

**Notice of Meeting**  
**Meeting of the Membership #3-2024**

Date: March 20, 2024  
Time: 7:00 pm – 9:00 pm  
Location: Administrative Centre, Wroxeter

**Agenda**

1. Welcome by the Chair: Ed McGugan
2. Declaration of Pecuniary Interest
3. Approval of the Minutes: Meeting #1-2024 held on January 24, 2024 and Meeting #2-2024 held on February 14, 2024.
4. Business Out of the Minutes:
  - a) Grass Cutting/Naturalization Options: Gorrie Conservation Area: Report #11-2024
5. Presentation: 2023 Draft Audit: Paul Seebach, Seebach and Company: Report #12-2024
6. Business Requiring Decision and or Direction:
  - a) 2024 Work Plan Priorities and Budget: Report #13-2024
  - b) 2024 Draft Work Plan – Members: Report #14-2024
  - c) Changes to Conservation Authority Regulations: Report #15a &15b-2024
  - d) Coastal Ecosystem Project Application to Environment Canada: Report #16-2024
  - e) Vehicle Purchasing: Report #17-2024
  - f) Carbon Footprint Report 2023: Report #18-2024
  - g) Proposed Addition to Personnel Policy: Staff Time & Mileage expenses for use of personal vehicle for attending authority business/meetings: Report #19-2024
  - h) Proposed Large Stock Planting Fees: Report #20-2024
  - i) Appointment to Committees for 2024: Report #21-2024
  - j) Appointment of Auditor, Solicitor and Bank: Report #22-2024
7. Chair and Member Reports

8. Consent Agenda:
  - a) Agreements Signed: Report #23-2024
  - b) Revenue-Expenditure Reports for January and February: Report #24-2024
9. Adjournment: Next meeting: April 17, 2024, at 7:00 pm.
10. Maitland Source Protection Authority Meeting #2-2024
  - a) Approval of MSPA Meeting #1-2024 held on January 24, 2024
  - b) Approval of Agreement between MSPA and ABSPA: Report #3-2024
  - c) Adjournment of MSPA meeting



## Membership Meeting #1-2024 **DRAFT**

January 24, 2024

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

**Members Absent:** Anita Van Hittersum

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Jayne Thompson, Communications, GIS, IT Coordinator  
Stewart Lockie, Conservation Areas Services Coordinator  
Donna Clarkson, Source Water Protection Specialist  
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 #12-2023 held on December 20, 2023

#### Motion FA #1-24

**Moved by:** Megan Gibson                      **Seconded by:** Alvin McLellan

THAT the minutes from the General Membership Meeting #12-2023 on December 20, 2023, be approved.  
(carried)

#### 4. Business Out of the Minutes

- a) Watershed Stewardship Fees: Report #1-2024

Report #1-2024 was presented to the members and the following motion was made:

##### **Motion FA #2-24**

**Moved by:** Alvin McLellan                      **Seconded by:** Ed McGugan

THAT the Additional 2024 stewardship Fees be approved  
(carried)

- b) Revised Agenda for 2024 Annual Meeting: Report #2-2023

Report #2-2024 was presented to the members and the following motion was made:

##### **Motion FA #3-24**

**Moved by:** Sharen Zinn                      **Seconded by:** Megan Gibson

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

- c) Declarations for Chair, Vice, and Second Vice for 2024: Report #3-2024

Report #3-2024 was presented to the members for their information.

The following Members declared their intention to run: Ed McGugan for Chair, Matt Duncan for Vice, and Evan Hickey for Second Vice.

#### 5. Business Requiring Decision and or Direction:

- a) Review of Members 2023 Work Plan: Report #4-2024

Report #4-2024 was presented to the members for their information.

- b) 2023 Year End Revenue/Expenditure Review: Report #5-2024

Report #5-2024 was presented to the members and the following motion was made:

**Motion FA #4-23**

**Moved by:** Megan Gibson

**Seconded by:** Ed Podniewicz

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.  
(carried)

c) Review of 2024 Members Manual: Report #6-2024

Report #6-2024 was presented to the members and the following motion was made:

**Motion FA #5-23**

**Moved by:** Sharen Zinn

**Seconded by:** Ed McGugan

THAT The Members Manual for 2024 be adopted.  
(carried)

d) Proposed Amendment to Personnel Policy: Report #7-2024

Report #7-2024 was presented to the members and the following motion was made:

**Motion FA #6-23**

**Moved by:** Alison Lobb

**Seconded by:** Alvin McLellan

THAT the Personnel Policy be amended to state that employees will be paid for vacation days that exceed the two-week carryover 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 5.3 days of vacation out of the 2024 budget.  
(carried)

e) Letter from the Township of Howick Re: Grass Cutting Gorrie Conservation Area

The letter from the Township of Howick about Grass Cutting Gorrie Conservation Area was presented to the members for their information.

The following Motion was made:

**Motion FA #7-23**

**Moved by:** Alvin McLellan

**Seconded by:** Sharen Zinn

THAT Stewart Lockie investigates options for grass cutting and naturalization at the Gorrie Conservation Area.  
(carried)

**Consent Agenda:**

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

- a) Revenue-Expenditure Report for November: Report #8-2024
- b) Final Submission Programs & Services-MNRF: Report #9-2024

**Motion FA #8-24**

**Moved by:** Ed McGugan

**Seconded by:** Megan Gibson

THAT Report #8-9 along with the respective motions as outlined in the Consent Agenda be approved.  
(carried)

**6. Chair and Members Report**

Ed McGugan reported on attending the Saugeen Valley Conservation Authority AGM.

- 7. Adjournment:** Next meeting: February 14, 2024, at 2:00pm at the Wroxeter Community Centre in the upstairs hall.

**Motion FA #9-24**

**Moved by:** Megan Gibson

**Seconded by:** Alvin McLellan

THAT the Members Meeting be adjourned at 7: 50pm.  
(carried)

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Matt Duncan  
Chair

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Phil Beard  
General Manager / Secretary-Treasurer

## Annual Meeting of the Membership #2-2024 - **DRAFT**

February 14, 2024

**Members Present:** Alison Lobb, Ed McGugan, Alvin McLellan, Sharen Zinn, Ed Podniewicz, Matt Duncan, Vanessa Kelly, Anita Van Hittersum

**Members Absent:** Megan Gibson, Andrew Fournier, Evan Hickey

**Staff Present:** Phil Beard, Jayne Thompson, Michelle Quipp, Erica Magee, Mat Shetler, Jason Moir, Stewart Lockie, Barry Skinn, Cheryl Dobbyn, Danielle Livingston, Donna Clark, Elizabeth Huber-Hidby, Emily Shaw, Jeff Winzenrid, Karlene Zurbrigg, Marissa Roefs, Shannon Millar, Tim Prentice, Dave Nuhn

**Others Present:** Kriss Snell, John Thompson, Beth Ross, Erik Downing, Alana Dick, Amy Gangl; Rachel White; Ted Briggs, Bill Strong, Deb Shewfelt, Jim Campbell, Vince Judge, Glen McNeil, David Yates, Cory Bilyea, Jeff Brick, Jamie Heffer, Geoff King, Terry Fisk, Art Versteeg, Wilf Gamble, Marg Beard, Angela Coleman, Paul Heffer, Rosemary Rognavldson, Dave Grummett, Shirley Moore, Larry Allison, Dave Turton, Dianne Dosman, Marg Anderson, Jim Ginn

### 1. Welcome by the Chair

Chair, Matt Duncan, welcomed everyone and called the meeting to order at 2:00pm.

### 2. Introduction of the Members of Maitland Conservation for 2024

Chair Duncan invited all the Members of the Maitland Valley Conservation Authority introduce themselves and the Municipalities that they represent.

### 3. Introduction of Guests

Chair Duncan invited the following dignitaries to introduction themselves on behalf of their organization and to bring remarks: Angela Coleman, Executive Director, Conservation Ontario; Ben Lobb, MP Huron-Bruce, represented by Bill Strong; Glen McNeil, Warden, County of Huron, Mayor of ACW; Jamie Heffer, Mayor, Municipality of Morris-Turnberry; and Paul Heffer, Reeve, Township of North Huron.

Chair Duncan introduced past Chairs, Vice Chairs and Second Vice Chairs of MCVA attending: George Wicke, Vince Judge, Wilf Gamble, Deb Shewfelt, Art Versteeg, Jim Campbell, Dave Turton and Terry Fisk.

#### 4. Chair's Remarks

I have had the privilege of serving as MVCA's Chair for the past two years. It has been an honour to work with the members over that time. We have accomplished a lot and have worked well together to make decisions that are in the best interests of the health of the watershed. As many of you may know we are fortunate to have some of the most productive farmland in Ontario. We also have some of the finest hardwood forests in Ontario.

The Maitland River is one of the best small mouth bass rivers in Southwestern Ontario.

The Lake Huron shoreline is highly valued for recreation and tourism.

These are all natural assets that help sustain prosperity in the Maitland watershed.

These natural resources are also the foundation of our life support system, along with clean air and a stable climate.

As you know the Provincial Government passed a regulation requiring conservation authorities to enter into an agreement with their member municipalities for programs and services that the Province considered to be non-mandatory.

These programs included watershed stewardship and watershed health. MVCA's Vision is working for a Healthy Environment, therefore it is critical that MVCA continue to provide programs that help to improve the health of rivers, forests, and soil.

MVCA Member municipalities agreed to continue to support these programs.

MVCA was one of the first if not the first conservation authority in the province to have an agreement in place with all its member municipalities.

Some of the other highlights for me from the past year include:

- developing an agreement with the Municipality of North Perth to lease the Galbraith Conservation Area
- the Watershed Stewardship work that we were able to undertake in cooperation with landowners and community groups in 2023
- a total of 179 stewardship projects were carried out in 2023 through the Huron and Wellington County Clean Water Projects
- the Forest Health assessment that was completed in 2023, this groundbreaking work will lead to the development of new approaches for improving the health of forests
- the coastal resiliency project that MVCA is leading to identify ways to use nature-based approaches to improving the health of the Lake Huron shoreline
- the continued success of the Falls Reserve Conservation Area for camping, hiking, swimming, and fishing.
- It is a natural gem that is highly valued by the public
- in 2023 accessible washrooms and showers were added
- The construction of the bat condo at the Wawanosh Valley Conservation Area, to provide habitat for the colony of little brown bats now that the barn has been removed
- And finally, OMAFRA and MECP's continuing leadership and support for the Healthy Lake Huron collaborative.



- It is a model for how Federal and Provincial governments can work together with conservation authorities, counties, health units and other community groups to improve the health and resiliency of the rivers and streams that flow into Lake Huron.

-I would like to especially thank our MPP Lisa Thompson for her willingness to continue to champion the continuation of the Healthy Lake Huron initiative. You will hear more about this initiative later in our program.

To our member municipalities, I would like to thank you for your continued support of MVCA over the past year.

We appreciate your willingness to continue to support our work.

We can accomplish a lot and be more effective when we work together.

I would like to thank the Maitland Conservation Foundation and the John Hindmarsh Environmental Trust Fund Board for their continuing efforts to raise funds to help MVCA to upgrade the infrastructure in our conservation areas and to use for restoring natural areas across the watershed.

I would also like to thank the staff for their dedication and commitment to improve the health of the watershed.

Your professionalism and work ethic are appreciated by the members.

- In closing I thank the members for their support over the past two years and I look forward to continuing to serve as a member of MVCA.

## 5. Staff Service Awards

Chair Duncan and Vice Chair McGugan announced staff service awards:

- a) Mat Shetler, Watershed Monitoring Specialist: 15 years
- b) Jason Moir, Park Superintendent Falls Reserve Conservation Area: 20 years
- c) Stewart Lockie, Conservation Areas Coordinator: 25 years
- d) Erica Magee, Executive Assistant: 25 years

## 6. Election of Officers: Maitland Conservation & Maitland Source Protection Authority

### a) Appointment of Presiding Officer and Scrutineers

Chair Duncan called for an appointment of a Presiding Officer for the election of Chair.

#### **Motion FA #10-2024**

**Moved by:** Alison Lobb

**Seconded by:** Alvin McLellan

THAT Glen McNeill act as the Presiding Officer for the election of Chair, Vice, and Second Vice for the Maitland Valley Conservation Authority (MVCA) and the Maitland Source Protection Authority (MSPA).

(carried)

### b) Election of Chair for 2024

Presiding Officer McNeill called for nominations for the position of Chair for the Maitland Valley

Conservation Authority and the Maitland Source Protection Authority for 2024.

**Motion FA #12-24**

**Moved by:** Alvin McLellan

THAT Ed McGugan be nominated for Chair of the MVCA and the MSPA for 2024.  
(carried)

Presiding Officer McNeill called for nominations for the Chair position two more times. There were no further nominations and the Presiding Officer called for a motion to close nominations.

**Motion FA #13-24**

**Moved by:** Sharen Zinn

**Seconded by:** Ed Podniewicz

THAT nominations for the position of Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024 be closed.  
(carried)

Ed McGugan agreed to stand for the position of Chair in 2024.

Presiding Officer, McNeill declared Ed McGugan as the Chair of the MVCA and MSPA for 2024.

**c) Election of Vice-Chair for 2024**

Ed McGugan, Chair called for nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024.

**Motion FA #14-24**

**Moved by:** Alvin McLellan

THAT Matt Duncan be nominated for Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024.  
(carried)

The Chair called for further nominations for Vice-Chair two more times and no others were made so then called for a motion to close nominations.

**Motion FA #15-24**

**Moved by:** Anita Van Hittersum

**Seconded by:** Sharen Zinn

THAT nominations for the position of Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024 be closed.  
(carried)

Matt Duncan accepted the Vice-Chair position.

The Chair declared Matt Duncan Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024.

#### **d) Election of 2<sup>nd</sup> Vice-Chair for 2024**

The Chair called for nominations for the position of 2<sup>nd</sup> Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024.

##### **Motion FA #16-24**

**Moved by:** Alvin McLellan

THAT Evan Hickey be nominated for 2<sup>nd</sup> Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024.

(carried)

Evan Hickey agreed to stand for the position of 2<sup>nd</sup> Chair in 2024.

The Chair called for further nominations for 2<sup>nd</sup> Vice-Chair and this motion was made.

##### **Motion FA #17-24**

**Moved by:** Sharen Zinn                      **Seconded by:** Vanessa Kelly

THAT nominations for the position of 2<sup>nd</sup> Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024 be closed.

(carried)

Chair McGugan declared Evan Hickey as 2<sup>nd</sup> Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2024.

#### **7. "We Are Inspired by Nature" Campaign Update: Kriss Snell, Chair, Maitland Conservation Foundation**

Chair Snell provided an overview of the MCF's "Inspired by Nature" campaign. He announced that the MCF raised \$104,000 in 2023 that can be used for nature restoration projects and for improving infrastructure in MVCA's conservation areas.

#### **8. Presentations: "Celebrating Partnerships"**

- a) Healthy Lake Huron: Ted Briggs, Great Lakes Advisor, Ministry of Environment, Conservation & Parks
- b) Trails-Gorrie Conservation Area: Alana Dick, Administrative Assistant, Township of Howick
- c) Galbraith Conservation Area Agreement: Amy Gangl, Manager of Programs, Municipality of North Perth
- d) Huron Clean Water Project: Rachel White, Biologist, County of Huron

The Chair thanked each of the presenters for partnering with MVCA on these projects.

**9. Adoption of Meeting Schedule for 2024: Report #10-2024**

Report #10-2024 was presented to the members and the following motion was made:

**Motion FA #18-24**

**Moved by:** Anita Van Hittersum      **Seconded by:** Vanessa Kelly

THAT the meeting schedule for 2024 be approved as outlined in Report #10-2024.

**10. Closing Remarks: Chair, MVCA**

Chair, McGugan thanked everyone for attending the Maitland Valley Conservation annual meeting and asked everyone to stay for a social time after the meeting is adjourned.

**11. Adjournment:**

Next meeting: March 20, 2024, at 7:00pm at MVCA's Admin. Centre located in Wroxeter.

**Motion FA #19-24**

**Moved by:** Vanessa Kelly      **Seconded by:** Sharen Zinn

THAT the Members Meeting be adjourned at 3:26pm.  
(carried)

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Ed McGugan  
Chair

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Phil Beard  
General Manager / Secretary-Treasurer

## Members Report #11-2024

**To:** Members, Maitland Valley Conservation Authority  
**From:** Stewart Lockie, Conservation Areas Coordinator  
**Date:** March 6th, 2024

**Subject:** Gorrie Conservation Area – Grass Cutting and Naturalization Options

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### **Purpose:**

To obtain direction on the Township of Howick's request for payment of grass cutting services at Gorrie Conservation Area in 2024.

### **Background:**

In January, a letter was received from the Township of Howick requesting that payment for grass cutting services at the Gorrie Conservation Area be considered for inclusion in the Authorities budget for 2024. Since the mid 1990's, grass maintenance agreements have been in place with Municipalities where day-use conservation areas exist, to assist with grass cutting and related costs. This was mainly due to limited authority resources to provide this service which remains today.

At the present time the Township of Howick hires a contractor to cut grass at several properties including the Gorrie CA which is owned by the Authority. The cost for this service in 2024 is estimated to be \$3,660.00. This arrangement is for cutting "as needed" throughout the season. The Township of Howick has approved this agreement with the contractor for 2024, however it may be amended if requested.

At the January 24<sup>th</sup> Membership meeting, Members directed staff to provide options for grass cutting including naturalization for consideration at the Gorrie Conservation Area which are provided below:

#### Option 1

Continue with naturalization efforts at Gorrie CA to reduce cut areas to approximately 1.5 acres. This option would only require cutting of grass on a limited schedule in areas where infrastructure is located (picnic shelter, access trails, sitting areas).

Naturalization efforts at Gorrie CA have occurred since 2012 with several community meetings, groups and restoration plans being implemented. Unfortunately, flooding events

in 2017 and 2018 impacted the efforts completed during this time. Site factors including flooding and ice flows have limited the type of naturalization that can occur in several areas at Gorrie CA and are considered in the following recommendations for further naturalization.

- Cease mowing of grassed areas on north side of river and plant tolerant native shrubs in groupings to provide increased habitat and visual interest.
- Cease mowing of “low grow” grassed areas on south side of river. This specific blend of grasses was seeded in the fall of 2021 with the intent of limited or no mowing. Additional shrubs or wildflowers can be introduced into this area to create pollinator habitat and to increase visual interest.
- Increase tree density in areas that are not prone to ice flows.

This option will still require limited cutting of areas around the hiking trails, sitting areas and picnic shelter for community use. A map showing the proposed naturalization areas has been attached to the end of this report.

Certain components of this option could be implemented this year including the cease mowing of areas in the “low grow” grass areas and reduced mowing on the North side of the river. A naturalization and species plan would be developed this year for inclusion in the 2025 budget with planting occurring in the spring of 2025.

### Option 2

Maintain current cut areas with the contractor selected by the Township of Howick however request a reduced cutting schedule to every two weeks maximum. This option, while possibly reducing costs, may create a thick thatch layer depending on growing conditions throughout the year on the North side of the river. This may create additional time for the contractor to complete mowing and removal of the thatch layer if needed. Estimate cost of this service would require discussions with the contractor.

### Option 3

While Authority resources are limited, the option of Authority staff taking over cutting of the Gorrie CA is provided. This option assumes a summer student would be available for cutting and the timeframe for cutting would be similar to the administration office schedule which is approximately 10-12 times per season.

-approximate cost of \$80.00 per cut or approximately \$800.00 to \$960.00 per year.

This option can also be combined with Option 1 however it would not be feasible for Authority staff to undertake all day-use area grass cutting without increasing the authorities’ financial and staffing resources in the future.

**Conclusion:**

Staff are recommending that Members consider implementing option 1 to be discussed with the Township of Howick. Grass cutting services would still be required to maintain areas around the trails, picnic shelter and sitting areas with the associated cost for these services to be paid. Staff would appreciate the Members' direction on the option(s) they would like staff to proceed with, along with the consideration of the Township of Howick's request for the Authority to cover the costs for these services.

**Recommendation:**

To be developed.

# Gorrie Conservation Area Reduced Parkland Grass Cutting Option





**MAITLAND VALLEY CONSERVATION AUTHORITY**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2023**

DRAFT

**SEEBACH & COMPANY**  
*Chartered Professional Accountants*

## INDEPENDENT AUDITOR'S REPORT

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To the Members of Maitland Valley Conservation Authority

### *Opinion*

We have audited the accompanying financial statements of Maitland Valley Conservation Authority ("the Authority"), which are comprised of the statement of financial position as at December 31, 2023 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2023, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAB).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAB, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## INDEPENDENT AUDITOR'S REPORT (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Seebach & Company*

Chartered Professional Accountants  
Licensed Public Accountants

Clinton, Ontario  
March 20, 2024

**MAITLAND VALLEY CONSERVATION AUTHORITY**  
**STATEMENT OF FINANCIAL POSITION**

As at December 31	2023	2022
<b>FINANCIAL ASSETS</b>		
Cash	1,208,969	847,836
Short-term investments (note 3)	339,859	328,987
Accounts receivable	45,539	97,779
	<b>1,594,367</b>	<b>1,274,602</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	128,647	57,093
Deferred revenue (note 4)	293,732	142,767
	<b>422,379</b>	<b>199,860</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,171,988</b>	1,074,742
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets, net (note 6)	2,938,975	2,764,737
Prepayments	18,234	18,091
	<b>\$ 4,129,197</b>	<b>\$ 3,857,570</b>

On behalf of the Members:

\_\_\_\_\_  
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The accompanying notes are an integral part of this financial statement

**MAITLAND VALLEY CONSERVATION AUTHORITY**  
**STATEMENT OF OPERATIONS**

For the year ended December 31	2023 Budget	2023 Actual	2022 Actual
<b>Revenue</b>			
<b>Municipal</b>			
Municipal levies	1,850,181	<b>1,850,181</b>	1,925,404
<b>Government Grants</b>			
NDMNRF transfer payment	36,424	<b>36,424</b>	85,653
Other provincial	108,650	<b>115,592</b>	149,936
Federal	190,137	<b>218,576</b>	54,116
Partnership agreements	804,315	<b>880,099</b>	621,619
<b>Authority Generated</b>			
User fees, sales and admissions	1,068,030	<b>1,116,505</b>	1,039,498
Interest income	29,320	<b>105,921</b>	45,177
Donations and fundraising	116,800	<b>250,970</b>	104,487
Facility rentals	4,800	<b>5,033</b>	4,792
Deferred revenue - prior year	142,765	<b>142,767</b>	214,219
Deferred revenue - current year	-	<b>(293,732)</b>	(142,767)
	<u>4,351,422</u>	<u><b>4,428,336</b></u>	<u>4,102,134</u>
<b>Expenditure</b>			
Conservation land management	1,036,317	<b>851,214</b>	762,643
Flood safety services	759,600	<b>822,533</b>	774,648
Watershed stewardship	1,553,276	<b>1,549,645</b>	1,276,539
Corporate services	1,100,278	<b>807,701</b>	747,578
Amortization	-	<b>125,616</b>	129,338
	<u>4,449,471</u>	<u><b>4,156,709</b></u>	<u>3,690,746</u>
<b>Annual surplus (deficit)</b>	(98,049)	<b>271,627</b>	411,388
<b>Opening balance</b>	<u>3,857,570</u>	<u><b>3,857,570</b></u>	<u>3,446,182</u>
<b>Closing balance</b>	<u><u>\$ 3,759,521</u></u>	<u><u><b>\$ 4,129,197</b></u></u>	<u><u>\$ 3,857,570</u></u>

The accompanying notes are an integral part of this financial statement

**MAITLAND VALLEY CONSERVATION AUTHORITY  
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**

<b>For the year ended December 31</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
Annual surplus (deficit)	271,627	411,388
Amortization of tangible capital assets	125,616	129,338
Net acquisition of tangible capital assets	(299,854)	(1,101,624)
Decrease (increase) in inventory and prepaid expenses	(143)	(3,557)
<b>Increase (decrease) in net financial assets</b>	<b>97,246</b>	<b>(564,455)</b>
<b>Opening balance</b>	<b>1,074,742</b>	<b>1,639,197</b>
<b>Closing balance</b>	<b>\$ 1,171,988</b>	<b>\$ 1,074,742</b>

The accompanying notes are an integral part of this financial statement

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**MAITLAND VALLEY CONSERVATION AUTHORITY**  
**STATEMENT OF CASH FLOWS**

For the year ended December 31	2023	2022
<b>Operating activities</b>		
Annual surplus (deficit)	271,627	411,388
Amortization expense not requiring cash outlay	125,616	129,338
Decrease (increase) in accounts receivable	52,240	(22,780)
Increase (decrease) in accounts payable	71,554	12,150
Increase (decrease) in deferred revenue	150,965	(71,452)
Decrease (increase) in inventory and prepaid expenses	(143)	(3,557)
Cash provided by (used for) operating activities	<u>671,859</u>	<u>455,087</u>
<b>Capital activities</b>		
Net disposals (purchases) of tangible capital assets	(299,854)	(1,101,624)
Cash provided by (used for) capital activities	<u>(299,854)</u>	<u>(1,101,624)</u>
<b>Investing activities</b>		
Decrease (increase) in short-term investments	(10,872)	(3,127)
Cash provided by (used for) investing activities	<u>(10,872)</u>	<u>(3,127)</u>
<b>Increase (decrease) in cash position</b>	<b>361,133</b>	<b>(649,664)</b>
<b>Cash (overdraft) beginning of year</b>	<u>847,836</u>	<u>1,497,500</u>
<b>Cash (overdraft) end of year</b>	<u><u>\$ 1,208,969</u></u>	<u><u>\$ 847,836</u></u>

The accompanying notes are an integral part of this financial statement

**MAITLAND VALLEY CONSERVATION AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**

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**For the year ended December 31, 2023**

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The Maitland Valley Conservation Authority (“the Authority”) is established under the Conservation Authorities Act of Ontario. The purpose of this Act is to provide for the organization and delivery of programs and services that further conservation, restoration, development and management of natural resources in water sheds in Ontario. 2017, c. 23, Sched. 4, s. 1. The watersheds include areas in the Municipalities of Central Huron, Huron East, Morris-Turnberry and South Bruce, the Townships of Ashfield-Colborne-Wawanosh, Howick, North Huron, Perth East, West Perth, Mapleton, Wellington North and Huron-Kinloss, and the Town of Goderich, North Perth and Minto.

The Authority is a registered charity and is exempt from income taxes.

**1. Accounting policies**

The financial statements have been prepared by the management of the Authority in accordance with generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

Significant aspects of accounting policies adopted by the Authority are as follows:

a) **Accrual basis of accounting**

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable, and recognizes expenditures as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

b) **Portfolio investments**

Investments are recorded at cost less amounts written off to reflect a permanent decline in value.

c) **Vehicles and equipment**

The Authority operates a motor pool of vehicles and equipment. Internal charges for the use of vehicles and equipment are made to the various projects of the Authority based on an hourly or distance travelled rate, which is designed to recover all costs of operating the pool including replacement of vehicles and equipment.

These internal charges are included in the appropriate expense classifications. Expenditures incurred by the motor pool for the purchase of equipment and the operating cost and the recovery of expenses by internal charges are reported in the statement of operations and surplus.



**1. Accounting policies (continued)**

d) **Tangible capital assets**

Tangible capital assets are recorded at historical cost. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Cost includes overheads directly attributable to construction and development.

Tangible capital asset, except land, are amortized on a straight-line basis over the estimated useful lives as follows:

<b>Category</b>	<b>Amortization Period</b>
Land	not applicable
Land improvements	5 years
Buildings	5 - 75 years
Contents	5 - 50 years
Equipment	5 - 40 years
Furniture	45 - 50 years
Vehicles	5 - 10 years
Machinery	6 - 44 years
Information technology	5 - 9 years

Dams for the purposes of water control are not recorded as assets of the Conservation Authority.

e) **Contributed capital assets**

Contributed capital assets are recognized as assets and revenue at fair value at the time they are received.

f) **Deferred revenue**

Revenue restricted by legislation, regulation or agreement and not available for Authority purposes is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of financial activities in the year in which it is used for the specified purpose.

g) **Revenue recognition**

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized in revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

h) **Government transfers**

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates can be made.

i) **Classification of expenses**

Expenses are reported in four main categories based on the type of services provided. Within these categories, expenses are broken down into operations and projects.

j) **Accumulated surplus**

Appropriations are made from operations to accumulated surplus for future expenditures and contingencies for such amounts as are deemed appropriate, upon approval of the Membership.

**1. Accounting policies** (continued)

k) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, the reported amounts of revenues and expenditures during the period, and the accompanying notes. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

**2. Cash**

Interest is paid on the Authority's bank accounts at the bank's monthly average prime rate less 1.7%.

**3. Short-term portfolio investments**

The Authority has purchased fixed income investments that have a cost of \$339,859 (2022 : \$328,987) and have a market value of \$346,988 (2022 : \$330,729) at year end.

**4. Deferred revenue**

The balance of the long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	<b>2023</b>	<b>2022</b>
Garvey/Glenn project	37,009	34,590
Stewardship short term projects	4,786	8,120
Middle Maitland Headwaters Restoration	109,595	95,222
Carbon Footprint Initiative	3,217	3,326
Healthy Lake Huron	10,361	7,009
Nature Based Climate Solutions	43,129	(21,073)
Forest Health	22,667	16,401
ECCC Restoration / Natural Hazard	62,968	-
Stewardship ONFARM Project	-	(828)
	<u>\$ 293,732</u>	<u>\$ 142,767</u>

**5. Pension plan**

Some employees of Maitland Valley Conservation Authority are members of a defined benefit pension plan (OMERS). Contributions made during the year on behalf of the employees amounted to \$159,353 (2022 : \$138,799) and have been included as an expense on the statement of operations.

**6. Tangible capital assets**

For additional information, see the Schedule of Tangible Capital Assets information on the tangible capital assets of the Authority by major class, as well as for accumulated amortization of the assets controlled.

**7. Expenditures by object**

	<b>2023</b>	<b>2022</b>
Salaries and benefits	\$ 1,804,356	\$ 1,706,625
Operating goods and services	2,226,737	1,854,783
Amortization	<u>125,616</u>	<u>129,338</u>
	<u>\$ 4,156,709</u>	<u>\$ 3,690,746</u>

**8. Financial instrument risk management**

**Credit risk**

The Authority is exposed to credit risk through its cash, trade and other receivables, and short-term investments. There is the possibility of non-collection of its trade and other receivables. The majority of the Authority's receivables are from users and government entities. For trade and other receivables, the Authority measures impairment based on how long the amounts have been outstanding. For amounts outstanding considered doubtful or uncollectible, an impairment allowance is setup.

**Liquidity risk**

Liquidity risk is the risk that the Authority will not be able to meet its financial obligations as they fall due. The Authority has a planning and a budgeting process in place to help determine the funds required to support the Authority's normal operating requirements on an ongoing basis. The Authority ensures that there are sufficient funds to meet its short-term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and cash equivalents. To achieve this aim, it seeks to maintain an available line of credit balance as approved by the Membership, at a minimum, expected requirements.

**Market risk**

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the Authority's income or the value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing return on investments.

**Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Authority is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of temporary borrowings and long-term liabilities and the value of fixed rate long-term liabilities.

There has been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

**9. Budget amounts**

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations for comparative purposes. The 2023 budget amounts for the Maitland Valley Conservation Authority approved by the Membership are unaudited and have been restated to conform to the basis of presentation of the revenues and expenditures on the consolidated statement of activities.

**MAITLAND VALLEY CONSERVATION AUTHORITY**  
**Schedule of Continuity of Accumulated Surplus**  
For the Year Ended December 31, 2023

	Balance, beginning of year	From Operations	To Operations	Balance, end of year
<b>Internally restricted surplus</b>				
Vehicle and equipment purchases	121,893	19,505	(14,657)	<b>126,741</b>
Insurance deductible	25,000			<b>25,000</b>
Working capital	683,154	122,779	(162,365)	<b>643,568</b>
Short Term Disability	38,000			<b>38,000</b>
Forestry management	113,081	22,021	(19,600)	<b>115,502</b>
Falls Reserve Conservation Area	85,620	126,803	-	<b>212,423</b>
Wawanosh Park Conservation Area	26,085	2,903	-	<b>28,988</b>
	<u>1,092,833</u>	<u>294,011</u>	<u>(196,622)</u>	<u><b>1,190,222</b></u>
Tangible capital assets	<u>2,764,737</u>	<u>174,238</u>		<u><b>2,938,975</b></u>
	<u><b>\$ 3,857,570</b></u>	<u><b>468,249</b></u>	<u><b>(196,622)</b></u>	<u><b>\$ 4,129,197</b></u>

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**MAITLAND VALLEY CONSERVATION AUTHORITY**  
**Schedule of Tangible Capital Assets**  
For the Year Ended December 31, 2023

	Land	Land Improvements	Buildings & Infrastructure	Contents	Furniture	Vehicles	Machinery	Equipment	Information Technology	<b>TOTAL Net Book Value 2023</b>	TOTAL Net Book Value 2022
<b>Cost</b>											
Balance, beginning of year	1,220,137	6,394	1,858,135	30,229	17,786	343,840	84,287	318,541	176,303	<b>4,055,652</b>	2,992,633
Add: Additions during the year			250,223				2,750	33,796	18,433	<b>305,202</b>	1,101,624
Less: Disposals during the year			(98,828)	(3,446)		(17,454)		(8,300)	(18,658)	<b>(146,686)</b>	(38,605)
Balance, end of year	<u>1,220,137</u>	<u>6,394</u>	<u>2,009,530</u>	<u>26,783</u>	<u>17,786</u>	<u>326,386</u>	<u>87,037</u>	<u>344,037</u>	<u>176,078</u>	<b><u>4,214,168</u></b>	<u>4,055,652</u>
<b>Accumulated Amortization</b>											
Balance, beginning of year		6,394	532,596	24,659	11,285	271,493	67,181	263,620	113,687	<b>1,290,915</b>	1,200,182
Add: Amortization during the year			66,452	336	368	16,031	7,190	14,983	20,256	<b>125,616</b>	129,338
Less: Accumulated amortization on disposals			(93,480)	(3,446)		(17,454)		(8,300)	(18,658)	<b>(141,338)</b>	(38,605)
Balance, end of year	<u>-</u>	<u>6,394</u>	<u>505,568</u>	<u>21,549</u>	<u>11,653</u>	<u>270,070</u>	<u>74,371</u>	<u>270,303</u>	<u>115,285</u>	<b><u>1,275,193</u></b>	<u>1,290,915</u>
<b>Net Book Value of Tangible Capital Assets</b>	<u>1,220,137</u>	<u>-</u>	<u>1,503,962</u>	<u>5,234</u>	<u>6,133</u>	<u>56,316</u>	<u>12,666</u>	<u>73,734</u>	<u>60,793</u>	<b><u>\$ 2,938,975</u></b>	<u>\$ 2,764,737</u>

**MAITLAND VALLEY CONSERVATION AUTHORITY  
SCHEDULE OF EXPENSES**

<b>For the year ended December 31</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
<b>Conservation Area Services</b>			
Falls Reserve Conservation Area	489,483	<b>469,093</b>	444,633
Management, development and operations	284,178	<b>283,407</b>	228,159
Motor pool	17,100	<b>16,325</b>	14,883
Wawanosh Park Conservation Area	17,369	<b>13,711</b>	9,811
<b>Conservation Area Projects</b>			
Falls Reserve Conservation Area	123,887	<b>9,675</b>	17,029
Gorrie Conservation Area	-	-	30,323
Forest management	6,000	<b>4,887</b>	3,501
Vehicle/equipment replacement	15,000	<b>413</b>	1,386
Conservation Areas general projects	72,300	<b>45,573</b>	7,850
Carbon offset, footprints to forests, and naturalization	1,000	<b>926</b>	368
Naftel's Creek	10,000	<b>7,204</b>	4,700
<b>Total Conservation Area</b>	<u>1,036,317</u>	<u><b>851,214</b></u>	<u>762,643</u>
<b>Flood Protection Services</b>			
Regulations	267,338	<b>271,258</b>	271,015
Flood and erosion control structures	7,460	<b>8,827</b>	5,719
Flood forecasting and warning	278,539	<b>278,889</b>	251,347
Ice management, hazard prevention and information	92,963	<b>78,019</b>	40,497
<b>Flood Safety Projects</b>			
Shoreline	80,000	<b>162,767</b>	-
Flood safety equipment	18,000	<b>7,434</b>	206,070
Water and erosion control	15,300	<b>15,339</b>	-
<b>Total Flood Safety Services</b>	<u>759,600</u>	<u><b>822,533</b></u>	<u>774,648</u>

**MAITLAND VALLEY CONSERVATION AUTHORITY  
SCHEDULE OF EXPENSES**

<b>For the year ended December 31</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
<b>Watershed Stewardship Services</b>			
Reforestation services	146,217	<b>173,472</b>	115,895
Watershed monitoring and reporting service	110,766	<b>108,663</b>	86,419
Extension services	150,367	<b>125,121</b>	133,947
<b>Watershed Stewardship Projects</b>			
Huron County clean water project	500,000	<b>407,225</b>	371,211
Garvey/Glen Watershed Co-ordination	88,183	<b>51,175</b>	29,087
Drinking water source protection - transition	-	<b>20,106</b>	19,737
Garvey/Glen Watershed demonstrations	9,836	-	59,908
Middle Maitland rejuvenation project	75,000	<b>32,123</b>	89,245
Stewardship ONfarm project	5,336	<b>20,885</b>	66,229
Stewardship short term projects	8,119	<b>12,089</b>	8,755
OMAFRA - COA Healthy Lake Huron	57,221	<b>44,647</b>	26,991
Watershed Health	103,000	<b>102,634</b>	132,793
Maitland Watershed Resiliency / CFI	3,326	<b>109</b>	43
Nature Based Climate Solutions	157,368	<b>244,364</b>	136,279
Stream Restoration / Natural Hazards	138,537	<b>207,032</b>	-
<b>Total Watershed Stewardship</b>	<u>1,553,276</u>	<u><b>1,549,645</b></u>	<u>1,276,539</u>

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**MAITLAND VALLEY CONSERVATION AUTHORITY  
SCHEDULE OF EXPENSES**

<b>For the year ended December 31</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
<b>Corporate Services</b>			
Administration	348,382	<b>353,409</b>	328,881
Communications and IT/GIS	227,848	<b>202,630</b>	188,749
Financial management	119,298	<b>111,598</b>	100,917
Service area support costs	53,350	<b>47,646</b>	48,049
Governance	14,100	<b>17,610</b>	17,357
Motor pool	10,800	<b>10,458</b>	10,448
<b>Corporate Services Projects</b>			
Information technology upgrades	44,500	<b>12,401</b>	15,852
Corporate office renovation	282,000	<b>51,949</b>	37,325
<b>Total Corporate Services</b>	<u>1,100,278</u>	<u><b>807,701</b></u>	<u>747,578</u>

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## **Members Report #13-2024**

**To:** Members, Maitland Valley Conservation Authority  
**From:** Phil Beard, General Manager-Secretary-Treasurer  
Danielle Livingston, Administrative-Financial Services Coordinator  
Shannon Millar, Restoration Supervisor  
Ben Van Dieten, Agricultural Stewardship Supervisor  
Stewart Lockie, Conservation Areas Services Coordinator  
Jayne Thompson, Communications, GIS, IT Coordinator  
Patrick Huber-Kidby, Planning and Regulations Supervisor  
Jeff Winzenried, Flood Forecast Supervisor  
Donna Clarkson, DWSP Supervisor  
**Date:** March 13, 2024  
**Subject:** 2024 Work Plan and Budget

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### **Purpose:**

To approve the 2024 work plan.  
To approve the 2024 budget.

### **Background:**

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

Motion FA Motion FA #95-23

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.

Municipal Feedback: The draft 2024 Work Plan and Budget was circulated to all member municipalities on January 16, 2024. Municipalities were asked to provide comments by March 7, 2024. No comments have been received to date.

MVCA vision, mission, and ends:

Vision:

Working for a healthy environment

Mission:

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

Ends:

1. To protect life, 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

**Priorities:**

Maitland Conservation has developed a three-year work plan that focusses our resources on delivering core services. Our priorities for the next three years are to:

1. Help our member municipalities reduce the potential for loss of life, property damage and social disruption in flood and erosion prone areas.
2. Help our member municipalities and landowners develop and implement soil and water conservation systems that will help keep soil and nutrients on the land and out of watercourses and Lake Huron.

3. Ensure that management of our conservation areas sets high standards of conservation practices and are safe for the public to use.
4. Develop a stable financial base for the MVCA so that we will be able to provide the support that our member municipalities require to develop a healthy, resilient, and prosperous watershed.

### **Service Area Priorities:**

#### A) Corporate:

1. **Watershed Strategy:** Corporate Services will lead the design and public consultation component of the strategy. The preparation of a Watershed Strategy is a mandatory requirement and must be submitted to the Ministry of Natural Resources and Forestry by December 31, 2024. MVCA is planning to submit the 3-year work plan and budget forecast for 2024-2026.
2. **Healthy Lake Huron Terms of Reference:** Encourage MECP and OMAFRA to expand the terms of reference to include improving the health of watersheds, people, and wildlife. The steering committee for HLH will be developing a new five-year work plan in 2024. The addition of Healthy Watersheds, People, and Wildlife (the One Health Approach) is a priority of OMAFRA and the Ministry of Health.
3. **First Nations & Meti Relationship Building:** Continue to explore interest in developing a working relationship with First Nations and Meti.
4. **2025-2027 Work Plan and Budget Forecast**

#### B) Flood & Erosion Safety:

Maintain a robust and reliable flood forecasting monitoring network. Radio telemetry has proven reliable and effective for our watershed, but existing equipment is nearing end-of-life and has been abruptly discontinued by the manufacturer. Planning and implementing the replacement of this equipment will be a priority for the monitoring network in 2024.

1. **Implement Coastal and Flood Hazard Projects** through federal programs and agreements. This includes continuing work through the Flood Hazard identification and Mapping program (FHIMP) (Shoreline Climate Scenarios & North Perth Floodplain mapping update), potential future intakes of the FHIMP Program (Lucknow & rural flood hazard), our existing contribution agreement with Environment and Climate Change Canada (ECCC), Coastal Restoration programs from ECCC through the Great Lakes Freshwater Ecosystem Initiative and Conservation Ontario's current application to the Natural Resources Canada Climate-Resilient Coastal Communities Program.

2. Respond to significant guidance and legislative changes. This includes updated guidance for Natural Hazards from the Ministry of Natural Resources and Forestry and the updated Conservation Authority Regulation Ontario Regulation 41/24, to be implemented along with the proclamation of Conservation Authority Act changes on April 1, 2024.
3. Meet the Provincial requirements for changes to be made by CAs by December 31, 2024, including:
  - a. Develop an ice management plan for areas prone to ice jamming
  - b. Develop an asset management plan for flood and erosion control structures:
    - i. Goderich Bluffs Erosion Control Structure
    - ii. McGuffin Gully Erosion Control Structure
    - iii. Listowel Flood Control Structure
  - c. Develop a drought monitoring plan
  - d. Develop an outreach and education plan related to natural hazards

#### Watershed Stewardship:

The goal of Watershed Stewardship is to keep soil and nutrients on land and out of rivers. MVCA prioritizes restoration in vulnerable areas such as along watercourses, flood plains, river valleys and wetlands. We also promote practices that improve soil health through our cover crop programs. The priorities for Watershed Stewardship are:

1. Natural Areas Restoration: provide technical and financial support for stream buffers, wetlands, windbreaks, and fragile land retirement. Staff conduct site visits, develop planting plants, arrange planting contractors, secure funding, and inspect completed projects. Staff also organize and deliver the annual tree/shrub order to generate revenue for the forestry account. This involves securing stock from nurseries, tracking landowner order forms, scheduling pick-up, and invoicing customers.
2. Delivery and Administration of County Stewardship Programs: Delivery of Huron Clean Water Project, Wellington Rural Water Quality Program, as well as assistance with Perth County Stewardship Program. Staff coordinate projects and funding from start to finish and provide 'on-the-ground' assistance for landowners. This includes handling inquiries, presenting projects to a review committee, inspecting completed projects, and processing grant payment. We also provide technical support to the Counties to develop eligibility requirements and provide program statistics for reporting purposes. Through these programs we are able support a wide variety of projects, such as tree planting, invasive species removal, structural erosion control, well upgrades and decommissioning, as well as cover crops (among others).

3. Securement and Delivery of Federal and Provincial funding programs: MVCA staff apply for, and secure funding from Federal and Provincial funding sources, which complement our existing stewardship activities. We leverage the contribution from the levy to secure over 10x funding from Federal or Provincial programs. These programs allow us to deliver stewardship services throughout the watershed and they provide significant funding for targeted activities (stream buffering, cover crops, rural stormwater management).
4. Healthy Lake Huron (HLH): collaborate with stakeholders from different levels of government. Through HLH partner funding, we provide 'on-the-ground' staff to get projects implemented. We deliver stewardship services on behalf of OMAFRA and MECP.
5. Middle Maitland Restoration Project: Targeted stewardship efforts to restore natural areas along the Middle Maitland River and its tributaries upstream of Wingham.

#### C) Watershed Health Assessment and Monitoring:

Watershed's forests and rivers have many stresses that are affecting their health. They respond to these stresses in different ways. These stresses can create conditions that can make people, livestock and/or wildlife sick. For example, algae blooms watercourses caused by excessive nutrients. Assessment allows MVCA to determine how the health of forests and streams are changing and identifies problems. Once MVCA can identify the causes of ill health, we will then focus our efforts on identifying how to improve the health of forests and rivers in the watershed.

The two core services for assessment and monitoring are:

1. Surface & Ground water Monitoring
  - 2024 continue field work to collect water samples for the provincial surface and ground water monitoring program. This is a mandatory service.
2. Watershed Health Assessment
  - Forests are foundational to healthy communities but are affected by competing pressures. New ways to keep our forests healthy are needed. In 2024 MVCA will tackle this challenge by undertaking the Forest Health Improvement project to speak directly with landowners and recommend concrete actions to steward forests. MVCA will continue to provide findings to the forest health study to our partners and to follow key findings to find answers to problems such as forest regeneration which is dominantly ash.
  - MVCA will begin aquatic assessment to evaluate the health of our streams and rivers. This assessment is critical for understanding the key problems facing the health of our streams, tailoring programs and driving innovation towards effective interventions.

#### D) Conservation Areas:

1. Conservation Areas Strategy and Land Use Inventory: Mandatory requirement of the Conservation Authorities Act, O. Reg 686/21 to be completed by December 31, 2024. The strategy will outline the objectives, programs and services offered on lands owned by MVCA including policies for land acquisition and dispositions. Stakeholder and public consultation will be completed during the development of the strategy. Staff will also complete a land use inventory of all parcels owned by MVCA to meet the mandatory requirements.
2. Conservation Areas Infrastructure and Asset Management Plan: A thorough list of assets owned by MVCA will be reviewed to indicate present and future planning requirements. This plan will help guide MVCA in asset management including financial needs in the years ahead.
3. Administrative Office Renovations and Repairs: Several projects are planned for 2024 including washroom and front entrance door renovations to meet accessibility standards. Air quality improvements will include radon mitigation and improved filtration to provide a safe working environment for staff and visitors.
4. Invasive Species Control: To showcase good forestry management practices, buckthorn and phragmites control will continue in 2024 to suppress the encroachment of these invasive species on C.A land. Buckthorn control along the agricultural land at Wawanosh Valley CA will be implemented to prepare for future naturalization of marginal farmland areas.
5. Falls Reserve Conservation Area Improvements: In order to provide continued recreational opportunities at FRCA, several infrastructure projects are planned. Renovations to the gatehouse will provide improved access including accessibility updates. Roadway and parking lot replacement will also begin to ensure this required infrastructure remains in good condition.

#### E) Drinking Water Source Protection:

1. Governance & Leadership: Maitland Source Protection Authority meetings; renewal of agreement with ABCA
2. Communications: promotion of drinking water source protection program to the public.
3. Implementation/Technical Support: review of planning and development applications located within municipal well head and intake protection areas; amendments to Maitland Source Protection Plan to incorporate changes in wellhead protection area around well in Century Heights subdivision located in the Colborne Ward in the Municipality of Ashfield-Colborne-Wawanosh, and in Lucknow ward of the Municipality of Huron-Kinloss.  
Issue confirmation notices for new wells planned in Harriston and Palmerston.

## 2024 Operating Budget

The total operating budget is \$3,101,058. The following table includes the 2023 approved budget, 2024 draft budget and the rationale for any changes. A summary (Table 1) is included in the report.

Flood and Erosion Safety Services	2024 Draft Budget	Final Budget	Rationale for Changes
Flood Control Structures	\$3,026	\$3,026	No change
Erosion Control Structures	\$1,600	\$1,600	No change
Flood Forecasting & Warning	\$297,134	\$297,134	No change
Hazard Prevention	\$24,507	\$24,467	Minor reduction
Natural Hazard Information	\$68,936	\$68,936	No change
Regulation Administration	\$313,059	\$313,059	No Change
Total	\$708,262	\$708,222	

Corporate Services	2024 Draft Budget	2024 Budget	Rationale for Changes
Administration	\$371,645	\$380,010	<ul style="list-style-type: none"> <li>Absorbing levy shortfall from the South Bruce assessment adjustment and 2023 vacation pay payments.</li> </ul>
Financial Management	\$114,256	\$115,177	<ul style="list-style-type: none"> <li>Adjusted EI reduction program expenses for staff portion based upon 2023 outcome.</li> </ul>
Governance	\$16,600	\$16,600	<ul style="list-style-type: none"> <li>No change</li> </ul>
Service Area Support	\$57,450	\$54,449	<ul style="list-style-type: none"> <li>Adjusted preliminary projections based upon actual 2023 expenses.</li> </ul>
Communications - GIS/IT	\$232,824	\$244,824	<ul style="list-style-type: none"> <li>Increase in annual IT server license fees, coordinating special event Perth Children's Water Festival</li> </ul>
Total	\$792,775	\$811,060	
Watershed Stewardship Services	2024 Draft Budget	2024 Budget	Rationale for Changes
Watershed Monitoring	\$142,932	\$141,977	Staffing day allocation shifting from monitoring to extension.
Extension	\$171,573	\$172,428	Staffing day allocation shifting from monitoring to extension.
Forestry	\$171,784	\$171,944	Minor change due to forestry sale changes.
Total	\$486,189	\$486,349	



Conservation Areas Services	2024 Draft Budget	2024 Budget	Rationale for Changes
Falls Reserve Conservation Area	\$644,847	\$716,698	<ul style="list-style-type: none"> <li>Increased FRCA operational expenses based on actual expenses in 2023. Includes the purchase of an electric vehicle, computer upgrades, building valuations, and updated building renovation project expenses.</li> </ul>
Wawanosh Park Conservation Area	\$19,938	\$20,357	<ul style="list-style-type: none"> <li>Adjusted vehicle rental expenses based on expected use.</li> </ul>
Management/Development/Ops.	\$307,763	\$307,813	<ul style="list-style-type: none"> <li>Slight adjustment for land taxes</li> </ul>
Motor Pool	\$25,570	\$27,570	<ul style="list-style-type: none"> <li>No change</li> </ul>
Total	\$998,118	\$1,072,438	

Operating Budget Summary - Maitland Valley Conservation Authority						Table 1
ITEM	Revenue	Levy Funds	Deferred Revenue	Reserve Funds	Expense	NET Surplus/ Deficit
<b>Corporate Services</b>						
Administration	77,349	293,901		8,760	380,010	
Financial Management		115,177			115,177	
Governance		16,600			16,600	
Services Areas Support		54,449			54,449	
Communications, IT, GIS	10,000	230,824		4,000	244,824	
<b>Total</b>	<b>87,349</b>	<b>710,951</b>		<b>12,760</b>	<b>811,060</b>	
<b>Flood Safety Services</b>						
Flood Control Structures		3,026			3,026	
Erosion Control Structures		1,600			1,600	
Flood Forecasting and Warning	36,424	260,750			297,174	
Hazard Prevention		24,467			24,467	
Natural Hazard Information		68,935			68,935	
Regulations	90,000	223,059			313,059	
<b>Total</b>	<b>126,424</b>	<b>581,837</b>			<b>708,261</b>	
<b>Watershed Stewardship Services</b>						
Watershed Monitoring and Reporting	2,000	139,977			141,977	
Extension Services		172,428			172,428	
Forestry Services	142,200			29,744	171,944	
<b>Total</b>	<b>144,200</b>	<b>312,405</b>		<b>29,744</b>	<b>486,349</b>	
<b>Conservation Areas Management Services</b>						
Management/Development/Operations	10,300	297,513			307,813	
Motor Pool	47,414				27,570	19,844
<b>Total</b>	<b>57,714</b>	<b>297,513</b>			<b>335,383</b>	<b>19,844</b>
<b>Campgrounds</b>						
Falls Reserve Conservation Area	700,000			16,698	716,698	
Wawanosh Park Conservation Area	20,532				20,357	175
<b>Total</b>	<b>720,532</b>			<b>16,698</b>	<b>737,055</b>	<b>175</b>
<b>Drinking Water Source Protection Implementation</b>						
Source Water Protection	22,950				22,950	
<b>Total</b>	<b>22,950</b>				<b>22,950</b>	
<b>Net Operating Budgets</b>	<b>1,159,169</b>	<b>1,902,706</b>		<b>59,202</b>	<b>3,101,058</b>	<b>20,019</b>

## 2024 Projects Budget

The 2024 Projects Budget includes both new and ongoing projects.

Flood/Erosion Safety Projects	2024 Budget	Outline, Funding, Status
Flood Control/Preventative Maintenance	\$20,000	<ul style="list-style-type: none"> <li>No change. Preventative maintenance, equipment upgrades/replacements: levy</li> </ul>
Shoreline Hazard Mapping/ North Perth Flood Plain Mapping Project	\$113,000	<ul style="list-style-type: none"> <li>No change. Establish new floodplain mapping for the Middle Maitland River: FHIMP (NRCAN &amp; North Perth funded)</li> <li>Map additional Climate Change scenarios for shoreline, host permanent mapping portal, continue with coastal resilience working group: FHIMP (NRCAN &amp; Shoreline Special Levy) and ECCC Contribution agreement</li> </ul>
Total	\$133,000	

Watershed Stewardship Projects	2024 Budget	Outline, Funding, Status
Garvey Glenn Coordination	\$93,852	<ul style="list-style-type: none"> <li>Funding from MECP for buffers, soil health, and water quality monitoring projects in the North Shore watersheds(ACW)</li> </ul>
Middle Maitland Restoration	\$119,545	<ul style="list-style-type: none"> <li>Increase of \$69,495. Long term project to restore flood plains, river valleys and buffer strips in the Middle Maitland watershed. Funding from MCF, Stratford Perth Community Fdn. Molesworth Farm Supply</li> </ul>
Huron Clean Water	\$504,055	<ul style="list-style-type: none"> <li>No change. Continuation of ongoing funding from Huron County to administer clean water projects within the County</li> </ul>
Watershed Stewardship Projects	\$4,786	<ul style="list-style-type: none"> <li>No change. Carry over funding for infilling MTO planting projects</li> </ul>
Nature Based Climate Solutions	\$90,000	<ul style="list-style-type: none"> <li>No change. Final year of 3-year agreement for cover crop incentives and restoration throughout the entire watershed</li> </ul>
OMAFRA COA	\$8,000	<ul style="list-style-type: none"> <li>No change. Final year of 3-year agreement of OMAFRA funding for soil health and drainage outreach initiatives</li> </ul>
Stream Restoration & Natural Hazards Outreach	\$10,000	<ul style="list-style-type: none"> <li>No change. Final year of 3-year agreement of federal funding for stream restoration, and for shoreline hazard outreach project</li> </ul>
Carbon Footprint Initiative	\$3,217	<ul style="list-style-type: none"> <li>No change. Support costs for CFI, deferred revenue MCF</li> </ul>
Watershed Health Assessment	\$91,022	<ul style="list-style-type: none"> <li>Increase of \$355. Forest health follow up with science advisory group; start of aquatic health assessment work across the watershed. Donations &amp; grants</li> </ul>
Total	\$854,982	

Conservation Areas Projects	2024 Budget	Outline, Funding, Status
Forestry Management	\$21,000	<ul style="list-style-type: none"> <li>No change. Invasive species removal at several conservation areas. Focus at Wawanosh Valley CA to prepare marginal farmland areas for restoration. \$15,000 Working Capital Surplus, \$6,000 JHETF.</li> </ul>
Vehicle and Equipment Replacement	\$71,900	<ul style="list-style-type: none"> <li>Increase of \$1,900 to reflect actual pricing of mower replacement. Replace minivan with suitable electric/hybrid model and purchase a new mower for vegetation maintenance. \$58,900 Motor pool surplus, \$13,000 sale of existing vehicle &amp; mower.</li> </ul>
Carbon Sequestration	\$500	<ul style="list-style-type: none"> <li>No Change. Plant trees to sequester carbon from MVCA operations and Members mileage. \$500-Working Capital Accumulated Surplus.</li> </ul>
Conservation Areas	\$38,360	<ul style="list-style-type: none"> <li>Increase of \$5,460 for Gorrie grass maintenance costs, tree planting, and increase in lumber prices for Naftels Creek Project.</li> <li>Develop and install property signage at Conservation areas.</li> <li>Finish boardwalk replacement at Naftels Creek CA</li> <li>Complete severance of Brussels Mill</li> <li>Gorrie C.A Grass Maintenance</li> <li>Tree planting at Pioneer C.A.</li> </ul> <p>\$36,860 Working Capital Accumulated Surplus, \$1,500 JHETF.</p>
Total	\$131,760	

Corporate Projects	2024 Budget	Outline, Funding, Status
Administration Building Repairs and Maintenance, Telephone System	\$177,000	<ul style="list-style-type: none"> <li>• Increase to budget of \$43,000. Added asset valuation project and updated proposed washroom renovation expenses.</li> <li>• Renovate washrooms and front entranceway to meet accessibility requirements.</li> <li>• Complete Brick repairs to exterior of office</li> <li>• Install HEPA filters on furnaces and complete radon mitigation to improve air quality in the administration office.</li> <li>• Replace office telephone system components throughout office.</li> <li>• Installation of backup heater and dust collection in workshop.</li> <li>• Complete asset valuation on administration office.</li> </ul> <p>Total of \$95,258 Working Capital Reserve (includes ECCC funding received in 2023), \$81,742 Levy.</p>
GIS/IT Equipment/Software	\$56,000	<ul style="list-style-type: none"> <li>• No change. Purchase of computers, software, and hardware: \$37,742 Working Capital Surplus, \$18,258 Levy.</li> </ul>
Watershed Strategy	\$17,670	<ul style="list-style-type: none"> <li>• Addition to 2024 budget. Assistance with writing the watershed strategy and public consultation.</li> <li>• Funding from: Working Capital Accumulated Surplus</li> </ul>
Total	\$250,670	

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
<b>Corporate Services Projects</b>									
Administration Centre		81,742			95,258			177,000	
Watershed Strategy					17,670			17,670	
GIS/IT Management/Communications		18,258			37,742			56,000	
<b>Total</b>		<b>100,000</b>			<b>150,670</b>			<b>250,670</b>	
<b>Flood and Erosion Safety Services Projects</b>									
Flood Forecasting Monitoring Network		20,000						20,000	
North Perth Shoreline Mapping Update (FHIMP)	113,000							113,000	
<b>Total</b>	<b>113,000</b>	<b>20,000</b>						<b>133,000</b>	
<b>Watershed Stewardship Services Projects</b>									
Watershed Health Assessment Project	49,200			22,667	19,155			91,022	
Carbon Footprint Initiative				3,217				3,217	
Garvey Glenn Coordination	75,000			37,008				93,852	18,156
Middle Maitland Headwaters Restoration	60,000			109,595				50,050	119,545
Huron Clean Water	504,055							504,055	
Watershed Stewardship Projects (End date Dec 31/23)				4,786				4,786	
Nature Based Climate Solutions (End date Mar 31/24)	97,998			43,128				90,000	51,126
OMAFRA COA (End date Mar 31/24)	8,000			10,361				8,000	10,361
ECCC Stream Restoration and Natural Hazards Ou	10,000							10,000	
<b>Total</b>	<b>804,253</b>			<b>230,762</b>	<b>19,155</b>			<b>854,982</b>	<b>199,188</b>
<b>Conservation Area Projects</b>									
Forestry Management	6,000					15,000		21,000	
Vehicles/Equipment Replacement	13,000						58,900	71,900	
Carbon Sequestration Planting							500	500	
Conservation Area Projects	19,500				36,860			38,360	18,000
<b>Total</b>	<b>38,500</b>				<b>36,860</b>	<b>15,000</b>	<b>59,400</b>	<b>131,760</b>	<b>18,000</b>
<b>Net Project Budgets</b>	<b>955,753</b>	<b>120,000</b>		<b>230,762</b>	<b>206,685</b>	<b>15,000</b>	<b>59,400</b>	<b>1,370,412</b>	<b>217,188</b>

## Summary:

### Projects Budget

The total Projects Budget is \$1,370,412. The Projects Budget is based upon utilizing \$281,085 from the working capital accumulated surplus.

## Total Budget Summary:

MVCA's total budget for operating and projects for 2024 is \$4,471,470.

## Work Plan and Budget Approval Process:

### Step 1: Approval of Cost Apportionment for 2024:

Each member is entitled to vote for each of the municipalities that they represent. The levy must receive approval from the municipalities who represent 51% of the Current Value Assessment (CVA) in the watershed. Each municipality's vote is weighted based upon the percent of CVA that each municipality has in the watershed. The Cost Apportionment table has been adjusted to reflect the current value assessment for the Municipality of South Bruce. The Ministry of Natural Resources informed MVCA and South Bruce in late January that they had miscalculated the CVA for the portion of the municipality that is located within the MVCA's area of jurisdiction. The Chair, Matt Duncan asked the GM-ST to poll the members and ask if they cost apportionment should be reduced to compensate for the change to South Bruce's cost apportionment or if the additional \$2,475 should be redistributed amongst the other municipalities. Most of the Members recommended that the total levy be reduced from \$175,000 to \$172,525 to avoid having to increase the cost apportionment to the other 14 municipalities. The rationale being that MVCA had already circulated the draft cost apportionment to Member Municipalities.



<b>2024 Draft Cost Apportionment Schedule Increase Amount: \$172,525 Municipality</b>	<b>% of Municipality In Watershed</b>	<b>2023 CVA (modified) in Watershed \$</b>	<b>Municipal Population in CA jurisdiction</b>	<b>CVA Based Apportionment Percentage</b>	<b>2023 Approved General Levy</b>	<b>2024 Draft General Levy</b>	<b>\$ Increase from Prior Year</b>	<b>2024 Draft Total Levy</b>
Ashfield-Colborne-Wawanosh Twp.	100	\$1,338,594,680	4,620	12.4409	\$ 231,534	\$ 251,643	\$ 20,109	\$ 251,643
Central Huron Municipality	76	\$1,025,418,790	4,710	9.5303	\$ 178,147	\$ 192,770	\$ 14,623	\$ 192,770
Goderich Town	100	\$1,145,982,784	6,245	10.6508	\$ 198,931	\$ 215,434	\$ 16,503	\$ 215,434
Howick Twp.	92	\$476,723,985	2,672	4.4307	\$ 82,896	\$ 89,620	\$ 6,724	\$ 89,620
Huron East Municipality	72	\$1,124,550,003	5,760	10.4516	\$ 194,807	\$ 211,405	\$ 16,598	\$ 211,405
Huron-Kinloss Twp.	43	\$647,570,164	2,511	6.0185	\$ 111,827	\$ 121,737	\$ 9,910	\$ 121,737
Mapleton Twp.	5	\$96,841,174	385	0.9000	\$ 16,689	\$ 18,205	\$ 1,516	\$ 18,205
Minto Town	64	\$748,757,259	4,155	6.9590	\$ 129,241	\$ 140,760	\$ 11,519	\$ 140,760
Morris/Turnberry Municipality	95	\$560,702,290	2,741	5.2112	\$ 97,207	\$ 105,407	\$ 8,200	\$ 105,407
North Huron Twp.	100	\$603,628,746	3,935	5.6101	\$ 104,361	\$ 113,476	\$ 9,115	\$ 113,476
North Perth Municipality	98	\$2,447,981,384	10,828	22.7516	\$ 410,187	\$ 460,198	\$ 50,011	\$ 460,198
Perth East Twp.	9	\$189,777,262	857	1.7638	\$ 33,177	\$ 35,677	\$ 2,500	\$ 35,677
South Bruce Municipality	1	\$7,629,447	51	0.0709	\$ 1,309	\$ 1,435	\$ 126	\$ 1,435
Wellington North	16	\$294,847,208	1,472	2.7403	\$ 51,124	\$ 55,428	\$ 4,304	\$ 55,428
West Perth Municipality	3	\$50,586,083	225	0.4701	\$ 8,744	\$ 9,510	\$ 766	\$ 9,510
<b>Total</b>		\$10,759,591,259	51167	99.9998	\$ 1,850,181	\$ 2,022,706	\$ 172,525	\$ 2,022,706

**Recommendation:**

THAT the cost apportionment be approved at \$172,525 for 2024;

AND THAT the cost be apportioned to each municipality in accordance with the 2024 schedule.

Step 2: Approval of the 2024 Work Plan and Budget:

The approval of the work plan and budget requires a motion and a majority of the Members to be approved.

**Recommendation:**

THAT the 2024 Work Plan and Budget be approved as outlined in Report #13-2024.

## Members Report #14-2024

**To:** Members, Maitland Valley Conservation Authority  
**From:** Phil Beard, General Manager -Secretary-Treasurer  
**Date:** March 1, 2024

**Subject:** 2024 Draft Work Plan: Members

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### **Purpose:**

To outline the major items of governance related business that the Members will be dealing with in 2024.

### **Background:**

The Members work plan is based upon the major business outlined in MVCA's 2024 Work Plan. If there are any additional items that should be added, please identify them at the 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 2024 Conservation Ontario will be assisting conservation authorities with the following:

- a) The Ministry of Natural Resources and Forestry has amended the Conservation Authorities Act. These amendments impact the regulatory powers of conservation authorities related to Development in flood plain, river valley, wetlands, shoreline, and watercourses as well as activities within conservation areas. These amendments will come into effect on April 1, 2024. These amendments will require conservation authorities to make changes to their policies and procedures related to the administration of these regulations.

#### 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
  - encouraging both Ministries to expand the mandate for HLH to include Healthy Watersheds, People, Wildlife.

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.
- b) Water and Erosion Control Infrastructure Agreements: The Members approved a cost sharing policy for the financing MVCA's water and erosion control infrastructure.  
Staff has been directed to develop agreements with those municipalities where MVCA has water and erosion control infrastructure (Municipality of North Perth, Town of Goderich, Township of Morris Turnberry and the Municipality of Huron East).  
The draft agreements will be presented to the Members for review and approval.
- c) Finalizing the Agreement of Sale for the Brussels Mill to the Brussels Trust: The Members approved a motion to work with the Brussels Trust to allow them to purchase the Brussels Mill. The severance of the mill from the Brussels Conservation Area has been approved by the County of Huron.
- d) 2025-2027 Work Plan and Budget Forecast: Staff will develop an updated three-year work plan and budget for the years 2025-2027.  
The three-year forecast will outline the resources that are needed to meet MVCA's needs over the next three years.
- e) Watershed Strategy: Approving the Watershed Strategy. The Strategy is based upon the 2024-2026 work plan and financial forecast. The Strategy must be submitted to MNRF by December 31, 2024.

- f) North Perth Flood Plain Mapping: The Members are responsible for reviewing the comments from the public on the draft flood plain mapping and approving the final mapping.
- g) Governance Review: The Members have identified that they would like to undertake a governance review every four years. Staff are recommending that the review be undertaken prior to the May 15, 2024 meeting if that date works for the Members.
- h) Critical Infrastructure Asset Management Plan: The critical infrastructure asset management plan will identify the funding needed for MVCA's major infrastructure and equipment over the next five years.
- i) Conservation Lands Strategy and Inventory: MNRF requires all conservation authorities to prepare a conservation lands strategy and inventory. These documents must be submitted by December 31, 2024
- j) Natural Hazards Asset Management Plan: MNRF requires all conservation authorities to prepare and submit a natural hazards asset management plan. MVCA's plan will include three flood/erosion control structures. The Listowel flood control structures, Goderich Bluff erosion control structure and the McGuffin Gully Erosion Control structure. The plan must be submitted by December 31, 2024.
- k) Ice Management Plan: MNRF requires all conservation authorities to submit an ice management plan for all areas that are subject to ice jamming. The plan must be submitted by December 31, 2024.
- l) 75<sup>th</sup> Anniversary Celebration: MVCA will be celebrating its 75<sup>th</sup> Anniversary in 2026. Staff are recommending that the Members start planning for this event in 2024.

Summary:

This report outlines the major items of business that the Members will be dealing with in 2024. If the Members have any additional items that they think should be added to the work plan, please raise them at the meeting.

**Recommendation:**

THAT the work plan for 2024 be adopted as outlined in Report #14-2024.

## Members Report #15a-2024

**To:** Members, MVCA  
**From:** Patrick Huber-Kidby, Supervisor of Planning & Regulations  
**Date:** March 7, 2024  
**Subject:** Review of Transition Requirements to Ontario Regulation 41/24 under the Conservation Authorities Act

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### Purpose:

To review transition requirements for the new singular Conservation Authority Regulation that will replace MVCA's existing Regulation (Ontario Regulation 164/06).

### Background:

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the Conservation Authorities Act was approved by the province. This regulation will replace the existing individual "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation Ontario Regulations 164/06 held by the Maitland Valley Conservation Authority.

Moving forward, O. Reg. 41/24 will be used by all CAs. The regulation's effective date is **April 1, 2024**. The enactment of O. Reg. 41/24 will also coincide with the proclamation of associated sections within the Conservation Authorities Act.

Much of the CA regulatory process remains the same. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the Conservation Authorities Act and as stipulated in O. Reg. 686/21: Mandatory Programs and Services. CAs will continue to require applications for a permit to undertake otherwise prohibited development, interference and alteration activities in regulated areas as defined under the Conservation Authorities Act and in O. Reg. 41/24.

### Key Changes:

While much of the CA regulatory process remains the same, key changes of potential interest for our municipal partners include:

- The definition of a "watercourse" has been amended from "an identifiable depression in the ground in which a flow of water regularly or continuously occurs"

to “a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs”.

- The general maximum validity period for permissions is extended from 24 months to 60 months (extensions past 24 months previously required direct Member approval)
- The regulated area around wetlands (“other areas”) will be consistent at 30 m, including around provincially significant wetlands, which is currently 120 m.
- An emphasis on “surface connection to a watercourse” (watercourse as newly defined) has been provided for the definition of regulated wetland; this creates ambiguity about other wetland features contributing to the hydrologic function of the watershed but are not intersected directly by an open watercourse (staff are seeking clarity from Ministry staff on the interpretation of this)
- The criteria under which permission is provided has been changed (staff are seeking clarity from Ministry staff on the interpretation of this)
- The proclamation of Stop Orders for the officers appointed under 30.1 (CA Act)
- Adding a process of Administrative Reviews for permit applications
- Exceptions for certain low-risk activities will now apply, including:
  - *the construction, reconstruction, erection or placement of,*
    - *a seasonal or floating dock that,*
      - *is 10 square metres or less,*
      - *does not require permanent support structures, and*
      - *can be removed in the event of flooding,*
    - *a rail, chain-link or panelled fence with a minimum of 75 millimetres of width between panels, that is not within a wetland or watercourse,*
    - *agricultural in-field erosion control structures that are not within and that do not have any outlet of water directed or connected to a watercourse, wetland or river or stream valley,*
    - *a non-habitable accessory building or structure that,*
      - *is incidental or subordinate to the principal building or structure,*
      - *is 15 square metres or less, and*
      - *is not within a wetland or watercourse, or*
    - *an unenclosed detached deck or patio that is 15 square metres or less, is not placed within a watercourse or wetland and does not utilize any method of cantilevering;*
  - *the installation of new tile drains that are not within a wetland or watercourse, within 30 metres of a wetland or within 15 metres of a watercourse, and that have an outlet of water that is not directed or connected to a watercourse, wetland or river or stream valley, or the maintenance or repair of existing tile drains;*

- *the installation, maintenance or repair of a pond for watering livestock that is not connected to or within a watercourse or wetland, within 15 metres of a wetland or a watercourse, and where no excavated material is deposited within an area where subsection 28 (1) of the Act applies;*
- *the maintenance or repair of a driveway or private lane that is outside of a wetland or the maintenance or repair of a public road, provided that the driveway or road is not extended or widened and the elevation, bedding materials and existing culverts are not altered;*
- *the maintenance or repair of municipal drains as described in, and conducted in accordance with the mitigation requirements set out in the Drainage Act and the Conservation Authorities Act Protocol, approved by the Minister and available on a government of Ontario website, as it may be amended from time to time; and*
- *the reconstruction of a non-habitable garage with no basement, if the reconstruction does not exceed the existing footprint of the garage and does not allow for a change in the potential use of the garage to create a habitable space.*

These changes will require CAs to review and update their regulatory mapping (as appropriate) to reflect the new regulated limits. Municipalities are advised that CA regulatory mapping which has been shared for screening purposes may require updates, and in the interim, CA staff may need to undertake site visits to confirm regulated features and areas.

Additionally, section 5 of O. Reg. 41/24 provides a list of activities or works where a CA permit is no longer required, where works are carried out in accordance with the regulation. Applicants are encouraged to confirm exceptions with the CA prior to carrying out the work. MVCA will work to provide implementation support materials to municipalities, regarding the DART Protocol with drainage superintendents.

### **Administrative Changes:**

Interim policy updates will be required to remove and update all references to Ontario Regulation 164/06, re-delegate authority for permit issuance, create a new permit application package to reflect new references and the application requirements laid out in Ontario Regulations 41/24, create new permission policies for regulated areas, and create new policies for formalized pre-consultation. At the time of writing this report certain actions and clarification are still being requested from the Ministry of Natural Resources and Forestry, including a new class designation for Regulations Officers as officers for the purposes of the Provincial Offences Act.

**Re-Delegation:**

So that staff may continue reviewing and issuing permits upon the April 1<sup>st</sup> the following delegations have been drafted by Conservation Ontario staff for consideration by the Members.

**The Members of the Authority have inherent ability to make decisions on these matters and are responsible for doing so unless they are otherwise delegated.**

Activity	Recommended Delegation	Rationale
Issuance & Extension of Permits (up to the maximum period of validity)	Senior Staff / Staff ( <i>Issuance and Extension</i> )  Executive Committee / Members (Board) ( <i>Hearings</i> )	<ul style="list-style-type: none"> <li>• Delegation of powers to staff for affirmative permitting decisions is currently in place for most CAs and is consistent with provincial direction*</li> <li>• Expediency to review and issue permits within legislated and regulated timeframes (new requirement)</li> <li>• Hearings further to an Authority’s notice of intent to refuse an extension request would be subject to the <i>Statutory Powers and Procedure Act</i></li> </ul>
Cancellation of Permits	CAO / Senior Staff ( <i>Notice of Intent to Cancel</i> )  Executive Committee / Members (Board) ( <i>Hearings</i> )	<ul style="list-style-type: none"> <li>• Cancellation of permits involves opportunity for a hearing before the Authority or its delegate</li> <li>• Hearings would be subject to the <i>Statutory Powers Procedure Act</i></li> <li>• Decisions from the hearing process are subject to appeal to the Ontario Land Tribunal</li> </ul>
Hearings i. 28.1 (Permits) ii. 28.1.2 (Mandatory permits, zoning orders)**	Executive Committee / Members (Board)	<ul style="list-style-type: none"> <li>• Hearings prior to April 1, 2024 were held before the Board or Executive Committee (process is understood and practiced)</li> <li>• Hearings would be subject to the <i>Statutory Powers Procedure Act</i></li> <li>• Decisions are subject to appeal via a request for Minister’s review or</li> </ul>



iii. 30.4 (Stop Order)		to the Ontario Land Tribunal
Administrative Reviews (Requests for Review)	CAO / Senior Staff	<ul style="list-style-type: none"> <li>Limited timeframe (30-days) to complete a review</li> <li>Reviewer should have knowledge of CA application process and familiarity with CA development policies/guidelines</li> <li>Decision is related to confirmation of complete application /administrative processes <u>only</u> and not a decision about whether the permit should be issued</li> <li>The review process is not subject to the <i>Statutory Powers Procedure Act</i></li> <li>No mechanism within the CA Act for appeal</li> <li>Delegation is consistent with provincial direction*</li> </ul>
<b>Client Service / Streamlining Recommendation</b>		
Customer Service Concerns	Client Service Facilitator / CAO	<ul style="list-style-type: none"> <li>Addressing concerns, not decision making (lower risk)</li> <li>Existing client service facilitators at high-growth CAs (per the CO Client Service and Streamlining Initiative)</li> </ul>

**Recommendation:**

To be developed at this meeting.

## Members Report #15b-2024

**To:** Members, MVCA

**From:** Stewart Lockie, Conservation Areas Coordinator

**Date:** March 7, 2024

**Subject:** Review of changes to Section 29 of the Conservation Authorities Act

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### **Purpose:**

To review changes to Section 29 of the C.A Act that will also replace MVCA's existing Regulation (R.R.O. 1990, Regulation 117).

### **Background:**

Section 29 of the C.A Act specifically deals with regulations for public use of Conservation Authorities property. Currently, each Authority has its own Regulation which indicated activities requiring permits and restricted activities. For Maitland Conservation, this was R.R.O. 1990, Regulation 117, Conservation Areas- Maitland Valley.

As part of changes made to the Conservation Authorities Act in 2021, a new regulation (Ontario Regulation 688/21) was proposed and will now come into effect on April 1<sup>st</sup>, 2024.

O. Reg 688/21 consolidates the current individual conservation authority 'Conservation Area' regulations made under Section 29 of the Conservation Authorities Act into one Minister's regulation that regulates the public use of authority owned land. The full regulation can be found at <https://www.ontario.ca/laws/regulation/210688>

Much of the new regulation remains the same as Reg. 117 with very few changes. Conservation Ontario requested a review of the proposed Reg. 688/21 when released, as several issues were evident to provide the necessary standards to meet today's public use and enforcement needs at Conservation areas. These requests were not included in the new regulation and enforcement and compliance tools remain unchanged. Set fines have not been updated to reflect the new regulatory sections. Fines have not been updated and since 2012. The list of recommendations provided by Conservation Ontario is included at the end of this report.

The following key changes have been added to the new regulation taking effect April 1, 24 and have been summarized as follows:

- Added the definition for “domestic animal” and included additional regulations prohibiting an animal to:
  - enter waters adjacent to campsites where water may be used for cooking or consumption.
  - Damage conservation area property or vegetation.
  - Chase or harass wild animals or birds.
  - Injure, or attempt to injure, a person or other domestic animal.
  - Be off-leash.
    - unless in an area designated by an authority as an off-leash area.
    - Accompanying a person with a disability
  - Persons in charge of an animal must secure the animal at the request of an officer.
  - Persons in charge of an animal must dispose of excrement that will not cause a health hazard or public inconvenience unless the person is unable, due to a disability.
- Appointment of officers is now by Section 30.1 of the CA Act, same as for section 28 regulations officers.
- Added the requirement for permit holders to produce the permit for inspection at the request of an officer.
- Prohibited activities include discriminatory or harassing language or gestures, removed the act of begging.
- Added fire bans can be implemented by a superintendent if a fire hazard exists.
- Added campsite occupiers must vacate the site, no later than check out time of departure.
- Added a day-use permit, authorizes “no more than two motorcycles” in a designated parking area. This previously only indicted “one motor vehicle”.
- Added subsection 144 (15)(18)- traffic and pedestrian controls and Subsections 175 (11) to (12.2) -stopping for school buses, of the highway traffic act to apply.

**Recommendation:**

To be determined.

## ATTACHMENT 3: Section 29 Minister's Regulation



### Section 29 Minister's Regulation

Conservation Ontario notes that the ministry is intending for the Minister's regulation to be broadly consistent with the provincial content that has been used in the past. Conservation Ontario recommends that the province defer the approval of a new Section 29 regulation until such time as a fulsome review and update of the regulation can be undertaken. To support this position, Conservation Ontario offers the following detailed comments related to the Section 29 Minister's Regulation.

Under the *Conservation Authorities Act*, conservation authorities are required to provide programs and services related to the conservation and management of lands owned or controlled by the authority. This includes a regulation made under Section 29 of the *Conservation Authorities Act* regarding public use of authority's property. It is proposed that the Section 29 regulation be redesigned to better align with by-laws made under the *Municipal Act* related to the use of municipal property including parks, and the [Provincial Parks and Conservation Reserves Act](#), 2006 and its associated regulations, including O. Reg. 347/07: [Provincial Parks: General Provisions](#).

Collectively, conservation authorities own and protect a total of 150, 000 hectares of land, including forests, wetlands, areas of natural and scientific interest, recreational lands as well as land for flood and erosion control. Among these lands are approximately 500 Conservation Areas, many of which are publicly accessible, representing 80 000 hectares of property. Throughout the pandemic and particularly in southern Ontario, conservation authorities have seen a huge increase in the number of people attending Conservation Areas. For example, Credit Valley Conservation received over 1 million visitors in 2020 alone even with the COVID-19 restrictions in place.

Conservation Areas differ significantly in terms of size and amenities. Many are local areas which are akin to municipal parkland. Others include a number of amenities including water parks, marinas, ski hills and education buildings. Conservation Areas include more than 8, 400 campsites, some accessible by public transit, which allows a greater number of Ontarians to experience camping. Given the wide array of uses and the potential for overnight visits, conservation authorities need the legislative tools to effectively protect their properties, provide opportunities for ecologically sustainable outdoor recreation opportunities, provide opportunities for Ontarians to increase their knowledge of Ontario's natural heritage and to facilitate scientific research and monitoring on the landscape.

There is a public expectation that conservation authorities will ensure the orderly use of their Conservation Areas to ensure public safety and security, cleanliness and to minimize impacts on other enforcement agencies, including municipal by-law officers and police departments.

All public green space (conservation areas, municipal parks, provincial parks) experienced a significant increase in use during the pandemic. This increase, which is expected to continue post-pandemic, challenged conservation authority staff, municipal bylaw officers and provincial park wardens. It is recommended that a working group be formed of enforcement staff from conservation authorities, municipalities and the province, as well as staff from the Office of the Attorney General, to ensure all parties and levels of government have the tools they need to ensure the orderly use of their

properties and to ensure public and staff safety and security. This may require a redesign of the Section 29 regulation and CA regulatory powers to better align with bylaws made under the *Municipal Act* as well as the *Provincial Parks and Conservation Reserves Act*.

### Proposed Additions and Amendments

Given the similarities between the activities of municipal by-law officers and provincial park wardens, conservation authorities request the following amendments to the compliance program and associated regulations to ensure that they can continue to provide high quality recreational experiences to the public while providing a similar level of service as municipalities and the province.

Proposed Addition/Amendment	Description	Rationale
<p>Include “peace officer” in the definition of conservation authority officer.</p>	<p>Currently municipal by-law officers and park wardens are included in the definition of “peace officer” for purposes of enforcing their regulation.</p>	<p>Many conservation authority staff are designated by their municipal partners as by-law officers to enforce municipal by-laws (e.g. Niagara Region’s Municipal Tree Cutting By-law). This amendment would make CA officers more comparable to municipal by-law officers and provincial park wardens. Designating CA staff as peace officers will provide them with the protections afforded to similar officers under the Criminal Code of Canada and will give CA staff the appropriate standing should they need to testify in front of the courts.</p>
<p>Require the public to identify themselves to a Provincial Offences Officer</p>	<p>Include a requirement that the public identifies themselves when asked by a Provincial Offences Officer. Conservation Authorities staff are currently afforded this tool by the Province in order to assist the Province with compliance with the <i>Emergency Management and Civil Protection Act</i> orders.</p>	<p>While conservation authorities have had the ability to issue certificates of offence (tickets) for many years, they lack the ability to require that an individual identify themselves to the Provincial Offences Officer. This significantly limits the CA’s ability to enforce the S. 29 regulation when necessary and/or unnecessarily complicates the process.</p>

Proposed Addition/Amendment	Description	Rationale
Campsite permit holder responsibility	<p>Enable the CA to cancel the camping permit of a person who is in contravention of the regulation or a provision of the <i>Liquor License Act</i>.</p> <p><i>*Require that the campsite permit holder provide the permit for inspection by an officer.</i></p> <p><b>NOTE: This was included in Reg 688/21</b></p>	<p>Under the <i>Provincial Parks and Conservation Reserves Act, 2006</i> the registered permit holder has to produce the campsite permit upon request. Conservation areas which contain campsites should also have the same standards to create greater consistency across the province and to reinforce the responsibility of the registered permit holder.</p>
Seizure of an object	<p>Create the ability for a Provincial Offences Officer to seize an object which is part of an offence</p>	<p>Under the current S. 29 regulation there are a number of offences which are subject to Part I (tickets). For example, it is unlawful to ignite fireworks. A S. 29 officer may choose to issue a ticket to a person of legal age who is discharging the fireworks, but they have no ability to seize any remaining fireworks on site. This has led to additional problems in conservation areas in the past.</p>
Update of Set Fines	<p>Set fines are the amount of money that is associated with a ticket. Most conservation authorities do not issue tickets for infractions on their properties; however, it is one of the few compliance tools that CAs have available to them.</p>	<p>With the creation of a single regulation to be implemented by all conservation authorities new set fines will need to be established for routine offences. Prior to the establishment of new set fines, a review and update of the fines should be undertaken to ensure consistency with comparable pieces of legislation (e.g. municipal by-laws). The set fines for conservation areas were last updated in 2012.</p>
Expand the Class Designation for CA Officers	<p>Currently conservation authority staff are designated by the Minister of Natural Resources and Forestry to enforce the</p>	<p>Conservation authorities provide programs and services to the public which include</p>

Proposed Addition/Amendment	Description	Rationale
	<p><i>Conservation Authorities Act</i> and the <i>Trespass to Property Act</i>. Conservation authorities would greatly benefit from an expansion in the Class Designation process to include: <i>Highway Traffic Act</i>, <i>Liquor Licence Act</i>, <i>Motorized Snow Vehicles Act</i>, and the <i>Off-Road Vehicles Act</i>. This would be consistent with the provincial park warden (superintendent/assistant superintendent) Class Designation.</p>	<p>trails and, in some cases, overnight camping. Due to the significant increase in use of these properties as a result of the pandemic, conservation authorities and municipalities have been struggling to control parking and access to these sites via various off-road vehicles. Including these designations would allow CAs to better manage their lands, decrease demand on municipal by-law officers to manage traffic and prevent destruction of conservation authority property. These designations would be consistent with 29 (1) (a)(b)(e) of the <i>Conservation Authorities Act</i>.</p>
<p>Include the ability to stop a vehicle that is in contravention of the regulations</p>	<p>Currently the S. 29 regulation includes prohibitions related to the <i>Highway Traffic Act</i>, including prohibiting the operation of a motor vehicle at a speed exceeding 20 km / hour.</p>	<p>The incorporation of key elements of the <i>Highway Traffic Act</i> is an important public safety consideration for conservation areas. Unfortunately, many of the current tools are ineffective as conservation authority staff are unable to stop drivers who are in contravention of the <i>Highway Traffic Act</i> in conservation areas. Allowing speeding drivers to be stopped will help to protect the most vulnerable users of conservation areas (small children/ people with limited mobility).</p>
<p>Improve the ability for CAs to integrate compliance work with municipalities</p>	<p>Expand the definition of officer to include other types of Provincial Offences Officers (for example, Municipal Law Enforcement Officers) and to remove limitations associated with having only one enforcement lead.</p>	<p>Many conservation authorities work closely with their municipal partners to address non-compliance issues in and around conservation areas. This has included the</p>

Proposed Addition/Amendment	Description	Rationale
		<p>designation of conservation authority staff as Municipal Law Enforcement Officers (MLEOs). These amendments are intended to maximize flexibility in approach and to share resources between municipalities and conservation authorities where there is agreement to do so.</p>
<p>Update the regulation to reflect modern technologies</p>	<p>Include a new prohibition with regard to the unauthorized use of any remotely controlled device including boats, aircraft including drones, vehicles, etc</p>	<p>The regulation should reflect the current challenges that conservation authorities face with maintaining the orderly use of their lands.</p>
<p>Clarify that permissions can be issued for certain prohibited activities</p>	<p>Clarify that permissions can be issued by the Authority for activities currently prohibited in 4(1)(c) and (d) of the regulation. This includes (c) cut, remove, injure or destroy a plant, tree, shrub, flower or other growing thing and (d) remove or destroy any soil or rock.</p>	<p>The current regulation allows a permit to be issued for any purpose (see 3(2)) by the Authority whereas 4(2) indicates that a permit can only be issued for certain activities. Many conservation authorities engage in sustainable forestry practices to maintain the health of their woodlots. Routine grading is associated with many conservation area infrastructure projects.</p>



## Members Report #16-2024

**To:** Members, Maitland Valley Conservation Authority  
**From:** Patrick Huber-Kidby, Planning & Regulations Supervisor  
**Date:** March 7, 2024  
**Subject:** Coastal Resiliency Strategy Future Projects: 2024-2028

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### Purpose:

To provide an overview of the proposed Coastal Resilience projects and Environment and Climate Change Canada project funding program.

### Background:

On December 20, 2023 the Members supported a continuation of the Coastal Resilience work via federal funding programs through the Natural Resources Canada (NRCAN) Climate-Resilient Coastal Communities funding program.

A Phase 3 project was developed to continue Coastal Resilience work on the Lake Huron Shoreline (Phase 1 being updates to the shoreline hazard mapping, Phase 2 being a contribution agreement with Environment and Climate Change Canada (ECCC) titled: *Enhancing water quality and ecosystem health by engaging the Lake Huron community in place-based planning and action for nearshore health, streambank stabilization and barrier removal* (ECCC contribution agreement: GXCE23P105)

An NRCAN application: *Southern Lake Huron Littoral Cell Adaptation Action Plan*, was made in December 2023.

This application would allow MVCA to share knowledge and experience with our partners in different geographic or temporal points on a shared adaptation pathway. We are also seeking to limit the opportunity for maladaptation, encourage sustainable development, and maximize the possibility for economic co-benefits. This will be achieved by cooperation and develop an identity and governance structure around the appropriate geo-physical scale represented by the Southern Lake Huron Littoral Cell. The Littoral Cell Technical Committee will guide three distinct pilot efforts to:

- **Develop a Restored Sediment Pathway around the Goderich Harbour Structure**
- **Draft and prepare to implement Transformative Development Policies**

- **Create a Manual for Planned Retreat**

The strategies above are designed to address key social and economic challenges that affect the Lake Huron shoreline. We also anticipate that these strategies will also benefit the health, recreation, and biodiversity concerns identified through our recent public engagement sessions.

This project scope has been applied for to NRCAN.

#### OVERVIEW OF NEW FEDERAL FUNDING:

In December 2023 ECCC announced a funding stream titled *The Great Lakes Freshwater Ecosystem Initiative*. This funding is 100% federal, with the following priority areas for action:

- **restore Areas Of Concern (AOC):** Supporting action at the local level to restore water quality and aquatic ecosystem health by implementing projects identified in AOC Remedial Action Plans (RAPs).
- **prevent toxic and nuisance algae:** Supporting on-the-ground actions following the Precision Conservation approach, targeting implementation of phosphorus load reduction measures in critical sources areas for nutrient loss, as well as increasing participation in the application of phosphorus load reduction measures by demonstrating innovative approaches and best management practices, and filling knowledge gaps through research and science.
- **restore and protect critically important coastal areas, including wetlands:** Supporting and promoting local-level action to enhance water quality, ecosystem health, and the resilience of coastal areas experiencing stress due to climate risks and impacts.
- **reduce releases of harmful chemicals:** Increasing participation in the application of beyond-compliance measures to reduce releases of chemicals of mutual concern (CMCs) by developing, implementing, assessing, and promoting use of innovative approaches, as well as enhancing understanding of emerging contaminants that could become CMCs and their potential impacts to the Great Lakes ecosystem.
- **support community-based science:** Promoting public engagement in Great Lakes protection through community-based science projects, including advancing stakeholder and public knowledge, improving the sharing and quality of data produced, and advancing broader application of new technologies.

To progress our Coastal Resilience efforts and augment the Southern Lake Huron Littoral Cell Adaptation Action Plan, MVCA staff have submitted two applications to ECCC (as of February 16, the application deadline)

These applications include:

1.

Southern Lake Huron Littoral-Cell Adaption Action Plan: Restoring Natural Sediment Transport Pathways (2024 – 2028) – under the **restore and protect critically important coastal areas, including wetlands** area of action.

This application proposes to:

- Assessment of Shoreline Hardening on Nearshore Ecosystems:
  - This strategy aims to produce a high-fidelity numerical model of sediment transport rates, pathways, and depositional areas across the Lake Huron shoreline within MVCA's area of jurisdiction under historical and future conditions using previously generated (2023) erosion rates, and climate change impacts on water levels and wave energy. A final report will provide evidence-based policy recommendations to maintain and limit development pressures on significant erosion and depositional areas, develop neighbourhood-scale communication tools and present a cost-benefit analysis of high-level concepts to protect or restore areas of high ecological value.
- Goderich Sediment Pathway Restoration:
  - The goal is to produce a modelling-based sediment management strategy for the Port of Goderich, prioritizing nature-based solutions such as the establishment of a feeder beach system and responsible reuse of dredged sediment from the river mouth to mitigate erosion and sediment starvation down drift of Goderich. Sand by-pass activities will be monitored three times over one year following sand placement to determine if the trial was successful. If successful, the sand by-pass activities will reconnect 56 km of shoreline, establishing a new equilibrium such that wave-energy levels and sand supply return to a more natural, steady state between Point Clark and Bayfield, Ontario.
- Rotary Cove Nearshore Coastal Restoration Plan:
  - This restoration plan aims to provide the Town of Goderich with nature-based restoration strategies to address the rapid erosion rate south of Rotary Cove and augment the efforts of the sediment pathway. This project will serve as an example of how nature-based solutions can pivot from historic modes that have resulted in contemporary low-resiliency scenarios.
- Londesborough Dam Removal and Restoration:
  - The project will remove a 43m long dam outside the town of Londesborough, Ontario that spans the entire width of the South Maitland River (~43m long) and has a drainage area of 350 km<sup>2</sup>. This project will serve as an example for

restoring riverine processes by reconnecting over 204km of river and its natural sediment transport regime of a high-order tributary to the Maitland River, the largest river system entering Lake Huron within the Inverhuron-Goderich / Goderich-Kettle Point littoral cell.

- Formation of Littoral Cell Technical Committee:
  - A technical advisory group will bring expertise to this project from other legislative jurisdictions, planning and economic agencies, technical engineering and physical geography disciplines, and indigenous and ecological knowledge. The advisory group will serve as a method to mobilize knowledge and experience within and beyond the boundaries of the Inverhuron-Goderich / Goderich-Kettle Point littoral cell and contribute to the evolving discourse of coastal resilience within the Great Lakes community and foster an all-of-society approach to shared challenges.

Two of these outcomes mirror outcomes already included in the original NRCAN Climate-Resilient Coastal Communities application. Key Federal staff are aware of the crossover, and of the issues surrounding their funding program deadlines which required the submission of new applications before knowing the results of initial applications. Federal staff have committed to work with applicants to scope these projects to ensure there is no duplication.

2.

Southern Lake Huron Littoral-Cell Adaption Action Plan: Advancing Science & Society Coaction for Coastal Resilience (2024 – 2028) – under the **support community-based science** area of action.

This application proposes to:

- Mobilize staffing resources:
  - Providing extension staff resources through a Coastal Citizen-Science Interpreter and Coastal Outreach Technician, to expand on coastal process and climate change knowledge in the community, and facilitate the perpetuation of science-based knowledge in the shoreline community into the future. This knowledge will underpin a shift in the social-geophysical relationship within the Southern Lake Huron Littoral Cell.
- Social Network Analysis:
  - In partnership with the University of Waterloo School of Planning a social network analysis will be completed and re-visited to annually guide communication strategies for the subsequent years.
- Outreach activities:
  - Develop proactive and receptive communication strategies, in addition to supporting existing passive communications (online information), and pilot-

specific active communications related to the larger Southern Lake Huron Littoral-Cell Adaption Action Plan.

- Proactive communication activities:
  - Undertaking active community outreach centered around one-to-one interactions (phone calls, site visits, remote meetings, etc.); and outreach centered on public events tied to designated areas and established shoreline communities. The majority of these are proposed to take place directly on the shoreline as advertised events and on Saturdays to accommodate seasonal landowners and beach users who are otherwise difficult to engage. Specialized training sessions in the second half of the project are also proposed to provide two streams of dedicated coastal process education to landowners and real estate associations respectively.
- Receptive communication:
  - Undertaking receptive communication will include dedicated staff resources to handle the inquiries and outreach of shoreline stakeholders, anticipated to be most heavily shoreline landowners. These communications will be geared toward increasing education and engagement, encouraging further outreach as part of the feedback loop.

The Great Lakes Freshwater Ecosystem Initiative is 100% Federally funded, however the support of additional resources was strongly encouraged in the application process and will reflect positively on project selection. MVCA has therefore proposed to support these efforts through in-kind staff time and \$10,000 in each of the four project years. MVCA has also obtained community support in the form of letters accompanying these applications from:

Community Letter of Support - Fishing Friendly Foundation  
Community Letter of Support - Lakeshore Eco-Network  
Community Letter of Support - Nature Conservancy Canada  
Community Letter of Support - Bruce Power  
Community Letter of Support - Nuclear Innovations Institute  
Community Letter of Support - Goderich Port Management Corporation  
Community Letter of Support - Maitland Trail Association  
Community Letter of Support - Ontario Soil Network

**Recommendation:**

THAT MVCA include the next phase of the Coastal Resilience Projects in the 2024 and three-year budgets, if funding is approved by Environment and Climate Change Canada

## **Members Report #17-2024**

**To:** Members, Maitland Valley Conservation Authority  
**From:** Stewart Lockie, Conservation Areas Coordinator  
Dave Nuhn, Field services Specialist  
**Date:** March 5th, 2024  
**Subject:** Motor Pool- Mini van replacement

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### **Purpose:**

This report is being presented for the Members information and direction.

### **Background:**

In 2024, the 2016 Dodge Grand Caravan is due for replacement in the Authorities Motor Pool. Vehicles in the Authority motor pool are replaced every 5-8 years to ensure vehicles remain in a safe, reliable and efficient condition.

Staff researched suitable replacement models that would fit our carbon reduction strategy and meet the needs of the authority. At this time, all-electric minivans are unavailable in Canada and only two hybrid options were found to be available. After researching both options, it was determined that the Toyota Sienna LE would best fit the authority's needs. The rationale for choosing the Sienna over the Chrysler Pacifica came mainly down to cost. The listed MSRP on the Toyota Sienna was over \$15,000 less than the Pacifica.

After more research and contacting several dealerships in the area a delivery problem became apparent. Staff were initially told to expect a 3-5 year wait from the date of ordering the vehicle to the vehicle's delivery. Shortly thereafter, Toyota announced that it is increasing production targets for this vehicle and has cut those wait times considerably. However, due to low supply and high demand no fleet pricing was available for the minivan.

Staff contacted local Toyota dealerships to obtain quotes for a Toyota Sienna 8 Passenger 2.5L eCVT LE Mini van. Prices were to include all applicable taxes, destination charges, a cargo liner option, winter tires and steel rims equipped with TPMS. Quoted results are listed below.

Name of Dealership	Price of Vehicle	Price of Winter Tires, Rims and Sensors	Subtotal without HST	Delivery Date
Exeter Toyota	\$47,239.70	\$2,051.12	\$49,290.82	9-18 months
Goderich Toyota	\$47,348.17	\$2,115.00	\$49,463.17	12-18 months
Walkerton Toyota	\$47,570.70	\$2,331.84	\$49,902.54	24-36 month

Dealerships were also asked if they could provide any type of price guarantee due to concerns of limited production. Walkerton Toyota could not provide any price guarantee however, both Goderich and Exeter could guarantee the prices provided for the 2024 model until its production is replaced with the 2025 model.

Exeter Toyota would require the Authority to sign a bill of sale and a \$1,000.00 deposit to commence the order. Goderich Toyota requires no deposit for the order.

In conversations with the dealerships, it is possible a 2024 model may be built for the authority at the price of the quotes provided, however a high likelihood exists we would have to re-quote for a 2025 model at the end of this year.

Staff are recommending placing an order with Goderich Toyota based on similar pricing (\$175.35 more), a 2024 pricing guarantee, no deposit requirement, and being a local watershed dealer.

Staff are recommending the 2016 Dodge Grand Caravan remain in service until the new vehicle is delivered. The vehicle would then be advertised and sold on the Govdeals.ca website when it was no longer required.

Due to a variety of factors, including global shortages and limited release on certain types of electric vehicles, it has become apparent that our current model for sourcing and tendering on EVs is not always adequate in keeping pace with the Authority’s Motor Pool replacement schedule. Staff are currently investigating the options for the replacement of the 2014 Chevrolet Silverado with a 2025 EV Work Truck. With that said, it may not be feasible to Tender on the 2025 vehicle in that year. Staff may have to tender and get Membership approval in the Fall of 2024 to give a better chance of acquisition of a 2025 vehicle.

**Recommendation:**

THAT Goderich Toyota, be advised that their quote in the amount of \$49,463.17 (plus HST) to supply a 2024 Toyota Sienna LE as per quotation specifications, has been approved as presented;

AND THAT the 2016 Dodge Grand Caravan be advertised and sold after the acquisition of the Toyota Sienna, when it is no longer required;

AND THAT staff contact and tender appropriate dealerships in the fall of 2024 to get in the queue for a 2025 EV work truck.



## **Members Report #18-2024**

**To:** Members, Maitland Valley Conservation Authority  
**From:** Stewart Lockie, Conservation Areas Coordinator  
Phil Beard, General Manager/Secretary-Treasurer  
**Date:** March 5th, 2024  
**Subject:** 2024 Carbon Reduction and Sequestration Report

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### **Purpose:**

To outline the progress that MVCA has made to reduce our use of fossil fuels and to sequester carbon through naturalizing conservation area lands.

To outline the proposed 2024 MVCA carbon reduction and sequestration strategy.

### **2023 Carbon footprint strategy progress report**

Over the past several years, the Authorities strategy has followed scientific research recommending a two-pronged approach to CO<sub>2</sub> emission reduction and sequestration strategies. This includes the elimination of burning fossil fuels as quickly as possible to stabilize the climate and to restore natural areas and increase soil carbon in agricultural lands.

The Authority adopted the following strategy to meet this recommendation:

1. Reduce fossil fuel use by converting to electric vehicles and equipment when suitable technology is available at an affordable price. Fuel efficient vehicles/equipment will be considered if suitable electric options are not affordable or available at the time of replacement.
2. Ensure good forestry management practices are undertaken in our existing woodlands and reforest or naturalize marginal farmland and other areas within conservation areas to sequester carbon and restore biodiversity.

Each year, the Authority monitors fuel and electricity use in all aspects of our operations to calculate how many tonnes of Co2 were emitted. Results for 2023 are listed below:

Product	Quantity	Emission Factor	Tonnes CO2
Gasoline	9,994 Litres	2.3	22.99
Diesel	682 Litres	2.68	1.83
Propane	3,666 Litres	1.52	5.57
Electricity	256,375 kWh	0.031	7.95
Director/staff mileage	10,497 km	2.3	3.05
TOTAL Tonnes CO2			41.39

The following chart shows a comparison of yearly authority CO2 emissions. 2016 was used as a baseline when all fuel and electricity quantities were accounted for.

Year	Total Tonnes CO2	Yearly Difference
2016	52.22	
2017	49.61	-2.61
2018	46.42	-3.19
2019	41.64	-4.78
2020	32.70	-8.94 pandemic restrictions
2021	38.66	+5.96
2022	40.00	+1.34
2023	41.39	+1.39

As the above chart indicates, the authority's Co2 emissions has reached a point where current operations emit approximately 40 tonnes of Co2 per year. Without further replacement of authority vehicles to electric options or alternative heating methods, it is expected this amount will remain and will be impacted by the following factors depending on the year:

- Authority projects and the requirements for vehicle/equipment use.
- Weather conditions - Heating and cooling requirements, snow removal and vegetation mowing.
- Camping trends and demands. Increased usage impacts water heating use, electricity, and fuel use to meet the needs of users.

The authority can expect to see another major reduction in Co2 when a suitable all-electric pickup truck, hybrid van or an alternative water heating solution becomes available. The

replacement of the mini-van is scheduled for 2024 and the ½ ton pickup truck is scheduled for 2025 at the administration office.

### **Carbon Footprint Reduction and Sequestration Initiatives completed in 2023.**

- Planted 1,500 tree seedlings at Wawanosh Valley Conservation Area.
- Replaced the propane and electric heater at the administration office workshop with an efficient heat pump.
- Re-insulated workshop walls and ceilings.
- Purchased an electric assisted bicycle for campground operations.
- Purchased on-demand hot water heaters for washroom renovations at FRCA.
- Promoted driving electric vehicles and the most fuel-efficient vehicle for the task required.

### **Maitland Conservation Carbon Footprint Reduction and Sequestration Strategy for 2024**

The Maitland Conservation's strategy continues to focus on the reduction of fossil fuel use that will lead to the elimination of Co2 emissions by authority operations in the future. It also recognizes that we need to restore natural areas on conservation authority lands that are not presently in natural cover except for lands used for roads and buildings.

### **Carbon Footprint Reduction Strategy and 2024 Initiatives**

Reduce fossil fuel use by converting to electric vehicles and equipment when suitable technology is available at an affordable price. Fuel efficient vehicles/equipment will be considered if suitable electric options are not affordable or available at the time of replacement.

- Promote employees to use electric vehicles and the most fuel-efficient vehicle for the task required.
- Purchase a hybrid minivan to replace the current gasoline model.
- Purchase an electric vehicle for campground operations to replace one truck.
- Purchase a fuel-efficient zero turn mower for vegetation management.
- Install efficient heat pumps and insulation in the gatehouse and office at FRCA.
- Install on demand hot water heaters in Sycamore washrooms at FRCA.
- Replace lighting to LED technology when replacement is required.
- Track paper usage in Authority operations and include the CO2 emissions in our calculations.

- Replace equipment with energy efficient models when replacement is required.

### **Carbon Sequestration Strategy and 2024 Initiatives**

Ensure good forestry management practices are undertaken in our existing woodlands and reforest or naturalize marginal farmland and other areas within conservation areas to sequester carbon and restore biodiversity.

- Identify where natural vegetation can be planted in our Conservation Areas.
- Identify and prioritize forest management needs (harvesting, invasive species control, restoration), for the next 10 years on Conservation areas lands.
- Plant 250 tree seedlings at Naftels Creek Conservation Area to continue to improve forest health and diversity.
- Prepare Wawanosh Valley Conservation Area for future planting of marginal agricultural land by removing invasive buckthorn along perimeters.
- Develop naturalization plan for Gorrie Conservation Area to reduce grass cutting in the parkland area.

#### **Recommendation:**

THAT MVCA's carbon footprint progress report and 2024 strategic actions be approved as outlined in Report # 18-24.

## Members Report #19-2024

**To:** Members, MVCA

**From:** Phil Beard, General Manager Secretary Treasurer

**Date:** March 11, 2024

**Subject:** Proposed Amendment to Personnel Policy-Staff Time & Mileage Expenses for attending authority meetings

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### **Purpose:**

To add policies that allow for staff to claim the time spent at authority meetings and for the payment of mileage expenses for staff to attend authority or authority related meetings.

### **Background:**

Some staff are required to attend Members meetings throughout the year. These meetings are generally held outside of normal working hours. The Personnel Manual does not include specific policies that state that staff can claim the time that they spend at authority meetings outside of normal working hours. It is also not clear if staff may be compensated for the mileage costs related to attending authority meetings and authority related meetings, when they are using their personal vehicle.

There are also times when an authority vehicle is not available or it is not practical to travel to the office and pick up an authority vehicle to attend an authority related meeting.

Staff are recommending that we add two policies to the Personnel Manual that will allow staff to be compensated for their time and mileage to attend authority meetings and authority related meetings when it is impractical to use an authority vehicle.

Existing Policy: Hours of Work

#### 3.1.1 General Hours of Work and Overtime

Normal working hours

- Administrative and technical employees: Monday to Friday 8:30 a.m. to 4:30 p.m. or as scheduled by the Coordinator or Supervisor.
- Falls Reserve employees as scheduled by the park superintendent.

- Other hours as may be required to fulfil the obligations of the job as directed by the General Manager-Secretary Treasurer, Coordinator or Supervisor.
- MVCA reserves the right to change scheduled working hours at any time as a result of business needs.

Proposed Addition:

Staff who are required to attend Members meetings outside of normal working hours may claim the time spent attending the meeting as over time unless they take time off during the day to compensate for the time spent at the meeting.

Use of Personal Vehicle:

Use of a Personal Vehicle for Business Purposes

- Rate of Reimbursement: All kilometers travelled in a personal vehicle when conducting business at the rate established by the MVCA. This rate is reviewed and adjusted from time to time.
- No reimbursement can be made for travel to and from an employee's residence and normal place of business.
- All car expenses are covered by the mileage rate including maintenance, repair, towing and fuel cost. Additional charges for parking, bridge, ferry and highway tolls while on MVCA business may be eligible expenses.
- All mileage claims for the use of private vehicles must be recorded on the appropriate form as provided by the Administrative and Financial Services Coordinator and be approved by the employee's Coordinator or Supervisor.
- All employees using private vehicles on MVCA business shall carry at least two million dollars (\$2,000,000) of third-party liability insurance and are required to notify their insurance company that the vehicle will be used occasionally on MVCA business as well as provide proof of insurance coverage to the MVCA.
- The MVCA is not responsible for any damage to personal vehicles parked on MVCA property.

Proposed Addition:

Staff will be reimbursed for mileage expenses when they are required to use their personal vehicle to attend authority meetings outside of normal working hours.

Staff will be reimbursed for mileage expenses when they are required to use their personal vehicle to attend authority related meetings or events when an authority vehicle is not available, or it is impractical to use an authority vehicle.

**Recommendation:**

THAT the Personnel Policy be amended to allow staff to claim the time spent attending authority meetings outside of normal working hours and that staff may claim mileage expenses when using their personal vehicle to attend authority meetings and authority related events and meetings as outlined in Report #19-2024.

## Members Report #20-2024

**To:** Members, Maitland Valley Conservation Authority  
**From:** Shannon Millar, Restoration Supervisor  
**Date:** March 20<sup>th</sup>, 2024

**Subject:** Additional 2024 Stewardship Fees

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### Purpose:

To identify additional stewardship fees to be included in MVCA's 2024 fee schedule. MVCA's stewardship service is planning to take the first step in building capacity for our existing forestry planting service. In 2024, we plan to plant a few sites that in the past were planted by neighbouring Conservation Authorities. The additional fees are as follows:

Service	Cost
Hand planting large stock trees and shrubs	\$14 / tree or shrub
Note: There is a minimum hand planting fee of \$1,000 for large stock plantings	

Note these prices are only for projects planted by MVCA. Neighbouring Conservation Authority fee schedules will apply if projects are coordinated but not planted by MVCA.

### Recommendation:

THAT the proposed additional stewardship fees for 2024 be circulated for comment and that any comments received be reviewed at the April 17<sup>th</sup>, 2024 meeting.



## **Members Report #21-2024**

**To:** Members, Maitland Valley Conservation Authority  
**From:** Phil Beard, General Manager-Secretary-Treasurer  
**Date:** March 12, 2024  
**Subject:** Appointments to Committees for 2024

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### **Purpose:**

The purpose of this report is to identify the appointments that need to be made to the various committees that the authority requires representatives for in 2024.

### **Conservation Ontario**

Conservation Ontario represents the 36 Conservation Authorities in Ontario. Conservation Ontario deals with issues that affect all Conservation Authorities. Each Authority is to appoint one delegate to sit on Conservation Ontario's Council. Two alternates are also to be appointed. Conservation Ontario meets four times per year. The schedule for 2024 is as follows:

Monday, April 15th in person meeting (Annual General Meeting)  
Monday, June 24th virtual meeting  
Monday, September 23<sup>rd</sup> in person meeting  
Monday, December 9<sup>th</sup> virtual meeting

MVCA passed a motion in 2015 specifying that the Voting Delegate is to be the Chair and that the alternates are to be the Vice Chair and Second Vice Chair.

### **Recommendation:**

THAT Ed McGugan be appointed as the MVCA's delegate to Conservation Ontario;

AND THAT Matt Duncan and Evan Hickey be appointed as alternates.

### **Maitland Conservation Foundation**

The Maitland Conservation Foundation is a non-profit organization that raises money for Conservation Authority projects. MVCA's Board appoints one Director to the MCF Board on an annual basis. The MCF meets twice a year (April 9th and the third week of November-date to be set). Meetings are held during the day. A tour is organized in June each year.

The MCF has two subcommittees, an Events Committee for organizing events and a Fundraising Committee. The Fundraising Committee meets with potential donors to raise money for the “Inspired by Nature” campaign. Matt Duncan was the representative in 2023.

**Recommendation:**

THAT \_\_\_\_\_ be appointed to the Board of Directors of the Maitland Conservation Foundation for 2024.

**John Hindmarsh Environmental Trust Fund Board**

The Maitland Conservation Foundation has established the John Hindmarsh Environmental Trust Fund in memory of John Hindmarsh who lived in the Goderich area. Mr. Hindmarsh donated several natural areas to MVCA over the years. The purpose of the Fund is to raise money for a variety of conservation projects. MVCA’s Members appoint a representative to this committee. This Committee usually meets four times each year, usually in the afternoon at the home of Susan Chan, who is a Board member.

Alison Lobb has been the Members appointee since 2016.

**Recommendation:**

THAT \_\_\_\_\_ be appointed to the John Hindmarsh Environmental Trust Fund Board for 2024.

**MVCA Personnel Committee**

MVCA appoints one Member to serve on MVCA’s Personnel Committee. The purpose of the Personnel Committee is to review MVCA’s Personnel Policies and Procedures and recommend any changes or additions to the Members for consideration. The Personnel Committee is comprised of the GM/ST, Health and Safety Officer and two representatives from staff. The committee meets 2-3 times per year starting in September. Andrew Fournier was the representative in 2023.

**Recommendation:**

THAT \_\_\_\_\_ be appointed to the Personnel Committee for 2024.

## **Huron County Water Protection Committee**

Huron County has established a Water Protection Committee to provide recommendations to County Council with respect to improving water quality in the County. The County has asked the MVCA to appoint a representative to this committee. Alison Lobb was the Members Appointee in 2023.

### **Recommendation:**

THAT \_\_\_\_\_ be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2024.

## **Carbon Footprint Initiative Leadership Team**

The Leadership Team is comprised of one representative from MVCA's Board. Additional people who have volunteered to sit on the leadership team include: Richard Keeso; Tracy MacDonald, CEO of Trillium Mutual Insurance Company; Kriss Snell, CAO Municipality of North Perth; Ron Coghlin & Derek Mendez from Molesworth Farm Supply; Chet Calhoun, Productivity Improvement Coordinator of Corteva Agrisciences; Derry Wallis from County of Huron; and Brendan Magee, Partner of Ward and Uptigrove.

The Leadership Team are focusing their efforts on reducing their carbon footprint but they are beginning to discuss broadening their interest to other environmental challenges. The Leadership Team usually meets 2-3 times per year. Sharen Zinn represented MVCA in 2023.

### **Recommendation:**

THAT \_\_\_\_\_ be appointed to the Carbon Footprint Initiative Leadership Team for 2024.

## Members Report #22-2024

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

**Subject:** Corporate Services:  
Appointment of Banks, Approval of Bank Borrowing By-Law,  
Appointment of Solicitors; Auditor for 2024

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### **Purpose:**

This report is being presented for the Members approval.

### **Background:**

In accordance with the Authority's Administrative Bylaw, the above noted appointments and approvals are to be made annually by the Members.

#### Banking

MVCA utilizes the services of CIBC for banking services. Two branches are utilized as the Falls Reserve Conservation Area deposits are made at the Goderich branch of CIBC.

MVCA utilizes the Wingham Branch of CIBC for all its transactions.

### **Recommendation #1:**

THAT the MVCA's banking transactions be handled by the Wingham and Goderich Branches of the Canadian Imperial Bank of Commerce.  
AND THAT investments be made at the financial institutions offering the most favourable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act.

### **Recommendation #2:**

THAT the Members approve a bank borrowing by-law of \$200,000 for 2024 on revolving credit, at the Canadian Imperial Bank of Commerce, Wingham Branch.

## Solicitors

MVCA utilizes two solicitors on an as needed basis for legal support related to agreements, violations/prosecutions related to the Authority's development &/or alterations to watercourses regulation as well as any other legal matters that arise. The solicitors are not on a retainer. Mr. Greg Stewart also acts as MVCA's Integrity Commissioner.

### **Recommendation:**

THAT the following solicitors be appointed to handle legal matters of the Conservation Authority for 2024: Darrell N. Hawreliak Professional Corporation, Kitchener and Greg Stewart, Donnelly & Murphy, Goderich.

## Auditor for 2024

The Members passed the following motion in 2022:  
Motion FA #39-22

THAT Seebach and Company be retained for audit services in 2023, 2024 and 2025 based upon the quote submitted on March 22, 2022.

The authority is required to formally appoint an auditor every year.

### **Recommendation:**

THAT Seebach and Company be appointed as MVCA's auditor for 2024.

## **Members Report #23-2024**

**To:** Members, Maitland Valley Conservation Authority  
**From:** Phil Beard, General Manager Secretary Treasurer  
**Date:** March 20, 2024

**Subject:** Project Funding Approved and Agreements Signed

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### **Purpose:**

To identify projects that have been approved for funding and the agreements that have been signed.

1. Conservation Ontario: MVCA received an additional \$20,000 in funding for two dam removal restoration projects and \$49,000 for cover crop incentives through the federal Nature Smart Climate Solutions program.
2. Ministry of Environment, Conservation and Parks: MVCA has signed a one-year agreement to continue restoration and soil health programs in the North Shore Basin of Lake Huron. This funding will allow MVCA to continue our collaborative efforts with the Healthy Lake Huron partnership. The total amount of funding for 2024 is \$50,000.

### **Recommendation:**

THAT the Members support the signing of the funding agreement with Ministry of Environment, Conservation and Parks, and support the signing of the agreement with Conservation Ontario for the increased funding received from the Nature Based Climate Solutions program.

## Member's Report #24-24

**To** Member's, Maitland Valley Conservation Authority  
**From:** Danielle Livingston, Administrative and Financial Services Coordinator  
**Date** March 12, 2024

**Subject** Corporate Services - Accounts Paid and Received for:  
January and February 2024

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### Recommendation:

**That the** financial report be accepted as presented for the month of January, 2024;  
**And that** accounts outlined in the appendix to this report be approved.

Financial Summary Report Ending	January, 2024;
Revenue Invoiced	\$134,714.21
Accounts Paid	\$247,990.02

Financial Status at Month Ending	January, 2024;
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,561,293.53
Total	\$1,561,293.53

### Recommendation:

**That the** financial report be accepted as presented for the month of February, 2024;  
**And that** accounts outlined in the appendix to this report be approved.

Financial Summary Report Ending	February, 2024;
Revenue Invoiced	\$153,458.51
Accounts Paid	\$352,995.41

Financial Status at Month Ending	o
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,357,243.22
Total	\$1,357,243.22

**Maitland Valley Conservation Authority**  
**Accounts Receivable as of January 31, 2024**

**Operating Budget Revenue**

**Corporate**

Corporate Services sale office support/rent office equipment	\$ 547.65
Drinking Water Source Protection rent/overhead	\$ 230.00
bank interest	\$ 6,426.89
Huron Clean Water Project administration	<u>\$ 475.75</u>
	<u>\$ 7,680.29</u>

DWSP Transition Ausable Bayfield Conservation reimbursement	<u>\$ 3,189.09</u>
	<u>\$ 3,189.09</u>

**Total Corporate Services \$ 10,869.38**

**Flood Safety**

Planning/Regulations planning application fees	\$ 685.00
property advisory fees	\$ 270.00
solicitor inquires	\$ 1,140.00
CWMS/watercourse regulations	\$ 4,135.00
regulation applications	<u>\$ 3,825.00</u>
	<u>\$ 10,055.00</u>

**Total Flood Safety Services \$ 10,055.00**

**Watershed Stewardship**

Forestry seedling planting plan fee	<u>\$ 177.50</u>
	<u>\$ 177.50</u>

**Total Watershed Stewardship Services \$ 177.50**

**Conservation Areas**

FRCA camping and park admission	<u>\$ 80,107.08</u>
	<u>\$ 80,107.08</u>

Motor Pool revenue	<u>\$ 2,232.58</u>
	<u>\$ 2,232.58</u>

**Total Conservation Areas Operations \$ 82,339.66**

**Total Operating Budget Revenue \$ 103,441.54**



## Projects Budget Revenue

Nature Based Climate Solutions funding	\$ 15,000.00
	<u>\$ 15,000.00</u>
Huron County Clean Water funding	\$ 16,272.67
	<u>\$ 16,272.67</u>
<b>Total Watershed Stewardship Services</b>	<b><u><u>\$ 31,272.67</u></u></b>
<b>Total Project Budget Revenue</b>	<b><u><u>\$ 31,272.67</u></u></b>
<b>Total Operating and Project Revenues</b>	<b><u><u>\$ 134,714.21</u></u></b>

**Maitland Valley Conservation Authority**  
**Accounts Receivable as of February 29, 2024**

**Operating Budget Revenue**

**Corporate**

Corporate Services sale office support/rent office equipment	\$ 999.15
Drinking Water Source Protection rent/overhead	\$ 230.00
bank interest	\$ 5,674.29
Huron Clean Water Project administration	\$ 475.75
	\$ 7,379.19

Communications sales and donations	\$ 88.50
	\$ 88.50

DWSP funding	\$ 3,365.72
	\$ 3,365.72

**Total Corporate Services \$ 10,833.41**

**Flood Safety**

Planning/Regulations property advisory fees	\$ 90.00
solicitor inquires	\$ 380.00
CWMS/watercourse regulations	\$ 235.00
regulation applications	\$ 605.00
	\$ 1,310.00

**Total Flood Safety Services \$ 1,310.00**

**Conservation Areas**

FRCA camping and park admission	\$ 49,396.30
donations	\$ 495.00
	\$ 49,891.30

Motor Pool revenue	\$ 2,353.82
	\$ 2,353.82

Carbon Offset Maitland Valley Conservation director's/staff	\$ 0.40
	\$ 0.40

**Total Conservation Areas Operations \$ 52,245.52**

**Total Operating Budget Revenue \$ 64,388.93**

## Projects Budget Revenue

### Watershed Stewardship

Watershed Health funding	\$ 14,100.00
	<u>\$ 14,100.00</u>
Garvey Glenn Coordination funding	\$ 50,000.00
	<u>\$ 50,000.00</u>
OMAFRA/COA funding	\$ 8,000.00
	<u>\$ 8,000.00</u>
Huron County Clean Water funding	\$ 16,969.58
	<u>\$ 16,969.58</u>
<b>Total Watershed Stewardship Services</b>	<b><u><u>\$ 89,069.58</u></u></b>
<b>Total Project Budget Revenue</b>	<b><u><u>\$ 89,069.58</u></u></b>
<b>Total Operating and Project Revenues</b>	<b><u><u>\$ 153,458.51</u></u></b>

**Maitland Valley Conservation Authority**  
**Expense Reports**  
**As of January 31, 2024**

Date	Num	Name	Amount
01/04/2024	Jan24EFT	Sun Life Financial	-6,080.24
01/15/2024		Payroll	-46,736.20
01/16/2024	00799	Ausable Bayfield Conservation Authority	-19,789.79
01/16/2024	00800	F.S. Partners	-93.92
01/16/2024	00801	MicroAge BASICS	-1,533.19
01/23/2024	24824	CIBC Visa Centre	-143.02
01/23/2024	24825	Capstone Development Training	-276.85
01/23/2024	24826	JJZ Developments Inc.	-16,500.00
01/23/2024	24827	AMD Farms Ltd.	-3,000.00
01/23/2024	24828	Dan Egli	-165.00
01/23/2024	24829	Wightman Telecom Ltd.	-1,010.41
01/23/2024	24830	Lakeside Radio Broadcasting	-563.87
01/23/2024	24831	R P. L. Properties (Bayfield) Ltd.	-1,117.50
01/23/2024	24832	Robert Little	-1,250.00
01/23/2024	24833	Mike McNichol	-832.77
01/23/2024	24834	Lobb, Alison	-455.00
01/23/2024	00802	Borrmann's Garage	-52.19
01/23/2024	00803	Brandt Security	-22.60
01/23/2024	00804	Elizabeth Huber-Kidby	-683.39
01/23/2024	00805	Eric Cox Sanitation	-31.75
01/23/2024	00806	The Wellington Advertiser	-503.42
01/23/2024	00808	Waterloo Biofilter	-2,847.60
01/23/2024	00807	Westario Power Inc.	-30.52
01/23/2024	24835	ADT Security Services Canada Inc.	-552.57
01/31/2024		Payroll	-51,565.81
01/31/2024	Jan24EFT	Minister of Finance	-3,108.74
01/31/2024	Jan24EFT	OMERS	-28,142.28
01/31/2024	Jan24EFT	Workplace Safety & Insurance Board	-5,181.19
01/31/2024	Jan24EFT	Receiver General	-55,720.20
		<b>Total</b>	<b>-247,990.02</b>

**Maitland Valley Conservation Authority**  
**Expense Reports**  
**As of February 29, 2024**

Date	Num	Name	Amount
02/05/2024	FebEFT	Sun Life Financial	-6,080.24
02/09/2024	24836	Huron Telecommunications Co-op Ltd.	-25.99
02/09/2024	24837	Schmidt's Power Equipment	-188.19
02/09/2024	24838	Bell Mobility Inc. 500181172	-943.76
02/09/2024	24839	TAS Excavating & Rentals Ltd.	-13,585.57
02/09/2024	24840	Bell Canada-properties	-479.34
02/09/2024	24841	Bell Mobility (FRCA 501214021)	-234.49
02/09/2024	24842	Grubb & Gutscher	-5,424.00
02/09/2024	24843	ASHV Farms Ltd.	-8,025.00
02/09/2024	24844	BOSTECH Mechanical Ltd.	-16,077.64
02/09/2024	00809	ComPsych Canada Ltd.	-595.15
02/09/2024	00810	Conservation Ontario	-13,289.00
02/09/2024	00811	Donnelly and Murphy - Lawyers	-282.50
02/09/2024	00812	F.S. Partners	-61.70
02/09/2024	00813	Foxton Fuels Limited	-157.87
02/09/2024	00814	Hodgins BC Wingham	-507.04
02/09/2024	00815	Ideal Supply Inc.	-1,181.55
02/09/2024	00816	Larry Hudson Pontiac Buick GMC Inc.	-354.63
02/09/2024	00817	Mid Western Newspapers	-995.53
02/09/2024	00818	Municipality of Morris-Turnberry	-873.02
02/09/2024	00819	Somerville Nurseries Inc.	-4,000.00
02/09/2024	00820	Township of Perth East	-302.31
02/09/2024	00821	Watson's Home Hardware	-841.36
02/09/2024	00822	Yellow Pages	-14.80
02/13/2024	24845	Receiver General	-9,054.44
02/15/2024		Payroll	-45,094.33
02/23/2024	24846	Fordwich Tire (Ontario) Ltd.	-28.25
02/23/2024	24847	Corporation of the Twp. of Huron-Kinloss	-161.00
02/23/2024	24848	Corporation of the Twp. of North Huron	-3,161.00
02/23/2024	24849	Wightman Telecom Ltd.	-1,018.77
02/23/2024	24850	Aquafor Beech Limited	-81,353.55
02/23/2024	24851	CIBC Visa Centre	-3,340.76
02/23/2024	24852	Municipality of Central Huron	-636.70
02/23/2024	24853	Township of Ashfield-Colborne-Wawanosh	-2,318.00
02/23/2024	24854	Receiver General for Canada	-323.82
02/23/2024	24855	BOSTECH Mechanical Ltd.	-1,343.29
02/23/2024	00823	B.M. Ross & Associates Limited	-1,923.26

02/23/2024	00824	Beard, Phil	-122.46
02/23/2024	00825	Bohnert Fire & Safety Supplies	-480.25
02/23/2024	00826	Brandt Security	-22.60
02/23/2024	00827	Edward Fuels	-219.82
02/23/2024	00828	Jayne Thompson	-66.77
02/23/2024	00829	Magee, E.	-300.00
02/23/2024	00830	Mathew Shetler	-200.00
02/23/2024	00831	Moir, J.	-250.00
02/23/2024	00832	Municipality of Morris-Turnberry	-5,134.00
02/23/2024	00833	Pineneedle Farms	-2,334.58
02/23/2024	00834	Stewart Lockie	-300.00
02/23/2024	00835	Ward & Uptigrove Consulting	-960.50
02/23/2024	00836	Westario Power Inc.	-30.52
02/23/2024	00837	Wroxeter Hall	-56.50
02/29/2024		Payroll	-41,867.29
02/29/2024	Feb24EFT	Minister of Finance	-2,675.89
02/29/2024	Feb24EFT	Workplace Safety & Insurance Board	-4,456.41
02/29/2024	Feb24EFT	OMERS	-23,820.76
02/29/2024	Feb24EFT	Receiver General	-45,419.21
		<b>Total</b>	<b>-352,995.41</b>

January 24, 2024

**DRAFT Maitland Source Protection Authority (MSPA) Meeting #1-24  
Minutes**

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

**Members Absent:** Anita van Hittersum

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Jayne Thompson, Communications, GIS, IT Coordinator  
Stewart Lockie, Conservation Areas Services Coordinator  
Donna Clarkson, Source Water Protection Specialist  
Michelle Quipp, Executive Assistant

**Others Present:** Cory Bilyea, Midwestern Newspapers

**Motion MSPA #1-24**

**Moved by:** Ed McGugan                      **Seconded by:** Vanessa Kelly

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

a) Approval of the Minutes from MSPA Meeting #2-2024 held on September 20, 2023:

**Motion MSPA #2-24**

**Moved by:** Megan Gibson                      **Seconded by:** Alvin McLellan

THAT the minutes from the MSPA meeting #2-23 of September 20, 2023 be approved.  
(carried)

b) Program update: MSPA Report # 1-2024



Report #1-2024 was presented to the members for their information. No motion was made.

c) Proposed Update to Maitland Source Protection Plan to incorporate changes to Century Heights (Saltford) and Lucknow wells: MSPA Report #2-2024

Report #2-2024 was presented to the members for their information.

d) Adjournment

The meeting adjourned at 8 pm with this motion:

**Motion MSPA #3-24**

**Moved by:** Vanessa Kelly

**Seconded by:** Alison Lobb

THAT the MSPA meeting be adjourned.

(carried)

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Matt Duncan  
Chair

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Phil Beard  
General Manager / Secretary-Treasurer



**MSPA REPORT # 3-2024**

To: Maitland Source Protection Authority (MSPA)  
From: Donna Clarkson and Mary Lynn MacDonald, DWSP Co-Supervisors  
Date: March 20, 2024 meeting  
Subject: 2024-2027 Maitland Valley and Ausable Bayfield Partnership Agreement

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**Ausable Bayfield and Maitland Valley SPA Partnership Agreement**

Under the Clean Water Act, the Maitland Valley and Ausable Bayfield Source Protection Authorities (SPAs) are partners forming one Source Protection Region. To implement their legislative responsibilities, the two SPAs have entered into agreements which set out governance of the partnership and the SPAs' responsibilities. These agreements have been amended over time to reflect the changing status of the Source Protection Plans and the shift to an implementation phase.

The SPA agreements have previously been one or two years in length, to align with Ministry of Environment Conservation and Parks (MECP) funding period. As MECP is now supporting a three-year funding agreement for 2024 to 2027, staff propose that the SPA agreement cover three years as well. This proposed agreement is attached for review and approval.

**Source Protection Authority (SPA) Responsibilities**

For 2024 – 2027, the SPAs will receive regular program updates and review reports from the Joint Management Committee. The SPAs will also review the annual progress reports in April, prior to submission to the Province by May 1<sup>st</sup>. The SPAs will also review proposed updates to the Source Protection Plans.

The Ausable Bayfield SPA, as lead SPA for the ABMV Region, is responsible for negotiating Drinking Water Source Protection (DWSP) workplans and budgets with the province and submitting all legislative requirements for the region.

A DWSP work plan and budget for 2024 - 2027 for the ABMV Region has been prepared by ABCA staff and submitted to the Province. To date no approvals for the proposed work plan and budget have been received from the province.

**Recommendation:**

**It is recommended that the Maitland Valley Source Protection Authority enter into the attached partnership agreement with the Ausable Bayfield Source Protection Authority.**

Enclosed: Proposed SPA Partnership Agreement

## **Ausable Bayfield Maitland Valley Source Protection Authorities Amended Partnership Agreement – 2024-2027**

### **Context:**

The Ausable Bayfield and Maitland Valley Source Protection Authorities (ABSPA and MVSPA) are joined as partners under the *Clean Water Act* (herein after referred to as “the Act”) to make up one Source Protection Region, and are legislatively required to carry out specific actions set out in the *Act*. The Joint Management Committee, made up of representatives from both Conservation Authorities, was formed in 2007 to oversee the Drinking Water Source Protection (DWSP) program, including development of the Source Protection Plans. The Plans were approved by the Province in 2015 and implementation is well underway.

Source Protection Authorities (SPAs) continue to have a key role as the program progresses through implementation. SPAs will continue to work with source protection partners to implement source protection plans, and manage the watershed science and source protection committees. To ensure continuous improvement, Source Protection Plans will be reviewed, updated and amended where deemed necessary. As the local source protection experts, SPAs help to inform local discussions and decision-making around policy implementation, and in some cases, leverage their existing partnerships and relationships to facilitate collaboration within and across watersheds.

The DWSP program has been funded by the province through agreements with the Ontario Ministry of the Environment, Conservation and Parks (MECP). The Source Protection Authorities expect to enter into a new agreement with MECP that spans three years.

The expected funding agreement with the Province sets out specific activities the Source Protection Authorities will undertake over the next three years (a summary of the proposed work plan activities can be found in Appendix A). As such, a joint agreement is required to define the roles and responsibilities of the Source Protection Authorities and the Joint Management Committee.

### **Length of Agreement:**

Three years (April 01, 2024 to March 31, 2027)

### **Governance:**

The ABCA and MVCA will work as partners to carry out the responsibilities set out in the approved 2024-2027 work plan.

- a. As per the *Act*, the lead Authority will be responsible for submitting any and all correspondence, budgets, work plans, interim reports, or communication to the Province.
- b. The parties agree to maintain a watershed region management committee (herein after called the Joint Management Committee) which will function as an executive committee to the two SPAs.
- c. The parties agree to maintain a watershed region technical team (herein after called the Technical Team) which will function as an advisory committee.
- d. Each Source Protection Authority will have equal representation on the Joint Management Committee. Composition of the committee will include:
  - the Chairs of each Conservation Authority or alternates;
  - the Vice-Chairs of each Conservation Authority or alternates;
  - the General Managers of each Source Protection Authority (non-voting);

- The Chair of the Source Protection Committee (ex officio member).
- e. The chair of the Joint Management Committee shall alternate between the chairs of the ABSPA and the MVSPA. Either Source Protection Authority may name another sitting Source Protection Authority Board member as a representative in lieu of the Chair or Vice Chair (the “alternate”) as the principal voting member on the Joint Management Committee.
  - f. Responsibilities of the Joint Management Committee include:
    - Review, oversee, and approve the priorities, tasks, human resources, budget, and progress of the DWSP work plan;
    - Review and consider any recommendations made by the Technical Team;
    - Undertake the process to replace members of the Source Protection Committee as required by the legislation.
  - g. Joint Management Committee meetings will be coordinated, and meeting materials will be prepared and reported on by the DWSP Program Supervisor.
  - h. The Joint Management Committee will make decisions based on motions with a mover, seconder and a call for a vote on the motion. The voting procedures will be as set out in the Administrative Polices of the ABCA with Bourinot’s Rules of Order used to resolve any issues.
  - i. For the terms and conditions of the Technical Team, please refer to the Technical Team Terms of Reference in Appendix B.

**Responsibilities of Each Source Protection Authority:**

As per the *Clean Water Act*, each Conservation Authority Board constitutes a Source Protection Authority for their respective watersheds. The responsibilities of each Source Protection Authority in the region include:

- a) provide support and resources to the Source Protection Committee, in regards to matters concerning its jurisdiction, as part of any updates to the Source Protection Plans and the Assessment Reports;
- b) ABSPA and MVSPA will collaborate and work cooperatively with each other and with other CA’s, agencies and committees in the fulfillment of work plan activities;
- c) Provide support and resources to watershed municipalities and other implementing bodies as they continue implementation;
- d) Each Conservation Authority will be responsible to confirm the membership of the Source Protection Authority;
- e) Through the Joint Management Committee, discuss and agree on the governance model and other operational matters as required for the Source Protection Authority.
- f) The SPA, or its delegate, will review technical work for the purpose of identifying anticipated amendments to the source protection plan as per O. Reg. 287/07 S. 48(1.1)(b);and issue a notice as per O. Reg. 287/07 S. 48(1.1)(b) to the drinking water system owner.

**Responsibilities of the Lead Source Protection Authority**

The lead SPA administers the source protection program under the overall direction of the Joint Management Committee.

The Minister of Environment in Regulation 284/07 under the *Act* has named the ABCA as the lead SPA for the purposes of the *Act* and this agreement. In addition to the responsibilities set out above

for each SPA, the lead Source Protection Authority shall have the following additional responsibilities:

- a) Administers and retains consultants as required including tendering and contractual arrangements;
- b) Submits any required documentation to the Minister; financial submissions are circulated to JMC members;
- c) Serves as a liaison between the Ministry of the Environment, Conservation and Parks, the ABCA and MVCA and Conservation Ontario;
- d) Assists the Source Protection Committee in exercising and performing that Committee's powers and duties under the *Act* for each of the source protection areas in the source protection region.

#### **OTHER MATTERS AGREED UPON BY THE JOINT MANAGEMENT COMMITTEE:**

In addition to the other conditions in this agreement, the following items have been discussed and agreed to by the Joint Management Committee and their respective SPAs:

- a) That draft minutes of the Joint Management Committee (JMC), may be sent to the respective Boards of Directors/Members prior to approval by the JMC in order to maintain timely information sharing. When sensitive issues arise they will be sent to both Boards of Directors/Members by way of a resolution from the JMC
- b) The time and expenses of CA staff spent doing source protection work will be charged to the source protection program based on the employees' normal rate of pay plus actual out-of-pocket expenses, subject to program funding
- c) Voting procedures: the four Board members of the Joint Management Committee have equal voting privileges. Where the voting procedure results in a tie the vote is lost and the Joint Management Committee can choose to use the conflict resolution procedure.
- d) Conflict prevention and conflict resolution procedures will be as set out in Appendix C.
- e) Meetings and/or resolutions will take place face-to-face, as necessary, or electronically by conference call, e-mail, webinar, etc. Normal meeting quorum requirements apply.
- f) A quorum would be, within reason, full attendance, however when full attendance is not achievable a quorum will consist of not less than two representatives from each CA (including non-voting members).
- g) Each SPA may select one alternate member. The alternate member will be welcome to attend any or all meetings but would only have a say and a vote when one of the regular members was absent.
- h) Per diem and mileage for Joint Management Committee member attendance at source protection meetings will be covered by each respective Conservation Authority, except where Joint Management Committee members are undertaking the process of replacing members on the Source Protection Committee as per the legislation. In that case, per diem and mileage of Joint Management Committee members will be covered by the source protection program.
- i) Staff directly supporting the Source Protection Planning process will be hired as appropriate.
- j) ABCA, as Lead SPA, will be responsible to the Province for all financial reporting requirements.
- k) Payment for financial services provided by the Lead CA will be for actual out of pocket expenses (labour, materials, computers etc.).

- l) ABCA's existing forms will be used for recording the expenses of their voting reps and MVCA will use their forms for recording the expenses for their voting reps.; for example - expense claims, and codes.
- m) Consultation and development of accounting records will be the responsibility of Lead SPA.
- n) Payment of bills will be as authorized by requests to purchase and as per guidelines of the Lead SPA.
- o) The JMC will receive regular financial reports.
- p) Frequency of financial reporting to the Province will depend on the requirements of the Province.
- q) MVCA and ABCA staff who work full time or part time on the source protection program can remain on their respective CA payroll to ensure consistency of their benefits and pension programs. The MVCA will invoice ABCA for these agreed upon costs.
- r) There will be branded joint letterhead for source protection program use.

### **Duration**

- a) This Memorandum of Agreement shall extend until the completion of the 2024-2027 work plan.
- b) Changes and/or modifications to the scope or terms of this Agreement may be made through an exchange of letters between the ABSPA and MVSPA outlining the changes/modifications and acceptance and agreement to the new terms and conditions.
- c) This Agreement may be cancelled and/or terminated upon the mutual consent of both parties. The process will be initiated by way of correspondence from one SPA Board of Directors to the other. The Joint Management Committee will attempt to resolve the issues for the request to terminate the agreement. If unsuccessful then the request to terminate will follow the conflict resolution process attached as an appendix to this agreement. The decision of the conflict resolution process will go to both SPA Boards of Directors for ratification.

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**Marissa Vaughan, Chair**  
Ausable Bayfield Source Protection Authority

Date: \_\_\_\_\_

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**Ed McGugan, Chair**  
Maitland Valley Source Protection Authority

Date: \_\_\_\_\_

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**Ray Chartrand, Vice Chair**  
Ausable Bayfield Source Protection Authority

Date: \_\_\_\_\_

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**Matt Duncan, Vice Chair**  
Maitland Valley Source Protection Authority

Date: \_\_\_\_\_

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**Davin Heinbuck, General Manager**  
Ausable Bayfield Source Protection Authority

Date: \_\_\_\_\_

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**Phil Beard, General Manager**  
Maitland Valley Source Protection Authority

Date: \_\_\_\_\_

## Appendix A – Work Plan Summary

Workplan Task	Activity (proposed)
SP Program Management – administration, budgeting, staffing, reporting as required	Program administration and staffing.
	Support management committee meetings between SPAs
	Participation in provincial (MECP) and Conservation Ontario coordinated meetings, and working groups.
	Maintain source protection data and records
Source Protection Committee (SPC) support and administration	Host and facilitate SPC meetings. Provide reports and updates to support the local source protection planning process
Support awareness of source protection planning process and efforts	Communication of local source protection process through website, social media, events and meetings.
	Maintain SPR's source water protection website.
	Coordinate municipal meetings and working groups to support Source Protection program
	Provide advice and support to enable local uptake of the new Best Practices for source protection, for drinking water systems not included in approved source protection plans. E.g. 'Water Wise' events
Monitor and report on source protection plan implementation progress	Provide guidance to local municipalities and provincial implementing bodies in relation to SPP policy implementation.
	Coordinate submission of annual reporting requirements from Implementing Bodies. Submit source protection annual progress report as directed by the Ministry.
Source protection considerations as it relates to local planning decisions	Provide comment as it relates to approval of local applications and decisions around vulnerable areas.
	Provide comment in regards to updating official plans and zoning bylaws, and notification of transport pathways.
Amendment to the Source Protection Plans (SPP) and associated Assessment Reports (AR)	The SPPs and associated ARs will be updated as needed to ensure they remain current. E.g.: - incorporation of new or altered water supply systems - incorporate new or revised policies as determined by SPC - address changes to regulations - Director's Technical Rules
Issuance of confirmation notices to municipalities under O. Reg. 287/07 (New regulation)	Assist municipal partners regarding new requirements under O. Reg 205/18 and 287/07 (water system changes)  Review technical work for the purpose of identifying anticipated amendments to the source protection plan as per O. Reg. 287/07 S. 48(1.1)(b) and issue Notices under O Reg 287 as needed.



## Appendix B – Technical Team Terms of Reference

<p><b>Membership and Voting</b></p>	<p>The Technical Team is comprised of staff from each of the Ausable Bayfield and Maitland Valley Conservation Authorities plus the Drinking Water Source Protection Program Supervisor. The members of the Technical Team are listed below (subject to change):</p> <ul style="list-style-type: none"> <li>• ABCA Water and Planning Manager.</li> <li>• ABCA GIS/IT Coordinator</li> <li>• ABCA Water Resources Engineer (or alternate)</li> <li>• MVCA Water Resources Engineer</li> <li>• MVCA Communications Coordinator</li> <li>• MVCA Planning and Regulations Supervisor</li> <li>• DWSP Program Supervisor (non-voting member)</li> </ul> <p>Other CA staff may attend meetings, or as designate for regular members listed above, as required. Any decisions by the Technical Team will be made by consensus. If consensus cannot be reached, the issue will be forwarded to the Joint Management Committee.</p>
<p><b>Frequency of meetings</b></p>	<p>The Technical Team shall meet as needed during the DWSP funding agreement. Meetings may be held in person or via teleconference and/or web conference as determined by the Technical Team.</p>
<p><b>Coordination</b></p>	<p>The DWSP Co-Program Supervisors will coordinate meetings and prepare meeting materials. All other members can request specific agenda items for inclusion at each meeting. Following each meeting, a meeting summary report will be prepared by the Co-Program Supervisors and circulated to all Technical Team members. When requested, the report and any recommendations will be sent to the Joint Management Committee.</p>
<p><b>Functions &amp; delegated authority</b></p>	<p>The roles of the DWSP Technical Team are:</p> <ul style="list-style-type: none"> <li>• To oversee the DWSP program activities and ensure that the work plan is being followed</li> <li>• To facilitate the partnership between the two conservation authorities, increase knowledge capacity in both offices, and ensure consistent messaging is communicated.</li> <li>• To make recommendations to the Joint Management Committee on program, financial and personnel matters as requested by the Joint Management Committee. The Joint Management Committee is responsible for all final decisions.</li> <li>• To review technical work for the purpose of identifying anticipated amendments to the source protection plan and providing Notice as per O. Reg. 287/07 S. 48(1.1)(b)</li> </ul>

## **Appendix C – Dispute Prevention and Resolution**

### **Source Water Protection Initiative**

Anytime an outside party determines that two historically independent bodies must work together on an initiative, where the two parties did not volunteer to do so, some difficulties in working together should be anticipated, despite the best intentions of both parties.

To illustrate this point, we have seen numerous examples of voluntary and involuntary municipal amalgamations across Ontario. The result is that invariably, the more choice there was involved in the merger, the less difficulty there is in dealing with the tasks at hand. However, there are still municipalities in Ontario that are trying to “demerge”, to use the term that has been applied in Quebec, where the parties felt they had little or no choice.

Different issues may warrant different dispute resolution techniques. The first attempts at resolution should always be at the staff level (General Managers). If this is not successful, then a facilitator should meet with the staff parties to attempt to find an agreement. If one cannot be found, then the Board members of the Joint Management Committee should participate in the discussion of the problem. The facilitator should also be present when the issue is before them and be prepared to provide a recommended solution to the Joint Management Committee if non-staff members cannot reach an agreement.

Should this process result in an impasse, then a neutral outside party should be brought in to arbitrate. The arbitrator would hear the issues as presented by the staff and render a decision, although the opportunity to agree would still exist up to the point of the decision being rendered. The decision would be binding.