

**Notice of Meeting**  
**Meeting of the Membership #1-2025**

Date: January 22, 2025  
Time: 7:00 p.m. – 8:30 p.m.  
Location: Administrative Centre, Wroxeter

**Agenda**

1. Call to Order
2. Declaration of Pecuniary Interest
3. Approval of Minutes: Membership Meeting #10-2023 held on December 18, 2024
4. Business Out of the Minutes:
  - a. Final Agenda-Annual Meeting: Report #1-2025
  - b. Letter from Township of Howick-Gorrie Conservation Area: Report #2-2025
5. Requiring Direction and or Decision:
  - a. Review of Members 2024 Work Plan: Report #3-2025
  - b. 2024 Year End Revenue/Expenditure Review: Report #4-2025
  - c. Personnel Committee Recommendations: Report #5-2025
  - d. Annual Review of the Members Manual: Report #6-2025
  - e. Declarations for Chair, Vice Chairs: Report #7-2025
6. Consent Agenda:
  - a. Revenue/Expenditure Report for December: Report #8-2025
  - b. Agreements Signed: Report #9-2025
  - c. Correspondence: Letter from Minister of Natural Resources
7. Chair and Members Reports
8. Closed Session: Personnel Matter
9. Adjournment – Next Meeting Date, Wednesday, February 19, 2025, at 2:00pm.  
Meeting to be held in the upstairs hall at the Wroxeter Community Centre.

## Membership Meeting #10-2024

December 18, 2024

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

**Members Absent:** Vanessa Kelly

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Services Coordinator  
Jeff Winzenried, Flood Forecasting Supervisor  
Michelle Quipp, Executive Assistant

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

### 1. Call to Order

Chair, Ed McGugan, 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 #9-2024 held on November 20, 2024.

### Motion FA #108-24

**Moved by:** Megan Gibson

**Seconded by:** Alvin McLellan

THAT the minutes from the General Membership Meeting #9-2024 held on November 20 2024, be approved.  
(carried)

**4. Business out of the Minutes:**

**a) Review of Per Diem and Honorariums Report #79-2024**

Report #79-2024 was presented to the members and the following motions were made:

**Motion FA #109-24**

**Moved by:** Alvin McLellan

**Seconded by:** Alison Lobb

THAT the MVCA 2025 members Per Diems be amended to \$84 for half day meetings and \$150 for full day meetings.

(carried)

**Motion FA #110-24**

**Moved by:** Alison Lobb

**Seconded by:** Ed Podniewicz

THAT the MVCA members Per Diems and Honorariums be adjusted by cost of living each year.

(carried)

**b) Conservation Lands Strategy Comments: Report #80-2024**

Report #80-2024 was presented to the members and the following motions were made:

**Motion FA #111-24**

**Moved by:** Alison Lobb

**Seconded by:** Megan Gibson

THAT a letter be sent to the Township of Huron-Kinloss in response to their comments and suggestions regarding the Conservation Areas Lands Strategy.

(carried)

**Motion FA #112-24**

**Moved by:** Alison Lobb

**Seconded by:** Evan Hickey

THAT the Members approve the Conservation Lands Strategy;  
AND THAT the Conservation Lands Strategy be posted on the MVCA website.

(carried)

**c) Fees Policy Comments: Report #81-2024**

Report #81-2024 was presented to the members and the following motion was made:

**Motion FA #113-24**

**Moved by:** Anita Van Hittersum

**Seconded by:** Ed Podniewicz

THAT the 2025 Fees Policy be approved.

(carried)

**d) Draft 2025 Fee Schedule Comments: Report #82-2024**

Report #82-2024 was presented to the members and the following motion was made:

**Motion FA #114-24**

**Moved by:** Alison Lobb

**Seconded by:** Anita Hittersum

THAT the 2025 Fee Schedule be approved.

(carried)

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

**a) Draft 2025 Work Plan & Budget: Report #83-2024**

Report #83-2024 was presented to the members and the following motions were made:

**Motion FA #115-24**

**Moved by:** Megan Gibson

**Seconded by:** Alvin McLellan

THAT the 2025 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 19, 2025, for final review and approval;

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

(carried)

**b) Natural Hazard Asset Management Plans: Report #84-2024**

Report #84-2024 was presented to the members and the following motion was made:

**Motion FA #116-24**

**Moved by:** Alison Lobb

**Seconded by:** Megan Gibson

THAT the Members approve and submit the Draft Natural Hazard Infrastructure Asset Management Plan to the Ministry of Natural Resources.

(carried)

**c) Ice Management Plan: Report #85-2024**

Report #85-2024 was presented to the members and the following motion was made:

**Motion FA #117-24**

**Moved by:** Andrew Fournier

**Seconded by:** Ed Podniewicz

THAT the Members approve and submit the Draft Ice Management Plan to the Ministry of Natural Resources.

(carried)

**d) Draft Agenda for 2025 Annual Meeting: Report #86-2024**

Report #86-2024 was presented to the members and the following motion was made:

**Motion FA #118-24**

**Moved by:** Anita Van Hittersum

**Seconded by:** Matt Duncan

THAT the Annual Meeting be held on February 19 at 2pm;

AND THAT the draft agenda outlined in Report #86-2024 be approved.

(carried)

**e) Request from the Maitland Conservation Foundation: Report #87-2024**

Report #87-2024 was presented to the members and the following motion was made:

**Motion FA #119-24**

**Moved by:** Alison Lobb

**Seconded by:** Sharen Zinn

THAT the General Manager Secretary Treasurer continue to serve as Interim Executive Director to the MCF Board in 2025;

AND THAT the MCF and JHETF Boards be thanked for their donation to MVCA in 2024.

(carried)

**f) First Call for Declarations for Chair, Vice & Second Vice Chairs: Report #88-2024**

Report #88-2024 was presented to the members for their information.

**6. Chair and Member Reports**

Chair Ed McGugan asked the members for ideas on how MVCA can receive more feedback on the work that MVCA does. Suggestions included surveys, social media posts and directly engaging with the public, both young and old, across the watershed.

**7. Consent Agenda:**

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

**a) Revenue/Expenditure Report for November 2024: Report #89-2024**

**Motion FA #120-24**

**Moved by:** Alison Lobb

**Seconded by:** Megan Gibson

THAT Report #8g along with the respective motions as outlined in the Consent Agenda be approved.

(carried)

**8. In Camera Session: GM - ST Performance Review**

**Motion FA #121-24**

**Moved by:** Alison Lobb

**Seconded by:** Evan Hickey

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

(carried)

**Motion FA #122-24**

**Moved by:** Anita Van Hittersum

**Seconded by:** Alvin McLellan

THAT the members move back into the full authority meeting.

(carried)

**Motion FA #123-24**

**Moved by:** Alison Lobb

**Seconded by:** Antia Van Hittersum

THAT staff are to act as directed within closed session.

(carried)

**9. Adjournment:** Next meeting: January 22, 2025, at 7:00 pm at the Administrative Centre, Wroxeter.

**Motion FA #124-24**

**Moved by:** Alison Lobb

**Seconded by:** Megan Gibson

THAT the Members Meeting be adjourned at 9:06pm.

(carried)

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Ed McGugan  
Chair

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Phil Beard  
General Manager / Secretary-Treasurer

## **Members Report #1-2025**

**To:** Members, Maitland Valley Conservation Authority  
**From:** Phil Beard, General Manager Secretary Treasurer  
**Date:** January 13, 2025

**Subject:** 2025 Annual Meeting: A time to Celebrate Partnerships

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### **Purpose:**

To finalize the agenda for the 2025 Annual Meeting.

### **Background:**

At the December 18, 2024, meeting the following motion was approved:

Motion FA #118-24

THAT the Annual Meeting be held on February 19 at 2pm;  
AND THAT the draft agenda outlined in Report #86-2024 be approved.  
(carried)

### **Follow Up Action:**

Venue: The Wroxeter Hall has been booked for the Annual Meeting.

Time: 2:00pm – 3:30pm

### **Program Update:**

Staff have contacted representatives from the Carbon Footprint Initiative, Middle Maitland Rejuvenation Committee, Maitland Conservation Foundation and the John Hindmarsh Environmental Trust Fund.

All except the JHETF have confirmed that they will be able to attend and make a presentation on their organization. The JHETF Chair, Geoff King will let us know within the next couple of weeks if he or someone else will be able to make a presentation.

## Final Agenda

1. Welcome and Introduction of Members & Guests
2. Remarks from Dignitaries in attendance (MPs, MPPs, Warden, Reeves, Mayors, Conservation Ontario)
3. Chairs Remarks
4. Staff Service Awards: Phil Beard, GM-ST- 45 years; Jeff Winzenreid, Flood Forecasting Supervisor- 10 years; Danielle Livingston, Admin-Finance Coordinator- 10 years; Barry Skinn, Asst. Park Supt.- 5 years; Shannon Millar, Restoration Supervisor-5 years.
5. Election of Officers: Chair, Vice, and Second Vice
6. Celebration of Partnerships:  
Introduction of each Organization by Chair & Vice Chair
  - a) Carbon Footprint Initiative: Kriss Snell, Municipality of North Perth
  - b) Middle Maitland Rejuvenation Committee: Doug Grant, Chair
  - c) Maitland Conservation Foundation: Nigel Bellchamber, Vice Chair
  - d) John Hindmarsh Environmental Trust Fund: to be determined
7. Closing Remarks: Chair
8. Social Time

Note: Picture to be taken of 2025 Members after the meeting.

Promotion: Notice of the Annual Meeting will be sent to all member municipalities, partner organizations, neighbouring conservation authorities.

We will also invite the public to attend the annual meeting as well. A notice will be placed in the local paper as well as on MVCA's social media.

### **Recommendation:**

THAT the final agenda for the Annual Meeting be approved as outlined in Report #1-2025.



## Members Report #2-2025

**To:** Members, Maitland Valley Conservation Authority (MVCA)  
**From:** Stewart Lockie, Conservation Areas Coordinator  
**Date:** January 13<sup>th</sup>, 2025

**Subject:** Correspondence received from the Township of Howick regarding Gorrie Conservation Area naturalization.

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### Purpose:

To provide comments received from the Township of Howick regarding naturalization work at the Gorrie Conservation Area.

### Background:

On November 14<sup>th</sup>, 2024, a letter was sent from the MVCA Chair to the Township of Howick thanking them for providing comments on our Draft MVCA Watershed Strategy and inviting the Township of Howick to meet and discuss the naturalization efforts at Gorrie CA further. (attached at the end of this report).

This letter indicated that MVCA was continuing to follow through with a naturalization plan at Gorrie CA which will improve the health of the area, along with providing compatible recreational use for the community.

MVCA staff have been developing this plan which includes additional tree and shrub plantings along with further grass cutting reductions on the North side of the property if the Township of Howick indicates they no longer wish to cut this area in the future.

On January 9<sup>th</sup>, 2025, MVCA received correspondence from the Deputy Reeve of the Township of Howick regarding the naturalization efforts completed at the Gorrie CA. This correspondence is copied below:

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Hello,

Council discussed the concerns with the look of the Gorrie CA since the naturalization at a recent meeting.

To summarize the discussion, a lot of the issues stem from how it looks and what has been planted to date. Being that this is a focal point in the town, it is important to consider the aesthetics. We would like to see a better balance of plant life so that there is something blooming every season and have things planted that have a longer blooming time. We find it looks brown and messy most of the year. Councillor Rogenvaldson provided me with some suggestions if you are interested.

We understand things take time to grow and more planning is to come but would still like it

to look nice in the short term.

Kind regards,

Megan Gibson  
Deputy Reeve  
Township of Howick  
519-492-1143

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MVCA Staff are recommending the following actions regarding the further naturalization at Gorrie CA in 2025 and to follow up with the correspondence received from the Township of Howick.

- Accept the offer from the Township of Howick to provide suggested species for consideration in the naturalization plan.
- Offer to meet with the Council and staff from Howick Township this summer to discuss completed and proposed naturalization plans and outcomes.
- Continue to develop the naturalization plan this summer with planting of additional trees, shrubs, and plants to occur in the fall of 2025. This would provide MVCA with the opportunity to discuss the naturalization plan with the Township of Howick. This suggestion is feasible provided the Township of Howick is agreeable to continue cutting the North Side of the river in 2025. If the Township of Howick indicates they will not cover the cost of grass cutting on the North side of the river, a reduced grass cutting and naturalization plan would be implemented this spring based on the authority's resources. MVCA will require confirmation of this decision soon to assist with our planning for this area.

**Recommendation:**

To be determined.



November 14, 2024

Township of Howick  
44816 Harriston Road  
Gorrie, Ontario  
NoG 1Xo

Attention: Reeve Harding and Council

Dear Reeve Harding and Council

Re: Letter of September 12, 2024-Draft Watershed Strategy

Thank you for providing comments on MVCA's draft Watershed Strategy.

MVCA's Members reviewed the comments provided by Council at their October 16, 2024, meeting. Please see below the relevant excerpt from the as yet unsigned Draft Minutes from that meeting.

Motion FA #92-24

Moved by: Matt Duncan

Seconded by: Megan Gibson

That the Township of Howick be thanked for their comments and that the draft watershed strategy be accepted.

(carried)

The MVCA has been actively engaging with the public at various events throughout the watershed as well as using different social media platforms so we can hear the public's feedback on our proposed Strategy.

We have received very little comment from the public, which we interpret as a positive reception. Clearly you, your Council and Staff have heard comments specific to the Gorrie Conservation Area that has your attention.

From the MVCA's perspective, we are working from our Vision which is "Working for a Healthy Environment". The naturalization efforts at Gorrie are part of both "compatible recreational use" as well as improving the health of the river by reducing erosion of soil into the river and diversifying the range of plant, animal, and insect species.

The Members are committed to ensuring that our actions help to improve the health of the rivers, forests, and soil across the watershed.

The plan at the MVCA is to continue to implement the naturalization plan that has been developed for the Gorrie Conservation Area. Clearly however, we do not want to do that in isolation.

While the Members have made a decision in this regard, we would like to continue this conversation with you so that we, together, can work for the benefit of our environment and communities. Please consider this an invitation to meet and discuss further.

Sincerely,

A handwritten signature in black ink that reads "Ed McGugan". The signature is written in a cursive style with a large initial "E" and "M".

Ed McGugan

Chair

cc Members, MVCA

## Members Report #3-2025

**To:** Members, Maitland Valley Conservation Authority  
**From:** Phil Beard, General Manager -Secretary-Treasurer  
**Date:** January 10, 2025  
**Subject:** 2024 Work Plan Review: Members

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### **Purpose:**

To review the progress made with respect to the major items of governance related business in 2024.

### **Background:**

The Members work plan is based upon the major business outlined in MVCA's 2024 Work Plan.

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.  
Action Taken: MVCA did amend their policies and procedures based upon amendments that were made by the Ministry of Natural Resources. MVCA is awaiting the updated technical guidelines for shoreline hazards.

## 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.

Follow Up Action: The Chair was invited to meet with MPP Lisa Thompson and the Minister of Environment, Conservation and Parks in June. The Chair did receive support from MPP Thompson and the Minister regarding Healthy Lake Huron.

No other meetings were held.

## 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.

Follow Up Action: The Personnel Committee will be making a report at the January 22, 2025 meeting.

- 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. Follow Up Actions: Agreements are in place with the Town of Goderich, Twp. Of Morris Turnberry and the Municipality of Huron East. The Municipality of North Perth will be reviewing the agreement in January or February of 2025.

- 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.  
Follow Up Action: The consent has been processed by the County of Huron. Staff will work with the Brussels Trust to finalize the legal transfer of the property in 2025.
- 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.  
Follow Up Action: The Members approved the three-year work plan and forecast on October 16, 2024.
- 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.  
Follow Up Action: The Members approved the Watershed Strategy on November 20, 2024. The Watershed Strategy has been submitted to the Ministry of Natural Resources.
- 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.  
Follow Up Action: The Members approved the flood plain mapping on April 17, 2024.
- 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.  
Follow Up Actions: The Governance Review was undertaken on May 15, 2024, follow up actions related to review of Vision, Mission and Ends, Emergency meetings policy and Members responsibilities were undertaken at the September 24, 2024 meeting.
- 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.  
Follow Up Actions: The Members approved the updated critical Infrastructure and asset management plan at the September 18, 2024 meeting.

- 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  
Follow Up Action: The Members approved the Conservation Lands Strategy at the December 18, 2024 meeting. The CA Lands Strategy has been submitted to the Ministry of Natural Resources.
  
- 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.  
Follow Up Action: The Members approved the Natural Hazards Asset Management Plan on December 18<sup>th</sup>, 2024. The plan has been submitted to the Ministry of Natural Resources.
  
- 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.  
Follow Up Action: The Members approved the Ice Management Plan on December 18, 2024. The plan has been submitted to the Ministry of Natural Resources.
  
- 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.  
Follow Up Actions: The Members have provided direction to staff on the activities they would like to include as part of the 75<sup>th</sup> Anniversary in 2026. A follow up report on the River Festival idea will be presented to the Members for discussion and direction in 2025.

Summary:

The Members have provided direction and or made decisions on all the business identified to be dealt with in 2024.

**Recommendation:**

THAT Report #3-2025 be accepted.



## Members Report #4-2025

**To:** Member's, Maitland Valley Conservation Authority (MVCA)  
**From:** Phil Beard, General Manager-Secretary-Treasurer  
Danielle Livingston, Administrative-Financial Services Coordinator  
Stewart Lockie, Conservation Areas Coordinator;  
Jayne Thompson, Communications/IT/GIS Coordinator  
Patrick Huber Kidby, Planning/Regulations Supervisor  
Jeff Winzenreid, Flood Forecasting Supervisor  
Ben Van Dieten, Stewardship Services Supervisor  
Shannon Millar, Restoration Supervisor  
**Date:** January 3, 2025  
**Subject:** 2024 Year End Revenue & Expenditure Report

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### **Purpose:**

To outline the year end revenue and expenditures versus the 2024 budget.  
To outline the rationale for any surplus or deficit for the operating and capital budgets.

### **Background:**

Any surpluses that occur in the operations section of the budget can be allocated to help fund the authority's infrastructure, equipment, and projects in subsequent years. MVCA does not have sufficient funding to maintain all the essential infrastructure and equipment that we own. This funding can also be allocated towards authority-funded projects and shortfalls in MVCA's operating budget. We also need to put funding into the accumulated surplus for decommissioning infrastructure when it reaches the end of its life span.

### **Overview:**

The tables included in this report outline the status of the operating (Table 1) and capital budgets (Table 2) for 2024. A copy of the approved budget is attached to this report for reference.

### **Operating Budget:**

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

**Year End Revenue and Expenditures for Operating: Table 1**

<b>Service Area-Category</b>	<b>Surplus</b>	<b>Explanation</b>
*Corporate	\$30,580	Higher interest revenue, lower expenses for governance, subscriptions and publications, computer maintenance and IT than anticipated. \$710,951 levy funds allocated.
*Flood and Erosion Safety Services	\$15,722	Though there was reduced planning and development revenue, a surplus was due to lower wage costs for 2 staff on leave for parts of the year, as well as lower support cost expenses. \$581,837 levy funds allocated.
*Watershed Stewardship	\$45,196	Surplus is due to higher tree program sales and less staffing expenses due to eligible staffing allocations to projects and a leave of absence. \$312,405 levy funds allocated.
*Management Development and Operations	\$12,090	Higher revenues received from hunting permits and student funding. Less mileage expenses than projected. \$297,513 levy funds allocated.
Motor Pool	\$27,655	Expected surplus for future motor pool planning needs.
FRCA Campground	\$77,195	Surplus is due to higher user sale revenue and summer student funding received. Less staffing expenses than projected. Roadway repairs and signage projects deferred to 2025.
WPCA Campground	\$6,266	Lower staffing expenses, road repairs and tree removal didn't get completed in 2024 resulting in the surplus.

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

1. Falls Reserve: The Falls Reserve Conservation Area is projected to have a surplus of \$77,195 in 2024. This surplus will be used to fund future infrastructure and equipment.
2. Wawanosh Campground: The Wawanosh Campground has a surplus of \$6,266.

The Falls Reserve Conservation Area and Wawanosh Campground must operate and maintain their equipment and infrastructure with the revenue generated from their operations.

3. Operating Budget: The surplus for the remainder of MVCA's operating budget is projected to be \$103,588. The 2024 budget included the use of \$42,504 from accumulated surplus. The net surplus from operating is \$61,804.

**Projects Revenue-Expenditure Summary: Table 2**

Service Area-Category	Surplus (Deficit)	Rationale
Flood Safety Service Projects	\$11,111	<p>The North Perth floodplain mapping project was completed and associated surplus from the FHIMP project will be allocated to a Listowel water quality monitoring station.</p> <p>\$20,000 in levy funds was used to maintain the Flood Forecast monitoring network.</p> <p>Some work was able to be started on the Coastal Action Plan project in 2024.</p>
Conservation Areas Projects	\$41,661	<p>Forestry management activities were completed as planned. Invasive species controlled at several Conservation Areas. Additional funding received from Huron Clean Water which helped to reduce the amount of accumulated surplus that was budgeted.</p> <p>Equipment and vehicle replacements completed with higher-than-expected revenue received from the sale of surplus vehicles. This reduced the amount of accumulated surplus that was budgeted.</p> <p>Naftel's Creek CA boardwalk completed as planned. Funding of \$7,000 received in 2024 from MCF/JHETF for Naftel's Privy replacement to be completed in 2025.</p> <p>CA Signage replacements completed with cost savings realized from design work being completed in-house.</p> <p>Brussels Mill disposition expected to be completed in 2025. \$8,725 to be deferred to finalize transfer requirements in 2025.</p> <p>Carbon sequestration planting completed utilizing \$783 from accumulated surplus.</p>
Watershed Stewardship Projects	\$121,816	<p>The Nature Based Climate Solution Fund and the Huron Clean Water projects finalized with net zero balances. All other Watershed Stewardship projects have an April-May fiscal period with activities that are being carried over into 2025.</p>

		<p>Projects showing deficit balances are expected to meet funding deliverables and be reimbursed in 2025.</p> <p>The following projects are being carried over into 2025:  Garvey-Glenn Coordination: \$92,631  Landowner incentive payments and staffing will be allocated in 2025.</p> <p>WS ECCC Restoration: <b>(\$68,842)</b>  MVCA will be reimbursed after the annual report is submitted in March 2025.</p> <p>Watershed Health Project  \$10,286</p> <p>Middle Maitland Headwaters Restoration: \$92,869  carryover funding to be used in 2025 for restoration projects.</p> <p>Wellington County Clean Water Program: \$5,830  surplus from 2024 projects that weren't completed.</p> <p>ECCC Natural Hazard Outreach: <b>(\$27,642)</b>  MVCA will be reimbursed after the annual report is submitted in March 2025.</p> <p>Carbon Footprint Initiative  \$2,907</p> <p>Watershed Stewardship Projects: \$4,786 carry over to be used in 2025.</p> <p>OMAFRA COA Healthy Lake Huron <b>(\$6,163)</b>,  MVCA will be reimbursed after the annual report is submitted in March 2025.</p>
Corporate Services Projects	\$37,132	Admin Centre Projects: Air quality projects, brick work, and insurance valuations were completed as expected. Bathroom accessibility renovation was completed with \$12,010 remaining to be paid in 2025 for the

		<p>statutory 10% holdback. Office phone system replacement wasn't completed in 2024 and will be deferred until 2025. (\$25,000)</p> <p>The watershed strategy report was completed under budget. (\$1,598 surplus) Use of accumulated surplus was less than budgeted for communication network systems due to the property database being postponed and delayed progress with offsite server and storage back-up systems.</p> <p>A total of \$100,000 in levy was allocated for all the Corporate Services projects.</p>
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**Use of Accumulated Surplus: Table 3**

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

Category	Budget	Actual	Comments
Working Capital	\$219,445	\$107,373	<p>The operating budget included \$12,760 from accumulated surplus. Reduced expenses and increased revenue from bank interest eliminated the need to use the accumulated surplus to balance the operating budget. \$80,888 was spent on the admin centre renovations. There will be additional hold-back expenses allocated in the 2025 budget. Expenses were lower than budgeted for the watershed health strategy (Budget: \$17,670 Final Expenses: \$16,072). IT and GIS capital expenses in 2024 were lower than budgeted, resulting in the use of only \$16,579 from accumulated surplus.</p> <p>Watershed Health Project: Additional funds were donated by the MCF which reduced the amount needed from accumulated surplus.</p> <p>\$9,951 of the projected \$36,860 was used for conservation area projects. Brussel's Mill Disposition project will carry into 2025.</p>

Motor Pool	\$59,400	\$49,390	The outcome from sales and the operating surplus resulted in less use of accumulated surplus for capital vehicle and equipment purchases in 2024.
Forestry Management	\$44,744	\$10,258	There wasn't a shortfall in the forestry program, therefore the projected amount of \$29,744 was not needed.  Funding for forestry management projects from Maitland Conservation Foundation and Huron Clean Water reduced the projected use of reserves from \$15,000 to \$10,258.
Falls Reserve	\$16,698	\$0	Anticipated revenues offset the operating and capital project expenses completed in 2024. Roadwork repairs and signage projects not completed will carry over into 2025 for completion.
<b>Total</b>	<b>\$323,589</b>	<b>\$156,762</b>	

The information contained in this report is based upon unaudited accounts. MVCA's auditor, Seebach & Company, will allocate capital assets and record disposals, investments, and amortization. The audit will establish the final amounts that will be allocated to MVCA's accumulated surplus categories. The auditor's report will be presented at the March meeting.

**Accumulated Surplus: Table 4**

The MVCA has established accumulated surplus categories for funding projects, equipment, and capital infrastructure projects. The following outlines the authority's accumulated surplus as of December 31, 2023.

<b>Category</b>	<b>Amount</b>
Short Term Disability	\$38,000
Wawanosh Park Campground	\$28,988
Falls Reserve Campground	\$212,423
Insurance	\$25,000
Vehicle & Equipment	\$126,741
Working Capital	\$643,568
Forestry Management	\$115,502
<b>Total</b>	<b>\$1,190,222</b>

**Recommendation:**

THAT the year-end surpluses and deficits outlined in Report #4-2025 be directed to the appropriate accumulated surplus categories; AND THAT all deferred revenue be directed to the designated projects in the 2025 draft budget.

2024 Operating Summary				Table 1
Item	Budget	Revenue	Expenditure	Outcome
<b>Corporate Services</b>				
Administration	380,010	380,010	388,326	-8,315.53
Financial Management	115,177	115,177	112,386	2,791.16
Governance	16,600	16,600	14,557	2,042.97
Service Area Support	54,449	78,712	51,878	26,834.02
Source Water Protection	22,950	26,303	26,303	0.00
Communications and IT	244,824	239,644	232,417	7,227.77
<b>Total</b>	<b>834,010</b>	<b>856,447</b>	<b>825,866</b>	<b>30,580.39</b>
<b>Flood Safety Services</b>				
Flood Control Structures	3,026	3,026	3,621	-594.62
Erosion Control Structures	1,600	1,600	572	1,028.40
Flood Forecasting and Warning	278,404	297,174	288,407	8,766.64
Hazard Prevention	24,467	24,467	21,426	3,040.60
Natural Hazard Information	68,935	68,935	55,376	13,559.14
Regulations	313,059	298,459	308,537	-10,078.38
<b>Total</b>	<b>689,491</b>	<b>693,661</b>	<b>677,939</b>	<b>15,721.78</b>
<b>Watershed Stewardship Services</b>				
Watershed Monitoring and Reporting	141,977	139,977	138,709	1,267.76
Extension Services	172,428	172,428	162,088	10,340.04
Forestry Services	171,944	244,442	210,853	33,588.59
<b>Total</b>	<b>486,349</b>	<b>556,847</b>	<b>511,650</b>	<b>45,196.39</b>
<b>Conservation Areas Management Services</b>				
Falls Reserve Conservation Area	716,698	717,011	639,816	77,195.23
Wawanosh Park Conservation Area	20,357	19,531	13,265	6,266.35
Management, Development and Operations	326,583	315,447	303,357	12,090.06
Motor Pool	27,570	48,796	21,141	27,654.51
<b>Total</b>	<b>1,091,208</b>	<b>1,100,785</b>	<b>977,579</b>	<b>123,206.15</b>
<b>Total Operating Budget</b>	<b>3,101,058</b>	<b>3,207,740</b>	<b>2,993,035</b>	<b>214,704.71</b>
			<b>214,705</b>	<b>Net</b>

2024 Projects Summary				Table 2
Item	Budget	Revenue	Expenditure	Outcome
<b>Corporate Services Projects</b>				
Admin Centre Repairs	177,000	177,000	162,630	14,370.25
Watershed Strategy	17,670	17,670	16,072	1,598.00
Computers/Network Equipment/Software/Special Projects	56,000	56,000	34,837	21,163.44
<b>Total</b>	<b>250,670</b>	<b>250,670</b>	<b>213,538</b>	<b>37,131.69</b>
<b>Flood Safety Services Projects</b>				
Flood Control/Preventative Maintenance	20,000	20,000	20,000	0.00
Coastal Resiliency Strategy (NRCAN)		0	24,161	-24,160.81
Shoreline Hazard Mapping	113,000	94,268	58,996	35,272.21
<b>Total</b>	<b>133,000</b>	<b>114,268</b>	<b>103,157</b>	<b>11,111.40</b>
<b>Watershed Stewardship Services Projects</b>				
Garvey-Glenn Coordination	112,008	112,009	19,378	92,630.54
WS ECCC Restoration (New Accounts)			68,842	-68,841.94
Watershed Health Project (Forest Health)	91,022	143,153	117,713	25,440.67
Middle Maitland Headwaters Restoration	169,595	186,707	93,838	92,868.96
Nature Based Climate Solutions	141,126	229,262	229,262	0.00
Huron Clean Water Program	504,055	446,474	446,474	0.00
Wellington County Clean Water Program		11,530	5,700	5,830.00
ECCC Natural Hazard Outreach	10,000	70,468	98,111	-27,642.41
Carbon Footprint Initiative	3,217	3,217	310	2,907.19
Watershed Stewardship Projects	4,786	4,786	0	4,786.04
OMAFRA COA (Rural Green Infrastructure in 2022) Healthy	18,361	29,199	35,363	-6,163.11
<b>Total</b>	<b>1,054,170</b>	<b>1,236,806</b>	<b>1,114,991</b>	<b>121,815.94</b>
<b>Conservation Areas Management Services Projects</b>				
Forest Management	21,000	24,000	19,258	4,741.58
Vehicle/Equipment Replacement	71,900	77,987	67,694	10,292.69
MVCA Carbon Offset	500	500	783	-282.53
Conservation Area Projects	46,860	36,860	9,235	27,624.56
Naftel's Creek	9,500	8,193	8,908	-715.76
<b>Total</b>	<b>149,760</b>	<b>147,540</b>	<b>105,879</b>	<b>41,660.54</b>
<b>Total Projects Budget</b>	<b>1,587,600</b>	<b>1,749,284</b>	<b>1,537,565</b>	<b>211,719.57</b>
			<b>211,720</b>	<b>Net</b>



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>

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>

## Members Report #5-2024

**To:** Members, Maitland Valley Conservation Authority  
**From:** Ben Van Dieten, Chair, Personnel Committee;  
Phil Beard, Secretary;  
Andrew Fournier, Member Representative  
**Date:** January 13, 2025  
**Subject:** Draft Recommendations for Amendments/Additions to MVCA's  
Personnel Policy for 2025.

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### **Purpose:**

To Recommend Amendments to MVCA's Personnel Policy.

### **Background:**

The Personnel Committee met on September 24<sup>th</sup> and December 4, 2024 to review requests for changes to the Personnel Policy. The Committee is proposing that the Members amend MVCA's Personnel Policy to include the following changes.

The proposed amendments are highlighted in yellow.

A copy of the Personnel Policy is attached to this report. It also includes the proposed changes that are outlined in this report.

Proposed Amendments:

1. THAT all sections of Personnel Manual which reference 'Program Coordinator' be amended to read 'Program Coordinator or Supervisor'.

Section 1.2 Changes and Revisions:

The Personnel Policies and Procedures Committee will:

Be open to all staff with a minimum of one year of full-time employment;

Consist of one Member, General Manager-Secretary Treasurer and a minimum of two staff members, one of which will be a Program Coordinator or Supervisor.

Have a Chair who rotates off the committee as Chair on an annual basis;

Include the designated Occupational Health and Safety Coordinator.

Rationale: MVCA has both Program Coordinators and Supervisors who have supervisory responsibilities.

2. THAT section 3.9 Reimbursement for Expenses base rates be amended to the following values:

Breakfast: Current rate: is \$10.00

Recommendation to increase to: \$30.00,

Current Rate is: \$20.00 Lunch

Recommendation: increase to \$35.00

Dinner: Current Rate is \$25

Recommendation: increase to \$40.00.

3. THAT the Personnel Manual include a policy to allow the Personnel Committee to adjust Reimbursement for Expenses on an annual basis based on cost of living.

The Cost-of-Living Increase would be based upon MVCA's current policy for calculating the annual cost of living increase.

4. Revisions to Section 2.1 Code of Conduct and Section 2.1.1: Accountability: Removal of word Ethical and Unethical:

The Committee discussed the use of the word "ethical" and "unethical" in the manual. The Committee thought that these words need to be removed as they cannot be defined properly. Everyone has their own interpretation of what is ethical or unethical. The recommended revisions to Section 2.1 Employment-Code of Conduct are as follows:

Section 2.0: Employment

2.1: Code of Conduct

Purpose: The Code of Conduct Policy is intended to guide business behavior to ensure that we always emphasize fair business practices. As representatives of the MVCA, employees shall observe and comply with the laws of Canada, Ontario and the rules and regulations of the MVCA.

Scope: This policy applies to all MVCA employees, volunteers, contractors, consultants, temporary employees, and other employees including all affiliated third parties.

Responsibilities:

Employees including volunteers:

- Treat others with respect, patience, and courtesy;
- Perform duties efficiently;
- Be inclusive;

- Promote a team environment;
- Dress appropriately;
- Observe and comply with applicable laws as well as policies and processes of the MVCA;
- ~~Avoid the intent and appearance of unethical or compromising practices;~~
- Disclose any conflict of interests that may arise during the course of employment;
- Respond to requests for information as required in line with the Ontario Municipal Freedom of Information and Privacy Act;

#### Supervisors/Managers:

- Set an example for employees, keep honesty and integrity as a top priority in all approaches to business dealings.
- Encourage and welcome suggestions and concerns from employees.
- Ensure employees feel comfortable discussing any **ethical** issues that may arise throughout their employment.
- Alert senior management of concerns, particularly with regards to a breach of this policy.
- Disclose any conflict of interest regarding their own position at MVCA.

#### Senior Management:

- Promote this policy.
- Recognize **ethical** professional conduct within interpersonal communications of our employees.
- Promote a trustworthy and honest atmosphere ~~that reinforces the vision of MVCA as an ethical employer.~~
- ~~Reinforce the importance of integrity by insisting that every employee, supervisor, senior manager and director of the authority act as responsible citizens.~~
- ~~Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.~~
- Maintain a zero-tolerance policy with regards to harassment or discrimination.
- Protect against the unauthorized use of authority marketing: operational, personnel, financial, source code, and technical information integral to the success of the authority.
- Not permitting impropriety at any time.
- Act ~~ethically and responsibly~~ in accordance with the laws of every geographic location that we do business in.

## Section 2.1.1: Accountability

### Compliance with the Law:

The MVCA business must be conducted in compliance with all applicable laws and regulations. The MVCA will not tolerate illegal activity conducted for personal gain or on the MVCA's behalf. Lack of knowledge of the law will not excuse non-compliance with this Policy.

### Honesty and Integrity:

The highest legal, moral and ethical standards of honesty, integrity and fairness are to be practiced in the conduct of the MVCA's affairs. While acting on behalf of the authority, employees are responsible for always acting with integrity and in line with the organization's values and standards.

5. The Committee is also recommending that "highly provocative clothing" be removed from the list of inappropriate clothing. The committee thinks that it is a judgement call as to what would be considered inappropriate. The focus needs to be on what is appropriate to wear.

## 2.2 Dress Code

**Purpose:** The Dress Code Policy is intended to provide direction concerning appropriate dress for all employees of the MVCA while on duty.

**Scope:** This policy applies to all MVCA employees, volunteers, and temporary employees.

**Policy:** As ambassadors of our organization, the MVCA expects employees to maintain a neat, clean and professional appearance.

The following are considered inappropriate:

- Hats with logos other than that of the MVCA and partner clothing
- Torn Dress Code, ripped or dirty clothing
- Denim jeans that are stained, worn out or frayed – except in field situations where these may be most appropriate for the duties required
- Sweatpants or spandex
- Cut-offs
- T-shirts or sweatshirts with pictures, words, or logos other than the MVCA logo and partner clothing
- Casual t-shirts – except those provided by the MVCA

- **Highly provocative clothing**

**Recommendation:**

That the recommendations outlined in Report #5-2025 be incorporated into the 2025 Personnel Policy.



Maitland Valley  
Conservation Authority

Personnel Policies and Procedures Manual

2024



## Maitland Valley Conservation Authority

### Personnel Manual and Health and Safety Policies and Procedures Manual

#### 2024 Acknowledgement

##### Personnel Policy

I acknowledge that I have reviewed the 2024 Maitland Valley Conservation Authority Personnel Policy Manual that is stored at: New Storage Box M/Corporate/Human Resources/Personnel Manual/2024.

##### General

I understand that, as an employee of the Maitland Valley Conservation Authority (MVCA), I am bound to abide by all policies and procedures set forth in this manual.

I understand that failure to comply with the policies set out in this manual may lead to disciplinary action in accordance with our discipline policy up to and including termination.

I further understand that the information in this manual may be revised with or without notice, it is understood that changes may supersede, revise, or eliminate one or more of the policies in this manual. Changes will be communicated to me by my supervisor or through company notices and I accept responsibility for keeping informed of these changes.

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Employee Name

---

Employee Signature (digital signature is acceptable)

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Date

## Table of Contents

<b>Introduction</b> .....	5
1.0 General Policies.....	6
1.1 Application .....	6
1.2 Changes and Revisions.....	6
1.3 Disputes and Grievances.....	7
1.4 Conflict Resolution.....	7
2.0 Employment.....	8
2.1 Code of Conduct.....	8
2.1.1 Accountability .....	9
2.1.2 Environment.....	9
2.1.3 Business Practices .....	10
2.1.4 Assets and Information .....	11
2.2 Dress Code .....	11
2.3 Hiring.....	13
2.3.1 Equal Employment Opportunities.....	13
2.3.2 Criminal record and Judicial Matters and/or Vulnerable Sector Check (PRC).....	14
2.3.3 Hiring Responsibilities.....	14
2.3.4 Job Posting .....	14
2.4 Progressive Discipline .....	15
2.4.1 Resolutions.....	15
2.4.2 Discipline .....	16
2.5 Training and Development.....	16
2.6 Performance Appraisals.....	17
2.7 Exit Interview .....	18
3.0 Attendance.....	18
3.1 Designated Work Place and General Hours of Work.....	18
3.1.1 General Hours of Work and Overtime.....	19
3.1.1.1 Rest Periods .....	19
3.1.1.2 Late Arrival and Absenteeism .....	19
3.1.1.3 Overtime .....	20
3.1.1.3.1 Duty Officers Overtime.....	20
3.1.1.3.2 Overnight Shifts Flood & Erosion Safety Staff.....	21
3.1.1.4 Essential Services during an Emergency .....	25
3.1.1.5 Designated Work Locations .....	<b>Error! Bookmark not defined.</b>
3.2 Right to Disconnect.....	26
3.3 Working Remotely .....	27
3.5 Public Holidays .....	28
3.6 Annual Vacations.....	27
3.7 Leave of Absence.....	28
3.7.1 Bereavement Leave.....	29
3.7.2 Sick Leave.....	30
3.7.3 Jury or Witness Duty.....	30
3.7.4 Candidacy in Elections.....	31
3.8 Workplace Accommodation for Child Care.....	31
3.9 Reimbursement for Expenses.....	32
4.0 MVCA Property .....	33

4.1	Electronic Monitoring.....	34
4.2	Vehicles and Equipment .....	39
4.2.1	Personal Use of an Authority Vehicle.....	35
4.2.2	Traffic Violations.....	35
4.2.3	Use of a Personal Vehicle for Business Purposes.....	35
4.3	Other Company Property.....	36
4.3.1	Authority Credit Card.....	36
4.3.2	Information Technologies and Telecommunications Property.....	37
4.3.3	Software.....	39
4.3.4	Personal Protective Equipment (PPE).....	39
5.0	Indemnification .....	40
Appendix A: Performance Appraisals.....		41

## Introduction

The Personnel Policies and Procedures of the Maitland Valley Conservation Authority (MVCA) are intended to provide fair and consistent direction for all matters relating to employment with the MVCA. Each employee is expected to retain a copy of this manual and associated Policies and Procedures as well as be familiar with their contents.

The policies contained herein have been adopted or revised by motion of the Members of the MVCA. The procedures are derived from and consistent with the policies. In addition to the policies and procedures, this manual contains definitions and information which are so identified for the benefit of the reader. This additional information is intended to make the policies and procedures manual useful to employees and Members as a reference document. The main sections of this manual are:

1. General Policies
2. Employment
3. Attendance
4. Benefits and Remuneration
5. MVCA Property

A table of contents and a cross-referenced index are provided for ease of reference.

### **APPROVALS AND REVISIONS**

Approved:	November 18, 2020	Motion: FA #87-2020
	December 16, 2020	Motion: FA #100-2020
	December 15, 2021	Motion: FA #94-2021
	December 21, 2022	Motion: FA#109-2022
	January 24, 2024	Motion: FA#6-2024
	March 20, 2024	Motion: FA#33-24

## 1.0 General Policies

### 1.1 Application

Employees of the MVCA are governed by the Policies and Procedures set out in this manual.

All MVCA employees are informed where the Personnel Policies and Procedures and Health & Safety Policies and Procedures electronic copies are stored.

- Copies of the Personnel Policies and Procedures and of the governing legislation are kept at the MVCA office in Wroxeter and are available to employees and Members.

In any case of conflict between these Personnel Policies and Procedures and any other governing legislation, such legislation takes precedence, and these Policies and Procedures shall be deemed to be amended.

Employees' suggestions regarding Personnel Policies and Procedures are welcome. Such suggestions should be given to the employee's Coordinator or Supervisor for submission to the Personnel Policies and Procedures Committee or given directly to the Secretary of the Personnel Committee.

### 1.2 Changes and Revisions

The Personnel Policies and Procedures Manual is reviewed on an annual basis. Changes in the Policies and Procedures will be made as the review process and legislation dictates.

The Personnel Policies and Procedures Manual changes are approved by motion of the Members and made known to the employees in writing at least one month before becoming effective.

The Personnel Policies and Procedures Committee will:

- Be open to all staff with a minimum of one year of full-time employment;
- Consist of one Member, General Manager-Secretary Treasurer and a minimum of two staff members, one of which will be a Program Coordinator or Supervisor;
- Have a Chair who rotates off the committee as Chair on an annual basis;
- Include the designated Occupational Health and Safety Coordinator.

The Personnel Policies and Procedures will be reviewed by a permanent Policy & Procedures Committee established by the Members for that purpose. The mandate of the Personnel Committee will be to:

- Meet at least once a year to review the Personnel Policy and Procedures Manual and make changes and or additions as required;
- Review any staff proposed changes and or additions

- Distribute the Committees recommendations for changes to the staff for comment before they are sent to the Members for consideration;
- Submit any staff-approved changes and additions in a report to the Members at the November or December meeting (for budget considerations);
  - Staff are to submit suggestions for changes and or additions to the Committee no later than August 31 of each calendar year;
- Ensure that approved policy changes are identified and documented in the Personnel Policies and Procedures Manual.

### 1.3 Disputes and Grievances

Any misunderstandings of these policies and procedures are to be submitted through the Coordinator or Supervisor to the General Manager-Secretary Treasurer, for decision. If the dispute is with the General Manager Secretary Treasurer, the grievance is to be submitted directly to the Chair to review with the Members.

Any matters in dispute, or doubt of an exceptional nature, are dealt with by the Members.

Governing legislation includes, but is not limited to, the Employment Standards Act, Employees' Safety Insurance Act, Pay Equity Act, the Human Rights Code, the Occupational Health and Safety Act, Employment Equity Act, the Freedom of Information Act, Protection of Privacy Act and the Fair Workplaces, Better Jobs Act.

### 1.4 Conflict Resolution

Employees who have a complaint, concern, or difference of opinion shall first discuss the matter with the person with whom they have the complaint, concern or difference of opinion. If the matter is not resolved and to reach a resolution of their concern, the employee may request a meeting with their Coordinator or Supervisor to discuss the matter. The Coordinator or Supervisor will make every attempt to resolve the matter.

If the matter is not resolved, the employee may request a meeting with the General Manager-Secretary Treasurer. If the employee is not satisfied with the General Manager-Secretary Treasurer's response, they may make a written request through the General Manager-Secretary Treasurer to meet with the Members. Such written requests must be made within ten days of the reply from the General Manager-Secretary Treasurer.

If the employee's complaint is with their Coordinator or Supervisor, they may immediately proceed to meet with the General Manager-Secretary Treasurer as well as request a support person to accompany them to any meeting.

## 2.0 Employment

### 2.1 Code of Conduct

**Purpose:** The Code of Conduct Policy is intended to guide business behavior to ensure that we emphasize fair business practices at all times. As representatives of the MVCA, employees shall observe and comply with the laws of Canada, Ontario and the rules and regulations of the MVCA.

**Scope:** This policy applies to all MVCA employees, volunteers, contractors, consultants, temporary employees, and other employees including all affiliated third parties.

#### **Responsibilities:**

Employees including volunteers:

- Treat others with respect, patience, and courtesy;
- Perform duties efficiently;
- Be inclusive;
- Promote a team environment;
- Dress appropriately;
- Observe and comply with applicable laws as well as policies and processes of the MVCA;
- ~~Avoid the intent and appearance of unethical or compromising practices;~~
- Disclose any conflict of interests that may arise during the course of employment;
- Respond to requests for information as required in line with the Ontario Municipal Freedom of Information and Privacy Act;

Supervisors/Managers:

- Set an example for employees, keep honesty and integrity as a top priority in all approaches to business dealings.
- Encourage and welcome suggestions and concerns from employees.
- Ensure employees feel comfortable discussing any **ethical** issues that may arise throughout their employment.
- Alert senior management of concerns, particularly with regards to a breach of this policy.
- Disclose any conflict of interest regarding their own position at MVCA.

Senior Management:

- Promote this policy.
- Recognize **ethical professional** conduct within interpersonal communications of our employees.
- ~~Promote a trustworthy and honest atmosphere that reinforces the vision of MVCA as an ethical employer.~~
- ~~Reinforce the importance of integrity by insisting that every employee, supervisor, senior manager and director of the authority act as responsible citizens.~~

- ~~Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.~~
- Maintain a zero-tolerance policy with regards to harassment or discrimination.
- Protect against the unauthorized use of authority marketing: operational, personnel, financial, source code, and technical information integral to the success of the authority.
- Not permitting impropriety at any time.
- Act **ethically and responsibly** in accordance with the laws of every geographic location that we do business in.

### 2.1.1 Accountability

#### **Compliance with the Law:**

The MVCA business must be conducted in compliance with all applicable laws and regulations. The MVCA will not tolerate illegal activity conducted for personal gain or on the MVCA's behalf. Lack of knowledge of the law will not excuse non-compliance with this Policy.

#### **Honesty and Integrity**

The highest **legal, moral and ethical** standards **of honesty, integrity and fairness** are to be practiced in the conduct of the MVCA's affairs. While acting on behalf of the authority, employees are responsible for always acting with integrity and in line with the organization's values and standards.

#### **Reporting of Concerns**

The authority encourages employees to report questionable or fraudulent activities or actions to their supervisor anonymously. We strive to create an environment where employees feel comfortable raising concerns and have confidence that those concerns will be addressed. The MVCA prohibits retaliation against anyone who reports a concern in good faith or who participates in an internal or external investigation. Retaliation could include, but is not limited to termination, job demotion, intimidation, humiliation, exclusion and threats.

### 2.1.2 Environment

#### **Harassment and Discrimination Free Workplace**

The MVCA is committed to providing a safe and healthy work environment for all employees. The MVCA has zero tolerance for workplace violence or harassment of any kind and will be proactive in the prevention of workplace violence and harassment. The MVCA is committed to investigating reported incidents of violence, harassment, and sexual harassment in an objective and timely manner, taking necessary action; and providing appropriate support for victims. All employees are expected to treat one another with respect and professionalism. The MVCA is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. In addition, the MVCA is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or



privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by law.

### **Workplace Safety**

The MVCA is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury. The protection of employees from injury or occupational disease is a major continuing objective and the MVCA will make every effort to provide a safe, healthy work environment. Employees are expected to dedicate themselves to the continuing objective of reducing risk of injury. The MVCA is ultimately responsible for employee health and safety and will take every reasonable precaution possible for the protection of our employees. To that end, the MVCA will act in compliance with all applicable workplace health and safety legislation. See Health and Safety Policy Manual for health and safety related policies and procedures.

### **2.1.3 Business Practices**

#### **Avoiding Conflicts of Interest**

The MVCA expects all employees to act in the best interests of the authority. A conflict of interest may arise when employees' personal activities or relationships interfere with or impact their ability to act objectively and in the best interest of the MVCA. Perceived or actual conflicts of interest can negatively affect the authority's reputation and expose the authority or our employees to legal liability. Employees are expected to avoid situations or activities where their personal interests are, or may appear to be, in competition with or in opposition to the authority's interests. This includes situations that might prevent them from devoting proper time or attention to their duties, or situations that might affect their judgment or ability to act in the authority's best interest. Should employees be faced with a situation or a transaction that might give rise to such a conflict of interest, it must be disclosed to the General Manager-Secretary Treasurer.

#### **Maintaining Truthful, Accurate and Complete Business Records**

Accurate recordkeeping is critical at the MVCA, and all employees have a responsibility to maintain truthful, accurate and complete business records.

A business record can include, but is not limited to, payroll documents, timecards, spreadsheets, legal agreements, invoices, purchase orders, information in filings with governmental agencies, travel and expense reports, inspection records, hazardous material records and accident reports.

Employees should never omit, falsify, misstate, alter or conceal any information or misrepresent the facts for their benefit or the benefit of others and should never encourage or authorize anyone else to do so. This is fraud and is strictly prohibited.

## Gifts and Entertainment

Promoting goodwill and successful working relationships is important. There are times when employees might consider offering or accepting a gift from, or entertainment with, a client or partner. Gifts and entertainment may include, but are not limited to items such as meals, tickets to events, holiday baskets, gift cards, loans, etc. Employees are expected to not offer, provide, accept, or solicit gifts and/or entertainment for their own personal use, or the use of others, when it serves to, or appears to, inappropriately influence authority decisions, or gain an unfair advantage.

### 2.1.4 Assets and Information

#### Safeguarding Authority Property and Information

The assets of the MVCA, including physical assets, personal data, confidential information and intellectual property, are to be used to support our business and strategic objectives.

Employees have a responsibility to protect them, in whatever form they exist, as well as those of our customers and business partners. Employees are expected to safeguard these assets against theft, loss, waste, and abuse. Authority assets should not be used for employee's personal benefit or the benefit of anyone other than the authority. In addition, employees should have no expectation of privacy when using company assets or resources.

Except as required in the normal course of performing job duties, employees must not reveal confidential information to anyone, either while employed by the MVCA or after they have left the authority, unless written authorization from the General Manager-Secretary Treasurer has been provided.

#### Use of Authority Assets

Employees are expected to use company email, internet, social media and IT systems responsibly and to exercise good judgment and integrity when creating and sending work product, social media, emails, and voicemails. In addition, employees are prohibited from using information systems in any way that involves illegal, sexually explicit, discriminatory, or otherwise inappropriate material.

### 2.2 Dress Code

**Purpose:** The Dress Code Policy is intended to provide direction concerning appropriate dress for all employees of the MVCA while on duty.

**Scope:** This policy applies to all MVCA employees, volunteers, and temporary employees.

**Policy:** As ambassadors of our organization, the MVCA expects employees to maintain a neat, clean and professional appearance.

The following are considered inappropriate:

- Hats with logos other than that of the MVCA and partner clothing
- Torn, ripped or dirty clothing
- Denim jeans that are stained, worn out or frayed – except in field situations where these may be most appropriate for the duties required
- Sweatpants or spandex
- Cut-offs
- T-shirts or sweatshirts with pictures, words, or logos other than the MVCA logo and partner clothing
- Casual t-shirts – except those provided by the MVCA
- ~~Highly provocative clothing~~

Note: If you are in doubt, err on the side of caution

#### Uniforms

- New contract and permanent employees will receive a clothing allowance of up to \$500 in their first year of employment.
- Uniform requirements for seasonal conservation areas employees are as follows:  
FRCA Staff Uniforms and Clothing;  
A limited number of uniforms will be issued to each FRCA employee upon hire and annually at no cost. The uniform must be returned to MVCA at the end of the employee's employment. Additional uniforms are paid for at half cost. Any damaged uniforms are to be replaced by the employee at half cost. Seasonal employee's security uniforms are to be returned to MVCA annually and re-issued upon hire next season.

Uniform requirements for FRCA seasonal conservation areas employees are as follows:

- Maintenance Employees: 2 MVCA issued T shirts with logos along with 2 issued navy pants with hi-vis leg bands and name tag
- Gatehouse Employees: 2 MVCA issued shirts with logos and name tag. Pants are to be tan/kaki colour and are provided by staff.
- Security Employees: 2 MVCA issued T shirts with logo along with 2 issued navy pants with hi-vis leg bands and name tag. 2 tan security uniform shirts, 1 security vest and 1 security jacket all with badging.

Uniform requirements for FRCA permanent employees are as follows:

- MVCA issued T shirts with logos along with 2 issued navy pants with hi-vis leg bands and name tag
- Provincial offences officer uniforms including: 2 tan uniform shirts, 2 issued navy pants. 1 jacket upon hire and replaced as required

- After an employee has used their new hire clothing allowance. Future purchases of MVCA clothing will be issued at half cost to all employees, a limited number of uniforms will be available to permanent, contract and seasonal employees as well as volunteers these allocations will be dependent on items in stock and will remain at the discretion of the Coordinator or Supervisor.
  - *Permanent-employees:* A maximum of three shirts, (sweatshirts, polo shirts or uniform shirts); maximum of three pairs of uniform pants or shorts, and one summer jacket, annually; coveralls as required; one winter parka every other year.
  - *Contract-employees:* A maximum of two shirts, maximum of two pairs of uniform pants or shorts, annually or at the discretion of the Coordinator or Supervisor; jackets as required.

## 2.3 Hiring

**Purpose:** The Hiring Policy is intended to provide direction concerning the MVCA recruitment process.

**Scope:** This policy applies to all MVCA employees, volunteers, and temporary employees.

### **Definitions:**

*Permanent employee* = staff holding regular salaried positions.

- Serve a probationary period of three months with a performance review at the end of six months;
- Are at least 18 years of age at date of employment;
- Have an annual performance review by the General Manager-Secretary Treasurer, Coordinator, or Supervisor;
- Right to appeal on salary and policy matters following the grievance process;

*Contract employee* = hired for specific projects for a specified period of time or seasonally on an annual recurring basis.

- Contract includes duration of employment, including specified end-date.

*Casual employee* = hired occasionally on a daily, weekly or seasonal basis and through work incentive programs with no expectation of ongoing work.

- Contract includes expectations surrounding minimum expectation of hours of work and availability.

### 2.3.1 Equal Employment Opportunities

The MVCA recognizes the fundamental principles of equal employment opportunities. We are committed to treating people fairly, with respect and dignity, and to offer equal employment

opportunities based upon an individual's qualifications and performance – free from consideration of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offences if not related to position, sex (including pregnancy and breastfeeding), and sexual orientation.

### 2.3.2 Criminal record and Judicial Matters and/or Vulnerable Sector Check (PRC)

As a condition of employment, the MVCA requires that all candidates including volunteers, except for those under the age of 18, at the candidate's expense, provide proof of a valid (within 60 days) and satisfactory Criminal Record and Judicial Matters and/or Vulnerable sector check (PRC).

- If successful, the candidate may submit a receipt for reimbursement of the PRC fee to their Coordinator/Supervisor following the commencement of their employment.
- The positions of FRCA Park Superintendent and FRCA Assistant Park Superintendent require both a valid and satisfactory Criminal Record and Judicial Matters and Vulnerable sector check.
- Only under extenuating circumstances may a candidate commence employment prior to providing a valid and satisfactory PRC. In such cases, they will be required to provide an Employee Offence Declaration (EOD) and the PRC must then be provided as soon as possible.
- After a break in employment, an employee may be required to produce a new PRC if their position or duties have changed or if their position has been designated as requiring a PRC based on occupational requirements. If a PRC is not required, the employee must sign and submit the "Self-Declaration" form confirming no changes have occurred to the PRC information previously provided to the MVCA.

### 2.3.3 Hiring Responsibilities

The Members are responsible for hiring the General Manager-Secretary Treasurer, who, in conjunction with the appropriate Coordinator or Supervisor is responsible for recruitment and hiring of permanent staff. Coordinators or Supervisors are responsible for the recruitment and hiring of contract and casual employees. All hiring is done in consultation with the General Manager Secretary -Treasurer.

### 2.3.4 Job Posting

All permanent position competitions will be advertised both internally and externally simultaneously, with preference given to qualified internal candidates.

- The hiring team comprised of at least three staff members, including at least one Coordinator is established prior to advertisement of the position.
- Members of the hiring team will independently review and grade all internal resumes received for the vacancy against predefined targets as established by the hiring team. All

applicants meeting the target grade range will be scheduled to attend an interview except where there are 10 or more equally graded applicants. In such cases, the hiring team will engage in a fair elimination process or elect to interview all qualified applicants. This process will be repeated for external candidates if there are no qualified internal candidates.

- At the final stage of the selection process, candidates will be required to provide employment references.

All short-term contract positions, defined as less than 12 months, may be filled by a qualified applicant from a competition held within the previous 12 months. Short-term contracts will not be posted publicly if qualified candidates exist in the defined candidate pool.

Casual positions may be filled by the rehiring of past employees who have historically demonstrated competency in the position. In this case the position will not be advertised, and interviews will not be held.

Appointments or promotions of permanent or contract-employees are approved by the General Manager-Secretary Treasurer on the recommendation of the Coordinator or Supervisor.

## 2.4 Progressive Discipline

**Purpose:** The Progressive Discipline policy is designed to outline the MVCA's progressive discipline process. The progressive discipline process is carried out with the intent to improve employee behaviour.

**Scope:** This policy applies to all MVCA employees, volunteers, and temporary employees.

**Policy:** If an employee of the MVCA violates company policy or exhibits problematic behaviour, a system of progressive discipline shall be utilized.

### 2.4.1 Resolutions

At the discretion of the General Manager- Secretary Treasurer, the MVCA may explore additional resolutions to address problematic behaviour including but not limited to retraining or additional training, reclassification, increased supervision, performance improvement programs, salary freeze, and/or counselling. This policy outlines the steps of the MVCA's progressive discipline process. Failure to comply at any stage may result in further discipline; up to and including termination, at the discretion of the authority.

## 2.4.2 Discipline

Behaviours that may warrant discipline include, but are not limited to: attendance, conduct, health and safety, or performance concerns. In general, disciplinary action will take the form of a five step process outlined below, if the behaviour or concern is one of severe nature, progressive discipline steps may be accelerated to match the violation.

1. Verbal Warning – The purpose of a verbal warning is to clarify policies and expectations. The employee will be advised of the consequences should further infractions occur. If no further problems occur about the issue raised at the verbal warning stage, no further disciplinary action will be taken.
2. Written Warning – The employee will be provided with written explanation of the errant behaviour, including a reiteration of the MVCA's policies and procedures by the supervisor. In addition, the employee will be advised that continuation of the problem will lead to further discipline. A follow-up meeting is held two to three weeks later to evaluate the employee's progress with the supervisor.
3. Second Written Warning – The supervisor provides the employee with a written explanation of the errant behaviour, including a reiteration of the MVCA's policies and procedures. In addition, the employee will be advised that continuation of the problem will lead to a suspension for a stated period of time.
4. Suspension – If verbal and written warnings fail to bring about a change in the undesired conduct, the employee will be suspended without pay for a period of time as determined by the employee's Coordinator/Supervisor in collaboration with the General Manager. The employee will be informed that if the problem persists, further occurrences of the conduct will lead to their immediate discharge, without any additional warnings.
5. Termination – Should the employee fail to improve or rectify the offence following the initial steps in the discipline process, or if the initial actions of the employee are deemed to be severe enough to warrant it, the final step in the progressive discipline process is termination of employment.
6. Any dismissal or suspension will be reported to the Members at the earliest regular meeting.

All formal warnings will be kept on file for a period of eighteen (18) months. If no further discipline occurs within that time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

## 2.5 Training and Development

**Purpose:** The Training and Development Policy is intended to provide direction on the MVCA's commitment to learning and development of its employees.

**Scope:** This policy applies to all MVCA employees, volunteers, and temporary employees.

**Policy:** In addition to training required by law, all employees are required to have a training and development plan that is reviewed on an annual basis with the employees' Coordinator/Supervisor and then approved by the General Manager-Secretary Treasurer. This plan may include internal and external training as well as other learning opportunities. The training and development plan is reviewed and approved in conjunction with the annual performance review.

Employee registration fees and expenses for approved job-related seminars, conventions, workshops, etc. will be paid directly by the MVCA.

External training may be reimbursed up to 100%; support level will vary based on the relevancy and cost of training. In order to be approved, courses must be work-related, reasonably priced, and conducted by an accredited educational institution or professional association.

- Approval must be received in advance of course registration in order to be reimbursed.
- Employees must satisfy a passing grade as established by the institution governing the course.
- If courses lead to a diploma, degree or professional designation, employees acknowledge they will remain an employee of the MVCA for a minimum of three years from the date of graduation.

Training identified on individual training plans may be approved by the General Manager-Secretary Treasurer at the recommendation of the employee's Coordinator or Supervisor.

**Procedure:** Training and development plans will be developed according to the following:

1. Assess training and development needs based upon work plans and job specs.
2. Develop training and development objectives to satisfy the identified needs.
3. Select the method of training and or development.
  - Opportunities will be sought to make use of suitable low-cost alternatives to formal training courses, such as in-house training provided by qualified staff or Members, shared training with other conservation authorities or other agencies, and distance education.
4. Implement the training and or development activity, within approved budget.
5. Evaluate the results of activities and modify accordingly.

## 2.6 Performance Appraisals

**Purpose:** The Performance Appraisal Policy is intended to provide guidance on the MVCA annual performance review process.

**Scope:** This policy applies to all permanent employees and employees on contracts that exceed one year of the MVCA.



**Policy:** The MVCA formal performance review system includes annual examination of an employees' job description, establishment of specific targets, deadlines, training and development needs in addition to an overall performance review.

A written record of each formal performance review completed is signed by the Coordinator or Supervisor and the employee. A copy is then placed in the employee's file.

## 2.7 Exit Interview

**Purpose:** The Exit Interview Policy is intended to provide guidance on the MVCA exit interview process and collection of confidential information.

**Scope:** This policy applies to all employees of the MVCA, unless otherwise specified.

**Policy:** Employees are encouraged to participate in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, they will be asked to be honest, candid, and constructive in their responses.

The information received through Exit Interviews is confidential.

The information will be analyzed regularly by the General Manager-Secretary Treasurer to identify areas for improvement or determine trends that may need to be addressed. Periodically, the General Manager-Secretary Treasurer will share their analysis and recommendations with designated members of staff and the Members.

Exit interviews will be conducted by the employee's immediate supervisor or, if requested by the exiting employee, by either the General Manager-Secretary Treasurer or another Coordinator.

## 3.0 Attendance

### 3.1 Designated Workplace and General Hours of Work

**Purpose:** This policy is intended to outline MVCA's designated work locations and expected hours of work.

**Scope:** This policy applies to all MVCA employees unless otherwise specified in this policy or other, or an employment agreement.

### 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 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.
- 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.

#### FRCA Hours of Work

- Working hours for Park Superintendent, Assistant Park Superintendent and all seasonal staff is 7.5 hours (37.5 hours per week).
- Normal Business Hours are 8:00 a.m. to 4:00 p.m. during park closed season and may extend to 24 hour coverage (3 shifts) during park open season.

- Rest periods

- Employees, except those working at the FRCA, on a regular 8-hour workday, are entitled to one 30-minute unpaid lunch break, in addition to up to 30-minutes in paid break time throughout the day, scheduling for which remains at the discretion of the employee's Coordinator or Supervisor.
  - Employees working at the FRCA are entitled to one-30-minute unpaid lunch break and two paid 15-minute breaks.
    - Employees must take their scheduled lunch break; this break may only be skipped with permission from the employee's Coordinator or Supervisor and must be brought to the Coordinator or Supervisor's attention prior to missing it.
    - Lunch or other breaks may not be tacked onto the start or end of a scheduled shift does not mean that the employee can leave early or start later by using their break at the start or end of the day.

#### 3.1.1.1 Late Arrival and Absenteeism

Every employee is vital in keeping MVCA operating as needed to serve our customers, as such they are expected to attend work and be punctual on every scheduled workday and/or shift.

- In the event of late arrival or absence, employees must notify their Coordinator or Supervisor and the receptionist as soon as possible and are required to submit appropriate rationale if absent for (3) consecutive occurrences; failure to do so will

result in counselling and/or formal discipline. It is the employee's responsibility to be at work on time on all scheduled days and/or shifts, and not to leave early without authorization.

- Unless appropriate rationale has been provided, employees are required to advise their Coordinator or Supervisor on a daily basis as to their attendance.
- Absence from work for two consecutive work weeks, without notification to the immediate Coordinator or Supervisor, will be considered voluntary resignation of the employee.

- Late Arrival:

Employees are expected to arrive at work on-time and ready to work at their scheduled shift start time.

- Any employees with recurrent unapproved late occurrences may be subject to disciplinary action and will be required to meet with their Coordinator or Supervisor to develop a plan to ensure on-time arrivals.

- Absenteeism:

In the case of authorized absences, including but not limited to, vacation, parental/maternity, emergency leave, or sick leave, the employee is required to submit the appropriate request to their Coordinator or Supervisor, wherever possible, prior to commencing the leave.

### 3.1.1.3 Overtime

Overtime refers to hours worked over the employees' regular scheduled hours.

Employees will be compensated in line with the following:

- Overtime must be approved by the respective Coordinator or Supervisor.
- Overtime is to be taken off in time in lieu of payment for hours worked between 37.5 hours up to 44 hours/week
- Overtime in excess of 44 hours in a week must be approved by the General Manager-Secretary Treasurer, Coordinator or Supervisor and will be compensated at the rate of one and one-half times the hours worked in accordance with the Employment Standards Act and taken off in time in lieu of payment as agreed upon by the employer and employee.
- All overtime is documented on twice monthly time sheets;
- Overtime earned should be used by the end of the calendar year and cannot be carried into a new payroll year. Maximum accumulation of overtime is forty hours
- Any time less than one consecutive half hour is not eligible for overtime
- One hour of overtime per incidence an employee is woken up from a work-related phone call or alarm between the hours of 11:00pm and 5am. 3 hr. minimum of overtime per incident an employee is called in to their place of work to respond to a work related emergency outside of their scheduled shift.

#### 3.1.1.3.1 Duty Officers Overtime

Duty Officers accrue overtime hours when monitoring the flood forecast system remotely or in the office outside of normal office hours. An explanation of the overtime must be detailed on their timesheet. The following minimum time charges may be applied:

- 1 hour per incidence that the duty officer is woken up from a flood forecast alarm between the hours of 11:00 p.m. and 5:00 a.m.
- Duty officers are entitled to claim a minimum of 3 hours for every 24 hours on duty time on weekends and statutory holidays.
- Overtime may be paid or taken as either: time off in lieu of pay at a rate of 1.5 times for hours worked over 44 hours/week or overtime paid at 1.5 times the regular rate for hours worked over 44 hours/week.

#### 3.1.1.3.2 Overnight Shifts Flood & Erosion Safety Staff

Overnight shifts are defined as a period of work of at least 7.5 hours where any portion of the work falls between 1:00 a.m. and 4:00 a.m. Overnight shifts are normally only required during Flood or Erosion Emergencies.

- Overnight shifts must be approved by a Coordinator or Supervisor in advance. After the last day of any consecutive period of overnight shifts, staff is entitled to 7.5 hours of time off with pay to adjust back to a daytime schedule. The paid time off will be forfeited if it is not used immediately after the last scheduled overnight shift. Staff who have their first overnight shift cancelled with less than 24 hours' notice are still entitled to the 7.5 hours of time off with pay which must be used before they return to work.

#### 3.1.1.4 Essential Services during an Emergency

The General Manager-Secretary Treasurer in consultation with the Coordinators will determine what staff are needed based upon the emergency that is being dealt with. In the absence of the General Manager-Secretary Treasurer, the Coordinators in discussion with the Chair will determine which staff are needed based upon the emergency that is being dealt with.

#### 3.1.1.5 Designated Work Locations

The employee's designated work locations will either be, the Administration Centre or Falls Reserve Conservation Area (FRCA), depending upon the location of the services that the employee is responsible for delivering and will be outlined in their job description.

### 3.2 Right to Disconnect

**Purpose:** The MVCA is committed to ensuring that employees maintain an appropriate work/life balance; therefore, all employees have the right to disconnect from work, as per the Employment Standards Act, 2000, though extenuating circumstances may require working beyond regular hours and/or responding to work related communication after hours.

**Definitions:**

*Disconnecting from Work*; not engaging in work-related communications outside of expected hours of work including, but not limited to emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

*Emergency*: A situation that causes or has potential to cause immediate danger to, and/or adversely affect the health and wellness of a client or coworker/s, for which an employee may be contacted outside of regular work hours if that employee has crucial or vital information regarding the affected person's safety and wellbeing such as a severe weather emergency.

**Policy:**

- Employees are expected to respond in a timely manner to any requests or communications, during their regularly scheduled hours of work, as per their respective job descriptions and employment agreements.
- Employees may have responsibilities, as per their job description, to respond to communication and emergency situations outside of their regular scheduled work hours. This typically includes, but is not limited to, members of Management and those in Health and Safety positions.
- The MVCA discourages frequent work beyond the expected and regular work hours and addresses all patterns of excessive overtime to ensure adequate time management and work/life balance.
- Employees are discouraged from sending work-related communication to others during vacation or outside of regular work hours, except for emergency situations.

### 3.3 Working Remotely

**Purpose:** This policy provides a structure that will permit eligible employees to work remotely as part of a regular schedule. This hybrid working arrangement could include working from the primary work location, working remotely on a regular basis, or at other appropriate sites. The MVCA values its employees and the need to ensure a work life balance while supporting a productive work environment.

**Scope:** This policy applies to all employees of the MVCA unless otherwise specified. Each position will be considered on an individual basis in relation to commencing remote work.

It is important to note that the following standard provisions apply throughout this policy:

- not all jobs may be suitable for remote work
- remote work arrangements are a privilege rather than a right of employment
- organizational and operational requirements must be met and may require the employee to work from the office more frequently

- Organizational and departmental goals and objectives must not be compromised due to remote work arrangements.
- Employees understand that they may have to share office workspace with other employees who are also working remotely
- The MVCA will provide required technology assets, however, there may be additional associated costs that remain the responsibility of employees (highspeed internet for example)
- A remote work arrangement may be cancelled without notice though the MVCA will endeavor to provide reasonable notice wherever possible.

### **Responsibility:**

Supervisors and Coordinators are responsible for:

- a) providing employees with a copy of the Remote Work policy;
- b) approving or denying the employee's remote work request;
- c) ensuring remote work arrangements do not negatively impact service to clients, and does not result in any undue or unplanned costs to the MVCA;
- d) ensuring regular communication and oversight of staff members working remotely and that all performance objectives and goals for the position are being met in a timely manner;
- e) ensuring employees working remotely are in compliance with MVCA policies;
- f) if necessary, and in consultation with the employee, modifying a remote work arrangement and/or discontinuing the schedule or arrangement with reasonable notice provided.

Employees are responsible for:

- (a) requesting remote work;
- (b) maintaining the approved remote work arrangement in a conscientious manner;
- (c) meeting performance objectives and goals as outlined by their Coordinator or Supervisor;
- (d) attending meetings, training or working from the office when requested outside the remote work arrangement;
- (e) ensuring availability during regular hours of work and/or the alternate work arrangement agreement in place for the specified position;
- (f) fulfilling the hours of work for the specified position;
- (g) any required travel to the office or off-site meetings must occur outside of the employee's regular hours of work and not included as part of their workday
- (h) providing and maintaining an internet service that provides adequate service to conduct MVCA business in a professional way;
- (i) complying with the requirements of this policy and all other applicable MVCA policies.

- (j) Perform duties with due diligence to protect the security of the organization's personal information and confidentiality while working from home or at an off-site location. This includes being vigilant for phishing attacks and computer viruses.

#### Security and Equipment considerations:

- Employees must ensure that they follow all required protocols for IT security. MVCA equipment is to be used for work purposes by employees only.
- Employees working remotely will be provided with a MVCA laptop at a minimum. Other equipment that is provided is at the discretion of the Supervisor.
- If an employee wishes to use some of their own computer equipment while working remotely, this must be approved in advance by the employee's supervisor
- Employees will not leave MVCA equipment in vehicles or unsecured while using it outside of the office environment.
- Handling of confidential documents and information while working remotely must follow privacy legislation and any other applicable regulations impacting document management as applicable.
- Costs associated in preparing and maintaining the remote workspace, are the responsibility of the employee (installation of telephone lines, electrical upgrades, appropriate internet connections, etc.).

#### Health and Safety:

- Employees will ensure that they have a workspace that is free of slip and trip hazards, electrical and material handling hazards as well as any other hazards.
- All health and safety incidents must be immediately reported to the employee's Coordinator or Supervisor.
- In the case of an emergency, the MVCA can unilaterally make the decision to have employees work remotely.

#### Eligibility for Remote Work:

- When considering remote work requests MVCA will determine which positions are eligible for remote work based on the nature of the position.
- Requests for remote work arrangements related to a Human Rights Code ground will be reviewed in accordance with the MVCA's Accommodation policy.
- If an employee does not fulfill his/her obligations under a remote work arrangement, the remote work arrangement may be terminated without notice by the Supervisor, and the employee may be subject to appropriate discipline.

### Ongoing Responsibilities:

- Where there is a need for the employee to attend the workplace on a day pre-scheduled as a remote workday, the employee will be required to work at the office that day. Such a requirement will be at the discretion of the employee's Supervisor who will provide as much notice as possible. Commuting time to the office must occur before and after the employee's regular workday.
- Employees participating in a remote work arrangement must make appropriate dependent care arrangements and must manage their personal responsibilities in a way that allows them to successfully meet their job responsibilities.
- Employees are expected to be available during regular office hours unless otherwise approved.
- Employees are expected to communicate with others in the organization and respond to their voice mail and e-mail messages as per the organization standards.
- Hours worked must be documented on the employee's time sheet and initialed by the Coordinator or Supervisor.
- Front office staff must be informed when the employee is working remotely and whether they can be contacted or not.

### 3.4 Inclement Weather

**Purpose:** The MVCA is committed to maintaining high levels of service for its patrons while maintaining the utmost regard for our employees' safety. The MVCA recognizes that there may be situations where an employee may be prevented from making it into their location of work due to inclement weather. For this reason, the organization has established processes for the fair treatment of employee absences due to inclement weather.

### **Policy:**

In the event of inclement weather employees are expected to make every effort to attend work while maintaining regard for personal safety.

- Employees are expected to prepare in advance and adjust accordingly if additional time is required due to the clearing of snow and in anticipation of traffic delays. In the event an employee is delayed due to inclement weather, they must notify their supervisor of the anticipated lateness as soon as possible.
- In cases where inclement weather prevents an employee from attending their worksite and alternative arrangements for their workday have not been made in advance, employees are expected to inform their Coordinator or Supervisor as soon as possible of their absence.
  - Employees that do not report to work because of inclement weather and who do not have alternative arrangements as directed by their Coordinator or Supervisor, may take this time as vacation, lieu time, or time without pay. With approval, the employee may be permitted to make up the missed time.



- If directed by the employee’s Coordinator or Supervisor, and if appropriate for the position, employees are expected to ensure they have all necessary resources required to work from home in the event of a storm which prevents their attendance at their work location.
- In the event the General Manager-Secretary Treasurer or designate deems it necessary to close the offices due to inclement weather, the General Manager-Secretary Treasurer or designate will notify the other Coordinators and Supervisors that the office is being closed. The Coordinators and Supervisors will be responsible for notifying the staff that they supervise that the office is being closed.
  - Staff will be compensated for their time if the office is closed.
  - Staff members are not required to work from home when the office is closed, however, there may be instances when they will be asked to work from home (flood emergency).

### 3.5 Public Holidays

**Purpose:** The MVCA is committed to providing employees with designated days as paid holidays throughout the year, subject to eligibility requirements and in accordance with the Employment Standards Act.

**Policy:**

The following are paid holidays for all eligible employees. The MVCA recognizes eleven (11) public holidays:

New Year’s Day	Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
Civic Holiday	Labour Day
Thanksgiving Day	Christmas Day
Boxing Day	

If a public holiday falls within an employee’s approved vacation, the employee will receive public holiday pay for the statutory holiday and have the vacation day added back to their entitlement bank.

If the public holiday falls on a Saturday or Sunday, the holiday will be celebrated as designated by the local Provincial government offices.

- Public holidays are reported on the twice monthly time sheets.
- An employee may agree to work on a public holiday and substitute another working day within the fiscal year.
- Permanent and Contract Employees required to work on a public holiday are paid their regular rate of pay and can substitute another working day for the holidays approved by employee’s Coordinator or Supervisor and are entitled to public holiday pay which is in accordance with the ESA.

- Seasonal employees scheduled to work on a public holiday will be paid the regular rate of pay plus one-half premium pay for the time worked and are entitled to statutory holiday pay in accordance to the Employment Standards Act.
- The hours worked on a public holiday are not taken into consideration in calculating overtime for the work week in which the holiday occurs.
- When a public holiday falls during the employee's annual vacation, another working day is substituted for the holiday.
- Where employment terminates before the day that is substituted for the public holiday, the employee is paid for the holiday upon termination.
- Permanent and contract employees that are scheduled to work on a holiday would receive time and half off with pay.

### 3.6 Annual Vacations

**Purpose:** To establish annual vacation entitlements for all MVCA employees.

**Scope:** This policy applies to all MVCA employees as per the entitlement criteria, unless otherwise specified

**Policy:** All MVCA permanent and contract employees (existing contract staff effective January 2018) earn vacation credits at the following rates for each unbroken month of service.

Years of Service	Vacation Days per Year
Less than 5	15
5 to 10	20
10 to 15	25
15 and more	30

Vacation pay is calculated for seasonal employees at the rate of 4% and included on each pay unless otherwise specified in the employment contract.

- Each permanent and contract employee is credited with vacation entitlement for the calendar year at the start of each calendar year.
- An unbroken month of service is defined as a calendar month where an employee is employed in full or in part on all the working days in the month. Absence due to weather, short-term illness including loss of time due to accident, public holidays, annual vacation, or scheduled days off, short-term, and long-term disability, and legislated leave of absences are not considered as breaking a month's service.
- On starting permanent employment, an employee is not permitted to take vacation until completion of six months of continuous service unless approved by their supervisor.
  - Employees who begin their employment part way through the year will have their vacation pro-rated accordingly.

- Permanent employees with over six months of continuous service may, with the approval of the General Manager-Secretary Treasurer, take vacation to the extent of vacation entitlement.
- A permanent employee leaving before completing six months' service is entitled to be paid vacation pay at the rate of six per cent of the salary paid during the period of employment.
- Permanent employees terminating their service during the calendar year are paid for unused vacation credits prorated for months worked. Used but unearned vacation credits are deducted from their last pay cheque.
- Vacation periods shall be arranged to the satisfaction of the immediate Coordinator or Supervisor and the General Manager-Secretary Treasurer.
- Permanent full-time and part-time employees are permitted to carry unused vacation credits to the following payroll year to a maximum of the equivalent of two work weeks.
- 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

### 3.7 Leaves of Absence

**Purpose:** The MVCA provides employees time away from the workplace through a number of leaves available in emergency situations or to address personal responsibilities; leaves of absence are administered in accordance with the Employment Standards Act, 2000.

**Scope:** This policy applies to all MVCA employees unless otherwise specified.

**Policy:** Employees are entitled to a number of leaves under the Employment Standards Act, 2000, which at this time include:

- |  |   |
|--|---|
| • Pregnancy Leave                        | • Parental Leave                          |
| • Critical Illness Leave (Child & Adult) | • Crime-Related Child Disappearance Leave |
| • Family Medical Leave                   | • Child Death Leave                       |
| • Organ Donor Leave                      | • Domestic or Sexual Violence Leave       |
| • Family Caregiver Leave                 | • Reservist Leave                         |
| • Sick Leave                             | • Family Responsibility Leave             |
| • Declared Emergency Leave               | • Bereavement Leave                       |
| • Jury Duty Leave                        |   |

- The Employment Standards Act, 2000 specifies eligibility criteria for leaves of absence
  - The Ontario Employment Standards website contains information defining leaves of absence as well as employee eligibility. Employees are encouraged to refer to the Employment Standards Act, 2000 for further direction.
  - Where an employee demonstrates that criteria has been met for a leave of absence and they have not exhausted the maximum leave time per the Employment Standards Act, 2000, the employer may not deny the request for leave.
  - Unless otherwise stipulated by the Employment Standards Act, 2000, employees must have been employed with the MVCA for a minimum period of thirteen (13) weeks prior to the leave.
- During any approved leave of absence, the employee continues to accumulate vacation days as well as remains eligible for benefits; the MVCA portion of benefits is paid by MVCA unless otherwise elected in writing by the employee.
  - Per the Employment Standards Act, 2000, employees may elect not to participate in benefits continuation through the leave of absence during specified leaves (for example, pregnancy leave).
- A maximum of 2 paid Personal Emergency Days will be available to all staff to use in times of emergency for time off without interruption of wages. These days are to be used as whole days after approval from your supervisor and do not carry over year to year.
- There is no guarantee or obligation, by the MVCA, to grant additional time off requests outside of statutory leaves of absence, vacation, sick and personal day entitlements.
  - Requests for a non-statutory leaves of absence may be approved at the sole discretion of the MVCA.
    - In the event an employee's request for a non-statutory leave of absence is granted, it is understood that associated time off is without pay.
      - Sick leave credits do not accrue during the leave of absence; however, the leave is included when calculating for length of service.

### 3.7.1 Bereavement Leave

#### Policies:

A permanent or contract employee who would otherwise have been at work receives bereavement leave with pay up to a maximum of three work days related to the death of the following:

- The employee's spouse
- A parent, step-parent or foster parent of the employee or the employee's spouse
- A child, step-child or foster child of the employee or the employee's spouse
- A brother, step-brother, sister, or step sister of the employee
- A grandparent or step-grand-parent of the employee or the employee's spouse

- A grandchild or step-grandchild of the employee or of the employee's spouse
- A brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee
- A son-in-law or daughter-in-law of the employee or of the employee's spouse
- An uncle or aunt of the employee or of the employee's spouse
- A nephew or niece of the employee or of the employee's spouse
- The spouse of the employee's grandchild, uncle, aunt, nephew or niece

### 3.7.2 Sick Leave

Employees, except seasonal employees, earn sick leave credits for each unbroken month of service with the MVCA up to a maximum of thirteen days in each calendar year.

- For new hires: sick leave credits accumulate from the beginning of the calendar month following the start of employment.
- Where an employee is absent for any complete calendar month, they shall not receive any sick leave credits for the months in which they were absent.
- Carry over of sick leave credit is not permitted except under extenuating circumstances and only following approval by the employee's Coordinator or Supervisor.
- Sick credits may be used prior to being earned, in the event of the employee exiting the organization, either voluntarily or not, any used by unearned sick time credits will be deducted from the employee's final pay.
- Sick credit carries no cash value and therefore no compensation is made for unused but accumulated sick leave credits on termination of employment.
- To qualify for sick leave employees must inform their Coordinator or Supervisor as soon as possible as well as provide any required supporting documentation as requested.
- Sick leave credit may be used for illness or medical appointments for the employee or the employee's children or for the serious illness of an employee's spouse or parent.
  - Exceptions may be approved at the sole discretion of the employee's Coordinator or Supervisor.
- Employees are expected to report any foreseeable extended period of illness to their Coordinator or Supervisor in order to develop a plan to maximize the employee's use of accumulated sick leave credits.
  - Permanent employees become eligible for benefits from the group plan for long-term disability after fifteen weeks of illness or disability.
- Employees are expected to exhaust their sick leave credits prior to beginning short term disability, employees who are not eligible for the MVCA short term disability benefit may qualify for EI Sickness Benefits in this case, at the employee's request, a Record of Employment will be issued for the employee to proceed with submitting a claim to EI.

### 3.7.3 Jury or Witness Duty

Once selected for jury duty or if required as a witness, an employee must inform their Coordinator or Supervisor as soon as possible in order for appropriate arrangements to be made.

- Obtain a certificate of attendance from the Court – the employee shall receive full salary for the time absent for this service if the total amount received for service as juror or witness, excluding travelling expenses is deposited with the MVCA. If this option is not exercised, the employee shall lose the right to claim any or all salary for the period he or she was absent from duty.
- Note that employees are expected to attend work on any days including half days when not required for Jury Duty, where feasible.
- If employee attendance in court is on a voluntary basis, the employee will be required to request the time-off as part of their paid time off entitlements (i.e. vacation) or, at the sole discretion of the employee's Coordinator or Supervisor, they may be approved for an unpaid leave
- Such absences shall not constitute a break in service for vacation credits. Employees who are "enforcement officers" for the MVCA regulations are generally not permitted to serve as jurors and as such may make a request to be excused from duty.

### 3.7.4 Candidacy in Elections

An employee may stand as a candidate for election to Federal, Provincial or Municipal office.

- An employee standing as a candidate is entitled to a leave of absence without pay for the period commencing on the day provided for the nomination of candidates and ending not later than three months after polling day.
- If elected, the employee shall immediately resign his or her position. The employee does not have to obtain a leave of absence or resign their position if running for municipal office.

### 3.8 Workplace accommodation for childcare

That an employee may request an accommodation to fulfill their childcare responsibilities as outlined in the Human Rights Code. The employer will work with the employee to develop a workplace accommodation plan that will allow them to fulfill their childcare responsibilities and that will not cause undue hardship to the employer.

#### *Procedures*

The employee is to submit a request for workplace accommodation to fulfill their childcare responsibilities. The request should outline their reasons for requesting accommodation, the changes to their duties and attendance at the workplace and the length of time that they require accommodation.

The supervisor will assess the need for accommodation based upon the criteria outlined in the Human Rights Code and the impact on the service to determine if this request will cause undue hardship or not.

If both criteria can be met, then the supervisor will work with the employee to develop a plan to accommodate their request.

If the supervisor deems that the request will cause “undue hardship” to the employer, then the matter is to be reviewed with the General Manager-Secretary Treasurer.

If the General Manager-Secretary Treasurer and Supervisor determine that the request will cause “undue hardship” then the request will be denied.

All work place accommodations are to be reviewed and approved by the General Manager-Secretary Treasurer.

### 3.9 Reimbursement for Expenses

**Purpose:** At times, employees may be required to travel and/or make work-related purchases to successfully complete assigned tasks, in such situations the MVCA is committed to ensuring a fair and equitable process for the approval and reimbursement of eligible expenses.

**Scope:** This policy applies to all employees of the MVCA unless otherwise specified.

**Policy:** The following expenses are eligible for reimbursement:

- Mileage at the approved rate of the MVCA when using a private vehicle or reasonable for public transit or taxis;
- Reasonable out-of-pocket expenses for work-related and required overnight accommodation, meals (excluding alcoholic beverages), gratuities and taxes are allowable in addition to these base rates;
  - Breakfast ~~\$10.00~~ \$30.00 per person;
  - Lunch ~~\$20.00~~ \$35.00 per person;
  - Dinner ~~\$25.00~~ \$40.00 per person;
    - Exceptions to the meal allowances outlined above must be approved by the employee’s Supervisor;

The base rates for meals will be increased annually based upon a cost of living increase

- Telephone expenses incurred on MVCA business;
- Parking charges;
- Registration or other fees, when applicable;
- Other incidental expenses.

#### Reimbursement Procedure:

- An expense claim, confirming that expenses were incurred while on MVCA business, must be completed and signed.
  - Expense claims, other than mileage for private vehicles, shall be supported by itemized receipts attached to the expense claim and submitted to the employee’s Coordinator or Supervisor.

- When employees pay for meals for others while on MVCA business, the names shall be noted on the expense claim.
- Expenses incurred in the U.S.A. shall be shown separately and the premium on foreign currency calculated on the total of such expenses.
- Expense claims are approved by the General Manager-Secretary Treasurer or the employee's Coordinator or Supervisor.
- Expense claims submitted by the General Manager- Secretary Treasurer must be approved by the Chair.

#### 4.0 MVCA Property

**Purpose:** The MVCA provides employees with the necessary resources, including technology, to perform their job duties efficiently and effectively with the expectation that all resources are used for appropriate work purposes.

**Scope:** This policy applies to all MVCA employees unless otherwise specified.

**Policy:**

All equipment provided to employees during employment remains the property of the MVCA and is provided for business purposes.

- All equipment provided and used by employees is owned by the MVCA, as such the MVCA reserves the right, at any time, with or without notice, to require immediate return of any and all issued company owned property.
- Employees are responsible for loss or breakage of any tools, equipment, or vehicles in their charge due to gross negligence.
- The MVCA maintains the right to inspect, verify, or to search any item or area of authority property including an employee's office, desk, workstation, file cabinets, closets, etc. if for business reasons, probable cause or other circumstances reasonably warrant the inspection.
- Employees should not have an expectation of privacy as to their office, workstation, desks, closets, or file cabinets assigned to them.
- An Acknowledgement of Receipt of Property is required to be signed by the employee and the Coordinator or Supervisor authorizing it and provided to the Administrative and Financial Services Coordinator.
- Loss or theft of any item must be reported promptly to the Administrative Financial Services Coordinator.
- The Administrative and Financial Services Coordinator maintains a list of MVCA property issued to employees.
- Employee's who have completed their probationary period will be issued keys to the facilities necessary for their duties or earlier subject to approval of their supervisor.
- Cash advances are issued to the conservation area Superintendent and Assistant Superintendent for the duration of the park operations and to permanent employees for



special events, activities or operations in amounts approved by the Coordinator or Supervisor.

- No employee will rent, dispose of, or sell any MVCA property except as authorized by the Members and General Manager-Secretary Treasurer.

#### **4.1 Electronic Monitoring**

**Purpose:** The MVCA is committed to maintaining a transparent and fair workplace and has developed this policy to communicate the intent to electronically monitor staff, disclose data gathered from electronic sources, and clarify workplace privacy expectations and limitations.

**Scope:** This policy applies to all MVCA employees who use electronic devices owned and issued by the MVCA for the purpose of completing work duties and assignments.

#### **Definitions:**

*Electronic monitoring* includes all forms of employee monitoring that is done electronically on company-owned computers, networks, vehicles, security operations (alarm system, cameras) and other IT infrastructure. E.g. This includes, but is not limited to, tracking websites that employees visit during work hours, files downloaded, data input, network traffic, logons to corporate systems, interactions with data, peripheral device usage, and information about the employee's computer.

#### **Policy:**

Monitoring is an essential part of enforcing company policies, maintaining a respectful work environment, and ensuring that all assets that are owned and managed by the MVCA are used safely and appropriately. The MVCA may conduct a search of electronic devices owned and issued by the organization at any time upon request of the General Manager-Secretary Treasurer, Members, or Auditors. Specifically, the MVCA may inspect, at any time, employee work emails, and online chats and/or track websites visited during work hours.

- Employees should not have any expectation of privacy when using IT assets owned and managed by the MVCA.
- The MVCA may, at any time, and without the consent of any employee, monitor any and all aspects of the organization's computer systems and/or telecommunications systems, including, without limitation, reviewing documents created and stored on computer systems, deleting any matter stored in system, monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by employees from the Internet, and reviewing E-mail sent and received by employees as well as voice mail for both office telephones and cell phones, faxes, and texts, sent and received.
- Employees should not have an expectation of privacy in anything they create, store, send or receive on the MVCA's computer system and telecommunication system.

- Exceptions will be for financial and personal data that is required to be kept confidential by MVCA.

#### 4.2 Vehicles and Equipment

- Authority vehicles are provided to authorized MVCA employees in order to support business activities and must be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven with the utmost regard for their care and cost-effective use.
- Employees shall operate all vehicles and equipment carefully and safely and in adherence with all applicable MVCA policies.
- All employees operating authority vehicles must possess a valid driver's license.
- If a license is suspended, revoked, or not renewed, the employee cannot operate a vehicle for authority business and must immediately notify their Coordinator or Supervisor.
- Employees may be required to provide a copy of their driver's license to the MVCA.

##### 4.2.1. Personal Use of an Authority Vehicle

- Authority vehicles are provided for business purposes, only under extenuating circumstances, and with approval from the employee's Coordinator or Supervisor may allow an MVCA vehicle to be used for personal use.

##### 4.2.2 Traffic Violations

- Fines for any violations are the personal responsibility of the assigned operator. The MVCA does not condone nor excuse ignorance of any motor vehicle regulations.
- All violations involving the use of any vehicle (authority, personal or other) while on authority business must be reported to the employee's Coordinator or Supervisor as soon as possible.
- Motor vehicle violations incurred during non-business hours may also affect employee driving status' and are subject to review by the MVCA for business purposes

##### 4.2.3 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.
- 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

#### **Associated Procedures:**

- Employees must be properly trained in the safe and competent use of the vehicle or piece of equipment.
- Vehicles assigned for use by technical and administrative employees are made available in accordance with the established advanced booking system.
- Vehicles must be parked overnight at designated MVCA properties unless the employee has permission from their Coordinator or Supervisor to park elsewhere.
- If all vehicles are booked an employee may:
  - reschedule their appointment or
  - take a personal vehicle if desired.

### 4.3 Other Company Property

#### 4.3.1 Authority Credit Card

- Corporate credit cards may be issued to permanent management, Coordinators or Supervisors and technical employees or those who incur expenses on behalf of the authority on a regular basis, under agreement with the Canadian Imperial Bank of Commerce Visa Corporation and as approved, by the General Manager-Secretary Treasurer.
  - Acceptable expenses are limited to those outlined in the Reimbursement for Expenses policy.
- Authority credit card receipts are required to be provided on a weekly basis directly to the associate's Supervisor or Coordinator for all On-site Technicians. Remote Technicians are required to submit all receipts on a bi-weekly basis.

- Authority credit cards are not to be used for non-business-related expenses, if a card is used accidentally for a personal purpose, an employee is expected to notify their Coordinator or Supervisor immediately.
- Cash advances on authority credit cards are not permitted.

#### 4.3.2 Information Technologies and Telecommunications Property

- Every employee is responsible for using the MVCA information system, computer systems and telecommunication systems, including email, the Internet, and phones properly and in accordance with all MVCA Personnel Policies and Procedures.
- Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. The MVCA's policies against discrimination and harassment (sexual or otherwise) as well as all other policies apply fully to the MVCA computer and telecommunications system, and any violation of those policies is grounds for discipline up to and including termination of employment. MVCA policies prohibit using the MVCA's computer and telecommunications system to send or receive messages or files that are illegal, sexually explicit, abusive, offensive, profane, and unwelcome or that may adversely affect the MVCA's image.
- Computer and Telephone Systems
  - The computers that employee's access for work purposes and the MVCA's E-mail system are the property of the authority and have been provided for use in conducting MVCA business.
  - All communications and information transmitted by, received from, created or stored in its computer system and telecommunication system (whether through word processing programs, E-mail, the Internet, voice mail or otherwise) are the property of the MVCA.
  - Access to the Internet is provided for business purposes. However, accommodating employees' development and awareness needs through personal use of the MVCA - provided Internet may be appropriate under certain circumstances.
    - Personal use must be reasonable, i.e. it must not impede or reduce an employee's ability to perform duties, diminish productivity or effectiveness at work or negatively impact the MVCA in any way.
  - Employees are responsible for any action taken while using the Internet or E-mail and will be held accountable for any repercussions associated with improper internet or email use.
    - To that end, the following are prohibited:
      - Sending email that is intimidating or harassing;
      - Using email for conducting personal business;
      - Using email for purposes of political lobbying or campaigning;

- Violating copyright laws by inappropriately distributing protected works;
  - Posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role;
  - Giving the impression that an employee is representing, giving opinions, or otherwise making statements on behalf of the authority or any unit of the authority unless appropriately authorized (explicitly or implicitly) to do so.
- Personal access to MVCA telephones, cell phones, voice mail, and fax is permitted for use of the MVCA staff but should be kept to a minimum and should be conducted on the employee's breaks or lunch hour.
    - Long-distance calls from both office telephones and cells phone must be kept to the bare minimum and repeated use will result in any additional charges being the responsibility of the employee.
  - Text messages sent and received from MVCA owned cell phones, if not covered under the MVCA cell phone contract, are expected to be kept to a minimum. Any excessive and repeated use will result in the employee being charged for the use of this feature.
  - Employees must use their assigned E-mail address for all MVCA E-mail communications and no other E-mail accounts are to be used to conduct MVCA business without the consent of the Communications staff or the employee's Coordinator or Supervisor.
    - All MVCA E-mail correspondence must be kept for a minimum of one year (365 days) from the date the message was received as per the Freedom of Information Act, R.S.O. 1990, c. F. 31, s.40 (1). Auto archiving for storage of e-mails is set up by Communications staff.
  - Social Networking Websites, Blogs and Chat Rooms
    - Opinions expressed by an employee when participating in Internet chat rooms, blogs, bulletin boards, newsgroups, social networking websites, etc. ("Online Postings"), unless specifically authorized by MVCA, are strictly those of the employee and do not reflect the opinions of the MVCA. Employees are prohibited from giving the impression that they are speaking on behalf of the MVCA or expressing the MVCA's perspective.
    - Consequently, employees are strictly prohibited from discussing on any online postings any confidential, non-public, proprietary, or personal information, trade secrets or other information about the MVCA, its business, employees, customers, suppliers, partners, or affiliates, including but not limited to comments about its services, products, operational performance, or financial

results. Employees are also prohibited from using the MVCA trademarks or copyrighted material on any Online Postings.

- Employees are prohibited from publishing or posting material on any Online Postings that damages or negatively impacts the reputation or image of MVCA, its services, products, customers, suppliers, partners, affiliates, or any of its employees. Employees are also prohibited from posting or publishing images of themselves or other employees in uniform or visible name tags, or otherwise identifying themselves or others as employees in Online Postings without first obtaining the MVCA's permission. Every employee is responsible for using the Maitland Valley Conservation's information system, computer systems, and telecommunication systems, including E-mail, the Internet, and phones properly and in accordance with all MVCA personnel policies.

#### 4.3.3 Software

- Employees are prohibited from making copies of software purchased and owned by MVCA in violation of copyright or trademark laws, or from using software that does not belong to the MVCA.
- The use of personal software for private purposes is only acceptable under certain conditions as specified by the MVCA Communications staff.
- Employees are prohibited from installing applications and utilities on MVCA's computer system (including those downloaded from the Internet) and for which the use has not been expressly authorized by the MVCA Communication staff.
- Employees are expressly prohibited from loading or running any executable E-mail attachments, regardless of their source or content, without having the files reviewed and approved by the Communication staff.

#### 4.3.4. Personal Protective Equipment (PPE)

**Purpose:** The MVCA is committed to the health and safety of its employees, PPE is legislatively required and can prevent many workplace injuries

**Scope:** This policy applies to all MVCA employees unless otherwise specified.

**Policy:**

Personal Protective Equipment

- Field services employees, conservation areas employees, and technical employees when working in the field are required to wear CSA approved safety footwear.
  - A maximum of one pair of safety footwear (leather or rubber) annually if needed is issued for permanent or contract-employees required to wear them or a maximum of \$200 will be contributed towards approved safety footwear.

Purchase of new safety footwear must be approved by the employee's supervisor. Receipts must be provided for reimbursement and footwear must meet the CSA Green patch footwear standard.

- Protective clothing and equipment are provided for employees' use as required, these may include safety glasses and masks, work gloves, raincoats, waders, hard hats, respirators, ear protection, and CSA high visibility clothing, and any other specialty PPE that is approved by a supervisor or the Joint Health and Safety Committee.
- Employees must wear the necessary safety clothing and equipment to perform the job in compliance with the MVCA Health and Safety Policy and Procedures and the Occupational Health and Safety Act.
  - Any PPE that is damaged, broken, or in need of service or repair must be removed from service immediately and provided to the department Coordinator or Supervisor.
  - Safety items remain the property of the MVCA and must be returned, clean, and in good repair, at the end of each use or the termination of employment. Employees who fail to return items or who return damaged or unclean items may be assessed for any cost incurred by MVCA.

## 5.0 Indemnification

The MVCA undertakes and agrees to indemnify and save harmless its employees and their heirs and legal representatives, respectively, from and against all costs, charges, and expenses including all amounts paid to settle an action or satisfy any judgment, reasonably incurred by any such Employee in respect of any civil, criminal or administrative action or proceeding to which any such Employee is made a party by reason of being an Employee of the MVCA (except in respect of an action by or on behalf of the MVCA to procure a judgment in its favour) and to the extent only that such costs, charges, and expenses aforesaid are not covered by insurance and if:

- Such Employee acted honestly, in good faith with a view to the vested interests of MVCA and within the scope of such Employee's duties and responsibilities;

AND

- In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Employee had reasonable grounds for believing that the conduct was lawful.

## Appendix A: Performance Appraisals

### General Information

Employees have a right to know how their performance is viewed and are entitled to an honest review and written appraisal of their performance by their Coordinator or Supervisor. This is achieved through the performance appraisal system.

A written record of each progress review or formal appraisal is prepared at least annually and kept by both the MVCA and the employee. The appraisal is signed by the Coordinator or Supervisor and the employee. Generally, performance appraisals are not placed in the employee's personnel file, with the following exceptions:

- Probationary Employees - Performance appraisals may be undertaken more frequently during a new employee's probationary period. These appraisals are included in a personnel file.
- Problem Employees - Where performance problems exist, documentation will be included in a personnel file.
- The performance appraisal system is an ongoing process through which job-related goals are achieved by the joint efforts of the employees and Coordinators or Supervisors. A Performance appraisal involves:
  - Assessing an employee's work performance against job requirements through both formal and informal communications between the employee and the Coordinator or Supervisor on work related matters;
  - Assessing an employee's potential for development and providing the employee with an opportunity to make career goals known;
  - Providing a system or identifying performance problems and assisting in their resolution.

The basic element of the process is a contracting arrangement between the employee and the Coordinator or Supervisor in which they agree to the targets to be achieved. The targets can vary with the scope of the job. In task-based jobs, targets may be basic standards of quality and quantity of work. As job complexities increase, targets will increasingly reflect the employee's growth, improvement, and enrichment of job performance.

Ideally the steps in the process should be:

1. The Coordinator or Supervisor and the General Manager-Secretary Treasurer meet and agree on overall direction for the section, including the section's targets, plans, and goals.
2. The employee and the Coordinator or Supervisor have a preliminary discussion during which the purpose of the performance appraisal system is explained, the section's plans and objectives are reviewed, and the employee's position specification is reviewed for accuracy and completeness. A date is set for formal discussion.
3. The Coordinator or Supervisor and employee independently work on tasks or assignments from the last appraisal and develop ideas and suggestions in preparation for the performance review.



4. The Coordinator or Supervisor and the employee meet again and, through discussion, questioning and examination; try to develop three to six key targets that the employee and the Coordinator or Supervisor can agree upon. It is often appropriate to set targets in the areas of personal growth and developments to assure that the employee's training needs are clearly identified. Steps 2, 3, and 4 can usually be accomplished in one meeting.
5. These targets are reviewed by the General Manager-Secretary Treasurer to ensure compatibility with the MVCA's work plans and objectives.
6. The list of targets should include means and check points for measuring their achievement; minimum standards; reporting requirements; constraints to achievement; and support needs.
7. The process is not static and requires regular reviews of progress toward targets. Once the review is completed, a performance appraisal is prepared.

#### **Responsibilities of the Coordinator or Supervisor:**

- Ensure the employees know what is expected of them;
- Ensure that the targets are realistic and relevant to the needs of the organization;
- Provide guidance;
- Remove obstacles that may impede the employee's progress;
- Help the employee to identify problems and find solutions;
- Prepare a written appraisal based on the formal performance review;
- Pass performance appraisal information to the next level of supervision and seek assistance, if necessary;
- Document progress, review meetings or annual appraisal meetings and provide copies of such documentation to the Coordinator or Supervisor; assist employees to achieve career goals through training and development opportunities.

#### **Responsibilities of the Employee**

- Participate in setting targets for measuring performance;
- Regularly review personal performance against the performance targets;
- Keep the Coordinator or Supervisor informed about personal progress and to get help in solving problems during frequent informal reviews;
- Ask for direction when targets can't be met or when problems arise;
- Participate in formal review and planning sessions.

#### **Responsibilities of the General Manager-Secretary Treasurer**

- Ensure that the performance appraisals are conducted satisfactorily;
- Ensure that Coordinators, Supervisors and the employees goals are compatible with the MVCA's work plans and objectives.

## **Members Report #6-2025**

**To:** Members, Maitland Valley Conservation Authority

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

**Date:** January 14, 2025

**Subject:** Annual Review of Members Manual

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### **Purpose:**

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

### **Background:**

The manual includes a provision that the Members are to review the manual on an annual basis.

The Members did make some amendments to the Manual in 2024 as follow up to the Governance Review.

A copy of the Draft 2025 Members Manual is attached to this report.

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

### **Recommendation:**

To be developed at the meeting.

# Members Manual

2025

Maitland Valley Conservation Authority

DRAFT



1/1/2025

# Table of Contents

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

5.0 Detailed Meeting Procedures ..... 17

    5.1 Election Procedures ..... 18

    5.2 Per Diems and Honorariums ..... 18

    5.3 Officer’s Positions ..... 18

    5.4 Hearings Committee ..... 19

    5.5 Confidential Matters ..... 20

    5.6 Delegations ..... 20

6.0 Conclusion..... 21

Appendix A..... 22

    Maitland Valley Conservation Authority Member’s Code of Conduct Agreement..... 22

## **1.0 Introduction**

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

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

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

## **1.1 Authority Membership**

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

### **Township of Howick**

Megan Gibson

### **Township of North Huron**

Anita van Hittersum

### **Town of Goderich**

Vanessa Kelly

### **Municipality of Morris-Turnberry**

Sharon Zinn

### **Municipality of North Perth**

Matt Duncan

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

Ed Podniewicz

### **Township of Huron-Kinloss, Municipality of South Bruce**

Ed McGugan

### **Municipality of Central Huron**

Alison Lobb

### **Municipality of Huron East**

Alvin McLellan

### **Township of Ashfield-Colborne-Wawanosh**

Evan Hickey

### **Municipality of West Perth, Township of Perth East**

Andrew Fournier

## **2.0 Strategic Directions**

### **2.1 Vision**

Working for a healthy environment.

### **2.2 Mission**

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

### **2.3 Ends**

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

### **2.4 Short-term Goals (long-term effect)**

1. To strengthen capacity of flood and erosion safety services;
2. To strengthen capacity of watershed stewardship services;
3. To ensure that MVCA has a stable financial base;

### **2.5 Ownership**

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

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

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



### **3.0 Members Responsibilities and Liability**

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

#### **3.1 Member Roles and Responsibilities**

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

#### **3.2 Liability**

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

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

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

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

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

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

**Members may be personally liable for:**

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

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

**3.3 Insurance**

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

**3.4 Indemnification**

The MVCA indemnifies its members, officers and employees from and against the liability imposed by law (which includes amounts paid to settle an action or satisfy a judgment as well as interest thereon and legal costs in defending such proceeding) arising in respect of any civil, criminal or administrative action or proceeding to which any such member, officer or employee is made a party by reason of being a member, officer or employee of the Authority, to the extent that such liability is not covered by insurance, provided:

1. That the act complained of falls within the scope of such member's, officer's, or employee's duties and responsibilities with the Authority, and
2. That the member, officer or employee has acted honestly and in good faith with a view to the best interests of the Authority, and
3. If in the case of criminal or administrative action or proceeding that is enforced by a monetary penalty, that such member, officer or employee had reasonable grounds for believing that the conduct complained of was lawful.

## 4.0 Governance Policies

### 4.1 The Policy Governance Model

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

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

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

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

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

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

#### **4.2 Ends**

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

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

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

#### **4.3 Member-Staff Relationship Policies**

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

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

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

#### **4.4 Staff Limitations Policies**

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

##### **4.4.1 Business Ethics**

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

##### **4.4.2 Interaction with Clients**

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

##### **4.4.3 Treatment of Staff**

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

##### **4.4.4 Compensation and Benefits**

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

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

#### **4.4.5 Financial Controls**

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

#### **4.4.6 Asset Protection**

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

#### **4.4.7 Communication and Support to and from the Members**

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

#### **4.4.8 Temporary Absence**

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

#### **4.4.9 Emergency Executive Succession**

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

#### 4.5 Member Operations Policies

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

##### **4.5.1 Members' Code of Conduct**

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



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

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

## 5.0 Detailed Meeting Procedures

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

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

### **5.1 Election Procedures**

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

### **5.2 Per Diems and Honorariums**

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

### **5.3 Officer's Positions**

#### **15. Chair**

The Chair of the Members will:

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

#### **16. Chair's Meeting Responsibilities**

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

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

#### **17. Vice-Chair/Second Vice-Chair**

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

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

#### **5.4 Hearings Committee**

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

#### **The Hearings Committee responsibilities include:**

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

## **5.5 Confidential Matters**

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

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

## **5.7 Delegations**

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

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

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

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

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

## **6.0 Conclusion**

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

## Appendix A

### Maitland Valley Conservation Authority Member's Code of Conduct Agreement

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

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

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

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



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

Signature: \_\_\_\_\_

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



**Maitland Valley Conservation Authority**  
**1093 Marietta Street, Box 127, Wroxeter, ON, N0G 2X0**  
**Phone: 519-335-3557**  
**Website: [www.mvca.on.ca](http://www.mvca.on.ca)**  
**E-mail: [maitland@mvca.on.ca](mailto:maitland@mvca.on.ca)**

## **Members Report #7-2025**

**To:** Members, MVCA  
**From:** Phil Beard, General Manager/Secretary-Treasurer  
**Date:** January 10, 2025  
**Subject:** Second Call for Declarations for Chair, Vice & Second Vice for 2025

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### **Purpose:**

To provide an opportunity for the Members to identify any possible candidates for Chair, Vice Chair and the Second Vice Chair for 2025.

### **Background:**

It is the conservation authority's practice to provide an opportunity for any Member to declare whether they are interested in running for Chair, Vice or Second Vice at the Annual Meeting in February.

There is no requirement for anyone to put their name forward at this time.

Any member may let their name stand at the Annual General Meeting even if they have not declared their interest at the December or January meeting.

It should be noted that the Chair and Vice Chair may only stay in their respective positions for a maximum of two years. The current Chair and Vice Chair have only served one year.

There is no maximum term for the Second Vice Chair position.

## Member's Report #8/25

**To:** Member's, Maitland Valley Conservation Authority  
**From:** Danielle Livingston, Administrative and Financial Services Coordinator  
**Date:** January 15, 2025

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

---

### Recommendation

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

Financial Summary Report Ending	December 2024
Revenue Invoiced	\$102,014.14
Accounts Paid	\$692,414.94

Financial Status at Month Ending	December 2024
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,505,775.75
Total	\$1,505,775.75

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

**Operating Budget Revenue**

**Corporate**

Corporate Services sale office support/rent office equipment	\$ 370.90
Drinking Water Source Protection rent/overhead	\$ 230.00
bank interest	\$ 5,420.63
Huron Clean Water Project administration	\$ 475.75
	\$ 6,497.28
Source Water Protection ABCA funding	\$ 1,523.37
	\$ 1,523.37
Communications sales and donations	\$ 2,524.93
	\$ 2,524.93
	<b>Total Corporate Services \$ 10,545.58</b>

**Flood Safety**

Planning/Regulations planning application fees	\$ 805.00
solicitor inquires	\$ 190.00
CWMS/watercourse regulations	\$ 1,765.00
regulation applications	\$ 5,730.00
	\$ 8,490.00
	<b>Total Flood Safety Services \$ 8,490.00</b>

**Watershed Stewardship**

Forestry seedling planting plan fee	\$ 8,995.00
	\$ 8,995.00
	<b>Total Watershed Stewardship Services \$ 8,995.00</b>

**Conservation Areas**

FRCA camping and park admission	\$ 406.20
	\$ 406.20
MDO property revenue	\$ 688.05
	\$ 688.05
Motor Pool revenue	\$ 1,947.50
	\$ 1,947.50
	<b>Total Conservation Areas Operations \$ 3,041.75</b>

**Total Operating Budget Revenue** **\$ 31,072.33**

**Projects Budget Revenue**

**Watershed Stewardship Services**

Huron County Clean Water funding \$ 59,186.81  
\$ 59,186.81

Watershed Health funding \$ 8,755.00  
\$ 8,755.00

**Total Watershed Stewardship Services** **\$ 67,941.81**

**Conservation Areas**

Forestry Management funding \$ 3,000.00

**Total Project Budget Revenue** **\$ 70,941.81**

**Total Operating and Project Revenues** **\$ 102,014.14**

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

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
12-06-2024	25254	Huron Transmission & Auto Repair	-940.25
12-06-2024	25255	Art Burns	-7,434.00
12-06-2024	25256	Cansel Survey Equipment Inc.	-1,966.20
12-06-2024	25257	PBG Farms Inc. c/o Paul Gowing	-3,000.00
12-06-2024	25258	Schmidt's Power Equipment	-2,200.43
12-06-2024	EFTDec24	Sun Life Financial	-6,807.76
12-06-2024	25259	Dan Kraus	-750.00
12-06-2024	25260	Amy Vingerhoeds	-1,428.25
12-06-2024	25261	Ben Van Diepenbeek	-1,518.30
12-06-2024	25262	McDonald Home Hardware	-59.86
12-06-2024	25263	Domm Construction Ltd	-120,006.00
12-06-2024	25264	John Bosman	-750.00
12-06-2024	25265	James Kaye	-250.00
12-06-2024	25266	Mathew Staehli	-2,945.60
12-06-2024	25267	Glenn and Erma Hartung	-125.00
12-06-2024	25268	Saugeen Valley Conservation Authority	-74,490.36
12-06-2024	25269	Bell Mobility Inc. 500181172	-974.50
12-07-2024	01139	Ausable Bayfield Conservation Authority	-7,935.99
12-07-2024	01140	Barry Skinn	-68.90
12-07-2024	01141	Beard, Phil	-207.16
12-07-2024	01142	Blake Cardiff	-2,004.81
12-07-2024	01143	BOSTECH Mechanical Ltd.	-1,365.04
12-07-2024	01144	CDW Canada Corp.	-342.44
12-07-2024	01145	ContinuIT Corp.	-3,249.78
12-07-2024	01146	Daniela Klicper	-31.87
12-07-2024	01147	Donegan's Haulage (2010) Limited	-450.80
12-07-2024	01148	Ezra Silverton	-1,840.00
12-07-2024	01149	F.S. Partners	-51.87
12-07-2024	01150	Foxton Fuels Limited	-286.49
12-07-2024	01151	Hodgins BC Wingham	-111.66
12-07-2024	01152	Karlene Zurbrigg	-1,110.23
12-07-2024	01153	Lei`s Lumber Company Ltd	-108.54
12-07-2024	01154	MicroAge BASICS	-2,429.50
12-07-2024	01155	North-South Environmental Inc.	-1,864.50
12-07-2024	01156	Patrick Huber-Kidby	-690.74
12-07-2024	01157	Watson's Home Hardware	-271.06
12-11-2024	01158	Blackburn Media Inc.	-847.50
12-11-2024	01159	CDW Canada Corp.	-7,399.89

12-11-2024	01160	ContinuIT Corp.	-1,558.44
12-11-2024	01161	Dale Rentals	-2,124.40
12-11-2024	01162	Donnelly and Murphy - Lawyers	-395.50
12-11-2024	01163	GRIT Engineering Inc.	-330.53
12-11-2024	01164	Ideal Supply Inc.	-517.49
12-11-2024	01165	Mathew Shetler	-50.00
12-11-2024	01166	R. J. Burnside & Associates	-523.19
12-11-2024	01167	Uline Canada Corporation	-1,877.64
12-13-2024	25270	CIBC Visa Centre	-13,952.07
12-13-2024	01168	B.M. Ross & Associates Limited	-4,682.72
12-13-2024	01169	Brandt Security	-22.60
12-13-2024	01170	Donnelly and Murphy - Lawyers	-536.75
12-13-2024	01172	Upper Thames River Cons. Auth.	-3,878.00
12-13-2024	01173	Zuzek Inc.	-65,174.36
12-15-2024		Payroll	-42,885.93
12-20-2024	25277	H Creates Graphic Design	-909.09
12-20-2024	25278	Andrew Dykstra	-625.00
12-20-2024	25279	Don & Cathy Dunbar	-1,250.00
12-20-2024	25280	Treemendous Tree Sales & Transplanting	-2,034.00
12-20-2024	25281	Wightman Telecom Ltd.	-1,026.92
12-20-2024	25271	D & D Glass & Mirror 1179309 Ontario Ltd.	-5,779.45
12-20-2024	25282	Herb Oakes	-5,000.00
12-20-2024	25283	Jeff Borland	-4,736.00
12-20-2024	25284	Denise Van Amersfoort	-912.47
12-20-2024	25285	Ellen Holland (IDEFIX Investments)	-468.14
12-20-2024	25272	Homegrown Food Basket	-180.00
12-20-2024	25286	Maitland Conservation Foundation	-100.00
12-20-2024	25273	Meadowview Farm (Clare Gerber)	-720.00
12-20-2024	25274	Mildmay Cheese Haus	-270.00
12-20-2024	25287	North Perth Turf and Irrigation	-271.20
12-20-2024	25275	Pandora's Pantry	-60.00
12-20-2024	25276	Red Door Milling	-180.00
12-20-2024	25288	Petty Cash-Jason Moir	-244.10
12-20-2024	25289	Petty Cash-Danielle Livingston	-25.65
12-20-2024	25290	Goderich Toyota	-106.11
12-20-2024	25291	M.R.C. Systems Inc.	-8,795.46
12-20-2024	25292	Bodmin LTD	-2,280.00
12-20-2024	25293	Bruce Godkin	-510.00
12-20-2024	25294	Township of Howick	-30.00
12-20-2024	25295	Papple Aviation	-1,711.95
12-20-2024	25296	Brandt Tactor London	-2,519.90
12-20-2024	01174	ARTECH	-1,897.27



12-20-2024	01175	Daniela Klicper	-41.00
12-20-2024	01176	Danielle Livingston	-617.52
12-20-2024	01177	Elizabeth Huber-Kidby	-512.20
12-20-2024	01178	Ethan Dykstra	-158.14
12-20-2024	01179	Jayne Thompson	-130.55
12-20-2024	01180	Marisa Roefs	-302.78
12-20-2024	01181	Munic. of North Perth	-792.00
12-20-2024	01182	R. J. Burnside & Associates	-40,422.48
12-20-2024	01183	Robert's Farm Equipment	-37.06
12-20-2024	01184	Somerville Nurseries Inc.	-5,336.43
12-20-2024	01185	Stewart Lockie	-240.25
12-20-2024	01186	Westario Power Inc.	-30.00
12-29-2024	25299	CIBC Visa Centre	-9,046.28
12-29-2024	25300	Ausable Bayfield Conservation Authority	-21,414.95
12-29-2024	25301	Xerox Canada Ltd.	-70.47
12-29-2024	25302	Bell Mobility Inc. 500181172	-974.49
12-29-2024	25303	Telizon Inc.	-7.78
12-29-2024	25304	Meadowview Farm (Clare Gerber)	-60.00
12-29-2024	25305	DeLageLandenFinancialServicesCanadaInc.	-1,475.70
12-29-2024	25306	D & I Wattam Construction Ltd.	-601.16
12-30-2024		Payroll	-55,579.12
12-30-2024	EFTDec24	Minister of Finance	-3,020.45
12-30-2024	EFTDec24	OMERS	-40,585.04
12-30-2024	25297	Receiver General	-35,936.18
12-30-2024	EFTDec24	Workplace Safety & Insurance Board	-4,568.93
12-30-2024	01187	B.M. Ross & Associates Limited	-14,012.00
12-30-2024	01188	Blackburn Media Inc.	-2,687.14
12-30-2024	01189	CDW Canada Corp.	-7,496.87
12-30-2024	01190	Edward Fuels	-84.75
12-30-2024	01191	Elizabeth Huber-Kidby	-546.30
12-30-2024	01192	F.S. Partners	-63.29
12-30-2024	01193	Foxton Fuels Limited	-63.51
12-30-2024	01194	Marianne Love Consulting Services Inc.	-508.50
12-30-2024	01195	MicroAge BASICS	-843.92
12-30-2024	01196	MVCA Social Fund	-2,240.70
12-30-2024	01197	North Huron Publishing Company Inc.	-655.40
12-30-2024	01198	Sarah Gunnewiek	-215.00
12-30-2024	01199	Township of Perth East	-251.70
12-30-2024	01200	Watson's Home Hardware	-1,264.29
12-30-2024	01201	Westario Power Inc.	-36.28
12-30-2024	01202	Yellow Pages	-16.72
		<b>Total</b>	<b>-692,414.94</b>

## **Members Report #9-2025**

**To:** Members, MVCA  
**From:** Jeff Winzenried, Flood Forecasting Supervisor;  
Sarah Gunnewiek, Water Resources Engineer  
**Date:** January 22<sup>nd</sup>, 2025  
**Subject:** Agreements Signed

---

### **Purpose:**

To summarize recent agreements signed with other levels of government for authority projects and services.

#### **1. MNR – Third Party Operator Assist**

The Third-Party Operator Assist agreement is a voluntary agreement between the Ministry of Natural Resources (MNR) and individual CAs defining how the CA can assist with operating stream gauge stations in their watershed without interfering with the mandates of other agencies. The agreement defines what the CA can do to help keep the stations operational when they have the time and resources to assist. The Third-Party Operator Assist was established in 2019 and has been renewed on a three year basis. This agreement was signed by the GM-ST.

### **Recommendation:**

THAT the Members support the signing of the Third Party Assist Agreement outlined in Report #9-2025.

**Ministry of Natural  
Resources**

Office of the Minister

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

**Ministère des Richesses  
naturelles**

Bureau du ministre

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



December 12, 2024

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

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

---

I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

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

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at [Jennifer.Keyes@ontario.ca](mailto:Jennifer.Keyes@ontario.ca) or 705-761-4831.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith  
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this “Direction”)**

**WHEREAS** section 21.2 of the *Conservation Authorities Act* permits a conservation authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee;

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

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

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

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources under section 21.3, the conservation authorities set out under Appendix “A” of this Direction (the “**conservation authorities**” or each, a “**conservation authority**”) are hereby directed as follows:

### **Fee Changes Prohibition**

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

### **Program and Service Fees Impacted**

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

development related proposals, applications, or land use planning policies, or for conservation authority permitting.

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

### **Application**

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

### **Effective Date and Term**

6. This Direction is effective from January 1, 2025 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the "**Term**").

**Amendments**

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

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



The Honourable Graydon Smith  
Minister of Natural Resources  
December 12, 2024

## APPENDIX A

## LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

**Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
[bhorner@abca.on.ca](mailto:bhorner@abca.on.ca)

**Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
David Ellingwood  
[dellingwood@crca.ca](mailto:dellingwood@crca.ca)

**Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
[generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca)

**Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
[cdarling@cloca.com](mailto:cdarling@cloca.com)

**Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
[quentin.hancard@cvc.ca](mailto:quentin.hancard@cvc.ca)

**Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
[tim.pidduck@crowevalley.com](mailto:tim.pidduck@crowevalley.com)

**Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6  
Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)

**Ganaraska Region CA**

Box 328  
2216 County Road 28  
Port Hope ON L1A 3V8  
Linda Laliberte  
[llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

**Grand River CA**

Box 729  
400 Clyde Road  
Cambridge ON N1R 5W6  
Samantha Lawson  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca)

**Grey Sauble CA**

R.R. #4  
237897 Inglis Falls Road  
Owen Sound ON N4K 5N6  
Tim Lanthier  
[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Chandra Sharma  
[csharma@hrca.on.ca](mailto:csharma@hrca.on.ca)

**Hamilton Region CA**

P.O. Box 81067  
838 Mineral Springs Road  
Ancaster ON L9G 4X1  
Lisa Burnside  
[lisa.burnside@conservationhamilton.ca](mailto:lisa.burnside@conservationhamilton.ca)

**Kawartha Region CA**

277 Kenrei (Park) Road  
Lindsay ON K9V 4R1  
Mark Majchrowski  
[mmajchrowski@kawarthaconservation.com](mailto:mmajchrowski@kawarthaconservation.com)

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
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