

**September 18, 2024**

**Maitland Source Protection Authority (MSPA) Meeting #4-24  
Minutes**

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

**Members Absent:** Sharen Zinn, Matt Duncan

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Services Coordinator  
Patrick Huber-Kidby, Planning and Regulations Supervisor  
Donna Clarkson, Source Water Protection Specialist  
Jason Moir, Park Superintendent  
Michelle Quipp, Executive Assistant

a) Approval of the Minutes from MSPA Meeting #3-2024 held on April 17, 2024.

**Motion MSPA #11-24**

**Moved by:** Alison Lobb

**Seconded by:** Vanessa Kelly

THAT the minutes from the MSPA Meeting #3-24 of April 17, 2024 be approved.  
(carried)

b) Joint Management Committee Draft Minutes held on August 8, 2024

The Joint Management Committee Draft Minutes was presented to the members for their information.

c) Program Update: Report #6, 2024

Report #6-2024 was presented to the members for their information.



d) Adjournment of MSPA meeting

The meeting adjourned at 9: 29 pm with this motion:

**Motion MSPA #12-24**

**Moved by:** Evan Hickey

**Seconded by:** Alison Lobb

THAT the MSPA meeting be adjourned.

(carried)

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Ed McGugan  
Chair

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Phil Beard  
General Manager / Secretary-Treasurer

## **MSPA Report # 1-2025**

To: Maitland Valley Source Protection Authority (MV SPA)  
Date: April 16, 2025  
From: Donna Clarkson and Elizabeth Balfour, DWSP Co-Supervisors  
Subject: Drinking Water Source Protection (DWSP) – Update and Governance

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### **For Information: Program update and overview of DWSP governance**

#### **A. Update - Drinking Water Source Protection (DWSP) Budget and Workplan**

April marks the beginning of year two of our three-year DWSP funding agreement and workplan. The Ministry of Environment, Conservation, and Parks (MECP) funds the DWSP program per a Transfer Payment Agreement (TPA), covering April 2024 to March 2027.

As a requirement for funding, the lead SPA - Ausable Bayfield - submits interim reports according to the reporting schedule established by MECP. The first interim report was submitted in October of 2024. The second interim report was submitted January 31<sup>st</sup>, 2025. Workplan tasks and expenditures on are track.

#### **B. Update - Source Protection Committee (SPC)**

##### **i. SPC Member Recruitment:**

As of January 2025, four members of the Committee had reached the end of their five-year appointment to the SPC. Three of the four members have been reappointed: Alyssa Keller (Environment), Philip Keightley (Commerce), and Rowland Howe (Industry). One member, John Graham, decided to resign from the Committee.

Interviews for the vacant Environmental representative were conducted by the AB-MV Joint Management Committee (JMC) on January 31<sup>st</sup>, 2025. The JMC recommended that Joy Rutherford be appointed to the Ausable Bayfield Maitland Valley Source Protection Committee, as representative for the 'Other-Environment' sector. Each applicant had unique qualities that would contribute to the SPC, however, the JMC felt that Ms. Rutherford's experience as a hydrogeologist, member of early DWSP working group, plus her committee experience with the Huron County Clean Water Project made her the preferred candidate for this position.

Ms. Rutherford attended her first SPC meeting on March 26<sup>th</sup>.

## ii. SPC Meeting March 26<sup>th</sup> 2025

The Source Protection Committee met on March 26, 2025, in Holmeville. The agenda included the following items:

- Report on implementation of the Source Protection Plan, plus Annual Progress Report, by DWSP staff
- Presentation on DWSP Education & Outreach activities, by Tim Cumming, ABCA Communications Coordinator
- Presentation on Provincial Groundwater Monitoring Network and Huron County Sentinel Well Update, by Davin Heinbuck, ABCA GM and Christie Brown, ABCA Water Resources Technologist
- Conservation Ontario Update from Leslie Rich, Source Water Protection Manager at Conservation Ontario

## C. Update – Communications

- i. Social Media Campaign: AB-MV Drinking Water Source Protection participated in the #WaterWednesday social media campaign developed by Conservation Ontario, promoting smart salt use in winter to protect our water resources. This social media campaign ran from January to March 2025.
- ii. Walkerton-25 Commemoration: Staff are working with Conservation Ontario and other Source Protection Regions to mark the 25th anniversary of the water contamination event that occurred in Walkerton in May 2000. Pending MECP approval, plans are underway for a video that will focus on the achievements made since 2000 to ensure that municipal water is safe to drink.

## D. Recent Auditor General report – FYI

On March 31, 2025, the Ontario Auditor General released an audit report entitled “Safety of Non-Municipal Drinking Water”. The report can be accessed at this link:

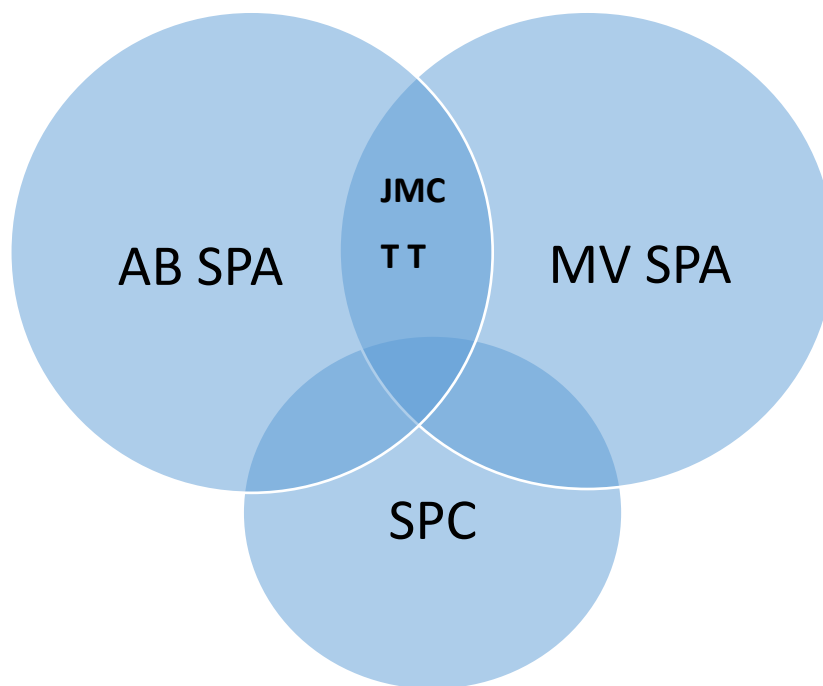
[https://www.auditor.on.ca/en/content/annualreports/audits/en2025/AR-PA\\_drinkingwater\\_en25.html](https://www.auditor.on.ca/en/content/annualreports/audits/en2025/AR-PA_drinkingwater_en25.html)

Overall finding is that Ontario’s non-municipal drinking water need better oversight and support. The audit found that:

- MECP has effective processes to monitor and enforce compliance with sampling requirements of the non-municipal drinking-water systems that it regulates, but lacks the capacity to regularly inspect all 1,816 of these systems – 34% had not been inspected in over five years; 9% had not been inspected in over seven years.

- Studies indicate that less than one-third of the 1.3 million Ontarians that get their water from private wells test their drinking water. Of those who do test their water, 35% of samples test positive for indicators of bacterial contamination.
- MECP does not review well records for completeness and accuracy or for compliance with well construction requirements – of 195,232 well records submitted to MECP over the past 10 years, 54,931 were missing information about well usage, and 73,800 records were not fully processed as of August 2024.
- Potentially hundreds of thousands of abandoned wells have never been properly decommissioned, which can create a pathway for contaminants to enter groundwater and contaminate drinking-water sources.
- MECP has not fully assessed the feasibility of applying source water protection to non-municipal sources.

## E. DWSP Governance for Ausable Bayfield Maitland Valley Region



**ABMV SPR:** Ausable Bayfield Maitland Valley (ABMV) Source Protection Region (SPR)

**SPA:** Source Protection Authority – Ausable Bayfield CA/SPA+ Maitland Valley CA/SPA

**SPC:** Source Protection Committee – one SPC per Region

**JMC:** Joint Management Committee – AB + MV chair, vice-chair, GMs; + SPC chair

**TT:** Technical Team – AB + MV staff; 3 each + program supervisor

## **Source Protection Authority (SPA)**

The ABMV Region is comprised of two SPAs – Ausable Bayfield and Maitland Valley. The two SPAs follow the same structure as the AB and MV Conservation Authority (CA) boards. The geographic area of each SPA covers the CA watersheds.

Together, the Ausable Bayfield and Maitland Valley SPAs form one of 19 Source Protection Regions in the province. The lead SPA is Ausable Bayfield, as determined by the Province.

Note that not all SPAs are CAs. For example, the Severn Sound Environmental Association is a watershed management organization that acts as a Source Protection Authority, but is not a CA.

### **SPA Role:**

Source Protection Authorities carry out powers and duties outlined in the *Clean Water Act*, 2006 and its regulations. The key objective of the Act is to protect sources of municipal residential drinking water from contamination and overuse.

The SPA roles and responsibilities include the following:

- Maintain the SPC
- Providing technical and scientific support to the SPC and municipalities as requested
- Review and comment on updates to the Assessment Reports and Source Protection Plans.
- Monitor and report on the Source Protection Plan implementation progress

In the ABMV Source Protection Region, the Ausable Bayfield SPA is the lead authority. It serves as liaison with the Ministry, prepares financial and workplan reports per the Transfer Payment Agreement with the provinces, and supports the Source Protection Committee.

SPA Agreement: Since 2008, the AB and MV SPAs have entered into a partnership agreement which sets out governance and the SPAs' responsibilities. The agreement is updated periodically; current agreement is for three years, from April 2024 to March 2027.

## **Joint Management Committee (JMC)**

The JMC is comprised of the Chair, Vice-Chair and General Manager of both CA's, plus the SPC Chair.

Prior to the enactment of the Clean Water Act, which formalized the role of the Conservation Authorities as Source Protection Authorities, the two Authorities agreed to work collaboratively through a Joint Management Committee (JMC). The JMC functioned as the project steering committee, undertook the executive roles and brought about the creation of the SPC.

In keeping with the spirit of this joint agreement, the SPAs continue to collaborate through the JMC in the following ways:

- Meet as needed to review financial reports and project deliverables
- SPC recruitment: meet to discuss vacancies, replacement options, and interview to determine new SPC members

### **Source Protection Committee (SPC)**

The SPC oversees a science-based planning process to protect municipal sources of drinking water. The committee is currently comprised of 12 members plus the Chair. The Chair is appointed by the Ontario Minister of the Environment, Conservation and Parks. The committee is composed of 1/3 Municipal; 1/3 Economic Sectors (Agriculture; Industry; Commerce); and 1/3 Other Sectors (Property Owners; Public-at-Large; Environmental). SPCs were responsible for the preparation of three key documents: terms of reference, assessment report, and source protection plans. The SPC retains responsibility for the development of updated assessment reports and source protection plans as well as guiding implementation of existing plans. Key responsibilities include:

- Developed a Terms of Reference that outlined how Assessment Reports and Source Protection Plans would be developed and who was responsible for each task
- Prepared Assessment Reports that identified sources of municipal drinking water, areas that are most vulnerable to contamination, and potential sources of contamination
- Prepared Source Protection Plans that contain policies to protect local source of drinking water from contamination and overuse
- Oversee updates to the Assessment Report and Source Protection Plans
- Review Source Protection Plan implementation progress and effectiveness of the policies

### **Technical Team (TT)**

The Technical Team is comprised of staff from each of the Ausable Bayfield and Maitland Valley Conservation Authorities plus the DWSP Program Supervisor. The current members of the Technical Team are:

- ABCA - Water Resources Engineer; GIS/IT Coordinator; Water and Planning Manager
- MVCA - Water Resources Engineer; Communications Coordinator; Planning and Regulations Supervisor
- DWSP Program Supervisor

The Technical Team meets as needed. Their key role:

- Provide technical support to the DWSP program supervisor
- To review technical work (e.g. for new supply wells) for the purpose of identifying anticipated amendments to the source protection plans, and providing Notice as per O. Reg. 287/07 S. 48(1.1)(b)



## **MSPA REPORT # 2-2025**

To: Members, Maitland Valley Source Protection Authority  
From: Donna Clarkson and Elizabeth Balfour, DWSP Co-Supervisors  
Date: April 16, 2025 Source Protection Authority (SPA) meeting  
Subject: Annual Progress Report on Implementation of Source Protection Plans

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### **Purpose: For Approval**

To report on implementation of the Source Protection Plans (SPP) and to **obtain approval** to submit the eight Annual Progress Report for the Ausable Bayfield Maitland Valley (ABMV) Source Protection Region, to MECP. **See attached Annual Progress Report.**

### **A. Background**

The requirement for annual progress reporting is established in the Clean Water Act, 2006 (CWA). Source Protection Authorities (SPA) are required to provide annual reports to the Ministry of the Environment, Conservation and Parks (MECP) in accordance with the Act. Collectively, the information generated provides valuable information about the implementation of source protection plans (SPP) and the overall success of the program.

The Province provides an online reporting interface and templates to facilitate the reporting requirements. The data is collected from the monitoring reports that are submitted to DWSP staff annually by implementing bodies. The monitoring reports provides the Source Protection Committee and Source Protection Authorities with data to gauge the effectiveness of the policies and implementation progress.

### **B. Key Findings:**

Information gathered from the monitoring reports has been summarized below, to provide an overview of the progress made toward SPP implementation in 2024. Note that the Source Protection Plan were updated in 2024, resulting in new/revised policies to be implemented and additional drinking water threats to be addressed.

- i. Risk Management Officials – Implementing Clean Water Act (CWA), Part IV Policies

Risk Management Officials and Inspectors (RMO / RMI) are responsible for implementing the policies that prohibit or manage activities identified as significant drinking water threats (SDWTs). In the AB-MV Source Protection Region (SPR), the Town of Minto delivers risk

management services themselves. Ausable Bayfield Conservation Authority (ABCA) provides this service for the other eight municipalities that have wellhead protection areas.

Table 1: Summary of Risk Management Official (RMO) Reporting

Reportables	Minto -2024	ABCA - 2024	Tally – 2015 to 2024
# of RMPs	0	1	128
# Notices issued for building & development reviews	3	24	662
# Inspections	21	33	503
# Orders	0	0	1

Prior to 2024, all of the risk management plans (RMPs) for identified threats were complete. Of 128 RMPs established since 2015, 80 remain in effect.

Following approval of the amended Source Protection Plans in March 2024, RMO's commenced risk assessments to identify activities that may require a RMP per the updated Plans. This includes properties in new wellhead protection areas, plus activities that are now considered significant threats per the updated provincial Technical Rules (e.g. road salt). Their progress is reflected in Table 2 below, which enumerates the number of significant drinking water threats.

## ii. Education and Outreach Policies

SPP policies include requirements for outreach to promote source water protection and provide information to landowners and member municipalities.

Summary of Education & Outreach by source water staff in 2024:

- Issued nine news releases: SPP amendments approved; SPC members; Water Wise events to support water protection.
- Released two municipal newsletters plus seven electronic newsletters
- Website: The local drinking water source protection website ([sourcewaterinfo.on.ca](http://sourcewaterinfo.on.ca)) had more than 12,000 page views in 2024. Top pages included Best Practices page; drinking water protection zone signs; maps; source protection plans.
- Social Media: ABMV Source Protection Region produced 50+ social media posts in 2024
- Events: ABMV staff partnered with service group and local public health on six 'Water Wise' events in 2024. Minto staff participated in the Palmerston Agricultural Awareness Day and Wellington children's groundwater festival.

### iii. Municipal Reporting

Source Protection Authority staff collect policy implementation status from municipalities with drinking water systems. The following is a summary of the information submitted by municipalities:

- Official Plan updates: Twelve municipalities/counties in the ABMV source protection region are required to update their Official Plans and Zoning Bylaws to ensure they conform to the local source protection plans. Ten have completed their OP amendment and the remainder underwent consultation in 2024.
- Mandatory On-Site Sewage System Maintenance Inspection Program: Septic systems inspection must be conducted every five years for systems located close to municipal wells, in zones A and B of the wellhead protection areas where the vulnerability is high (vulnerability score of 10). Across the ABMV source protection region, 202 on-site septic systems require inspection. The third 5-year cycle of septic system inspections is underway. In 2024, 28 septic systems were due for inspection; 10 were completed. The remainder will be inspected in 2025.
- New Policy for Salt Management Plan: Staff have reviewed this new requirement with the municipalities where salt application is a significant drinking water threat.

### iv. Provincial Implementation: Prescribed Instrument Policies

Prescribed Instrument policies in the SPPs use provincially issued documents to address potential significant drinking water threats (e.g., per Environmental Compliance Approvals for sewage and hazardous waste; Aggregate Licenses; Nutrient Management Strategies, etc.). Provincial ministries screen these approvals and permits to ensure that any activities that pose a significant drinking water threat (SDWT) are identified, and that decisions conform to the SPP policies.

### v. Progress: Addressing Significant Drinking Water Threats

The table below shows progress made from 2015 to 2024, to verify and address significant drinking water threats (SDWT) in the ABMV Source Protection Region. Percent progress in addressing SDWT is 81%. Prior to 2024, all identified significant drinking water threats had been addressed (i.e 100% progress). The SPPs were amended in March 2024 (via CWA section 36), resulting in additional threats, particularly for salt and snow activities. Additional septic threats were added per the July SPP amendment (CWA section 34), for a new well in Saltford plus revised Lucknow wellhead protection area.

Table 2: Tally of Significant Drinking Water Threats

Threat Type	*A. Estimated Threat #	B. # threats added	C. # threats removed	D. # threats addressed	E. # threats remaining
Hazardous Waste	7	0	0	3	4
Sewage	226	0	0	217	9
Application of manure	8	0	0	7	1
Storage of manure	0	0	0	0	0
Non-agricultural source material (eg sewage biosolids; compost)	0	0	0	0	0
Application of fertilizer	4	0	0	3	1
Storage of commercial fertilizer	0	0	0	0	0
Application of pesticide to land	10	0	0	9	1
Storage of pesticide	0	0	0	0	0
Livestock grazing; barnyard	8	0	3	5	0
Application of road salt	49	0	15	0	34
Storage of road salt	32	0	16	0	16
Storage of snow	29	0	15	0	14
Fuel storage	28	0	2	20	6
Chemical storage (dense non- aqueous phase liquid; solvents)	43	0	0	43	0
Water taking from an aquifer	0	0	0	0	0
<b>Total</b>	<b>444</b>	<b>0</b>	<b>51</b>	<b>307</b>	<b>86</b>

\*A = Estimate of SDWT engaged in/enumerated when SPP amendment is approved (**2024**)

B = Additional SDWT identified after SPP approval, as a result of field verification

C = Threat removed – activity no longer occurring

D = SDWT addressed because policy is implemented (e.g. RMP; septic inspection; prohibition)

E: Remaining number of SDWT to address (as of Dec. 2024)

Note that salt and snow numbers are expected to drop as Risk Management Officials complete the threat verification process.

### C. Annual Progress Report – see attached

The report format, key reportables and targets are set out by MECP. The report is to be available to the public. As per MECP direction, implementation progress is to be scored according to three possible grades:

**P:** Progressing Well      or      **S:** Satisfactory      or      **L:** Limited progress

## Summary of eight Annual Progress Report:

(For comparison, results of the previous Annual Progress Reports are included)

Category	3rd Annual Progress Report: 2015 to 2019	7th Annual Progress Report: 2023	8th Annual Progress Report: 2024
Overall score	P: Progressing Well	P: Progressing Well	<b>P: Progressing Well</b>
1. Policy implementation	93 % of SDWT* policies implemented	100 % of SDWT* policies implemented / in progress; <b>100 % of threats addressed</b>	Progressing Well All policies implemented or in progress; 81% of threats addressed, per amended SPPs
2. Municipal Progress	62% of ZBlaw & OP's updated	10 of 12 Official Plans updated	Progressing Well; remaining Official Plans updates underwent consultation in 2024
3. Septic inspections (5-year cycle)	99 % of first round complete;	Round 3 of inspections begins. Progressing well	Progressing well; inspections continue
4. Risk management plans (RMP)	20 RMPs completed in 2019; Total = 99	3 RMPs completed in 2023 Total = 127; 0 remaining	1 RMP replaced in 2024; began risk assessments for new WHPAs and amended (2024) SPP
5. Provincial progress	100% of Prescribed Instrument reviews are complete	Ongoing review of new ECA etc applications P: Progressing Well	No change; P: Progressing Well
6. Source Protection Awareness	88 road signs installed; Education ongoing	Education ongoing P: Progressing Well	Education ongoing; P: Progressing Well

\*SDWT = significant drinking water threat

The Source Protection Committee (SPC) met in March 2025 to review and add comments to the Annual Progress Report prepared by staff. The SPC approved the report as presented and recommended it be forwarded to the Ausable Bayfield and Maitland Valley SPAs for their approval and submission to the Ministry of Environment, Conservation and Parks (MECP). As the majority of the source protection plan policies are implemented or in progress, the SPC is confident that the objectives of the Source Protection Plans are “Progressing Well/On Target”.

**See attached** – 8th Annual Progress Report, to be submitted to MECP, and made publicly available.

**Recommendation: That the Maitland Valley Source Protection Authority approve the attached Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks (MECP).**

# Source Protection Annual Progress Report - 2024

## I. Introduction

This annual progress report outlines the progress made in implementing the source protection plans for the Ausable Bayfield and Maitland Valley source protection areas, as required by the Ontario Clean Water Act, 2006 and its regulations. It highlights actions taken to protect the sources of our drinking water, the groundwater aquifers and Lake Huron.

Protecting the sources of our drinking water is the first step in a multi-barrier approach to safeguard the quality and quantity of our water supplies. The source protection plans are the culmination of extensive science-based assessment, research, consultation with the community, and collaboration with local stakeholders and the Province of Ontario.

This is the eighth annual progress report submitted for the Ausable Bayfield Maitland Valley (ABMV) Source Protection Region. It covers the period of April 2015 to December 31st, 2024, and summarizes progress made in the year 2024.



## II. A message from your local Source Protection Committee

### **P : Progressing Well/On Target – The majority of the source protection plan policies have been implemented and/or are progressing.**

The Source Protection Committee is pleased to mark the completion of two amendments to the Source Protection Plans (SPPs) in 2024. These updates, completed per sections 34 and 36 of the Clean Water Act (CWA), include updated mapping of wellhead protection areas, plus considerable policy changes to meet current Technical Rules.

The Committee reviewed the implementation results for the ABMV Source Protection Region, noting the important progress made since the SPPs came into effect. All SPP policies are implemented or in progress. Threats to drinking water are being addressed, and the objectives of the CWA are being achieved. The SPC feels confident in their assessment that SPP implementation is 'progressing well / on target'.

The Committee was pleased to support local 'Water Wise' events in 2024, in support of the Best Practices for Non-municipal Water Systems initiative. These events were an excellent opportunity to increase awareness about drinking water threats, and encourage private well owners to test their water. We are pleased that the province continues to provide free bacterial water testing for private well owners, as this is a vital service to our rural communities.

The Committee would like to acknowledge the ministries, municipalities, and other implementing bodies for their contribution to this report, and for their ongoing efforts to protect drinking water. The great progress made on SPP implementation would not have been possible without their strong support.



### III. Our Watershed

To learn more, please read our assessment report(s) and source protection plan(s)

The Ausable Bayfield Maitland Valley (ABMV) Source Protection Region (SPR) is made up of the Ausable Bayfield and Maitland Valley source protection areas (SPAs). The two SPAs overlie the same jurisdiction as the Ausable Bayfield and Maitland Valley conservation authorities. Their jurisdictions abut and their major rivers flow into Lake Huron. The combined watersheds are approximately 5,690 square kilometres in size, with a combined population of 105,000. There are six counties and 24 lower-tier municipalities entirely or partly within the SPR. The Ausable Bayfield Source Protection Area is adjacent to the Chippewas of Kettle and Stony Point First Nation.

Land uses can have a significant impact on water quality and quantity. Agriculture is the major land use in the region, with small urban areas scattered throughout. Their watersheds share common patterns of landscapes and natural systems. Their towns are small; their economies are based on the economic driver of a thriving agricultural sector, a significant manufacturing sector as well as the additional economic pillars of tourism, heritage and culture. Lake Huron is a major driver of the tourism industry.

In the Ausable Bayfield Maitland Valley Source Protection Region there are 25 municipal groundwater well systems and two Lake Huron intakes. Approximately half of the population is served by these systems; the remainder receive their water from private or communal wells and intakes. There are two great lake intakes - Lake Huron Primary Water Supply System (in Port Blake, near Grand Bend); and the Goderich Water Supply.

The Wellhead Protection Areas for the municipal well systems are: Township of Ashfield-Colborne-Wawanosh: Century Heights, Dungannon, Huron Sands; Municipality of Bluewater: Varna; Municipality of Central Huron: Auburn, Benmiller, Clinton, Kelly, McClinchey, SAM, Vandewatering; Municipality of Huron East: Brucefield, Brussels, Seaforth; Township of Huron Kinloss: Lucknow, Whitechurch, Ripley (well system itself is outside ABMV SPR); Town of Minto: Clifford (well system itself is outside ABMV SPR), Harriston, Palmerston; Municipality of MorrisJTurnberry: Belgrave; Township of North Huron: Blyth, Wingham; Municipality of North Perth: Atwood, Gowanstown, Listowel, Molesworth.

The source of water for the wells is typically deep bedrock aquifers, which are protected by a thick overburden. There have been no Issue Contributing Areas identified in the SPR. There has been a number of changes to these well systems since approval of the source protection plans in 2015, triggering the need for several amendments to the Source Protection Plans. An amendment under Section 34 of the Clean Water Act, 2006 (CWA) was approved by the Province in 2019. In 2023, the Zurich groundwater system was removed from the Plan, via a 'section 51' amendment. In March 2024, an update per section 36 of the CWA was approved, following extensive consultation. In July 2024, an amendment per section 34 of the CWA was approved, incorporating changes to the Century Heights and Lucknow wellhead protection areas.

## IV. At a Glance: Progress on Source Protection Plan Implementation

### 1. Source Protection Plan Policies

The overall progress score on achieving source protection plan objectives in this reporting period is: P : Progressing Well/On Target

All of the legally binding policies that address significant drinking water threats are implemented or in progress.

All of the policies that address moderate and low drinking water threats are implemented or have been evaluated with no further action required.

More than 80% of policies that are not directly related to drinking water threat activities are implemented, and the remainder have been reviewed and require no further action. Note that these policies are 'non-binding' on implementing bodies.

Approximately 80% of significant threats are addressed. This decrease from 100% in the previous year is due to new or revised wellhead protection areas, plus changes to the provincial Technical Rules that define the risk level.

### 2. Municipal Progress: Addressing Risks on the Ground

P : Progressing Well / On Target

The Region contains almost the full extent of Huron County, plus portions of Bruce, Perth, Wellington, Lambton and Middlesex counties. Nine lower-tier municipalities and four upper-tier municipalities in our source protection region have vulnerable areas where significant drinking water threat policies apply.

All of the municipalities in our source protection region have indicated that they have processes in place to ensure their day-to-day planning decisions conform to our source protection plans.

Twelve municipalities in our source protection region are required to review and amend their Official Plans to ensure they conform to the local source protection plans (SPPs). Ten of the municipalities (lower and upper tier) have completed the required Official Plan update. The remainder are in progress, and underwent consultation in 2024. Nine municipalities are required to update their Zoning Bylaws to conform to the SPP; eight are complete. It is anticipated that the remaining Official Plan and Zoning Bylaw updates will be completed within the next year.

### 3. Septic Inspections

P: Progressing well / On target.

In areas where an on-site sewage system (septic system) is considered a significant drinking water threat, inspections are required once every five years in accordance with the Ontario Building Code. In the ABMV SPR, the inspections were carried out by municipal staff or B.M. Ross and Associates Limited (for the Township of Huron-Kinloss). Educational materials were reviewed with the landowner at the time of the initial inspection.

In the ABMV Source Protection Region, 202 on-site sewage systems are subject to the mandatory inspection program. For the first round of inspections, 99% of these systems were inspected within the five-year timeline, in accordance with the Ontario Building Code. The inspection results found the majority are functioning as designed and carrying out regular pump-outs.

The third round of septic system inspections is now underway. In 2024, 10 of 29 planned inspections were completed. Delays are attributed to difficulties contacting some landowners; Orders will be issued for compliance where necessary.

### 4. Risk Management Plans

P : Progressing Well/On Target

In the 2024 reporting period, one risk management plans (RMP) was renewed in our source protection region. Since our source protection plans took effect in April 2015, a total of 128 risk management plans have been established, with 80 remaining in effect.

Since our Source Protection Plans took effect in 2015, Risk Management Official/Inspectors have carried out 503 inspections for prohibited or regulated activities. In 2024, 54 inspections were conducted. This includes inspections required for risk management plans, to ensure compliance with prohibition and to verify threat activities. To date, there is a 100% compliance rate with the risk management plans established in our source protection region.

## 5. Provincial Progress: Addressing Risks on the Ground

P : Progressing Well/On Target

The Ontario ministries have reviewed previously issued provincial approvals (e.g. prescribed instruments, such as environmental compliance approvals under the Environmental Protection Act) where they have been identified as a tool in our plan to address activities that pose a significant risk to sources of drinking water. The ministries have identified prescribed instruments that may be subject to significant drinking water threat policies and require further review. The provincial approvals are amended or revoked where necessary to conform to Source Protection Plan policies.

No significant threats were identified in 2024 through screening by the provincial ministries.

## 6. Source Protection Awareness and Change in Behaviour

Eighty-eight Drinking Water Protection Zone signs have been installed in our source protection region. The signs are installed on roads near municipal water sources to alert citizens that their actions in these zones can have an impact on a municipal drinking water source. The signs are an effective way to raise awareness about protecting our sources of water. Several of the municipalities in this region have included information about the signs and the Drinking Water Source Protection program on their websites.

Ongoing efforts are made by source protection authority staff to implement the education and outreach policies in the Ausable Bayfield and Maitland Valley Source Protection Plans. Education and Outreach tools include an updated website and active social media presence. Fact sheets were created for specific activities as well as for individual well systems. This focused outreach aims to improve awareness about local sources of water.

Between 2020 and 2023, a series of 10 videos, featuring members of the Source Protection Committee, was created to promote source water protection.

## 7. Source Protection Plan Policies: Summary of Delays

Significant progress has been made on implementing all policies related to significant drinking water threats. In 2024, all Ausable Bayfield and Maitland Valley Source Protection Plan (SPP) policies that directly address significant drinking water threats are implemented or in progress.

Several municipalities encountered delays regarding the Official Plan updates required to conform to the SPPs. However, steady progress has been made, and the remaining two Plans underwent consultation in 2024, with anticipated approval in 2025.

## 8. Source Water Quality: Monitoring and Actions

In our source protection region, no issues have been identified in our local science-based assessment reports regarding the quality of the sources of municipal drinking water.

## 9. Science-based Assessment Reports: Work Plans

No work plans related to water budget, GUDI (groundwater under direct influence) systems or ICA (Issue Contributing Area) were required to be implemented for our assessment report(s).

A comprehensive update to the Source Protection Plans and associated Assessment Reports was completed in March 2024, per section 36 of the Clean Water Act, as directed by the province. In addition, a locally initiated update per section 34 of the Act was approved in July 2024 to incorporate changes to two water supply systems.

## 10. More from the Watershed

To learn more about our source protection region/area, visit our local website home page: <https://www.sourcewaterinfo.on.ca>





**Ausable Bayfield Maitland Valley Source Protection Region**

**JOINT MANAGEMENT COMMITTEE (ABCA-MVCA)**

**Wednesday, January 15, 2025**

**10:00 a.m.**

**Via Video Conferencing**

**MEMBERS PRESENT**

Phil Beard, Ray Chartrand, Matt Duncan, Davin Heinbuck, Ed McGugan, Matt Pearson, Marissa Vaughan

**DWSP STAFF PRESENT**

Elizabeth Balfour, Donna Clarkson

**OTHERS PRESENT**

Abigail Gutteridge, Recording Secretary

**WELCOME AND INTRODUCTIONS**

The meeting was called to order at 10:00 a.m. Acting Chair Ed McGugan welcomed everyone to the meeting.

**APPROVAL OF AGENDA**

**MOTION #JMC: 2025-01-01**

**Moved by Ray Chartrand  
Seconded by Marissa Vaughan**

**"That the agenda for the January 15, 2025 meeting of the Joint Management Committee be approved as circulated."**

**Carried.**

**APPROVAL OF MINUTES**

**MOTION #JMC: 2025-01-02**

**Moved by Matt Duncan  
Seconded by Marissa Vaughan**

**“That the minutes of the August 8, 2024 Joint Management Committee meeting be approved.”**

**Carried.**

**BUSINESS OUT OF THE MINUTES**

None

**DECLARATION OF PECUNIARY INTEREST**

None

**SOURCE PROTECTION COMMITTEE – REVIEW OF VACANCY PROCESS**

Elizabeth Balfour, DWSP Co-Supervisor, reminded the Joint Management Committee (JMC) that they are responsible for interviewing candidates for the Source Protection Committee (SPC). Four members of the SPC were up for renewal in January 2025. Three indicated that they would like to continue to serve on the SPC, but John Graham, Environmental representative, indicated that he would not be seeking reappointment. A call for applications was posted on November 13, and remained open for 30 days. Six applications were received. The purpose of this meeting is to choose how many candidates to interview, and which candidates to invite for an interview.

Due to the sensitive information being discussed in this process, it was suggested that the JMC go into Committee of the Whole.

**COMMITTEE OF THE WHOLE**

**MOTION #JMC 2025-01-03**

**“That the Joint Management Committee go into Committee of the Whole at 10:05 a.m. to discuss applications for the Environmental Representative on the Source Protection Committee, with Elizabeth Balfour, Donna Clarkson and Abigail Gutteridge remaining.”**

**Carried by Consensus.**

**MOTION #JMC 2025-01-04**

**“That the Joint Management Committee rise and report at 10:20 a.m.”**

**Carried by Consensus**

Acting Chair McGugan noted that the JMC decided to offer interviews to four of the six candidates and asked staff to reach out to the candidates and coordinate interviews for either



the last week of January or the second week of February. The preference is for in-person interviews, and it was decided that interviews would be held at the Maitland Valley Conservation Authority office.

OTHER BUSINESS

None.

ADJOURNMENT

The next meeting of the JMC will be to conduct the interviews, and will be at the call of the SPC Chair or staff. Matt Duncan adjourned the meeting at 10:29 a.m.

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Ed McGugan  
Acting Chair

Abigail Gutteridge  
Recording Secretary

**Ausable Bayfield Maitland Valley Source Protection Region**

**JOINT MANAGEMENT COMMITTEE (ABCA-MVCA)**

**Friday, January 31, 2025**

**9:00 a.m.**

**Maitland Valley Conservation Authority Boardroom**

MEMBERS PRESENT

Phil Beard, Ray Chartrand, Matt Duncan, Davin Heinbuck, Ed McGugan, Matt Pearson, Marissa Vaughan

DWSP STAFF PRESENT

Elizabeth Balfour, Donna Clarkson

OTHERS PRESENT

Abigail Gutteridge, Recording Secretary

WELCOME AND INTRODUCTIONS

The meeting was called to order at 9:07 a.m. Acting Chair Ed McGugan welcomed everyone to the meeting.

APPROVAL OF AGENDA

**MOTION #JMC: 2025-01-05**

**Moved by Matt Duncan  
Seconded by Marissa Vaughan**

**“That the agenda for the January 31, 2025 meeting of the Joint Management Committee be approved as amended.”**

**Carried.**

APPROVAL OF MINUTES

**MOTION #JMC: 2025-01-06**

**Moved by Ray Chartrand  
Seconded by Matt Duncan**

**“That the minutes of the January 15, 2025 Joint Management Committee meeting be approved.”**

**Carried.**

DECLARATION OF PECUNIARY INTEREST

None

BUSINESS OUT OF THE MINUTES

None

INTERVIEWS AND RECOMMENDATION TO SOURCE PROTECTION AUTHORITY FOR NEW ENVIRONMENT REPRESENTATIVE

Elizabeth Balfour reminded the Joint Management Committee (JMC) that the primary reason for today’s meeting is to conduct interviews for the Environmental representative on the Source Protection Committee (SPC). In total, six applications were received, and the JMC chose four candidates to interview. Three interviews will be in person, and one will be conducted via Zoom. She noted that Matt Pearson agreed to lead the interviews, and that JMC members would also be permitted to ask questions.

As interviews are not made public, they will be conducted in Committee of the Whole, and notes from the interviews will be kept on file.

COMMITTEE OF THE WHOLE

**MOTION #JMC 2025-01-07**

**Moved by Matt Duncan  
Seconded by Ray Chartrand**

**“That the Joint Management Committee go into Committee of the Whole to conduct Source Protection Committee interviews at 9:10 a.m. with Abigail Gutteridge and Elizabeth Balfour remaining in attendance.”**

**Carried.**

**MOTION #JMC 2025-01-08**

**Moved by Matt Duncan  
Seconded by Ray Chartrand**

**“That the Joint Management Committee rise and report at 11:18 a.m.”**

**Carried.**

Interviews were conducted for all four candidates, and each had unique qualities that would contribute to the SPC; however, the Joint Management Committee felt that Ms. Joy Rutherford's experience on various local committees, interpersonal skills, and connections within the local environmental sector would make her an ideal candidate for this position.

**MOTION #JMC 2025-01-09**

**Moved by Ray Chartrand  
Seconded by Matt Duncan**

**"That the Joint Management Committee recommend Joy Rutherford be appointed to the Ausable Bayfield Maitland Valley Source Protection Committee, as representative for the Environmental Sector."**

**Carried.**

**PROGRAM UPDATE**

Elizabeth Balfour provided a brief program update for the JMC. She noted that we are nearing the end of the first year of a three-year workplan and budget. The first interim report was submitted in October 2024, and that the second interim report is due today, January 31, 2025, and would be submitted later this afternoon. In general, the program is on track with expenditures for the first year.

Elizabeth also reminded the JMC that there are three other member on the SPC that are at the end of their five-year term. These include Alyssa Keller, representative for Public-at-Large, Rowland Howe, representative for Economic – Industry sector, and Philip Keightley, representative for the Economic – Commerce sector. All three members have expressed their intent to remain on the SPC for another five-year term. As such, staff recommend that the JMC recommend the reappointment of these members for another five-year term.

**MOTION #JMC 2025-01-10**

**Moved by Marissa Vaughan  
Seconded by Matt Duncan**

**"That the Joint Management Committee recommend Alyssa Keller (Public-at Large), Rowland Howe (Economic – Industry), and Philip Keightley (Economic – Commerce) be reappointed to the Ausable Bayfield Maitland Valley Source Protection Committee for a five-year term."**

**Carried.**

**OTHER BUSINESS**

None.

**ADJOURNMENT**

The next meeting will be at the call of the SPC Chair or staff. Matt Duncan adjourned the meeting at 11:22 a.m.

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Ed McGugan  
Acting Chair

Abigail Gutteridge  
Recording Secretary

DRAFT



## **News Release**

**For Immediate Release**

March 31, 2025

# **Ontario's Non-municipal Drinking-Water Needs Better Oversight and Support**

(Toronto) Nearly 3 million Ontario residents (almost 20% of the population), as well as many businesses and other facilities, rely on non-municipal drinking-water supplies for drinking, preparing food, and bathing. While over 98% of all samples tested from non-municipal drinking-water systems over the past decade have met the Ontario Drinking Water Quality Standards, not all water is sampled and tested. "A lack of testing can expose Ontarians to risks", says Auditor General Shelley Spence in a special report tabled today in the Legislature.

Owners of non-municipal drinking-water systems, including those regulated by the Ministry of the Environment, Conservation and Parks (MECP) or the Ministry of Health (MOH), are required to sample their drinking water at a prescribed frequency for testing. However, private wells and surface water intakes that serve five or fewer residences, which are not considered to be drinking-water systems, have no testing requirements and are not included in this 98%. Drinking-water systems that do have testing requirements are generally not required to test for all contaminants. In addition, not all system owners test their water as required.

The audit report contains 17 recommendations from the Office of the Auditor General, for implementation by the two ministries, and the public health entities they oversee that are involved in the oversight of non-municipal drinking water.

The audit found that:

- Some small drinking-water systems have not been identified, assessed and inspected by Public Health Units (PHUs) overseen by MOH, posing a public health risk. These types of non-municipal systems serve six or more seasonal residences or a public facility, such as a hotel, restaurant or church.
- Many owners of small drinking-water systems did not sample their water as required, and PHUs rarely enforced compliance – 56% of the 1,660 systems reviewed missed at least one test sample in the past five years.
- MECP has effective processes to monitor and enforce compliance with sampling requirements of the non-municipal drinking-water systems that it regulates, but lacks the capacity to regularly inspect all 1,816 of these systems – 34% had not been inspected in over five years; 9% had not been inspected in over seven years.
- Studies indicate that less than one-third of the 1.3 million Ontarians that get their water from private wells test their drinking water. Of those who do test their water, 35% of samples test positive for indicators of bacterial contamination.
- MECP does not review well records for completeness and accuracy or for compliance with well construction requirements – of 195,232 well records submitted to MECP over the past 10 years, 54,931 were missing information about well usage, and 73,800 records were not fully processed as of August 2024.

- Potentially hundreds of thousands of abandoned wells have never been properly decommissioned, which can create a pathway for contaminants to enter groundwater and contaminate drinking-water sources.
- MECP has not fully assessed the feasibility of applying source water protection to non-municipal sources.

Spence added, “The United Nations recognizes access to safe water as a basic human right and one of the 17 United Nations Sustainable Development Goals adopted by world leaders in 2015. Contaminated drinking water can cause gastrointestinal illnesses and other potentially serious health effects, which may result in significant economic costs due to hospitalizations, doctor visits, lost work days and other related costs. As demonstrated by the Walkerton crisis, the consequences of Ontarians drinking unsafe water can be deadly.”

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For more information, please contact:

**Becky Fong**, Executive Advisor to the Auditor General

**[Becky.Fong@auditor.on.ca](mailto:Becky.Fong@auditor.on.ca)** | (416) 529-2099

**Notice of Meeting**  
**Meeting of the Membership #4-2025**

Date: April 16, 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. Maitland Source Protection Authority Meeting #1-2025
4. Approval of the Minutes of MSPA Meeting #4-2024 held on September 18, 2024.
5. New Business:
  - a) Program Update: Report #1-2025
  - b) Annual Progress Report: Report #2-2025
6. Consent Agenda:
  - a) Joint Management Committee Minutes January 15, 2025
  - b) Joint Management Committee Draft Minutes January 31, 2025
  - c) Press Release: Auditor General re: Non-Municipal Drinking Water
7. Adjournment
8. Call to Order: MVCA Meeting #4-2025
9. Approval of Minutes: Membership Meeting #3-2025 held on March 19, 2025
10. Business Out of the Minutes:
  - a) Direction on Amendment to Purchasing Policy: Report #25-2025



11. Business Requiring Direction and or Decision:
  - a) Information & Education Sessions: Report #26-2025
  - b) Government Relations Strategy 2025: Report #27-2025
  - c) Administrative Regulations Updates: Report #28-2025
  - d) Audit Services 2026-2028: Report #29-2025
  - e) Request from Huron Waves Music Festival: Report #30-2025
12. Consent Agenda:
  - a. Revenue/Expenditure Report for March: Report #31-2025
  - b. Correspondence for Information:
    - i) Letter from the Township of Howick
    - ii) Letter from the County of Perth
13. Chair and Members Reports
14. Closed Session: Personnel Matter
15. Adjournment – Next Meeting Date, Wednesday, May 21, 2025, at 7:00pm at the Administration Centre in Wroxeter.

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## Membership Meeting #3-2025

March 19, 2025

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

**Members Absent:** Alison Lobb

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Stewart Lockie, Conservation Areas Services Coordinator  
Patrick Huber-Kidby, Planning and Regulations Supervisor  
Sara Gunnewiek, Water Resources Engineer  
Erica Magee, Executive Assistant  
Jayne Thompson, Communications and GIS-IT Coordinator

**Others Present:** Cory Bilyea, Reporter, Midwestern News  
Paul Seebach, Seebach & Company

### 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 #1-2025, held on January 22, 2025, and Meeting #2-2025 held on February 26, 2025, were circulated to the members for their approval.

### Motion FA #19-25

**Moved by: Megan Gibson**

**Seconded by: Anita Van Hittersum**

THAT the minutes from the General Membership Meeting #1-2025 held on January 22, 2025, and Meeting #2-2025 held on February 26, 2025, be approved.  
(carried)

#### 4. **Presentation: 2024 Draft Audit: Paul Seebach, Seebach and Company: Report #10-2025**

Paul Seebach from Seebach and Company, Chartered Professional Accountants, made a presentation and the following motion was made:

##### **Motion FA #20-25**

**Moved by: Andrew Fournier**

**Seconded by: Alvin McLellan**

THAT the Auditor's report for 2024 be approved as presented.

(carried)

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

a) 2025 Work Plan, Budget, and Cost Apportionment: Report #11-2025

Report #11-2025 was presented to the members and the following motion was made:

##### **Motion FA #21-25**

**Moved by: Matt Duncan**

**Seconded by: Sharen Zinn**

THAT the cost apportionment be approved at \$175,000 for 2025;

AND THAT the cost be apportioned to each municipality in accordance with the 2025 schedule.

(carried)

Chair McGugan called for the Member's to vote on behalf of their respective Municipality on the levy apportionment as outlined in Report #11. The approval of the work plan and budget requires a motion and a majority of the Members to be approved.

<b>Municipality</b>	<b>Member</b>	<b>Assessment Value (%)</b>	<b>In Favour</b>	<b>Not In Favour</b>	<b>No Comment</b>	<b>Absent</b>
ACW	Evan Hickey	12.5	✓			
Central Huron	Alison Lobb	9.44				✓
ACW	Evan Hickey	12.5	✓			
Goderich	Vanessa Kelly	10.63	✓			
Howick	Megan Gibson	4.40	✓			
Huron East	Alvin McLellan	10.26	✓			
Huron Kinloss	Ed McGugan	6.08	✓			
Mapleton	Ed Podniewicz	0.89	✓			
Minto	Ed Podniewicz	7.12	✓			
Morris-Turnberry	Sharen Zinn	5.14	✓			
North Huron	Anita van Hittersum	5.57	✓			
North Perth	Matt Duncan	22.92	✓			
Perth East	Andrew Fournier	1.76	✓			
South Bruce	Ed McGugan	0.07	✓			
Wellington North	Ed Podniewicz	2.76	✓			
West Perth	Andrew Fournier	0.46	✓			

The results of the recorded vote were 90.56% in favour therefore the following motion was carried:

**Motion FA #22-25**

**Moved by: Megan Gibson**

**Seconded by: Alvin McLellan**

THAT the 2025 Work Plan and Budget be approved as outlined in Report #11-2025.  
(carried)

b) Discussion Re: MVCA Purchasing Policy: Report #12-2025

Report #12-2025 was presented to the members and the following motion was made:

**Motion FA #23-25**

**Moved by: Andrew Fournier**

**Seconded by: Vanessa Kelly**

THAT a draft purchasing policy be put together and brought back to the members for discussion and/or approval.  
(carried)

c) Members Work Plan for 2025: Report #13-2025

Report #13-2025 was presented to the members and the following motion was made:

**Motion FA #24-25**

**Moved by: Megan Gibson**

**Seconded by: Anita Van Hittersum**

THAT the work plan for 2025 be adopted as outlined in Report #13-2025.  
(carried)

d) Conservation Ontario Governance Proposal: Report #14-2025

Report #14-2025 was presented and the following motion was made:

**Motion FA #25-25**

**Moved by: Matt Duncan**

**Seconded by: Alvin McLellan**

THAT the Chair present the proposal to Conservation Ontario's Committee for discussion as part of the update to Conservation Ontario's strategic plan that will take place this year.  
(carried)

e) Coastal Action Plan NRCAN Funding/Launch: Report #15-2025

Report #15-2025 was presented to the members and the following motion was made:

**Motion FA #26-25**

**Moved by: Andrew Fournier**

**Seconded by: Megan Gibson**

THAT Report #15 be accepted for information purposes.

(carried)

f) Revisions to ECCC Funding Application: Report #16-2025

Report #16-2025 was presented to the members and the following motion was made:

**Motion FA #27-25**

**Moved by: Matt Duncan**

**Seconded by: Ed Podniewicz**

That MVCA support feeder beach design investigations including in-water works and report back to the members once the review has been completed.

(carried)

g) Proposed Revisions to Water & Erosion Control Infrastructure Agreement: Report #17-2025

Report #17-2025 was presented and the following motion was made:

**Motion FA #28-25**

**Moved by: Anita Van Hittersum**

**Seconded by: Megan Gibson**

THAT the Authority approves the 2025 updated cost sharing policy, to be used for cost sharing agreements for flood and erosion control structures with municipalities.

(carried)

h) Carbon Footprint Report 2024: Report #18-2025

Report #18-2025 was presented to the members and the following motion was made:

**Motion FA #29-25**

**Moved by: Sharen Zinn**

**Seconded by: Vanessa Kelly**

THAT MVCA's carbon footprint progress report and 2025 strategic actions be approved as outlined in Report # 18-25.

(carried)

i) Awarding of Tender for Truck & Tractor Purchases: Report #19a & b-2025

Report #19a-2025 was presented to the members and the following motion was made:

**Motion FA #30-25**

**Moved by: Alvin McLellan**

**Seconded by: Andrew Fournier**

THAT Larry Hudson Chevrolet Buick GMC Inc. be advised that their tender in the amount of \$46,038.96 (plus HST) to supply a 2025 Chevrolet Silverado as per tender specifications, has been approved as presented;

AND THAT the 2014 Chevrolet Silverado be advertised and sold in 2025, when it is no longer required.  
(carried)

Report #19b-25 was presented and the following motion was made:

**Motion FA #31-25**

**Moved by: Ed P**

**Seconded by: Alvin McLellan**

THAT Roberts Farm Equipment Sales Inc. of Lucknow be advised that their tender in the amount of \$73,700.00 + HST to supply a 2025 Kubota MX6000 with attachments as per tender specifications, has been approved as presented;

AND THAT the 2014 Kubota MX5200 be advertised and sold in 2025, when it is no longer required.  
(carried)

j) Appointment of Auditor, Solicitor and Bank: Report #20-2025

Report #20-2025 was presented to the members and the following motions were made:

**Motion FA #32-25**

**Moved by: Megan Gibson**

**Seconded by: Anita Van Hittersum**

THAT the MVCA's banking transactions be handled by the Wingham and Goderich Branches of the Canadian Imperial Bank of Commerce;

AND THAT investments be made at the financial institutions offering the most favourable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act.

(carried)

**Motion FA #33-35**

**Moved by: Alvin McLellan**

**Seconded by: Evan Hickey**

THAT the Members approve a bank borrowing by-law of \$200,000 for 2025 on revolving credit, at the Canadian Imperial Bank of Commerce, Wingham Branch.

(carried)

**Motion FA #34-25**

**Moved by: Anita Van Hittersum**

**Seconded by: Sharen Zinn**

THAT the following solicitors be appointed to handle legal matters of the Conservation Authority for 2025: Darrell N. Hawreliak Professional Corporation, Kitchener and Greg Stewart, Donnelly & Murphy, Goderich.

(carried)

**Motion FA #35-25**

**Moved by: Megan Gibson**

**Seconded by: Alvin McLellan**

THAT Seebach and Company be appointed as MVCA's auditor for 2025.

(carried)

k) Appointment to Committees for 2025: Report #21-2025

Report #21-2025 was presented to the members and the following motions were made:

**Motion FA #36-25**

**Moved by: Anita Van Hittersum**

**Seconded by: Sharen Zinn**

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

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

AND THAT Vannessa Kelly be appointed to the Board of Directors of the Maitland Conservation Foundation for 2025.

AND THAT Alison Lobb be appointed to the John Hindmarsh Environmental Trust Fund Board for 2025.

AND THAT Andrew Fournier be appointed to the Personnel Committee for 2025.

AND THAT Alison Lobb be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2025.

AND THAT Ed McGugan be appointed to the Carbon Footprint Initiative Leadership Team for 2025.

(carried)

l) Meeting Schedule for 2025: Report #22-2025

Report #22-25 was presented, and the following motion was made:

**Motion FA #37-25**

**Moved by: Matt Duncan**

**Seconded by: Andrew Fournier**

THAT the meeting schedule for 2025 be approved as outlined in Report #22-2025.  
(carried)

**6. Consent Agenda:**

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

- a) Revenue-Expenditure Report for January and February: Report #23-2025
- b) Carbon Footprint Initiative Meeting Summary: Report #24-25

**Motion FA #38-25**

**Moved by: Andrew Fournier**

**Seconded by: Evan Hickey**

THAT Reports #23-25 and #24-25 along with their recommended motions be approved as outlined in the consent agenda.  
(carried)

**7. Chair and Members Report:**

Megan Gibson from the Township of Howick advised the Members that the Township will cut the grass along the trail in the Gorrie Conservation Area but the rest of the area will be left to MVCA to maintain. A revised agreement will be sent to MVCA for review and approval.

**8. Closed Session Personal Matter:**

**Motion FA #39-25**

**Moved by: Megan Gibson**

**Seconded by: Andrew Fournier**

THAT the members move into a closed session to discuss a personal matter.  
(carried)

**Motion FA #40-25**

**Moved by: Sharen Zinn**

**Seconded by: Andrew Fournier**

THAT the members move back into open session.  
(carried)



**9. Adjournment:**

**Motion FA #41-25**

**Moved by: Anita Van Hittersum**

**Seconded by: Alvin McLellan**

THAT the meeting be adjourned at 9:02pm:  
(carried)

Adjournment – Next Meeting Date, Wednesday, April 16, 2025, at 7:00pm at the Administration Centre in Wroxeter.



Ed McGugan  
Chair



Phil Beard  
General Manager / Secretary-Treasurer

## **Members Report #25-2025**

**To:** Members, MVCA  
**From:** Chair, Ed McGugan; Phil Beard, General Manager Secretary Treasurer  
**Date:** April 3, 2025  
**Subject:** Proposed Amendment to Purchasing Policy

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### **Purpose:**

To determine if the Members would like to amend MVCA's Purchasing Policy to favour local and Canadian Suppliers.

### **Background:**

On March 19, 2025, the Members approved the following motion:

Motion FA #23-25

THAT a draft purchasing policy be put together and brought back to the members for discussion and/or approval.  
(carried)

Possible Amendment for Discussion:

The Chair and the General Manager have discussed the matter developed the following amendment for the Members to discuss:

"That the members direct Staff to purchase and propose purchases for the Authority that are from local, Ontario and Canadian suppliers when possible. And further, that all existing purchasing policies be adhered to including careful, systematic evaluation of product, service level and proposals."

### **Recommendation:**

To be developed at the meeting.

# Municipal Procurement Impacts of US Procurement Ban

Ontario's municipalities spend over \$22 billion<sup>1</sup> annually procuring goods and services. AMO surveyed municipalities to understand what challenges may arise from a total ban on US procurement in favour of Canadian and Ontario based businesses. Based on municipal responses<sup>2</sup>, we learned:

## Procurement Sourcing

Most non-construction procurement<sup>3</sup> comes from business with Canadian addresses.



98.6%

Canadian  
Addresses



1.5%

American  
Addresses



0.02%

Other  
Addresses

Many companies are subsidiaries of US firms or integrated into the US market

Municipalities expressed a desire for standard definitions of Canadian and US goods to inform local policies

## Reliance on US for Essential Goods and Services

Municipalities reported relying on US sources for goods and services where made-in-Canada options are not readily available including:



### IT & Communications

- Data server storage
- E-voting services
- Software
- Emergency notification system



### Emergency Services

- Fire response equipment
- Police firearms & tazers
- EMS equipment and medical supplies



### Heavy Machinery & Vehicles

- Fire trucks
- Ambulances
- Snowplows
- Road graders
- Waste management equipment



### Health and Safety

- Water treatment plant chemicals and equipment
- Long-term care supplies (e.g. nutrition for feeding tubes)

## Impacts of US Procurement Ban

Municipalities reported concerns that a full ban on procurement of goods and services from the US may have unintended consequences including:

- Penalties and legal costs to cancel existing contracts
- Liability for disputes from inter-provincial or foreign suppliers under trade agreements (e.g. CETA, CFTA)
- Inability to obtain goods and services needed to deliver essential municipal services

## Provincial Regulations

Municipalities noted that US procurement is needed to meet policy requirements set by the province including:

- Emergency services equipment standards
- *The Safe Drinking Water Act*
- Anticipated cyber security and digital trust regulations

# Municipal Procurement

## Provincial Actions to Support Municipalities

Municipalities are passing resolutions and reviewing local procurement policies in response to Premier Ford's call to join the province in banning US companies from procurement contracts. To support this work, it is important for the province to provide clarity on the scope and intent of this provincial ban.

### Call for Provincial Action

Provincial-municipal collaboration is critical to ensure that restrictions for US vendors to municipal contracts do not materially impact the ability to deliver necessary services.

To support this collaboration, the province should clarify:

- The extent of municipal discretion in implementing a municipal procurement ban on US vendors
- How Canadian and US goods and services are defined
- Whether definitions of Canadian and Ontario businesses and requirements under the *Building Ontario Business Initiative Act* will be expanded to apply to municipalities
- How to ensure municipalities following provincial direction to proceed with buy-Canadian policies or US-prohibition policies are not liable for disputes under trade agreements
- That municipalities are not required to cancel existing contracts without ensuring made-in-Canada alternatives are available, and that municipalities are not liable for contract cancellation costs incurred to follow provincial direction
- Opportunities to support municipalities in identifying alternatives to US made goods as needed

### Municipal Procurement Resolutions

Municipal councils across Ontario are passing resolutions on procurement and tariffs, calling on the province to:

- Remove barriers, and provide guidance on how to give preference to Canadian companies while adhering to requirements under trade agreements
- Remove interprovincial trade barriers to support Canadian companies and supply chains in delivering made-in-Canada options for municipal procurement
- Provide clarity and direction on the intent and scope of the call to ban US suppliers from municipal procurement

### Notes on Data

- 1 – As reported in 2023 Financial Information Returns
- 2 – Responses represent 36% of the population of Ontario from regional, county single and lower-tier municipalities.
- 3 – Responses represent 35% of municipal non-construction procurement on goods and services

## **Members Report #26-2025**

**To:** Members, Maitland Valley Conservation Authority  
**From:** Phil Beard, GM-ST  
**Date:** April 8, 2025

**Subject:** Information/Education Topics for 2025

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### **Purpose:**

To identify Information and Education topics that the Members would like to learn more about in 2025.

### **Background:**

In 2024 the Members identified that they would like to focus on learning more about their governance responsibilities.

The Members identified several governances in 2024 that they would like to learn more about.

Information sessions can be included as part of the Members regular meetings.

### **Options:**

1. **Director and Officer Liability Insurance:** What are the Members responsibilities? Lawsuits against public, private, or non-profit organizations and their directors and officers can disrupt business, damage reputations, and be financially devastating. Claims accusing directors and officers of wrongdoing in their management roles can come from many sources, including shareholders, customers, suppliers, regulators, and creditors. Events that can trigger D&O litigation are also broad. From cyber-related losses to financial disclosures, to the response to pandemics and natural disasters, organizations and management teams face a growing list of liability exposures — across all industries. D&O liability insurance is an effective way to protect your organization and your directors' and officers' personal assets.

We could ask MVCA's Insurance Broker, Marsh to review the Members responsibilities and outline the processes that they need to have in place in order to fulfill their responsibilities.

2. Administrative Regulations: MVCA has adopted an Administrative Regulation that outlines the Members responsibilities and the processes for:

- a) Governance
- b) Meeting Procedures

The Administrative Regulations have not been reviewed in their entirety since they were developed in 2018.

3. Flood & Erosion Emergency Events: Members Roles and Responsibilities  
MVCA is responsible for having a flood and erosion emergency contingency plan in place that outlines how we will respond to a flood and or erosion emergency. This plan is to be kept up to date and practiced.

4. Cybersecurity: The Members identified a need to learn more about Cybersecurity. We could cover some general recommendations.

- spotting scam/phishing emails
- the importance of 2-factor authentication, using complex passwords and protecting them
- being careful about downloading attachments
- information on MVCA's cyber insurance - it provides support for recovering from an attack but does not cover (or encourage) the payment of ransoms.

5. Media Training: The Members identified a need to learn more about how to respond to requests from the media to comment on decisions made and issues that MVCA is dealing with.

If the Members have any other topics that they would like to learn more about, please feel free to identify them at the meeting.

### **Recommendation:**

To be developed at the meeting.

## **Members Report #27-2025**

**To:** Members, MVCA  
**From:** Phil Beard, GM-ST; Jayne Thompson, Communications-IT-GIS  
**Date:** April 3, 2025  
**Subject:** Government Relations Strategy for 2025

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### **Purpose:**

To develop a government relations strategy for 2025

### **Background:**

Each year MVCA's Members identify the issues and challenges that they would like to discuss with the MPPs and MPs who have ridings that cover MVCA's area of jurisdiction.

The Members also identify if there are additional communications that we need to undertake with our member municipalities throughout the year.

Members of Parliament: Federal Government:

MVCA has not met with the two Members of Parliament whose ridings cover MVCA's area of jurisdiction for several years.

We will know who the MPs will be for Huron Bruce and Perth Wellington on April 28<sup>th</sup>. Conservation Authorities are eligible for several environmental and flood safety programs funded by the Federal Government. We won't know if any of these programs will continue until after the new Government has been elected.

Members of the Provincial Legislature:

Matthew Rae is the MPP for Perth Wellington and Lisa Thompson is the MPP for Huron Bruce. Lisa Thompson is also the Minister of Rural Affairs.

Conservation Ontario has recommended that we setup a meeting with Minister Thompson to try and learn more about the government's priorities for the next four years.

Conservation Authorities are eligible to apply for funding from the Ministry of Agriculture, Agribusiness and Food as well as the Ministry of Environment, Conservation and Parks. Both Ministries provide funding for stewardship projects through the Healthy Lake Huron

collaborative. The MECP also provides some funding for flood safety programs and flood and erosion control infrastructure. We have contacted Lisa Thompson's office to setup a meeting.

#### Member Municipalities:

MVCA has to renew its agreement for programs and services with its member municipalities by the end of June 2026. Staff could prepare a newsletter and presentation that outlines the services and programs that are included in the existing agreement and use that as the basis for discussions. We could make presentations to half of our member municipalities in 2025 and the other half in the first part of 2026.

We could also include some of the major projects being undertaken by MVCA in 2025. The newsletter can be sent out in June.

Presentations to municipalities could be made in July, August and September.

If there is any other information that you think MVCA should include in the newsletter, please identify these items at the April 16<sup>th</sup> meeting.

#### **Recommendation:**

To be developed at the meeting.



## Members Report #28-2025

**To:** Members, MVCA  
**From:** Phil Beard, General Manager Secretary Treasurer  
**Date:** April 2, 2025  
**Subject:** Amendments to MVCA's Administrative Bylaw

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### Purpose:

To update MVCA's Administrative Bylaw to comply with changes to the Conservation Authorities Act and associated regulations.

### Background:

The Provincial Government has made changes to the Conservation Authorities Act that require MVCA to update its Administrative Bylaw.

Amendments Required:

Wording to be added is in red. Sections to be deleted are identified with a line through them.

1. Definitions Section:
  - a) **"Apportionment"** ~~"Levy"~~ means the amount of net costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.
  - b) ~~"Non-matching Levy" means that portion of an Authority's levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.~~
  - c) **"Weighted Majority Vote"** means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 402/22: ~~Budget and Apportionment 139/96 for Municipal Levies.~~
2. Governance Section:
  - a) Term of Member Appointments  
In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing participating municipality; such

term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term. **The Minister will define the term for the Member they appoint as a representative of the agricultural sector, and they may be replaced at the Minister's discretion.**

b) Financial Statements and Report of the Auditor

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public. Audited financial statements will be included on the Authority's website.

c) Powers of the General Membership:

Approving of the total budget for the ensuing year and approving the **levies apportionment** to be paid by the Participating Municipalities.

d) Holding hearings required for the purpose of reviewing permit applications and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands **Ontario Lands Tribunal.**

e) Note to be added at the end of the Powers of the General Membership:

**If a member has been appointed representing the agricultural sector, they do not have a vote on items ix, x, and xi as per s.14 of the Act and s.2 of Ontario Regulation 402/22 Budget and Apportionment.**

f) **Apportionment Levy** Notice

The municipal **levy apportionment** due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

3. Voting:

- a) At the meeting of the Authority at which the ~~Non-Matching Levy~~ **municipal apportionment** is to be approved, the Secretary-Treasurer shall conduct the vote to approve of ~~Non-Matching Levy~~ **the apportionment** by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation ~~402/22~~ **Budget and Apportionment**.

A copy of the Administrative Regulations that includes the above amendments is attached to this report.

**Recommendation:**

That MVCA's Administrative Regulations be amended as outlined in Report #28-2025.



# **Maitland Valley Conservation Authority**

## **Administrative By-Law**

Approved September 19, 2018

Amended, June 5, 2020

Amended, Nov 10, 2020

Amended: December 15, 2021

Amended: November 30<sup>th</sup>, 2022

Amended: September 18, 2024

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

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## I. Administrative By-Law

### Introduction

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

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development, and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the following Participating Municipalities:

- Township of Howick
- Township of North Huron
- Town of Goderich
- Municipality of Morris-Turnberry
- Municipality of North Perth
- Township of Wellington North,
- Township of Mapleton,
- Town of Minto
- Township of Huron-Kinloss,
- Municipality of South Bruce
- Municipality of Central Huron
- Municipality of Huron East
- Township of Ashfield-Colborne-Wawanosh
- Municipality of West Perth,
- Township of Perth East



Vision – Working for a healthy environment.

Mission – Providing leadership to protect and enhance local water, forests, and soil

The Members of the Conservation Authority form the Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1). See Appendix 4 for the listed Powers of Authorities.

## A. Definitions

**“Authority”** means the Maitland Valley Conservation Authority.

**“Act”** means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

**“Chair”** means the Chairperson as referenced in the Act as elected by the Members of the Authority.

**“Fiscal Year”** means the period from January 1 through December 31.

**“General Manager”** means the General Manager of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary Treasurer if so designated by resolution of the Authority.

**“Membership”** means all of the Members, collectively.

**“Levy”** **Apportionment** means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

**“Majority”** means half of the votes plus one.

**“Members”** shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

**“Non-matching Levy”** means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

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

**“Participating Municipality”** means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

**“Pecuniary Interest”** includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

**“Secretary Treasurer”** means Secretary Treasurer of the Authority with the roles specified in the Act.

**“Staff”** means employees of the Authority as provided for under Section 18(1) of the Act.

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

**"Weighted Majority Vote"** means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 402/22: ~~Budget and Apportionment 139/96 for Municipal Levies.~~

## B. Governance

### 1. Members

#### a) *Appointments*

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

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

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

#### b) *Term of Member Appointments*

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Secretary Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term. **The Minister will define the term for the Member they appoint as a representative of the agricultural sector and they may be replaced at the Minister's discretion.**

#### c) *Powers of the Membership*

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

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards.
- ii. Appointing a General Manager-Secretary Treasurer.
- iii. Terminating the services of the General Manager-Secretary Treasurer.
- iv. Approving establishing and implementing regulations, policies, and programs.

- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
  - i. The termination of the services of the General Manager-Secretary Treasurer.
  - ii. The power to raise money, and
  - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority.
- viii. Approving by resolution, the method of financing any new capital projects.
- ix. Approving details on budget allocations on any new or existing capital projects.
- x. Approving of the total budget for the ensuing year and approving the ~~levies~~ **apportionment** to be paid by the Participating Municipalities.
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year.
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act.
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act.
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to the General Manager-Secretary Treasurer, Flood and Erosion Safety Coordinator, Environmental Planner-Regulations officer and Resource Planner-Regulations Officer for applications that meet the authority's policies.
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands ~~Ontario Lands Tribunal~~.
- xvi. **If a Member has been appointed representing the agricultural sector, they do not have a vote on items ix, x, and xi as per s.14 of the Act and s.2 of Ontario Regulation 402/22 Budget and Apportionment.**

#### **d) Member Accountability**

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

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

Members are responsible for:

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

#### *e) Applicable Legislation*

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

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

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

#### *f) Relationship Between Members and Staff*

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

The Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair will conduct an annual performance evaluation of the General Manager-Secretary Treasurer in December of each year.

## **2. Officers**

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

### **Chair**

- Is a Member of the Authority.
- Presides at all meetings of the Membership (and Executive Committee if applicable);
- Calls special meetings if necessary.
- Acts as a public spokesperson on behalf of the Membership.
- Serves as signing officer for the Authority.
- Ensures relevant information and policies are brought to the Authority's attention.
- Keeps the Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.

### **Vice Chair(s)**

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

### **General Manager-Secretary Treasurer**

- Is an employee of the Authority.
- Is delegated the complete operation of the Authority by the Members.

- Is responsible for the operation of the Authority within the guidelines established by the Staff Limitations policies.
- Can make decisions, which are consistent with any reasonable interpretation of authority policies related to Ends and Staff Limitations.
- 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.
- Will not cause or allow conditions, procedures or decisions which are unsafe, untimely, disrespectful or unnecessarily intrusive.
- With respect to treatment of paid and volunteer staff, he or she will not allow unfair, discriminatory, undignified, disrespectful, unsafe, disorganized or unclear conditions.
- Will operate with written personnel policies and procedures clarifying expectations for staff and protecting against wrongful conditions (e.g., harassment, nepotism and grossly preferential treatment for personal reasons);
- Will not change their own compensation and benefits, except as those benefits are consistent with a package for all other employees.
- Will not establish compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
- Will not expend funds beyond the approved budget allocations without informing the Membership.
- Will not allow receivables and payables to accumulate in an untimely manner.
- 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.
- Will not unnecessarily expose the Authority, its Members, or staff to claims of liability.
- Will not endanger the Authority's public image, credibility, or its ability to accomplish Ends.
- Will inform and support the Membership in its work.
- Will not present information to the Membership in unnecessarily complex or lengthy form.
- 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 Membership.
- Where 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.
- In the event of an unexpected or sudden loss of the General Manager-Secretary Treasurer, the Management Team will take on the duties of the General Manager-Secretary Treasurer.

### **3. Absence of Chair and Vice Chair(s)**

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

### **4. Maximum Term for Chair and Vice Chair(s)**

Both the Chair and Vice-Chair shall hold office for a term of one year, and shall serve for no more than two consecutive terms. Notwithstanding these terms, the Minister may grant permission (upon application by an Authority or a participating municipality) for a Chair or Vice-Chair to serve for a term of more than one year or to hold office from more than two Consecutive terms.

### **5. Representatives to Conservation Ontario Council**

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

### **6. Election of Chair and Vice Chairs**

Successors to the positions of Chair and Vice-Chair shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating municipality, the Minister may grant permission for a member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.

### **7. Appointment of Auditor**

The Membership shall appoint an auditor for the coming year at the March meeting in accordance with Section 38 of the Act.

### **8. Appointment of Financial Institution**

The Membership shall appoint a financial institution to act as the Authority's banker by Resolution at the March meeting of the Authority in each year.

### **9. Appointment of Solicitor**

The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel by resolution at the March meeting of the Authority in each year.

### **10. Financial Statements and Report of the Auditor**

The Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the March meeting of the Authority in each year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements

available to the public. Audited financial statements will be included on the Authority's website.

#### **11. Borrowing Resolution**

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

#### **12. ~~Levy~~ Apportionment Notice**

The ~~levy~~ **apportionment** due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

#### **13. Signing Officers**

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority, as follows:

The signing officers of the Authority shall be the Chair, the 1<sup>st</sup> Vice Chair, the General Manager-Secretary Treasurer and the Administrative-Financial Services Coordinator, whose signatures shall be required as set out in the following sections.

- a. All deeds, transfers, assignments, contracts and obligations entered into by the Authority must be signed by either the Chair or the 1<sup>st</sup> Vice Chair of the Authority and by either the General Manager-Secretary Treasurer or the Administration-Financial Services Coordinator.
- b. The signing officers are empowered to sign such documents are necessary for works approved by the Authority.
- c. For the above purposes the signing officers are empowered to arrange for the borrowing of the funds necessary for the approved projects and programs of the Authority at the current interest rate.

Signing authority that was authorized by any previous Administration Regulation or By-law is superseded by this by-law.

Note: Purchasing Policies are included in MVCA's Personnel Policies and Procedures.

#### **14. Advisory Boards and Other Committees**

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

The Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the Membership, presenting any recommendations made by the advisory board or committee.



The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

Standing advisory boards and committees that must be appointed include the Land Acquisition Committee.

#### 15. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the General Manager-Secretary Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and 1<sup>st</sup> Vice Chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. If a quorum of Members is not formed to hold a meeting, the meeting and per-diem rate shall be paid to those in attendance.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

#### 16. Records Retention

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

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

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

#### 17. Records Available to Public

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

The Membership delegates all powers and duties under MFIPPA to the General Manager-Secretary Treasurer.

#### **18. By-law Review**

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed. This review shall be completed every four years.

#### **19. By-law Available to Public**

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

#### **20. Enforcement of By-laws and Policies**

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

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

#### **21. Indemnification of Members, Officers and Employees**

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

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

## C. Meeting Procedures

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

### 1. Rules of Procedure

- a) In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order shall be binding.

The Authority may choose to conduct its business as a committee of the whole.

- b) Declared State of Emergency
  - i) During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:
    - ii) register a vote;
    - iii) be counted towards determining quorum; and
    - iv) participate in meetings closed to the public.
  - v) During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
  - vi) During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.
  - vii) During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

## 2. Notice of Meeting

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

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

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the General Manager-Secretary Treasurer seven calendar days prior to the scheduled meeting.

The Chair or in their absence, the Vice Chair, may call a special meeting to deal with business that is of an emergency nature. The Chair or in their absence, the Vice Chair, shall state the nature of the emergency to all members. If 50% of the members agree that the business to be discussed is of an emergency nature, a meeting will be organized as soon as possible. Any Member, with 50% of the Members may also request the Chair or in their absence, the Vice Chair, to call a meeting of the Authority and the Chair or in their absence, the Vice Chair, will not refuse. (revised September 18, 2024)

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

## 3. Meetings Open to Public

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

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

## 4. Agenda for Meetings

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

- Presentations/Delegations.
- Business Requiring Direction/Discussion.
- Consent Agenda.
- Chair/Members Report.

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

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

#### 5. Quorum

At any meeting of the Membership, a quorum consists of six of the Members appointed by the Participating Municipalities, except where there are fewer than six such Members, in which case three such Members constitute a quorum. At any Executive Committee (if applicable), advisory board or committee meeting, a quorum consists of one-half of the Members of the Executive Committee (if applicable), advisory board or committee.

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

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.

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

#### 6. Order of Business

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

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

#### 7. Debate

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

- a) A Member shall be recognized by the Chair prior to speaking.
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized.
- c) All questions and points of discussion shall be directed through the Chair.
- d) Where a motion is presented, it shall be moved and seconded before debate.

- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech.
- f) No Member shall speak more than 10 minutes without leave of the Chair.
- g) Any Member may ask a question of the previous speaker through the Chair.
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote.
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings.
- j) When a motion is under consideration, only one amendment is permitted at a time
- k) Discussions/debates shall follow the rules set out in the current edition of Robert's Rules of Order.

#### **8. Matters of Precedence**

Refer to the current edition of Robert's Rules of Order.

#### **9. Members' Attendance**

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually. If three consecutive scheduled meetings are missed by a Member, the Authority shall report the Member to their appointing municipality.

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

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

#### **10. Electronic Participation**

The membership may hold a regular or special meeting of the membership electronically at the call of the chair.

A member can participate in a meeting of the membership by telephone or other electronic means if they are unable to attend in person due to inclement weather, road conditions, vacation, business or illness.

The Membership may sit as a Hearing Board electronically for the purpose of any hearings or appeals in accordance with the MVCA Hearing Procedures.

### 11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the General Manager-Secretary Treasurer. The request should include the nature of the business to be discussed, as well delegations must provide a copy of their presentation or report. Delegations must outline their reasons for wanting to make a presentation to the Membership. A copy of the presentation and/or report will be circulated to the Members with the Membership package. If such request is received seven calendar days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Delegations will be limited to 3-5 people who will be speaking to the presentation/report. They will be limited to a total of 15 minutes. Delegations/members of the public will not be permitted to record Membership meetings without the knowledge or permission of the Membership.

The Chair will request any Member, member of the public and/or delegation 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.

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

The General Membership shall not make a decision on a delegation's request at the same meeting as when the presentation is made.

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### 12. Annual Meeting

The Authority shall designate one meeting of the Membership each year as the annual meeting. This meeting shall take place in February and shall include the following items on the agenda, in addition to the normal course of business:

- i. Election of officers

### 13. Meetings with Closed "In Camera" Sessions

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

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

- a) The security of the property of the Authority.
- b) Personal matters about an identifiable individual, including employees of the Authority.
- c) A proposed or pending acquisition or disposition of land by the Authority.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g., Local Planning Appeal Tribunal), affecting the Authority.

- f) Advice that is subject to solicitor-client privilege.
- g) A matter in respect of which the Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act.
- h) information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them.
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
- j) a trade secret or scientific, technical, commercial, or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

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

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

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

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

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

A meeting of the Authority, executive committee, advisory board, or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the executive committee, advisory board, or other committee.

Procedures for In Camera Meetings held electronically:

Roll call: retake attendance and confirm that everyone's connection is working.

2) Confirm that all members are in a private setting (ie: family members are not able to listen in on the meeting);

3) Remind everyone that all confidentiality rules apply, and they must treat any documents and information with the same level of care that they would in a regular closed meeting.



Closed sessions often deal with sensitive information such as human resources issues, workplace investigations etc. Members must take extra care to maintain privacy. Depending on the nature of the documents they review, the Chair or Secretary-Treasurer may direct members to delete documents at the conclusion of the meeting (for example- documents that would usually be collected at the end of a regular closed meeting).

#### 14. Voting

In accordance with Section 16 of the Act:

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

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

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in the current edition of Robert's Rules of Order.

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

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

At the meeting of the Authority at which the ~~Non-Matching Levy~~ **municipal apportionment** is to be approved, the Secretary-Treasurer shall conduct the vote to approve of ~~Non-Matching Levy~~ **the apportionment** by a Weighted Majority of the Members present and eligible to vote, in accordance with **Ontario Regulation 402/22 Budget and Apportionment**.

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

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

#### 15. Notice of Motion

Written notice of motion to be made at an Authority, executive committee, advisory board or committee meeting may be given to the General Manager-Secretary Treasurer by any

Member of the Authority not less than seven calendar days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The General Manager-Secretary Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

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

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

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

#### **16. Motion to Reconsider**

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

#### **17. Duties of the Meeting Chair**

It shall be the duty of the Chair, with respect to any meetings over which they preside, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so.
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members.
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority.
- d) Announce the results of the vote on any motions so presented.
- e) Adjourn the meeting when business is concluded.

#### **18. Conduct of Members**

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

Members at any meeting of the Authority shall:

- a) Support the General Manager-Secretary Treasurer in the conduct of their duties.
- b) Support the continuous professional development of the General Manager-Secretary Treasurer.

- c) Commit itself and its Members to ethical, business-like and lawful conduct, including proper use of the Authority and appropriate decorum when acting as Members;
- d) When making decisions as a member of the authority, the member shall only consider the best interests of the authority.
- e) 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 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 applications for staff positions will remove themselves from Membership functions at the time their interest is declared and then resign as a Member at the time an offer of employment is accepted;
- f) Not exercise individual authority. Interactions with the General Manager-Secretary Treasurer or with staff must recognize the lack of authority vested in individuals, except when explicitly Membership-authorized. No member shall communicate to the public, the press or social media concerning matters specific to an application, a delegation or decision of the membership unless first reviewing the matter with and obtaining the written consent of the Chair.
- g) Not express individual judgements of performance of employees or the General Manager-Secretary Treasurer, except for participation in Member deliberation about whether the General Manager-Secretary Treasurer has achieved any reasonable interpretation of Member policy;
- h) 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 the Membership meetings. Breaches of confidentiality will be addressed with appropriate sanctions, including potential dismissal from the Membership;
- i) Not record meetings without the knowledge and permission of the Membership;
- j) Be properly prepared for Board deliberation;
- k) Support approved decision of the Membership on any matter, irrespective of the Members personal positions on the issue. All Members support all Membership decisions when outside of the Membership meetings. The Member speaks with one voice. The Membership will only report results of Membership decisions to the media. Breaches of this policy will be addressed with appropriate sanctions, including potential dismissal from the Membership;
- l) Make attendance a priority. A Member who misses three consecutive Membership meetings in a row will be reported to the municipality that they represent. The Chair will notify the appointing municipality when this situation arises;
- m) Dress in "business casual" for all Membership meetings;
- n) Review, agree to and sign a "Code of Conduct Agreement" as part of their Member Orientation;
- o) Members will not speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;

- p) Members will not leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- q) Members will not Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- r) Members will not speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- s) Members will not speak beyond the question(s) under debate;
- t) Members will not resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

#### 19. Minutes of Meetings

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

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

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

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

After the minutes have been approved by resolution, original copies shall be signed by the General Manager-Secretary Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

#### D. Approval of By-law

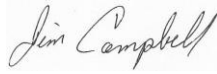
READ A FIRST AND SECOND TIME

June 20, 2018  
Date

READ A THIRD TIME AND FINALLY PASSED

September 19, 2018  
Date

Signed:



Chair



General Manager/Secretary-Treasurer

## **E. Appendices to the Administrative By-law**

### **Appendix 1 - Code of Conduct**

Refer to MVCA's Members Manual for Code of Conduct Policy.

## Appendix 2 - Conflict of Interest

### 1. *Municipal Conflict of Interest Act*

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

### 2. *Disclosure of Pecuniary Interest*

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

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

### 3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, the Vice Chair or if the Vice Chair is not present, then the Second Vice Chair, if neither is present then another Member shall be appointed to chair that portion of the meeting by Resolution.

### 4. *Closed Meetings*

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

### 5. *Member Absent*

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

### 6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of

that particular meeting of the Membership, Executive Committee, advisory board or committee, as the case may be.

#### ***7. Breach of Conflict of Interest Policy***

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

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

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

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



### Appendix 3 - Procedure for Election of Officers

#### 1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

#### 2. Acting Chair

The Membership shall appoint a person, who is not a voting Member, as Acting Chair or Presiding Officer, for the purpose of Election of Officers.

#### 3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

#### 4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
  - i. Election of the Chair, who shall be a Member of the Authority
  - ii. Election of one or more Vice-chairs, who shall be Members of the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority, for whom written credentials are on file, who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the General Manager-Secretary Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee, the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall have the opportunity to speak to his or her nomination for a limited time as determined by the Acting Chair. Nominees will speak in the reverse order of their nomination, that is the last nominee speaks first;

- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed, and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

#### Appendix 4 – Powers of Authorities: Section 21(1) Conservation Authorities Act

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

(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed, and managed;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) to charge fees for services approved by the Minister;

*Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))*

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) to cause research to be done;

(q) generally, to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

## **Appendix 5: Purchasing and Disposition of Authority Assets**

### *Policies*

1. Purchases and rental of goods, materials, and services to carry out the activities of the

MVCA shall be made within the approved annual budget according to established requisition and purchase order procedures, and are subject to approval by the Members in accordance with the following policies and procedures:

- Coordinators or Supervisors are responsible for managing the service and project budgets that they are responsible for within the approved budget.
- Purchases not exceeding \$500 require prior approval by the employee's Coordinator.
- Purchases exceeding \$501 but less than \$5,000 require written price quotations from a minimum of two suppliers and prior approval of the coordinator unless they meet the exceptions policy.
- Purchases exceeding \$5,001 but less than \$25,000 require written quotations from three suppliers unless they meet the exceptions policy. Purchases must be approved by the appropriate Coordinator.
- Public Tender or Request for Proposal is required to purchase or contract services with a unit cost in excess of \$25,000 unless the project meets the exceptions policy and prior approval by the Members is required.

2. All purchases of goods and services are to be included with the Revenue

& Expenditure Report that is provided to the Members at each meeting.

3. All agreements with the MVCA can only be signed by positions with signing authority. All deeds, transfers, assignments, contracts, and obligations entered into by the Authority must be signed by either the Chair or the First-Vice Chair of the Authority and by either the General Manager Secretary-Treasurer or the Administrative and Financial Service Coordinator.

*Exceptions:*

- The Conservation Areas Coordinator may sign land rental agreements. Project funding agreements approved by the Members may be signed by the General Manager Secretary- Treasurer.

- Exceptions to the above purchasing policies may be permitted under the following circumstances:

Continuity of Business: replacement or repair of equipment when continuity of business is compromised due to equipment breakdown or failure.

- Fees for Professional Associations and Attendance to Training Sessions, Conferences or Specialized Support Services:

A purchase order would be developed along with a contract of service with the firm or individual providing specialized support.

*Exceptions:*

When costs are recovered or revenue is generated for goods being purchased and no revenue is being used from working capital funds, purchasing guidelines can be excluded.

When product comparisons are not possible, or products aren't of equal comparison, purchasing guidelines can be excluded.

- Specialized services and technical support include the following:
  - Hydrogeology support, legal support, geotechnical support, coastal processes support, lab analysis, computer hardware and software.

- Soil & Water Conservation Contractors and Wetland Projects.

- Design and or Build Proposals - MVCA will invite qualified contractors that currently work within the watershed to an on-site meeting. MVCA will provide an overview of the soil erosion issue on the site and provide survey data, if available. Contractors will have the opportunity to conduct their own land survey,

then provide MVCA with a proposed design along with estimated cost and timing to undertake the project. MVCA will select contractors and consultants based upon expertise, past project implementation, design proposed to address issue, cost and availability to complete the proposed project. The successful contractor would receive approval at the time that funding is secured for the project and the price to design the project would be included to the successful contractor only.

#### *Procedures*

- All payments over \$20,000 must be authorized by the Chair or Vice-Chair along with the General Manager-Secretary Treasurer or Administrative Financial Coordinator with the exception of cheques for payroll related items and the Huron Clean Water Project.
- All quotations are to be included in the purchase order submitted to the Administrative Financial Services Coordinator.
- Requisitions to purchase goods are submitted through the authorized Coordinator and a purchase order is to be obtained before the goods are purchased.
- Complete invoices shall be obtained for all purchases and shall be signed by the employee receiving the goods or services.
- Cheques issued during each month shall be listed by consecutive cheque number.
- Cheques for other goods and services received during the preceding month in accordance with approved purchasing procedures shall be identified as such. The name of the supplier and the amount of the payment due shall be listed in the revenue & expenditure report.

- Cheques are issued and distributed in accordance with internal control procedures

acceptable to the MVCA's auditors.

#### 4. When procuring goods, services, and facilities, MVCA will incorporate

Accessibility design criteria and features. Where applicable, procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the evaluation of the proposals in respect to those criteria. Where it is impractical for the MVCA to incorporate accessibility criteria and features when procuring or acquiring specific goods, services or facilities, the General Manager Secretary-Treasurer or designate will provide a written explanation upon request.

#### 5. MVCA will disclose the names of all bidders on projects as well as their bids.

MVCA will not disclose the details of quotes beyond what is permitted through the Freedom of Information and Privacy Act.

Procedure: a letter will be sent to all those who tender on MVCA projects of \$25,000 and over that outlines the number of tenders received, names of the companies who submitted a tender and the amount that was tendered.

#### 6. Disposition of Authority Assets:

Purpose: The purpose of this policy is to dispose of surplus and obsolete assets in a fair and economically responsible manner. This policy excludes land, which is governed by the conservation authority land acquisition and disposition policy.

##### 6.1: Disposition Policies:

- The decision to dispose of an asset may be based on one or more of the following and is determined by the appropriate service area coordinator or supervisor:
- Asset has been identified for replacement in the Tangible Capital Asset Program
- Determined surplus to the authorities needs
- Not fit for the intended purpose
- Unserviceable or cost prohibitive to service
- Does not meet legislative requirements
- A reasonable effort should be made to ensure that no other service area has a need for the asset before the disposition occurs.
- Revenues from the sale of assets will be credited to the appropriate service area account.



Procedures:

- Once an Asset is determined to be surplus, the appropriate service area coordinator or supervisor obtains approval from the General Manager Secretary Treasurer for disposal.
- All MVCA logos, identification labels, electronic information or software will be removed from the asset.
- Assets with an estimated value of greater than \$50 shall be disposed of through an internal service area transfer, by trade in, or through the GovDeals' online market auction service. Internal transfers will be based on a fair market, agreed upon value determination.
- Disposal of computer and digital equipment will be sold on a first come, first served basis and offered to authority staff and members before recycling at an e-waste facility. Cost of the equipment will be based upon the time required to wipe the hard drive of working files and software (estimated to be \$100-150).
- Any asset determined to be under \$50 will be recycled, disposed or donated in an environmentally and fiscally responsible manner determined by the appropriate coordinator or supervisor.
- Any asset determined to be unsafe will be recycled or disposed of as waste.

Forestry Harvesting Sales:

Purpose: Forestry management will be conducted based on the approved Managed Forest Plans developed for individual conservation area properties. Harvesting will be conducted with a focus on improving forest health and not for commercial forestry operations.

6.2: Policies:

- Harvesting will follow the approved managed forest plans that are updated and then approved by Ministry of Northern Development Mines Natural Resources & Forestry (MNDMNRF) every ten years.
- A Forestry consultant will be selected to provide the services of a Registered Professional Forester (RPF). The RPF will provide harvesting advice, timber marking, timber marketing, and harvest monitoring based on individual site needs.
- Harvesting contractors will be selected based on recommendations from the selected forestry consultant. Contractors will be considered based on the type of harvest (hardwood or conifer), sensitivity of the land being harvested, contractor's equipment, contractor availability, contractor locality and current markets. A single contractor can be considered if it is in the best interests of the authority.

- Revenues generated from the sale of timber will be directed to the Forestry Management Reserves

Procedures:

- A forestry consultant will be obtained to assist in harvesting operations.
- The forestry consultant will market the woodlot and provide the authority with the recommended contractors and results of the bids.
- Timber sales must be approved by the Membership.
- All harvesting contractors will be required to sign a Timber harvesting agreement prior to the commencement of harvesting activities.

## **Appendix 6: Benefits and Remuneration**

### **6.1 Pension Plans**

**Purpose:** This policy is intended to provide guidance on MVCA benefits plans and remuneration process.

**Scope:** This policy applies to all employees of the MVCA with variances based on duration of continuous service.

**Policy:** All full-time permanent employees join the group pension plan on the first day of employment with the MVCA and must enroll by completing an enrolment form.

All part time permanent or contract employees are eligible to join the group pension plan after two years of continuous service with the MVCA and the lesser of:

- Earnings of at least 35 per cent of the year's maximum pensionable earnings or
- 700 hours of employment with the MVCA in each of the two consecutive calendar years immediately before joining the plan.
- Employee and employer contributions to the group pension plan are made twice monthly at matching levels of the employee's basic salary as defined in the plan.
- The MVCA provides each eligible employee with a booklet of explanation of the plan and written financial statements as required by law.
- Upon termination, participants are subject to the termination options set out in the plan.

### **6.2: Extended Healthcare, Vision, and Dental Benefits**

- All permanent employees are enrolled in the group extended health care and dental insurance plans covering the employee and all eligible dependents upon hiring when the terms of employment follow the eligibility requirements.
  - An employee who is covered under a similar group insurance plan through their spouse may sign an exemption request.
- Eligibility for contract-employees is based upon the criteria outlined in the Group Health carrier's policy for Conservation Authorities.
- During a leave of absence, an employee continues to receive all benefits that they are entitled to unless electing in writing not to do so.
- The MVCA's extended health care and dental insurance plans are group policies and negotiated by Conservation Ontario on behalf of individual Conservation Authorities.

#### Employer/Employee Contributions

Extended Healthcare: MVCA will increase the employer share of group health benefits to 60% in 2023, 65% in 2024 and 70% in 2025 and that long term disability will continue to be covered by 100% by employees.

- Employer = 55% in 2022
- Employee = 45%

#### 6.3 Long-term Disability Benefits

- All permanent employees are enrolled in the MVCA's long-term disability insurance plan, subject to the insurer's approval. Premiums are deducted from the employee's salary or wages.
- During a leave of absence, an employee continues to receive all benefits that they are entitled to unless electing in writing not to do so.

#### Employer/Employee Contributions

- Employer = 0%
- Employee = 100%

#### Plan Coverage

Eligible employees will receive up to seventy percent of their regular salary or wages under the terms of the contract.

- If an employee becomes totally disabled while employed with the MVCA, and qualifies for long-term disability benefits or worker's compensation, the employee may continue to be enrolled under the MVCA's group extended health care and dental insurance plan until the age of 65 unless the coverage is terminated by the insurer. The cost sharing of premiums for the extended health care and dental insurance plan between the MVCA and the employee remain in effect until the earlier of:
  - two years,
  - termination of coverage by the insurer, or
  - the employee becomes re-employed.

#### 6.4: Group Life and Dependent Insurance

- All permanent personnel and enrolled in the group life insurance plan upon hiring.

#### Employer/Employee Contributions

Group Life Insurance, Dependent Life and Accidental Death and Dismemberment

- Employer = 100%
- Employee = 0%

### Plan Coverage

- Life insurance equal to two times the employee's annual salary rounded up to the nearest thousand dollars;
- Dependent coverage for the employee's spouse (\$10,000) and the employee's dependent children (\$5,000 each);
- Conversion privilege;
- Accidental death and dismemberment insurance (AD&D).

### 6.4: Short-Term Disability

**Purpose:** The purpose of the Short-Term Disability policy is to set forth the guidelines to be used for providing employees with a short-term income protection plan.

**Scope:** This policy applies to all part-time and full-time, contract or permanent employees of the MVCA.

**Policy:**

- **Qualifying Period:** All eligible employees shall become eligible for benefits following completion of one month's continuous employment.
- **Benefit Waiting Period:** Short-term disability begins no later than 7 consecutive days after disability. If an employee is absent, due to illness for five (5) or more consecutive days, the General Manager-Secretary Treasurer or supervisor will request written documentation a medical practitioner as to whether you able to return to work and what duties they think that you are able to perform.
  - The MVCA reserves the right to require independent medical certification of an employee's inability to work based on a medical exam by a physician chosen by and paid for by the MVCA.
  - The MVCA will be responsible for any charges associated with the completion of required documentation.
- **Documentation Requirements:** Short-term disability benefits are only available to those under the care of a licensed physician and are placed on hold if an employee is unable or refuses to present acceptable medical certificate/s and/or refuse to engage in, continue or return to work following medical clearance.
  - When a medical professional recommends that an employee require time off for recovery or rehabilitation from illness, injury or surgery, the employee can request short-term disability as coverage over and above their regular sick leave credits.

- **Benefit Duration:** This short-term disability benefit plan is self-insured by the MVCA and in no event will this plan continue beyond a period of fifteen (15) weeks. All employees shall receive a full range of benefits during the fifteen-week period.
- **Prolonged Illness:** After 15 weeks of short-term disability, long-term disability is available to those employees who qualify and are enrolled in the LTD group benefit plan.
- **Recurrence of Illness:** if an employee returns to work and has a recurrence of the same illness/disability, the employee is entitled to sick leave of fifteen (15) weeks minus the period of sick leave used for the previous occurrence(s). Recurrence of a previous disability will result in the reinstatement of full entitlement following a continuous period of three month's service.
  - In the event of a new disability, after four (4) consecutive weeks of full duty and full hours, the employee is entitled to reinstatement of the full short-term disability program of fifteen (15) weeks.
- **Exemptions:** The short-term disability policy will not apply if requested due to an illness or injury incurred while in the act of committing a felony; or injuries or illnesses commencing during a leave of absence or layoff. Benefits will not be paid when an employee undergoes surgery solely for cosmetic purposes, except when the need for such surgery is attributable to an illness or injury.

Procedure: The process is as follows:

- The employee is expected to notify their Supervisor or Coordinator as soon as possible of their intention to utilize the short-term disability program.
- The MVCA will provide the employee with the following to be provided to the attending medical practitioner(s):
  - A copy of the employee's job description
  - Functional Abilities Form
- Once complete the forms should be provided, by the employee or the attending physician(s) office, directly to the employee's Supervisor or Coordinator.
- The Supervisor/Coordinator will work with the employee to develop a return to work plan dependent on the employee's fitness, and/or will remain in contact with the employee to ensure updates are received following reassessment/s.

Disability Benefit Schedule for Short-Term Disability:

Length of Service	Full Salary	70% of Salary
Less than 3 months	Nil	Nil
More than 3 months but less than 1 year	1 week	14 weeks
More than 1 year but less than 2 years	2 weeks	13 weeks
More than 2 years but less than 3 years	3 weeks	12 weeks
More than 3 years but less than 4 years	4 weeks	11 weeks
More than 4 years but less than 5 years	5 weeks	10 weeks
More than 5 years but less than 6 years	6 weeks	9 weeks
More than 6 years but less than 7 years	7 weeks	8 weeks
More than 7 years but less than 8 years	8 weeks	7 weeks
More than 8 years but less than 9 years	9 weeks	6 weeks
More than 9 years but less than 10 years	10 weeks	5 weeks
More than 10 years but less than 11 years	11 weeks	4 weeks
More than 11 years but less than 12 years	12 weeks	3 weeks
More than 12 years but less than 13 years	13 weeks	2 weeks
More than 13 years but less than 14 years	14 weeks	1 week
More than 14 years	15 weeks	Nil

#### 4.4 Salary and Wage Administration

**Purpose:** The MVCA is committed to providing a work environment where all individuals are treated in a fair and consistent manner as it relates to, among other items, the administration of pay. The MVCA maintains a pay policy that is internally equitable, externally competitive and pay equity compliant. The following policy provides a framework for an ongoing salary administration. It is intended to support and acknowledge the dignity and worth of each individual working with and for the MVCA and to support retention of employees through a competitive compensation program.

**Policy:**

- Job classifications are reviewed annually by the General Manager-Secretary Treasurer to reflect the existing employee complement. The Members, on the recommendation of the General Manager-Secretary Treasurer, may reclassify any permanent or contract-employee position if there is a change in the responsibilities attached to the position.
- Step increases to a job rate are granted based on an employee's performance review and as recommended by the General Manager-Secretary Treasurer and Coordinator or Supervisor; step increases are then approved by the Members with implementation effective the 1st payroll of each year, subject to the availability of funds.
- Job classification and wage range for casual-employees are approved by the General Manager Secretary-Treasurer and Coordinator or Supervisor based on the current salary range schedule as approved by the Members.

##### 4.6.1 Pay Band System

- All Permanent, Contract, and temporary positions, both Full-time and Part-time are included in the pay band system.
- All positions included in the Salary grid are evaluated through the agreed upon Job Evaluation system.
- The results of that evaluation will determine the placement of the position within the defined pay bands.
- Each step on the pay grid is expressed as an hourly rate which excludes all benefits.
- All hourly staff are paid at the hourly rate of their assigned pay band step.
- All salary staff are paid a salary based on a calculation of their standard hours of work per pay period, and their assigned pay band step.
- An employee's salary increases by the steps in the grid until reaching their job rate.
- the existing CPI for Ontario (October 1-September 30th) is to be used to establish COLA increases annually in years when the CPI is 3% or less. In years when the CPI for Ontario



is above 3% then MVCA will survey 5 member municipalities, the SVCA and the ABCA to determine what they are using for cost-of-living increases and that this information is to be presented to the Members for direction on the COLA increase that is to be used for the next year.

- The salary grid will be adjusted by the cost of living each year and applied to the midpoint of the salary grid and that \$ figure will be added to all other ranges and levels on the salary grid. Motion #83-2022: “AND THAT MVCA applies a 3% cola increase to the mid-point in the salary grid as a set amount” for 2023.
- Step 3 in Band 6 on the Salary Grid approved by the Members on November 30, 2022 is to be used as the mid-point.
- Rates for Casual and Contract Summer Employees are reviewed each year to correspond with the Ontario Minimum Wage and with the salary scale grid as approved by the Members.
- The salaries and benefits are to be reviewed by the Members every five years.

#### 4.6.2 Transfers, Promotions, and Demotions

- Employees promoted to a position that is evaluated at a higher pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended and approved by the General Manager-Secretary Treasurer and Coordinator or Supervisor.
- If an employee moves to a different position but in the same pay band they will move at current step and be eligible for the next movement as per the schedule.
- Employees demoted to a position that is evaluated at a lower pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended and approved by the General Manager-Secretary Treasurer.
- The employee’s new pay may be less than their pay at the old position however sufficient working notice at the old rate of pay will be required before the lower rate of pay is implemented

## **II. Best Management Practices (BMPs)**

The MVCA currently has other BMPs in place to help guide decision making processes. These BMPs include:

1. Investment Policy
2. Human Resources Policies
3. Health and Safety Policies
4. Records Retention Policy
5. Gift Acceptance Policy
6. Use of Accumulated Surplus Policy

## **Members Report #29-2025**

**To:** Members, MVCA  
**From:** Phil Beard, General Manager Secretary Treasurer  
**Date:** April 8, 2025  
**Subject:** Audit Services for 2026-2028

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### **Purpose:**

To provide direction on audit services for 2026-2028

### **Background:**

MVCA has retained Seebach and Company to be MVCA's external auditor since 2014.

#### Role of the External Auditor:

##### Ensuring Financial Integrity:

The Auditor examines the authority's financial statements, accounting records, and internal controls to ensure they are accurate, reliable and prepared in accordance with accounting standards.

##### Compliance with Laws and Regulations:

Auditors verify that the authority is adhering to relevant laws, regulations, and industry standards, helping to prevent financial irregularities and fraud.

##### Assurance and Transparency:

By providing independent assurance on financial statements, auditors contribute to transparency and accountability.

##### Risk Assessment and Mitigation:

Auditors assess the risks associated with the authority's operations and financial reporting, helping to identify potential weaknesses in internal controls and recommend measures to mitigate those risks.

#### Protecting Stakeholder Interests:

Auditors act as a safeguard for the Members and employees by ensuring that financial information is reliable, and that the authority is operating ethically and responsibly.

#### Providing Objective Advice:

Auditors can provide objective advice and recommendations to management and the Members on improving corporate governance practices and strengthening internal controls.

#### Options for Retaining Audit Services:

1. MVCA could ask Seebach and Company to provide a quote for the years 2026-2028.

Or

2. They could request proposals from companies that provide audit services.

#### **Recommendation:**

To be developed at the meeting.



April 2, 2025

Ed McGugan, Chair  
Maitland Valley Conservation Authority

Dear Ed McGugan and Members of the Board,

I am writing on behalf of the Huron Waves Festival to request support for our upcoming event, *Discovering Nature*, scheduled for June 13 and 14, 2025, in Exeter, Ontario. This event aligns closely with your mission of environmental stewardship and conservation.

*Discovering Nature* is a two-day celebration of the natural world, held in partnership with the Ausable Bayfield Conservation Authority at McNaughton Park and Nature Trail and the Exeter Curling Club. The event will feature a concert titled *Trees.Listen*, a musical work composed by Frank Horvat and performed by the renowned harpist Sharlene Wallace. The performance merges the beauty of music with the environment, offering audiences a unique opportunity to reflect on the connections between nature and the arts.

In addition to this musical experience, we are honoured to present a special event with Diana Beresford-Kroeger, an acclaimed botanist and author. Diana's work emphasizes the vital role of trees in sustaining life on Earth, and her presence will add a rich educational component to the event. Through her talk, attendees will gain insight into the importance of environmental conservation, inspired by both scientific knowledge and her profound understanding of the natural world.

We believe that *Discovering Nature* aligns with the values of MVCA as it seeks to educate, inspire, and foster a deeper appreciation for the environment. We respectfully request funding support to assist with Diana Beresford-Kroeger's speaking fees, travel, and accommodations. This contribution will help ensure the success of the event and expand its impact on our community's understanding of environmental conservation and will be recognized in all of our marketing as event sponsor.

Thank you for considering our request. Please do not hesitate to reach out for further details or clarification.

Sincerely,

Carolyn Young  
General Manager  
[Huron Waves Festival](#)

## Members Report #31-2025

**To:** Member's, Maitland Valley Conservation Authority  
**From:** Danielle Livingston, Administrative and Financial Services Coordinator  
**Date:** April 10, 2025  
**Subject:** Corporate Services - Accounts Paid and Received for:  
March 2025

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### Recommendation:

THAT the financial report be accepted as presented for the month of March 2025 ;  
AND THAT accounts outlined in the appendix to this report be approved.

Financial Summary Report Ending March 2025	
Revenue Invoiced	\$2,585,719.66
Accounts Paid	\$317,164.40

Financial Status at Month Ending March 2025	
Bank Loans Outstanding	\$0.00
Bank Balance at Month End	\$1,264,494.54
Total	\$1,264,494.54

**Maitland Valley Conservation Authority**  
**Accounts Receivable as of March 31, 2025**

**Operating Budget Revenue**

**Corporate**

Corporate Services	sale office support/rent office equipment	\$	1,174.70
	cost apportionment	\$	2,235,205.00
	WSIB surplus rebate	\$	31,144.33
	Drinking Water Source Protection rent/overhead	\$	240.00
	bank interest	\$	2,521.71
	Huron Clean Water Project administration	\$	487.66
			<u>\$ 2,270,773.40</u>
Source Water Protection	ABCA funding	\$	2,320.17
		\$	<u>2,320.17</u>
Communications	sales and donations	\$	521.68
		\$	<u>521.68</u>
<b>Total Corporate Services</b>		<b>\$</b>	<b><u>2,273,615.25</u></b>

**Flood Safety**

Planning/Regulations	planning application fees	\$	685.00
	solicitor inquires	\$	380.00
	CWMS/watercourse regulations	\$	1,185.00
	regulation applications	\$	1,535.00
		\$	<u>3,785.00</u>
<b>Total Flood Safety Services</b>		<b>\$</b>	<b><u>3,785.00</u></b>

**Watershed Stewardship**

Forestry	seedling planting plan fee	\$	300.00
	large stock user fees	\$	2,922.00
	seedling user fees	\$	17,672.00
		\$	<u>20,894.00</u>
<b>Total Watershed Stewardship Services</b>		<b>\$</b>	<b><u>20,894.00</u></b>

**Conservation Areas**

FRCA	camping and park admission	\$	52,475.22
		\$	<u>52,475.22</u>
MDO	property revenue	\$	200.00
		\$	<u>200.00</u>

Motor Pool revenue	\$ 3,367.04
	\$ 3,367.04

Carbon Offset Maitland Valley Conservation director's/staff	\$ 13.24
	\$ 13.24

<b>Total Conservation Areas Operations</b>	<b>\$ 56,055.50</b>
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<b>Total Operating Budget Revenue</b>	<b>\$ 2,354,349.75</b>
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**Projects Budget Revenue**

**Flood Safety**

ECCC Nat. Hazard Outreach funding	\$ 130,613.35
	\$ 130,613.35

<b>Total Flood Safety</b>	<b>\$ 130,613.35</b>
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**Watershed Stewardship**

Watershed Health funding	\$ 20,900.00
	\$ 20,900.00

Maitland Watershed Resiliency donations/funding	\$ 24,548.00
	\$ 24,548.00

OMAFRA COA funding	\$ 40,708.00
	\$ 40,708.00

Huron County Clean Water funding	\$ 14,600.56
	\$ 14,600.56

<b>Total Watershed Stewardship Services</b>	<b>\$ 100,756.56</b>
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<b>Total Project Budget Revenue</b>	<b>\$ 231,369.91</b>
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<b>Total Operating and Project Revenues</b>	<b>\$ 2,585,719.66</b>
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**Maitland Valley Conservation Authority**  
**Expense Reports**  
**As of March 31, 2025**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
03-05-2025	EFTMar2025	Sun Life Financial	-6,959.83
03-06-2025	25340	Receiver General for Canada	-332.58
03-06-2025	25341	Van Osch Farms Ltd.	-361.61
03-06-2025	25342	Phil McNamee	-155.91
03-06-2025	25343	Municipality of Central Huron	-2,339.80
03-06-2025	25344	Mathew Staehli	-1,200.00
03-06-2025	25345	Nature Metrics	-2,802.40
03-06-2025	25346	Township of Howick (Taxes)	-2,819.00
03-06-2025	25347	Twp. of Ashfield Colborne Wawanosh	-2,467.50
03-06-2025	25348	Alex & Meghan O'Neil	0.00
03-06-2025	25349	Bell Mobility Inc. 500181172	-988.17
03-06-2025	25350	Buddsteel Architectural Products	-1,715.34
03-06-2025	25351	Bohnert Fire & Safety Supplies	-333.35
03-06-2025	25352	D & I Wattam Construction Ltd.	-565.00
03-06-2025	25353	Corporation of the Twp. of North Huron	-3,259.00
03-06-2025	01244	Ausable Bayfield Conservation Authority	-20,355.26
03-06-2025	01245	Barry Skinn	-100.00
03-06-2025	01246	Beard, Phil	-450.00
03-06-2025	01247	Blackburn Media Inc.	-180.80
03-06-2025	01248	Brand One Digital	-450.87
03-06-2025	01249	Clovermill Media	-169.49
03-06-2025	01250	ContinuIT Corp.	-3,249.78
03-06-2025	01251	Danielle Livingston	-150.00
03-06-2025	01252	DeLageLandenFinancialServicesCanadaInc.	-1,475.70
03-06-2025	01253	Donnelly and Murphy - Lawyers	-1,107.40
03-06-2025	01254	GRIT Engineering Inc.	-220.35
03-06-2025	01255	Hodgins BC Wingham	-50.85
03-06-2025	01256	Ideal Supply Inc.	-1,127.76
03-06-2025	01257	Jayne Thompson	-182.09
03-06-2025	01258	Jeff Winzenried	-150.00
03-06-2025	01259	Mid Western Newspapers	-203.40
03-06-2025	01260	Municipality of Morris-Turnberry	-4,767.00
03-06-2025	01261	North Huron Publishing Company Inc.	-185.92
03-06-2025	01262	Patrick Huber-Kidby	-110.74
03-06-2025	01263	Shannon Millar	-100.00
03-06-2025	01264	Waste Management of Canada Corporation	-327.13

03-06-2025	01265	Watson's Home Hardware	-1,981.23
03-06-2025	01266	Westario Power Inc.	-118.12
03-06-2025	01267	Yellow Pages	-16.72
03-15-2025		Payroll	-46,238.23
03-20-2025	25354	Receiver General	-5,572.17
03-20-2025	25355	Bell Canada-properties	-542.70
03-20-2025	25356	Bruinsma Excavating Ltd	-28,730.87
03-20-2025	25357	CIBC Visa Centre	-9,803.64
03-20-2025	25358	Andy Phillips	-2,250.00
03-20-2025	25359	Fred Durnin	-2,250.00
03-20-2025	25360	Rod Finlayson	-1,425.00
03-20-2025	25361	Fred Phillips	-1,875.00
03-20-2025	25362	Geene Farms	-1,500.00
03-20-2025	25363	Geert Geene	-1,425.00
03-20-2025	25364	Ken Hoeper	-2,250.00
03-20-2025	25365	Lawrence Hogan	-2,295.00
03-20-2025	25366	1161876 Ontario Ltd.	-2,250.00
03-20-2025	25367	Udo Kraft	-705.00
03-20-2025	25368	Maryka Geene	-1,275.00
03-20-2025	25369	Municipality of Huron East	-1,067.07
03-20-2025	25370	Papple Aviation (Summer & Tyler Papple)	-299.45
03-20-2025	25371	Wightman Telecom Ltd.	-1,017.01
03-20-2025	25372	Wingham Columbus Centre	-152.55
03-20-2025	01268	B.M. Ross & Associates Limited	-313.58
03-20-2025	01269	Borrmann's Garage	-63.48
03-20-2025	01270	Brandt Security	-22.60
03-20-2025	01271	Daniela Klicper	-275.18
03-20-2025	01272	Donnelly and Murphy - Lawyers	-1,610.25
03-20-2025	01273	Eric Cox Sanitation Ltd.	-354.76
03-20-2025	01274	Erin Gouthro	-178.75
03-20-2025	01275	Mathew Shetler	-50.00
03-20-2025	01276	MicroAge BASICS	-203.23
03-20-2025	01277	Patrick Huber-Kidby	-64.29
03-20-2025	01278	Postmedia Network Inc.	-542.40
03-20-2025	01279	Telizon Inc.	-3.06
03-20-2025	01280	Westario Power Inc.	-103.52
03-31-2025	25374	Kenruth Farms	-1,375.00
03-31-2025		Payroll	-53,024.80
03-31-2025	EFTMar2025	OMERS	-25,989.72
03-31-2025	EFTMar2025	Minister of Finance	-2,997.34
03-31-2025	25375	Receiver General	-48,889.52

03-31-2025 EFTMar2025 Workplace Safety & Insurance Board

-4,649.13
<hr/>
-317,164.40



March 26, 2025

Ed McGugan, Chair  
Phil Beard, General Manager-Secretary Treasurer  
Maitland Valley Conservation Authority  
via email: [pbeard@mvca.on.ca](mailto:pbeard@mvca.on.ca); [edmmcgugan@gmail.com](mailto:edmmcgugan@gmail.com)

Dear Mr. McGugan, Mr. Beard and the MVCA Board:

**Re. Maitland Valley Conservation Authority 2025 Naturalization and Grass Maintenance, Gorrie Conservation Area & Grass Maintenance Agreement**

At their March 18, 2025, Regular Council Meeting, The Council of the Township of Howick received and reviewed correspondence received from Maitland Valley Conservation Authority regarding the 2025 Naturalization and Grass Maintenance of the Gorrie Conservation Authority property.

Council had the following comments to share:

- The Township of Howick appreciates access to the Gorrie Conservation Authority property for the installation and use of the Gorrie Walking Trail. We have received a great deal of positive feedback from residents regarding the daily use of the walking trail.
- The Township received several complaints in 2024 regarding the naturalization of a portion of the Gorrie Conservation Area (CA) property located on the south side of the river.
- Complaints have mostly involved overgrown weeds, concern for and notice of ticks and mosquitoes located in the long grass, as well as not having any porta potties available on the property over the summer months.
- If MVCA is going to pursue naturalization, it should be a controlled return to nature with native plant species identified and planted with a plan, not simply letting weeds and grass grow wild.
- The North side of the Maitland River is used regularly for compatible, recreational public use such as walking dogs, soccer etc. Residents of Gorrie have always viewed it as parkland.
- Township of Howick Council requested that MVCA conduct public consultation in 2024 with members of the public, especially Gorrie residents, regarding their preferred options for the north side of the Gorrie Conservation Authority property. At this time the Township has not been informed that this has taken place.
- Howick Township Council feels that there is an imbalance in the grass cutting and overall costs for the area located on the north side of the Gorrie CA property. This area is not owned by Howick Township, yet Howick taxpayers are offsetting these costs.
- Howick Township Council has decided to cease grass cutting and maintenance responsibilities on the north side of the Gorrie CA property, except for buffer strips on either side of the Gorrie Walking Trail.

Howick Township Council passed the following resolution at their March 18, 2025 Council meeting:

**Moved by: Councillor Grimes**  
**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick accept the letter from Maitland Valley Conservation Authority regarding the 2025 Naturalization and Grass Maintenance at Gorrie Conservation Area and direct Township staff to proceed with only mowing a buffer strip on either side of the Gorrie Walking Trail.

**Carried.**

Council has also requested that staff place a notice in the What's Happening in Howick by the Township of Howick to educate residents that this area is not owned by the township,, and that township staff will only be cutting a buffer strip on either side of the Gorrie Walking Trail in 2025.

Residents will be advised that all complaints regarding current or future naturalization projects on the Gorrie CA property should be sent to Maitland Valley Conservation Authority directly. Recommendations for MVCA to reach out to surrounding residents are encouraged to solicit helpful feedback on possible naturalization.

Thank you for providing Council with the opportunity to provide their comments on this matter.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Caitlin Gillis".

Caitlin Gillis  
CAO/Clerk  
Township of Howick  
[clerk@howick.ca](mailto:clerk@howick.ca)



Shannon Millar  
Restoration Supervisor  
Maitland Valley Conservation Authority  
1093 Marietta St.  
Wroxeter ON, N0G 2X0

March 6, 2025

Dear Ms. Millar,

**RE: Support of the Perth County Stewardship Program**

We are writing on behalf of the Perth County Stewardship Program to express our gratitude for your unwavering support and collaboration in our shared mission to enhance and protect the natural environment of Perth County.

The success of our program in its initial two application intakes is a testament to the direct and indirect support provided by the Conservation Authority. Your commitment to offering technical expertise and partnership has been instrumental in empowering local landowners to invest in vital stewardship projects such as windbreaks, shelterbelts, and living snow fences. These initiatives are pivotal in enhancing the resilience of our natural assets and agricultural lands, and in contributing to the mitigation and adaptation efforts needed to combat the challenges posed by a changing climate.

Without your support, knowledge, and the collaborative spirit of your organization, our achievements would not have been possible. Together, we have achieved the following:

- Supported the planting of 18,766 trees and shrubs in Perth County;
- Establishing 27.6 kilometers of new windbreaks;
- Reforesting 26.8 acres of marginal lands or sub-quality forests;
- Adding 52,769 kilograms of annual carbon sequestration power to our landscape.

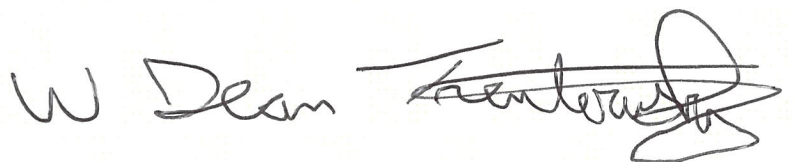
Attached is a one-page infographic highlighting the success of the program since its official launch in November 2023. As we continue to adaptively manage the Stewardship Program, we are excited about the prospect of expanding our grant streams. We are confident that, together, we will continue to 'walk hand in hand down the same trail', striving toward our common goals and ensuring a sustainable future for Perth County.

Once again, thank you for your invaluable support. We look forward to our continued partnership and to achieving even greater successes together. Please circulate copies of this letter as correspondence to your General Manager and Board of Directors. Thank you.

Warm regards,



**Hannah Cann**  
Resilience & Stewardship Coordinator  
Perth County Stewardship Program  
4 Napier Street  
Mitchell ON, N0K 1N0  
hcann@perthcounty.ca

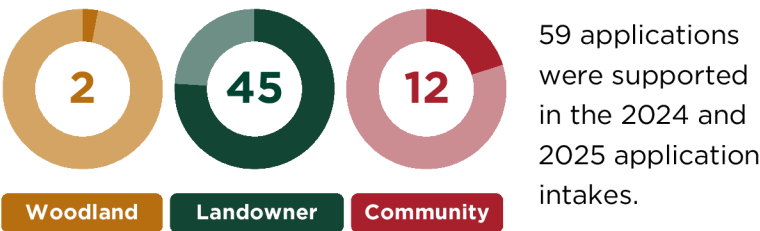


**W. Dean Trentowsky**  
Deputy Warden of Perth County  
Chair of the Perth County Agricultural Working Group  
Perth County Stewardship Program  
1 Huron Street  
Stratford ON, N5A 5S4  
dtrentowsky@westperth.com

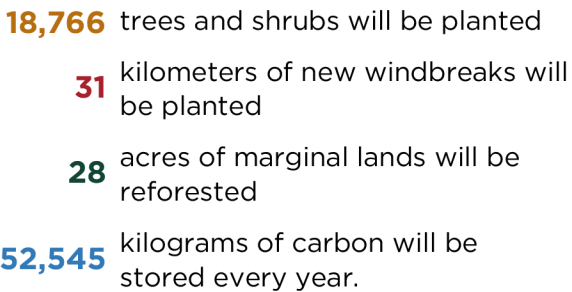
STEWARDSHIP PROGRAM RESULTS

The Stewardship Program supports stewardship projects and forest management plans across Perth County. The program invests in natural assets supports resiliency and climate mitigation efforts, as well as safeguarding the agricultural resources across the County.

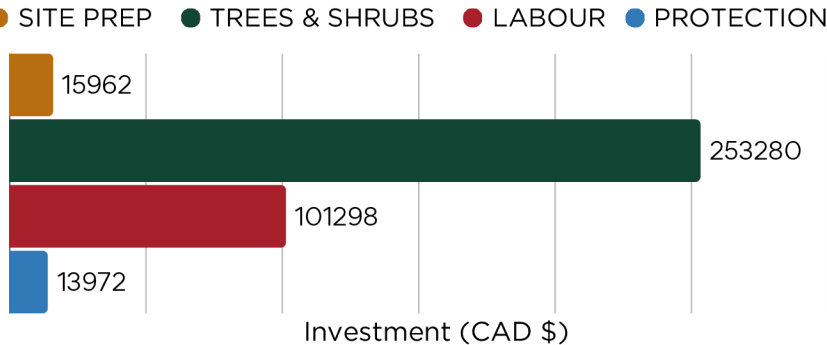
Grant Stream Applications



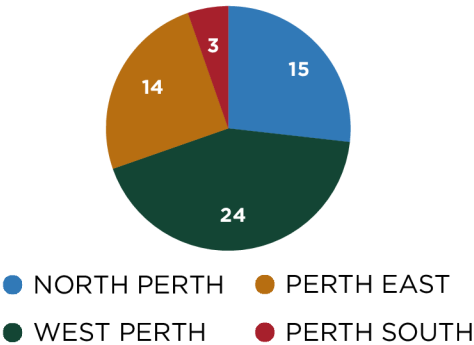
Restoration Value



Project Costs



Geographic Distribution



Species Diversity

51 plant species will be planted, creating cohesive ecosystems in restoration plots, and strategically diverse windbreaks. 99% of the trees and shrubs planted will be large stock, and 1% will be seedling stock.

Project Value vs. Requested Grant Funds

