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## Board of Directors Meeting

Thursday, February 23, 2023

6:30 pm at the RVCA Office (3889 Rideau Valley Drive, Manotick ON)

*Members and the public are also able to join via Zoom given the ongoing pandemic.*

Please contact Marissa Grondin at [marissa.grondin@rvca.ca](mailto:marissa.grondin@rvca.ca) or 1-800-267-3504 ext. 1177 in advance of the meeting if you wish to receive instructions to join.

## AGENDA

Meeting 1/23	Page
1.0 Land Acknowledgement Statement	
2.0 Agenda Review	
3.0 Adoption of Agenda	
4.0 Declaration of Interest	
5.0 Approval of Minutes from November 24, 2022	
6.0 Business Arising from Minutes	
7.0 Forestry Machine Planting & Band Spray Contract	
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9.0 Forestry Spot Spraying Contract	
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Staff Report Attached (Brian Stratton) .....	10
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Staff Report Attached (Sommer Casgrain-Robertson) .....	14

Proudly working in partnership  
with our 18 watershed municipalities

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,  
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,  
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

<b>12.0 Administrative By-Law Amendments</b>	
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<b>15.0 Meetings</b>	
a) CO Council Session on Bill 23: November 28, 2022	
b) General Managers Meeting on Bill 23: December 12, 2022	
c) General Managers Session on O. Reg 596/22: January 3, 2022	
d) ROMA Conference: January 23 – 25, 2023	
e) Lanark County Planners Meeting on O. Reg 596/22: January 26, 2022	
f) Leeds Grenville Planners Meeting on O. Reg 596/22: January 26, 2022	
g) Frontenac Planners Meeting on O. Reg 596/22: January 27, 2022	
h) Ottawa Planners Meeting on O. Reg 596/22: January 31, 2022	
i) Kemptville Woodlot Conference Speakers Series: February 1, 2022	
j) Mississippi-Rideau Source Protection Committee Meeting: February 2, 2023	
k) RVCA Board of Directors Training Session #1: February 8, 2023	
l) AMCTO Mental Health and Wellness Forum: February 9, 2022	
m) RVCA Board of Directors Training Session #2: February 14, 2023	
n) Annual Flood Forecasting and Warning Partners Meeting: February 14, 2022	
Upcoming	
o) RVCF Board of Directors Meeting: March 8, 2023	
p) RVCA Board of Directors Meeting: March 23, 2023	
q) Conservation Ontario Council Annual General Meeting: April 3, 2023	
<b>16.0 Member Inquiries</b>	
<b>17.0 New Business</b>	
<b>18.0 Adjournment</b>	

## 7.0 Forestry Machine Planting & Band Spray Contract Report #: 01-230223

To: RVCA Board of Directors  
From: Ian Cochrane  
Forestry Program Manager  
Date: February 10, 2023

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### Recommendation:

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2023 at a rate of \$580 per 1000 trees planted and band spray services at a rate of \$320 per hectare with an approximate project value of \$29,000;**

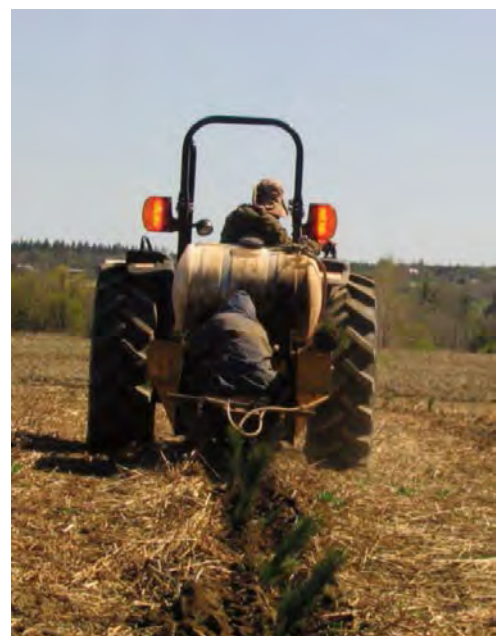
**AND THAT, based on performance, staff have the option of retaining Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2024 at the same price.**

### Purpose

To seek approval to award RVCA's forestry machine planting and band spray contract for 2023 with an option to renew for 2024.

### Background

RVCA's forestry program plants an average of 200,000 trees each year on private property. Trees are planted by professional contractors to ensure they are planted promptly and properly resulting in higher survival rates. Multiple planting and site preparation methods are used to increase the number of trees that can be planted in the short planting window available each spring. This includes the use of machine planting shown in the photo to the right. In 2023, approximately 49,000 trees will be machine planted. Machine planting includes planting and band spraying at the same time. This increases efficiency, survival and saves cost, summarized in financial considerations below.





Band spray is a site preparation and tending operation where a contractor drives a tractor with spray equipment applying herbicide over previously planted trees. The application is completed while the seedlings are dormant. The herbicide removes grass competition around each tree. Applications can be made very efficiently and are cost effective compared to spot spray tending. Band spraying can also be used as a site preparation tool where herbicide is applied in the fall before the trees are planted, shown to the left.

### **Analysis**

RVCA's Machine Planting and Band spray Contract (PLF 1-23) was sent to the following five contractors with a request for quotation:

- Brinkman and Associates LTD
- Ottawa Valley Forest Consulting
- Stick and Hero Woodland Restoration
- Eccles Forestry Ltd
- Regen Forestry

Ottawa Valley Forest Consulting was the only contractor that submitted a bid which was \$580 per 1000 trees planted and band spray services at a rate of \$320 per hectare. Ottawa Valley Forest Consulting has provided the RVCA with machine planting and site prep services for the last several years. They provide a very high quality of work and require little supervision. Their professionalism allows RVCA forestry staff to focus on higher priority areas while knowing that planting plans are being completed to each specification.

### **Input from Other Sources**

We consulted two other Conservation Authorities with a machine planting contractor to compare quotes. They were quoted between \$600 and \$1270 per 1000 trees machine planted.

### **Financial Considerations**

This contract does not have budget implications because operational costs for RVCA's tree planting program, including machine planting, are covered by funding from planting partners including participating landowners, Forests Ontario (50 Million Tree Program), the City of Ottawa (Green Acres Reforestation Program) and the Rideau Valley Conservation Foundation.

Machine planting with a band spray application will cost \$580 per 1000 trees planted compared to hand planting with a spot spray application which will cost \$910 per 1000 trees planted and sprayed. RVCA plants as many suitable sites as possible with the machine planter to take advantage of the better survival rates and to control the costs of the program.

Band spraying is cost effective when applying herbicides over large open sites. Band spraying costs \$320/hectare which translates to a cost of \$160/1000 trees sprayed compared to spot spraying costs of \$340/1000 trees sprayed. We will implement band sprays on as many sites as possible going forward to reduce the contractor costs to the program.

### **Legal Considerations**

Ottawa Valley Forest Consulting will be required to provide a certificate of insurance with a minimum of \$5,000,000 liability coverage and they will be required to ensure that this policy is valid for the entire duration of the machine planting contract. They will also be required to provide a copy of their Pesticide Operators License and ensure that this license remains valid for the duration of the machine planting contract.

### **Adherence to RVCA Policy**

Awarding this contract adheres to RVCA's purchasing policy which requires three quotes and Board of Director approval for purchases over \$25,000.

### **Link to Strategic Plan**

This supports Priority #2 under Strategic Direction #2 – *Protect, Restore and Enhance Watershed Health and Safeguard People and Property from Natural Hazards:*

2. *Continue to partner with landowners to reforest idle land, naturalize shorelines, enhance habitat and wetlands, re-inspect septic systems and implement other best management practices. Enhance these efforts where monitoring results indicate they are needed most.*

### **Attachments**

N/A

## 8.0 Forestry Hand Planting Contract Report #: 02-230223

To: RVCA Board of Directors  
From: Ian Cochrane  
Forestry Program Manager  
Date: February 10, 2023

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### Recommendation:

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2023 at a rate of \$570 per 1000 trees for new planting sites and \$620 per 1000 trees for refill planting sites for an approximate project value of \$90,000;**

**AND THAT, based on performance, staff have the option of retaining Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2024 at the same price.**

### Purpose

To seek approval to award RVCA's forestry hand planting contract for 2023 with an option to renew for 2024.

### Background

RVCA's forestry program plants an average of 200,000 trees each year on private property. Trees are planted by professional contractors to ensure they are planted promptly and properly resulting in higher survival rates. Multiple planting and site preparation methods are used to increase the number of trees that can be planted in the short planting window available each spring. This includes the use of hand planting shown in the photo to the right. In 2023, approximately 167,000 trees will be hand planted.



### Analysis

Hand planting services were divided into three contracts this spring to encourage competition, lower costs and improve the efficiency of our program.

The three contracts were:

- Large contract to hand plant 115,000 trees (PLF-2)
- Medium contract to hand plant 36,000 trees (PLF-5)
- Small contract to hand plant 16,000 trees (PLF-7)

RVCA's Large and Medium Hand Planting Contracts (PLF 2-23) and (PLF-5-23) were sent to the following 5 contractors with a request for quotation:

- Brinkman and Associates LTD.
- Dentrex Field Services
- Outland
- Stick and Hero Woodland Restoration
- Mufferaw Forestry

Brinkman & Associates Reforestation Ltd. was the only contractor that submitted a bid for either contract which was \$570 per 1000 trees for new planting sites and \$620 per 1000 trees for refill planting sites.

Brinkman & Associates Reforestation Ltd. has provided the RVCA with hand planting services for 18 years. They provide experienced hand planters and a high quality of work. Their quotes include enough resources to complete both contracts in 20 planting days which reduces the length of time that the trees sit in our cold storage and the overtime of RVCA forestry staff supervising the work. A total of 151,000 trees will be hand planted under these contracts in 2023 with an approximate project value of \$90,000.

This leaves another 16,000 trees that will be hand planted by a smaller contractor with an approximate project value of \$7,000.

### **Input from Other Sources**

We consulted three other Conservation Authorities to compare quotes. They were paying from \$710 to \$1870 per 1000 trees planted.

### **Financial Considerations**

This contract does not have budget implications because operational costs for RVCA's tree planting program, including hand planting, are covered by funding from planting partners including participating landowners, Forests Ontario (50 Million Tree Program), the City of Ottawa (Green Acres Reforestation Program) and the Rideau Valley Conservation Foundation.

**Legal Considerations**

Brinkman & Associates Reforestation Ltd. will be required to provide a certificate of insurance with a minimum of \$5,000,000 liability coverage and they will be required to ensure that this policy is valid for the entire duration of the hand planting contract.

**Adherence to RVCA Policy**

Awarding this contract adheres to RVCA's purchasing policy which requires three quotes and Board of Director approval for purchases over \$25,000.

**Link to Strategic Plan**

This purchase supports Priority #2 under Strategic Direction #2 – *Protect, Restore and Enhance Watershed Health and Safeguard People and Property from Natural Hazards:*

2. *Continue to partner with landowners to reforest idle land, naturalize shorelines, enhance habitat and wetlands, re-inspect septic systems and implement other best management practices. Enhance these efforts where monitoring results indicate they are needed most.*

**Attachments**

N/A



**9.0 Forestry Spot Spraying Contract**  
**Report #: 03-230223**

To: RVCA Board of Directors  
 From: Ian Cochrane  
 Forestry Program Manager  
 Date: February 10, 2023

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves Stick and Hero Woodland Restoration to provide spot spraying services for 2023 at a rate of \$340 per 1000 trees sprayed for an approximate project value of \$31,000;**

**AND THAT, based on performance, staff have the option of retaining Stick and Hero Woodland Restoration to provide spot spraying services for 2024 at the same price.**

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**Purpose**

To seek approval to award RVCA's forestry spot spraying contract for 2023 with an option to renew for 2024.

**Background**

RVCA's forestry program plants an average of 200,000 trees each year on private property. After trees are planted by professional contractors, sites are tended to ensure high survival rates. Tending can include spot spraying with herbicides to reduce competing vegetation around young seedlings, the results of which are shown in the photo below. In 2023, approximately 90,000 trees will be spot sprayed.



## **Analysis**

RVCA's Spot Spraying Contract (PLF 4-23) was sent to the following five contractors with a request for quotation:

- Brinkman & Associates Reforestation Ltd.
- Mufferaw Forestry
- Stick and Hero Woodland Restoration
- Dentrex Field Services
- Outland Reforestation

Two quotes were received:

- Stick and Hero Woodland Restoration at a rate of \$340/1000 trees sprayed.
- Brinkman and Associates Reforestation at a rate of \$350/1000 trees sprayed.

Stick and Hero Woodland Restoration provided South Nation Conservation with spot spraying services in 2022. They provide experienced workers and a high quality of work. Their quote also includes enough resources to complete the contract in 20 days.

## **Input from Other Sources**

We consulted two other Conservation Authorities for a price comparison. The quoted prices ranged from \$300 to \$1240 per 1000 trees sprayed.

## **Financial Considerations**

This contract does not have budget implications because operational costs for RVCA's tree planting program, including spot spraying, are covered by funding from planting partners including participating landowners, Forests Ontario (50 Million Tree Program), the City of Ottawa (Green Acres Reforestation Program) and the Rideau Valley Conservation Foundation.

## **Legal Considerations**

Stick and Hero Woodland Restoration will be required to provide a certificate of insurance with a minimum of \$5,000,000 liability coverage and they will be required to ensure that this policy is valid for the entire duration of the spot spraying contract. They will also be required to provide a copy of their Pesticide Operators License and ensure that this license remains valid for the duration of the spot spraying contract.

## **Adherence to RVCA Policy**

Awarding this contract adheres to RVCA's purchasing policy which requires three quotes and Board of Director approval for purchases over \$25,000.

**Link to Strategic Plan**

This supports Priority #2 under Strategic Direction #2 – *Protect, Restore and Enhance Watershed Health and Safeguard People and Property from Natural Hazards:*

2. *Continue to partner with landowners to reforest idle land, naturalize shorelines, enhance habitat and wetlands, re-inspect septic systems and implement other best management practices. Enhance these efforts where monitoring results indicate they are needed most.*

**Attachments**

N/A



**10.0 New Flood Forecasting Model  
Report #: 04-230223**

To: RVCA Board of Directors  
From: Brian Stratton, P.Eng.  
Manager, Engineering Services  
Date: February 9, 2023

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**Recommendation:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Defensive Options Inc. to develop a new flood forecasting and warning model for the Rideau watershed at a total cost of \$249,200 plus applicable taxes;**

**THAT staff be authorized to spend up to an additional \$25,000 (10 percent contingency) to cover any unforeseen project expenses;**

**AND THAT the RVCA's maximum financial contribution to the project be \$144,200 plus applicable taxes coming from RVCA's Working Fund Reserve should external funding not be available to cover the full cost of the project or the contingency.**

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**Purpose**

To seek approval to enter into an agreement with Innovative Defensive Options Inc. to develop a new flood forecasting and warning model for the Rideau watershed.

**Background**

RVCA staff currently rely on a Microsoft Excel-based flood forecasting and warning (FFW) model that provides flow predictions for the Rideau River at Carleton University during the spring freshet each year. This current FFW model has worked well for the past 10 years and uses weather observations and forecasts, available flow data and snowpack conditions from across the watershed.

A new FFW model is now needed to modernize and enhance RVCA's overall flood forecasting and warning program and to better understand and predict the impacts of climate change on flood conditions. Specifically, the model should utilize new technologies such as HEC-HMS (Hydrologic Engineering Center - Hydrologic Modeling System) developed by the US Army Corp of Engineers.

## Analysis

Through discussions with staff at other Conservation Authorities, RVCA staff learned of a technical team consisting of two highly experienced professionals who have expertise with development of flood forecasting and warning models in Ontario using HEC-HMS:

- Dr. Perdikaris, Project Manager at Innovative Defensive Options Inc. (IDO) is a hydrologic expert
- Chris Doherty, Co-Owner at Environmental Water Resources Group Ltd is a hydraulic expert.

Both individuals have extensive modeling experience and are well published (guideline documents, journal articles, etc.) and this team was highly recommended by staff at the Grand River and Mississippi Valley conservation authorities.

Dr. Perdikaris is solely responsible for developing the HEC-HMS parameter grids for Southern, Central, and Northern Ontario. IDO and Dr. Perdikaris are the sole proprietors of the HEC-HMS parameter grids. Dr. Perdikaris also developed and instructed a 5-day web-based course for Conservation Authorities and Ministry of Natural Resources and Forestry staff on the operational use of the HEC-HMS model. Dr. Perdikaris has applied the HEC-HMS model to over two dozen watersheds across Ontario and internationally. This included model development, model calibration, model validation, sensitivity analysis, uncertainty analysis and model simulation.

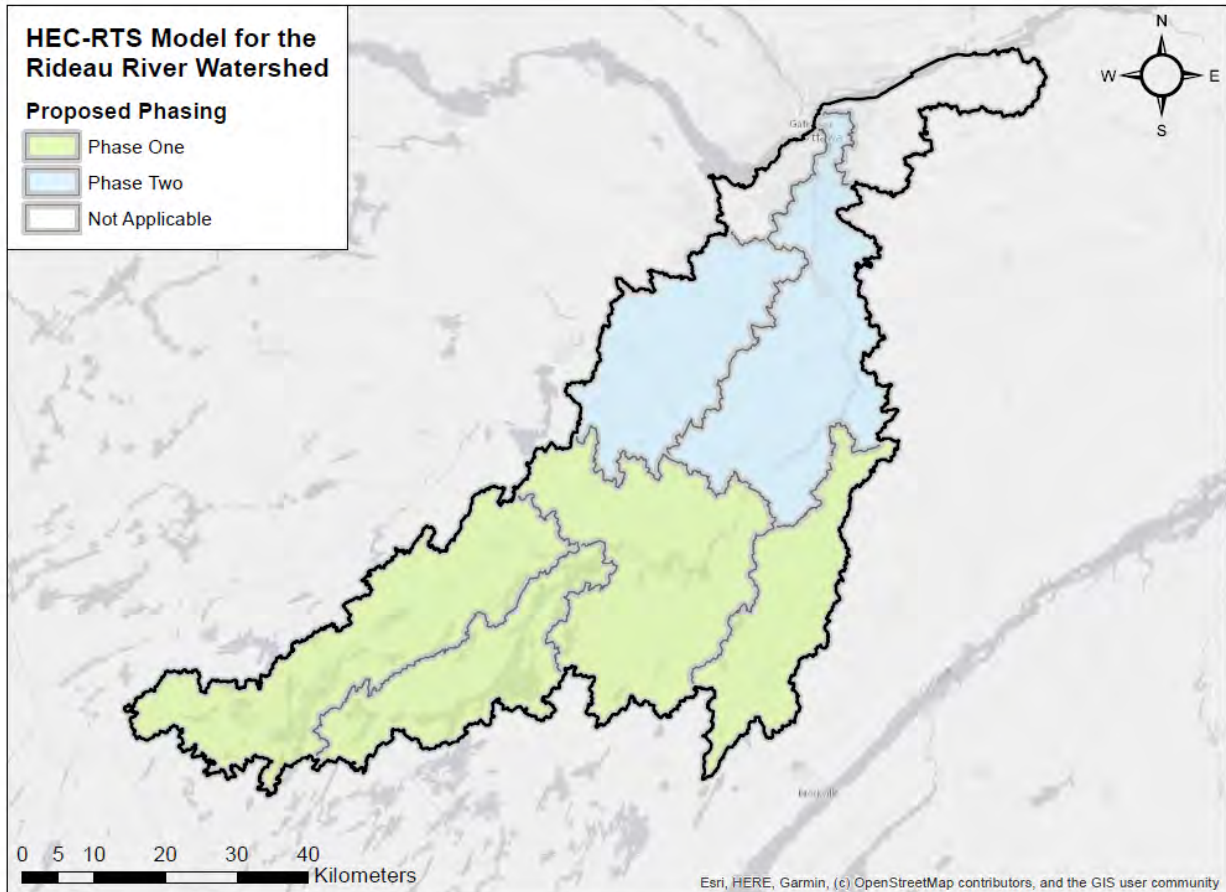
RVCA staff requested that IDO prepare a proposal and workplan to develop a HEC-HMS Model for the Rideau Watershed. Key details of the submitted proposal and workplan are provided below:

### Phased Approach

The new FFW model would be developed in two phases (see figure on next page):

- Phase One will produce a HEC-RTS model covering the following watersheds: Tay River, Rideau Lakes, Kemptville Creek, and Middle Rideau River. Within each phase, model development will include calibration and validation for both the hydrologic (HEC-HMS) and hydraulic (HEC-RAS) aspects of each subwatershed. Similarly, the hydrologic model will also have sensitivity and uncertainty analyses conducted on its input parameters. Testing and evaluation of HEC-RTS model performance will be conducted for calibration and validation events and the operational flood forecasting mode. This phase will run from March to December 2023 with a total cost of \$130,000 plus applicable taxes.
- Phase Two will complete the HEC-RTS development by including the following subwatersheds into the model: Jock River and Lower Rideau River. This phase will run from January to November 2024 with a total cost of \$119,200 plus applicable taxes.

Interim reports would be provided at key stages of development for both phase one and two and a new FFW model would be in operation for the 2025 spring freshet.



### Key Deliverables or Products

- 1) The primary product is a calibrated and validated FFW model for the Rideau River Watershed where model sensitivities and uncertainties are well understood and documented. IDO will provide a comprehensive webinar training course on the operational use and maintenance of the HEC-RTS model.
- 2) A secondary product is a flood frequency analysis of current and future climate and landcover conditions at each flood damage center and a report documenting their findings (specifically flood flows and water levels). This analysis will be conducted within the HEC-RTS model. The produced information will greatly improve our understanding of the potential impacts both climate change and development pressures pose on the watershed.

### Technology

The proposed FFW model will be developed using HEC-RTS (Real-Time Simulation). HEC-RTS is a comprehensive real-time model simulation framework that connects other HEC products into a cohesive system. Meteorological information will be accessed and processed with HEC-MetVue, generating hydrologic inputs across the whole watershed (not just at selected locations). Structure operations will be managed by HEC-ResSim, estimating dam settings based on rule curves while also allowing

manual control. HEC-RTS will transfer HEC-MetVue and HEC-ResSim outputs to HEC-HMS for hydrologic (i.e. runoff) modeling. The HEC-HMS outputs will be injected into HEC-RAS as inflows along with HEC-ResSim dam settings. This will allow for complex river dynamics to be appropriately reflected in the hydraulic modeling with the goal of producing realistic water level estimations. Through the HEC-RTS framework, IDO proposes the development of a comprehensive, dynamic, and representative flood forecasting and warning model for the Rideau River Watershed.

### **Input from Other Sources**

Other conservation authorities and City of Ottawa technical staff were consulted in the development of the project proposal as well as the identification of the consultant team.

### **Financial Considerations**

The City of Ottawa approached RVCA about funding this project to expedite its initiation and completion as it will improve RVCA's capabilities to provide advanced warning for all high-water events. This is of primary importance to the City as a highly urbanized municipality at the base of the watershed with several flood vulnerable areas along the Rideau River.

The City has committed to fund Phase One of the project at a cost of \$130,000 plus applicable taxes and will be seeking opportunities to fund Phase Two if possible. Should RVCA not be able to secure external funding from the City or elsewhere to cover Phase Two, it is proposed that the cost of \$119,200 plus applicable taxes would be covered by RVCA's Working Fund Reserve along with the 10% contingency if required.

### **Adherence to RVCA Policy**

Staff are recommending that this project be sole sourced to IDO as they are a unique consulting firm due to their highly specialized expertise with HEC-HMS model development, their experience developing FFW models for conservation authorities and their ability to develop a model at a reasonable cost by leveraging HEC-HMS tools they have already developed.

RVCA's purchasing policy states that:

Exemptions may be made where the current supplier of professional or technical services has been engaged and has prior knowledge of the project or services and it is determined to be in the best interest of the RVCA or project to retain the services of the same professional or technical consultant.

Given the consultant's specialized and unique experience and expertise in developing FFW models for other conservation authorities using the software that RVCA already employs in other areas of its business, it is in the best interest of the RVCA and the project that IDO be selected as the consultant.

### **Link to Strategic Plan**

This project supports Priority #7 under Strategic Direction #1 – *Protect, Restore and Enhance Watershed Health and Safeguard People and Property from Natural Hazards*:

- Enhance flood forecasting and warning capability in the upper watershed.



**11.0 2023 Budget Approval**  
**Report #: 05-230223**

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager  
Date: February 16, 2023

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**Recommendation 1:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves a 2023 general municipal levy of \$6,719,748; and**

**THAT this levy be apportioned to the participating municipalities according to the attached sheet entitled “2023 Proposed Municipal Levy Apportionment” (dated February 8, 2023).**

**Recommendation 2:**

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2023 Budget in the amount of \$11,836,363 (dated November 24, 2022); and**

**THAT the Board of Directors of the Rideau Valley Conservation Authority establishes special levies payable by the City of Ottawa as sole benefitting municipality as follows:**

- |              |   |
|--------------|---|
| 1. \$10,000  | Capital Reserve for Water Control Structures in Ottawa      |
| 2. \$21,500  | Capital Reserve for Britannia Village Flood Control Project |
| 3. \$40,000  | Operation of Water Control Structures in Ottawa             |
| 4. \$987,648 | Rideau River Ice Management in Ottawa                       |
| 5. \$158,696 | Aquatic Monitoring in Ottawa                                |

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**Purpose**

To seek approval of an operations and capital budget for the RVCA for the year 2023.

**Background**

RVCA’s annual budget process takes the following course:

1. September – Staff provide a summary of budget factors and seek input and budget direction from the Board



2. October – Staff present a preliminary draft budget for review and comment
3. November – Staff return with an updated draft budget based on Board input and further staff refinement. Staff request approval from the Board to circulate this draft budget to member municipalities for review and comment.
4. February – Staff present a proposed budget for Board approval where the Board takes into consideration any comments received from municipalities.

At their September 22, 2022 meeting, the Board received an overview of 2023 budget factors and pressures. The Board directed staff to prepare a preliminary draft budget for 2023 based on the following direction:

- A levy increase of 2% plus assessment growth which was estimated at 1.4%
- An increase in fees of approximately 2%
- A cost-of-living increase to salaries recommended by senior management

At their October 27, 2022 meeting, the Board received and discussed preliminary draft operations and capital budgets for the RVCA for 2023 which reflected the direction they provided in September and a proposed cost of living increase of 3%. Following a fulsome review, the Board directed staff to prepare alternate draft budget scenarios for 2023 for Board consideration in November that reflected the following factors:

- Update the municipal levy increase to reflect assessment growth of 1.5%
  - The draft budget presented in October included assessment growth of 1.4% as only an estimate was available at that time. It was then confirmed that 1.5% was the correct assessment growth figure for our watershed
- Show the impact on budget of a 2.5% levy increase plus growth
  - The draft budget presented in October included a levy increase of 2.0% plus growth, but this produced a tight budget due to inflation.
  - Preliminary budget direction from the City of Ottawa was to stay within a levy increase of 3.0% plus growth, it was also confirmed that SNC budgeted for an increase of 2.5% plus growth while MVCA was proposing an increase of 3.0% plus growth
- Show the impact on budget of a cost-of-living increase of less than 3% combined with a one-time flat rate amount.
  - The draft budget presented in October had a cost-of-living increase of 3.0%

At their November 24, 2022 meeting, the Board reviewed four alternative budget scenarios that reflected the direction they had provided in October. After fulsome discussion, the Board decided to proceed with a draft budget that incorporated the following factors:

- Municipal levy increase of 2.5% plus assessment growth of 1.5%
- Fee increases of approximately 2.0%
- Cost-of-living increase to salaries of 3.0%

The Board then directed staff to circulate RVCA's draft workplan and revised 2023 Draft Budget to member municipalities for review and comment.

It should be noted that the draft budget scenarios presented to the Board all required a one-time transfer from reserves to support operational costs. RVCA has been building its

reserves to be able to address unforeseen budget pressures like record high inflation and a transfer of \$64,752 would represent less than 0.5% of RVCA's budget. In 2023, staff will be restructuring RVCA's programs and budget, adopting a new funding model and undertaking a review of all fees to align with legislative changes that take effect in 2024 enabling a balanced budget in 2024.

## Analysis

On December 15, 2022, staff circulated RVCA's 2023 draft workplan and budget to member municipalities for review and comment and offered to present to municipal councils. Comments were requested by February 13, 2023, to-date no comments have been received. The attached budget and levy apportionment sheet being presented for approval is the same one circulated to municipalities except for two changes:

- The 2023 special levy for Rideau River Ice Management has been adjusted from \$974,669 to \$987,648. When the revised draft budget was completed in November, RVCA had not received the program invoice for 2022 and the special levy is based on the cost of the program for the prior 3 years. This change does not impact the municipal levy as the program is full cost recovery.
- The levy apportionment chart has also been revised to reflect the correct modified current value assessment for each municipality for 2022 and 2023. These modifications do not impact the dollar value of the levy allocated to any municipality or the overall amount of the municipal levy.

The attached proposed budget totals \$11,836,363 which can be broken down into operating costs of \$11,343,866 and capital costs of \$492,497 as follows:

## 2023 Draft Budget Overview

	2023 Budget	2022 Budget
Operating Costs		
Staffing Costs		
Salary	\$ 5,457,033	\$ 5,094,707
Payroll taxes and benefits	\$ 1,498,831	\$ 1,313,885
Subtotal of Staffing Costs	<u>\$ 6,955,864</u>	<u>\$ 6,408,592</u>
Non-Labour Operating Costs	\$ 3,360,354	\$ 3,145,400
Rideau River Ice Management	\$ 1,027,648	\$ 1,159,559
Total Operating Costs	<u>\$ 11,343,866</u>	<u>\$ 10,713,551</u>
Capital Costs		
Water Control Infrastructure TCA's	\$ -	\$ -
Other TCA's	\$ 259,586	\$ 245,086
Reserve Transfers (net)	\$ 30,207	\$ 473,207
Office Building Debenture Repayment	\$ 202,704	\$ 202,704
Total Capital Costs	<u>\$ 492,497</u>	<u>\$ 920,997</u>
<b>Total</b>	<b><u>\$ 11,836,363</u></b>	<b><u>\$ 11,634,548</u></b>

### **Staffing Highlights**

- The 2023 Draft Budget supports 76.24 full-time equivalent staff, which represents an increase of 2.94 full-time equivalent staff over the 2022 budget. Additional full-time equivalents of 1.24 will support Baxter and Foley Mountain Conservation Areas to deliver both Forest School and Outdoor Education programs to school groups simultaneously to meet demand. An additional 1.70 full-time equivalents are also included in the budget to be shared between Part VIII and Septic Reinspection programs to support the delivery of these septic services to an increased number of municipalities. These increased staffing levels are both covered by user fees and do not put added pressure on the municipal levy.
- Overall, payroll taxes (WSIB, EI, CPP, EHT) and contribution rates for Benefits remain largely unchanged from 2022.
- OMERS approved a change to the OMERS Pension Plan effective January 1, 2023 that allows all existing and newly hired non-full-time employees who are not currently members of the plan to join immediately. This will increase RVCA's payroll costs for those employees who opt into the plan and have been factored into the draft budget.
- RVCA uses the Ontario August to August Consumer Price Index as a basis for the cost-of-living adjustment. The Consumer Price Index was 7.6% in July. This level of inflation is usually high and is not expected to be the trend in the long term. After consulting with local conservation authorities and municipalities, the Board decided on a proposed cost-of-living increase of 3.0%. The 2023 Draft Budget also accommodates grid movement of 2% for any staff who are not at their full job rate yet (grid movement is contingent on a positive performance appraisal).

### **Program Highlights**

This section highlights and explains notable changes in program expenses and revenues compared to the 2022 budget.

#### ***Watershed Science and Engineering Services***

Overall, expenses for the *Watershed Science and Engineering Services* department are budgeted to decrease in 2023 by \$15,360. This is the net effect of increased costs in most programs that total \$150,800 that are mostly offset by a decrease of \$131,100 in the estimated costs for Rideau River Ice Management. The additional costs in *Watershed Science and Engineering Services* are funded by increases of \$79,000 in municipal levy as outlined below, provincial funding of \$31,400, other revenues of \$36,500, and a transfer from reserves of \$48,000.

- Increase of \$10,000 of municipal levy to *Program Management* to support a one-time reallocation in 2022 of 0.05 FTE back to the program from *Planning and Regulations*.
- Increase of \$31,400 of provincial revenue in *Drinking Water Source Protection* for a student intern shared with *Groundwater Monitoring* to support program delivery. This program is not funded by municipal levy.
- Increase of \$18,700 of municipal levy to *Surface Water Quality Monitoring* to support increases in expense for contractor and lab fees.

- Increase of \$7,800 in municipal levy to *Hydrometric Monitoring and Forecasting* required to support natural hazards work identified as a high priority in our strategic plan and is an expectation of the province.
- Increase of \$26,000 in municipal levy and a transfer from reserves of \$38,000 to *Flood Erosion and Drought Studies*. This increase is necessary to continue mapping natural hazard areas which is a strategic plan priority for RVCA as well as an expectation of the province.
- Increase of \$8,300 of municipal levy to *Groundwater Monitoring*, for the reallocation of FTE, and a student intern to support enhanced monitoring necessary to meet program and service expectations outlined in the updated *Conservation Authorities Act*.

### ***Planning Advisory & Regulatory Services***

The 2023 budgeted expenses for *Planning Advisory and Regulatory Services* are \$319,000 higher than 2022. The increase in costs will be funded through increased program revenues of \$229,526, a net increase in the allocation of municipal levy of \$89,000 and a transfer from reserves of \$11,400. Specifically, this is due to the following:

- Increase of \$68,000 of municipal levy to *Section 28 Authorities Act* due to the reallocation of staff FTEs among programs in both *Planning Advisory and Regulatory Services* and *Watershed Science and Engineering* to better reflect the level of capacity required in each program area based on prior year's workload. This reallocation resulted in an increase of 0.10 FTE allocated to this program and is helping support ongoing policy development and workflow changes to comply with provincial legislative and regulatory changes.
- There are small decreases in *Section 28 Conservation Authorities Act Program Development* and *Non-Site-Specific Plan Input* due to the movement of staff FTEs to support forecasted workload.
- There is an increase of \$158,000 in expenses for *Part VIII Building Code Act* and an associated increase in fee revenue due to staff reallocations equivalent to 0.50 FTE to support the trend of increased septic permit applications expected in 2023 due to the signing of agreements with additional municipalities due to the discontinuance of services by the local health unit. This increase is funded through program revenues.

### ***Stewardship Services***

Overall, the 2023 budget projects an increase in expenses in *Stewardship Services* of \$145,000 and can be summarized as follows:

- Increase of \$103,000 in *Private Land Forestry*. This increase in costs is offset by an increase in program revenues.
- Small increases to the expenses in all other programs in *Stewardship Services* account for the remaining overall increase which will be funded by municipal levy.

### ***Conservation Land Management Services***

The 2023 budget projects an increase in expenses in *Conservation Land Management Services* of \$134,000. This increase can be attributed to:

- An increase of \$61,000 in expenses to *Baxter Conservation Area* to be funded through an increased allocation of municipal levy of \$7,000 and an increase in program revenue of \$55,000. Program revenues in 2022 continued to be impacted by the pandemic, but staff are expecting a return to more normal levels in 2023.
- An increase of \$35,000 in expenses to *Foley Mountain Conservation Area* to be funded through an increased allocation of municipal levy of \$8,000 and an increase in program revenue of \$27,000. Like Baxter, program revenues in 2022 continued to be impacted by the pandemic, but staff are expecting a return to more normal levels in 2023.
- An increase of \$11,000 in expenses in *Other Developed Conservation Areas*. This increase will be funded through an additional allocation of levy to the program.
- Small increases to the expenses in all other programs in *Conservation Land Management Services* account for the remaining \$22,000 overall increase.

### **Corporate Services**

The 2023 budget projects an increase in expenses in Corporate Services of \$13,000. This is due to increases in some programs that are offset by increases in other programs areas. The following programs will attract additional levy allocation in 2023.

- An increase of \$6,500 in expenses in *Finance and Administration* due to an anticipated increase in the annual audit fee. This will be funded by an increased interest income.
- An increase of \$30,000 in expenses in *Watershed Information Management System* due in part to a reallocation of FTE to better reflect the use of staff time in this program. This will be funded by an increased allocation of municipal levy.

### **Capital Budget Highlights**

- The absence of Water Control Infrastructure Tangible Capital Assets (TCA's) represents the trend in these projects. In the past we would undertake the construction of infrastructure and then assume ownership of it. Projects now tend to be of a contract engineering nature, where we plan and supervise the construction on a fee-for-service basis. As such, these projects are not capital items.
- The 2023 Draft Capital Budget Schedule attached includes total capital needs of \$492,497. This can be further broken down into capital purchases of \$362,704 and transfers to reserves of \$129,793. Included in the capital budget is \$100,000 to complete the accessible washroom upgrade at Baxter Conservation Area at a cost of \$40,000 plus an additional \$60,000 to upgrade the septic system.
- Capital purchases of \$362,704 include the following:
 

○ Principle Repayment on Building	\$ 202,704
○ Baxter Washroom Accessibility Upgrade	\$ 100,000
○ Hydrometrics & Monitoring Equipment	\$ 30,000
○ Water Control Infrastructure	\$ 30,000
- Transfers to reserves of \$129,793 include:
 

○ Building Reserve	\$ 70,000
○ Water Control infrastructure	\$ 31,500
○ Hydrometric Equipment	\$ 12,500

○ Vehicles	\$ 6,793
○ Topographical Data	\$ 5,000
○ Drape	\$ 3,000
○ Flood Aerial Imaging	\$ 1,000

The 2023 Draft Capital Budget will be funded as follows:

- Municipal Levy \$ 300,997
- Special Levy \$ 31,500
- Transfers from reserves \$ 160,000
- The \$202,704 principal repayment on the office building included in the capital purchases represents the principal portion of the debenture repayment set out in the repayment schedule entered with the City of Ottawa which ends in 2030.

### **Municipal Levy Highlights**

- The Municipal Levy will increase to \$6,719,748 (4.0% increase from 2022)
- Included in the Board package is the 2023 Proposed Municipal Levy Apportionment summarizing the levy apportionment to member municipalities.
- Below is a chart depicting how the proposed levy increase compares to prior years.

Budget Year	Assessment Growth	Municipal Levy	Levy Increase	Levy / \$100,000 of Assessment*
2023	1.50%	\$ 6,719,748	4.0 %	\$ 5.86
2022	1.40 %	\$ 6,461,296	3.4 %	\$ 5.72
2021	1.50 %	\$ 6,248,836	3.5 %	\$ 5.60
2020	1.50 %	\$ 6,037,523	3.5 %	\$ 5.62
2019	1.30 %	\$ 5,833,355	3.3 %	\$ 5.62
2018	1.30 %	\$ 5,647,004	3.3 %	\$ 5.66
2017	1.30 %	\$ 5,466,606	3.3 %	\$ 5.50
2016	1.55 %	\$ 5,289,763	3.6 %	\$ 5.31
2015	1.28 %	\$ 5,118,419	3.2 %	\$ 5.22
2014	n/a	\$ 4,943,500	3.6 %	\$ 5.11
2013	2.07 %	\$ 4,770,000	3.9 %	\$ 6.17
2012	1.31 %	\$ 4,589,000	4.6 %	\$ 6.05
2011	2.27 %	\$ 4,387,000	4.7 %	\$ 5.86
2010	n/a	\$ 4,190,000	2.7 %	\$ 5.73
2009	1.63 %	\$ 4,081,000	5.6 %	\$ 6.74
2008		\$ 3,865,000	5.4 %	\$ 6.48

\* Based on Current Value Assessment (modified) provided by the Ministry of Natural Resources

### **Budget Direction**

Preliminary budget direction from the City of Ottawa was to stay within a 3.0% property tax increase for 2023. At RVCA's September Board meeting, budget direction to staff was to stay within a 2.0% property tax increase which is more in line with other municipalities in the watershed. The three Ottawa Conservation Authorities (RVCA, SNC and MVCA) therefore began their 2023 budget process with a target levy increase of 2% plus assessment growth which is 1.5%. At the November Board meeting, the Board directed

staff to revise the budget based on a levy increase of 2.5% plus assessment growth in light of inflationary budget pressure and updated information about increases being proposed by member municipalities and neighbouring conservation authorities.

Assessment is the value of a property for taxation purposes (calculated by MPAC) while assessment growth is how much new assessment there is in an area from the previous year (e.g., new construction). Assessment growth automatically adds to a municipality's tax revenue from one year to the next and Council can then decide whether to increase the tax rate on top of that.

### **Input From Other Sources**

A draft budget was circulated to all member municipalities for review and comment on December 15, 2022. Comments were requested by February 13, 2023 and staff offered to present to municipal councils during the consultation period. No comments or presentation requests were received.

### **Financial Considerations**

See analysis section

### **Legal Considerations**

RVCA's Draft Budget and municipal levies are in accordance with:

- *Conservation Authorities Act*, R.S.O. 1990, c. C.27
- O. Reg. 670/00: Conservation Authority Levies
- O. Reg. 139/96: Municipal Levies

In accordance with Section 14(4.0.1) of the *Conservation Authorities Act*, any Member appointed from the agricultural sector cannot vote on budgetary matters:

#### Limitation on voting

(4.0.1) The member of an authority appointed under subsection (4) shall not vote on, [...]

(d) a resolution relating to any budgetary matter that is presented at a meeting held under section 16. 2020, c. 36, Sched. 6, s. 2 (5)

### **Adherence to RVCA Policy**

A transfer from RVCA's *Working Fund Reserve* to balance the Draft Budget is in accordance with RVCA's Reserve Policy.

### **Link to Strategic Plan**

This budget supports the implementation of multiple key priorities in the Strategic Plan.

### **Attachments:**

- 2023 Draft Operations and Capital Budget (dated November 24, 2022)
- 2023 Draft Capital Budget Schedule (dated November 24, 2022)
- 2023 Draft Operations Budget Revenue Breakout (dated November 24, 2022)
- 2023 Draft Capital Budget Revenue Breakout (dated November 24, 2022)
- 2023 Draft Municipal Levy Apportionment (dated February 8, 2023)

<b>Rideau Valley Conservation Authority</b>			
<b>2023 Draft Budget (November 24, 2022)</b>			
	<b>Fiscal 2021 (Audited)</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>Operating Revenue</b>			
<b>Municipal operating levies</b>	<b>\$ 5,926,337</b>	<b>\$ 6,166,798</b>	<b>\$ 6,418,749</b>
<b>Special levies</b>	<b>\$ 1,204,533</b>	<b>\$ 1,318,255</b>	<b>\$ 1,186,344</b>
Rideau River Ice Management	\$ 1,005,837	\$ 1,119,559	\$ 974,669
Water Quality Monitoring	\$ 158,696	\$ 158,696	\$ 158,696
Britannia Water Control Structure - Capital			
Water Control Operations	\$ 40,000	\$ 40,000	\$ 40,000
Water Control Structures - Capital			
<b>Provincial funding</b>	<b>\$ 324,369</b>	<b>\$ 324,442</b>	<b>\$ 355,862</b>
MNRF Operating Grant	\$ 125,286	\$ 107,422	\$ 107,422
Drinking Water Source Protection	\$ 199,083	\$ 217,020	\$ 248,440
<b>Program Revenues</b>			
<b>Watershed Science and Engineering Services</b>	<b>\$ 280,704</b>	<b>\$ 94,700</b>	<b>\$ 131,292</b>
Watershed Report Cards	\$ -	\$ -	\$ -
Drinking Water Source Protection	\$ -	\$ -	\$ -
Surface Water Quality Monitoring	\$ 5,652	\$ -	\$ -
Hydrometric Monitoring and Forecasting	\$ 2,492	\$ 2,700	\$ 2,974
Flood Erosion and Drought Studies	\$ 163,635	\$ 54,000	\$ 92,048
Groundwater Monitoring	\$ -	\$ -	\$ 10,075
Aquatic and Terrestrial Habitat Monitoring	\$ 67,762	\$ 38,000	\$ 26,195
Water Control Infrastructure Operations	\$ 41,163	\$ -	\$ -
<b>Planning Advisory and Regulatory Services</b>	<b>\$ 1,527,702</b>	<b>\$ 1,399,677</b>	<b>\$ 1,629,203</b>
Site Specific Plan Review	\$ 435,155	\$ 360,811	\$ 400,000
S. 28 Conservation Authorities Act	\$ 308,546	\$ 296,306	\$ 311,401
Part IV Clean Water Act	\$ 5,274	\$ 44,880	\$ 47,003
Part VIII Building Code Act	\$ 733,700	\$ 627,774	\$ 785,324
Septic Re-Inspection Program	\$ 45,027	\$ 69,906	\$ 85,475
<b>Stewardship Services</b>	<b>\$ 832,524</b>	<b>\$ 946,643</b>	<b>\$ 1,070,817</b>
LRC - Storefront\General Stewardship	\$ -	\$ -	\$ -
LRC - Production Centre	\$ -	\$ -	\$ -
Private Land Forestry Assistance	\$ 630,629	\$ 617,345	\$ 720,000
Clean Water Program	\$ 52,643	\$ 206,000	\$ 206,000
Shoreline Stewardship Program	\$ 85,388	\$ 55,000	\$ 71,419
Beaver Management	\$ -	\$ -	\$ -
Ontario Rural Wastewater Centre	\$ 63,864	\$ 68,298	\$ 73,398
<b>Conservation Land Management Services</b>	<b>\$ 348,806</b>	<b>\$ 363,035</b>	<b>\$ 421,598</b>
Land Donations / Acquisitions	\$ -	\$ 15,000	\$ 15,000
Baxter Conservation Area	\$ 138,727	\$ 158,325	\$ 213,328
Foley Mountain Conservation Area	\$ 96,234	\$ 79,710	\$ 106,461
Other Developed Conservation Areas	\$ 55,645	\$ 70,000	\$ 32,000
Other Conservation Lands	\$ 26,200	\$ 8,000	\$ 22,809
Lease and Management Agreements	\$ 32,000	\$ 32,000	\$ 32,000
<b>Corporate Services</b>	<b>\$ 123,679</b>	<b>\$ 54,595</b>	<b>\$ 80,000</b>
Finance and Administration	\$ 91,210	\$ 54,595	\$ 65,000
Communications	\$ 24,334	\$ -	\$ 15,000
GIS	\$ 8,135	\$ -	\$ -
<b>Engineering Projects</b>	<b>\$ 78,808</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
Water Control Structures/Engineering	\$ 78,808	\$ 50,000	\$ 50,000
<b>TOTAL REVENUES - OPERATING</b>	<b>\$ 10,647,461</b>	<b>\$ 10,718,145</b>	<b>\$ 11,343,866</b>



	Fiscal 2021 (Audited)	2022 Budget	2023 Budget
<b>Expense</b>			
<b>Watershed Science and Engineering Services</b>	<b>\$ 3,020,870</b>	<b>\$ 3,381,717</b>	<b>\$ 3,397,076</b>
Program Management	\$ 97,361	\$ 64,568	\$ 74,994
Watershed Report Cards	\$ 161,252	\$ 165,160	\$ 164,469
Drinking Water Source Protection	\$ 199,083	\$ 217,020	\$ 248,440
Surface Water Quality Monitoring	\$ 391,142	\$ 447,112	\$ 465,780
Hydrometric Monitoring and Forecasting	\$ 282,741	\$ 286,787	\$ 294,907
Flood Erosion and Drought Studies	\$ 524,033	\$ 418,562	\$ 482,747
Groundwater Monitoring	\$ 61,747	\$ 156,461	\$ 174,897
Aquatic and Terrestrial Habitat Monitoring	\$ 143,292	\$ 380,387	\$ 380,607
Water Control Infrastructure Operations	\$ 1,043,597	\$ 1,245,659	\$ 1,110,236
Amortization	\$ 116,623	\$ -	\$ -
<b>Planning Advisory and Regulatory Services</b>	<b>\$ 2,393,699</b>	<b>\$ 2,553,378</b>	<b>\$ 2,872,527</b>
Program Management	\$ 121,425	\$ 138,997	\$ 143,037
Site Specific Plan Review	\$ 631,203	\$ 649,265	\$ 730,550
Non-Site Specific Plan Input	\$ 238,363	\$ 178,231	\$ 173,884
S. 28 Conservation Authorities Act	\$ 696,455	\$ 807,312	\$ 890,893
S. 28 Conservation Authorities Act - Program Dev.	\$ 45,252	\$ 37,013	\$ 16,360
Part IV Clean Water Act	\$ 4,504	\$ 44,880	\$ 47,003
Part VIII Building Code Act	\$ 600,325	\$ 627,774	\$ 785,324
Septic Re-Inspection Program	\$ 53,435	\$ 69,906	\$ 85,475
Amortization	\$ 2,736	\$ -	\$ -
<b>Stewardship Services</b>	<b>\$ 1,381,302</b>	<b>\$ 1,651,915</b>	<b>\$ 1,796,746</b>
Program Management	\$ 155,598	\$ 162,603	\$ 167,360
LRC - Storefront/General Stewardship	\$ -	\$ -	\$ -
LRC - Production Centre	\$ -	\$ -	\$ -
Private Land Forestry Assistance	\$ 646,282	\$ 739,158	\$ 841,660
Clean Water Program	\$ 296,497	\$ 458,145	\$ 466,718
Shoreline Stewardship Program	\$ 230,813	\$ 217,289	\$ 242,610
Beaver Management	\$ 2,873	\$ 6,421	\$ 5,000
Ontario Rural Wastewater Centre	\$ 46,572	\$ 68,298	\$ 73,398
Amortization	\$ 2,667	\$ -	\$ -
<b>Conservation Land Management Services</b>	<b>\$ 1,244,481</b>	<b>\$ 1,402,144</b>	<b>\$ 1,535,687</b>
Program Management	\$ 77,132	\$ 86,847	\$ 89,240
Land Donations / Acquisitions	\$ 7,973	\$ 15,000	\$ 15,000
Baxter Conservation Area	\$ 338,744	\$ 361,231	\$ 423,133
Foley Mountain Conservation Area	\$ 254,489	\$ 314,522	\$ 349,256
Other Developed Conservation Areas	\$ 282,351	\$ 340,037	\$ 350,868
Other Conservation Lands	\$ 203,304	\$ 252,508	\$ 276,190
Lease and Management Agreements	\$ 32,000	\$ 32,000	\$ 32,000
Amortization	\$ 48,489	\$ -	\$ -
<b>Corporate Services</b>	<b>\$ 1,465,019</b>	<b>\$ 1,675,004</b>	<b>\$ 1,687,844</b>
Management and Members	\$ 304,745	\$ 331,170	\$ 330,278
Finance and Administration	\$ 433,035	\$ 546,906	\$ 553,442
Communications	\$ 247,702	\$ 294,868	\$ 269,055
Foundation	\$ 95,457	\$ 98,598	\$ 101,618
GIS	\$ 226,309	\$ 245,690	\$ 275,681
Headquarter Lease and Management	\$ 157,771	\$ 157,771	\$ 157,771
<b>Internal Cost (Recoveries)</b>	<b>\$ 187,659</b>	<b>\$ 0</b>	<b>\$ 0</b>
Common Cost	\$ (3,323)	\$ -	\$ 0
Vehicles and Equipment	\$ (73,457)	\$ 0	\$ 0
Amortization	\$ 270,950	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Gain on Disposal	\$ (6,511)	\$ -	\$ -
<b>Engineering Projects</b>	<b>\$ 70,953</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
Water Control Structures/Engineering	\$ 70,953	\$ 50,000	\$ 50,000
<b>Non Pension Post Retirement Benefit Obligation</b>	<b>\$ 7,684</b>	<b>\$ 3,986</b>	<b>\$ 3,986</b>
Non pension post retirement benefit obligation	\$ 7,684	\$ 3,986	\$ 3,986
<b>TOTAL EXPENSES - OPERATING</b>	<b>\$ 9,771,667</b>	<b>\$ 10,718,144</b>	<b>\$ 11,343,866</b>
<b>ANNUAL SURPLUS/(DEFICIT) - OPERATING</b>	<b>\$ 875,794</b>	<b>\$ 0</b>	<b>\$ (0)</b>

<b>Capital Budget</b>			
<b>Municipal levies - Capital</b>	<b>\$ 322,497</b>	<b>\$ 294,497</b>	<b>\$ 300,997</b>
Headquarters Building - Capital (repayments)	\$ 202,704	\$ 202,704	\$ 202,704
Building Life Cycle Reserve Investment	\$ 70,000	\$ 70,000	\$ 70,000
Other Asset Management - Capital - see schedule	\$ 12,000	\$ -	\$ -
Transfers to Reserves	\$ 37,793	\$ 21,793	\$ 28,293
<b>Special levies - Capital</b>	<b>\$ 31,500</b>	<b>\$ 31,500</b>	<b>\$ 31,500</b>
Britannia Water Control Structure - Capital	\$ 21,500	\$ 21,500	\$ 21,500
Other Water Control Structures - Capital	\$ 10,000	\$ 10,000	\$ 10,000
<b>Province - Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Foundation - Capital</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Funded Capital Projects</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Transfers from Capital Reserves - see schedule</b>	<b>\$ -</b>	<b>\$ 495,000</b>	<b>\$ 60,000</b>
<b>TOTAL REVENUES - CAPITAL</b>	<b>\$ 353,997</b>	<b>\$ 920,997</b>	<b>\$ 492,497</b>
<b>Capital Expenses</b>	<b>\$ -</b>	<b>\$ 867,704</b>	<b>\$ 432,704</b>
Principle Repayment of Obligation under Capital Lease HQ	\$ -	\$ 202,704	\$ 202,704
Capital Projects/Purchases - see schedule	\$ -	\$ 595,000	\$ 160,000
Transfer to Building Life Cycle Reserve	\$ -	\$ 70,000	\$ 70,000
<b>Transfers to Reserves - see schedule</b>	<b>\$ -</b>	<b>\$ 53,293</b>	<b>\$ 59,793</b>
<b>TOTAL EXPENSES - CAPITAL</b>	<b>\$ -</b>	<b>\$ 920,997</b>	<b>\$ 492,497</b>
<b>ANNUAL SURPLUS/(DEFICIT) - CAPITAL</b>	<b>\$ 353,997</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>ANNUAL SURPLUS - OPERATING &amp; CAPITAL</b>	<b>\$ 1,229,791</b>	<b>\$ 0</b>	<b>\$ (0)</b>
<b>Accounting Reconciling Items</b>			
	<b>Fiscal 2021</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>TCA, Reserves, and Debenture Activity</b>			
Assets Capitalized as TCA	\$ (232,794)	\$ (45,000)	\$ (160,000)
Gain on Disposal of Tangible Capital Assets	\$ (6,933)	\$ -	\$ -
Amortization	\$ 441,889	\$ 420,190	\$ 448,400
Proceeds on Disposal of Tangible Capital Assets	\$ -	\$ -	\$ -
Repayment of obligation under capital lease	\$ (202,704)	\$ (255,568)	\$ (202,704)
Transfers from reserves	\$ 192,670	\$ 30,000	\$ 160,000
Transfers to reserves	\$ (1,423,636)	\$ (169,293)	\$ (129,793)
<b>Accounting Surplus/(Deficit)</b>	<b>\$ (1,717)</b>	<b>\$ (19,671)</b>	<b>\$ 115,903</b>

Rideau Valley Conservation Authority	REVENUE												EXPENSES	
Revenue Breakdown	Municipal Levy		Special Levy		Province		Foundation		Other Revenue		TOTAL REVENUE		TOTAL EXPENSES	
2023 Draft Capital Budget (dated November 24, 2022)	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget
<b>Watershed Science and Engineering Services</b>														
Program Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Watershed Report Cards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drinking Water Source Protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Quality Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hydrometric Monitoring and Forecasting	\$ 1,000	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 30,000	\$ 501,000	\$ 43,500	\$ 131,000	\$ 43,500
Flood Erosion and Drought Studies	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -
Groundwater Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatic and Terrestrial Habitat Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Control Infrastructure Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 7,000	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 30,000	\$ 507,000	\$ 43,500	\$ 137,000	\$ 43,500
<b>Planning Advisory and Regulatory Services</b>														
Program Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site Specific Plan Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Site Specific Plan Input	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S. 28 Conservation Authorities Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S. 28 Conservation Authorities Act - Program Dev.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Part IV Clean Water Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Part VIII Building Code Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic Re-Inspection Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Stewardship Services</b>														
Program Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LRC - Storefront/General Stewardship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Private Land Forestry Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clean Water Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shoreline Stewardship Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beaver Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ontario Rural Wastewater Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Conservation Land Management Services</b>														
Program Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Donations / Acquisitions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Baxter Conservation Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 100,000	\$ 110,000	\$ 100,000	\$ 110,000	\$ 100,000
Foley Mountain Conservation Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Developed Conservation Areas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,000	\$ -	\$ 265,000	\$ -	\$ 265,000	\$ -
Other Conservation Lands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease and Management Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ 100,000	\$ 375,000	\$ 100,000	\$ 375,000	\$ 100,000
<b>Corporate Services</b>														
Management and Members	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Finance and Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Foundation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ 148,000	\$ 8,000	\$ 8,000	\$ 8,000
Headquarter Lease and Management	\$ 272,704	\$ 272,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272,704	\$ 272,704	\$ 272,704	\$ 272,704
	\$ 280,704	\$ 280,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ 420,704	\$ 280,704	\$ 280,704	\$ 280,704

<b>Internal Cost (Recoveries)</b>															
Common Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -
Vehicles and Equipment	\$ 6,793	\$ 6,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 66,793	\$ 6,793	\$ 66,793	\$ 6,793
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -
Gain on Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -
	\$ 6,793	\$ 6,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 66,793	\$ 6,793	\$ 66,793	\$ 6,793
<b>Engineering Projects</b>															
Water Control Structures/Engineering	\$ -	\$ -	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
	\$ -	\$ -	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
<b>Non Pension Post Retirement Benefit Obligation</b>															
Non pension post retirement benefit obligation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CAPITAL SURPLUS/(DEFICIT)</b>	\$ 294,497	\$ 300,997	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,105,000	\$ 160,000	\$ 1,430,997	\$ 492,497	\$ 920,997	\$ 492,497

**Rideau Valley Conservation Authority**  
**2023 Draft Capital Budget Schedule**

**Total Capital Purchases**

Principle Repayment on Building	\$	202,704		
Baxter Washroom Accessibility Upgrade	\$	100,000		
Hydrometrics & Monitoring Equipment	\$	30,000		
Watershed Control Infrastructure	\$	30,000	\$	<b>362,704</b>

**Transfers to Reserves**

Building Reserve	\$	70,000		
Water Control Infrastructure	\$	31,500		
Hydrometric Equipment	\$	12,500		
Vehicles	\$	6,793		
Topographical Data	\$	5,000		
Drape	\$	3,000		
Flood Aerial Imaging	\$	1,000	\$	<b>129,793</b>

**Total Capital Needs**

**\$ 492,497**

**Funding Breakdown**

**Funded by 2023 Municipal Levy**

**\$ 300,997 \$ 300,997**

**Funded by Special Levy**

Water Control Infrastructure	\$	31,500	\$	<b>31,500</b>
------------------------------	----	--------	----	---------------

**Funded by External Sources**

**\$ -**

**Funded by Transfers from Reserves**

Baxter Washroom Accessibility Upgrade	\$	100,000		
Hydrometrics & Monitoring Equipment	\$	30,000		
Water Control Infrastructure	\$	30,000		<b>160,000</b>

**Total Funding**

**\$ 492,497**

**Net Transfers to/(from) Capital Reserves**

**\$ (30,207)**

Rideau Valley Conservation Authority	REVENUE												EXPENSES	
Revenue Breakdown	Municipal Levy		Special Levy		Province		Foundation		Other Revenue		TOTAL REVENUE		TOTAL EXPENSES	
2023 Draft Operating Budget (dated November 24, 2022)	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget	2022 Budget	2023 Budget
<b>Watershed Science and Engineering Services</b>														
Program Management	\$ 56,068	\$ 66,494	\$ -	\$ -	\$ 8,500	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ 64,568	\$ 74,994	\$ 64,568	\$ 74,994
Watershed Report Cards	\$ 165,160	\$ 164,468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,160	\$ 164,468	\$ 165,160	\$ 164,468
Drinking Water Source Protection	\$ -	\$ -	\$ -	\$ -	\$ 217,020	\$ 248,440	\$ -	\$ -	\$ -	\$ -	\$ 217,020	\$ 248,440	\$ 217,020	\$ 248,440
Surface Water Quality Monitoring	\$ 288,415	\$ 307,084	\$ 158,696	\$ 158,696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 447,111	\$ 465,780	\$ 447,112	\$ 465,780
Hydrometric Monitoring and Forecasting	\$ 274,087	\$ 281,932	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 2,974	\$ 286,787	\$ 294,906	\$ 286,787	\$ 294,907
Flood Erosion and Drought Studies	\$ 350,640	\$ 376,776	\$ -	\$ -	\$ 13,922	\$ 13,922	\$ -	\$ -	\$ -	\$ 54,000	\$ 92,048	\$ 418,562	\$ 482,747	\$ 418,562
Groundwater Monitoring	\$ 156,461	\$ 164,823	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,075	\$ 156,461	\$ 174,897	\$ 156,461	\$ 174,897
Aquatic and Terrestrial Habitat Monitoring	\$ 342,387	\$ 354,411	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,000	\$ 26,195	\$ 380,387	\$ 380,606	\$ 380,387
Water Control Infrastructure Operations	\$ 22,100	\$ 18,588	\$ 1,159,559	\$ 1,027,648	\$ 64,000	\$ 64,000	\$ -	\$ -	\$ -	\$ -	\$ 1,245,659	\$ 1,110,236	\$ 1,245,659	\$ 1,110,236
	\$ 1,655,318	\$ 1,734,578	\$ 1,318,255	\$ 1,186,344	\$ 313,442	\$ 344,862	\$ -	\$ -	\$ 94,700	\$ 131,292	\$ 3,381,715	\$ 3,397,076	\$ 3,381,717	\$ 3,397,076
<b>Planning Advisory and Regulatory Services</b>														
Program Management	\$ 138,997	\$ 143,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,997	\$ 143,037	\$ 138,997	\$ 143,037
Site Specific Plan Review	\$ 288,454	\$ 330,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,811	\$ 400,000	\$ 649,265	\$ 730,550	\$ 649,265	\$ 730,550
Non-Site Specific Plan Input	\$ 167,231	\$ 162,884	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 178,231	\$ 173,884	\$ 178,231	\$ 173,884
S. 28 Conservation Authorities Act	\$ 511,006	\$ 579,492	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296,306	\$ 311,401	\$ 807,312	\$ 890,893	\$ 807,312	\$ 890,893
S. 28 Conservation Authorities Act - Program Dev.	\$ 37,013	\$ 16,361	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,013	\$ 16,361	\$ 37,013	\$ 16,360
Part IV Clean Water Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,880	\$ 47,003	\$ 44,880	\$ 47,003	\$ 44,880	\$ 47,003
Part VIII Building Code Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 627,774	\$ 785,324	\$ 627,774	\$ 785,324	\$ 627,774	\$ 785,324
Septic Re-Inspection Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,906	\$ 85,475	\$ 69,906	\$ 85,475	\$ 69,906	\$ 85,475
	\$ 1,142,701	\$ 1,232,324	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ 1,399,677	\$ 1,629,203	\$ 2,553,378	\$ 2,872,527	\$ 2,553,378	\$ 2,872,527
<b>Stewardship Services</b>														
Program Management	\$ 162,603	\$ 167,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,603	\$ 167,360	\$ 162,603	\$ 167,360
LRC - Storefront/General Stewardship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Private Land Forestry Assistance	\$ 121,813	\$ 121,660	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ 497,345	\$ 600,000	\$ 739,158	\$ 841,660	\$ 739,158	\$ 841,660
Clean Water Program	\$ 252,145	\$ 260,718	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,000	\$ 206,000	\$ 458,145	\$ 466,718	\$ 458,145	\$ 466,718
Shoreline Stewardship Program	\$ 162,289	\$ 171,191	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 30,000	\$ 46,419	\$ 217,289	\$ 242,610	\$ 217,289	\$ 242,610
Beaver Management	\$ 6,421	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,421	\$ 5,000	\$ 6,421	\$ 5,000
Ontario Rural Wastewater Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,298	\$ 73,398	\$ 68,298	\$ 73,398	\$ 68,298	\$ 73,398
	\$ 705,271	\$ 725,928	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ 145,000	\$ 801,643	\$ 925,817	\$ 1,651,914	\$ 1,796,745	\$ 1,651,915	\$ 1,796,746
<b>Conservation Land Management Services</b>														
Program Management	\$ 86,847	\$ 89,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,847	\$ 89,240	\$ 86,847	\$ 89,240
Land Donations / Acquisitions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Baxter Conservation Area	\$ 202,906	\$ 209,804	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 153,325	\$ 208,328	\$ 361,231	\$ 423,132	\$ 361,231	\$ 423,133
Foley Mountain Conservation Area	\$ 234,812	\$ 242,795	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 73,710	\$ 100,461	\$ 314,522	\$ 349,256	\$ 314,522	\$ 349,256
Other Developed Conservation Areas	\$ 270,037	\$ 318,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 32,000	\$ 340,037	\$ 350,868	\$ 340,037	\$ 350,868
Other Conservation Lands	\$ 244,508	\$ 253,381	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 14,809	\$ 252,508	\$ 276,190	\$ 252,508	\$ 276,190
Lease and Management Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
	\$ 1,039,110	\$ 1,114,089	\$ -	\$ -	\$ -	\$ -	\$ 34,000	\$ 34,000	\$ 329,035	\$ 387,598	\$ 1,402,145	\$ 1,535,687	\$ 1,402,144	\$ 1,535,687
<b>Corporate Services</b>														
Management and Members	\$ 331,170	\$ 330,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 331,170	\$ 330,278	\$ 331,170	\$ 330,278
Finance and Administration	\$ 492,315	\$ 488,443	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,595	\$ 65,000	\$ 546,910	\$ 553,443	\$ 546,906	\$ 553,442
Communications	\$ 294,868	\$ 254,055	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 294,868	\$ 269,055	\$ 294,868	\$ 269,055
Foundation	\$ 98,598	\$ 101,618	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,598	\$ 101,618	\$ 98,598	\$ 101,618
GIS	\$ 245,690	\$ 275,681	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,690	\$ 275,681	\$ 245,690	\$ 275,681
Headquarter Lease and Management	\$ 157,771	\$ 157,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157,771	\$ 157,771	\$ 157,771	\$ 157,771
	\$ 1,620,412	\$ 1,607,845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,595	\$ 80,000	\$ 1,675,007	\$ 1,687,845	\$ 1,675,004	\$ 1,687,844

<b>Internal Cost (Recoveries)</b>															
Common Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Vehicles and Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Gain on Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
<b>Engineering Projects</b>															
Water Control Structures/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	50,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	50,000
<b>Non Pension Post Retirement Benefit Obligation</b>															
Non pension post retirement benefit obligation	\$ 3,986	\$ 3,986	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,986	\$ 3,986	\$ 3,986	\$ 3,986	3,986
	\$ 3,986	\$ 3,986	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,986	\$ 3,986	\$ 3,986	\$ 3,986	3,986
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ 6,166,798	\$ 6,418,749	\$ 1,318,255	\$ 1,186,344	\$ 324,442	\$ 355,862	\$ 179,000	\$ 179,000	\$ 2,729,650	\$ 3,203,910	\$ 10,718,145	\$ 11,343,866	\$ 10,718,144	\$ 11,343,866	

# Rideau Valley Conservation Authority - 2023 Proposed Municipal Levy Apportionment

RVCA Member Municipality	Percentage in Watershed	Population	Population in Watershed	Current Value Assessment (modified) in Watershed			Levy Portion Based on CVA (modified)			Municipal Levy		
				For 2022	For 2023	Difference	For 2022	For 2023	Difference	For 2022	For 2023	Difference
Athens*	4	2,397	96	\$ 13,222,636	\$ 13,249,531	\$ 26,895.00	0.0117	0.0116	-0.0002	\$ 1,800.00	\$ 1,900.00	\$100.00
North Dundas*	1	9,122	91	\$ 17,551,439	\$ 17,886,367	\$ 334,928.00	0.0155	0.0156	0.0000	\$ 1,800.00	\$ 1,900.00	\$100.00
Clarence-Rockland	3	21,571	647	\$ 100,262,780	\$ 102,500,096	\$ 2,237,316.00	0.0888	0.0894	0.0006	\$ 5,733.61	\$ 6,005.58	\$271.97
Westport	100	509	509	\$ 119,285,300	\$ 120,611,425	\$ 1,326,125.00	0.1056	0.1052	-0.0004	\$ 6,821.42	\$ 7,066.74	\$245.32
Augusta	19	6,110	1,161	\$ 164,304,292	\$ 165,056,598	\$ 752,306.00	0.1455	0.1440	-0.0015	\$ 9,395.87	\$ 9,670.82	\$274.95
Central Frontenac	22	3,729	820	\$ 216,393,797	\$ 217,970,547	\$ 1,576,750.00	0.1916	0.1901	-0.0015	\$ 12,374.65	\$ 12,771.10	\$396.45
Merrickville-Wolford	100	2,528	2,528	\$ 418,440,239	\$ 426,082,854	\$ 7,642,615.00	0.3704	0.3716	0.0012	\$ 23,928.83	\$ 24,964.59	\$1,035.76
Montague	100	3,011	3,011	\$ 430,361,629	\$ 438,443,929	\$ 8,082,300.00	0.3810	0.3824	0.0014	\$ 24,610.57	\$ 25,688.84	\$1,078.27
South Frontenac	13	15,231	1,980	\$ 452,736,490	\$ 457,407,604	\$ 4,671,114.00	0.4008	0.3989	-0.0019	\$ 25,890.09	\$ 26,799.94	\$909.85
Elizabethtown - Kitley	61	7,694	4,693	\$ 723,399,938	\$ 728,393,304	\$ 4,993,366.00	0.6404	0.6353	-0.0051	\$ 41,368.19	\$ 42,677.24	\$1,309.05
Beckwith	64	7,066	4,522	\$ 847,980,357	\$ 877,636,866	\$ 29,656,509.00	0.7507	0.7655	0.0147	\$ 48,492.42	\$ 51,421.56	\$2,929.14
Drummond/North Elmsley	70	6,486	4,540	\$ 820,843,880	\$ 828,598,881	\$ 7,755,001.00	0.7267	0.7227	-0.0040	\$ 46,940.60	\$ 48,548.38	\$1,607.78
Tay Valley	65	4,827	3,138	\$ 851,523,719	\$ 850,744,426	\$ (779,293.00)	0.7539	0.7420	-0.0119	\$ 48,695.05	\$ 49,845.91	\$1,150.86
Smiths Falls	100	6,211	6,211	\$ 933,515,691	\$ 1,052,314,561	\$ 118,798,870.00	0.8264	0.9178	0.0914	\$ 53,383.83	\$ 61,656.09	\$8,272.26
Perth	100	4,492	4,492	\$ 968,031,898	\$ 988,665,408	\$ 20,633,510.00	0.8570	0.8623	0.0053	\$ 55,357.66	\$ 57,926.83	\$2,569.17
Rideau Lakes	51	8,699	4,436	\$ 1,242,170,109	\$ 1,249,295,835	\$ 7,125,726.00	1.0997	1.0896	-0.0101	\$ 71,034.47	\$ 73,197.41	\$2,162.94
North Grenville	67	14,185	9,504	\$ 1,903,251,589	\$ 1,943,393,319	\$ 40,141,730.00	1.6850	1.6950	0.0100	\$ 108,838.94	\$ 113,865.23	\$5,026.29
Ottawa	46	792,200	364,412	\$ 102,732,350,105	\$ 104,177,240,245	\$ 1,444,890,140.00	90.9493	90.8611	-0.0882	\$ 5,874,830.06	\$6,103,841.84	\$229,011.78
<b>TOTALS:</b>		<b>916,068</b>	<b>416,792</b>	<b>\$112,955,625,888</b>	<b>\$ 114,655,491,796</b>	<b>\$ 1,699,865,908.00</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>6,461,296</b>	<b>\$ 6,719,748</b>	<b>\$ 258,452</b>
											<b>Levy Increase</b>	<b>4.0%</b>

\*Athens and North Dundas are charged our minimum levy amount which is \$1,900 for 2023.





## 12.0 Administrative By-Law Amendments Report #: 06-230223

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager  
Date: February 16, 2023

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachment – 36 pages

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### Recommendation:

**THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached amended Administrative By-Law including appendices.**

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### Purpose

To amend RVCA's Administrative By-Law to comply with legislative changes and reflect proposed changes to RVCA's administrative practices and procedures.

### Background

In 2017, the *Conservation Authorities Act* was amended to include Section 19 (1) which provided direction for conservation authorities to make by-laws for its administration. Conservation Ontario led the creation of a template By-law that complied with the Act and in September 2018, the RVCA adopted a new Administrative By-Law which was a modified version of the Conservation Ontario template.

### Analysis

The RVCA has updated its Administrative Bylaw three times since 2018 to reflect evolving administrative practices and procedures.

In 2022, Conservation Ontario led an initiative to update their template By-law to reflect:

- Changes to the *Ontario Not-For-Profit Corporations Act*;
- Agricultural representatives being appointed by the Minister;
- Ontario Regulation 400/22 *Information Requirements*; and
- Other recommended amendments resulting from legal review and Bill 23

Attached is an amended version of RVCA's Administrative By-law (additions shown in red, deletions shown in yellow) that reflects the changes recommended by Conservation Ontario as well as a few amendments to reflect proposed changes in RVCA's administrative practices and procedures including:

- Delegation requests
- Electronic Meetings and Participation

**Input From Other Sources**

Conservation Ontario worked with the following group to update their Administrative By-law template: Eric McGill (SNC), Karen Armstrong (GRCA), Lisa Burnside (HRCA), Lise Gagnon (NPCA), Quentin Hanchard (CVC) and Michael Tolensky (TRCA).

**Financial Considerations**

N/A

**Legal Considerations**

The attached amended Administrative By-law reflects Section 19.1 of the *Conservation Authorities Act*. Conservation Ontario also obtained a legal review of their amended By-law template before circulating it to conservation authorities.

**Adherence to RVCA Policy**

This review and amendment of RVCA's Administrative By-law satisfies Section B.20 of the current By-law which states:

*By-law Review*

*In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law.*

*The General Membership shall review the by-laws every four years to ensure best management practices in governance are being followed to comply with Section 19.1 of the Act.*

**Link to Strategic Plan**

This project supports Priority #9 under Strategic Direction #4:

- Create a Code of Conduct and update governance policies for the Board to align with best practices.

**Attachment**

- Revised Administrative By-Law (February 16, 2023)



# **~~Rideau Valley Conservation Authority~~**

## **~~By-law No. 1~~**

### **Administrative By-Law**

**February 23, 2023**

Adopted:	September 27, 2018
Revised:	April 25, 2019
Revised:	April 23, 2020
Revised:	September 24, 2020

Revision Number	Approval Date	Details
1	September 27, 2018	Resolution 3-180927 Minutes 07-18
2	April 25, 2019	Resolution 4-190425 Minutes 03-19
3	April 23, 2020	Resolution 1-200423 Minutes 01-20
4	September 24, 2020	Resolution 5-200924 Minutes 6-20
5	February 23, 2023	Resolution xx-230223 Minutes 1-23

# Rideau Valley Conservation Authority Administrative By-Law

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## Introduction

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

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario.

The Authority is comprised of its Members of the Authority are appointed as representatives by the following Participating Municipalities and are effectively directors also of the Authority. An additional member may also be appointed by the Minister as a representative of the agricultural sector.

- Township of Athens
- Augusta Township
- Township of Beckwith
- Township of Central Frontenac
- City of Clarence-Rockland
- Township of Drummond/North Elmsley
- Township of Elizabethtown-Kitley
- Village of Merrickville-Wolford
- Township of Montague
- City of Ottawa
- Township of North Dundas
- Municipality of North Grenville
- Town of Perth
- Township of Rideau Lakes
- Town of Smiths Falls
- Township of South Frontenac
- Tay Valley Township
- Village of Westport

### Vision

The RVCA's vision is a thriving watershed with clean abundant water, natural shorelines, rich forests and wetlands, diverse habitat and sustainable land use that is valued and protected by all.

### Mission

The RVCA's mission is to understand, manage, restore and enhance the Rideau watershed through science, stewardship, education, policy and leadership.

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

### **Powers of authorities**

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

(a) to **research**, study and investigate the watershed and to **support the development and implementation of** **determine** programs and services intended to further the purposes of this Act **whereby the natural resources of the watershed may be conserved, restored, developed and managed;**

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

(c) to acquire by purchase, lease or otherwise **and to expropriate** any land that it may require, and, subject to subsections (2) **and (4)**, to sell, lease or otherwise dispose of land so acquired;

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

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

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

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

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

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

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



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

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

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

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

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

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

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

~~(p) to cause research to be done;~~ **REPEALED**

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

## A. Definitions

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

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

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

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

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

**“General Membership”** means all of the Members, collectively **and effectively acting as directors as specified in the *Ontario Not-For-Profit Corporations Act* (ONCA).**

**“Levy”** means the amount of costs apportioned to Participating Municipalities in accordance with the Act and Regulations under the Act.

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

**“Members”** shall mean the Members appointed to the Authority by the Participating Municipalities in the Authority’s area of jurisdiction **and effectively act as directors as specified in the *Ontario Not-For-Profit Corporations Act* (ONCA).**

**“Minister”** means the Minister as defined in the Act

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

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

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

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

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

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

**“Vice-Chair”** means the Vice-Chairperson as elected by the Members of the Authority.

**“Weighted Majority”** means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

## B. Governance

### 1. Members

#### a) *Appointments*

Participating Municipalities within the jurisdiction of the Rideau Valley Conservation Authority may appoint Members in accordance with Section 14 of the Act. **Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council or apply to the Minister for permission to appoint less than this percent.**

**Appointed Members must reside in a Participating Municipality in which the Authority has jurisdiction and may include citizens as well as elected members of municipal councils. An additional agricultural sector representative may be appointed to the Authority by the Minister.**

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

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

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

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

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

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a General Manager and/or Secretary-Treasurer;
- iii. Terminating the services of the General Manager and/or Secretary-Treasurer.
- iv. Approving, establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.
- vi. Appointing an Executive Committee and delegating to the Committee any of its powers except:
  - i. The termination of the services of the General Manager and/or Secretary-Treasurer,
  - ii. The power to raise money, and

- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed **expropriation acquisition** of land or disposition of land, subject to the requirements under the Act;
- xiv. Delegating to the General Manager and other staff by resolution, the issuance of permits as may be required under any regulations made under Section 28 of the Act.
- xv. Delegating to the Executive Committee the holding of hearings as may be required under **any regulations made under** Section 28 of the Act **and advising every applicant of their right to appeal the decision.**

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

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

**Every member and officer in exercising his or her powers and discharging his or her duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.**

**All Members have the responsibility to be guided by and adhere to the Member Code of Conduct (Appendix 1) and Member Conflict of Interest Policy (Appendix 2), as adopted by the Authority. Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.**

Members are responsible for:

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

#### **e) Applicable Legislation**

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

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act; and*
- *Not-for-Profit Corporations Act*

If any part of ~~the~~ **this** by-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails. **The same applies to conflicts between this by-law and the *Not-for-Profit Corporations Act* except where dictated by the *Conservation Authorities Act* in which case the Act prevails.**

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

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

The General Membership will ensure that a process exists for regular performance appraisals of the General Manager/Secretary-Treasurer.

## **2. Officers**

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

### **Chair**

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

### **Vice-Chair**

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

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

Responsibilities of the General Manager/Secretary-Treasurer as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- ~~Fulfills the requirements of the Secretary-Treasurer as defined in the Act;~~
- Attends all meetings of the General Membership, **Executive Committee and Audit Committee** or designates an ~~alternate acting General Manager~~ if not available;
- Attends meetings of advisory boards and other committees as required;
- Works in close collaboration with the Chair and Vice-Chair and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and Implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;

- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- **Fulfills the requirements of the Secretary-Treasurer as defined in the Act;**
- Is the custodian of the Corporate Seal;
- Serves as a signing officer for the Authority.

### 3. Absence of Chair and Vice-Chair

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

### 4. Maximum Term for Chair and Vice-Chair

~~The term for Chair and Vice-Chair shall be limited to five consecutive years. A Member shall not be eligible for re-election to Authority Chair or Vice-Chair for a period of one year following completion of the maximum term.~~

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

### 5. Election of Chair and Vice-Chair

The election of the Chair and Vice-Chair shall be held at **or prior to the Annual meeting the first meeting** of the General Membership each year in accordance with the Authority's Procedures for Election of Officers (Appendix 3). **Successors to the positions of Chair and Vice-Chair shall be a Member from a different participating municipality from the incumbent. Upon application by an Authority or a participating municipality, the Minister may grant permission for a member who was appointed to the Authority by the same participating municipality that appointed the outgoing Chair or Vice-Chair to serve as Chair or Vice-Chair.**

### 6. Representatives to Conservation Ontario Council

~~The Authority shall appoint up to three Representatives to Conservation Ontario Council at the Annual meeting of the General Membership. Appointment of Voting Delegate and Alternate(s) to Conservation Ontario Council shall be made by the Chair, subject to approval by the General Membership.~~

**The Authority Conservation authorities may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually. Appointment of Voting Delegate and Alternate(s) to Council shall be made by the Chair at the Annual meeting of the General Membership, subject to approval by the General Membership.**

### 7. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual Meeting in accordance with Section 38 of the Act.

## 8. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker as required.

## 9. Appointment of Solicitor

The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel for the coming year at the Annual Meeting.

## ~~10. Appointment of Officers to Enforce Section 28 and 29 of the Act~~

~~The General Membership shall appoint staff as officers to enforce any regulations made under Section 28 or 29 of the Act. Such appointments will be made as required.~~

## 11. Financial Statements and Report of the Auditor

The Authority's accounts and transactions will be audited annually by a person licensed under the *Public Accounting Act, 2004* and shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor by ~~March~~ May 31 of each year for the previous year.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public on the Authority's website within sixty (60) days of receiving the Auditor's Report..

## 12. Borrowing Resolution

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

## 13. Levy Notice

The levy due to the Authority from Participating Municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

## 14. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority as specified by the The General Membership ~~shall appoint signing officers~~ for the coming year at the Annual Meeting.

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

## 15. Executive Committee

The Authority shall appoint an Executive Committee at the Annual meeting of the General Membership each year in accordance with Section 19 of the Act and Section 1(c)(vi) of this by-law.

Resolutions and policies governing the operation of the Authority shall be observed in all Executive Committee meetings.

Terms of Reference for the Executive Committee are attached in Appendix 4-A.



## 16. Advisory Boards and Other Committees

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

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

Terms of Reference for current Advisory Boards and committees include:

- Audit Committee (Appendix 4-B).

Appointment of members to Advisory Boards and committees shall be made by the Chair, subject to approval by the General Membership.

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

Each Advisory Board or committee shall report to the General Membership, presenting any recommendations made by the Advisory Board or committee.

## 17. Remuneration of Members

~~The Authority shall establish a~~ A per-diem rate of \$70 from time to time to shall be paid to Members for attendance at General Meetings, Executive Committee meetings and Advisory Board or other Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. In addition, an honorarium of \$2,000 per year shall be paid to may be approved by the Authority for the Chair as compensation for their additional responsibilities. A single per diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

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

Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.

## 18. Records Retention

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

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;



- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

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

## 19. Records Available to Public

Records of the Authority shall be made available to the public as required pursuant to ; subject to requirements of Ontario Regulation 400/22 Information Requirements and the Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA).

## 20. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws every four years to ensure best management practices in governance are being followed to comply with Section 19.1 of the Act.

## 21. By-law Available to Public

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

## 22. Enforcement of By-laws and Policies

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

- i. An investigation will be conducted regarding the alleged breach;
- ii. An opportunity will be provided to the affected Member to respond to the allegation;
- iii. The findings of the investigation and the affected Member's response will be communicated to the General Membership in a closed meeting;
- iv. The appointing municipality or the appointing Minister shall be notified of the outcome of the investigation

## 23. Indemnification of Members, Officers and Employees

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

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

## C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in committee and Advisory Board meetings, as far as they are applicable, and the words committee or Advisory Board may be substituted for the word Authority as applicable. *When the Executive Committee is sitting as a Hearing Board, hearings will meet the requirements of the Statutory Powers and Procedures Act, the details of which are specified in the Rideau Valley Conservation Authority's Hearing Procedures.*

### 1. Rules of Procedure

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

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

### 2. Notice of Meeting

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

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

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer 14 days in advance of the meeting where it is to be dealt with, if it is to be included in the published agenda, or two days if it is to be introduced at the meeting.

The Chair may, ~~at his/her pleasure,~~ call a special meeting of the Authority as necessary on three calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any Member, with 50% support of the other Members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the Secretary-Treasurer may, by notice in writing or email delivered to the Members so as to be received by them at least 24 hours before the hour appointed for the meeting, postpone or cancel any meeting until the next regularly scheduled meeting date.

The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the Members from attending a meeting, postpone that meeting by advising as many Members as can be reached *or, if warranted, hold the meeting electronically provided quorum and public attendance can be met.* Postponement shall not be for any longer than the next regularly scheduled meeting date.

### 3. Meetings Open to Public

All meetings of the General Membership and its committees shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda *or arises during a meeting requiring that it be closed to the public at the time that the matter is raised at a*

meeting, and the subject matter meets the criteria for a closed meeting as defined in this by-law.

#### 4. Agenda for Meetings

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

- Agenda Review
- Adoption of Agenda
- Declaration of Interest
- Approval of Minutes of Previous Meeting
- Business Arising from Minutes
- Staff Reports / Activity Reports
- Meetings: Past and Upcoming
- Member Inquiries
- New Business
- Closed Session
- Adjournment

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

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

#### 5. Quorum

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

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

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are

not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

## **6. Order of Business**

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

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

## **7. Debate**

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

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than five minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

## **8. Matters of Precedence**

The following matters shall have precedence over the usual order of business:

- a) A point of order;
- b) Matter of privilege;
- c) A matter of clarification;
- d) A motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) A motion that the question be put to a vote;
- f) A motion to adjourn.

## **9. Members' Attendance**

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

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

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

## **10. Electronic Meetings and Participation**

Electronic meetings are permitted and the Meeting Procedures identified in this by-law apply.

A Member can participate electronically in a meeting that is open or closed to the public and may be counted in determining quorum. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to attend the meeting electronically and be able to observe all that Members can hear and see at the meeting

During any circumstance that may prevent some or all of the General Membership from meeting in person, Members may participate in a meeting electronically when it is deemed appropriate by the Authority to do so.

A Member participating electronically shall have the ability to:

- Register a vote;
- Be counted towards determining quorum; and
- Participate in meetings closed to the public.

When participating electronically, Members shall participate by telephonic or other electronic means that permits all participants to communicate adequately with each other during the meeting.

When meeting electronically, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any circumstance that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law may be postponed until such time as the General Membership can reasonably address the issue.

Any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

## **11. Delegations**

Any person or organization who wishes to address the Authority about an item not on the published agenda, shall make a request in writing to the Secretary-Treasurer no less than

14 calendar days in advance of the scheduled meeting at which the person or organization wishes to speak. The request must include:

- a) The name of the individual who will be speaking;
- b) The name of any organization the individual will be speaking on behalf of;
- c) A written summary of the issue;
- d) A written statement of the individual's or organization's position on the issue; and
- e) Any presentation material the speaker wishes to rely on.

A maximum of one (1) such delegation shall be permitted at any regular meeting of the Authority and the Secretary-Treasurer shall advise the individual or organization whether they are listed on the meeting agenda no later than six (6) days before the scheduled meeting.

Any person or organization who wishes to address the Authority regarding an item on the published agenda shall make a request in writing to the Secretary-Treasurer no less than two (2) calendar days in advance of the scheduled meeting. The request must indicate:

- a) The name of the individual who will be speaking;
- b) The name of any organization the individual will be speaking on behalf of;
- c) The agenda item to be addressed;
- d) A written statement of the individual's or organization's position on the item; and
- e) Any presentation material the speaker wishes to rely on.

All requests to address the Authority will be reviewed by the Secretary-Treasurer and Chair for completeness, relevance and appropriateness. The Chair may refuse a request or require modification of the delegation presentation and materials where:

- a) The subject matter is unrelated to or beyond the purview of the Authority's mandate; or
- b) The issue or subject matter relates to or qualifies as a matter suitable for a closed meeting.

Accepted delegation submissions (including names but excluding personal contact information) form part of the public record and shall be made available to Members and the public.

Delegations shall be limited to one (1) speaker whose presentation may not exceed ten (10) minutes except by leave of the Chair.

Speakers shall only address the Chair and shall be respectful at all times.

Speakers shall not:

- a) Address Directors directly without permission;
- b) Interrupt any speaker or action of the Board, or any other person addressing the Board;
- c) Display or have in possession picket signs or placards in the meeting room;
- d) Repeat what has been said by previous speakers at a meeting;
- e) Speak disrespectfully of any person;
- f) Use offensive language;
- g) Disobey a direction or decision of the Chair; or
- h) Enter into cross debate with the Chair, Directors, Staff, or members of the public.

The Chair has discretion to end a delegation where the information offered is inconsistent with the submission materials or is inappropriate in any manner.

Recurring delegations are not permitted unless the Chair determines new, relevant information on the issue has become available.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by a majority of Members present.

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 14 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by a majority of Members present, or shall be listed on the published agenda for the following meeting.

Any person or organization who wishes to address the Authority regarding an item on the published agenda may make a request in writing or email to the Secretary-Treasurer. The request should indicate the agenda item to be addressed and the name of the proposed speaker(s). If such request is received two days in advance of a scheduled meeting, the delegation shall be permitted.

Any person or organization requesting an opportunity to address the Authority regarding an item on the published agenda, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by a majority of Members present. Delegations shall provide twenty-three copies of any handouts and one electronic copy of any electronic presentation to the Secretary-Treasurer 15 minutes prior to the start of the meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

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

## 12. Annual Meeting

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

- Appointment of auditor
- Appointment of solicitor(s)
- Appointment of signing officers



### 13. Meetings with Closed “In Camera” Sessions

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

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

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another act;
- h) Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the General Manager/Secretary-Treasurer who is the designated head of the Authority for the purposes of MFIPPA, is present. ~~The General Manager is the head of an institution for the purposes of MFIPPA.~~

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

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

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

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

A meeting of the Authority, Executive Committee, Advisory Board or other committee may also be closed to the public if:

- a) The meeting is held for the purpose of educating or training the Members, and
- b) At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the Executive Committee, Advisory Board or other committee.

#### 14. Voting

In accordance with Section 16 of the Act:

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

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

On a tie vote, the motion is lost.

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

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

If a Member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present taken by alphabetical surname with the Chair voting last, except a Member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96 with the weighting for the City of Ottawa capped at 50%.

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

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

**Where a Member has been appointed by Minister as a representative of the agricultural sector, the member shall not vote on:**

- a) A resolution to enlarge an authority's area of jurisdiction;
- b) A resolution to amalgamate the Authority with another conservation authority;
- c) A resolution to dissolve the Authority; or
- d) A resolution related to any budgetary matter.

#### 15. Notice of Motion

Written notice of motion to be made at an Authority, Executive Committee, Advisory Board or committee meeting may be given to the Secretary-Treasurer by any Member of the

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

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

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

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate Advisory Board or committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the Members of the Authority present.

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

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

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

It shall be the duty of the Chair, with respect to any meetings over which they he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Ask any individual that is disrupting the proceedings of the Members to leave;
- d) Adjourn the meeting without question, in the case of grave disorder arising in the meeting room;
- e) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- f) Decline to put to a vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Authority;
- g) Enforce on all occasions the observance of order and decorum among the Members;
- h) Announce the results of the vote on any motions so presented;
- i) Adjourn the meeting when business is concluded.

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

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

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

## 19. Polls

Polls of Members may be undertaken with permission from the Chair for items of business considered to be urgent or an emergency and where it is considered impractical to convene a special meeting. Such polls may be conducted via conferencing methods (e.g. teleconference) or individual notices (e.g. electronic survey methods).

## 20. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, Executive Committee, Advisory Boards or committees. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

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

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

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

After the minutes have been approved by resolution, original copies shall be signed by the Chair and Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Minutes shall be made available for review on the Authority's website within 30 days of the meeting. Such Minutes shall also be made available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

## D. Approval of By-law

The following motion was passed at the Authority meeting of September 27, 2018:

### **Motion: 3-180927**

Moved by: \_\_\_\_\_ Sharon Mousseau

Seconded by: \_\_\_\_\_ Judy Brown

That the Board of Directors of the Rideau Valley Conservation Authority repeal RVCA's *Administrative Resolutions and Procedures for Board Meetings* and adopt By-Law No. 1 (Administrative By Law) including Appendices 1, 2, 3, 4-A and 4-B (Member Code of Conduct, Member Conflict of Interest Policy, Procedure for Election of Officers, Terms of Reference for Executive Committee and Terms of Reference for Audit Committee).

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**CARRIED**

The following motion was passed at the Authority meeting of April 25, 2019:

### **Motion: 2-190425**

Moved by: \_\_\_\_\_ George Darouze

Seconded by: \_\_\_\_\_ Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached revised Terms of Reference for the RVCA's Executive Committee which is Appendix 4-A of RVCA's By-law No. 1 (Administrative Bylaw).

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**CARRIED**

## E. Appendices to the Administrative By-law

### Appendix 1 – Member Code of Conduct

#### 1. Background

The Rideau Valley Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Member Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Member Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures. **Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.**

#### 2. General

All Members, whether municipal councillors, **or** appointed representatives of a municipality, **or appointed by the Minister as a representative of the agricultural sector**, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of **their his/her** official duties.

It is expected that Members adhere to a Code of Conduct that:

- i. Upholds the mandate, vision and mission of the Authority;
- ii. Considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. Respects confidentiality;
- iv. Approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. Exercises the powers of a Member when acting in a meeting of the Authority;
- vi. Respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. Declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. Conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

#### 3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except **as compensation** authorized by law **or the Authority's Personnel Policies**.

#### 4. Confidentiality

The Members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a Member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

#### 5. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

#### 6. Work of a Political Nature

No Member shall use Authority facilities, services or property for **their his/her** election or re-election campaign to any position or office within the Authority or otherwise.

#### 7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

## **8. Influence on Staff**

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

## **9. Business Relations**

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an Advisory Board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

## **10. Encouragement of Respect for the Authority and its Regulations**

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

## **11. Harassment**

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Workplace Violence and Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

## **12. Breach of Member Code of Conduct**

Should a Member breach the Code of Conduct, they shall advise the Chair in writing, with a copy to the Secretary-Treasurer, as soon as possible after the breach.

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

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

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



## Appendix 2 – Member Conflict of Interest Policy

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

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

**Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.**

### 2. *Disclosure of Pecuniary Interest*

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

- a) Shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) Shall not take part in the discussion of, or vote on any question in respect of the matter; **and,**
- c) Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question; **and**
- d) **Shall file a written statement of the Conflict of Interest and its general nature with the Secretary-Treasurer.**

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

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

### 4. *Closed Meetings*

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

### 5. *Member Absent*

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

### 6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, Advisory Board or committee, as the case may be.

## **7. *Registry Maintained for Public Inspection***

The Authority shall maintain a registry in which shall be kept:

- a) A copy of each statement filed under Section 2d) of this policy; and
- b) A copy of each declaration recorded in the Minutes.

The registry shall be available for public inspection.

## **8. *Breach of Member Conflict of Interest Policy***

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

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair in writing, with a copy to the Secretary-Treasurer.

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

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

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

## Appendix 3 – Procedure for Election of Officers

### 1. Voting

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

### 2. Acting Chair

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

### 3. Scrutineer(s)

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

### 4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act **and this by-law** as follows:

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

If one Nominee:

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

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.

- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

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

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

## Appendix 4-A – Terms of Reference for Executive Committee

### 1. Purpose

The Authority shall maintain a standing Executive Committee to:

- Hold hearings under Section 28 of the Act. The Executive Committee shall evaluate the information presented at a hearing by both Conservation Authority staff and the applicant and decide whether the application will be approved with or without conditions or refused, or if a permit will be cancelled. Applicants can appeal decisions of the Executive Committee to the Minister.
- Undertake an annual performance appraisal of the General Manager / Secretary-Treasurer. The Executive Committee shall work collaboratively with the General Manager / Secretary-Treasurer to set annual performance objectives and then review the General Manager / Secretary-Treasurer's performance in achieving those objectives.

### 2. Membership

The Executive Committee shall consist of the Chair, Vice-Chair and three other Members, such that the Committee is comprised of at least one Member from the City of Ottawa. The Chair and Vice-Chair of the Authority shall be the Chair and Vice-Chair of the Executive Committee in accordance with Section 19(2) of the Act.

Appointment of Members to the Executive Committee shall be made by the Chair, subject to approval by the General Membership.

The Authority shall appoint an Executive Committee at the Annual meeting of the General Membership each year.

### 3. Meeting Procedures

Resolutions and policies governing the operation of the Authority shall be observed in all Executive Committee meetings.

The Executive Committee shall hold hearings in accordance with the Authority's Rules of Procedure for hearings as approved by the General Membership from time-to-time as well as other applicable laws including the *Statutory Powers Procedure Act* under which the Executive Committee is considered an Administrative Tribunal.

### 4. Frequency of Meetings

Meetings shall generally be held the second Thursday of the month as required.

## Appendix 4-B – Terms of Reference for Audit Committee

### **1. Purpose**

The Authority shall maintain a standing Audit Committee to ensure adequate financial systems, internal controls and reporting are in place for financial soundness of the Authority, to meet annually with the auditors before the General Membership receives and approves the Financial Statements and Report of the Auditor for the preceding year, and to address other specific financial matters as required.

The Audit Committee shall report to the General Membership, presenting any recommendations made by the Committee.

### **2. Membership**

The Audit Committee shall consist of the Chair, Vice-Chair and three other Members, such that the Committee is comprised of at least one Member from the City of Ottawa. The Chair and Vice-Chair of the Authority shall be the Chair and Vice-Chair of the Audit Committee.

Appointment of Members to the Audit Committee shall be made by the Chair, subject to approval by the General Membership.

The Authority shall appoint an Audit Committee at the Annual meeting of the General Membership each year.

### **3. Meeting Procedures**

Resolutions and policies governing the operation of the Authority shall be observed in all Audit Committee meetings.

### **4. Frequency of Meetings**

Meetings shall be held at the call of the Chair. The Committee shall normally meet in February or March with the Auditors to review draft Financial Statements and Report of the Auditor, and thereafter as required.

**13.0 Bill 23 Update**  
**Report #: 07-230223**

To: RVCA Board of Directors  
 From: Sommer Casgrain-Robertson  
 General Manager / Secretary-Treasurer  
 Date: February 17, 2023

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachments – 17 pages

**Purpose**

To provide the Board with an information update on Bill 23.

**Background**

In June 2019, changes were made to the *Conservation Authorities Act* through Bill 108 (*More Homes, More Choice Act*). These changes laid the groundwork for new or revised regulations to be introduced under the *Conservation Authorities Act* including:

- Defining mandatory programs and services
- Requiring agreements with municipalities for non-mandatory programs
- New or updated definitions for key regulatory terms
- Reduction of regulatory restrictions between 30m and 120m of a wetland and where a hydrological connection has been severed
- Exempting low-risk development activities from requiring a permit

In late 2020, further changes were made to the *Conservation Authorities Act* through Bill 229 (*Protect, Support and Recover from COVID-19 Act*). These changes included:

- Defining mandatory programs and services (Category 1)
- Requiring agreements with municipalities for Category 2 programs and services
- Requiring cost-apportioning agreements with municipalities for Category 3 programs and services
- Changing Board governance rules, as well as budgeting and levy processes
- Requiring CAs to issue permits for development approved through MZOs

Throughout 2021 and into 2022, the Ministry worked with a multi-stakeholder *Conservation Authorities Working Group* to develop the regulations necessary to implement the changes contained in Bill 229.

On October 25, 2022, additional changes were proposed to the *Conservation Authorities Act* through Bill 23 (*More Homes Built Faster Act*) as well as other regulations and provincial guidance documents pertaining to the work of conservation authorities. These changes included:

- Prohibiting municipalities from entering into agreements with conservation authorities to provide comments on planning applications beyond natural hazards
- Exempting development approved under the Planning Act in specified municipalities from requiring a CA permit
- Defining a list of “low risk” activities exempt from requiring a CA permit
- Limiting the scope of conditions that CAs can include in a permit to natural hazards
- Reducing the regulated area around provincially significant wetlands from 120 m to 30 metres
- Changing the Ontario Wetland Evaluation System manual (used to designate “Provincially Significant Wetlands”) to prohibit the complexing of wetlands, remove habitat from evaluation criteria, remove references to CA regulations and watershed planning and remove MNRF as being responsible for administering the evaluation system
- Allowing offsetting to compensate for the loss of natural heritage features
- Giving the Minister the ability to freeze CA fees
- Requiring CAs to identify CA lands that are suitable for the purposes of housing and housing infrastructure development

## **Analysis**

Bill 23 received Royal Assent on November 28, 2022 and two key changes came into effect on January 1, 2023 that impact the work of conservation authorities:

### Plan Review Comments

On December 28, 2022 all conservation authorities and their member municipalities received the attached letter from the Ministry of Natural Resources and Forestry regarding “*Legislative and regulation changes affecting conservation authorities*”.

The letter informs CAs that effective January 1, 2023 Ontario Regulation 596/22 will be in effect. Under this regulation:

- An authority shall not provide within its area of jurisdiction, a municipal program or service related to reviewing and commenting on a proposal, application or other matter made under the following Acts:
  1. The Aggregate Resources Act.
  2. The Condominium Act, 1998.
  3. The Drainage Act.
  4. The Endangered Species Act, 2007.
  5. The Environmental Assessment Act.
  6. The Environmental Protection Act.
  7. The Niagara Escarpment Planning and Development Act.
  8. The Ontario Heritage Act.



9. The Ontario Water Resources Act.
10. The Planning Act.

For decades, regulations under the *Planning Act* have required municipalities to circulate planning applications to conservation authorities for review and comment.

- Through an MOU with the Province, all conservation authorities are required to provide comments to municipalities regarding natural hazards (flooding, erosion, unstable soils, hydrologic function of wetlands, stormwater quantity). This role will continue and is unaffected by Ontario Regulation 596/22.
- Through local MOUs with municipalities, many conservation authorities (including RVCA) also provided comments to municipalities regarding natural heritage (ecological function of wetlands, significant woodlands, significant valley lands) and water (ecological setbacks and buffers, stormwater quality, hydrogeology). Under Ontario Regulation 596/22, CAs are now prohibited from providing these additional comments to municipalities. The Provincial Policy Statement requires municipalities to consider these factors when reviewing Planning applications, so municipalities will now have to undertake these reviews themselves or hire consultants.

Eastern Ontario CAs have been working together to brief municipal planning staff on this legislative change, prepare materials and resources to assist municipalities in undertaking this role and facilitate where possible a smooth transition for municipalities and applicants. The attached fact sheet was circulated to all municipal planning staff in Eastern Ontario to accompany staff briefings in late January and early February.

To-date, municipal staff have expressed the following concerns:

- Municipal staff do not have the expertise to review planning applications for natural heritage and water as these reviews were undertaken by water resource engineers, ecologists, biologists and specialized planners within the CAs.
- Municipalities are therefore looking at hiring consultants but are concerned it will take longer to receive comments and the cost to applicants will be higher as CAs provided these additional comments when they were already reviewing the application for natural hazards.
- Ontario Regulation 596/22 does not provide a transition period, so municipalities and applicants are struggling to process applications that were already in progress prior to January 1, 2023.

#### Conservation Authority Fees

On December 28, 2022 conservation authorities received a second letter (attached) from the Minister of Natural Resources and Forestry regarding “*Minister’s direction for conservation authorities regarding fee changes associated with planning, development and permitting fees*”.

The letter informs CAs that the purpose of this Minister's Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority.

RVCA's fee schedules for 2023 were approved by the Board of Directors in October and November 2022 and therefore, pre-dated this Direction. However, the Direction may hinder the RVCA's ability to adjust fees for 2024 which would have budgetary impacts. It is also unknown if this Direction will be extended beyond December 31, 2023.

### **Input from Other Sources**

RVCA is working closely with neighbouring CAs and member municipalities to implement Ontario Regulation 596/22 as smoothly as possible. Conservation Ontario has also organized numerous discussions amongst General Managers and technical staff and has supported the development of resources and materials.

### **Financial Considerations**

Staff are in the process of assessing what impact the freezing of fees and the reduction in CA Plan review could have on RVCA's revenues and budget.

### **Legal Considerations**

### **Adherence to RVCA Policy**

### **Link to Strategic Plan**

This work supports Priority #8 under Strategic Direction #2:

- *Prepare an implementation strategy to address any changes made to the Conservation Authorities Act that may result from the legislative review currently underway.*

### **Attachments**

- Letter from MNRF: *Legislative and regulation changes affecting conservation authorities* (December 28, 2022)
- Factsheet: *CA Plan Review Scope Under the Planning Act Effective January 1, 2023* (January 30, 2023)
- Letter from Minister Smith: *Minister's direction for conservation authorities regarding fee changes associated with planning, development and permitting fees* (December 28, 2022)

**Ministry of Natural Resources and Forestry**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles et des Forêts**

Direction des politiques de planification et d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

**To:** Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario

**From:** Jennifer Keyes, Director

**Date:** December 28, 2022

**Subject:** Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

### Legislative Amendments

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30<sup>th</sup> on the ERO, #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.](#)

## **New Regulatory Requirements**

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to [Ontario Regulation 686/21: Mandatory Programs and Services](#) to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- |   |  |
|---|--|
| • The <i>Aggregate Resources Act</i>      | • The <i>Niagara Escarpment Planning and Development Act</i> |
| • The <i>Condominium Act, 1998</i>        | • The <i>Ontario Heritage Act</i>                            |
| • The <i>Drainage Act</i>                 | • The <i>Ontario Water Resources Act</i>                     |
| • The <i>Endangered Species Act, 2007</i> | • The <i>Planning Act</i>                                    |
| • The <i>Environmental Assessment Act</i> |  |
| • The <i>Environmental Protection Act</i> |  |

This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

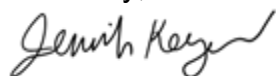
An administrative update to the "Determination of Amounts Owed Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at [ca.office@ontario.ca](mailto:ca.office@ontario.ca). I look forward to working with you in the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Keyes", with a stylized flourish at the end.

Jennifer Keyes

Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

## CA Plan Review Scope Under the Planning Act Effective January 1, 2023

On January 1, 2023, a new Minister's regulation came into effect as a result of Bill 23: [Ontario Regulation 596/22](#): Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the *Conservation Authorities Act*.

### **No Change to Mandatory CA Programs and Services**

Following the new regulation, conservation authorities (CAs) are still required to continue reviewing and providing comments on proposals, applications and other matters (including applications under the *Planning Act*) related to:

- Natural hazards (including flooding, erosion, slope stability and wetlands); and
- Drinking water source protection

Municipalities are therefore, still required to circulate planning applications and technical reports to CAs for review and comment and should continue with their current circulation and fee collection practices. CA comments will continue to reflect a watershed-based approach in the provision of mandatory programs and services.

CAs will also continue to review and comment on planning applications related to

- Part 8 Ontario Building Code matters (septic systems), where applicable
- Part 4 Clean Water Act matters (risk management official), where applicable

The new regulation also had no impact on CAs Section 28 regulations and CA permitting remains status quo.

### **Changes to Other CA Programs and Services**

The new regulation does however, prevent CAs from continuing to provide programs and services to municipalities or others related to reviewing and commenting on proposals, applications, or other matters under a Prescribed Act where the review and comments do not relate to natural hazards or drinking water source protection. The Prescribed Acts are listed in the new regulation and includes the *Planning Act*.

This means, technical review services that CAs formerly provided under Memorandums of Understanding with municipalities (e.g., technical reviews related to natural heritage, hydrogeology for private services and select aspects of stormwater management) will no longer be provided for new development and land use planning applications effective January 1, 2023.

CAs are working with municipal partners to develop a transition plan in accordance with the new requirements to address applications submitted prior to this date.

The table below outlines where CAs will continue to provide comments moving forward.

Plan Review* Component		
	In Scope	Out of Scope
Watercourses	✓	
Flood Hazards	✓	
Erosion Hazards (slope stability and stream erosion)	✓	
Great Lakes – St. Lawrence River System Shoreline Hazards (flooding, erosion, or dynamic beaches)	✓	
Unstable Soil/Bedrock	✓	
Groundwater (regulatory requirements/natural hazard related functions)	✓	
Wetlands (regulatory requirements/natural hazard related functions)	✓	
Valleylands (regulatory requirements/natural hazard related functions)	✓	
Hazardous Lands	✓	
Inland Lakes	✓	
Hazardous Sites	✓	
Wildlife Habitat		✗
Threatened/Endangered Species		✗
Area of Natural and Scientific Interest		✗
Environmental Sensitive/Significant Area (ESA)		✗
Woodlands		✗
Natural Heritage Systems		✗
Fish Habitat		✗
Stormwater (natural hazards)	✓	
Stormwater (non-natural hazard)		✗
Hydrogeological and Terrain Reviews for on-site services		✗

Plan Review* Component		
	In Scope	Out of Scope
Feature Based Water Balance (regulatory requirements/natural hazard related functions)	✓	
Erosion and Sediment Control (regulatory requirements/natural hazard related functions)	✓	
Setback to identified Plan Review Component (regulatory requirements/natural hazard related functions)	✓	
Source Protection Authority under the <i>Clean Water Act</i>	✓	
Climate Change (related to natural hazards)	✓	
Special Policy Areas	✓	

\*Review and comment on development and land use planning per O. Reg 596/22

#### Notes:

- Where a natural heritage feature component (e.g. woodland or other natural vegetation etc.) is within a regulated area the CA will continue to provide plan review comments related to natural hazard functions and regulatory requirements.

#### Definitions:

- Hazardous Sites:** Lands that could be unsafe for development and site alteration due to naturally occurring hazards that may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography).
- Hazardous Lands:** Lands that could be unsafe for development due to naturally occurring processes including land covered by water to the furthest landward extent of the flooding hazard, erosion hazard or dynamic beach hazard limit.
- Feature Based Water Balance:** the accounting of inflow and outflow of water in a system according to the components of the natural hydrologic cycle (precipitation, surface water inflow, surface water outflow, groundwater inputs/recharge, wetland storage, evapotranspiration).



**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley Street West  
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Toronto, ON M7A 1W3  
Tel.: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

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



December 28, 2022

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

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

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In support of Ontario’s Housing Supply Action Plan: 2022-2023, the province made a series of legislative changes through the *More Homes Built Faster Act, 2022* (Bill 23) to help achieve the goal of building 1.5 million homes over the next 10 years. These changes accelerate housing development approvals while continuing to protect Ontario families, communities, and critical resources. A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

To this end, pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, which is in effect January 1, 2023, I am issuing a Minister’s Direction (“Direction”), attached to this letter as Attachment “A”. Subsection 21.3 (1) provides that the “Minister may give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction.”

The purpose of this Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. For greater certainty, the “Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act” regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter

made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the *Conservation Authorities Act*.


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

Pursuant to subsection 21.2 (3) of the Act, I am also re-distributing the Minister's list of classes and programs and services in respect of which conservation authorities may charge a fee along with this Direction, with editorial changes to reflect the recent legislative and regulatory changes.

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

If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

Sincerely,



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable David Piccini, Minister of the Environment, Conservation and Parks

**Minister's Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this "Direction")**

**WHEREAS** section 21.2 of the *Conservation Authorities Act*, in effect on January 1, 2023, permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister's list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

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

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

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

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix "A" of this Direction (the "**Conservation Authorities**" or each, a "**Conservation Authority**") are hereby directed as follows:

**Fee Changes Prohibition**

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

**Program and Service Fees Impacted**

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

planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

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

### Application

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

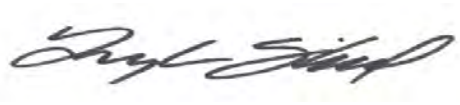
### Effective Date and Term

6. This Direction is effective from January 1, 2023 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2023 (the "**Term**").

**Amendments**

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

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



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry  
December 28, 2022

## APPENDIX A

### LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

#### **Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
bhorner@abca.on.ca

#### **Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
Katrina Furlanetto  
kfurlanetto@crca.ca

#### **Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
generalmanager@catfishcreek.ca

#### **Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
cdarling@cloca.com

#### **Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
quentin.hancard@cvc.ca

#### **Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
tim.pidduck@crowevalley.com

#### **Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6

Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)

**Ganaraska Region CA**

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

**Grand River CA**

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

**Grey Sauble CA**

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

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Hassaan Basit  
[hbasit@hrca.on.ca](mailto:hbasit@hrca.on.ca)

**Hamilton Region CA**

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

**Kawartha Region CA**

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

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
elizabeth@kettlecreekconservation.on.ca

**Lake Simcoe Region CA**

Box 282  
120 Bayview Parkway  
Newmarket ON L3Y 3W3  
Rob Baldwin  
r.baldwin@lsrca.on.ca

**Lakehead Region CA**

Box 10427  
130 Conservation Road  
Thunder Bay ON P7B 6T8  
Tammy Cook  
tammy@lakeheadca.com

**Long Point Region CA**

4 Elm Street  
Tillsonburg ON N4G 0C4  
Judy Maxwell  
jmaxwell@lprca.on.ca

**Lower Thames Valley CA**

100 Thames Street  
Chatham ON N7L 2Y8  
Mark Peacock  
mark.peacock@ltvca.ca

**Lower Trent Region CA**

R.R. #1  
714 Murray Street  
Trenton ON K8V 5P4  
Rhonda Bateman  
rhonda.bateman@ltc.on.ca

**Maitland Valley CA**

Box 127



1093 Marietta Street  
Wroxeter ON N0G 2X0  
Phil Beard  
pbeard@mvca.on.ca

**Mattagami Region CA**  
100 Lakeshore Road  
Timmins ON P4N 8R5  
David Vallier  
david.vallier@timmins.ca

**Mississippi Valley CA**  
10970 Highway 7  
Carleton Place ON K7C 3P1  
Sally McIntyre  
smcintyre@mvc.on.ca

**Niagara Peninsula CA**  
250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Chandra Sharma  
csharma@npca.ca

**Nickel District CA**  
199 Larch St  
Suite 401  
Sudbury ON P3E 5P9  
Carl Jorgensen  
carl.jorgensen@conservationsudbury.ca

**North Bay-Mattawa CA**  
15 Janey Avenue  
North Bay ON P1C 1N1  
Chitra Gowda  
chitra.gowda@nbmca.ca

**Nottawasaga Valley CA**  
8195 Line 8  
Utopia ON L0M 1T0  
Doug Hevenor  
dhevenor@nvca.on.ca

**Otonabee Region CA**

250 Milroy Drive  
Peterborough ON K9H 7M9  
Janette Loveys Smith  
[jsmith@otonabeeconservation.com](mailto:jsmith@otonabeeconservation.com)

**Quinte CA**

R.R. #2  
2061 Old Highway #2  
Belleville ON K8N 4Z2  
Brad McNevin  
[bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca)

**Raisin Region CA**

PO Box 429  
18045 County Road 2  
Cornwall ON K6H 5T2  
Richard Pilon  
[richard.pilon@rrca.on.ca](mailto:richard.pilon@rrca.on.ca)

**Rideau Valley CA**

Box 599  
3889 Rideau Valley Dr.  
Manotick ON K4M 1A5  
Sommer Casgrain-Robertson  
[sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca)

**Saugeen Valley CA**

R.R. #1  
1078 Bruce Road #12, Box #150  
Formosa ON N0G 1W0  
Jennifer Stephens  
[j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca)

**Sault Ste. Marie Region CA**

1100 Fifth Line East  
Sault Ste. Marie ON P6A 6J8  
Corrina Barrett  
[cbarrett@ssmrca.ca](mailto:cbarrett@ssmrca.ca)

**South Nation River CA**

38 Victoria Street  
P.O. Box 29  
Finch ON K0C 1K0  
Angela Coleman  
[acoleman@nation.on.ca](mailto:acoleman@nation.on.ca)

**St. Clair Region CA**

205 Mill Pond Crescent

Strathroy ON N7G 3P9  
Ken Phillips  
[kphillips@scrca.on.ca](mailto:kphillips@scrca.on.ca)

**Toronto and Region CA**  
101 Exchange Avenue  
Vaughan ON L4K 5R6  
John MacKenzie  
[john.mackenzie@trca.ca](mailto:john.mackenzie@trca.ca)

**Upper Thames River CA**  
1424 Clarke Road  
London ON N5V 5B9  
Tracey Annett  
[annettt@thamesriver.on.ca](mailto:annettt@thamesriver.on.ca)

**14.0 Election of Chair and Vice-Chair  
Report #: 08-230223**

To: RVCA Board of Directors  
From: Sommer Casgrain-Robertson  
General Manager / Secretary-Treasurer  
Date: February 16, 2023

<input type="checkbox"/>	For Information
<input type="checkbox"/>	For Direction
<input checked="" type="checkbox"/>	For Adoption
<input checked="" type="checkbox"/>	Attachment – 2 pages

**Purpose**

To hold elections for Chair and Vice-Chair of the Board of Directors of the Rideau Valley Conservation Authority for the year 2023.

**Background**

Elections are held annually for the positions of Chair and Vice-Chair. Responsibilities, maximum terms and election procedures are outlined in Section 17 of the *Conservation Authorities Act* and RVCA's Administrative By-law:

**Responsibilities**

RVCA's Administrative By-law (section B2) states the Officers of the Authority, and their respective responsibilities, shall be:

**Chair**

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

**Vice-Chair**

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

It should be noted that the Chair also presides at all meetings of the Audit Committee and serves as RVCA's voting delegate on Conservation Ontario Council. The Vice-Chair also attends all meetings of the Audit Committee and serves as RVCA's alternate voting delegate for Conservation Ontario Council.

### Election Procedures

RVCA's Administrative By-law (section B5) states the election of the Chair and Vice-Chair shall be held at the first meeting of the General Membership each year in accordance with the Authority's Procedures for Election of Officers. RVCA's election procedures are outlined in Appendix 3 (attached) of the Administrative By-law.

### Maximum Term

The Province amended the *Conservation Authorities Act* in 2021 and Section 17 (1.1) now states: A chair or vice-chair [...] shall hold office for a term of one year and shall serve for no more than two consecutive terms.

### Municipal Representation

In 2021 Section 17 (1.2) was also proclaimed which states: An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality.

### Exception Request to Minister

Section 17 (1.3) states: Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

- (a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms;
- (b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair.

### **Analysis**

Pieter Leenhouts representing the City of Ottawa, served as Chair of the RVCA for 4 consecutive one year terms from 2019 to 2022. As a result of Section 17 (1.1) of the Act, Mr. Leenhouts is not eligible to stand for re-election for the position of Chair in 2023. As a result of Section 17 (1.2) no member from the City of Ottawa is eligible to stand for election for the position of Chair in 2024.

Judy Brown representing the Town of Perth, served as Vice-Chair of the RVCA for 4 consecutive one year terms from 2019 to 2022. Ms. Brown is no longer a member of the

RVCA Board, but as a result of Section 17 (1.2) no member from the Town of Perth is eligible to stand for election for the position of Vice-Chair in 2024.

### **Input from Other Sources**

N/A

### **Financial Considerations**

The Chair receives an annual honorarium of \$2000 in addition to member per diems and mileage. This honorarium has been accounted for in RVCA's 2023 budget. There is no honorarium provided to the Vice-Chair.

### **Legal Considerations**

The elections of Chair and Vice-Chair are in accordance with the *Conservation Authorities Act*.

### **Adherence to RVCA Policy**

The elections of Chair and Vice-Chair are in accordance with RVCA's Administrative By-law (By-law No. 1). Appendix 3 of By-law No.1 is attached for reference as it outlines the procedure for election of Chair and Vice-Chair.

### **Link to Strategic Plan**

N/A

### **Attachments**

- RVCA's Procedure for Election of Officers (Administrative By-law, Appendix 3)

## Appendix 3 – Procedure for Election of Officers

### 1. Voting

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

### 2. Acting Chair

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

### 3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members of the Authority, to act as scrutineers.

### 4. Election Procedures

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

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

If one Nominee:

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

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

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

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