Watershed Health Assessment; Carbon Footprint Initiative; Nature Based Climate Solutions; Restoration/Natural Hazard Project funded by Environment Canada; Watershed Stewardship Projects; Healthy Lake Huron Mapping Project</p>
Corporate Services Projects	\$100,618	<p>Brick work repair, computer, and network costs less than projected. Used server backup equipment obtained to reduce costs. Database work rescheduled to 2024. Office Washroom renovation (\$77,000) re-scheduled for 2024. The surplus will be directed to WCAS and included in the 2024 budget. COR projects allocated \$39,500 in levy funding.</p>

Use of Accumulated Surplus: Table 3

MVCA allocated funds from accumulated surplus (Falls Reserve, Wawanosh Campground, working capital, motor pool, forestry management) in the 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 spent versus what was budgeted.

Category	Budget	Actual	Comments
Working Capital	\$307,600	\$152,660	Higher operational revenue (bank interest/regulation applications) Expenses projected for consulting were offset from savings from reduced staffing (Water Resource Engineer. Some projects were unable to be completed, deferred to 2024. Resulted in less funding required from working capital accumulated surplus.
Motor Pool	\$15,500	\$14,657	Higher capital revenue due to the equipment sale of the trailer.
Falls Reserve & Wawanosh Campground	\$2,997	\$0	Lower staffing expenses and increased revenue from visitor sales resulted in reserve funding not required for the Wawanosh Campground.
Total	\$326,097	\$167,317	

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 establish the final amounts that will be allocated to MVCA's accumulated surplus categories. The auditor's report will be presented at the March 20, 2024, members meeting.

Accumulated Surplus: Table 4: The MVCA has established accumulated surplus categories for funding projects, equipment, and capital infrastructure projects. The following outlines the authority's accumulated surplus as of December 31, 2022.

Short Term Disability	\$38,000
Wawanosh Campground	\$26,086
Falls Reserve	\$85,620
Insurance	\$25,000
Vehicle & Equipment	\$121,893
Working Capital	\$683,155
Forestry Management	\$113,081
Total	1,092,834

Recommendation:

THAT the year-end surpluses and deficits outlined in Report #5-2024 be directed to the appropriate accumulated surplus categories; AND THAT all deferred revenue be directed to the designated projects in the 2024 draft budget.

Mar 7/23

Operating Budget Summary - Maitland Valley Conservation Authority

Table 1

ITEM	Revenue	Levy Funds	Deferred Revenue	Reserve Funds	Expense	NET Surplus/ Deficit
Corporate Services						
Administration	69,413	278,969			348,382	
Financial Management		119,298			119,298	
Governance		14,100			14,100	
Services Areas Support		53,350			53,350	
Communications, IT, GIS	6,971	220,877			227,848	
Total	76,384	686,594			762,978	0
Flood Safety Services						
Flood Control Structures		5,972			5,972	
Erosion Control Structures		1,488			1,488	
Flood Forecasting and Warning	36,424	215,615		26,500	278,539	
Hazard Prevention		28,478			28,478	
Natural Hazard Information		64,485			64,485	
Regulations	77,000	190,338			267,338	
Total	113,424	506,376		26,500	646,300	
Watershed Stewardship Services						
Watershed Monitoring and Reporting	2,000	108,766			110,766	
Extension Services		150,367			150,367	
Forestry Services	153,600				146,217	7,383
Total	155,600	259,133			407,350	7,383
Conservation Areas Management Services						
Management/Development/Operations	6,100	278,078			284,178	
Motor Pool	66,375				27,900	38,475
Total	72,475	278,078			312,078	38,475
Campgrounds						
Falls Reserve Conservation Area	697,000				613,370	83,630
Wawanosh Park Conservation Area	14,372			2,997	17,369	
Total	711,372			2,997	630,739	83,630
Net Operating Budgets	1,129,255	1,730,181		29,497	2,759,445	129,488

Mar 7/23

Project Budget Summary - Maitland Valley Conservation Authority

Table 2

ITEM	Revenue	Levy Funds	Special Levy Funds	Deferred Revenue	Working Capital Reserves	Forest Management Reserves	Motor Pool Reserves	Expense	Net Surplus / Deficit
Corporate Services Projects									
Administration Centre	60,800	5,000			216,200			282,000	
GIS/IT Management/Communications		34,500			10,000			44,500	
Total	60,800	39,500			226,200			326,500	
Flood and Erosion Safety Services Projects									
Flood Control - Preventative Maintenance		18,000						18,000	
Shoreline Hazard Mapping	80,000							80,000	
McGully Guffin	7,650				7,650			15,300	
Total	87,650	18,000			7,650			113,300	
Watershed Stewardship Services Projects									
Watershed Health Assessment Project	65,600			16,400	21,000			103,000	
Carbon Footprint Initiative				3,326				3,326	
Garvey Glenn Coordination	10,000			78,183				88,183	
Garvey Glenn Demos	53,428			-43,592				9,836	
Middle Maitland Headwaters Restoration	25,000			95,221				75,000	45,221
Huron Clean Water	500,000							500,000	
Watershed Stewardship Projects				8,119				8,119	
Nature Based Climate Solutions	232,368			-21,072				157,368	53,928
OMAFRA COA	60,000			7,008				57,221	9,787
ONFARM	9,000			-828				5,336	2,836
ECCC Stream Restoration and Natural Hazards Outreach &	111,037	27,500						138,537	
Total	1,066,433	27,500		142,765	21,000			1,145,926	111,772
Conservation Area Projects									
Forestry Management	6,000							6,000	
Vehicles/Equipment Replacement							15,000	15,000	
MVCA Carbon Offset							500	500	
Footprints to Forests Carbon Offsetting					500			500	
Conservation Area Projects	29,050	35,000			25,750			82,300	7,500
Total	35,050	35,000			26,250		15,500	104,300	7,500
Net Project Budgets	1,249,933	120,000		142,765	281,100		15,500	1,690,026	119,272

Members Report #6-2024

To: Members, Maitland Valley Conservation Authority

From: Phil Beard, General Manager/Secretary-Treasurer

Date: January 12, 2024

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 2024 Members Manual is attached to this report.

The Manual has been updated to include the new Member appointed by the Town of Goderich.

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 2024 be adopted.

Members Manual

2024

Maitland Valley Conservation Authority



1/1/2024

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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

Vanessa Kelly

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 closed session':
 - 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 authority's policy.
- 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: _____



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Members Report #7-2024

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager Secretary Treasurer
Date: January 12, 2024

Subject: Proposed Amendment to Vacation Policy

Purpose:

To develop a policy for employees who have more unused vacation days than can be carried over into the following year.

Current Policy:

MVCA's Vacation policy re: carry over of left over vacation days.

"Permanent full-time and part-time employees are permitted to carry unused vacation credits to the following payroll year to a maximum of the equivalent of two work weeks."

MVCA's current policy only allows employees to carry over the equivalent of two weeks' vacation into the following year. MVCA has no policy for dealing with times where the employee has more than two weeks' vacation left at the end of the year.

This situation does not occur very often. In the past when it has happened, the General Manager has consulted with the Chair on whether to allow the employee to be paid for vacation days that exceed the two-week limit.

This situation did arise in 2023 with two employees, the Restoration Supervisor has 10.9 days, and the Communications-IT-GIS Coordinator has 5.3 days of vacation days that cannot be carried forward into the next year.

This situation occurred because the Restoration Supervisor had additional work to complete due to the absence of another staff member for an extended period and because she took on new supervisory responsibilities.

The Communications-IT-GIS Coordinator did not have time to take the allotted vacation days due to workload related reasons.

I would recommend that the Members establish a policy to deal with situations when employees have more than two weeks of vacation days that can't be carried forward into the next year.

It is recommended that in instances where an employee has more than two weeks' vacation left at the end of the year that MVCA pay out the employee for those excess days if the reason that they could not use these days was due to work related circumstances.

This policy would help ensure that an employee is not penalized for undertaking work at the expense of taking time off for vacation.

I would not recommend increasing the number of vacation days that may be carried over as this could make result in more circumstances where an employee will be in a situation where they will have vacation days that exceed the number that can be carried over to the following year. It may also start to impact an employee being able to complete their work plan as well.

Recommendation:

THAT the Personnel Policy be amended to state that employees will be paid for vacation days that exceed the two week carry over limit for work related reasons. The payout of these vacation days must be approved by the General Manager Secretary Treasurer, or the Chair in the case of the General Manager Secretary Treasurer;

AND THAT that the Restoration Supervisor be paid for the 10.9 days of vacation that out of the 2024 budget;

AND FURTHER THAT the Communications-GIS-IT Coordinator be paid for the 5.3 days of vacation out of the 2024 budget.

January 18, 2024

Maitland Valley Conservation Authority
Box 127
Wroxeter, ON N0G 2X0

Attention: Phil Beard, General Manager Secretary Treasurer

Re: Grass cutting at the Gorrie Conservation Authority

Dear Mr. Beard,

At the January 16, 2024 Township of Howick Council meeting, Council passed the following motion:

Moved by: Councillor Grimes

Seconded by: Councillor Hargrave

That the Council of the Township of Howick approve the extension of the grass cutting contract with Aeration Plus for 2024 at an approximate cost of \$21,065.92;

And That staff send a letter to Maitland Valley Conservation Authority including the amount spent annually on grass cutting the Gorrie Conservation Authority property, requesting that it be paid for by MVCA.

Carried. Resolution No. 11/24

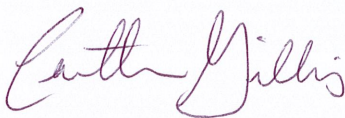
Below is a summary of the amount paid by the Township of Howick to cut and maintain the Gorrie Conservation Authority property over the past three years:

Year	Amount paid to Aeration Plus for grass cutting Gorrie Conservation Authority
2021	\$2,675.70
2022	\$2,854.59
2023	\$3,520.80

We kindly request that this be added to your 2024 Budget discussions for consideration for MVCA to pay the annual costs of grass cutting at the Gorrie Conservation Authority property.

Thank you.

Sincerely,



Caitlin Gillis
Clerk-Administrator
Township of Howick

Members Report #8-2024

To: Member's, Maitland Valley Conservation Authority
From: Danielle Livingston, Administrative and Financial Services Coordinator
Date: January 17, 2024
Subject: Corporate Services - Accounts Paid and Received for:
December 2023

Recommendation:

THAT the financial report be accepted as presented for the month of December 2023 ;
AND THAT accounts outlined in the appendix to this report be approved.

Financial Summary Report Ending December 2023	
Revenue Invoiced	\$65,776.25
Accounts Paid	\$393,865.60

Financial Status at Month Ending December 2023	
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,687,234.55
Total	\$1,687,234.55

Maitland Valley Conservation Authority
Accounts Receivable as of December, 2023

Operating Budget Revenue

Corporate

Corporate Services sale office support/rent office equipment	\$	273.70
Drinking Water Source Protection rent/overhead	\$	220.00
bank interest	\$	7,802.74
Huron Clean Water Project administration	\$	465.61
	\$	<u>8,762.05</u>

Communications sales	\$	276.48
donations	\$	<u>51.02</u>
	\$	327.50

Total Corporate Services \$ 9,089.55

Flood Safety

Planning/Regulations planning application fees	\$	275.00
property advisory fees	\$	1,875.00
solicitor inquires	\$	950.00
CWMS/watercourse regulations	\$	<u>1,330.00</u>
	\$	4,430.00

Total Flood Safety Services \$ 4,430.00

Watershed Stewardship

Forestry large stock user fees	\$	<u>292.00</u>
	\$	292.00

Total Watershed Stewardship Services \$ 292.00

Conservation Areas

FRCA camping and park admission	\$	168.13
reimbursement of equipment services	\$	813.41
reimbursement of motor pool	\$	212.00
sales/concession booth	\$	318.00
vehicle sales	\$	<u>474.56</u>
	\$	1,986.10

Motor Pool revenue	\$	<u>1,744.37</u>
	\$	1,744.37

Carbon Offset Maitland Valley Conservation director's/staff	\$	<u>278.30</u>
	\$	278.30

Total Conservation Areas Operations	\$ 4,008.77
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Total Operating Budget Revenue	\$ 17,820.32
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Projects Budget Revenue

Flood Safety

Flood Safety funding	\$ 11,626.00
	\$ 11,626.00

Total Flood Safety	\$ 11,626.00
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Watershed Stewardship

Huron County Clean Water funding	\$ 26,101.06
	\$ 26,101.06

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

Total Watershed Stewardship Services	\$ 34,856.06
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Conservation Areas

Conservation Area Projects donations	\$ 100.00
	\$ 100.00

Total Conservation Areas	\$ 100.00
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Special Projects

DWSP Transition Ausable Bayfield Conservation reimbursement	\$ 1,373.87
	\$ 1,373.87

Total Special Projects	\$ 1,373.87
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Total Project Budget Revenue	\$ 47,955.93
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Total Operating and Project Revenues	\$ 65,776.25
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Maitland Valley Conservation Authority
Expense Reports
As of December 31, 2023

Date	Num	Name	Amount
12/05/2023	Dec23EFT	Sun Life Financial	(5,719.67)
12/14/2023	24784	Charles C. Culbert	(203.40)
12/14/2023	24785	Miltton & Wanda Dietz	(3,000.00)
12/14/2023	24786	Ausable Bayfield Conservation Foundation	(750.00)
12/14/2023	24787	Robert Hoftyzer	(2,500.00)
12/14/2023	24788	OPPI	(934.17)
12/14/2023	24789	Schmidt's Power Equipment	(483.54)
12/14/2023	24790	Bell Mobility Inc. 500181172	(554.24)
12/14/2023	24791	Bell Canada-properties	(479.40)
12/14/2023	24792	Bell Mobility (FRCA 501214021)	(287.92)
12/14/2023	24793	City of Stratford	(45.00)
12/14/2023	24794	Fred Durnin	(6,000.00)
12/14/2023	24795	Huron Telecommunications Co-op Ltd.	(25.99)
12/14/2023	24796	Wightman Telecom Ltd.	(1,026.14)
12/14/2023	24797	Art Burns	(20,817.00)
12/14/2023	24798	Cliff's Plumbing & Heating	(2,593.35)
12/14/2023	24799	Grubb & Gutscher	(1,525.50)
12/14/2023	24800	M.G.M. Townsend Tire	(126.56)
12/14/2023	24801	Peavey Industries LP	(359.28)
12/14/2023	750	Ausable Bayfield Conservation Authority	(5,719.86)
12/14/2023	751	B.M. Ross & Associates Limited	(16,149.13)
12/14/2023	752	Barry Skinn	(91.00)
12/14/2023	753	Beard, Phil	(293.13)
12/14/2023	754	Ben Van Dieten	(102.00)
12/14/2023	755	Blackburn Media Inc.	(1,932.30)
12/14/2023	756	Borrmann's Garage	(311.98)
12/14/2023	757	Brandt Security	(324.86)
12/14/2023	758	ContinuIT Corp.	(2,941.97)
12/14/2023	759	Danielle Livingston	(600.00)
12/14/2023	760	Edward Fuels	(1,770.30)
12/14/2023	761	F.S. Partners	(272.11)
12/14/2023	762	Foxton Fuels Limited	(621.79)
12/14/2023	763	GRIT Engineering Inc.	(1,695.00)
12/14/2023	764	Hodgins BC Wingham	(283.49)
12/14/2023	765	Ideal Supply Inc.	(755.30)
12/14/2023	766	Lei`s Lumber Company Ltd	(122.04)
12/14/2023	767	Marisa Roefs	(130.99)
12/14/2023	768	Mars-Bluewater Recycling Association	(271.20)
12/14/2023	769	MicroAge BASICS	(672.56)

12/14/2023	770	Municipality of Morris-Turnberry	(676.35)
12/14/2023	771	Patrick Huber-Kidby	(600.00)
12/14/2023	772	Rob McClure	(1,500.00)
12/14/2023	773	Robert's Farm Equipment	(626.21)
12/14/2023	774	Watson's Home Hardware	(169.85)
12/14/2023	775	Westario Power Inc.	(29.71)
12/14/2023	24802	CIBC Visa Centre	(73.58)
12/15/2023		Payroll	(44,721.21)
12/18/2023	24803	Clare Gerber	(540.00)
12/18/2023	24804	Mildmay Cheese Haus	(496.00)
12/18/2023	24805	Pandora's Pantry	(180.00)
12/27/2023	24806	Bell Mobility Inc. 500181172	(2,099.09)
12/28/2023	24807	Nathan Cann	(752.25)
12/28/2023	24808	Huron Soil & Crop Improvement Association	(226.00)
12/28/2023	24809	Petty Cash-Danielle Livingston	(31.45)
12/28/2023	24810	Forest Technology Systems Ltd.	(14,993.76)
12/28/2023	24811	Petty Cash-Jason Moir	(129.25)
12/28/2023	24812	CDW Canada Inc.	(11,998.41)
12/28/2023	24813	Lloyd Morrison	(1,400.00)
12/28/2023	24814	CIBC Visa Centre	(8,973.93)
12/28/2023	24815	DeLageLandenFinancialServicesCanadaInc.	(1,475.70)
12/28/2023	24816	H Creates Graphic Design	(734.50)
12/28/2023	24817	407 ETR	(8.92)
12/28/2023	24818	Telizon Inc.	(3.00)
12/28/2023	24819	Bell Canada-properties	(479.40)
12/28/2023	24820	Homegrown Food Basket	(240.00)
12/28/2023	24821	Peavey Industries LP	(145.81)
12/28/2023	24822	Xerox Canada Ltd.	(1.39)
12/28/2023	24823	Bell Mobility (FRCA 501214021)	(234.49)
12/29/2023	24783	Domm Construction Ltd	(15,023.35)
12/30/2023		Payroll	(44,465.95)
12/30/2023	Dec23EFT	Receiver General	(30,580.63)
12/30/2023	Dec23EFT	OMERS	(32,157.84)
12/30/2023	Dec23EFT	Minister of Finance	(2,647.14)
12/30/2023	Dec23EFT	Workplace Safety & Insurance Board	(3,594.71)
12/30/2023	00776	B.M. Ross & Associates Limited	(28,393.88)
12/30/2023	00777	Beard, Phil	(179.53)
12/30/2023	00778	Blackburn Media Inc.	(565.00)
12/30/2023	00779	Brandt Security	(22.60)
12/30/2023	00780	ContinuIT Corp.	(3,726.19)
12/30/2023	00781	Donnelly and Murphy - Lawyers	(2,197.03)
12/30/2023	00782	Edward Fuels	(278.86)
12/30/2023	00783	Foxton Fuels Limited	(51.58)
12/30/2023	00784	Hodgins BC Wingham	(61.99)
12/30/2023	00785	Ideal Supply Inc.	(2,501.24)

12/30/2023	00786	Laura Hopkins	(396.88)
12/30/2023	00787	Marisa Roefs	(54.37)
12/30/2023	00788	Mid Western Newspapers	(163.85)
12/30/2023	00789	Moir, J.	(257.20)
12/30/2023	00790	Munic. of North Perth	(1,176.00)
12/30/2023	00791	MVCA Social Fund	(3,249.36)
12/30/2023	00792	R. J. Burnside & Associates	(847.50)
12/30/2023	00793	Sepoy Wiring Ltd.	(7,847.44)
12/30/2023	00794	Tim Prentice	(230.52)
12/30/2023	00795	Watson's Home Hardware	(795.23)
12/30/2023	00796	Wighty's Repairs Inc.	(802.07)
12/30/2023	00797	Yellow Pages	(14.80)
12/30/2023	00798	Zuzek Inc.	(14,133.53)
12/30/2023	0776	Ausable Bayfield Conservation Authority	(19,789.79)
12/30/2023	0777	F.S. Partners	(93.92)
12/30/2023	0778	MicroAge BASICS	(1,533.19)
		Total	(393,865.60)

Members Report #9-2024

To: Members
From: Phil Beard, GM ST
Date: January 15, 2024

Subject: Final Submission to MNRF Re: Programs and Services

Purpose:

To inform the Members that MVCA's final list of Programs and Services has been submitted to the Ministry of Natural Resources and Forestry.

Background:

The Ministry of Natural Resources requires all conservation authorities are to provide them with a list of the programs and services that they plan to continue to provide as of January 1, 2024.

MNRF also requires all conservation authorities to confirm that they have entered into agreements with their member municipalities to provide the services and programs identified on their list.

MVCA must submit the final list of programs and services by January 31, 2024.

Status:

A letter, signed by the Chair, will be sent to the Ministry of Natural Resources and Forestry along with the final list of services and programs that MVCA is providing.

The letter will also include confirmation that MVCA has entered into an agreement with all its member municipalities to provide the services identified in the agreement.

A copy of the letter and the services included in the agreement will also be sent to all our member municipalities as required by MNRF.

A copy of the draft letter and information package is attached to this report.



January 18, 2024

Ministry of Natural Resources & Forestry
Resource Planning and Development Policy Branch
300 Water Street
Peterborough, Ontario
K9J 3C7

Attention: Jennifer Keyes, Director of Resource Planning and Development Policy Branch

Dear Ms. Keyes:

Re: Final List of Programs and Services & Confirmation of Agreement with Member
Municipalities

MVCA has entered into an agreement with all fifteen member municipalities to provide the services and programs included in the attached list.

The agreement that we have developed is in effect until June 2026.

A summary of MVCA's Services and Programs is attached to this letter.

If you require any additional information please contact Phil Beard, General Manager Secretary Treasurer at pbeard@mvca.on.ca or by calling 519-335-3557 ext. 231.

A handwritten signature in blue ink that reads "Matt Duncan".

Matt Duncan
Chair

cc Member Municipalities

Category 1: Mandatory Services: Risk of Natural Hazards: Flood and Erosion Safety Services

a) Preparedness

- i) Flood & or Erosion Risk Emergency response planning with municipalities
- ii) Flood & or erosion risk mapping updates
- iii) Administration of Development, Interference, Alteration Regulation in flood prone, shoreline, river valleys, dynamic beaches, wetlands, and watercourses
- iv) Plan input and review support to municipalities regarding natural hazard policies and development applications.

b) Monitoring

- i) Year-round monitoring and data acquisition for river levels, snowpack, precipitation, and runoff potential
- ii) Maintenance of all rainfall and streamflow monitoring equipment
- iii) Development and maintenance of flood forecasting software and hardware
- iv) Monitoring bluff collapse, gully, and toe erosion along the Lake Huon shoreline

c) Flood and Erosion Control Infrastructure: (Listowel Flood Control Structures, Goderich Bluffs Stabilization Project and McGuffin Gully Erosion Control Project)

- i) Annual inspections
- ii) Annual minor maintenance
- iii) Major maintenance planning in conjunction with the

d) Response

- i) provide flood and or erosion warnings and updates to municipalities regarding flood and or erosion events

Required Services: Ontario Regulation 686/21

Identification of Additional & or Enhanced Services to Meet Regulatory Requirements

1. Managing the risk posed by the natural hazards within their jurisdiction, including flooding, erosion, dynamic beaches, hazardous sites, hazardous lands, low water, or drought conditions. This program or service shall be designed to:

Develop an awareness of areas important for the management of natural hazards (e.g., wetlands, rivers or streams, shoreline areas, unstable soils, etc.)

Understand risks associated with natural hazards and how they will change as the climate warms

Manage risks associated with natural hazards

Promote public awareness of natural hazards

- MVCA will need to develop a more comprehensive communications, education, and outreach program to meet these regulatory requirements. Currently MVCA does not have the resources to provide a program to the extent required.
- MVCA will need identify where we can find the expertise needed to develop a better understanding of the impact of climate change on natural hazards and low water or drought conditions in the watershed.

2. Ice management services (preventative or remedial) as appropriate and as supported by a CA-approved ice management plan, including:

- MVCA is required to develop an ice management plan for the mouth of the Nine Mile River and the Maitland River plan on or before December 31, 2024

3. Infrastructure: Operation, maintenance, repair and decommissioning of Flood and Erosion Control Structures:

- MVCA is required to develop an operational and asset management plan for the Goderich Bluffs, Listowel Conduit and McGuffin Gully by December 31, 2024

4. Review of applications and issuance of permits under section 28 and 28.0.1 of the Conservation Authorities Act, including associated enforcement activities

- MVCA will require some additional technical support for reviewing applications for development in flood and erosion prone areas along the Lake Huron shoreline.

Category 1: Mandatory Services: Conservation Areas:
Conservation Areas Services:
<p>Includes the management, development, and protection of significant natural resource lands, features, and infrastructure on authority owned property. MVCA has 28 conservation areas with a land area of 4,600 acres (1,862 hectares).</p> <p>Service Components:</p> <p>a) Management & Development of Authority Lands</p> <ul style="list-style-type: none"> • Build resiliency and demonstrate good resource management on 28 Conservation areas ranging from day-use parklands, wetlands, and forest tracts <p>i) Lands and Infrastructure - inspections, maintenance, and enforcement</p> <ul style="list-style-type: none"> • Identification and removal of hazards to reduce liability • Maintain essential infrastructure and dispose of surplus items • Manage public use that is compatible with the land and enforcement of regulations. <p>ii) Water Control Structures - inspections, maintenance, and operations</p> <ul style="list-style-type: none"> • Operation of recreational dams following regulatory requirements • Develop and monitor funding agreements with municipalities where dams are located for maintenance and major repairs <p>iii) Forest Management</p> <ul style="list-style-type: none"> • Implement activities identified in managed forest plans to improve forest health including harvesting, tree planting and monitoring of woodlots. • Removal of invasive species and monitoring of disease and pests <p>iv) Administration</p> <ul style="list-style-type: none"> • Development of policies and procedures for conservation area use <p>b) Land Acquisition:</p> <p>i) Review land donations or purchases for conservation purposes</p> <ul style="list-style-type: none"> • Identify benefits and concerns for potential land acquisitions for members direction. <p>c) Leasing & Agreements on Authority Lands</p> <p>i) Review agreements that are compatible with the land use</p> <p>ii) Monitoring of agreements</p>

Required Services: Ontario Regulation 686/21
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Identification of Additional & or Enhanced Services to Meet Regulatory Requirements

- | |
|---|
| <ol style="list-style-type: none">1. A conservation area strategy, prepared on or before December 31, 2024 for all lands owned or controlled by the authority. The strategy will include:<ul style="list-style-type: none">• Objectives to provide decision making on lands including acquisition and disposition.• An assessment of how lands owned may augment natural heritage and integrate with provincial, municipal, or publicly accessible lands and trails.2. A land inventory, prepared on or before December 31, 2024, including:<ul style="list-style-type: none">• Identification of all parcel details including historical information, location, and surveys• Designation of land use categories based on activities or other matters of significance related to the parcel.3. Programs and services to ensure that the authority performs its duties, functions, and responsibilities to administer regulations made under section 29 of the Conservation Authorities Act.<ul style="list-style-type: none">• Enforcement of Regulation 688/21: Rules of conduct in conservation areas. Enhanced enforcement and control measures are required to limit trespassing of unauthorized vehicles on conservation area lands. |
|---|

Category 1: Watershed Monitoring & Reporting	Required Services: Ontario Regulation 686/21
Services & Programs: Category 1: Mandatory Program	Identification of Additional & or Enhanced Services to Meet Regulatory Requirements
Monitoring and Reporting <ul style="list-style-type: none"> i) Provincial Water Quality Monitoring Network ii) Ground Water - Monitoring Network 	Programs and services to support the authority's functions and responsibilities related to the development and implementation of a watershed-based resource management strategy on or before December 31, 2024.

Drinking Water Source Protection: Category 1 Mandatory Service	Additional Regulatory Requirements: Ontario Regulation 686/21
<p>Services</p> <p>a) Governance - Leadership:</p> <ul style="list-style-type: none"> • Maitland Source Protection Authority; Source Protection Committee; Joint Management Committee • Maintenance of local source protection program, including issues management <p>b) Communications:</p> <ul style="list-style-type: none"> • Promote the local source protection program <p>c) Program Implementation:</p> <ul style="list-style-type: none"> • Ongoing support of local source protection program • Implementation of Source Protection Plan policies where applicable • Review of local applications / planning proposals / decisions in vulnerable areas to ensure source protection is considered <p>d) Technical Support:</p> <ul style="list-style-type: none"> • Support the preparation of amendments to local assessment report and source protection plan to incorporate regulatory changes as well as technical assessment completed for new and expanding drinking water systems 	<p>Additions or Enhancements needed to Existing Program</p> <p>No additional changes need to be made to existing services.</p>

- | | |
|---|--|
| <ul style="list-style-type: none"> • Issuance of confirmation notices to system owners under the Clean Water Act O. Reg. 287/07, as required, for new or altered drinking water systems. • Review technical information received regarding changes to the landscape, such as new transport pathways in WHPA and IPZ, to determine if assessment reports or source protection plans should be revised. | |
|---|--|

Note: This program is currently funded by the Ministry of Environment, Conservation and Parks.

Category 1: Mandatory Services:	Required Services: Ontario Regulation 686/21
Corporate Services:	Identification of Additional and or Enhanced Services to Meet Regulatory Requirements
a) Governance & Leadership Responsibilities (MVCA-MSPA) <ul style="list-style-type: none"> i) Setting Priorities & Policies ii) Financial Planning & Monitoring iii) Services and Project Development iv) Conservation Ontario Council & Committees v) Reporting to Member Municipalities b) Administration / Human Resources / Equipment <ul style="list-style-type: none"> i) Human Resources Planning and Administration ii) Workspace and Equipment Management iii) Records Retention and Management iv) Compliance with Legislation related to Employment, Health & Safety, Accessibility etc. c) Financial Management <ul style="list-style-type: none"> i) Bookkeeping, Investments, Banking, Financial Planning ii) Tangible Capital Asset Management iii) Management of Financial Agreements with External Funders d) Communications <ul style="list-style-type: none"> i) Communications strategy development and implementation e) Information Technology and Geographic Information System <ul style="list-style-type: none"> i) Provide IT and GIS support 	No additional requirements.

f) Vehicles, Equipment & Infrastructure:

- i) Provide & maintain vehicles and equipment
- ii) Maintain & upgrade buildings and related infrastructure

Category 2: Huron Clean Water Project	Agreement: County of Huron-MVCA-ABCA
County of Huron	
<ul style="list-style-type: none">- Watershed Stewardship extension staff from ABCA and MVCA deliver this project on behalf of the County of Huron:- assist landowners in the County of Huron to apply for funding for eligible stewardship projects- assist landowners with applications for funding- present the projects to the review committee for approval- review projects upon completion	<p>The County of Huron has retained the services of project of the Ausable Bayfield Conservation Authority and the Maitland Valley Conservation Authority to deliver this project.</p> <p>Agreement between the County of Huron and ABCA & MVCA signed: May 4, 2016</p>

Category 3: Watershed Stewardship Extension, Forestry & Monitoring Services

Provide stewardship services to watershed landowners and municipalities that will:

- a) Help improve the health and resiliency of rivers, soil, and forests.
- b) Help keep soil and nutrients on the land and out of watercourses

2. Restoration of Natural Areas:

- Projects include: floodplains, river valleys, riparian areas, forests and wetlands
- Technical support for landowners
- Support with funding applications
- Coordination of planting projects **is funded by a user fee to cover the cost of this service.**
- Purchase trees and shrubs in bulk for municipalities and residents **is funded by a user fee to cover the cost of this service.**
- Benefits include:
 - Increases natural areas on the landscape
 - Improves water quality
 - Climate change resilience

3. Soil & Water Conservation:

- Rural Storm Water Management and Cover crops
- Technical support for landowners
- Support with funding applications
- Benefits: reduces soil erosion & improves soil health for agricultural production

4. Watershed Stewardship Programs and Projects:

- Delivery of rural water quality programs for Huron and Wellington Counties
- Leverage other funding to support our extension work
- Develop proposals and necessary partnerships to secure funding
- Key examples are Healthy Lake Huron and Middle Maitland Restoration Project

5. Watershed Health Monitoring and Reporting:

- Monitor and report on the health of forests, rivers, and soil.
- Used to help focus our extension services.
- Used to determine extent and type of stewardship work needed in the watershed
- This information is required to support the need for funding for stewardship projects when applying to Provincial and Federal Agencies

Category 3: Falls Reserve Campground Service

- MVCA provides overnight and seasonal camping at the Falls Reserve Conservation Area. The conservation area is also funded by user fees charged for day use to the area.
- The campground is funded through user fees.
- The revenue raised is used to fund the operations of the campground. Any surplus revenue is used to fund infrastructure upgrades and major maintenance to equipment and facilities.

Category 3: Wawanosh Campground Service

- MVCA provides seasonal camping at the Wawanosh Campground. This campground is located on the Wawanosh Valley Conservation Area.
- Fees from seasonal camping and day use fund the operation of the campground.
- Any surplus revenue raised is used to fund infrastructure upgrades and major maintenance to facilities.

September 20, 2023

DRAFT Maitland Source Protection Authority (MSPA) Meeting #2-23 Minutes

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Matt Duncan,
Anita van Hittersum, Sharen Zinn, Ed Podniewicz,
Megan Gibson

Members Absent: Andrew Fournier, Evan Hickey

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Donna Clarkson, DWSP Co-Supervisor
Jayne Thompson, Communications-IT-GIS Coordinator

Others Present: Cory Bilyea, Wingham Advance Times

Motion MSPA #5-23

Moved by: Anita van Hittersum

Seconded by: Alvin McLellan

THAT the Members move into the Maitland Source Protection Authority meeting.
(carried)

a) Approval of the Minutes from MSPA Meeting #1-2023 held on April 19, 2023:

Motion MSPA #6-23

Moved by: Megan Gibson

Seconded by: Ed McGugan

THAT the minutes from the MSPA meeting #1-23 of April 19, 2023 be approved.
(carried)



b) Drinking Water Source Protection Program Update: Report #3-2023

Report #3-2023 was presented to the members and the following motion was made:

Motion MSPA #7-23

Moved by: Alvin McLellan

Seconded by: Alison Lobb

THAT Report #3-23 be received for information.
(carried)

c) Lucknow Wellhead Capture Area Update-Amendment to Maitland Source Protection Plan: Report #4-2023

Report #4-2023 was presented to the members and the following motion was made:

Motion MSPA #8-23

Moved by: Ed McGugan

Seconded by: Anita van Hittersum

THAT the Source Protection Authority receives SPA Report #4-23 for information.
(carried)

d) Adjournment

The meeting adjourned at 8:08pm with this motion:

Motion MSPA #9-23

Moved by: Ed Podniewicz

Seconded by: Sharen Zinn

THAT the MSPA meeting be adjourned.
(carried)

Matt Duncan
Chair

Phil Beard
General Manager
Secretary-Treasurer

MSPA REPORT # 1-2024

To: Maitland Valley Source Protection Authority (MV SPA)
From: Donna Clarkson and Mary Lynn MacDonald, DWSP Co-Supervisors
Date: January 15, 2024 for January 24th Members meeting
Subject: Program Update – Drinking Water Source Protection (DWSP)

For information.

1. Ausable Bayfield Maitland Valley (ABMV) Source Protection Committee (SPC)

A SPC meeting was held on October 25th, 2023 at the Walkerton Clean Water Centre. WCWC staff gave a presentation and facility tour prior to the meeting. Agenda items included the following:

- Staff report on DWSP program updates: Summary of recent Education and Outreach, including 'Water Wise' events and SPC videos
- Staff report on changes to Zurich drinking water supply. The community is now on the Lake Huron Primary Water Supply pipeline and has decommissioned their municipal wells. The Source Protection Plan was updated to remove the Zurich Wellhead Protection Area and related information
- Staff report on the technical work to re-define the Century Heights Wellhead Protection Area, in include new Well # 3 serving the Saltford community in ACW
- Updates from SPC Liaisons Lori Holmes, Huron Perth Public Health (HPPH) and Jennifer McKay, Ministry of Environment, Conservation and Parks (MECP)

Details on the SPC members and composition can be found at the [committee web page](#) on the ABMV source protection website at [sourcewaterinfo.on.ca](#). Minutes of SPC meetings can be downloaded from

<https://www.sourcewaterinfo.on.ca/portfolio/spc-committee-minutes/>

2. DWSP Funding and Workplan Application for 2024 to 2027

MECP has provided staff with a 3 -year template for the funding application for the DWSP program. This is the first time that MECP offered 3-year funding.

The Joint Management Committee for Ausable Bayfield Maitland Valley Source Protection Region met January 11, 2024 to review the funding application prepared by

DWSP staff. The Committee directed staff to submit the application to MECP by the January 18th deadline.

A summary of the proposed funding request is provided below.

A. Proposed Staffing for DWSP

Position	FTE *	Staff
Program Manager	1.0 (Split duties)	Donna Clarkson & Mary Lynn MacDonald
GIS/Data/Tech	0.35	ABCA staff
Communications	0.30	Primarily Tim Cumming; support by Jayne Thompson
Planning and support	0.30	AB/MV Planning and Admin
Proposed Annual Staffing 2024-2027	1.95	*Full Time Equivalents; same as previous year

B. Proposed DWSP Budget, April 2024-March 2027

Year	Staff	Non-Staff	Key Items
2024-2024	\$207,716		Includes salaries and benefits; approx. 20% goes to administration costs (overhead)
2025-2026	\$213,947		
2026-2027	\$220,366		
2024-2027 (3 year)		\$419,207	Source Protection Committee; meetings; Events (e.g. 'Water Wise'); Training; Travel, IT, website, audits; Technical work (subject to MECP funding of approx. 250,000)
2024- 2027 funding request	\$ 1,061,236		For 3 years

(for comparison, approved 2-year funding for 2022-2024 is \$503,098. Technical work was not an eligible cost in previous workplans)

C. Key Workplan Items:

Legislated Activities	Project Tasks
Local Governance	<ul style="list-style-type: none"> Source Protection Authorities (SPA) Joint Management Committee: interview new SPC members; workplan/budget review Technical Team - staff from ABCA and MVCA

Source Protection Committee (SPC)	<ul style="list-style-type: none"> • 4 SPC meetings per year • Renew or recruit and train new SPC members • SPC Engagement with sectors, presentations, videos • Provincial SPC chairs meetings
Annual Reporting	<ul style="list-style-type: none"> • Assist Source Protection Plan (SPP) implementing bodies with reporting responsibilities • Prepare Annual Progress Report for submission to MECP
Update Source Protection Plan	<ul style="list-style-type: none"> • Prepare amendments to the Source Protection Plans and Assessment Reports as needed (e.g. for new wells) • Complete consultation as per Clean Water Act • ABMV Technical Team reviews technical reports related to new or altered wells (WHPAs) and issue s.48 Notice
Non-Legislative Activities	Project Tasks
Municipal Advice/Support	<ul style="list-style-type: none"> • Assist municipal staff with SPP implementation and reporting • Provide training on Source Protection to new municipal staff • Presentations to staff and/or council; Newsletters
Advisory Support	<ul style="list-style-type: none"> • Participation, coordination and review of technical proposals, legislation, and guidance
Working Groups	<ul style="list-style-type: none"> • Continued involvement in provincial working groups related to DWSP
Promote MECP's 'Best Practices' for Private Wells	<ul style="list-style-type: none"> • Continue with 'Water Wise' water sampling and education events for private well owners in partnership with community groups and support from Huron Perth Public Health • Partner with municipalities on Outreach (e.g. septic and wells)
Technical work	<ul style="list-style-type: none"> • Proposed technical work to revise wellhead protection areas due to changes to water system, such as addition of wells or increased pumping rates • Technical work to update existing source water protection data
Targeted Municipal Support	<ul style="list-style-type: none"> • Facilitate a working group for municipal roads managers to develop salt management plan as required per SPP policy • Review all municipal systems in conjunction with Master Servicing or other plans, where available, to determine when water supply changes will require Source Protection Plan updates.

3. Communications

a. 'Water Wise' events: Promoting source water protection to non-municipal water users

DWSP staff have organized several 'Water Wise' events in partnership with local Lions and lakeshore association groups, and the Huron Perth Public Health (HPPH). The goal is to promote awareness of source water protection to private well owners in the Region. HPPH provides water sample bottles and free testing for private landowners is provided by provincial labs. Typically, only 2% of landowners in this area test their water, as locations for submitting the samples are limited. Many find the process to be inconvenient, or they may be unaware that testing is free. The intent of the 'Water Wise' event is to make it easier for residents to get their well water tested, and also learn about water protection. The bottles are distributed to a designated community by the partnering community group, with instructions to return the water sample to the local site (e.g. community centre) at a specified date. The community groups help with signage and provide the drop-off location. DWSP staff and SPC members are on hand to collect the samples. The events are a great opportunity to provide residents with information about potential threats to drinking water, and encourage regular maintenance of their wells and septic systems.

Water Wise events have been hosted at Mid-Huron, Cedar and Maple beaches in late August, as well as by the Dublin, Monkton and Goderich Lions clubs. Residents have responded very positively to the initiative. The next event will be hosted by the Lions in Londesborough on January 25th.

b. Source Water Protection Videos

Two more videos featuring our Source Protection Committee (SPC) members were completed in late 2023. In the "The Worth of Water", SPC member Philip Keightley highlights how important a clean, plentiful source of water is for residents, businesses and the local economy.

To tie in with the 'Water Wise' promotions, Doug Hocking lent his years of stewardship expertise to a video "Your well - your responsibility". The video shows different types of wells and provide tips for water protection. Well and septic maintenance are also highlighted.

MSPA REPORT # 2-2024

To: Maitland Source Protection Authority (MSPA)
From: Donna Clarkson and Mary Lynn MacDonald, DWSP Co-Supervisors
Date: for January 24, 2024 Members meeting
Subject: Proposed update to Maitland Source Protection Plan plus Pre-Consultation:
Revised Century Heights and Lucknow WHPAs

Purpose: For information

Summary: An amendment to the Maitland Source Protection Plan (SPP) is required in order to incorporate changes to the Lucknow and Century Heights (Saltford) drinking water systems. The Township of Huron-Kinloss has applied for an increase in PTTW (permit to take water) for the Lucknow drinking water system; there is no change to the municipal wells. The Township of Ashfield-Colborne-Wawanosh (ACW) has drilled a new well for the Century Heights water supply serving the community of Saltford. The technical work to re-define the Century Heights and Lucknow wellhead protection areas (WHPA) was completed by Matrix Solutions Inc., with project coordination by B.M. Ross and Associates.

DWSP staff have drafted proposed updates to the Maitland Valley Source Protection Plan and Assessment Report to incorporate the changes to these two systems. There are no proposed policy changes. The SPP amendment process will be conducted as per section 34 of the Clean Water Act. Pre-consultation with implementing bodies has begun (**see attached notice with WHPA maps**), to be followed by public consultation in February.

A. Background

The Source Protection Plan (SPP) includes policies intended to protect sources of municipal drinking water - for our region that's groundwater aquifers and Lake Huron. The associated Assessment Report provides the technical foundation to the Source Protection Plan. It includes a description of the municipal drinking water systems, a vulnerability assessment and identifies potential significant drinking water threat activities to which policies in the SPP will apply. The SPP must be updated to incorporate new or altered drinking water systems.

Proposed update for Lucknow drinking water system and WHPA:

Staff submitted a report on the updated Lucknow WHPA to Members in September 2023. To summarize, the Lucknow municipal water supply is located in Township of Huron-Kinloss and consists of two bedrock wells – # 4 (north) and # 5 (south). Huron-Kinloss applied to the province for an increase in PTTW (permit to take water) from current 1,500

m³/day to 2,000 m³/day, to accommodate future growth. As the increased rate affects the extent of the wellhead protection area (WHPA), a technical report was prepared to identify changes to the WHPA. The modeling work to delineate the WHPAs and determine the vulnerability scores was completed by Matrix Solution Inc. Note that the SPC and the SPA do not approve the technical work; the Ministry of Environment, Conservation and Parks (MECP) - is the approval authority. The re-defined WHPA map is included at the end of this report.

Proposed update for Century Heights (Saltford):

The Century Heights municipal water supply is located in Township of Ashfield-Colborne-Wawanosh (ACW) and consists of two bedrock wells – # 1 and # 2. A third well, located south-east of Century Heights Wells 1 and 2, has been drilled to accommodate a planned residential development in the community of Saltford. B.M. Ross and Associates Ltd is coordinating the Municipal Class Environmental Assessment (MCEA) for this project. The modeling work to delineate the WHPAs and determine the vulnerability scores was completed by Matrix Solution Inc., report dated November 22, 2023.

See figures below for the proposed redefined WHPAs. The WHPA for Wells 1 and 2 extends east of the well site near Dunlop Drive. The WHPA for new Well 3 extends east from the new well site located on Maitland Avenue. The vulnerability score for WHPA-A, the 100 metre zone, is always 10; land use is residential. WHPA-B, C and D have low vulnerability scores of 6, 4 and 2, respectively. Land use is primarily residential, agriculture and natural environment. The only anticipated significant drinking water threat is septic systems located in WHPA-A. The septic systems will require inspection every five years as per Clean Water Act.

Risk Assessment:

B.M. Ross completed a risk assessment to identify potential significant drinking water threats (SDWT) in the redefined WHPAs, with input from DWSP staff. Note that activities deemed SDWTs are subject to policies in the Source Protection Plan (e.g. may require a risk management plan). The threats were identified based on the circumstances in the 2021 provincial Technical Rules, the WHPAs, vulnerability scores and potential activities determined via aerial photography and zoning designations.

The threat categories and number of properties with potential of significant drinking water threats are summarized in Table 1. They are all located in WHPA-A (100 metre zone) or in WHPA-B (2-year time-of-travel) with high vulnerability score of 10. Numbers are subject to change as threats are verified or activities change.

Table 1- Century Heights and Lucknow WHPA: Enumeration of Potential Significant Drinking Water Threats (SDWT)

Threat Category (per Clean Water Act)	Century Heights		Lucknow	
	Chemicals	Pathogens	Chemicals	Pathogens
1. Waste Disposal Site (include waste storage)				
2. Sewage System / septic systems		20	1	6
3. Agricultural Source Material Application				1
4. Agricultural Source Material Storage				0
5. Agricultural Source Material - Aquaculture				
6. Non-agricultural Source Material Application				
7. Non-agricultural Source Material Storage				
8. Commercial Fertilizer Application			2	
9. Commercial Fertilizer Handling/Storage				
10. Pesticide Application			2	
11. Pesticide Handling/Storage				
12. Application of Road Salt	1		2	
13. Handling and Storage of Road Salt			2	
14. Storage of Snow			0	
15. Fuel Handling/Storage			9	
16. Dense Non-Aqueous Phase Liquid Handling/Storage (DNAPL)	0		0	
17. Handling and Storage of Organic Solvents				
18. Runoff from Aircraft Deicing				
21. Grazing/Pasturing Livestock			3	3
22. Establishment/Operation of Pipelines				
Total	1	20	21	10

B. Clean Water Act (CWA) section.48 Notice:

Per section 48 of the Clean Water Act, the Source Protection Authority (SPA) must issue a Notice to the municipality, identifying amendments to the Source Protection Plan (SPP) due to changes to the water supply wells and/or intakes. The ABMV Technical Team reviewed the Matrix WHPA studies and staff issued the required s.48 notices to:

- s.48 Notice 2-2023 to the Township of Huron-Kinloss, dated August 31, 2023, regarding Lucknow update
- s.48 Notice 3-2023 to the Township of Ashfield-Colborne-Wawanosh, dated December 19, 2023, regarding Century Heights / Saltford update

C. Source Protection Plan Amendment Process

It is the role of the Source Protection Committee and Source Protection Authority to ensure that vulnerable areas identified in the Assessment Report remain current, and that Significant Drinking Water Threats remain addressed. Due to recent changes to the

Century Heights and Lucknow drinking water, an update to the Maitland Valley Source Protection Plan amendment via section 34 of the Clean Water Act is necessary.

Key changes:

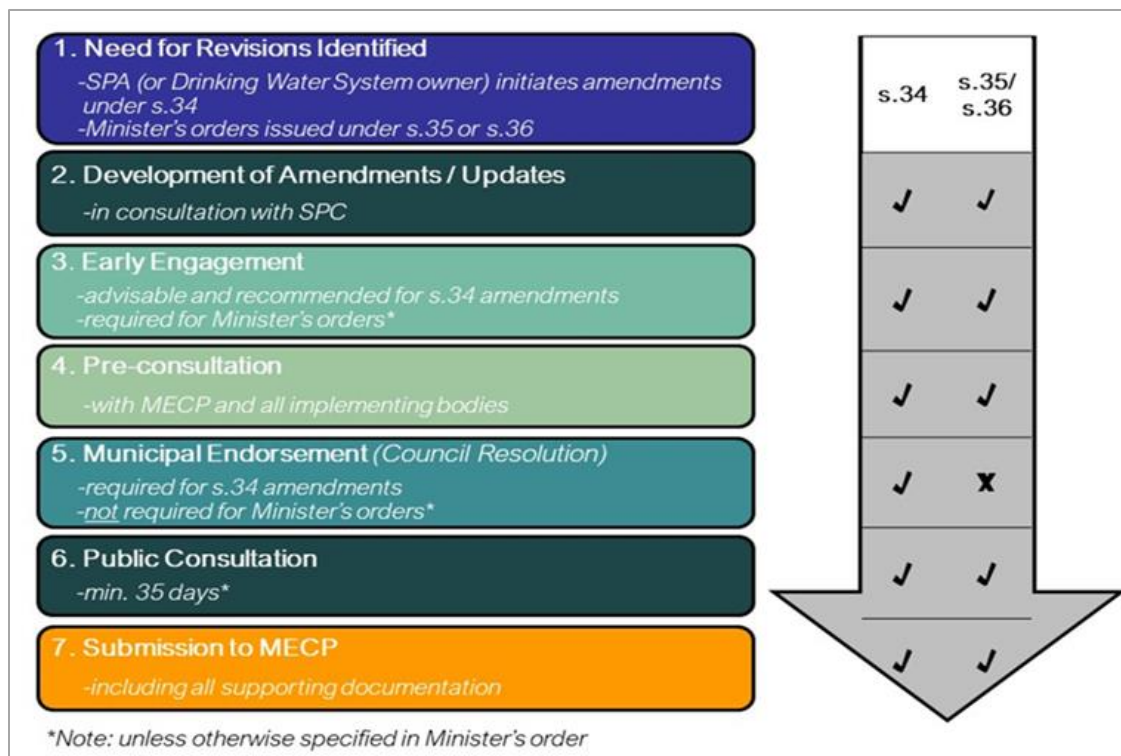
1. Revision to the Century Heights Wellhead Protection Area (WHPA) to include new municipal well #3 in the community of Saltford, Township of Ashfield-Colborne-Wawanosh
2. Revision to the Lucknow Wellhead Protection Area (WHPA) to reflect increased Permit to Take Water for the Lucknow drinking water system in the Township of Huron-Kinloss
3. Revisions to chapter 4 of the Maitland Valley Assessment Report to reflect the changes to the Century Heights and Lucknow drinking water systems, including updated risk assessment (see Table 1)
4. Updated mapping for managed lands, livestock density and impervious surfaces as a result of the changes to the Century Heights and Lucknow WHPAs

The draft updated documents and revised maps can be accessed at this sharepoint:

[ABMV_s34_Preconsult_2024](#) The password is ABMV2024.

Amendment Process:

The image below outlines the amendment process. We are at stage 4 / 5 - Pre-consultation with ministries, affected municipalities and other SPP implementing bodies. Affected municipalities are in the process of acquiring council endorsement.



Amendment Process, from Oct. 2019 MECP Bulletin

Next steps:

- January 29, 2024: deadline for pre-consultation comments
- January 31: Source Protection Committee meets to review pre-consultation comments
- February: begin 35-day public consultation
- March: submit proposed update to the MECP following SPA Board review

D. Summary

Due to recent changes to the Century Heights and Lucknow drinking water, an update to the Maitland Valley Source Protection Plan via section 34 of the Clean Water Act is necessary. The various maps and water system description in the SPP and Assessment Report will be updated. No policy revisions are anticipated, as the source of water is adequately protected by the current SPP policies. Pre-consultation with implementing bodies began January 9, 2024. See attached notice of pre-consultation. Public consultation will follow in February.

Recommendation:

THAT the Source Protection Authority receives SPA report 2-2024, with attached notice of SPP Pre-consultation, for information.

(Enclosure: Notice of SPP Pre-consultation)

January 9, 2024

To: Municipalities and other implementing bodies of the Maitland Valley Source Protection Plan, via email

Subject: Source Protection Plan Pre-Consultation, CWA Section 34 Update
Deadline for comments: January 29, 2024 at noon

On behalf of the Ausable Bayfield and Maitland Valley Source Protection Authorities, please be advised of the proposed updates to the Source Protection Plan for the Maitland Valley Source Protection Area. This notice of pre-consultation is being circulated to ministries, affected municipalities and other implementing bodies as required under the Ontario *Clean Water Act, 2006* (CWA). The regulation requires the Source Protection Authority to consult with bodies responsible for the implementation of Source Protection Plan. The proposed updates are prepared as per section 34 of the *Clean Water Act, 2006* and the 2021 Technical Rules, with direction from the Region's Source Protection Committee.

The proposed updates include new technical work and revised vulnerable area maps to incorporate recent changes to the Century Heights and the Lucknow municipal drinking water systems. **There are no proposed policy changes to the Source Protection Plan.** However, the existing Source Protection Plan policies would now apply to the revised wellhead protection areas (WHPAs) for these two systems.

Following the consultation process, the proposed updates will be submitted to the Ontario Ministry of Environment, Conservation and Parks (MECP) as an amendment under Section 34 of the *Clean Water Act, 2006*.

Summary of proposed updates to the Maitland Valley Source Protection Plan and associated Assessment Report:

1. Revision to the Century Heights Wellhead Protection Area (WHPA) to include new municipal well #3 in the community of Saltford, Township of Ashfield-Colborne-Wawanosh
2. Revision to the Lucknow Wellhead Protection Area (WHPA) to reflect increased Permit to Take Water for the Lucknow drinking water system in the Township of Huron-Kinloss

3. Revisions to chapter 4 of the Maitland Valley Assessment Report to reflect the changes to the Century Heights and Lucknow drinking water systems, including updated risk assessment
4. Updated mapping for managed lands, livestock density and impervious surfaces as a result of the changes to the Century Heights and Lucknow WHPAs

The draft updated documents and revised maps can be accessed at this sharepoint: [ABMV s34 Preconsult 2024](#) The password is ABMV2024.

Comments regarding the proposed changes to the Source Protection Plan may be submitted via email to dclarkson@abca.ca or mailed to the address below. **Please provide any pre-consultation comments in writing by noon of January 29, 2024.**

If questions arise, please contact DWSP Co-Supervisors, Donna Clarkson dclarkson@abca.ca 519-335-3557 ext.224 or Mary Lynn MacDonald mmacdonald@abca.ca 519-235-2610 ext. 247.

Sincerely,



Donna Clarkson, Drinking Water Source Protection Co-Supervisor
Ausable Bayfield Maitland Valley Source Protection Region
c/o Ausable Bayfield Conservation Authority
71108 Morrison Line, RR #3, Exeter ON N0M 1S5

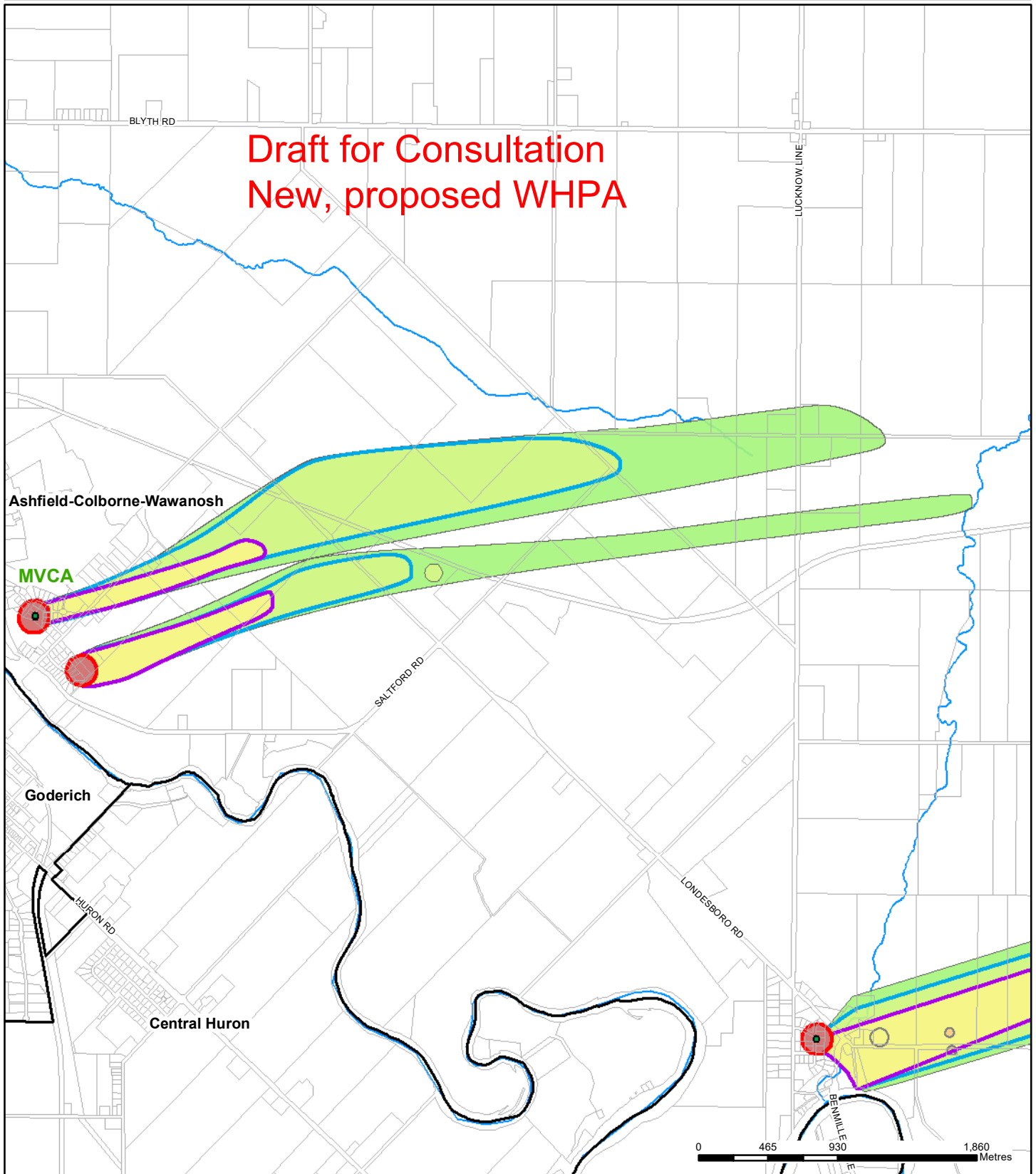
Enclosure (Maps of Century Heights and Lucknow WHPAs)

1. Draft updated Schedule: ACW-Cent (Century Heights Wellhead Protection Area)
2. Current approved Schedule: ACW-Cent (Century Heights Wellhead Protection Area)
3. Draft updated Schedule: HK-Luck (Lucknow Wellhead Protection Area)
4. Current approved schedule: HK-Luck (Lucknow Wellhead Protection Area)

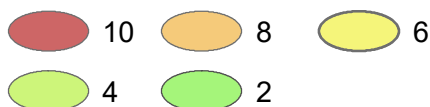
Schedule: ACW-Cent (Century Heights)

DRINKING WATER
SOURCE PROTECTION
Our Actions Matter

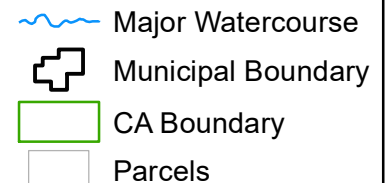
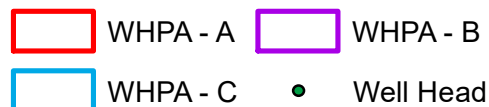
Ausable Bayfield
Maitland Valley
Source Protection Region



Groundwater Vulnerability



Wellhead Protection Area



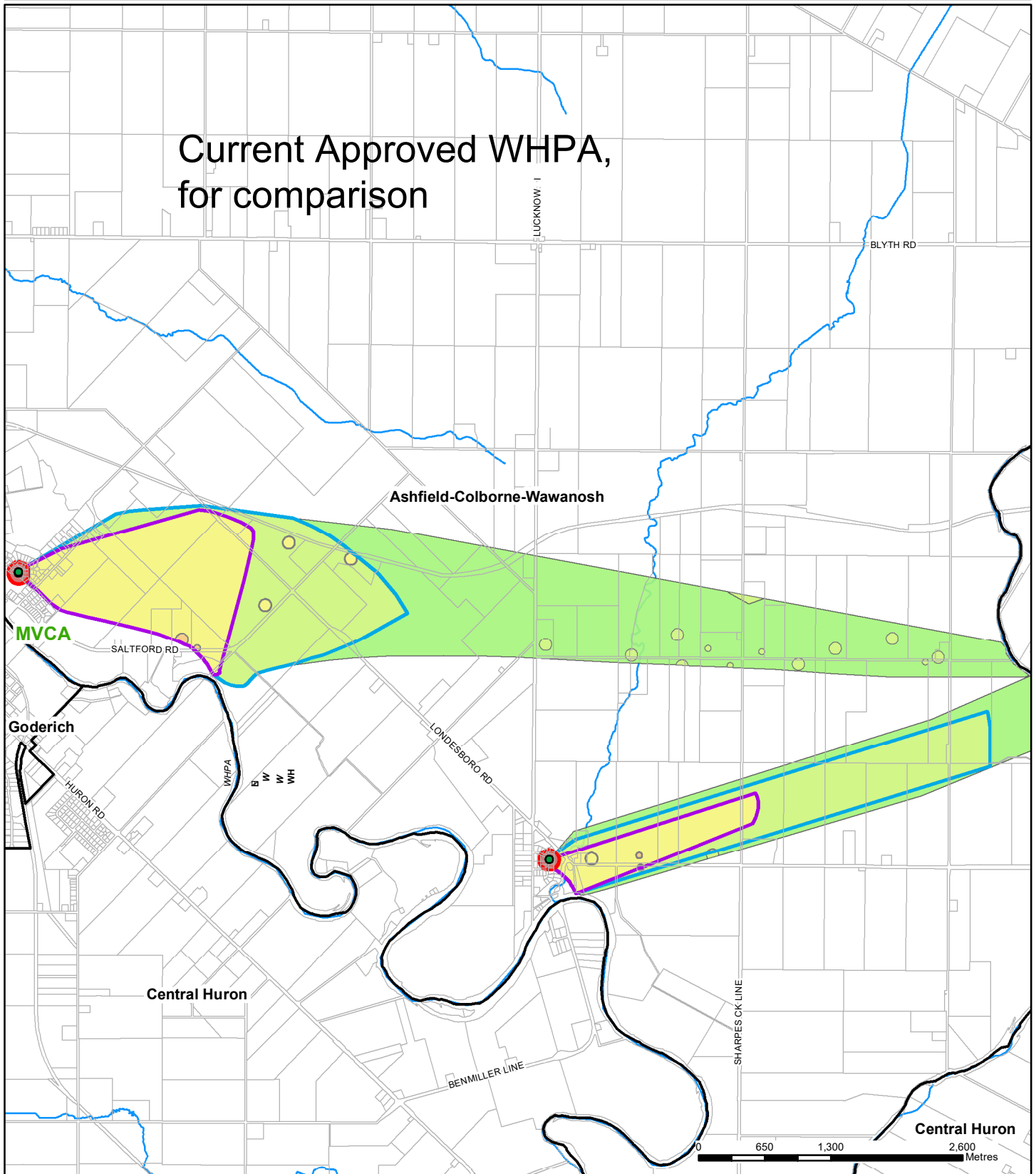
Schedule: ACW-Cent (Century Heights)

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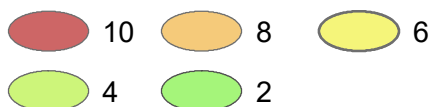
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Maitland Valley
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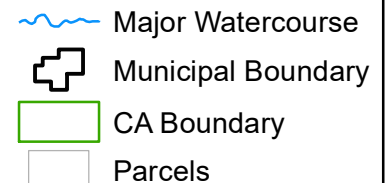
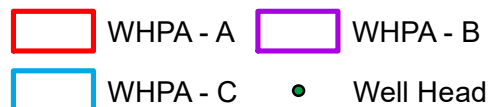
Current Approved WHPA,
for comparison



Groundwater Vulnerability



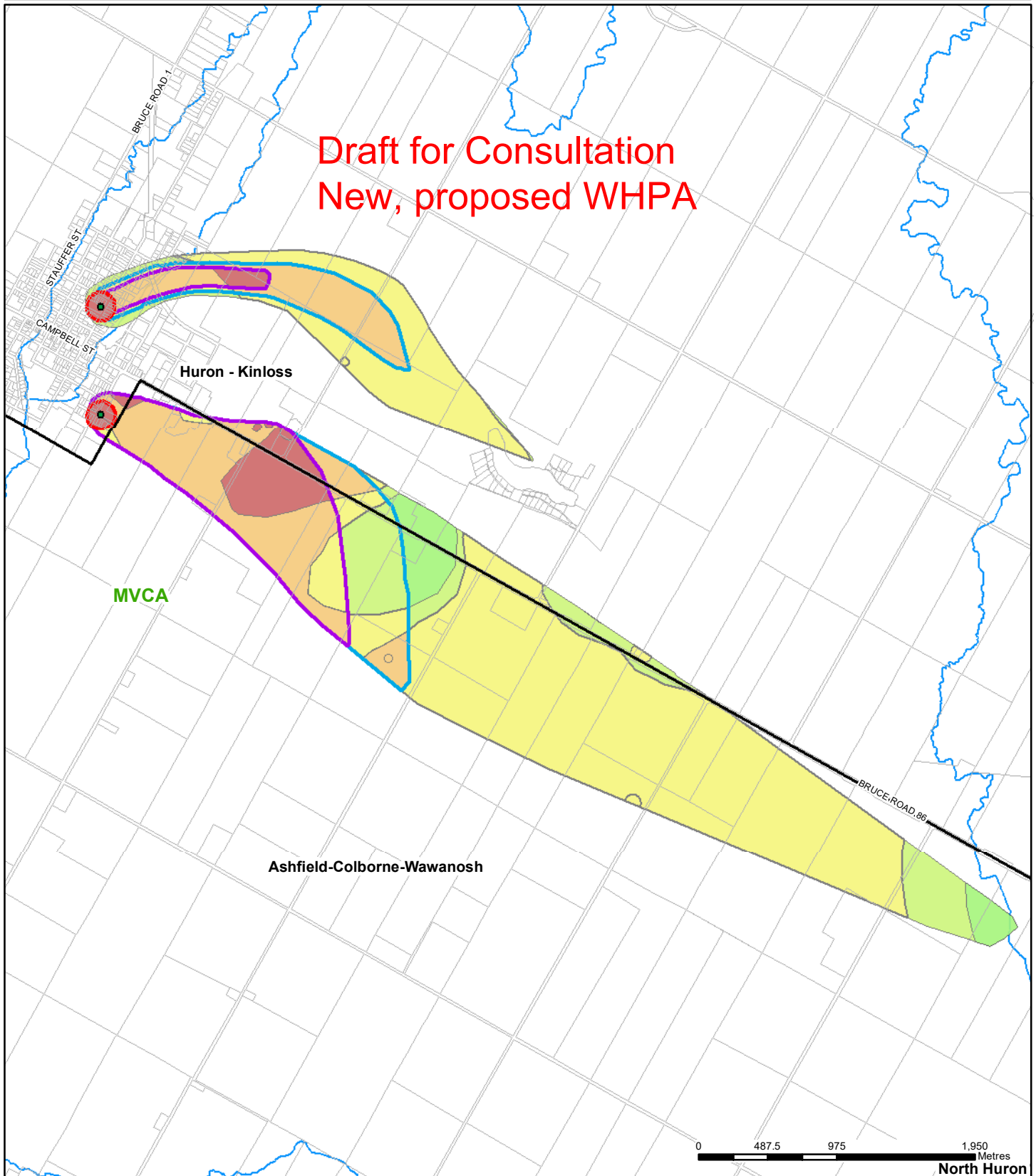
Wellhead Protection Area



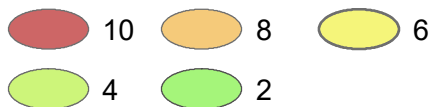
Schedule: HK-Luck (Lucknow)



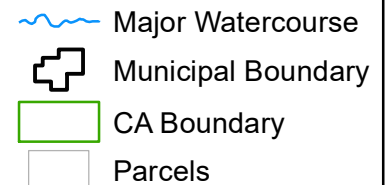
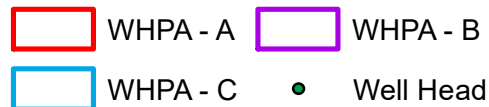
Draft for Consultation
New, proposed WHPA



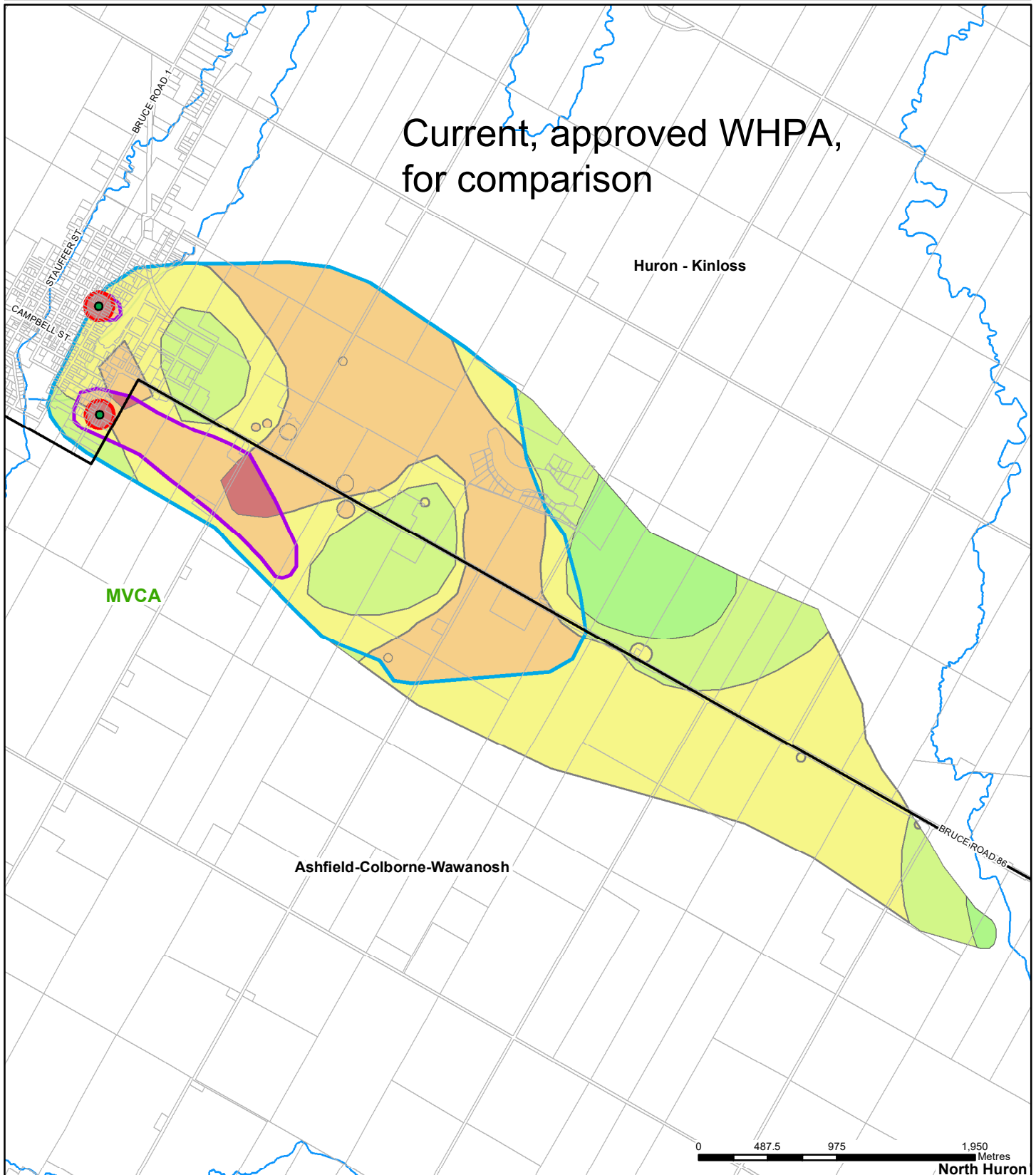
Groundwater Vulnerability



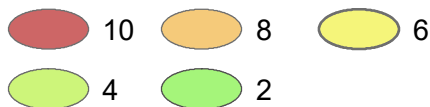
Wellhead Protection Area



Schedule: HK-Luck (Lucknow)



Groundwater Vulnerability



Wellhead Protection Area

