

Notice of Meeting
Meeting of the Membership #11-2025

Date: December 17, 2025
Time: 7:00 pm – 8:30 pm
Location: Administrative Centre, Wroxeter

Agenda

1. Welcome by the Chair
2. Declaration of Pecuniary Interest
3. Approval of the Minutes: Meeting #10-2025 held on November 26, 2025.
4. Business Out of the Minutes:
 - a) Retirement Postponement-General Manager: Report #71- 2025
 - b) MVCA Draft Comments Re: ERO -Proposed Consolidation of Conservation Authorities: Report #72-2025
5. Business Requiring Decision and or Direction:
 - a) Draft 2026 Work Plan Priorities and Budget: Report #73-2025
 - b) Personnel Committee Recommendations: Report #74-2025
 - c) 75th Anniversary Proposal: Report #75-2025
 - d) 2026 Annual Meeting-Draft Agenda and location: Report #76-2025
 - e) First Call - Declarations for Chair and Vice Chairs: Report #77-2025
 - f) MCF Request: Interim Executive Director: Report #78-2025
6. Chair and Members Reports
7. Consent Agenda:
 - a) Revenue Expenditure Report for November: Report #79-2025
 - b) Agreements Signed: Report #80-2025
 - c) Office Hours over Christmas & New Year's: Report #81-2025
8. Closed Session: Personnel Matter-Performance Review General Manager Secretary Treasurer
9. Adjournment: Next Meeting to be held on Wednesday, January 28,2026 at 7:00pm.

Membership Meeting #10-2025

November 26, 2025

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

Members Absent: Andrew Fournier

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Jayne Thompson, Communications Coordinator

Others Present: Cory Bileya, Midwestern News Media

1. Call to Order

Chair, Ed McGugan, welcomed everyone and called the meeting to order at 7:02pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

Motion FA #124-25

Moved by: Alvin McLellan

Seconded by: Megan Gibson

THAT the minutes from the General Membership Meeting #9-2025 held on November 19, 2025, be approved.

(carried)

4. Business Requiring Decision or Direction

- a) Overview of the Province's Plan to Oversee and Consolidate Conservation Authorities

Phil provided the members with an overview of the proposal to consolidate conservation authorities.

The Chair provided an overview of the meeting with the Chair and General Manager of the Ausable Bayfield Conservation Authority and the General Managers of the Saugeen Valley and Grey Sauble Conservation Authorities.

All are concerned about the impacts of the proposed consolidation and the lack of a business case from the Ministry of Environment, Conservation and Parks to justify the proposed consolidation.

- b) MVCA Key Messages to send to Member Municipalities, Partners and the Public. The Members reviewed the messages outlined in the draft information sheet.

Motion FA#125

Moved by: Sharen Zinn

Seconded by: Alison Lobb

That the information sheet be circulated to Member Municipalities, Maitland Conservation Foundation and other partners.
(carried)

- c) Social Media Campaign: The Members agreed that a social media campaign needs to be developed to let the public know about the proposed consolidation.

Motion FA #126

Moved by: Vanessa Kelly

Seconded by: Evan Hickey

That a social media campaign be developed and implemented.
(carried)

5. Adjournment

Next Meeting Date, Wednesday, December 17, 2025, at 7:00pm at the Administration Centre in Wroxeter.

Motion FA #127-25

Moved by: Matt Duncan

Seconded by: Megan Gibson

THAT the Members Meeting be adjourned at 8:24pm.
(carried)

Ed McGugan
Chair

Phil Beard
General Manager / Secretary-Treasurer



December 9, 2025

Dear Chair McGugan and MVCA Members:

Re: Postponement of Retirement

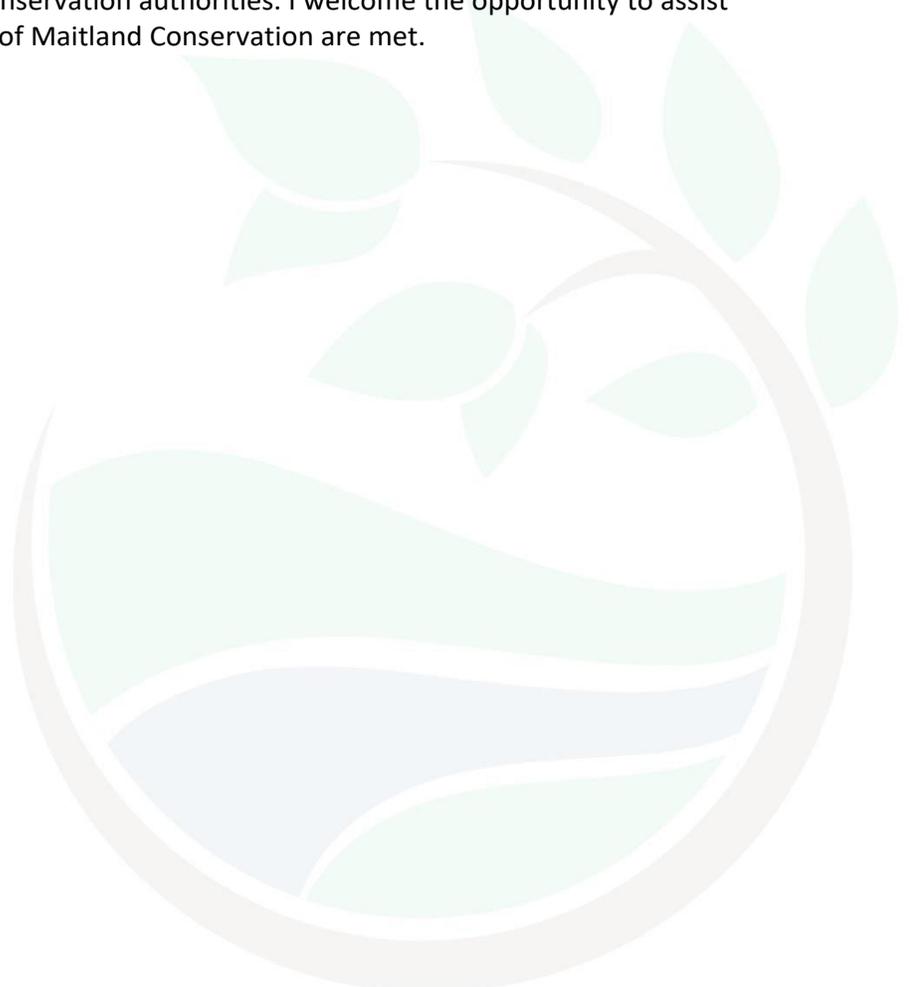
Further to our discussions at the November 19, 2025 meeting. I am writing to confirm that I am willing to postpone my retirement until December 31, 2026 and longer if needed to assist the authority with the changes that are being developed by the Ministry of Environment, Conservation and Parks.

This is a critical time in the history of conservation authorities. I welcome the opportunity to assist the Members to ensure that the needs of Maitland Conservation are met.

Sincerely

A handwritten signature in black ink that reads "Phil Beard".

Phil Beard
General Manager Secretary Treasurer



Members Report #72-2025

To: Members, MVCA
From: Chair, Ed McGugan
Date: December 9, 2025
Subject: Draft Response to ERO – Proposed Consolidation of Conservation Authorities

MECP ERO Discussion Questions - MVCA
Response

1) What do you see as key factors to support a successful transition and outcome of regional conservation authority consolidation?

No business case has been developed so there are no details to indicate that there would be **any** advantage to the conservation authorities, or the Province. Experience indicates that amalgamation would:

1. Cost more than the current system to operate.
2. Based on response times from other provincial agencies (MTO, MECP), the customer service response time would likely degenerate from the current days to months.
3. The transition costs are likely to be very high based upon the experience of municipal amalgamations.
4. Adding a whole new agency (Ontario Conservation Agency) looks like adding a whole new, thick layer of red tape.
5. The Ministry of Health requires Health Units to prepare a business case if they are interested in amalgamating. If the business case does not show that there will be an improvement in services and that it will not create efficiencies, then the Ministry will not approve the amalgamation.

Therefore, the key factor for success would be to **not** amalgamate.

2) What opportunities or benefits may come from a regional conservation authority framework?

Business experience indicates that there *might* be some efficiencies gained by reducing redundancies and duplication of administrative roles and tasks. However, large increases in organisation size generally yield a loss in efficiency and effectiveness. Again, the Province will not know if there will be opportunities or benefits until a thorough business case analysis has been undertaken with the Conservation Authorities as active partners in the process.

Therefore, any theoretical benefits are unlikely to be realized in any meaningful manner.

3) Do you have suggestions for how governance could be structured at the regional conservation authority level, including suggestions around board size, make-up and municipal representative appointment process?

A basic tenant of taxpayer representation and fiduciary responsibility is that if a municipality is sending tax payer dollars to the Regional Conservation Authority (RCA), then it must have a representative on the Board of the RCA.

Therefore, this is another reason for not proceeding with conservation amalgamation.

4} Do you have suggestions on how to maintain a transparent and consultative budgeting process across member municipalities with a regional conservation authority?

The budgeting process will naturally become opaque and independent of voters as the Conservation Authorities become much larger.

It is important to remember that municipalities provide the majority of the operational funding for Conservation Authorities, so they need to continue to be directly involved in the budgeting process.

The budgeting process is tied directly to the Programs and Services Agreement that the Province requires Conservation Authorities to enter into with their municipalities. And those municipalities decide which programs they need in their watershed.

Therefore, the taxpayer and voter, would lose the transparency and the consultative aspect of the budgeting process.

5) How can regional conservation authorities maintain and strengthen relationships with local communities and stakeholders?

Those close relationships already exist. Amalgamation would severely weaken them. Especially as there are Members already on the local CA Boards. The calculus is very straightforward. Amalgamation into Regional CAs will weaken and degrade all those relationships.

The collaboration model already in use in the Healthy Lake Huron project (HLH) is much superior to amalgamation. HLH has partners ranging from the Federal and Provincial governments to Counties, Health Units, conservation authorities and community groups. It is already working. At a far lower cost. And at much less risk to the provincial government as everyone is working together and sharing the workload and responsibility.

Therefore, we should strengthen the existing system and improve it by tasking the existing Ministry of Environment Conservation and Parks to co-ordinate regulations, service standards, and funding across the province by working collaboratively with Conservation Authorities to improve the health and safety of watersheds in Ontario.

Recommendation:

To be developed.

A copy of Conservation Ontario's draft response to the ERO is attached to this report for your information.

**Proposed boundaries for the regional consolidation of
Ontario's conservation authorities (ERO#025-1257)**

Submission: DRAFT Written Submission

Organization Name: Conservation Ontario

Date: Sunday, December 7, 2025

Address: 120 Bayview Parkway, Newmarket, ON, L3Y 3W3

Email Address: acoleman@conservationontario.ca

Phone Number: 289-763-4807

Conservation Ontario: ERO Questions and Responses

The purpose of this submission is to provide the collective feedback of the 36 Conservation Authorities (CAs) who are the members of Conservation Ontario.

To prepare this submission we have taken input from: elected officials, Indigenous community members, board members, municipalities, CA and municipal leadership and staff, businesses, concerned citizens, environmental groups, agricultural groups, and other partners.

In an organization as diverse as Conservation Ontario, there are a range of opinions, which reflect: local preferences, circumstances, and watershed needs. This diversity is accommodated by the current structure of CAs and is a strength of the current model.

Members are concerned that this would be lost by the ERO Proposal. By consolidating to seven CAs, the result would be organizations too large to deliver effective governance, oversight, and accountability to municipal funders and their residents and taxpayers.

Based on these consultations, we report that a majority of our members:

- support the broad goals of the government of achieving better outcomes;
- oppose the changes outlined in the ERO Proposal as a means of achieving those goals; and,
- support continued evolution of the system and prefer alternatives to the Proposal that would result in voluntary consolidation, supported by adequate business rationale and time for meaningful consultation.

In the alternative, should the government decide to proceed with the ERO Proposal, we recommend measures to mitigate risks inherent in this ERO Proposal.

This includes an innovative model whereby the “back office” operations of the CAs would be consolidated, as contemplated by the ERO Proposal, but local boards would be retained for accountability and decision-making.

In keeping with our culture of decision-making, we have encouraged individual to CAs to send their own submissions commenting on their local circumstances and preferences, and these should be reviewed together with this submission to gain an understanding of the range of local CA perspectives across Ontario.

Thank you for the opportunity to provide feedback.

What do you see as key factors to support a successful transition and outcome of regional CA consolidation?

a. Support for regional CA boundaries

Support from key partners, specifically, municipalities, is key to the ongoing success of CAs in Ontario.

Conservation authorities, municipalities, and Conservation Ontario remain concerned that the scale of the proposed regional consolidation may be too large to preserve successful watershed management in Ontario.

To deliver on its mission, a new regional conservation authority model must be grounded in fundamentals of effective watershed management, including:

- protecting life and reducing property damage from flooding and erosion;
- supporting municipal partners, the development community, and landowners with timely, reliable services;
- enhancing the economic, environmental, and community health of the watershed;
- providing meaningful opportunities for people to connect at the local level; and,
- meeting the demands of a rapidly growing population at a time of climate pressure.

If regionalization stretches teams too broad, we risk losing:

- on-the-ground expertise;
- local environmental conditions and records (eg. localized infrastructure flooding);
- relationships and funding support from: municipalities, Indigenous communities, donors, businesses, the agricultural community, watershed residents, and other partners;
- real-time responsiveness during storms and emergencies;
- support from the scientific community; and
- effective oversight and buy-in from municipal funding partners.

To maintain the confidence of municipal decision makers, funders, and the taxpayers they serve, CAs must be appropriately accountable.

- The principle of “pay for say” should be reflected in the design of new CAs, as it is today.
- The proposed catchment area of the proposed consolidated CAs would, in many cases, combine almost 100 municipalities, stretching oversight and “pay for say” beyond what is workable and undermining confidence in the governance of CAs.

Recommendation 1: That the Province consider achieving modernization goals through the current 36 CA corporations using: legislative and regulatory amendments, technological solutions, and compliance verification.

Recommendation 2: That the Province demonstrate the statutory objects of the CAs can be effectively delivered within the proposed new regional boundaries.

Recommendation 3: That the Province collaborates with an implementation working group including: AMO, Conservation Ontario, CAs, municipalities, and other experts to consider options and evaluate proposed solutions within this Proposal.

b. The Proposal risks delaying performance improvements currently under way

The proposed changes risk undermining the implementation of provincial improvements that have already been introduced.

In recent years, the Province has significantly changed the role of CAs in land use planning matters as part of its broader initiative to build more homes faster. Insufficient time has passed to fully implement and evaluate the impact of recent amendments on development outcomes. Given the volume and speed of legislative changes, industry stakeholders are still processing the effect and significance of various legislative changes.

All stakeholders, including the development industry, benefit from certainty. The Proposed Consolidation will introduce additional unknowns and new processes at an already uncertain time in the market.

c. *If implemented, the Proposal would benefit from a measured and predictable rollout*

Slowing the pace of consolidation would permit the Province to monitor the impact of recent changes while ensuring future changes are rolled out in a measured and predictable fashion.

Guidance may be taken from the Province's experience with municipal amalgamation in the 90s and 2000s to ensure that any proposed consolidation of CAs is well-timed and efficiencies at the local level are evaluated prior to implementing structural changes.

Recommendation 4: That the Province consider a longer implementation timeline to fully address: board governance and appointment frameworks; funding mechanisms, allocations & reserve structures; and service continuity matters. Phasing standards, guidelines, and directives across all CAs, *before any consolidation* (should consolidation be required at all), offers greater stability and predictability.

This approach minimizes multiple significant changes occurring at the same time, reducing risks of disruption to program delivery, and creating conditions for better outcomes and buy-in.

Recommendation 5: That a stable, clear, transition plan be prepared collaboratively with the implementation working group. To minimize potential disruptions, this plan should consider: service standards, points of contact, permitting continuity measures, board and staff communications, and staff retention measures.

d. *Retention of staff*

During organizational consolidation, staff retention is a critical issue that significantly impacts the success of integration.

Key challenges include cultural misalignment, job redundancy, changes in leadership, lack of communication, and disruption to routine ways of delivering programs and services. To address these issues, a focus on clear communication, employee engagement, and support is required.

Retaining staff and preserving local watershed knowledge is critical to the success of the new regional CAs. This knowledge is rooted in a deep understanding of historic and current land uses, cultural connections to watersheds, and the community values, needs, and stewardship priorities that shape local decision-making.

Recommendation 6: That staff retention strategies be prepared in cooperation with CO and CAs and communicated to effectively manage any proposed consolidation, and further that, engaging existing leadership be a key priority. Should this Proposal, or parts of it, be implemented, stability and engagement of leadership is essential to minimize service disruptions and maintain staffing levels.

Recommendation 7: That the Province provide a letter to each CA (or that can be shared by CO) to provide to staff to reinforce the importance of staff working at Ontario's 36 CAs to maintain staffing, service levels, certainty, and morale.

e. Measuring and monitoring outcomes

The expressed purpose of the consolidation is to reduce overlap and increase efficiency. The Province should develop metrics to measure the impact of consolidation on development outcomes.

Recommendation 7: That the Province measures and monitors impacts of this Proposal.

f. Support and capacity for municipalities

Many municipalities do not have in-house capacity to perform watershed planning or other environmental services that are undertaken by CAs. This includes review of development applications that involve environmental considerations and municipal environmental projects.

For example, smaller municipalities often rely on the expertise of the local CA where land use planning matters intersect with questions related to the natural environment.

Recommendation 8: Conservation Ontario is identifying municipalities that rely on the services of CAs in this specific way to ensure that these relationships can be maintained within the new, proposed structure. We encourage collaboration with the Province, AMO, municipalities, and CAs to identify current risks and new opportunities.

Recommendation 9: That the Province evaluates and considers programs and approvals that can be done faster and more efficiently at the local level, on a fee for service basis, to reduce red tape in Provincial approvals.

2. What opportunities or benefits may come from a regional CA framework?

a. Ensuring consistent standards

Across the Province, CAs have developed policies based on provincial guidance documents (e.g. the Ministry of Natural Resources and Forestry Erosion Hazard Guidelines). Outdated frameworks and standards can lead to different interpretations, development approvals and outcomes across the Province. Provincial approvals of policies, guidance, and standards have not kept pace with modern needs.

Recommendation 10: That the Province update Provincial policies and standards together with AMO, CO, CAs, and municipalities to reduce inconsistencies and promote consistent implementation outcomes.

b. Additional investment

Additional investment is required to ensure key deliverables, such as floodplain mapping, are technically defensible and proactively in place for all watersheds across Ontario.

Municipal, regional, and federal governments have been key partners with the Province in this space for many years.

Recommendation 11: That the Province invests stable, adequate, multi-year funding into CA programs including floodplain mapping, monitoring, and water and erosion mitigation infrastructure.

c. Pooling of resources and collaboration between technical experts

Effective watershed governance relies on strong connections to local needs, priorities, and knowledge, which then guide natural hazard management, shape infrastructure decisions, strengthen watershed health, stewardship programs, and community partnerships.

Specific knowledge of the local watershed and environment is integral to the ability of CAs to carry out their permitting function under the *Conservation Authorities Act*. Bringing experts from across CAs together may provide greater opportunities for collaboration, specialization, and information sharing as well as pooling resources. Consolidation of CAs is not required to achieve this outcome; however, a more centralized system and investment of baseline resources are required.

Recommendation 12: That an integrated digital platform that connects the fundamental strengths of multiple CAs, across multiple offices and disciplines, be developed to deliver enhanced watershed programming in Ontario.

3. Do you have suggestions for how governance could be structured at the regional CA level, including suggestions around board size, make-up and the municipal representative appointment process?

a. Subregional Appointment Bodies

Currently, there are 36 CAs, each representing varying numbers of municipalities, ranging from as few as 1 to as many as 39. Subsection 2(2) of the *Conservation Authorities Act* sets out the number of representatives that each municipality may appoint as members. Unless the Minister permits otherwise, at least 70 per cent of a municipality's appointees to a CA are required to be selected from among members of the municipal council.

Under the proposed consolidation, each regional CA would represent a larger number of municipalities, ranging from 35 to over 100 municipalities per authority.

To provide a manageable governance structure, changes to the *Conservation Authorities Act* are anticipated to reduce the number of municipal appointees to the regional CA. Absent changes to the governance structure, this will cause some municipalities to lack representation at the regional CA level.

One potential solution to avoid entirely disenfranchising many municipalities is to create a tiered governance structure whereby regional CAs are authorized to establish one or more subregional councils.

The Regional CA would have the power to appoint representatives from member municipalities to the subregional council.

This ensures a direct line of communication, and a degree of accountability, between municipalities that do not have a direct appointee on the regional CA and the regional CA itself.

Such subregional councils would be responsible for exercising the powers and duties and performing functions that have been delegated to the subregional council by the Regional CA with respect to matters relating to that part of the Regional CA.

This model has proven successful in the past when it was applied to municipal community council structures created at the time of amalgamation to solve the problem of ensuring that local decisions were made by local councillors in newly amalgamated Municipalities.

While this is a potential model, we re-state that the current system does a much better job of providing accountability, local buy-in, and pay for say.

Recommendation 13: That any proposed modernization efforts maintain strong connections to local priorities, local expertise, and municipal perspectives. Achieving the right balance between centralized oversight and meaningful local involvements and support is essential for successful, ongoing, watershed management in Ontario.

b. Transparent appointment process

The criteria for appointments to regional CAs should be consistent and transparent across the Province while accounting for regionality.

4. Do you have suggestions on how to maintain a transparent and consultative budgeting process across member municipalities within a regional CA?

Best practices exist across Ontario's 36 CAs. If any changes are implemented towards a regional CA model of governance, subregional budgeting is important.

a. Subregional budgeting

Subregional councils within the proposed regional CA could continue to follow a modified version of the budgeting process under O. Reg. 402/22. The proposed subregional budgets and apportionments could then be proposed to the regional CA for final approval.

The regional CA could have the authority to approve the budgets or amend and approve the budgets (similar to a Library Board budget or a Police Board Budget). This would allow for the continuation of a familiar budgeting process within a new structure.

Another key factor to consider during the transition to consolidation is protecting watershed reserves, infrastructure, and land assets. Many watershed municipalities and CAs are concerned how locally funded reserves, land assets, and long-term capital programs will be treated within a consolidated structure.

Recommendation 14: That should any proposed consolidation proceed, subregional approaches to budgeting be maintained to assure delivery of local programs and services at the watershed level.

5. How can regional CAs maintain and strengthen relationships with local communities and stakeholders?

a. Maintain local presence in governance and delivery

The implementation of sub-regional watershed councils described above would ensure continued presence of a local voice in priority setting and decision-making. In addition, subregional offices must be maintained to ensure CAs remain responsive to local needs. This includes offices, brand identity, infrastructure, programming, and staffing.

Permitting decisions related to development are generally made at the local level. For example, under the *Building Code Act, 1992*, each municipality is required to appoint a Chief Building Official who is an independent officer responsible for administering building permits.

The Ontario Superior court has stated, "It is central to the role played by CBOs that they know the character of their community and the local conditions."⁴ Decision makers within the proposed centralized permitting system should be familiar with the local community and attention should be paid to ensuring adequate knowledge of local conditions.

b. Stakeholder advisory committees

To preserve trust and encourage collaboration, stakeholder advisory committees should be established to ensure existing relationships and watershed connections are preserved.

c. Stakeholder outreach

Communication of any meaningful changes must be shared with regional watershed municipalities and other interest holders, such as the development/homebuilders' sectors, the agricultural sector, and other groups that require approvals or receive deliverables from various programs and services. This level of planning is essential because the proposed boundaries represent major watershed restructuring and the merging of multiple complex organizations that require coordinated efforts that should not be rushed.

d. Comprehensive Communication Strategy

A clear, well-coordinated communication strategy is essential to support any potential transition. Strategies must provide timely and accessible information on the new regional boundaries, updated points of contact, any changes to permitting or operational processes, and how municipal relationships and responsibilities will function throughout the transition period.

Early outreach to municipalities, Indigenous communities, landowners, agricultural groups, developers, and other key interest holders will help set expectations and reduce uncertainty. Personalized engagement, including town halls, small-group stakeholder meetings, and one-on-one conversations with municipal representatives, provide opportunities to address region-specific questions and reinforce local connections.

Announcement of the parameters of subregional or watershed councils to maintain stability and function during the transition are also essential.

Additional Comments:

Ontario Provincial Conservation Authority

Conservation Authorities and Municipalities have expressed concern about the proposed governance structure of the OPCA.

As currently designed, the agency will report to a provincial ministry and be governed entirely by provincially appointed board members. At the same time, CAs, and therefore municipalities, will be required to fund all or a portion of the agency's operations through existing levy/apportionment processes. This means that municipalities may ultimately contribute all or a

significant share of the OPCA's budget without having any meaningful role in shaping its governance, its priorities, or its strategic direction.

For municipalities that rely heavily on CA guidance for land-use planning, hazard management, infrastructure development, and emergency response, this creates a disconnect between financial responsibility and decision-making influence.

Not only would this be a precedent-setting method for funding a provincial agency, it establishes a system in which municipalities help fund a provincial agency but have no formal avenue to participate in its oversight, which raises significant concerns about accountability, responsiveness, and the long-term alignment of provincial direction with local needs.

Thank you for the opportunity to review and provide comments on the *Proposed boundaries for the regional consolidation of Ontario's conservation authorities (ERO#025-1257)*.

Members Report #73-2025

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager-Secretary-Treasurer
Danielle Livingston, Administrative-Financial Services Coordinator
Shannon Millar, Restoration Supervisor
Ben Van Dieten, Agricultural Stewardship Supervisor
Stewart Lockie, Conservation Areas Services Coordinator
Jayne Thompson, Communications, GIS, IT Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Jeff Winzenried, Flood Forecast Supervisor
Donna Clarkson, DWSP Supervisor
Date: December 10, 2025
Subject: Draft 2026 Work Plan and Budget

Purpose:

To outline the priorities for each service area and the draft budget for 2026.
To obtain direction on the draft work plan and budget for 2026.

Background:

On October 15th, 2025, the members passed the following motions:

Report #60a-2025 was presented and the following motion was made:

Motion FA #104-25

Moved by: Alvin McLellan Seconded by: Matt Duncan

THAT the priorities identified for 2026-2028 as outlined in Report #60a-2025 be approved for planning purposes and used to guide the development of the 2026 work plan. (carried)

Report #6ob-2025 was presented and the following motion was made:

Motion FA #105-25

Moved by: Evan Hickey Seconded by: Matt Duncan

THAT the 2026-2028 financial forecast be accepted with the addition of a proposed cost apportionment increase of \$154,481 for 2028 for planning purposes;

AND THAT the 2026 draft budget includes a proposed cost apportionment increase of \$175,000; AND FURTHER THAT the amount of the approved cost apportionment allocated for projects be increased by \$10,000 per year over the next three years.

(carried)

MVCA has developed the following vision, mission, and ends:

Vision:

Working for a healthy environment

Mission:

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

Ends:

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

Priorities:

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

1. Help our member municipalities reduce the potential for loss of life, property damage and social disruption in flood and erosion prone areas.

2. Help our member municipalities and landowners develop and implement soil and water conservation systems that will help keep soil and nutrients on the land and out of watercourses and Lake Huron.
3. Ensure that management of our conservation areas sets high standards of conservation practices and are safe for the public to use.
4. To ensure that MVCA has a stable financial base so that we can help our member municipalities to develop a healthy, resilient, and prosperous watershed.

Service Area Priorities:

1. Corporate:

Corporate Services will be responsible for the renewal of the agreement for services and programs with all municipalities. The new agreement will need to be approved by all 15 municipalities by June 17, 2026.

This will entail reviewing the new agreement and services and programs with each municipal council.

Municipalities to consult in 2026 include: Huron-Kinloss, Goderich, South Bruce, Howick, Morris -Turnberry, Wellington North and Mapleton.

2. Government Relations:

a) Corporate Services will focus on dealing with the Ministry of Environment, Conservation and Parks with respect to the proposed consolidation of conservation authorities. MVCA may need to develop a 2027 work plan and budget prior to the end of October.

b) Member municipalities: To continue to make presentations to each municipality regarding the proposed consolidation of conservation authorities as well as the 2027 work plan and budget.

3. Conservation Ontario: Work with Conservation Ontario Council and Executive to provide input to the proposed consolidation.

4. Maitland Conservation Foundation: Encourage the MCF to support watershed health science, stewardship projects that restore the health of natural areas and infrastructure projects in conservation areas.

5. MVCA's 75th Anniversary: To organize a variety of events and activities to celebrate MVCA's anniversary.

Budgetary Impacts of the draft 2026 work plan: Increases are due to increases in wages and benefits and supplies. Includes increased support for Communications GIS-IT Coordinator for part of 2026 to help with the 75th Anniversary activities.

2. Flood & Erosion Safety:

1. Regional Hydrology Model: Issue an RFP and retain a consulting engineer to design and build a watershed-wide HEC-HMS hydrology model
2. FHIMP Floodplain Mapping Projects: Huron-Kinloss & North Huron updates: complete the floodplain mapping update projects, with engineered mapping finalized by Spring 2026 and approved regulations mapping targeted for Fall 2026.
3. Coastal Resilience Project, sediment bypass mobilization and planned relocation manual & planning policy task-force

Budgetary Impacts of the draft 2025 work plan: The watershed hydrology model project will be funded by cost apportionment. Freeze on fee increases for planning and regulations expected to be extended to 2026.

3. Watershed Stewardship:

The focus of Watershed Stewardship is to assist landowners and municipalities to restore the health of rivers, wetlands, and forests as well as to implement rural stormwater management systems, improve soil health and soil conservation projects. MVCA provides technical advice, project planning, and assistance with funding applications

1. Restore River Corridors and Tributaries: This will be achieved by providing technical assistance to landowners and providing grant funding to reduce the financial burden. The Resilient Agricultural Landscape Program (RALP), in addition to local funding, will allow us to provide up to 100% funding for landowners.
2. Implement Rural Stormwater Management (RSM): RALP funding will reduce the financial burden, alongside HCWP, WRWQP, MCF and MECP COA funding.
3. Improve Soil Health: Encourage and support local momentum in cover crop adoption, linking interested farmers with more advanced peers for knowledge sharing, providing cost-share grants and hosting workshops.

Budgetary impacts: Includes an increase in budget to cover the cost of phasing in the Watershed Forester position.

4. Watershed Health Assessment and Monitoring:

1. Undertake long-term environmental water quality monitoring through PWQMN, PGMN and HLH
2. Maitland Watershed Aquatic Health assessment project: undertake biotic assessment of fish community across nine sub-watersheds
3. Analyze data from physical assessment of aquatic health and ongoing forest health work. Develop a knowledge transfer strategy that includes priority setting on a geo-spatial basis. Provide information to other service areas, members, Maitland Foundation and other community partners.
4. To identify the types of programs and services needed to restore the health of forests and rivers across the watershed.

Budgetary Impacts of the 2026 Work Plan:

MVCA's Watershed Health assessment has been financed by donations over the past four years. This work is essential to understanding the health of forests, rivers, and wetlands across the watershed as well as to identify how we can improve the health of these resources. The 2026 budget includes increases to stabilize this program.

5. Conservation Areas:

1. Conservation Areas Infrastructure: Construct new pavilion at Wawanosh Valley Conservation Area considering accessibility and available funds provided by the Maitland Conservation Foundation.
2. Administrative Office Renovations and Improvements: Replace wooden siding on the south-east side of the office to maintain the building in good repair. Naturalize an area of turf not suitable for mowing at the front of the Administrative office using native shrubs and wildflowers.
3. Invasive Species Control: To showcase good forestry management practices, buckthorn and phragmites control will continue in 2026 to suppress the encroachment of these invasive species on C.A land. Buckthorn control along the agricultural land at Wawanosh Valley CA will also continue to prepare for future naturalization of marginal farmland areas.
4. Falls Reserve Conservation Area Improvements: Several infrastructure repairs are planned to maintain essential buildings including the gatehouse, maple washroom and 2 sheds. Campsite development will occur in the previous group camp area to provide additional RV sites. Accessibility improvements are also planned to provide access to the day-use facilities/washrooms and pavilion.
5. Wawanosh Park Conservation Area: Planning will commence to identify surplus infrastructure and to naturalize previous campground areas. Additional monitoring and security measures will be implemented to prevent

unauthorized activities.

Budgetary Impacts of the 2026 Work Plan: Increases in the operational budget are mainly due to wages and estimated property taxes. Projects require the use of applicable accumulated surpluses (working capital, forestry management, FRCA).

6. Drinking Water Source Protection:

1. Governance & Leadership: Maitland Source Protection Authority meetings, to receive annual progress reports and program updates; Joint Management Committee meeting as needed, to recruit Source Protection Committee (SPC) member;
2. Communications: promotion of drinking water source protection program to the public;
3. Implementation/Technical Support: review of planning and development applications located within municipal well head and intake protection areas; Issue confirmation notices for new wells in Harriston and Palmerston in the Town of Minto, and initiate amendment to the Maitland Source Protection Plan.

Budgetary Implications for 2026 Work Plan:

The funding for this program is provided by the Ministry of Environment, Conservation and Parks. The current 3-year funding agreement ends in March 2027.

2026 Draft Operating Budget

The draft operating budget is summarized by service area. The following table includes the 2025 approved budget, 2026 draft budget and the rationale for any changes. A summary (Table 1) is attached to this report.

| Flood and Erosion Safety Services | 2025 Budget | 2026 Draft Budget | Rationale for Changes |
|-----------------------------------|-------------|-------------------|---|
| Flood Control Structures | 3,150 | 3,216 | Salary changes |
| Erosion Control Structures | 1,640 | 1,674 | Salary changes |
| Flood Forecasting & Warning | 308,967 | 318,257 | Salary changes, slight increase to data collection expenses |
| Hazard Prevention | 24,568 | 25,585 | Salary changes |
| Natural Hazard Information | 72,550 | 71,905 | Slight decrease to plan input expenses |
| Regulation Administration | 333,469 | 340,283 | Salary changes, increase in technical support |
| Total | 744,344 | 760,921 | |

| Drinking Water Source Protection | 2025 Budget | 2026 Draft Budget | Rationale for Changes |
|----------------------------------|-------------|-------------------|--|
| Total | 22,300 | 22,974 | Updated budget allocation from lead authority ABCA |

| Watershed Health & Monitoring | 2025 Budget | 2026 Draft Budget | Rationale for Changes |
|-------------------------------|-------------|-------------------|---|
| Monitoring and Reporting | 124,926 | 105,395 | Staffing time shift to Wshd.Health assessment to monitoring |
| Watershed Health Assessment | 61,221 | 138,525 | Phase in of Wshd Ecologist Position from project budget to operating budget & shift in time from Monitoring & Reporting |
| Total | 186,147 | 243,920 | |

| Watershed Stewardship Services | 2025 Budget | 2026 Draft Budget | Rationale for Changes |
|--------------------------------|-------------|-------------------|---|
| Extension | 184,085 | 225,876 | Salary changes and shift in time for Wshd Forester from Forestry budget to Extension Budget. Less time covered by projects and forestry |
| Forestry | 203,985 | 189,100 | Salary changes, More days for Wshd Forester shifted to extension services. |
| Total | 388,070 | 414,976 | |

| Corporate Services | 2025 Budget | 2026 Draft Budget | Rationale for Changes |
|-------------------------|-------------|-------------------|---|
| Administration | 388,865 | 397,125 | Salary changes |
| Financial Management | 125,990 | 120,857 | Insurance costs will decrease in 2026 |
| Governance | 18,100 | 18,020 | Forecast based upon 2025 projections |
| Service Area Support | 54,600 | 62,291 | New phone and internet system, taxes, hydro increases |
| Communications - GIS/IT | 313,192 | 307,464 | Communications Assistant position ends in mid 2026, slight reduction in expenses expected for website design, photography supplies and promotional materials. |
| Total | 900,747 | 905,757 | |

| Conservation Areas Services | 2025 Budget | 2026 Draft Budget | Rationale for Changes |
|---------------------------------|-------------|-------------------|---|
| Falls Reserve Conservation Area | 803,767 | 714,896 | Fewer capital projects and infrastructure upgrades. |
| Wawanosh Park Conservation Area | 21,808 | 22,067 | Under review, expenses may change or be reallocated. |
| Management/Development/Ops. | 322,916 | 350,530 | Less staff time covered in forestry, salary changes, summer student position, increase in property taxes. |
| Motor Pool | 30,150 | 26,050 | Less expense expected with vehicle and equipment repairs, maintenance and fuel. |
| Total | 1,178,641 | 1,113,543 | |

| Nov 26/25 | Operating Budget Summary - Maitland Valley Conservation Authority | | | | | Table 1 |
|---------------------------------------|---|------------------|------------------|---------------|------------------|-------------------------|
| ITEM | Revenue | Levy Funds | Deferred Revenue | Reserve Funds | Expense | NET Surplus/ Deficit |
| Administration | 68,969 | 287,827 | | 40,329 | 397,125 | 0 |
| Financial Management | | 120,857 | | | 120,857 | |
| Governance | | 18,020 | | | 18,020 | |
| Services Areas Support | | 62,291 | | | 62,291 | |
| Communications, IT, GIS | 2,000 | 274,389 | | 31,075 | 307,464 | -0 |
| Source Water Protection | 22,974 | | | | 22,974 | -0 |
| Flood Control Structures | | 3,216 | | | 3,216 | |
| Erosion Control Structures | | 1,674 | | | 1,674 | |
| Flood Forecasting and Warning | 36,424 | 281,833 | | | 318,257 | 0 |
| Hazard Prevention | | 25,585 | | | 25,585 | |
| Natural Hazard Information | | 71,905 | | | 71,905 | |
| Regulations | 62,500 | 277,783 | | | 340,283 | -0 |
| Watershed Monitoring and Reporting | 2,000 | 103,395 | | | 105,395 | |
| Watershed Health Assessment Reporting | | 138,525 | | | 138,525 | -0 |
| Extension Services | | 225,876 | | | 225,876 | 0 |
| Forestry Services | 189,100 | | | | 189,100 | -0 |
| Management/Development/Operations | 11,002 | 339,528 | | | 350,530 | 0 |
| Motor Pool | 63,425 | | | | 26,050 | 37,375 |
| Falls Reserve Conservation Area | 738,250 | | | | 714,896 | 23,354 |
| Wawanosh Park Conservation Area | 21,808 | | | 259 | 22,067 | 0 |
| Total | 1,218,452 | 2,232,705 | | 71,663 | 3,462,091 | 60,729 |

2026 Projects Budget

The Projects Budget includes both new and ongoing projects

Some projects are long term in design and will have funding carried over from 2025. We will not know the exact amount of funding that will be carried over into 2026 until the end of the year.

| Flood/Erosion Safety Projects | Draft Budget | Outline, Funding, Status |
|--|-------------------|---|
| Flood Forecasting Monitoring Network/Maintenance/Hydrology Model | 140,000 10,000 | Watershed hydrology model development- cost apportionment. Preventative maintenance, equipment upgrades/replacements-funding working capital accumulated surplus. |
| ECCC Natural Hazards Outreach and Education | 40,000 | Outreach and Education Lake Huron shoreline- Federal funding |
| NRCAN Coastal Resiliency Strategy Implementation | 37,500 | Sediment Bypass Project-Goderich; Federal funding and special benefitting cost apportionment. |
| Total | 227,500 | |

| Watershed Stewardship Projects | Draft Budget | Outline, Funding, Status |
|--|------------------------------|--|
| Watershed Health Assessment | 55,240 | Aquatic Health Assessment- Funding: WCAS & MCF |
| Carbon Footprint Initiative | | Provides support for Initiative, multi year project, Deferred |
| Garvey Glenn Coordination | 90,609 | Multiyear project, Ministry of Environment, Conservation & Parks and deferred. Funding not confirmed for 2025-2026. |
| Middle Maitland Restoration | To be determined at year end | Long term project, Funded by Middle Maitland Restoration Fund through Stratford Perth Community Foundation, Deferred revenue carried forward to 2026 |
| Huron Clean Water Program | 500,000 | Multiyear project funded by Huron County |
| Resilient Agricultural Landscape Program | 34,717 | Multiyear project funded by Ministry of Agriculture, Food, Agribusiness |
| Watershed Stewardship Projects | 10,616 | Multiyear project- Deferred revenue |
| Total | 691,181 | |

| Conservation Areas Projects | Draft Budget | Outline, Funding, Status |
|-----------------------------|--------------|--|
| Forestry Management | 11,000 | Invasive species management at several Conservation Areas, managed forest plan renewals and planting trees to improve forest health. Forest Management Accumulated Surplus |
| Carbon Sequestration | 700 | Plant trees to sequester carbon from MVCA operations and Members mileage. Motor Pool Accumulated Surplus |
| Conservation Areas | 162,200 | Replace several signs at Conservation Areas. Build new Pavilion at Wawanosh Valley Conservation Area. Working Capital Accumulated Surplus and Maitland Conservation Foundation |
| Total | 173,900 | |

| Corporate Projects | Draft Budget | Outline, Funding, Status |
|-----------------------|--------------|--|
| Admin Centre | 16,000 | Replace wooden siding on south-west wall. Naturalize area not suitable for grass cutting at front of building. Working Capital Accumulated Surplus |
| GIS/IT/Communications | 54,500 | Computer hardware, software; Working Capital Accumulated Surplus |
| Total | 70,500 | |

| Dec 11/25 | Project Budget Summary - Maitland Valley Conservation Authority | | | | | | | | Table 2 |
|--|---|----------------|--------------------|------------------|--------------------------|----------------------------|---------------------|------------------|-----------------------|
| ITEM | Revenue | Levy Funds | Special Levy Funds | Deferred Revenue | Working Capital Reserves | Forest Management Reserves | Motor Pool Reserves | Expense | Net Surplus / Deficit |
| Administration Centre | | | | | 16,000 | | | 16,000 | |
| GIS/IT Management/Communications | | | | | 54,500 | | | 54,500 | |
| Flood Forecasting Monitoring Network/Hydrology Model | | 140,000 | | | 10,000 | | | 150,000 | |
| ECCC Natural Hazards Outreach & Education | | | | 40,000 | | | | 40,000 | 0 |
| NRCAN Coastal Resiliency Strategy Implementation | | | 37,500 | | | | | 37,500 | 0 |
| Watershed Health Assessment Project | 25,000 | | | | 30,240 | | | 55,240 | |
| Garvey Glenn Coordination | 10,000 | | | 80,609 | | | | 90,609 | 0 |
| Huron Clean Water | 500,000 | | | | | | | 500,000 | |
| Watershed Stewardship Projects | | | | 4,786 | | | | 4,786 | |
| Resilient Agricultural Landscape Program (RALP) | 20,804 | | | 13,913 | | | | 34,717 | -0 |
| Wellington County Water Program | | | | 5,830 | | | | 5,830 | |
| Forestry Management | | | | | | 11,000 | | 11,000 | |
| Carbon Sequestration Planting | | | | | | | 700 | 700 | |
| Conservation Area Projects | 160,000 | | | | 2,200 | | | 162,200 | |
| Net Project Budgets | 715,804 | 140,000 | 37,500 | 145,138 | 112,940 | 11,000 | 700 | 1,163,081 | 0 |

Summary:

Projects Budget

The total draft Projects Budget is \$1,163,081. The Projects Budget is based upon utilizing \$124,640 from accumulated surplus.

Total Budget:

MVCA's total draft budget for operating and projects for 2026 is \$4,625,172.

A copy of the draft cost apportionment for 2026 is attached to this report.

Draft Information Package for Member Municipalities:

Staff will develop a draft information package to circulate to our member municipalities with respect to the draft 2026 work plan and budget. The information package typically includes the following:

- i) Letter from the Chair
- ii) Highlights from 2025
- iii) Priorities for 2026
- iv) Summary budget tables for operating and projects
- v) Draft Cost Apportionment Schedule

Staff would appreciate the Members' input with respect to the information that they would like to see included in the letter that is to be sent to Member Municipalities.

Recommendation:

THAT the 2026 draft budget, work plan and levy be approved for review and comment by MVCA's member municipalities;
AND THAT the final work plan and budget be brought back to the Members at the March meeting for final review and approval;
AND FURTHER THAT the municipal information package be developed and circulated to member municipalities in January based upon the direction provided by the Members.

| November 13, 2025 | | | | | | | | | | |
|---|---------------------|-----------------------|---------------------------|----------------------|-----------------|----------------|-------------------|----------------|--------------|--|
| 2026 Draft Cost Apportionment Schedule | % of | 2025 Tax Year | Municipal | CVA Based | 2025 | 2026 | \$ | 2026 | 2026 | |
| Increase Amount: \$175,000 | Municipality | CVA (modified) | Population | Apportionment | Approved | Draft | Increase | Draft | Draft | |
| Municipality | In Watershed | in Watershed | in CA jurisdiction | Percentage | General | General | from | Special | Total | |
| | | \$ | | | Levy | Levy | Prior Year | Levy | Levy | |
| Ashfield-Colborne-Wawanosh Township | 100 | \$1,384,188,720 | 4,540 | 12.4700 | \$ 274,712 | \$ 295,857 | \$ 21,145 | \$ 10,000 | \$ 305,857 | |
| Central Huron Municipality | 76 | \$1,035,741,710 | 4,638 | 9.3300 | \$ 207,463 | \$ 221,354 | \$ 13,891 | \$ 10,000 | \$ 231,354 | |
| Goderich Town | 100 | \$1,177,412,345 | 6,117 | 10.6100 | \$ 233,615 | \$ 251,725 | \$ 18,110 | \$ 17,500 | \$ 269,225 | |
| Howick Township | 92 | \$483,166,377 | 2,619 | 4.3500 | \$ 96,699 | \$ 103,198 | \$ 6,499 | | \$ 103,198 | |
| Huron East Municipality | 72 | \$1,141,691,187 | 5,689 | 10.2900 | \$ 225,485 | \$ 244,136 | \$ 18,651 | | \$ 244,136 | |
| Huron-Kinloss Township | 43 | \$672,008,699 | 2,537 | 6.0500 | \$ 133,620 | \$ 143,534 | \$ 9,914 | | \$ 143,534 | |
| Mapleton Township | 5 | \$101,646,606 | 383 | 0.9200 | \$ 19,561 | \$ 21,814 | \$ 2,253 | | \$ 21,814 | |
| Minto Town | 64 | \$792,497,158 | 4,136 | 7.1400 | \$ 156,476 | \$ 169,396 | \$ 12,920 | | \$ 169,396 | |
| Morris/Turnberry Municipality | 95 | \$578,886,096 | 2,701 | 5.2200 | \$ 112,962 | \$ 123,840 | \$ 10,878 | | \$ 123,840 | |
| North Huron Township | 100 | \$608,844,245 | 3,886 | 5.4800 | \$ 122,412 | \$ 130,009 | \$ 7,597 | | \$ 130,009 | |
| North Perth Municipality | 98 | \$2,545,440,178 | 11,043 | 22.9300 | \$ 503,713 | \$ 544,046 | \$ 40,333 | | \$ 544,046 | |
| Perth East Township | 9 | \$195,988,965 | 863 | 1.7700 | \$ 38,681 | \$ 41,982 | \$ 3,301 | | \$ 41,982 | |
| South Bruce Municipality | 1 | \$7,678,683 | 51 | 0.0700 | \$ 1,539 | \$ 1,646 | \$ 107 | | \$ 1,646 | |
| Wellington North Township | 16 | \$324,041,795 | 1,523 | 2.9200 | \$ 60,657 | \$ 69,268 | \$ 8,611 | | \$ 69,268 | |
| West Perth Municipality | 3 | \$51,123,075 | 225 | 0.4600 | \$ 10,110 | \$ 10,899 | \$ 789 | | \$ 10,899 | |
| Total | | \$11,100,355,839 | 50951 | 100.0100 | \$ 2,197,705 | \$ 2,372,705 | \$ 175,000 | \$ 37,500 | \$ 2,410,205 | |

Members Report #74-2025

To: Members
From: Ben Van Dieten, Chair of Personnel Committee, Andrew Fournier,
Phil Beard, General Manager Secretary Treasurer
Date: December 17, 2025
Subject: Draft Recommendations for Amendments/Additions to MVCA's Personnel Policy for 2026.

Purpose:

To present the proposed changes to the Personnel Manual for the Members consideration and approval.

Background:

The Personnel Committee for 2025 includes the following members: Phil Beard, Ben Van Dieten, and Andrew Fournier. The committee reviews requests for changes to policies and or procedures submitted by staff. The Personnel Committee is responsible for reviewing these requests, updating and identifying revisions to MVCA's Personnel Manual. The Committee is proposing that the Members amend MVCA's Personnel Policy to include the following changes (highlighted in yellow in Draft 2026 Personnel Manual attachment).

1. THAT section 1.1 Dress Code be amended to clarify uniform requirements and provisions for Falls Reserve staff. (page 12)
2. THAT section 2.3.2 Background and Criminal Reference Check be amended to clarify background/criminal check reasoning, requirements and overall process. (pages 13-15)
3. THAT section 3.1.1 General Hours of Work and Overtime be amended to clarify the following:
 - a. Falls Reserve normal work hours during camping season (page 20)
 - b. Duty Officer roles (pages 22-23)
 - c. Overnight shift schedule adjustment (page 23)
4. THAT Section 3.4 Inclement Weather be amended with the following:
 - a. Road closures as a threshold for office closure (page 28)
 - b. FRCA ability to close independent of Admin office (page 28)
5. THAT Section 3.7.1 Bereavement Policy be amended to provide increased leave for the loss of immediate family members (pages 31-32)

Recommendation:

That the recommendations outlined in Report #74-2025 be incorporated into the 2026 Personnel Policy.



Maitland Valley
Conservation Authority

Personnel Policies and Procedures Manual

Draft 2026

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2.1.4 Assets and Information

Safeguarding Authority Property and Information

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

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

Use of Authority Assets

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

2.2 Dress Code

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

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

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

The following are considered inappropriate:

- Hats with logos other than that of the MVCA and partner clothing
- Torn, ripped or dirty clothing
- Denim jeans that are stained, worn out or frayed – except in field situations where these may be most appropriate for the duties required
- Sweatpants or spandex
- Cut-offs

- T-shirts or sweatshirts with pictures, words, or logos other than the MVCA logo and partner clothing
- Casual t-shirts – except those provided by the MVCA

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

Clothing Allowance

- New contract and permanent employees will receive a clothing allowance of up to \$500 in their first year of employment.
- After an employee has used their new hire clothing allowance. Future purchases of MVCA clothing will be issued at half cost to all employees, a limited number of uniforms will be available to permanent, contract and seasonal employees as well as volunteers these allocations will be dependent on items in stock and will remain at the discretion of the Coordinator or Supervisor.
 - *Permanent-employees:* A maximum of three shirts, (sweatshirts, polo shirts or uniform shirts); maximum of three pairs of uniform pants or shorts, and one summer jacket, annually; coveralls as required; one winter parka every other year.
 - *Contract-employees:* A maximum of two shirts, maximum of two pairs of uniform pants or shorts, annually or at the discretion of the Coordinator or Supervisor; jackets as required.

Uniforms requirements for ~~employees who work at FRCA seasonal conservation areas~~ employees are as follows:

- A limited number of ~~clothing and~~ uniforms will be issued to each FRCA employee upon hire and annually at no cost. The uniform must be returned to MVCA at the end of the employee's employment. Additional ~~clothing and~~ uniforms are paid for at half cost. Any damaged uniforms are to be replaced by the employee at half cost. Seasonal employee's security/~~patrol~~ uniforms are to be returned to MVCA annually and re-issued upon hire next season. ~~All PPE uniforms are provided to the employee at no cost.~~
- Maintenance Employees: 2 MVCA issued T shirts with logo along with 2 issued ~~navy~~ pants with hi-vis leg bands, ~~and~~ name tag ~~and~~ 1 MVCA sweater.
- Gatehouse Employees: 2 MVCA issued T shirts with logo along with 2 issued ~~navy~~ pants with hi-vis leg band, ~~and~~ name tag. ~~Pants are to be tab/kaki colour and are provided by staff, and 1 MVCA sweater.~~
- Security/~~Patrol~~ Employees: 2 MVCA issued T shirts with logo along with 2 issued pants with hi-vis leg bands, ~~and~~ name tag ~~and~~ MVCA sweater. Also, 2 pairs of tan security/~~patrol~~ uniform shirts, 1 security/~~patrol~~ vest and 1 security/~~patrol~~ jacket all with badging.
- Permanent Employees: MVCA issued T shirts with logos along with 2 issued ~~navy~~ pants with hi-vis leg bands and name tag. Provincial offences officer uniforms including: 2 tan uniform shirts, 2 issued navy pants. 1 jacket upon hire and replaced as required

2.3 Hiring

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

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

Definitions:

Permanent employee = staff holding regular salaried positions.

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

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

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

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

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

2.3.1 Equal Employment Opportunities

The MVCA recognizes the fundamental principles of equal employment opportunities. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance – free from consideration of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offences if not related to position, sex (including pregnancy and breastfeeding), and sexual orientation.

2.3.2 Background and Criminal Reference Check ~~Criminal record and Judicial Matters and/or Vulnerable Sector Check (PRC)~~

MVCA is committed to protecting the well-being of its employees and clients. In keeping with this commitment, it has created guidelines with respect to background and criminal reference checks.

Background Checks

It is our practice to conduct background and reference checks on candidates for hire. This may include:

- ensuring that the candidate has the education they claims to have
- checking all work-related references
- conducting a criminal reference check
- obtaining a credit history, if necessary for the position

When A Criminal Reference Check is Required

A criminal reference check is required before anyone can be hired, transferred, promoted or accepted as an employee, contracting service agency or volunteer into positions of trust, which include positions:

- requiring contact with children
- requiring contact with vulnerable adults (a vulnerable adult is one who may be unable to properly protect his or her own well-being, such as an individual with a disability or seniors)
- involving significant responsibility for financial transactions
- requiring the handling of cash or negotiable securities
- involving the control of significant inventory or corporate property
- involving access to sensitive corporate information or trade secrets for which a criminal reference check is required by law; and
- any other position where a criminal reference check is a bona fide occupational qualification.

Obtaining The Criminal Reference Check

1. A criminal reference check is required only for the final candidate for a position of trust, after a conditional offer of employment is made
2. All volunteers for positions of trust must complete a criminal reference check prior to performing any volunteer services.
3. Existing staff who transfer or are promoted into positions of trust must complete a satisfactory criminal record check prior to being transferred or promoted.
4. If there is insufficient time to obtain a criminal reference check prior to placing an individual into a position of trust, the individual will only be allowed to assume the position if they are directly supervised. In addition, there must be a statement in writing confirming that the individual may be removed from the position if the criminal reference check is not satisfactory.
5. Each police force has different requirements for processing criminal reference checks and the actual process will depend on their policy.

6. The cost of the criminal reference check will be borne by MVCA.
7. Costs associated with fingerprinting to process the criminal reference check will be borne by MVCA.
8. Criminal reference checks will be processed and reviewed by the hiring Coordinator/Supervisor only.
9. Any documents relating to the criminal reference check will be stored in a secure location to maintain confidentiality and control access to the information. They will be destroyed on termination of employment or where a volunteer ceases to provide services.

Results of the Reference Check

1. If a criminal reference check indicates a prior record, the following factors will be considered in determining whether to accept the individual into a position of trust:
 - the type of offence
 - the number of convictions
 - how long ago the offence occurred and the individual's age at the time of the conviction
 - what rehabilitation efforts have been made by the individual
 - the relevance of the offence to the position involved and
 - potential risk to MVCA in accepting the individual into the position
2. Approval must be obtained from the General Manager-Secretary Treasurer before an individual with a criminal record can be allowed into a position of trust.

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

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

3.0 Attendance

3.1 Designated Workplace and General Hours of Work

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

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

3.1.1 General Hours of Work and Overtime

Normal working hours

- Administrative and technical employees: Monday to Friday 8:30 a.m. to 4:30 p.m. or as scheduled by the Coordinator or Supervisor.
- Falls Reserve employees as scheduled by the park superintendent.
- Other hours may be required to fulfil the obligations of the job as directed by the General Manager-Secretary Treasurer, Coordinator or Supervisor.
- MVCA reserves the right to change scheduled working hours at any time as a result of business needs.
- Staff who are required to attend Members meetings outside of normal working hours may claim the time spent attending the meeting as over time unless they take time off during the day to compensate for the time spent at the meeting.

FRCA Normal Hours of Work

- Working hours for Park Superintendent, Assistant Park Superintendent and all seasonal staff is 7.5 hours (37.5 hours per week).
- ~~Normal Business Hours are 8:00 a.m. to 4:00 p.m. during park closed season and may extend to 24 hour coverage (3 shifts) during park open season.~~
- Campground Open Season – working shifts may extend to 24 hours coverage (3 shifts). Normal business hours are 8:00 a.m. to 4:00 p.m. daily. Extended business hours during busier times are 8:00 a.m. to 8:00 p.m. daily or as posted by the Park Superintendent. At times it may be necessary for FRCA staff to work extended hours over the 7.5-hour shift during campground operating season. This additional time should be approved by the Park Superintendent and not exceed 13 hours per shift.

Rest periods

- Employees, except those working at the FRCA, on a regular 8-hour workday, are entitled to one 30-minute unpaid lunch break, in addition to up to 30-minutes in paid break time throughout the day, scheduling for which remains at the discretion of the employee's Coordinator or Supervisor.

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

3.1.1.2.1 Duty Officers Overtime

“On Duty” Employees are required to be actively working during the weekends or scheduled days off and expected to perform specific, scheduled tasks and responsibilities. They are not “on-call” meaning they are waiting for a phone call to do work.

“On call” means Employees are available to work outside of normal hours in case of an emergency. On-call employees are not at their workplace or actively working from home but must be reachable and able to respond promptly

Under the Employment Standards Act (ESA) an employee who is not at the workplace but is “On-Call” is not considered to be working unless the “on-call” employee is called into work. “On Call” applies to several positions at MVCA including but not limited to the General Manager/Secretary-Treasurer, FRCA Superintendent, FRCA Assistant Superintendent, Conservation Areas Coordinator, Field Services Specialists, Communications Coordinator, FESS Supervisors, and positions listed in the Flood Contingency manual to perform their jobs as specified in their Job descriptions. The Authorities “right to disconnect” policy helps to prevent excessive “on call” overtime which is different than this policy for “On Duty” duty officers.

Service Areas/positions that meet the “On Duty” requirement should be regularly reviewed and carefully considered as a necessity for a service area operation. This ensures staff are receiving the appropriate time off needed (work/life balance) and doesn’t impact the service area operations. This work would be considered crucial to provide the necessary service area of the Conservation Authority.

Duty Officers accrue overtime hours when scheduled to actively work and perform specific tasks remotely or on-site outside of normal business hours. Duty officer requirements are approved by the General Manager/Secretary Treasurer and Service Area Coordinator/Supervisor monitoring the flood forecast system remotely or in the office outside

of normal office hours. An explanation of the overtime must be detailed on their timesheet. The following minimum time charges may be applied:

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

3.1.1.2.2 Overnight Shifts **Flood & Erosion Safety Staff**

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

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

3.1.1.3 Essential Services during an Emergency

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

3.1.1.4 Designated Work Locations

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

3.2 Right to Disconnect

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

- Employees are expected to be available during regular office hours unless otherwise approved.
- Employees are expected to communicate with others in the organization and respond to their voice mail and e-mail messages as per the organization standards.
- Hours worked must be documented on the employee's time sheet and initialed by the Coordinator or Supervisor.
- Front office staff must be informed when the employee is working remotely and whether they can be contacted or not.

3.4 Inclement Weather

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

Policy:

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

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

- In the event the General Manager-Secretary Treasurer or designate deems it necessary to close the offices due to inclement weather-related road closures (Hwy 87, Harriston Road and County Road 12, Brussels Line), the General Manager-Secretary Treasurer or designate will notify the other Coordinators and Supervisors that the office is being closed. The Coordinators and Supervisors will be responsible for notifying the staff that they supervise that the office is being closed.
 - FRCA: In the event of inclement weather-related road closures (County Road 15, Londesboro Rd), the Park Superintendent or designate may deem it necessary to close the FRCA Office due to inclement weather, the Park Superintendent or designate will notify the other Coordinators, Supervisors and Park staff that the FRCA office is being closed.
- Staff will be compensated for their time if the office is closed.
- Staff members are not required to work from home when the office is closed, however, there may be instances when they will be asked to work from home (flood emergency).

3.5 Public Holidays

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

Policy:

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

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

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

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

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

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

3.7.1 Bereavement Leave

Policies:

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

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

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

Or would receive bereavement leave with pay up to a maximum of five work days related to the death of the following:

- A parent, step-parent or foster parent of the employee or the employee's spouse

Or would receive bereavement leave with pay up to a maximum of 10 work days related to the death of the following:

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

3.7.2 Sick Leave

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

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

Members Report #75-2025

To: Members, Maitland Valley Conservation Authority
From: Jayne Thompson, Communications and GIS-IT Coordinator
Amber Leis, Communications Assistant
Date: December 4, 2025
Subject: 75th Anniversary Planning

Purpose:

In the fall of 2024 Members directed staff to investigate the idea of organizing a river festival event as a component of Maitland Conservation's 75th anniversary celebration. This report provides an outline of this potential event as well as a review of additional anniversary activities proposed for 2026.

River Festival:

As was discussed in 2024, staff are proposing a festival event open to the public and community partners. The intent is to formally recognize Maitland Conservation's 75 years of local conservation initiatives as well as providing an opportunity for visitors to participate in hands-on activities focused on our services and community partnerships.

| | |
|-----------------|--|
| Location | Brussels Conservation Area around the picnic shelters in the northeast section of the park. Brussels is centrally located in the watershed, and the site has washrooms, power, water, sufficient space for the event and views of the river. |
| Date: | Initially staff were suggesting the event be held in late June 2026. Conservation Area staff have noted that the picnic shelter at the site is due for repairs and upgrading. To accommodate that work the proposed date for the event is now Sunday August 30 with a rain date of Sunday September 13 th . |
| Timing: | Noon to 4:00 p.m. |

Event Outline:

| | |
|--|---|
| 1. Formal remarks marking the 75th anniversary | <ul style="list-style-type: none">• At the picnic shelter• MVCA Chair and past Chairs, CO, MECP, MPPs and MPs• Photo display of key projects• Refreshments and 75th anniversary stickers and buttons |
| 2. Activities | <p>Activity and information stations relating to the river and conservation that visitors rotate through at their own pace. These stations will be led by Maitland Conservation staff and volunteers and community partners. To date the planned activity stations include:</p> <ul style="list-style-type: none">• Canadian Raptor Conservancy display and shows• Seedling give away and stewardship information• Flood forecasting display with enviroscape model• Friends of Pinery Provincial Park - map activity• Middle Maitland Rejuvenation Committee – watershed puzzle• Maitland Mills group - information display at the Logan Mill• Stream invertebrates and water quality• Pollinator Pops - wildflower seed craft that can be planted. Wildflower seed mixture giveaway.• Conservation Areas display – promotion of 75-minute challenge and CO app• Maitland Conservation Foundation display• Cardboard model boat - make and float station• Fishing Friendly – casting centre• Facepainting• Huron East station |

| | |
|--|--|
| 3. Food Trucks or Brussels Lions Club | Staff are discussing options and permitting with potential food vendors for the event. |
|--|--|

Logistics

- Staff have had conversations with Municipality of Huron East staff and to date they have been supportive and enthusiastic about the event. A special event permit is not required.
- At the municipality's request, event promotional material will encourage visitors to park along Sports Drive. Accessible parking spots will be located at the Alfred St. parking area.
- Free admission
- St. John Ambulance has been contacted about being on-site. A site safety plan will be developed by staff and forwarded to EMS and the local fire detachment.

Draft Budget

| Expenditure | Amount |
|---|---|
| Fishing Friendly – display/demonstration | \$1,100 (including HST) |
| Canadian Raptor Conservancy – display/demonstration | \$1,243 (including HST) |
| 2 Portable Toilets (one accessible) + wash station | \$350 |
| St. John Ambulance | \$300 |
| Activity Station and Directional Signs | \$800 |
| Stickers and buttons | \$400 |
| Refreshments and supplies | \$700 |
| Thank you gifts | \$400 |
| Native wildflower seeds and containers | \$450 |
| Tree seedlings and pots | \$1,250 |
| Advertising (print, radio, social media, mail) | \$2,000 |
| Facepainting | \$300 |
| Supplies for activity stations | \$500 – tbd depending on final activities |
| Name Tags – partners and volunteers | \$300 |

| | |
|--|------------------|
| Invitations – past Members, staff, MCF | \$200 |
| Audio equipment rental | \$300 |
| Municipal / Health Unit permits | \$250 |
| Total | \$10, 843 |

Additional 2026 Activities

In addition to the river festival, a number of smaller activities are being planned to focus attention on the 75th anniversary. These activities include:

1. Branding – the anniversary will be linked to Maitland Conservation’s logo and used throughout 2026 on digital, print and special event materials.
2. Anniversary updates on website including: events, additional information related to social media posts and maps of CA expansion and property acquisitions.
3. Social media campaign highlighting key achievements and current services. Tentatively 24 posts are planned to start in early January.
4. 75 Minute Challenge – Walk, cycle or roll on Maitland Conservation trails for 75 minutes and enter a draw for an outdoor prize package.
5. Family Day at FRCA - 75th anniversary display and promotion of the 75 minute challenge
6. Annual Meeting in February - display of historic photos and information on upcoming events
7. FRCA summer pop up event – forest health theme
8. Fall Colour Tour at Wawanosh Valley C. A.
9. Maitland River photo submissions – call for photos celebrating the Maitland River. Photos to be displayed at the Fall Colour Tour and on the website. Support from the Maitland Camera Club.

The costs associated with these activities have either been part of the 2025 budget or are incorporated in the 2026 Communications Special Events and Tours and 2026 Communications Website Update budget.

Recommendation:

To be developed at the December 17, 2025 Members’ meeting.

Members Report #76-2025

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager Secretary Treasurer,
Jayne Thompson, Communications-IT-GIS Coordinator
Date: December 8, 2025
Subject: 2026 Annual Meeting

Purpose:

To obtain direction on the agenda, time, and location for the 2026 Annual Meeting.
To determine if the Members would like to continue to focus the Annual Meeting on celebrating partnerships that Maitland Conservation is involved in.

Background:

The Annual Meeting is typically used to review the Authority's progress over the past year, recognize staff service awards and retiring Members, and the election of officers. For the past two years the Annual Meeting has also been an opportunity to celebrate some of the partnerships that the MVCA is involved in.

For the 2026 Annual Meeting, partnerships to highlight could include:

1. Bagida'waad Alliance: This is a grassroots organization interested in fisheries, water quality and collecting stories of environmental change through interviews with community members. Staff working on the Watershed Health Project have invited this group to work with us on the aquatic health assessment.
2. Town of Goderich: Goderich was the first Canadian municipality to sign the Lake Huron Forever Pledge which is a commitment to work towards a healthier Lake Huron ecosystem.
3. Jane Parmley, Associate Professor in One Health in the Department Population Medicine at the Ontario Veterinary College: Dr. Parmley teaches a program called Ecosystem Approaches to Health. MVCA has organized a Healthy Watersheds, People and Wildlife tour for students and faculty to learn about the health of forests and rivers. MVCA is helping the OVC to develop a better understanding of ecosystem health, in return the students are undertaking research assignments that outline how MVCA can develop a One Health Approach for dealing with watershed challenges related to the health of the watershed.

In addition, this year the Annual Meeting could be used as a kick off for the 75th anniversary with displays and information on upcoming events.

The tentative agenda if the Members would like to recognize these partnerships at the Annual Meeting:

1. Welcome and Introduction of Members & Guests
2. Chairs Remarks
3. Staff Service Awards
4. Election of Officers: Chair, Vice, and Second Vice
5. Celebration of Partnerships
6. Launch of 75th Anniversary
7. Closing Remarks: Chair
8. Social Time

Date:

The Annual Meeting is traditionally held the third Wednesday of the month in the afternoon. The third Wednesday is February 18th.

We may want to establish a snow date in case the weather is not suitable on the 18th. The snow date could be set for the fourth Wednesday, which is February 25th.

Location:

In 2025 the meeting was held in the Lower Hall at the Blyth Memorial Community Hall. This space worked well and is available on February 18, 2026.

Time:

Over the past few years, the Annual Meeting has been held in the afternoon starting at 2:00 p.m. and finishing by 3:30 p.m.

Recommendation:

That the Annual Meeting be held in on February 18, 2026 at 2:00 p.m.;
And that the draft agenda outlined in Report #76-2025 be approved.

Members Report #77-2025

To: Members, MVCA
From: Phil Beard, General Manager/Secretary-Treasurer
Date: December 9, 2025

Subject: First Call for Declarations for Vice & Second Vice for 2026

Purpose:

To provide an opportunity for the Members to identify any possible candidates for Vice Chair and the Second Vice Chair for 2026.

Background:

It is the conservation authority's practice to provide an opportunity for any Member to declare whether they are interested in running for Chair, Vice or Second Vice at the Annual Meeting in February. The existing Chair has indicated his desire to serve for a third term. The Members are in agreement that they will support the Chair serving for a third term. The Minister of Environment, Conservation and Parks will need to approve the Chair serving for a third term. A letter will be sent to the Minister of Environment, Conservation and Parks.

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

This report is provided for the Members information and discussion. The call for declarations will also be included in the agenda for the January 22, 2025, Members meeting.

It should be noted that the Chair and Vice Chair may only stay in their respective positions for a maximum of two years. The current Chair and Vice Chair have only served one year. The Vice Chair may service for a third term with the approval of the Minister of Environment, Conservation and Parks.

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

Members Report #78-2025

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, Interim Executive Director, MCF
Date: December 9, 2025

Subjects: Request for Support for GM to act as Interim Executive Director in 2026

Purpose:

To request that the MVCA Members allow the GM-ST to act as Interim Executive Director for the MCF in 2026.

Background:

The Maitland Conservation Foundation is a non-profit charitable organization that has been established to raise money for projects that the Maitland Valley Conservation Authority. The MCF is governed by a Board of Directors comprised of volunteers from the watershed.

MVCA's General Manager Secretary Treasurer has acted as Interim Executive Director for the MCF for several years.

2025 Board of Directors:

Chair, Jordan Nairn; Vice Chair, Nigel Bellchamber

Directors: Ruth Knight, Gregg Furtney, Francis Hogan, Peter Shephard, John Thompson, Beth Ross, Kriss Snell and MVCA appointee, Vanessa Kelly.

Secretary-Treasurer: Lori Gordon

2025 Donation to MVCA:

The MCF (and the JHETF) donated a total of \$88,024 to help support the following projects:

1. Aquatic Health Assessment Project
2. Watershed Stewardship Projects: wetland restoration & watercourse buffering across the watershed
3. Trail Improvements at Naftel's Creek Conservation Area
4. Pavilion Project at Wawanosh Valley Conservation Area

We have also enclosed a copy of the John Hindmarsh Environmental Trust Fund's newsletter for 2025.

This newsletter is circulated to existing and potential as part of their fundraising campaign.

Interim Executive Director Support:

The MCF Board a passed a motion at their November 13th meeting requesting that the MVCA allow the GM ST to serve as Interim Executive Director in 2026.

The GM ST has advised the MCF Board that he is interested in serving in that role in 2026 if the Members support providing this support.

Recommendation:

THAT the General Manager Secretary Treasurer continue to serve as Interim Executive Director to the MCF Board in 2026;



John Hindmarsh Environmental Trust Fund

NEWSLETTER 2025

Your generous donations allowed the JHETF to support projects that protect and nurture our natural environment



Coastal Conservation Youth Corps

This summer, we were proud to once again sponsor the Coastal Conservation Youth Corps (CCYC) through the Lake Huron Coastal Centre. Thanks to your continued generosity, this dedicated team of youth made a real difference in our community through hands-on environmental stewardship. Their efforts included dune restoration, invasive species removal, shoreline surveys, plant identification, and beach clean-ups — all essential to protecting and preserving our Lake Huron shoreline. The experience deepened their understanding of sand erosion and the sand cycle, and how these natural processes shape and sustain our entire coastal ecosystem.



Spring Hike, Plant & Compost Sale

This year's JHETF and Maitland Trail Association event was a wonderful success thanks to the dedication of our volunteers and community supporters. Despite a long winter, tables at the Columbus Centre were filled with native and pollinator friendly plants. Funds raised will go directly toward local environmental projects that help our region continue to grow and thrive. Our sincere thanks to all volunteers, donors, and community members whose time, plants and enthusiasm made this event a success.



JHETF Directors

Chair: Geoff King
Secretary: Klaus Seeger
MCF Liason: Phil Beard
Treasurer: Lori Gordon
Directors:
Susan Chan
Wendy Hoernig
Alison Lobb
Clare Day
Vicky Rao

Mark Your Calendar
JHETF Annual Spring Hike
Plant and Compost Sale
Saturday May 9th, 2026
Columbus Centre Parking Lot,
Goderich



Thanks to an incredible team of volunteers (and a friendly boost from CrossFit Goderich), 300 bags of compost were prepared and quickly sold out after a year-long shortage.

DONATIONS TO NATURE LAST MORE THAN A LIFETIME!

Projects Funded in 2025



Lake Huron Coastal Centre- Coastal Conservation Youth Corps

Naftel's Creek Conservation Area - New Privy and trail improvements

Maitland Valley Administrative Office- Naturalization

Maitland Conservation Properties
- Forest Management/ Restoration
- Invasive Species Control

Maitland Trail Association - Funding for trail work



Remembering Marg Gould

We were deeply saddened by the passing of Marg Gould, a Director and cherished member of our Board.

Marg's wisdom, compassion, and love for the environment will be remembered and deeply missed. A tree has been planted in the Memorial Grove at the George Taylor Conservation Area in Marg's honour.

Her love of nature inspires us all.



Geoff King presenting about JHETF at the annual Maitland Conservation meeting Feb 2025

It is easy to make donations:

1. Online donation: Visit www.canadahelps.org and search for Maitland Conservation Foundation page, then look for JHETF
2. By credit card- Contact Foundation@mvca.on.ca or 519 335 3557 ext 246
3. By cheque or cash- Please make cheques payable to the Maitland Conservation Foundation Please indicate the JHETF with your donation.
4. By e-transfer please use the email address Foundation@mvca.on.ca let us know your address for your receipt and specify that your donation is to JHETF

We are committed to protecting the privacy of our donors. We do not make our mailing list available to other organizations. If you would prefer to not receive our mailings please contact us. The John Hindmarsh Environmental Trust Fund is administered by The Maitland Conservation Foundation (MCF). The MCF is a registered, charitable non-profit organization that supports conservation and environmental projects being undertaken by the Maitland Valley Conservation Authority. Charitable number 119029403 RR001

Member's Report #79/25

To: Member's, Maitland Valley Conservation Authority
From: Danielle Livingston, Administrative and Financial Services Coordinator
Date: December 10, 2025

Subject: Corporate Services - Accounts Paid and Received for:
November 2025

Recommendation

That the financial report be accepted as presented for the month of November 2025 ;
and that accounts outlined in the appendix to this report be approved.

| Financial Summary Report Ending | November 2025 |
|---------------------------------|---------------|
| Revenue Invoiced | \$210,258.20 |
| Accounts Paid | \$718,916.78 |

| Financial Status at Month Ending | November 2025 |
|----------------------------------|----------------|
| Bank Loans Outstanding | \$0.00 |
| Bank Balance at Month End | \$1,333,558.33 |
| Total | \$1,333,558.33 |

Maitland Valley Conservation Authority
Accounts Receivable as of November 30, 2025

Operating Budget Revenue

Corporate

| | |
|--|-------------|
| Corporate Services sale office support/rent office equipment | \$ 331.40 |
| Drinking Water Source Protection rent/overhead | \$ 240.00 |
| bank interest | \$ 4,401.15 |
| Huron Clean Water Project administration | \$ 487.66 |
| | \$ 5,460.21 |

| | |
|--------------------------------------|-------------|
| Source Water Protection ABCA funding | \$ 2,128.78 |
| | \$ 2,128.78 |

Total Corporate Services \$ 7,588.99

Flood Safety

| | |
|--|-------------|
| Planning/Regulations planning application fees | \$ 2,900.00 |
| property advisory fees | \$ 180.00 |
| solicitor inquires | \$ 950.00 |
| CWMS/watercourse regulations | \$ 975.00 |
| regulation applications | \$ 1,320.00 |
| | \$ 6,325.00 |

Total Flood Safety Services \$ 6,325.00

Watershed Stewardship

| | |
|-------------------------------------|--------------|
| Forestry seedling planting plan fee | \$ 1,200.00 |
| large stock user fees | \$ 2,596.70 |
| seedling user fees | \$ 7,192.20 |
| | \$ 10,988.90 |

Total Watershed Stewardship Services \$ 10,988.90

Conservation Areas

| | |
|-------------------------------------|-------------|
| FRCA camping and park admission | \$ 676.99 |
| reimbursement of equipment services | \$ 407.63 |
| reimbursement of motor pool | \$ 196.00 |
| | \$ 1,280.62 |

| | |
|----------------------|-------------|
| MDO property revenue | \$ 8,594.76 |
| | \$ 8,594.76 |

| | |
|--------------------|-------------|
| Motor Pool revenue | \$ 4,526.85 |
| | \$ 4,526.85 |

\$ 18,939.51

Total Conservation Areas Operations \$ **14,402.23**

Total Operating Budget Revenue \$ **39,305.12**

Projects Budget Revenue

Corporate Services

Admin Centre donations \$ 2,300.00
\$ 2,300.00

Total Corporate Services \$ **2,300.00**

Flood Safety

Coastal Resiliency NRCAN funding \$ 33,897.79
\$ 33,897.79

Total Flood Safety \$ **33,897.79**

Watershed Stewardship

Middle Maitland Restoration donations \$ 11,124.00
\$ 11,124.00

Huron County Clean Water funding \$ 38,080.89
\$ 38,080.89

Watershed Health donations \$ 60,100.00
funding \$ 10,855.00
\$ 70,955.00

Total Watershed Stewardship Services \$ **120,159.89**

Conservation Areas

Forestry Management donations \$ 4,500.00

Conservation Area Projects donations \$ 10,095.50

Total Conservation Areas \$ **14,595.50**

Total Project Budget Revenue \$ **170,953.18**

Total Operating and Project Revenues \$ **210,258.30**

Maitland Valley Conservation Authority
Expense Reports
As of November 30, 2025

| Date | Num | Name | Amount |
|------------|-----------|----------------------------------|-------------|
| 11-05-2025 | EFTNov202 | Sun Life Financial | -7,906.86 |
| 11-05-2025 | EFTNov25 | AIG Insurance Company of Canac | -157.15 |
| 11-07-2025 | 25658 | MJD Farms Ltd. | -5,678.00 |
| 11-07-2025 | 25659 | Bell Canada-properties | -1,881.68 |
| 11-07-2025 | 25660 | Maitland Conservation Foundatic | -100.00 |
| 11-07-2025 | 25661 | Midwest Co-op | -2,520.00 |
| 11-07-2025 | 25662 | Bell Mobility Inc. 500181172 | -995.55 |
| 11-07-2025 | 25663 | Fordwich Tire (Ontario) Ltd. | -113.00 |
| 11-07-2025 | 25664 | Katelyn Mercer | -545.13 |
| 11-07-2025 | 25665 | Goderich Toyota | -410.01 |
| 11-07-2025 | 25666 | Steenbeek Dairy Farms Inc. | -4,715.00 |
| 11-07-2025 | 25667 | Dave and Elly Boonstoppel | -657.52 |
| 11-07-2025 | 25668 | Trish Thomson | -99.44 |
| 11-07-2025 | 25669 | McDonald Home Hardware | -51.97 |
| 11-07-2025 | 25670 | Saugeen Valley Conservation Aut | -211,934.22 |
| 11-07-2025 | 25671 | Trevor Tout Custom Dozing Inc. | -96.05 |
| 11-07-2025 | 25672 | Jordan Drudge | -2,567.73 |
| 11-07-2025 | 25673 | Goderich Print Shop Limited | -123.17 |
| 11-07-2025 | 01537 | B.M. Ross & Associates Limited | -2,760.93 |
| 11-07-2025 | 01538 | Blackburn Media Inc. | -1,017.00 |
| 11-07-2025 | 01539 | Borrmann's Garage | -1,829.81 |
| 11-07-2025 | 01540 | Brand One Digital | -762.75 |
| 11-07-2025 | 01541 | CDW Canada Corp. | -7,882.00 |
| 11-07-2025 | 01542 | ContinuIT Corp. | -3,593.53 |
| 11-07-2025 | 01543 | Elizabeth Huber-Kidby | -167.80 |
| 11-07-2025 | 01544 | F.S. Partners | -53.87 |
| 11-07-2025 | 01545 | Foxton Fuels Limited | -450.57 |
| 11-07-2025 | 01546 | Hodgins BC Wingham | -127.75 |
| 11-07-2025 | 01547 | Ideal Supply Inc. | -193.55 |
| 11-07-2025 | 01548 | Karlene Zurbrigg | -254.21 |
| 11-07-2025 | 01549 | Laura Hopkins | -628.10 |
| 11-07-2025 | 01550 | Mathew Shetler | -81.68 |
| 11-07-2025 | 01551 | MicroAge BASICS | -355.49 |
| 11-07-2025 | 01552 | Munic. of North Perth | -100.00 |
| 11-07-2025 | 01553 | North Huron Publishing Compan | -917.71 |
| 11-07-2025 | 01554 | Patrick Huber-Kidby | -37.90 |
| 11-07-2025 | 01555 | Postmedia Network Inc. | -60.00 |
| 11-07-2025 | 01556 | Schmidt's Power Equipment | -1,768.34 |
| 11-07-2025 | 01557 | T Giesbrecht Custom Service Ltd. | -452.00 |
| 11-07-2025 | 01558 | Tatham Engineering Limited | -26,995.70 |

| | | | |
|------------|-----------|----------------------------------|--------------------|
| 11-07-2025 | 01559 | Telizon Inc. | -12.98 |
| 11-07-2025 | 01560 | Waste Management of Canada Cr | -1,180.91 |
| 11-07-2025 | 01561 | Watson's Home Hardware | -1,076.70 |
| 11-07-2025 | 01562 | Weather Innovations Consulting l | -2,895.06 |
| 11-14-2025 | 25674 | Melrose Paving Co. Ltd. | -134,701.98 |
| 11-15-2025 | | Payroll | -49,968.41 |
| 11-21-2025 | 25675 | Neil Illman | -1,250.00 |
| 11-21-2025 | 25676 | Paul Laidlaw | -3,000.00 |
| 11-21-2025 | 25677 | Edith Pipe | -333.35 |
| 11-21-2025 | 25678 | Shoreline Welding and Machine li | -12,683.12 |
| 11-21-2025 | 25679 | Wightman Telecom Ltd. | -1,320.22 |
| 11-21-2025 | 25680 | CIBC Visa Centre | -4,856.24 |
| 11-21-2025 | 25681 | Jack and Marg Kroes | -6,000.00 |
| 11-21-2025 | 25682 | Don & Florence Pullen | -2,091.43 |
| 11-21-2025 | 25683 | Leah Noel | -774.05 |
| 11-21-2025 | 25684 | Palmerston Rent-All Ltd. | -2,028.35 |
| 11-21-2025 | 01563 | ARTECH | -1,270.12 |
| 11-21-2025 | 01564 | Ausable Bayfield Conservation Au | -29,110.50 |
| 11-21-2025 | 01565 | Ben Van Dieten | -206.21 |
| 11-21-2025 | 01566 | Borrmann's Garage | -1,322.63 |
| 11-21-2025 | 01567 | Brandt Security | -22.60 |
| 11-21-2025 | 01568 | Bureau Veritas Canada Inc. | -259.67 |
| 11-21-2025 | 01569 | Emmett Bridges | -420.66 |
| 11-21-2025 | 01570 | Fastenal Canada, LTD | -196.73 |
| 11-21-2025 | 01571 | GeoProcess Research Associates | -2,469.05 |
| 11-21-2025 | 01572 | Marisa Roefs | -22.59 |
| 11-21-2025 | 01573 | Maxim Environmental and Safety | -296.99 |
| 11-21-2025 | 01574 | Mid Western Newspapers | -88.20 |
| 11-21-2025 | 01575 | Robert's Farm Equipment | -1,147.84 |
| 11-21-2025 | 01576 | Verbinnen's Nursery Ltd. | -1,598.95 |
| 11-21-2025 | 01577 | Ward & Uptigrove Consulting | -1,130.00 |
| 11-21-2025 | 01578 | Westario Power Inc. | -34.62 |
| 11-21-2025 | 01579 | Yellow Pages | -19.62 |
| 11-21-2025 | 01580 | Zuzek Inc. | -27,825.12 |
| 11-21-2025 | 25685 | Midwest Co-op | -342.50 |
| 11-21-2025 | 25686 | Lavis Contracting Co. Ltd. | -2,202.77 |
| 11-30-2025 | | Payroll | -50,772.77 |
| 11-30-2025 | 25708 | Receiver General | -39,903.99 |
| 11-30-2025 | EFTNov202 | Minister of Finance | -3,031.86 |
| 11-30-2025 | EFTNov202 | OMERS | -35,536.92 |
| 11-30-2025 | EFTNov202 | Workplace Safety & Insurance Bo | -4,467.90 |
| | | | <u>-718,916.78</u> |

Members Report #80-2025

To: Members, Maitland Valley Conservation Authority
From: Phil Beard, General Manager Secretary Treasurer
Date: December 17, 2025

Subject: Agreements Signed

Purpose:

To identify agreements that have been signed.

1. Forests Canada Tree Planting Program- New Agreement

MVCA has received funding from Forests Canada to act as a Planting Delivery Agent for the Federal Forests Canada Tree Planting Program. This is a 2-year agreement that allows MVCA to administer funding to landowners who want to reforest areas of at least $\frac{3}{4}$ of an acre in size. The agreement also includes conducting survival assessments of these projects. MVCA's funding goal is to plant 12,000 trees (13 acres) in 2026 and 20,000 trees (22 acres) in 2027.

2. Resilient Agricultural Landscape Program- Agreement Amendment

In July 2025, MVCA signed an agreement for \$400,000 in funding to support restoration projects within our watershed. The Ministry of Agriculture, Food, and Agribusiness (OMAFRA) has since provided clarification on eligible expenses and identified additional eligible projects. These updates have been incorporated into amendments to the original agreement through Conservation Ontario.

The General Manager Secretary Treasurer signed these agreements on behalf of MVCA.

Recommendation:

THAT the Members support signing the agreements with Forests Canada and Conservation Ontario.

Members Report #81-2025

To: Members
From: Phil Beard, General Manager
Date: December 9, 2025

Subject: Corporate Services
Proposed Office Hours over Christmas and New Year's

Purpose:

To identify the proposed days that the office will be closed over Christmas and New Year's.

Background:

In the past, the Conservation Authority office has been closed during the week between Christmas and New Year's. While the office is closed, Flood and Erosion Safety Services staff will continue to monitor flood and ice conditions across the watershed to ensure that municipalities with flood damage centres are notified of any impending flood events and/or frazzle ice conditions that could result in flooding.

If time is taken off by staff during the holiday season, they must have either overtime to use, vacation time to use. Staff who do not have vacation days or overtime to use will be required to work or to take the time off without pay.

Proposed Office Hours:

The office would be closed from Friday, December 19, 2025, at 4:30pm. until Monday, January 5, 2026, at 8:30 a.m.

Recommendation:

THAT the MVCA office be closed from December 19, 2025, at 4:30pm. until January 5, 2026, at 8:30 a.m.